

State Safety Oversight Reporting Tool (SSOR)



Refresher Training Webinar Questions and Answers

Version 1.1
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Revision History

Date	Version	Description	Author
1/18/2024	1.0	Initial Draft	T. Eason
2/23/2024	1.1	Added questions and answers from Webinar #2 on 2/20/2024	T. Eason

1. Refresher Training Webinar Questions and Answers

1. Q: Will the SSOR Tool allow exporting the report contents to Excel as it used to?

A: Users can export reports from SSOR, and this will remain a feature in SSOR. To export an entire Annual Report, go to the Agency Management page, select the Report Year you wish to see, and click Download Annual Report.

2. Q: Should we anticipate that SSOR will be updated to allow for States to enter SSOA hours spent supporting Risk-Based Inspections for calendar year 2024 reporting?

A: There is currently no enhancement projected to track specific task hours for SSOA employees in SSOR. SSOR does capture specific tasks executed by contractors as part of an SSOA's annual report. However, FTA is not planning on editing any of the current contractor task categories for the 2024 report year. If you have any additional questions related to Risk-Based Inspections, please contact your RBI point of contact.

3. Q: Will the year selected on one page stay the same if other pages are viewed? It's a hassle to have to re-enter the proper year on each page.

A: An enhancement to SSOR from last year is that the default Report Year will be set to 2023. When navigating around the various sections in Agency Management, the Report Year you select will persist. However, when opening a new window or tab, the default Report Year will be reset to 2023.

4. Q: Should SSOAs track and report all time worked on the SSO Program or only the hours that are associated with the 5329 Federal Grant? How will FTA verify the time worked if not associated with the federal grant?

A: On the SSOA profile form, SSOAs report the total number of hours worked by each SSOA employee. These hours should include all hours worked on the SSO Program.

5. Q: The term "STAR" is not common vernacular used by SSOAs. Can this be changed to simply reflect SSOA Audits?

A: STAR stands for SSO Triennial Audit of RTA. These are the audits conducted by the SSOA of the RTA at least every three years. In years past, FTA referred to these as "Three-Year Reviews." However, the SSOR now refers to these as STARs. We appreciate the suggestion and will consider this for future revisions.

6. Q: Has there been any discussion about allowing us to go back and change previous reports? Such as when we learn there is a death from an injury that occurred during an accident.

A: All changes to event details are made by the Rail Transit Agency in the National Transit Database. SSOAs do not report event details or edit details reported by RTAs. If an SSOA believes the event details that the RTA has reported are incorrect, the SSOA

should follow-up with the RTA to have them make appropriate changes in the NTD. Upon the RTA's resubmission of an event record in the NTD, the SSOR event record will be immediately updated.

7. Q: Is it only new modes that need to be included in SSOR? Anything in engineering that is the same mode doesn't get reported?

A: Correct. Anything in engineering that is not considered to be a new mode in the NTD will not be reported as a new Mode in Engineering in the SSOR.

8. Q: Will we have this presentation sent to us for reference?

A: This Webinar will be available in the SSOR via the My Safety Home page, under the Training Videos section. The presentation, recording, and FAQs will be posted on the SSOR internet page after last webinar on February 20th.

9. Q: Can you ask the SSOR team to remove all non-FTA reportable events from the system and not include them in the future? SSOAs do not oversee security events.

A: The SSOR will only pull events from NTD that meet current SSO Program criteria. SSOR does not require SSOAs to report investigation details and probable cause for security events. Please note that security events that result in evacuation for life safety reasons are pulled into SSOR for informational purposes only. SSOAs do not report investigation details and probable cause for these events.

10. Q: Regarding the question about editing prior years, what if it is a finding from a triennial report done by SSOA that has changed?

A: Yes. You can update this information. Please reach out to FTASSORSupport@dot.gov to request an update. The SSOR team can create an issue that will allow you to update your data.

11. Q: What is the standard timeline for updates to the SSOR tool once an RTA uploads documentation?

A: Please note that RTAs do not upload data or documentation to SSOR. However, SSOR does pull in read-only data for events that an RTA submits to the NTD that meet SSO program investigation criteria. As soon as an RTA submits such a record to the NTD, the data is reflected in SSOR immediately. This also applies to changes that the RTA may make to existing event records in the NTD. Once they click "submit" in NTD, the revised information will immediately display in SSOR.

12. Q: What are the fundamentals of SSOR?

A: SSOR is the system FTA uses to collect annual reports from State Safety Oversight Agencies to satisfy the annual reporting requirement established in 49 CFR part 674.39. SSOAs use the SSOR to annual report to FTA information related to their oversight program.

This includes:

- Program management information, including agency details and documents
- Contacts
- Corrective Action Plans
- SSO Triennial Audit of RTA information
- Internal Safety Review information; and
- Investigation results

As we discussed earlier, agencies must submit their annual report by 3/15 each year. Upon submission, FTA reviews the submitted information for validation purposes and works with SSOAs to resolve any questions.

FTA has also designed the SSOR to support your agency throughout the year. This means you don't need to wait until March to use SSOR. You can add investigation results and corrective action plan information throughout the year to cut down on end-of-year reporting burden.