



## Procedure SSO-007

### All-Hazard Data Reporting Procedure

**Current Version:** 10/1/2021

**Scope:** This procedure details for collecting all-hazard data from the RTA/RFGPTS as currently required by FTA. Hazard data to be collected monthly from each CSO are as follows:

- **State-only reportable events** – significant hazardous conditions beyond the FTA defined reportable accidents, as defined in Procedure SSO-003, and any related Corrective Actions
- **RTA/RFGPTS Hazard Log**– required to be provided on at least a monthly basis from each CSO, as documented in the RTA/RFGPTS Agency Safety Plan.
- **Incidents and Occurrences Logs** – required to be provided on at least a monthly basis from the CSO.

**Additional safety event/incident/occurrence data** – the New Jersey RTA/RFGPTS logs are expected to include additional topics and data collection that will allow appropriately extensive Oversight Risk Monitoring and will be collected, reviewed, and analyzed by the NJDOT SSO program. The above Hazard Related data are a minimum requirement.

**Process for Hazard Related Data Collection and Submission to FTA:** On at least a monthly basis, the NJDOT SSO program will review RTA/RFGPTS logs. On a monthly basis, the NJDOT SSO program will extract data from the logs and store in a database for review, analysis, and submission to FTA in their online/web data collection tool (SSOR), by March 15<sup>th</sup> (or as allowed by FTA) of the following calendar year. Annual data submission (including Hazard Data) by the NJDOT SSO program for FTA will follow de-identification requirements as defined in SSO-006.

**Update:**

- March 5, 2018 – Initial release
- July 6, 2020 – minor word choice changes
- October 1, 2021 – formatting change