U.S. Department
of Transportation

# Memorandum

**Federal Motor Carrier**
**Safety Administration**

## SP-02-001-SN

Subject: Instructions for Transferring Inspection And/or Crash Records from a State MCSAP Office to an FMCSA Division Office

Date: SEP 6 2002

From: F. Daniel Hartman, Chief
State Programs Division

Reply to Attn. of: MC-ESS

To: Division Administrators and State Directors

This State Programs Policy, Reference Guideline provides the step-by-step instructions for transferring inspection and/or crash records from a State MCSAP office to an FMCSA division office.

We have received requests from some FMCSA division offices to provide: instructions on obtaining State: MCSAP inspections and crash reports in Safetynet. This policy is not intended to be: a mandatory process for the FMCSA divisions or State MCSAP offices. Only those FMCSA division offices wishing to view State MCSAP inspections and crash reports for internal purposes should use this process.

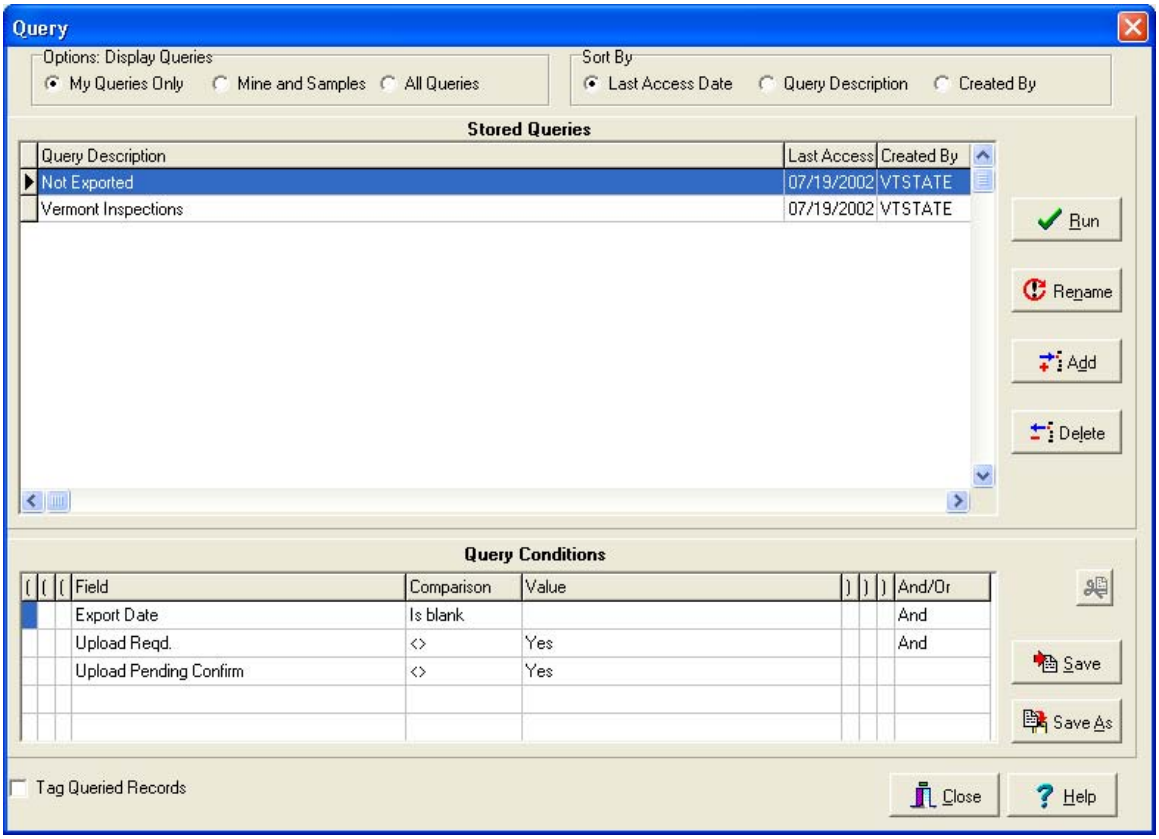
Please provide this new policy to your State MCSAP agencies immediately. Any questions on the instructions should be directed to the Field Systems Team at (202) 366-4023.

Attachment

# Transferring Inspection and/or Crash Records from a State MCSAP Office to an FMCSA Division Office

## *State Procedures*

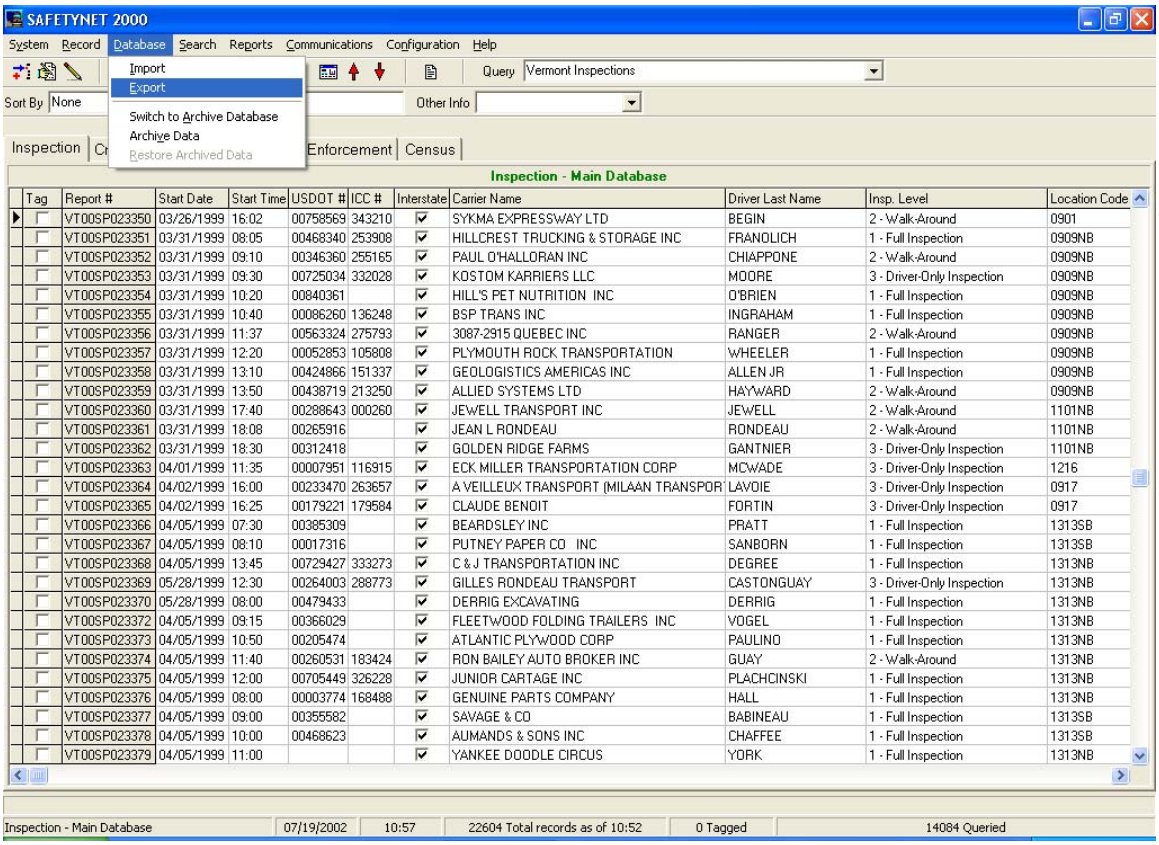
1. Create a query in SAFETYNET 2000 using the "Export Date" column. The absence of a value in this column indicates the record has not been exported. Also include the parameters Upload Required <> Yes and Upload Pending Confirmation <> Yes. This ensures that only uploaded and confirmed records are being exported.




**Note:** The first time records are exported, the result will be a large volume of records. The query can be further limited to a date range to get to a more manageable dataset. (e.g.: Inspection Date >= 10/01/2001).

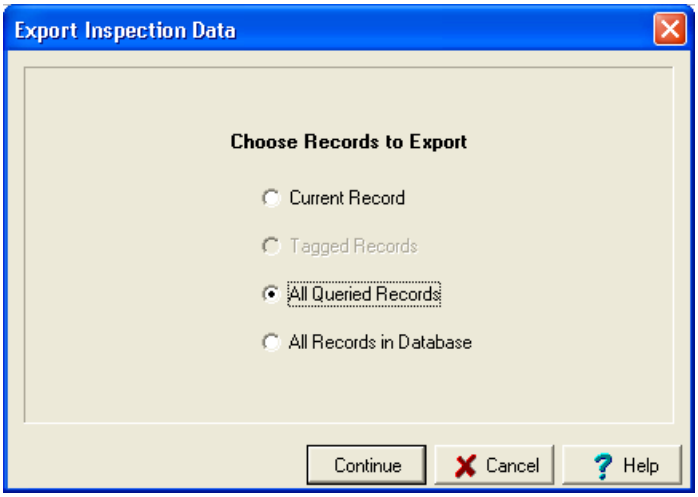
Optionally, a second query may be created to capture records that have been modified since a previous export. Use the parameters from above, changing "Export Date is blank" to "Export Date is **not** blank" and add the parameter Last Transaction Date > ___ / ___ / ____ . The user will need to complete the date manually using the date of the last export.

2. With the resulting record set, begin the export process by choosing “Export” from the “Database” menu.



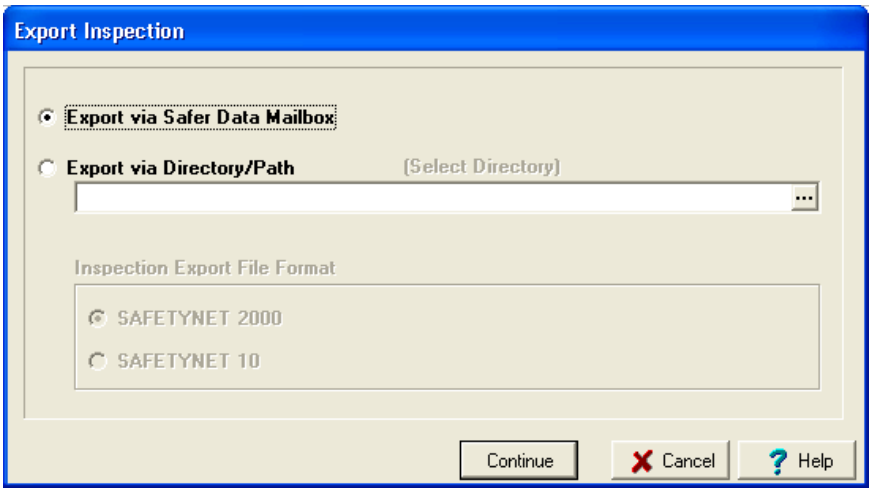

| Tag | Report # | Start Date | Start Time | USDOT # | ICC # | Interstate | Carrier Name | Driver Last Name | Insp. Level | Location Code |
|---|---|---|---|---|---|---|---|---|---|---|
| | VT00SP023350 | 03/26/1999 | 16:02 | 00758569 | 343210 | ☑ | SYKMA EXPRESSWAY LTD | BEGIN | 2 - Walk-Around | 0901 |
| | VT00SP023351 | 03/31/1999 | 08:05 | 00468340 | 253908 | ☑ | HILLCREST TRUCKING & STORAGE INC | FRANOLICH | 1 - Full Inspection | 0909NB |
| | VT00SP023352 | 03/31/1999 | 09:10 | 00346360 | 255165 | ☑ | PAUL O'HALLORAN INC | CHIAPPONE | 2 - Walk-Around | 0909NB |
| | VT00SP023353 | 03/31/1999 | 09:30 | 00725034 | 332028 | ☑ | KOSTOM KARRIERS LLC | MOORE | 3 - Driver-Only Inspection | 0909NB |
| | VT00SP023354 | 03/31/1999 | 10:20 | 00840361 | | ☑ | HILL'S PET NUTRITION INC | O'BRIEN | 1 - Full Inspection | 0909NB |
| | VT00SP023355 | 03/31/1999 | 10:40 | 00086260 | 136248 | ☑ | BSP TRANS INC | INGRAHAM | 1 - Full Inspection | 0909NB |
| | VT00SP023356 | 03/31/1999 | 11:37 | 00563324 | 275793 | ☑ | 3087-2915 QUEBEC INC | RANGER | 2 - Walk-Around | 0909NB |
| | VT00SP023357 | 03/31/1999 | 12:20 | 00052853 | 105808 | ☑ | PLYMOUTH ROCK TRANSPORTATION | WHEELER | 1 - Full Inspection | 0909NB |
| | VT00SP023358 | 03/31/1999 | 13:10 | 00424866 | 151337 | ☑ | GEOLOGISTICS AMERICAS INC | ALLEN JR | 1 - Full Inspection | 0909NB |
| | VT00SP023359 | 03/31/1999 | 13:50 | 00438719 | 213250 | ☑ | ALLIED SYSTEMS LTD | HAYWARD | 2 - Walk-Around | 0909NB |
| | VT00SP023360 | 03/31/1999 | 17:40 | 00288643 | 000260 | ☑ | JEWELL TRANSPORT INC | JEWELL | 2 - Walk-Around | 1101NB |
| | VT00SP023361 | 03/31/1999 | 18:08 | 00265916 | | ☑ | JEAN L RONDEAU | RONDEAU | 2 - Walk-Around | 1101NB |
| | VT00SP023362 | 03/31/1999 | 18:30 | 00312418 | | ☑ | GOLDEN RIDGE FARMS | GANTNIER | 3 - Driver-Only Inspection | 1101NB |
| | VT00SP023363 | 04/01/1999 | 11:35 | 00007951 | 116915 | ☑ | ECK MILLER TRANSPORTATION CORP | MCWADE | 3 - Driver-Only Inspection | 1216 |
| | VT00SP023364 | 04/02/1999 | 16:00 | 00233470 | 263657 | ☑ | A VEILLEUX TRANSPORT (MILAAN TRANSPOR | LAVOIE | 3 - Driver-Only Inspection | 0917 |
| | VT00SP023365 | 04/02/1999 | 16:25 | 00179221 | 179584 | ☑ | CLAUDE BENOIT | FORTIN | 3 - Driver-Only Inspection | 0917 |
| | VT00SP023366 | 04/05/1999 | 07:30 | 00385309 | | ☑ | BEARDSLEY INC | PRATT | 1 - Full Inspection | 1313SB |
| | VT00SP023367 | 04/05/1999 | 08:10 | 00017316 | | ☑ | PUTNEY PAPER CO INC | SANBORN | 1 - Full Inspection | 1313SB |
| | VT00SP023368 | 04/05/1999 | 13:45 | 00729427 | 333273 | ☑ | C & J TRANSPORTATION INC | DEGREE | 1 - Full Inspection | 1313NB |
| | VT00SP023369 | 05/28/1999 | 12:30 | 00264003 | 288773 | ☑ | GILLES RONDEAU TRANSPORT | CASTONGUAY | 3 - Driver-Only Inspection | 1313NB |
| | VT00SP023370 | 05/28/1999 | 08:00 | 00479433 | | ☑ | DERRIG EXCAVATING | DERRIG | 1 - Full Inspection | 1313NB |
| | VT00SP023372 | 04/05/1999 | 09:15 | 00366029 | | ☑ | FLEETWOOD FOLDING TRAILERS INC | VOGEL | 1 - Full Inspection | 1313NB |
| | VT00SP023373 | 04/05/1999 | 10:50 | 00205474 | | ☑ | ATLANTIC PLYWOOD CORP | PAULINO | 1 - Full Inspection | 1313NB |
| | VT00SP023374 | 04/05/1999 | 11:40 | 00260531 | 183424 | ☑ | RON BAILEY AUTO BROKER INC | GUAY | 2 - Walk-Around | 1313NB |
| | VT00SP023375 | 04/05/1999 | 12:00 | 00705449 | 326228 | ☑ | JUNIOR CARTAGE INC | PLACHCINSKI | 1 - Full Inspection | 1313NB |
| | VT00SP023376 | 04/05/1999 | 08:00 | 00003774 | 168488 | ☑ | GENUINE PARTS COMPANY | HALL | 1 - Full Inspection | 1313NB |
| | VT00SP023377 | 04/05/1999 | 09:00 | 00355582 | | ☑ | SAVAGE & CO | BABINEAU | 1 - Full Inspection | 1313SB |
| | VT00SP023378 | 04/05/1999 | 10:00 | 00468623 | | ☑ | AUMANDS & SONS INC | CHAFFEE | 1 - Full Inspection | 1313SB |
| | VT00SP023379 | 04/05/1999 | 11:00 | | | ☑ | YANKEE DOODLE CIRCUS | YORK | 1 - Full Inspection | 1313NB |

3. The user is now prompted to select which records from the current query will be exported…

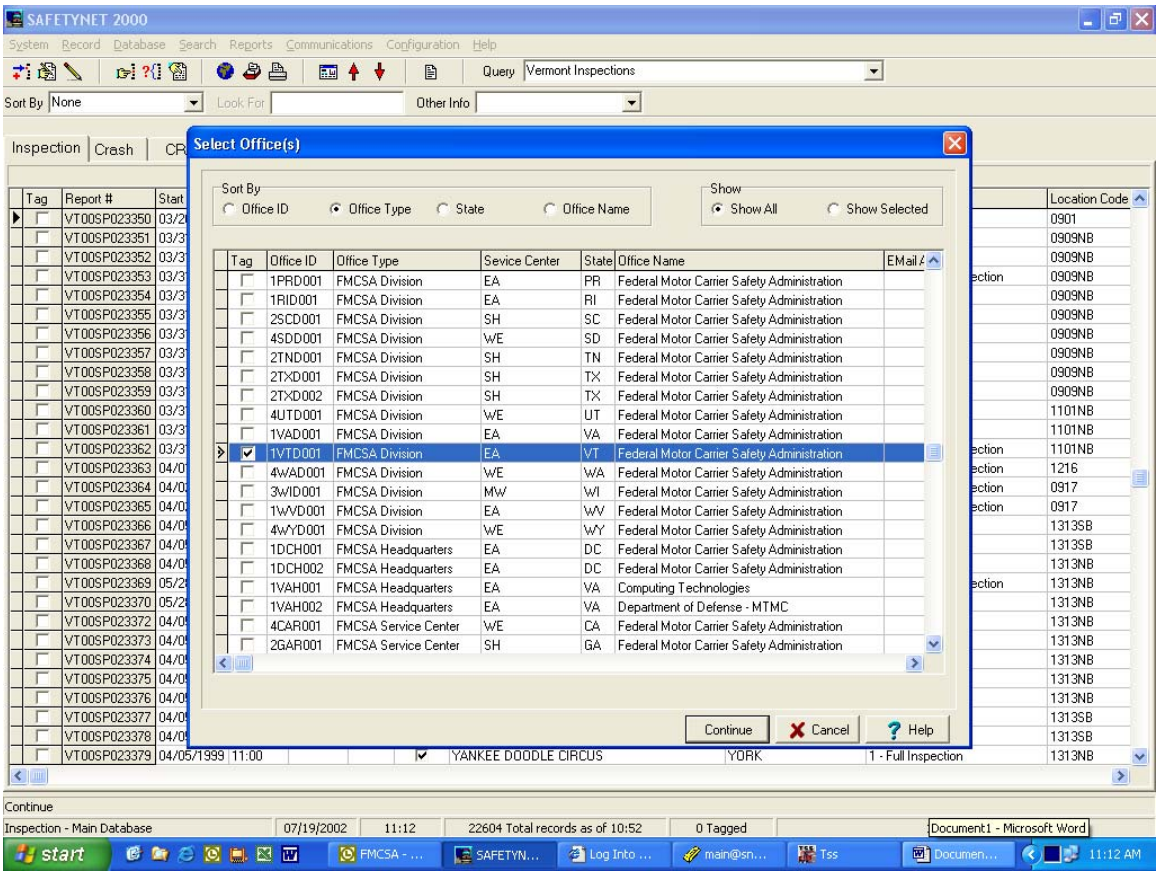



and should select “All Queried Records”. Click “Continue”

4. Select “Export via SAFER Data Mailbox” and click “Continue”

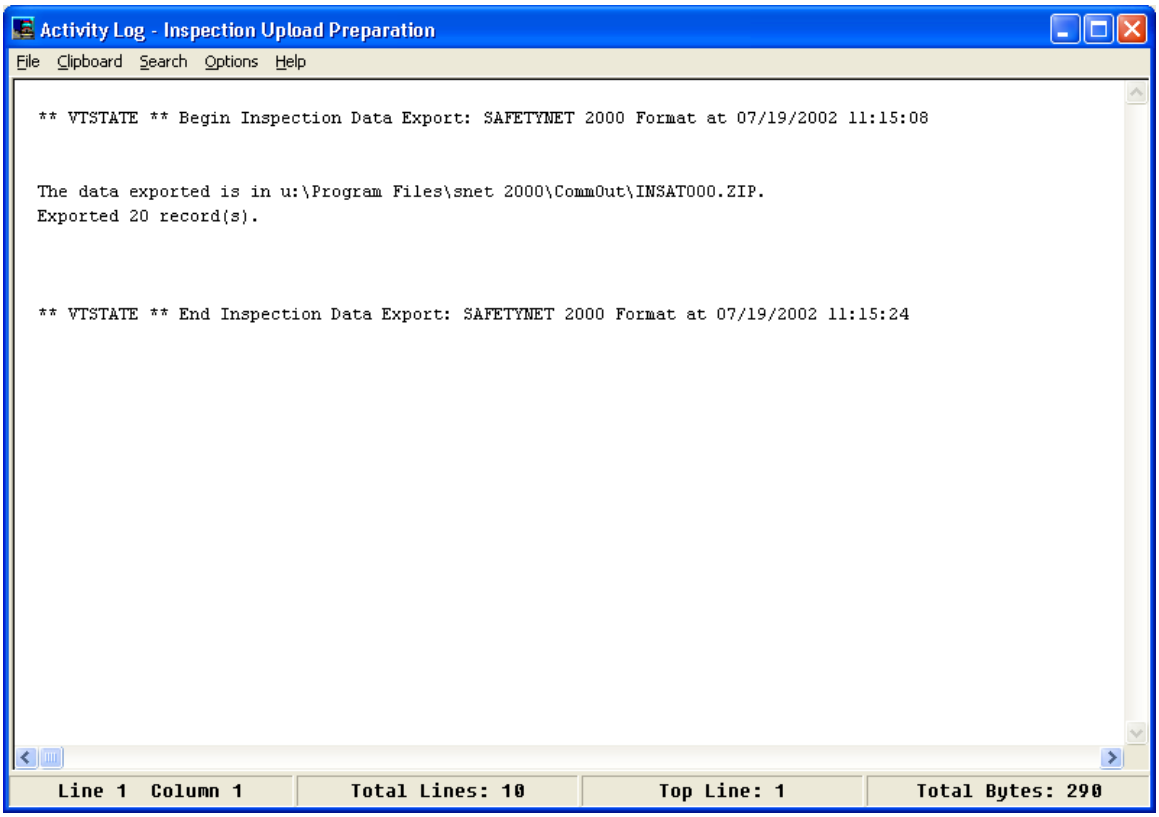



5. Select the Office to receive the data. This grid can be sorted by Office ID (default), Office Type (FMCSA Division, MCSAP State, etc.), State abbreviation, or Office Name. Multiple offices can be selected. In the example shown below, Vermont State is sending the data to the Vermont Division. Click “Continue”.

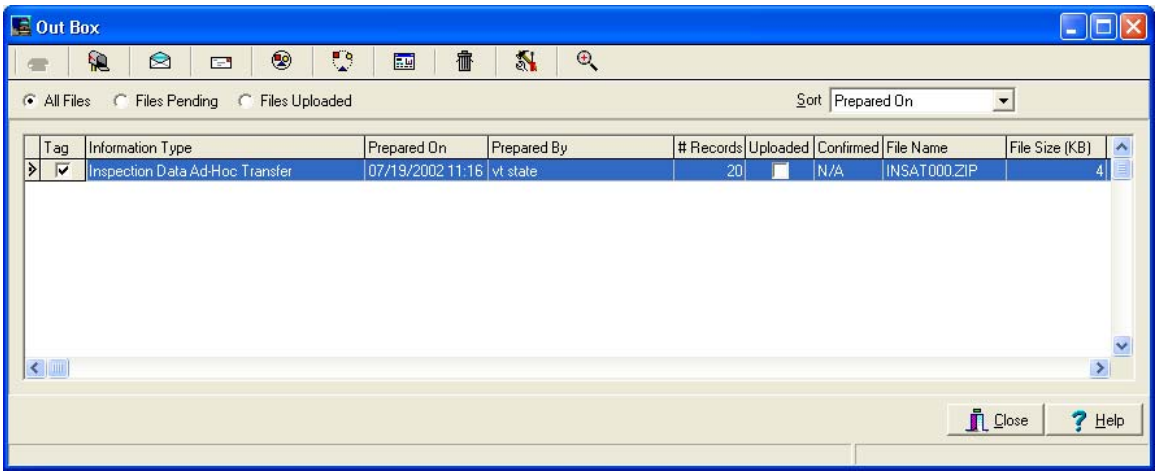


6. A status dialog will appear showing the progress of the export creation.

7. When export is complete, the user is prompted to view the activity log. We recommend doing this each time to verify there were no errors.




8. The export is now in the SAFETYNET 2000 Communications Outbox and can be sent using regular communications procedures. Click the "Upload Mail" button. ***Note:*** No confirmation report will be sent for this transaction.



## *FMCSA Division Procedures*

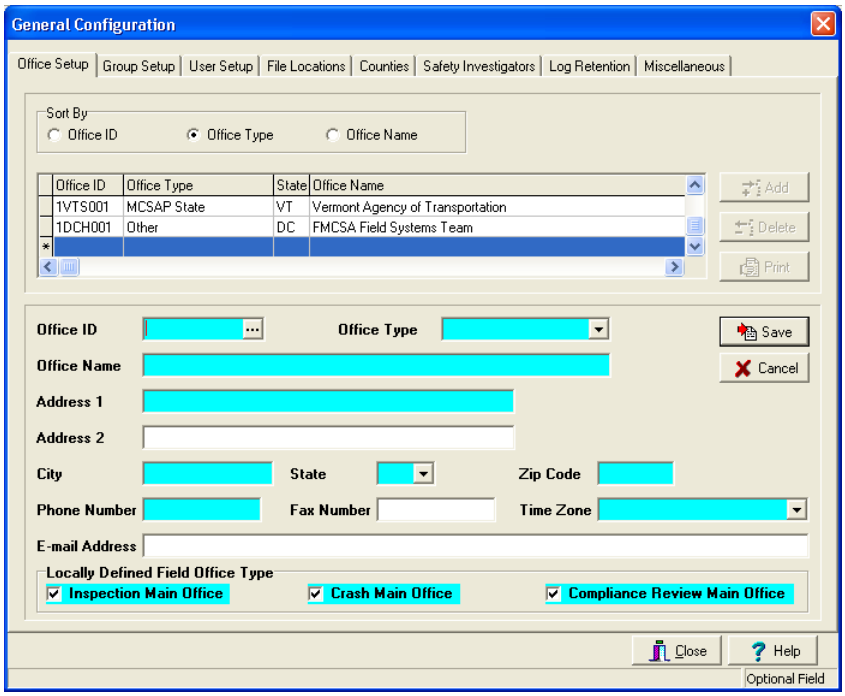
1. Before a Division office can import data from a State office, the Division must

   (a) Add an Office Definition in the SAFETYNET configuration that represents the state MCSAP office,

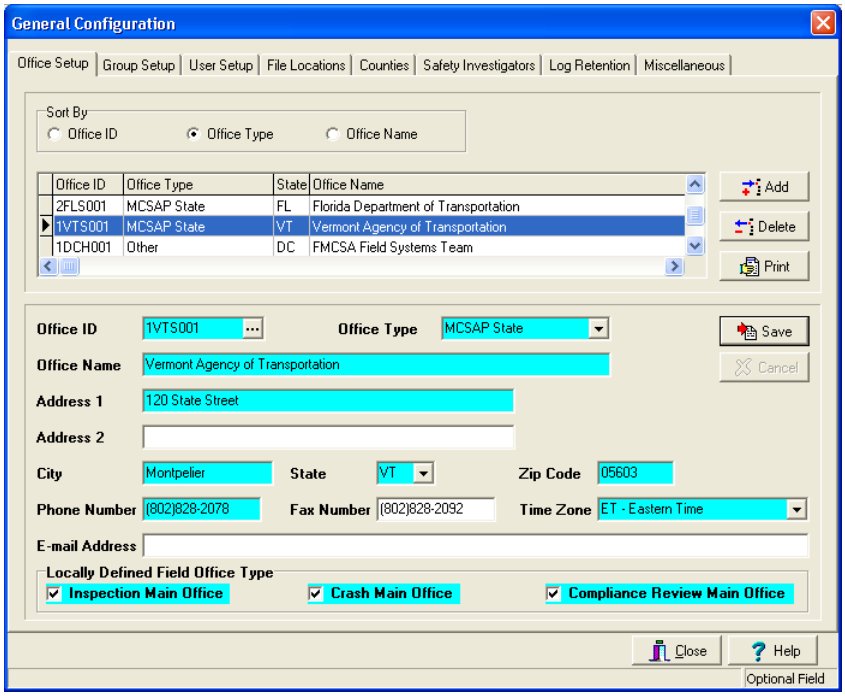
   (b) create a user that is configured as belonging to that office, and

   (c) log in to SAFETYNET using the newly created User ID

   a. **Office Definition**
      i. Select “General” from the SAFETYNET Configuration Menu.
      ii. On the Office Setup tab, click the “Add” button

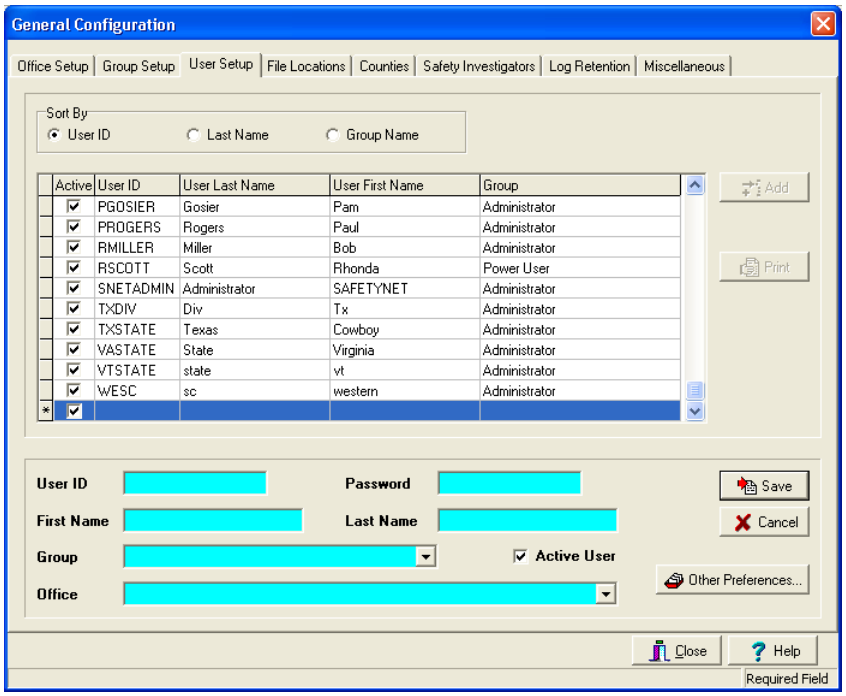


iii. In the Office ID field, click the ellipsis button […] and select the desired state agency from the list. All necessary fields except the Time Zone will be populated for you. Select the appropriate Time Zone from the drop-down list. Click “Save” then “Close”

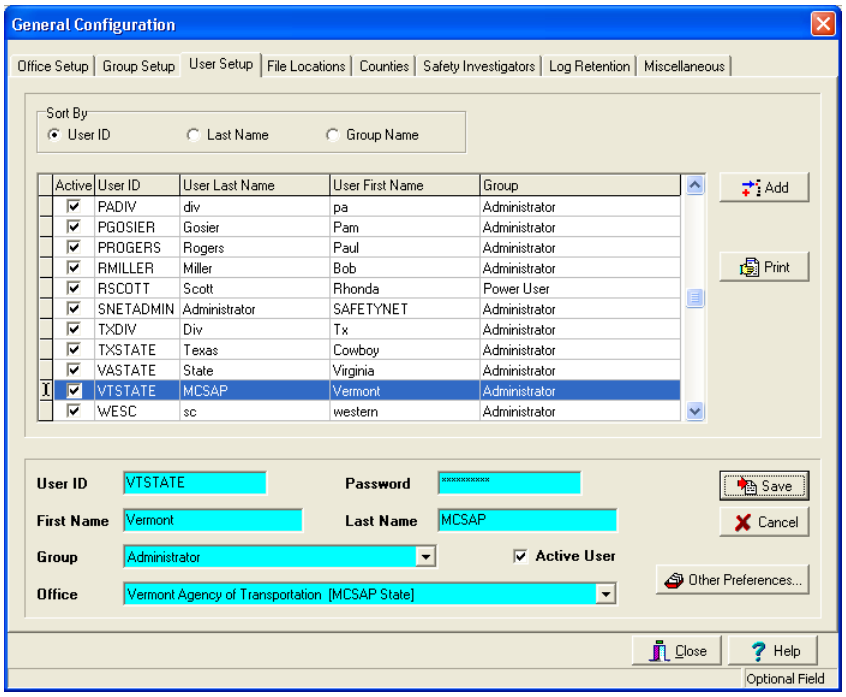


b. **User Setup**

i. Switch to the “User Setup” tab and click the “Add” button.

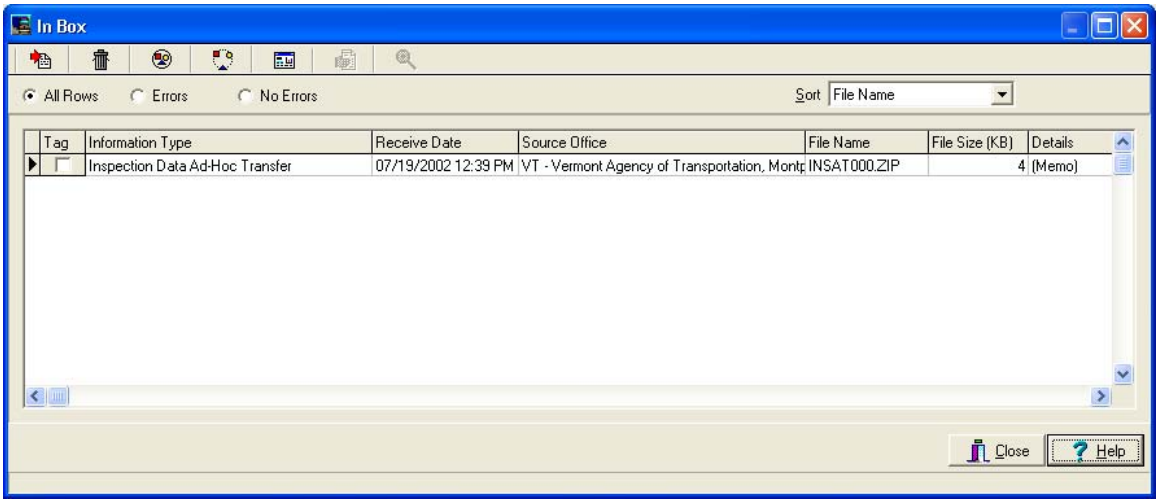



ii. Input a User ID in the appropriate field. We recommend using the state abbreviation, followed by the word “State”. (see above) Complete the user definition with a password, first name, and last name. Select the “Administrator” group from the list, then select the Office you defined in the previous step. Click “Save” and “Close”




iii. Logout from SAFETYNET and Login as the user just created.

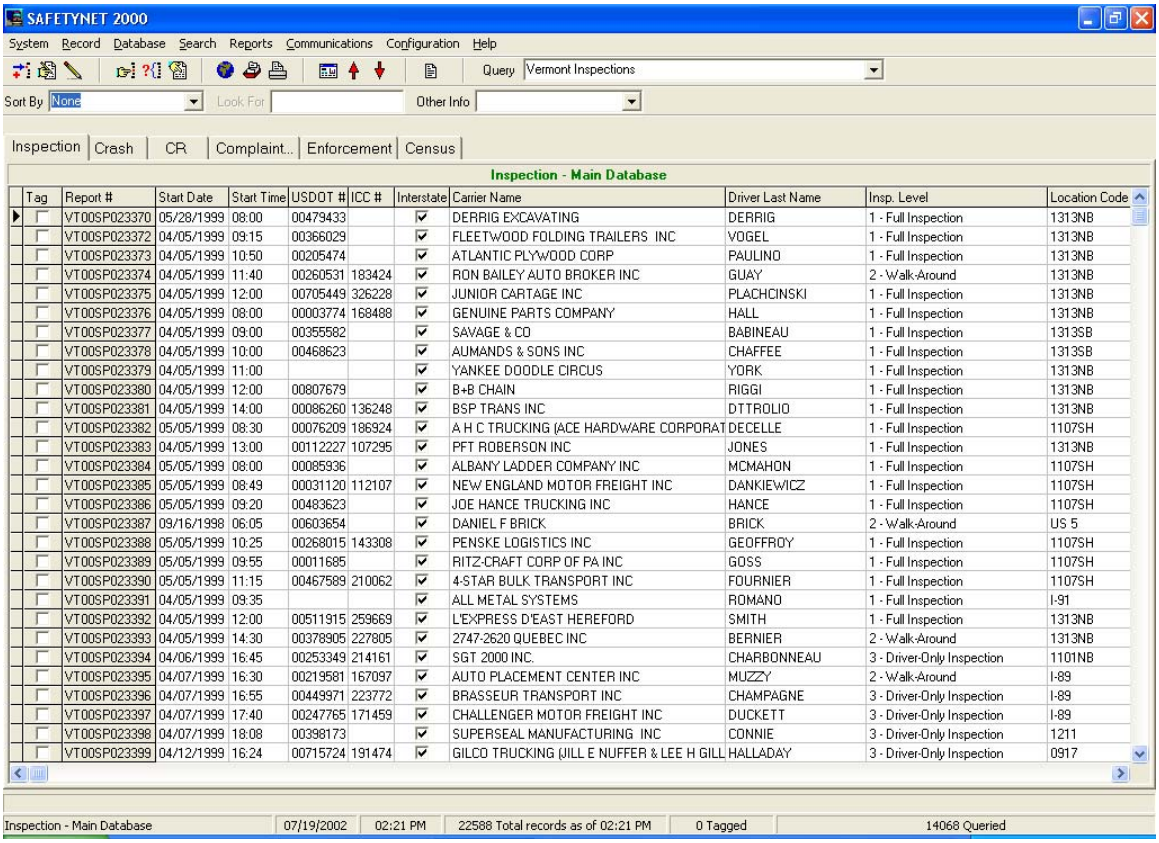
2. The data transfer from the state will be received in the Division's SAFER Mailbox and will be downloaded during the next communications session. The file will be in the Division's SAFETYNET Communications Inbox as shown below.




3. Tag the entry in the Inbox, then click the "Import Files" button in the upper left corner.
   ***Note:*** **You <u>must</u> be logged in as the State office user ID created for this purpose or the import will fail!**

4. A progress dialog will appear showing the status of the import then the user will be prompted to view the activity log. We recommend doing this each time to verify there were no errors.

5. All inspections (or crashes) will appear in the grid.




| Tag | Report # | Start Date | Start Time | USDOT # | ICC # | Interstate | Carrier Name | Driver Last Name | Insp. Level | Location Code |
|---|---|---|---|---|---|---|---|---|---|---|
| | VT00SP023370 | 05/28/1999 | 08:00 | 00479433 | | ☑ | DERRIG EXCAVATING | DERRIG | 1 - Full Inspection | 1313NB |
| | VT00SP023372 | 04/05/1999 | 09:15 | 00366029 | | ☑ | FLEETWOOD FOLDING TRAILERS INC | VOGEL | 1 - Full Inspection | 1313NB |
| | VT00SP023373 | 04/05/1999 | 10:50 | 00205474 | | ☑ | ATLANTIC PLYWOOD CORP | PAULINO | 1 - Full Inspection | 1313NB |
| | VT00SP023374 | 04/05/1999 | 11:40 | 00260531 | 183424 | ☑ | RON BAILEY AUTO BROKER INC | GUAY | 2 - Walk-Around | 1313NB |
| | VT00SP023375 | 04/05/1999 | 12:00 | 00705449 | 326228 | ☑ | JUNIOR CARTAGE INC | PLACHCINSKI | 1 - Full Inspection | 1313NB |
| | VT00SP023376 | 04/05/1999 | 08:00 | 00003774 | 168488 | ☑ | GENUINE PARTS COMPANY | HALL | 1 - Full Inspection | 1313NB |
| | VT00SP023377 | 04/05/1999 | 09:00 | 00355582 | | ☑ | SAVAGE & CO | BABINEAU | 1 - Full Inspection | 1313SB |
| | VT00SP023378 | 04/05/1999 | 10:00 | 00468623 | | ☑ | AUMANDS & SONS INC | CHAFFEE | 1 - Full Inspection | 1313SB |
| | VT00SP023379 | 04/05/1999 | 11:00 | | | ☑ | YANKEE DOODLE CIRCUS | YORK | 1 - Full Inspection | 1313NB |
| | VT00SP023380 | 04/05/1999 | 12:00 | 00807679 | | ☑ | B+B CHAIN | RIGGI | 1 - Full Inspection | 1313NB |
| | VT00SP023381 | 04/05/1999 | 14:00 | 00086260 | 136248 | ☑ | BSP TRANS INC | DTTROLIO | 1 - Full Inspection | 1313NB |
| | VT00SP023382 | 05/05/1999 | 08:30 | 00076209 | 186924 | ☑ | A H C TRUCKING (ACE HARDWARE CORPORAT | DECELLE | 1 - Full Inspection | 1107SH |
| | VT00SP023383 | 04/05/1999 | 13:00 | 00112227 | 107295 | ☑ | PFT ROBERSON INC | JONES | 1 - Full Inspection | 1313NB |
| | VT00SP023384 | 05/05/1999 | 08:00 | 00085936 | | ☑ | ALBANY LADDER COMPANY INC | MCMAHON | 1 - Full Inspection | 1107SH |
| | VT00SP023385 | 05/05/1999 | 08:49 | 00031120 | 112107 | ☑ | NEW ENGLAND MOTOR FREIGHT INC | DANKIEWICZ | 1 - Full Inspection | 1107SH |
| | VT00SP023386 | 05/05/1999 | 09:20 | 00483623 | | ☑ | JOE HANCE TRUCKING INC | HANCE | 1 - Full Inspection | 1107SH |
| | VT00SP023387 | 09/16/1998 | 06:05 | 00603654 | | ☑ | DANIEL F BRICK | BRICK | 2 - Walk-Around | US 5 |
| | VT00SP023388 | 05/05/1999 | 10:25 | 00268015 | 143308 | ☑ | PENSKE LOGISTICS INC | GEOFFROY | 1 - Full Inspection | 1107SH |
| | VT00SP023389 | 05/05/1999 | 09:55 | 00011685 | | ☑ | RITZ-CRAFT CORP OF PA INC | GOSS | 1 - Full Inspection | 1107SH |
| | VT00SP023390 | 05/05/1999 | 11:15 | 00467589 | 210062 | ☑ | 4-STAR BULK TRANSPORT INC | FOURNIER | 1 - Full Inspection | 1107SH |
| | VT00SP023391 | 04/05/1999 | 09:35 | | | ☑ | ALL METAL SYSTEMS | ROMANO | 1 - Full Inspection | I-91 |
| | VT00SP023392 | 04/05/1999 | 12:00 | 00511915 | 259669 | ☑ | L'EXPRESS D'EAST HEREFORD | SMITH | 1 - Full Inspection | 1313NB |
| | VT00SP023393 | 04/05/1999 | 14:30 | 00378905 | 227805 | ☑ | 2747-2620 QUEBEC INC | BERNIER | 2 - Walk-Around | 1313NB |
| | VT00SP023394 | 04/06/1999 | 16:45 | 00253349 | 214161 | ☑ | SGT 2000 INC. | CHARBONNEAU | 3 - Driver-Only Inspection | 1101NB |
| | VT00SP023395 | 04/07/1999 | 16:30 | 00219581 | 167097 | ☑ | AUTO PLACEMENT CENTER INC | MUZZY | 2 - Walk-Around | I-89 |
| | VT00SP023396 | 04/07/1999 | 16:55 | 00449971 | 223772 | ☑ | BRASSEUR TRANSPORT INC | CHAMPAGNE | 3 - Driver-Only Inspection | I-89 |
| | VT00SP023397 | 04/07/1999 | 17:40 | 00247765 | 171459 | ☑ | CHALLENGER MOTOR FREIGHT INC | DUCKETT | 3 - Driver-Only Inspection | I-89 |
| | VT00SP023398 | 04/07/1999 | 18:08 | 00398173 | | ☑ | SUPERSEAL MANUFACTURING INC | CONNIE | 3 - Driver-Only Inspection | 1211 |
| | VT00SP023399 | 04/12/1999 | 16:24 | 00715724 | 191474 | ☑ | GILCO TRUCKING (JILL E NUFFER & LEE H GILL | HALLADAY | 3 - Driver-Only Inspection | 0917 |

6. Logout of SAFETYNET and login again under your own user ID.

***NOTE:*** It is important that once the data import is complete the user discontinues use of the state admin user ID. State inspection and crash records should not be modified by the FMCSA Division office. If an error is suspected, contact the state MCSAP office to make the correction. The state office will re-upload the record(s) to MCMIS, then re-export the record(s) to the Division office.