



Procedure SSO-003

Reportable Safety Event Notifications

Effective Date: 01/01/2025

Scope

This procedure provides the contact information, the notification processes and required reporting to be used by RTA/RFGPTS, for reportable safety events and designated NJDOT SSOA events that occur on the rail systems and rail-related property.

Notification requirements are provided in federal regulations, with additional guidance being provided by Federal Transit Administration, including the National Transit Database (NTD) reporting requirements.

- Federal Regulation – 49 CFR Part 674.7 and 674.33
- NTD Safety and Security Reporting Policy Manual, [Manuals | FTA \(dot.gov\)](#)
- FTA State Safety Oversight Final Rule Webinar, <https://www.transit.dot.gov/regulations-and-programs/safety/state-safety-oversight-final-rule-webinar>

Contact Information

Contact information for the State Safety Oversight Agency, FTA, and National Transit Safety Board (NTSB) is provided in Table 1.

Table 1. SSOA/FTA Contact Information

CONTACT	EMAIL ADDRESS	TELEPHONE #
NJDOT SSOA Program	NJOFGSSO@dot.nj.gov	(609) 273-5169
U.S. Department of Transportation Operations Center (FTA)	TOC-01@dot.gov	(202) 366-1863
NTSB - National Response Center at telephone	-	(800) 424-0201

Reportable FTA Safety Events and SSOA Designated Reportable Events

Safety Event Notifications are required for the following:

- (a) **The Federal Transit Administration (FTA) designated Safety Events** as defined in 49 CFR Part 674.7 Definitions and 674.33 Notifications. These notifications are required to be provided to the FTA and NJDOT SSOA within 2 hours.
 - **NJDOT SSOA designated reportable events.** These notifications overlap with the FTA safety events and include additional designated events that require notification to the NJDOT



SSOA within 2 hours. The NJDOT SSOA program has the authority to require additional event types per 49 CFR Part 674.25(e) and (f).

- **Unacceptable Hazardous Conditions** determined to be a Significant Hazardous Condition and/or Unacceptable Hazardous Condition through the RTAs documented Safety Risk Management process. These safety events are required to be notified to NJDOT within 2 hours.

As defined in 49 CFR Part 674.33(a), notification shall be made to the NJDOT SSOA program staff and FTA within two (2) hours for any FTA reportable safety event. In addition, the NJDOT SSOA program has additional designated events that require notification in the same timeframe.

Method Of Notification

- **FTA Notification:** Notification to FTA must be made within two (2) hours for any reportable safety event that meets the FTA reportable threshold via the **approved NJDOT electronic reporting platform**.
- **SSOA Notification:** Notification to NJDOT SSOA program must be made within two (2) hours for any reportable event that meets the FTA or NJDOT SSOA reportable thresholds via **telephone AND the approved NJDOT electronic reporting platform**.

Note: Use of the approved NJDOT electronic reporting platform will provide email notifications based on event selection. Email is acceptable if the RTA experiences issues accessing/using the approved NJDOT electronic reporting platform.

When making notifications to the FTA and NJDOT SSOA, the following minimum information is required:

- Full Name of RTA/RFGPTS
- Description of Event (time, date, primary and secondary event types (e.g., collision, derailment, fire, etc.)
- Specific location (intersection, station, etc.)
- Degree of injuries, if available
- Degree of damage, if available
- Contact Name and email
- An explanation for any notifications made beyond 2-hours

The following table lists **FTA reportable safety events** and **NJDOT SSOA designated reportable events**. All events listed require notification to the NJDOT SSOA Program by **telephone** and the **NJDOT approved electronic reporting platform** within two (2) hours. Some events also require notification to the FTA within the same two (2) hour timeframe. All events listed require a formal investigation, unless indicated otherwise.



Table 2. FTA and NJDOT SSOA Required Event Notifications and Investigations

Notification Topics	FTA Criteria (2 Hour Notification and Investigation)	NJDOT SSO Program Criteria (2 Hour Notification and Investigation)
Fatalities	One or more fatalities within 30 days of safety event <i>Excludes Deaths from drug overdose, exposure to elements, illness, criminal actions (e.g., homicides and assaults), or natural causes on transit property.</i>	
Injuries	Two (2) or more injuries requiring immediate medical attention away from the scene. <i>Excludes Criminal actions (e.g., homicides and assaults)</i>	
Collision between a rail transit vehicle and another rail transit vehicle	All including passenger and maintenance vehicles <i>Excludes hard couple</i>	
Collision of a rail transit vehicle with a person, motor vehicle, or object	Only those resulting in disabling damage to a rail transit vehicle, one (1) or more injuries requiring immediate medical attention away from the scene, or fatality	All <i>Excludes mirror and animal strikes that do not meet other criteria</i>
Unintended train movement	Applies only to revenue vehicles, not under control of an operator	Applies to revenue and non-revenue vehicles, not under control of an operator
Evacuations	Due to life safety reasons, All	
Derailments	Mainline or Yard	
Property Damage	Not applicable	Damage of \$25,000 or more for all rail related assets
Near Miss	Not applicable	Close Calls/Near Misses <ul style="list-style-type: none"> • Rail vehicle to rail vehicle, including rail maintenance vehicles • Rail vehicle to motor vehicle or object • Rail vehicle to workers on the right of way, including a work zone violation or incursion • All events reported to the RTA Transit Worker Safety Reporting Program under 49 CFR 671.21(a)(6)



Notification Topics	FTA Criteria (2 Hour Notification and Investigation)	NJDOT SSO Program Criteria (2 Hour Notification and Investigation)
Drag Events	Only those resulting in two (2) or more injuries requiring immediate medical attention away from the scene, or fatality	Rail Transit Vehicle operating with any body part or object caught-in/on or between resulting in a drag event. <i>Examples of objects include but are not limited to articles of clothing, purses/bags, dog leashes, canes, etc.</i>
Hazards	Not applicable	Any rail system related hazardous condition determined to be a Significant Hazardous Condition and/or Unacceptable Hazardous Condition through the RTAs documented Safety Risk Management process <u>OR</u> identified by the NJDOT*
Damage to the traction power system or rail vehicle related components	Not applicable	Events that disrupt service – includes significant OCS/Third Rail damage* <i>Examples include OCS pull downs and chipped/damaged pantographs; damage to third rail or power poles; third rail shoes and beams)</i>
Disruption of Service	Not applicable	Events that result in disruption to the entire system (1 hour or longer)*
Hard Couple	Not applicable	All*
Split Switch	Not applicable	All*
Fire/Smoke Condition	Only those resulting in two (2) or more injuries requiring immediate medical attention away from the scene, fatality, or evacuation due to life safety reasons.	Fires or smoke conditions directly affecting rail vehicles, facilities, or operations.* <i>Excludes fires originating from garbage or waste, railroad switches or heater fires, and fires adjacent to the right-of-way that do not directly impact rail vehicles, facilities, or operations.</i>

*The NJDOT SSOA will determine if a full investigation report is required.

Experience has shown that some events become reportable to the NJDOT SSOA program based on further information beyond the 2-hour time limit and allowances will be made. Conversely, an event



may appear to be reportable, and then later determined to not meet the reportable event criteria. In each case, the notification and reporting should be made as soon as possible or as needed. It is also expected that occasionally a notification or set of progress reports for an event might be removed from the NJDOT SSOA program event investigation process, because it is later determined to be outside of the reporting criteria.

Recordkeeping Requirements for Other Events

Part 674 also requires RTAs/RFGPTS to collect information from the rail system operations and maintenance activities of **other events**. This information is typically collected through the Control Center of the RTA/RFGPTS and documented in an **Event Log** and shared monthly (by the 15th) with the SSOA program in an editable format. At a minimum, the **Event Log** should record the following events:

Table 3. Recordkeeping Criteria for Other Events (formerly Occurrences)

Safety Rule Violations (at a minimum) <ol style="list-style-type: none"> 1. Stop signal violation 2. Rail vehicle doors open wrong side at platform 3. Berthing train at platform not at proper location 4. Wrong/unintended route 5. Unauthorized use of Electronic Devices 6. Failure to adhere to any Roadway Worker Protection Program Requirement
Rail system damage/problems that may disrupt service <ol style="list-style-type: none"> 1. Broken rail/track buckle 2. Railcar braking system failure 3. Door faults/doors opening wrong side 4. Signal system failure/problems 5. Flooding/ice on or near the right of way 6. Damage to the OCS or third rail 7. Mirror strikes
Emergency/hard braking of rail revenue vehicle
Vehicles blocking the right of way, close call or not
Person(s) too close to rail dynamic envelope or trespassing on the right of way, close call or not
Person(s) at station platform too close to rail dynamic envelope, close call or not
Fires
Elevator Entrapments
Employee, contractor, & customer injuries that are sustained on the property.

The RTA/RFGPTS is required to conduct investigations of all safety events and hazards listed in Tables 2 and 3 to identify causal/contributing factors and monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended



(673.27).

Definitions

The regulations contain definitions that are important in understanding the notification thresholds. Below are applicable definitions from 49 CFR Part 674.

49 CFR Part 674.7 Definitions

- ***Collision*** means any impact between a rail transit vehicle and any other vehicle, object, or any person.
- ***Derailment*** for the purposes of this part means a safety event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails.
- ***Disabling damage*** means damage to a rail transit vehicle resulting from a collision and preventing the vehicle from operating under its own power.
- ***Evacuation for life safety reasons*** means a condition that occurs when persons depart from transit vehicles or facilities for life safety reasons, including self-evacuation. A life safety reason may include a situation such as a fire, the presence of smoke or noxious fumes, a fuel leak from any source, an electrical hazard, or other hazard to any person. An evacuation of passengers into the right of way (not at a platform or station) for any reason is presumed to be an evacuation for life safety reasons.
- ***Fatality*** means a death confirmed within 30 days of a safety event. Fatalities include suicides, but do not include deaths in or on transit property that are a result of drug overdose, exposure to the elements, illness, or natural causes.
- ***Injury*** means any harm to persons as a result of a safety event that requires immediate medical attention away from the scene. Does not include harm resulting from a drug overdose, exposure to the elements, illness, natural causes, or occupational safety events occurring in administrative buildings.
- ***Rail transit vehicle*** means any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles.
- ***Revenue vehicle*** means a rail transit vehicle used to provide revenue service for passengers. This includes providing fare free service.
- ***Safety Event*** means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- ***Unintended train movement*** means any instance where a revenue vehicle is moving and is not under the control of a driver (whether or not the operator is physically on the vehicle at the time). This applies regardless of whether the event occurred in revenue service.

NJDOT SSOA Reporting

- **2 Hour Notification** - The RTAs/RFGPTS are required to communicate with the NJDOT SSOA Program designated contact by **phone** and the **approved NJDOT electronic reporting platform**. The initial phone call is intended for the RTA/RFGPTS staff to provide any known facts about the safety event that has occurred. If the safety event warrants communication with the FTA, then the RTA/RFGPTS will contact FTA with a brief description of the safety event via the **approved NJDOT electronic reporting platform**.



- **(24) Hour Summary** - This summary will be submitted via the **approved NJDOT electronic reporting platform** no later than the close of business of the next business day after the 2-Hour Notification. If the information is not pertinent to the event, the item should be identified as “not applicable”. At a minimum, the completed form must include the following information:
 - Name and job title of person reporting and name of RTA/RFGPTS
 - Event type (fatality, injuries, property damage, evacuation, derailment or other)
 - Location, time, and date
 - Notification time for NJDOT SSOA program
 - Fatalities
 - Injuries
 - Rail transit vehicle(s) involved (type, number)
 - Other vehicle(s) involved (type, number)
 - Property damage estimate
 - NTSB, FRA, TSA reportable
 - Short description of the event.
 - Immediate Actions
 - Immediate/Emergency Corrective Action Plans
 - RTA/RFGPTS primary person (i.e., Chief Investigator) conducting the investigation (name, title, phone number, email address)

Note: Email is acceptable if the RTA experiences issues accessing/using the approved NJDOT electronic reporting platform.

- **Investigation Report** - This report will be submitted via the **approved NJDOT electronic reporting platform** no later than thirty (30) business days after the event or progress update every thirty (30) days via the monthly report.

The RTA/RFGPTS may be required to provide additional information at the NJDOT SSOA program’s request.

RTA/RFGPTS Reportable Event Notifications to Other Federal Agencies

The RTA/RFGPTS completes additional notifications to federal/state agencies as required. The RTAs/RFGPTS are required to notify NTSB or TSA for events listed in 49 CFR Part 840¹ and 49 CFR Part 1580², and the specific sections are shown in the following text boxes. For all notifications to other federal (or state) agencies (FRA³, NTSB, and TSA), the NJDOT SSO program requires that the RTA/RFGPTS share those notifications and any additional information requested by those other federal agencies. This may be as easy as just adding these potential notifications to the 2 Hour

¹ Available at <http://www.gpo.gov/fdsys/pkg/CFR-2011-title49-vol7/pdf/CFR-2011-title49-vol7-part840.pdf>

² Available at <http://www.gpo.gov/fdsys/pkg/CFR-2011-title49-vol9/pdf/CFR-2011-title49-vol9-part1580.pdf>

³ FRA notification requirements for commuter rail or shared track are 49 CFR §225.9, §233.5, and §234.7, if applicable.



Notification Form. For TSA notifications and because the RTA/RFGPTS may notify from the security department, a separate Initial Notification Form is acceptable.

49 CFR §840.3 Notification of railroad accidents (NTSB)

The operator of a railroad shall notify the Board by telephoning the National Response Center at telephone 800-424-0201 at the earliest practicable time after the occurrence of any one of the following railroad accidents:

- (a) No later than 2 hours after an accident which results in:
 - (1) A passenger or employee fatality or serious injury to two or more crewmembers or passengers requiring admission to a hospital
 - (2) The evacuation of a passenger train
 - (3) Damage to a tank car or container resulting in release of hazardous materials or involving evacuation of the general public
 - (4) A fatality at a grade crossing
- (b) No later than 4 hours after an accident which does not involve any of the circumstances enumerated in paragraph (a) of this section but which results in:
 - (1) Damage (based on a preliminary gross estimate) of \$150,000 or more for repairs, or the current replacement cost, to railroad and non-railroad property
 - (2) Damage of \$25,000 or more to a passenger train and railroad and non-railroad property.
- (c) Accidents involving joint operations must be reported by the railroad that controls the track and directs the movement of trains where the accident has occurred.
- (d) Where an accident for which notification is required by paragraph (a) or (b) of this section occurs in a remote area, the time limits set forth in that paragraphs shall commence from the time the first railroad employee who was not at the accident site at the time of its occurrence has received notice thereof.



49 CFR §1580.203 Reporting significant security concerns (TSA)

- (a) Applicability. This section applies to:
- (1) Each passenger railroad carrier, including each carrier operating light rail or heavy rail transit service on track that is part of the general railroad system of transportation, each carrier operating or providing intercity passenger train service or commuter or other short-haul railroad passenger service in a metropolitan or suburban area (as described by 49 U.S.C. 20102), and each public authority operating passenger train service.
 - (2) Each passenger railroad carrier hosting an operation described in paragraph (a)(1) of this section.
 - (3) Each tourist, scenic, historic, and excursion rail operator, whether operating on or off the general railroad system of transportation.
 - (4) Each operator of private cars, including business/office cars and circus trains, on or connected to the general railroad system of transportation.
 - (5) Each operator of a rail transit system that is not operating on track that is part of the general railroad system of transportation, including heavy rail transit, light rail transit, automated guideway, cable car, inclined plane, funicular, and monorail systems.
- (b) Each person described in paragraph (a) of this section must immediately report potential threats and significant security concerns to DHS by telephoning the Freedom Center at 1-866-615-5150.
- (c) Potential threats or significant security concerns encompass incidents, suspicious activities, and threat information including, but not limited to, the following:
- (1) Interference with the train or transit vehicle crew.
 - (2) Bomb threats, specific and non-specific.
 - (3) Reports or discovery of suspicious items that result in the disruption of rail operations.
 - (4) Suspicious activity occurring onboard a train or transit vehicle or inside the facility of a passenger railroad carrier or rail transit system that results in a disruption of rail operations.
 - (5) Suspicious activity observed at or around rail cards or transit vehicles, facilities, or infrastructure used in the operation of the passenger railroad carrier or rail transit system.
 - (6) Discharge, discovery, or seizure of a firearm or other deadly weapon on a train or transit vehicle or in a station, terminal, facility, or storage yard, or other location used in the operation of the passenger railroad carrier or rail transit system.
 - (7) Indications of tampering with passenger rail cars or rail transit vehicles.
 - (8) Information relating to the possible surveillance of a passenger train or rail transit vehicle or facility, storage yard, or other location used in the operation of the passenger railroad carrier or rail transit system.
 - (9) Correspondence received by the passenger railroad carrier or rail transit system indicating a potential threat to rail transportation.
 - (10) Other incidents involving breaches of the security of the passenger railroad carrier or the rail transit system operations or facilities.

Update:

- June 30, 2021 - Updated the notification and reporting requirements
- October 1, 2021 – minor edits for word choice, no significant changes to procedure
- April 5, 2022 - updated link to 2022 NTD S&S page



**New Jersey Department of Transportation
State Safety Oversight (SSO) Program Standard
Appendix D – SSO-003**

- December 6, 2024 – updated to comply with the update to 49 CFR Part 674 published on October 18, 2024.
- December 26, 2024 – Added clarifications to NJDOT Designated Events.
- January 8, 2025 – Provided clarity for reporting requirements via the NJDOT approved electronic reporting platform.