

2011 Safety and Security Reporting Manual

Internet Reporting

Overview

Transit agencies must use the [National Transit Database](#) (NTD) Internet Reporting system to provide their Safety and Security data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for Safety and Security reporting.

What Has Changed from Prior Year

1. Non-Major Security Occurrences are no longer reported.

Internet Reporting System Security

FTA has taken numerous measures to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed through the **NTD Homepage**.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet Browser Settings
- Access the **NTD** website at www.ntdprogram.gov
- Access your transit agency's Safety and Security report via the **Internet Reporting Login** link located at the bottom left of the page.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0). If you don't have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.

Browsers such as Firefox, Mozilla and Chrome are not fully compatible with the NTD Internet Reporting system. You should use Internet Explorer for reporting.

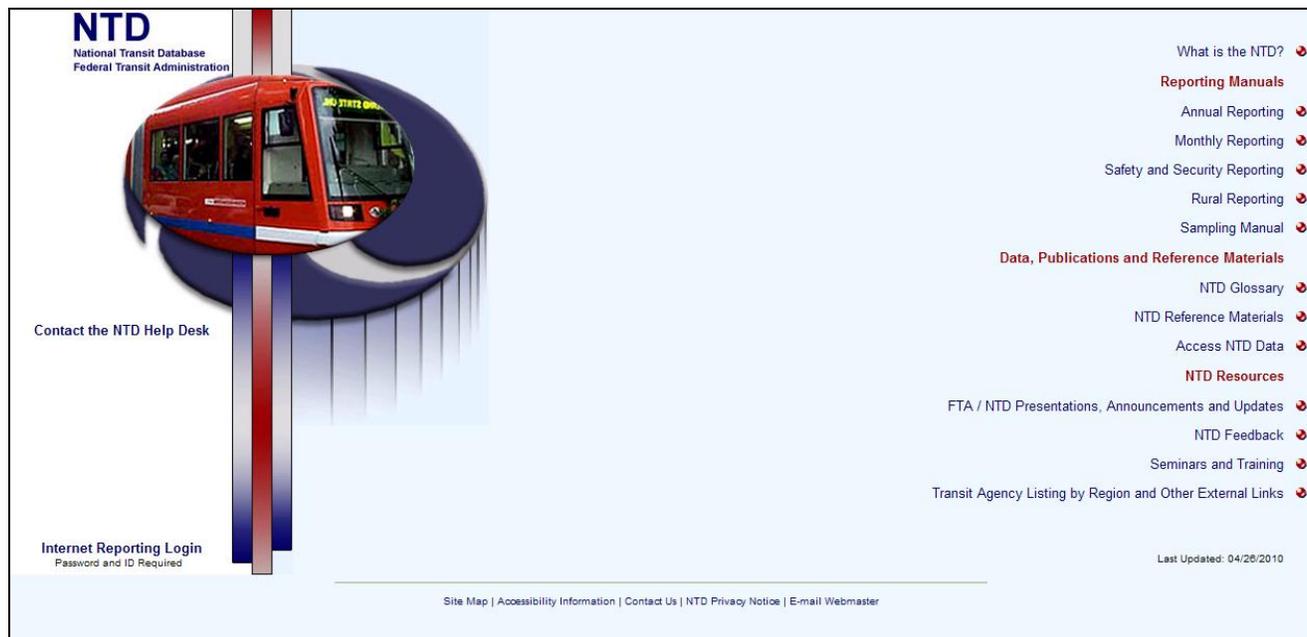
Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools > Internet Options > General > Temporary Internet Files Settings > Every Visit to Page.

2011 Safety and Security Reporting Manual

The National Transit Database Website



The **NTD Home Page** offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.
- **Contact the NTD Help Desk** link.
- **What is the NTD?** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number and an overview of the NTD reporting forms.

Reporting Manuals

- **Annual Reporting:** Access to .html and .pdf versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to .html and .pdf versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Sampling Manual:** A guide for NTD reporters from urbanized areas that need to conduct a statistical sampling to report passenger miles traveled (PMT) data to the NTD.

Data, Publications and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access NTD Data:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, Annual, Monthly and Historical databases as well as Safety & Security Time Series data and other data products.

NTD Resources

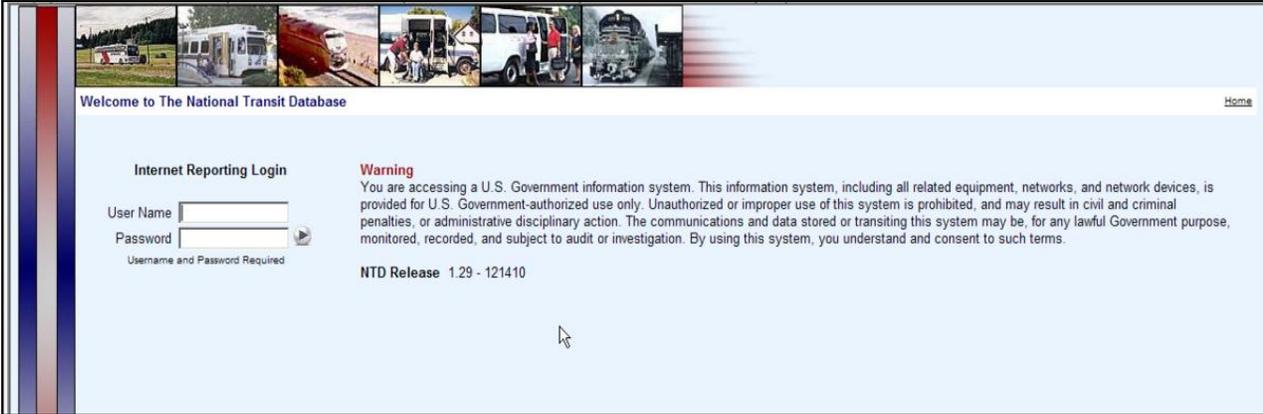
- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.

2011 Safety and Security Reporting Manual

- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
 - Federal Transit Administration (FTA)
 - FTA Safety and Security Office
 - U. S. Department of Transportation (USDOT)
 - National Transit Library
 - American Public Transportation Association (APTA)
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Login** page. You must enter your user name and password to gain access to **NTD Report Home**.



Welcome to The National Transit Database [Home](#)

Internet Reporting Login

User Name

Password

Username and Password Required

Warning
You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

NTD Release 1.29 - 121410

Levels of Access

Internet Reporting provides six levels of access to Safety and Security:

1. **CEO access:** Edit, save, and submit the CEO Certification and all safety and security forms; and delete unneeded/unwanted S&S-40 forms.
2. **NTD contact person:** Edit, save and submit safety and security forms and delete unneeded/unwanted S&S-40 forms.
3. **Safety contact:** Edit, save and submit safety and security forms and delete unneeded/unwanted S&S-40 forms.
4. **Safety editor** Edit and save safety and security forms, but cannot submit forms.
5. **Safety viewer:** View safety and security forms only.
6. **Security contact:** View safety and security forms only.

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID. There are six types of user names corresponding to the four access levels available within Safety and Security:

1. CEO — CEOxxxx
2. NTD contact person - NTDxxxx
3. Safety and security contact person — SFTYNTDxxxx
4. Safety and security editor — SFTYEDTxxxx
5. Safety and security viewer — SFTYVWRxxxx
6. Security contact person — SECURITYxxxx.

Each agency is e-mailed this set of user names with a password for each. NTD reporters determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to the **Sys Admin** tab: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.

2011 Safety and Security Reporting Manual



If you have forgotten your user name and/or password, contact your Safety & Security Analyst. Note that user names and passwords can only be sent to persons identified as a contact on the **Contacts** form on the **Annual** tab.

The CEO and NTD Contact user names can access all reporting areas (Annual, Monthly and Safety and Security) from the **Home** tab.

Home: Safety and Security Report Home Page and Program Structure

The screenshot shows the NTD Internet Reporting Home Page. At the top, there is a navigation menu with tabs: Home, e-File, Annual, Monthly Reporting, Safety & Security, Notices, Issues, Reports, Communications, Sys Admin, Search, Summary, and Help. Below the menu, the page says "Welcome User to NTD Internet Reporting". There is a "Display All Agencies" checkbox which is checked. Below that are radio buttons for "Active Agencies", "Inactive Agencies", "Future Agencies", "Pending Agencies", "Desired Agencies", "All NTD Agencies", and "Real Agencies". A dropdown menu for "Agency:" is set to "0001 - King County Department of Transportation - Metro Transit Division - Active - Working Data - Walter Guzman". In the center, there is a table titled "Announcements" with two columns: "Date" and "Title". The table contains one row with the date "March 22, 2009" and the title "New Email Contact Information Announcement - NTD Help Desk". At the bottom left, there is a link for "NTD Privacy Notice - Internet Reporting". At the bottom right, it says "NTD Release: 1.14 - 11/06/09".

Reporting Structure

After completing the login process using your SFTYNTDXXXX login, you will be taken to the **Homepage**. Click the **Home** tab near the top of any screen to return to the **Homepage** from another area.

The **Homepage** includes the following tabs:

- **Home:** The starting point when entering the NTD report. It displays the transit agency's NTD annual analyst information and any project related announcements.
- **e-File:** The e-File screen provides for processing and tracking any special correspondence.
- **Annual:** Access to the Annual reporting modules and forms.
- **Safety and Security:** This screen provides access to the NTD Safety and Security reporting forms for creating, editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Safety and Security Module are included in this manual. The Safety Contact person is responsible for submitting Safety and Security data to the NTD.
- **Reports:** Print and/or export several different reports including Major Incident and Non-Major Incident Summary reports). All reports have been developed to allow the agency to print each form or report without altering print settings to fit a form on one page. The reports listed will vary depending on access level.
- **Communications:** A listing of all e-mail communications from NTD.
- **Sys Admin:** Change Safety and Security passwords. You may only change the password of the User Name you are logged in under. Should you need assistance contact your Safety and Security analyst.
- **Help:** Online version of the Safety and Security Reporting Manual, the Annual Reporting Manual and the Monthly Reporting Manual.

2011 Safety and Security Reporting Manual

Annual: Providing Access to the Identification (B-10) and Contacts (B-20) forms

Module	Form Name	Mode/Service	Update User	Update Date	Issues C	I
Basic Information	Identification (B-10)		NTD3030	7/23/08	0	2
	Contacts (B-20)		System	7/14/08	0	0

Users logged in as SFTYNTDxxxx or SFTYEDTxxxx can view the reports on the Annual Tab, but cannot edit them. The forms on this tab can only be completed or edited by the NTD contact user name or the CEO user name. The B-20 form (Contacts) located on this tab lists the physical addresses, phone numbers and email addresses of all transit agency employees who are responsible for reporting to the NTD program.

The B-10 form (Identification) located on this tab lists the modes/TOS the transit agency operates.

Safety and Security: Providing Incident Data

Form Name	Incident #	Mode/Service	Report Period	Update User	Incident Date	Creation Date	Update Date	Submit Date	Has Data
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Clicking on the **Safety and Security** tab provides access to the Safety and Security forms for creating, editing and submitting reports to FTA.

Initially, only the Safety and Security Setup form (S&S-10) will be available. Upon completing the S&S-10, a collapsible Security Configuration category will appear with a Security Configuration form (S&S-30) for each mode and type of service previously entered on the S&S-10 form. After you submit the S&S-30 form(s), Internet Reporting will automatically generate two links near the middle top of the **Safety and Security** tab: **File New S&S-40** and **File New S&S-50**. After you have entered your first **Major Incident Report** (S&S-40), a collapsible category section will appear for Major Incident Reports. After you have entered your first **Non-Major Summary Report** (S&S-50), a collapsible category will appear for Non-Major Summary Reports. All three of the category sections collapse and expand by clicking on the expand/collapse symbol adjacent to the category name.

To report an incident, click the **File New S&S-40** link to begin the **Report Set Up** wizard which will help you to determine if an incident is either reportable and/or whether you will need to file an S&S-40 report or an S&S-50 report. If you know the incident you are reporting does not meet Major Incident criteria and you are intending to submit a Non-Major (Monthly) Summary report, you may by-pass the wizard by clicking on the **File New S&S-50** link.

Nine data fields are listed on the **Safety & Security** tab screen to assist you with tracking and monitoring the status of your reports

1. **Incident Number:** Numerical identification number for Major Incidents only.
2. **Mode/Service:** Identifies the Mode and Type of Service you are reporting.
3. **Report Period:** Identifies the month the incident occurred or the month for which you are entering a summary report.
4. **Update User:** Identifies the user entering or modifying the report.
5. **Incident Date:** The date the incident occurred (Major Incidents only).
6. **Creation Date:** The date the report was first saved.
7. **Update Date:** If a report has been revised, this identifies the date of modification.
8. **Submit date:** The date of submission. If a report is submitted again after editing, this date will be updated.
9. **Has Data:** Indicates if the Non-Major (Monthly) Summary report contains any reported occurrences.

Form-by-form instructions and reporting details for the Safety and Security forms are included in the specific forms sections of this manual.

2011 Safety and Security Reporting Manual

Communications Summary: Viewing a History of Correspondence with NTD



The **Communications** tab is a centralized area in which to view correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

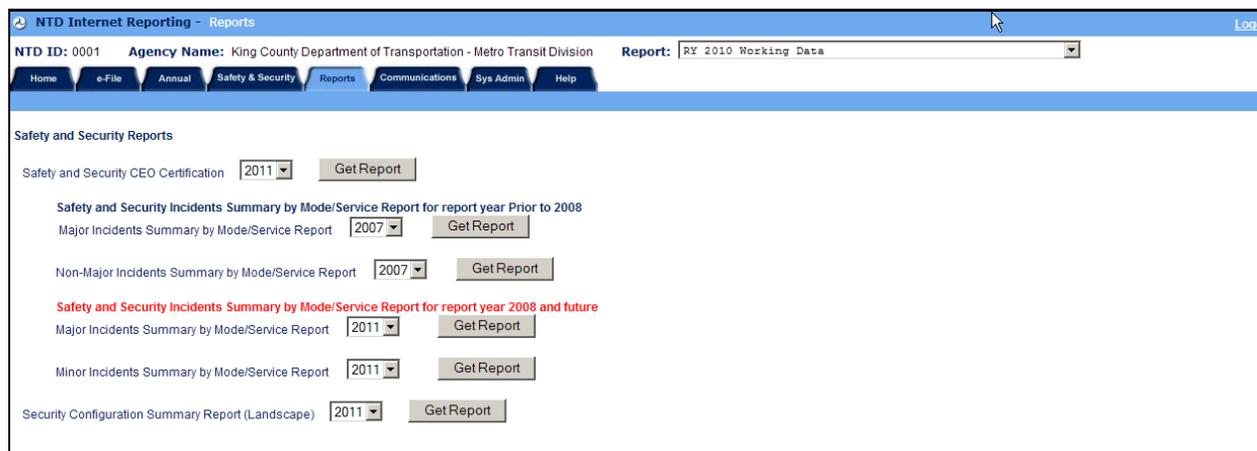
Sys Admin: Changing Your Password



Access the **Sys Admin** tab screen to change your NTD password.

All passwords expire every ninety days. You can change your password at any time on the **Sys Admin** screen by specifying your current password and entering a new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. That screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

Reports: Viewing, Printing, and Exporting NTD Safety and Security Reports



Click on the **Reports** tab to display the **Reports** screen. This screen provides access to the Safety and Security reports.

The following reports are available on the **Reports** screen when logged in as username SFTYNTD:

- Major Incidents (S&S-40) Summary by Mode / Service report
- Non-Major Incidents (S&S-50) Summary by Mode / Service report
- Security Configuration (S&S-30) Summary report.

Major Incidents Summary by Mode / Service report

Click on the **Major Incidents Summary by Mode / Service report** link to view a summary of all the incidents by mode / TOS and year that have been reported by your agency on the S&S-40 forms.

2011 Safety and Security Reporting Manual

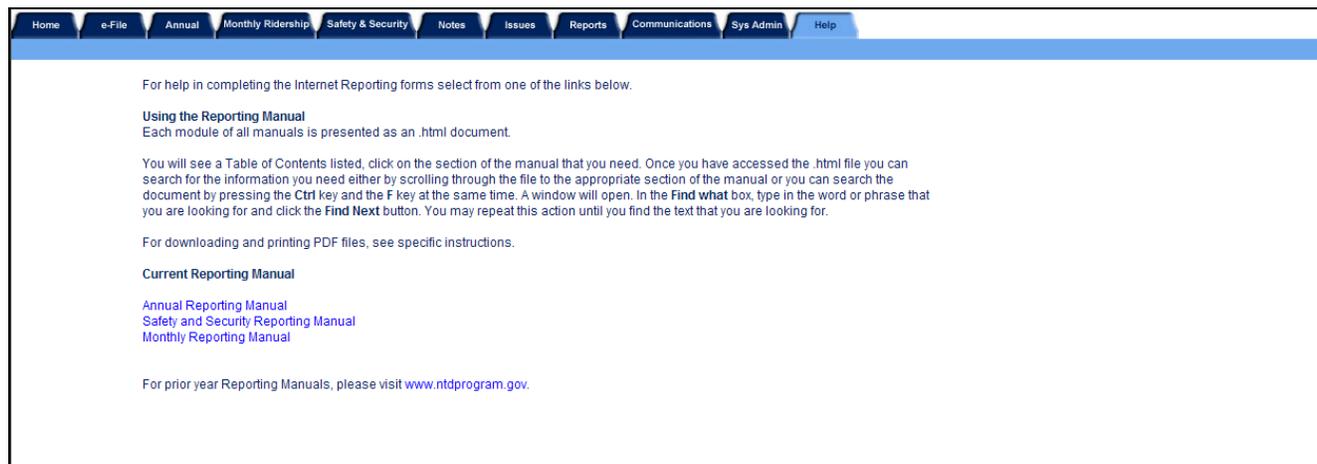
Non-Major Incidents Summary by Mode / Service report

Click on the **Non-Major Incidents Summary by Mode / Service report** link to view a summary of all the incidents by mode / TOS and year that have been reported on the S&S-50 forms.

Security Configuration Summary report

Click on the **Security Configuration Summary Report (S&S-30)** link to view a summary of the security configuration by year.

Help: Obtaining More Information



Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the current Safety and Security Reporting Manual in addition to the Annual Reporting and Monthly Reporting Manuals.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

Provided you are logged in with the appropriate user name access level (CEO contact: CEOxxxx; NTD contact: NTDxxxx; or Safety and security contact: SFTYNTDxxxx), a **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Deleting a Major Incident Report (S&S-40) Form

To delete a Major Incident report you must first be logged in with the appropriate user name access level (CEO contact: CEOxxxx; NTD contact: NTDxxxx; or Safety and Security contact: SFTYNTDxxxx) to have the **Delete** button available to you. Expand the Major Incident Report category by clicking on the expand/collapse symbol **+** adjacent to the heading name. Locate and open the incident report that you want to delete; scroll to the bottom of the screen. Following the **Save**, **Submit**, and **Close** buttons, there is a **Delete** button. To delete the incident report, click the **Delete** button. A prompt stating, "Are you sure you want to delete this form?" will appear. If you wish to delete this report, choose **Ok**, otherwise, select **Cancel**. Once you have deleted a report it is not possible to retrieve it.

After the report has been deleted, you will be returned to the **Safety and Security** Tab screen.

- Non-Major Summary Reports (S&S-50) cannot be deleted.