

## Ohio Department of Transportation (ODOT) Rail Transit State Safety Oversight (SSO) Program

**Procedure SSO-007:** Annual Hazard Data Reporting Procedure.

**Current Version:** January 28, 2019 [Note: all older versions of this procedure should be discarded]

**Scope:** This procedure provides scope for collecting Hazard data from the Ohio rail transit agencies (RTAs) as currently required by the Federal Transit Administration (FTA) under Part 659. Hazard data to be collected monthly from the Ohio RTAs are as follows:

- **State only reportable events** (beyond the FTA defined reportable accidents) as defined in Procedure SSO-003 and any related Corrective Actions
- **RTA Hazard Log records from the reporting year** – required to be provided on at least a monthly basis from each RTA, as documented in the RTA System Safety Program Plan.
- **Hazards and Safety Events from Daily Incident Logs** – required to be provided on at least a monthly basis from each RTA (currently daily from GCRTA with monthly summary files and weekly from SORTA)
  - **Red Signal Violations** – this includes traffic signals, flagging signals, and signal tests performed by the control center. As appropriate, this includes work crews and equipment.
  - **Broken Rail/Kink** – as defined by the Ohio RTA.
  - **Railcar braking failure** – an indication that the braking has been reduced enough to have the railcar taken out of service for safety and maintenance reasons
  - **Near mishaps with automobiles/pedestrians** – these events are intended to be only those that require a response from the RTA to avoid a potential incident (such as declaring a three-emergency on the rail system for persons near or on the ROW and ticketing/towing for automobiles too close to or on the rail system). In addition, any significant close call with a vehicle (automobile, truck, or other rail vehicle, including work equipment) that requires action either by control center or the rail operator (an example would be a three-emergency broadcast for a potential rail to rail collision, block on block); however, many of these are already defined in Procedure SSO-003 and will already require separate investigation.
  - **Door faults/doors opening wrong side** – these are significant door hazards such as a door opening during operation/movement and opening of door(s) on the opposite side from the station.
- **Additional event/incident/occurrence data** – the Ohio RTA Safety Event 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 ODOT SSO program. The above Hazard Related data are a minimum requirement. In addition, the new FTA regulations (Part 673 Agency Safety Plan and Part 674 SSO) and safety management system (SMS) will require additional data collection and analysis including an RTA Occurrence Log that will be auditable by the state and FTA.

**Process for Hazard Related Data Collection and Submission to FTA:** On at least a monthly basis (often daily or weekly), the ODOT SSO program will review Ohio RTA Daily Incident Logs and railcar status reporting. On a monthly basis, the ODOT SSO program will extract data from the Hazard Log and Daily Safety Event Log and store in a database for review, analysis, and ultimately submission to FTA in their online/web data collection tool, by March 15<sup>th</sup> of the following calendar year. Annual data submission (including Hazard Data) by the ODOT SSO program for FTA will follow de-identification requirements as defined in SSO-006.

**Updates:**

- September 17, 2016 – initial release
- January 28, 2019 – minor wording changes, changed Incident Log and Occurrence Log to the Safety Event Log, where applicable.