



U.S. Department
of Transportation

**Federal Highway
Administration**

Memorandum

SP-97-003-SN

Supersedes SP-93-003-SN

Subject Revised SAFETYNET/ASPEN Policy

From Associate Administrator
for Motor Carriers

To Regional Directors
Office of Motor Carriers
Regions 1-10

Date December 3, 1996
(stamped)

Reply to
Attn of HSA-30

Please provide this new SAFETYNET policy to your State MCSAP agencies and OMC Division Offices immediately. It supersedes the policy set out in (#SP-93-003-SN) and addresses new upload requirements and other pertinent data issues.

This new policy addresses the concern expressed by the Regional Directors that safety information contained in SAFETYNET be as timely as possible. It should be noted, however, that changing the policy is not the entire answer to quality and timely data. There are a number of States who have not met the current policy, although that policy has been in place since 1993. Monitoring the States' quality and timeliness, helping them to identify their individual problem areas and developing corrective measures is the primary tool to ensure we achieve our goal in this area. Carrier targeting systems are based on their on-road performance which is reflected in the data collected and uploaded from inspections, accidents, and compliance reviews. Our overall ability to effectively measure the success of the MCSAP program efforts to improve commercial vehicle safety is directly dependent on the quality and timeliness of the data.

We are aware of the difficulties the MCSAP agencies are faced with in trying to obtain accident data from other State agencies and local law enforcement entities, and are preparing strategy to help alleviate that problem. The secondary problem regarding timely data lies in the time it takes for the information to be uploaded into MCMIS after it has been entered into SAFETYNET. The States have had the capability to upload as frequently as once a day for over a year, and about 30 percent of the States are doing so within seven days. That means that 70 percent are still not uploading data as frequently as they should. This is the part of the timeliness over which there is some control, and which is addressed in this policy memorandum.

This policy will become effective March 1, 1997.

- Inspections and Compliance Reviews which are **electronically** entered into SAFETYNET (from ASPEN or CAPRI) must be uploaded **within seven days of the event**.
- Inspections and Compliance Reviews entered into SAFETYNET from **paper forms** must be uploaded to MCMIS at least weekly, but not more than **21 days from the date of the event**.
- All **accident reports** which have been entered into SAFETYNET must be uploaded to MCMIS at least weekly and not more than **90 days** following the accident.
- Corrections to reports (some data item has changed or the report must be deleted) which were previously uploaded to MCMIS must be uploaded **within 7 days from the date that the State has concluded that an error has occurred**.

The following paragraphs describe these new policies in more detail.

ROADSIDE INSPECTION PROGRAM: All roadside inspections on interstate and intrastate carriers are to be uploaded to MCMIS. The information submitted will be on both MCSAP funded and unfunded inspections which were conducted according to the North American Inspection Standard.

NGA ACCIDENT DATA: All accidents on interstate and intrastate carriers that meet the NGA reporting criteria are to be uploaded to MCMIS.

COMPLIANCE REVIEWS (CR'S): All compliance reviews performed on interstate carriers and intrastate HM carriers must be uploaded to MCMIS. The information submitted will be on both MCSAP funded and unfunded CR's. The paper form must still be sent to HIA-10 for FOIA purposes.

QUALITY OF DATA: Data uploaded from SAFETYNET has become an integral part of the motor carrier safety programs and must be accurate. When the State has determined that an error in a record exists (some data item which must be changed or a record that should be deleted), **the record must be corrected and reuploaded** to MCMIS **within seven days**. This process is included in the functions of SAFETYNET (i.e., if the record was entered into SAFETYNET, the user can change the records using the "Edit" function, or can delete the record using the "Delete" function. SAFETYNET will automatically set the proper flags for reupload to MCMIS).

Offices that download inspection or accident data from a local mainframe/minicomputer/other computer in ASCII format and use the "integration" function of SAFETYNET to enter the data, must include this function in their processes. In other words, these offices must make corrections to the data on their mainframe/minicomputer/etc., then download the record with a transaction code of "C" (for change) or "D" (for delete) (the transaction date is also required) **within seven days**. Refer to the SAFETYNET User's Manual for instructions or call the SAFETYNET Technical Support Staff at (617) 374-5090.

When submitting records electronically, all States must follow the standard SAFETYNET record format. The goal is for not more than 10 percent to fail the standard MCMIS/SAFETYNET "fatal" edit checks, and that 95 percent of inspections and accidents of interstate carriers have a valid USDOT or ICC number. For CR's the goal is that 100 percent contain a valid USDOT number.

Any deviations from these standards will be considered on a case by case basis. Program related questions may be directed to Linda Taylor at (202) 366-6308. For SAFETYNET related questions, please call Angeli Sebastian at (202) 366-0071.



George L. Reagle