

## Safety and Security Chief Executive Officer Certification form (S&S-20)

### Overview

At the end of the calendar year, each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver or Capital Grants Waiver, is required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20). This form automatically tallies the number of incidents, injuries and fatalities that your agency reported on S&S-40 forms and the number of incidents and injuries on the S&S-50 forms. By completing the S&S-20, you are attesting that this Safety and Security data is accurate. Only the CEOxxxx user name can submit the S&S-20, which is due at the end of February of the following calendar year.

The system automatically generates the S&S-20 form after January 15<sup>th</sup> to prevent agencies from inadvertently submitting the form prior to the end of the current reporting calendar year.

NTD provides two reports to assist you in preparing to submit the S&S-20:

- The Minor Incidents Summary by mode / service report
- The Major Incidents Summary by mode / service report

You can access these reports via the **Reports** tab.

**Form Name:** Safety and Security CEO Certification Form(S&S-20) [Close Form](#)

NTD Report Year: 2010  
 Agency Name: Parking & Transit Department  
 CEO Name: Donna Hultine  
 NTD ID: 7044  
 CEO Title: Director

**Certification Completion Date**  
 The submitted data summarized below have been reviewed and are accurate and truthful.

**S&S-40 Data (major)**

Reportable Incident Data	MB/PT	Total	Yes <input type="radio"/>	No <input type="radio"/>
Total incidents reported for 2010	0	0	Yes <input type="radio"/>	No <input type="radio"/>
Total injuries reported for 2010	0	0	Yes <input type="radio"/>	No <input type="radio"/>
Total fatalities reported for 2010	0	0	Yes <input type="radio"/>	No <input type="radio"/>

**S&S-50 Data (non-major)**

Total non-major OSONOC incidents	0	0	Yes <input type="radio"/>	No <input type="radio"/>
Total non-major OSONOC injuries	0	0	Yes <input type="radio"/>	No <input type="radio"/>
Total non-major fires	0	0	Yes <input type="radio"/>	No <input type="radio"/>

Please explain why NO was selected:

I hereby certify the Safety and Security data submitted to the NTD in the name of Parking & Transit Department for calendar year ending 12/31/2010

### What has changed from Prior Year

1. No changes.

### Step-by-step Instructions

---

#### Completing the Safety and Security CEO Certification form (S&S-20)

1. Log in with the CEO username and password.
2. Click on the **Safety & Security** tab.
3. The S&S-20 form is located at the bottom of the screen above the *Pending Forms* section. Click on the blue [Safety and Security CEO Certification form \(S&S-20\)](#) link to open the form.
  - *If you are logged in with any other username, you can view the S&S-20, but you cannot complete the form and submit it.*
  - *If you are logged in as the CEO and do not have a **Submit** button, please contact your Safety & Security Analyst or the Helpdesk.*
4. Review the total incidents, total injuries and total fatalities that are auto tallied on the form.
  - *The number of incidents, injuries and fatalities tallied on the S&S-20 is taken directly from the Major Incident Reports (S&S-40) and Non-Major Summary Incident Reports (S&S-50) that were submitted by your agency throughout the calendar year.*
  - *You can review summarized data from your S&S-40 and S&S-50 reports on the **Reports** tab.*
  - *If you believe the number of incidents, injuries or fatalities is incorrect, you must edit, add, or delete the S&S-40 reports and/or edit the S&S-50 reports. Also, you may want to check to make sure all your incident reports are Submitted. If reports are only Saved but not Submitted, they are not included on the S&S-20. The S&S-20 form immediately incorporates any changes that you make to the incident reports.*
5. Using the radio buttons at the end of each line of data on the **Reportable Incident Data** tables on the S&S-20, indicate **Yes** or **No** in response to the statement: "The submitted data summarized below have been reviewed and are accurate and truthful."
  - *If you select **No**, Internet Reporting requires you to enter an explanation.*
6. Click on the **Submit Report** button.
  - *You can only submit the report once. After you click the button, the system does not allow you to edit the form and the **Submit Report** button is no longer available. The top of the form now contains a **Certification Completion Date**.*