



U.S. Department
of Transportation

**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue, SE
Washington, DC 20590

SENT VIA EMAIL

May 6, 2025

Ms. Meredith Biggica
Deputy Secretary for Multimodal Transportation
Pennsylvania Department of Transportation
400 North Street
Harrisburg, PA 17120

Subject: Closeout for Required Action FTA-24-5-007-1 (Removal of Outdated Manuals and Procedures in Shops and Garages)

Dear Ms. Biggica,

On October 18, 2024, the Pennsylvania Department of Transportation (PennDOT) submitted documentation of its oversight activities that ensured the Southeastern Pennsylvania Transportation Authority's (SEPTA) Rail Equipment Engineering and Maintenance (REE&M) Department removed outdated manuals and procedures from shops and garages. Required action FTA-24-5-007-1 – which is associated with Finding 7 of Special Directive 24-5: “Required Actions to Strengthen Safety Oversight of SEPTA’s Rail Transit System” – required this submission.

Closeout for FTA-24-5-007-1 (Removal of Outdated Manuals and Procedures in Shops and Garages)

To address this required action, between July 24, 2024, and October 18, 2024, PennDOT directed SEPTA REE&M to remove outdated manuals and procedures from shops and garages and submitted documentation of this direction and verification materials PennDOT used to confirm these materials were removed as required.

FTA carefully evaluated the submitted documentation and reviewed submissions with PennDOT during meetings on Special Directive 24-5 between August 2024 and March 2025. FTA performed onsite observations in January and March 2025 at multiple SEPTA REE&M locations and confirmed that outdated REE&M procedures, manuals, and other documentation had been removed.


FTA finds that the submissions satisfy the requirements of required action FTA-24-5-007-1 and this required action may now be closed.

FTA will continue to monitor PennDOT's activities to oversee REE&M document management and control and, prior to closing Special Directive 24-5, FTA may conduct a final verification related to this required action.

Conclusion

This required action closure represents a tremendous amount of work and FTA greatly appreciates your efforts. Please contact Special Directive Coordinator Syed Ahmed at (202) 603-6765 or syed.ahmed@dot.gov with any questions.

Sincerely,



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

cc: Elizabeth Bonini, Director, State Safety Oversight Office, PennDOT
Terry Garcia Crews, Regional Administrator, FTA Region 3
Tony Tarone, Deputy Regional Administrator, FTA Region 3
Jonathan Wohlhagen, General Engineer, FTA Region 3