



U.S. Department
of Transportation

**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue, SE
Washington, DC 20590

SENT VIA EMAIL

January 5, 2023

Mr. Jeffrey Gonneville
Interim General Manager
Massachusetts Bay Transportation Authority
10 Park Plaza
Boston, MA 02116

Subject: Monthly and Quarterly Reporting for Special Directives 22-6 and 22-7

Dear Mr. Gonneville,

Thank you and your team for complying with the Federal Transit Administration's (FTA) reporting requirements for Special Directive (SD) 22-6: Operations Control Center (OCC) and SD 22-7: Lapsed Certifications. Based on continued progress made by the Massachusetts Bay Transportation Authority (MBTA), this letter provides further direction regarding reductions in required reporting.

Reporting Frequency for SD 22-6: Operations Control Center

As required by SD 22-6, the MBTA began submitting OCC staffing and certification reports daily and weekly on Friday, June 24, 2022. The MBTA was required to submit these reports for six (6) weeks, through Friday, August 5, 2022. On August 3, 2022, FTA sent follow-on correspondence directing the MBTA to continue to submit weekly and daily reports for SD 22-6 through Friday, September 30, 2022. On September 28, 2022, based on the OCC's improved staffing and compliance with the new hours of service and certification requirements, FTA sent another letter reducing the frequency of the OCC staffing and certification reports to monthly. As noted in the letter, these reports are due to FTA by the 5th day of each month for the previous month through January 31, 2023 (February 5, 2023, report date).

Moving forward, FTA directs MBTA to continue monthly reporting through March 31, 2023 (April 5, 2023, report date). Beginning April 1, 2023, reporting will transition to quarterly, with reports identifying any OCC workers who worked out of certification, who exceeded the new hours of service requirements specified in Special Order #22-116, or who worked dispatching and supervisory roles during the same shift due. These reports will be due on July 5, 2023 (for the quarterly period April 1 to June 30, 2023), October 5, 2023 (for the quarterly period July 1 to September 30, 2023), and January 5, 2024 (for the quarterly period October 1

to December 31, 2023), and so on, until SD 22-6 is closed.

Additionally, FTA continues to require the MBTA to submit the status of the current OCC staffing plan for each role within the OCC two days prior to each SD 22-6 bi-weekly meeting until December 31, 2023, or SD 22-6 is closed.

Reporting Requirements for Special Directive 22-7: Lapsed Certification

As required by SD 22-7, MBTA also began submitting weekly rail transit operations personnel certification and hours worked reports from June through the end of August. In correspondence dated August 3, 2022, FTA reduced reporting requirements to a monthly report due by the 5th of each month for the previous month through December 31, 2022 (January 5, 2023, report date).

Moving forward, FTA directs MBTA to continue monthly reporting through March 31, 2023 (April 5, 2023, report date). Beginning April 1, 2023, reporting will transition to quarterly, with exception reports identifying any rail transit operations personnel who worked out of certification or who exceeded hours of service requirements. These reports will be due on July 5, 2023 (for the quarterly period April 1 to June 30, 2023), October 5, 2023 (for the quarterly period July 1 to September 30, 2023), and January 5, 2024 (for the quarterly period October 1 to December 31, 2023), and so on, until SD 22-7 is closed.

Additionally, FTA requires MBTA to submit the status of hiring to address the labor model submitted for the Training School two days prior to each SD 22-7 bi-weekly meeting until December 31, 2023, or SD 22-7 is closed.

Conclusion

We appreciate your efforts to enhance MBTA's safety performance, and we look forward to working with you and your team as the MBTA addresses these findings and required actions. Please contact our SMI Coordinator, Ms. Erin Powell, by phone at (771) 200-8016 or by email at Erin.Powell@dot.gov with any questions.

Sincerely,



Joe DeLorenzo
Associate Administrator and
Chief Safety Officer
Office of Transit Safety and Oversight

cc: Peter Butler, Regional Administrator, FTA Region 1
Erik Stoothoff, Acting Chief Operating Officer, MBTA

Ron Ester, Chief Safety Officer, MBTA

Dave Carney, Chief of Transit Services, MBTA

Patrick Richmond, Acting Assistant General Manager, Rail Operations, MBTA

Elizabeth Cellucci, Director, Transportation Oversight Division, Massachusetts Department
of Public Utilities