

Internet Reporting

Overview

Transit agencies must use the [National Transit Database](#) (NTD) Internet Reporting system to provide their Safety and Security data 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.

FTA assigns an NTD Safety and Security analyst to each transit agency to assist reporters with their Safety and Security reporting. Please feel free to contact your Safety and Security analyst if you have any questions or need assistance with reporting safety and security data. If you do not know the name or contact information of your Safety and Security analyst, please call the NTD Help Desk (1-866-349-1427).

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

What Has Changed from Prior Year

1. No changes.

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 under the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

The National Transit Database Website

NTD
National Transit Database
Federal Transit Administration

Contact the NTD Help Desk

Internet Reporting Login
Password and ID Required

What is the NTD? ↗

Reporting Manuals

- Annual Reporting ↗
- Monthly Reporting ↗
- Safety and Security Reporting ↗
- Rural Reporting ↗
- Sampling Manual ↗
- Small Systems Waiver Manual ↗

Data, Publications and Reference Materials

- NTD Glossary ↗
- NTD Reference Materials ↗
- Access NTD Data ↗

NTD Resources

- FTA / NTD Presentations, Announcements and Updates ↗
- NTD Feedback ↗
- Seminars and Training ↗
- Transit Agency Listing by Region and Other External Links ↗

Site Map | Accessibility Information | Contact Us | NTD Privacy Notice | E-mail Webmaster

The **NTD Home Page** (accessible at www.ntdprogram.gov) 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?** This link takes you to a new page that provides an overview of the NTD program, milestones in transit history, information on 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 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.
- **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

Detailed Instructions

Accessing Internet Reporting

1. Connect to the Internet via your Internet service provider (ISP)

Browsers such as Firefox, Mozilla and Chrome are not fully compatible with the NTD Internet Reporting system. You should use Internet Explorer and at the least the 6.x version (Internet Explorer 6.0) to access Internet Reporting. If you don't have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.

2. Verify 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, access Tools > Internet Options > General > Browsing History Settings > Temporary Internet Files Settings and selecting "Every time I visit the webpage"

3. Access the **NTD** website at www.ntdprogram.gov
4. Click on the **Internet Reporting Login** link located at the bottom left of the NTD **Home** page to access the log in page.
5. Enter your user name and password. Click on the arrow or press your Enter button to access your agency's NTD account.

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

Home Tab and Program Structure

NTD ID: 0001 Agency Name: King County Department of Transportation - Metro Transit Division Report: RY 2010 Working Data

Welcome King County Department of Transportation - Metro Transit Division to NTD Internet Reporting

Analyst Contact Information

Contact	Jane Bailey
Phone	240-399-0689
Email	email@savantage.net

Announcements

Date	Title
December 15, 2009	New Email Contact Information Announcement - NTD Help Desk

Reporting Structure

After you complete the login process using your SFTYNTDXXX username (or other username, as applicable) and password, the system takes you to the **Home** tab. When you are on any screen, click the **Home** tab to return to this page. Do not use your browser's back and forward buttons to navigate around NTD.

NTD Reporting includes the following tabs:

- **Home:** The starting point when entering the NTD Program. Your transit agency's NTD annual analyst name and contact information are displayed here. Click on the blue link under Announcements to display the NTD mailing address; Helpdesk phone numbers, email address and hours of operation; and NTD project staff names, phone numbers and e-mail addresses.
- **e-File:** For processing and tracking any special correspondence.
- **Annual:** Provides access to the Annual reporting modules and forms, including the B-20 (Contacts) form and the B-10 (Identification) form.
- **Safety and Security:** Provides access to the NTD Safety and Security reporting module. You will create, edit and submit all your safety and security reports here. Reporting details and form-by-form instructions for this module are included in this manual.
- **Reports:** Provides access to past and present safety and security summary data by mode / TOS that has been reported by your agency. You can export or print reports.
- **Communications:** A listing of all e-mail communications from the NTD.
- **Sys Admin:** Provides the option for you to change your password. You may only change the password of the user name you are logged in under. If you need assistance, contact your Safety and Security analyst.
- **Help:** Provides access to the current Safety and Security Reporting Manual as well as the Annual, Monthly, and Small Systems Waiver reporting manuals.

Annual Tab: 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)		NTD0000	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 entering data into the NTD program. Because NTD Analysts call and email reporters to resolve reporting issues, it is important that your agency keeps the B-20 updated when employee changes occur within your organization.

If your agency's Annual Module is closed out for the current fiscal year, data in the Annual Module can no longer be edited, including the B-20 form. Please contact either your Annual Analyst or your Safety & Security Analyst to make changes to the B-20 after your Annual closeout.

The B-10 form (**Identification**) located on this tab lists the modes/TOS the transit agency operates. This form can be useful to Safety and Security reporters who must complete the Safety and Security Setup form (S&S-10) at the beginning of each calendar year.

Safety and Security Tab: Reporting Incident Data

Form Name	Incident #	Mode/Service	Report Period	Update User	Incident Date	Creation Date	Update Date	Submit Date	Has Data
File New S&S-40 File New S&S-50									

Click on the **Safety and Security** tab to access the Safety and Security reporting module.

- Initially, only the Safety and Security Setup form (S&S-10) is available for you to complete.
- Once you complete the S&S-10, the system generates other forms and links for you to report data.
- Step-by-step instructions for completing the S&S-10, and all other reporting forms, are included later in this manual.

Nine data fields are listed on this screen to assist you with tracking and monitoring the status of your safety and security reports:

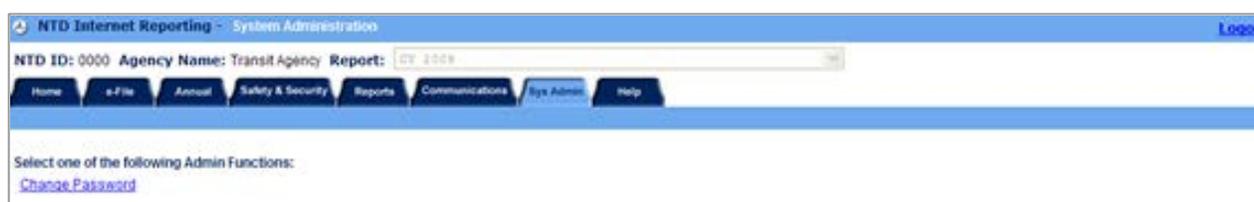
1. **Incident Number:** Numerical identification number for Major Incident Reports (S&S-40) only.
2. **Mode/Service:** Identifies the Mode and Type of Service of the incident report.
3. **Report Period:** Identifies the month in which the incident(s) occurred or the month for which an S&S-50 report was entered.
4. **Update user:** Identifies the user name that entered or modified the report.
5. **Incident date:** The date the incident occurred (Major Incident Reports only).
6. **Creation date:** The date the report was first saved.
7. **Update date:** The date of the most recent modification of a report.
8. **Submit date:** The date on which the report was last submitted.
9. **Has data:** Indicates if the Non-Major (Monthly) Summary report (S&S-50) contains any occurrences.

Communications Tab: 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) NTD program. In addition, you can filter the correspondence view to show only certain processes or communication types.

Sys Admin Tab: Changing Your Password



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

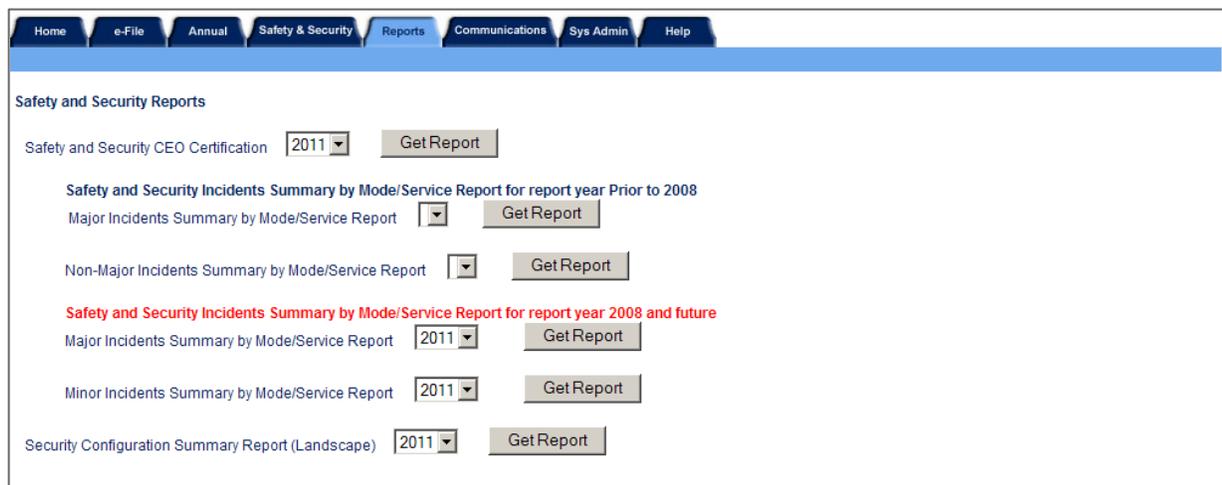
All passwords expire every sixty days. You can change your password at any time on the **Sys Admin** screen by specifying your current password and entering a new password. To be valid, a password has to be between 12 and 20 characters in length, and must be different both from your ten previous passwords and any password you used in the last six months. It must be complex enough to contain 3 out of 4 of the following: Lower case, Upper case, Numbers, Special Characters. Passwords are case-sensitive. If you do not update your password within the sixty-day term, you will be forced to update your password when you first access the system once the

sixty-day period expires. That screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

As an added security feature, if you have not logged in for sixty days, the system will lock you out due to account inactivity. Contact your Safety and Security analyst or the Helpdesk if this occurs.

- Note: The system can e-mail passwords only to the addresses listed on the B-20 form.

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



Click on the **Reports** tab to view reports summarizing past and current safety and security data reported by your agency.

You can export reports by clicking on the  button or print reports by clicking on the  button.

When you are logged in as the user name SFTYNTDXXXX, the following reports are available on the **Reports** screen:

Major Incidents Summary by Mode / Service report

- From the drop-down menus, select the year for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-40 forms by your agency.

Non-Major Incidents Summary by Mode / Service report

- From the drop-down menu, select a year prior to 2008 for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-50 forms by your agency.

Minor Incidents Summary by Mode / Service report

- From the drop-down menu, select a year after 2007 for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-50 forms by your agency.

Security Configuration Summary report

- From the drop-down menu, select the year for the data you want to view and click on the **Get Report** button for a summary of the security configurations reported on S&S-30 forms by your agency.

Help Tab: Access to Current Reporting Manuals

Click on the **Help** tab to access the current Safety and Security Reporting Manual in addition to the Annual, Monthly and Small Systems Waiver reporting manuals.



Tips for Using Internet Reporting

Navigating Between Screens

Do not use your browser **Back** and **Forward** buttons to navigate between screens as this may cause the NTD Program to close. Use the Internet Reporting system buttons, tabs and links instead.