



**Confidential  
Close Call  
Reporting System**

# C<sup>3</sup>RS Report Form (NJT Employees)

OMB NO: 2139-0010  
EXP. DATE: xx/xx/13

**C<sup>3</sup>RS Receipt Number:** \_\_\_\_\_

**C<sup>3</sup>RS Date/Time Stamp:** \_\_\_\_\_

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0010. Public reporting of a close call is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Reporting any information to the Confidential Close Calls Reporting System (C<sup>3</sup>RS) is voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: C<sup>3</sup>RS Data Collection Officer, Demetra Colliia, US DOT/ BTS, 1200 New Jersey Avenue SE, Room E36-E14, Washington, D.C. 20590 or e-mail: [Demetra.colliia@dot.gov](mailto:Demetra.colliia@dot.gov).

## Incident Description

Please provide your name and at least one telephone number where a C<sup>3</sup>RS rail safety analyst can contact you to discuss your report, if needed. Indicate the best time to call and if you authorize BTS to leave a voice mail message on your answering service. Please provide an address to receive notice which will serve as confirmation of your report.

<b>DATE OF OCCURRENCE</b>	<b>TIME OF OCCURENCE (24 HR.)</b>	<b>DIVISION</b>	<b>Line Segment</b>
_____	_____	<input type="checkbox"/> HOBOKEN	_____
		<input type="checkbox"/> NEWARK	<b>MP or YARD</b>
<b>NAME</b>	_____		_____
<b>ADDRESS/PO BOX</b>	_____		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>JOB TITLE</b>
_____	_____	_____	_____
<b>PHONE NUMBER</b>	<b>BEST TIME TO CALL</b>	<b>CAN BTS LEAVE A VOICE MAIL MESSAGE?</b>	
<b>PRIMARY</b> (____) ____ - _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>ALTERNATE</b> (____) ____ - _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## Immediate Co-Workers

Please provide the name and job title of any immediate co-workers involved in an event eligible for protection from discipline. Please encourage your immediate co-worker(s) to file their own report(s) so they receive a receipt confirming their participation in this event. You may send in your reports together or separately.

<b>NAME</b>	_____	<b>JOB TITLE</b>	_____
<b>NAME</b>	_____	<b>JOB TITLE</b>	_____
<b>NAME</b>	_____	<b>JOB TITLE</b>	_____
<b>NAME</b>	_____	<b>JOB TITLE</b>	_____

To receive protection from discipline, **you must:** a) call C<sup>3</sup>RS at **1.888.568.2377 (1.888.LOV.C3RS)** within 48 hours of the event to file a report, b) mail the completed C<sup>3</sup>RS Report Form, postmarked within 3 calendar days of the call, not counting weekends and Federal holidays, and c) make yourself available for an interview on the event as needed.

**Mail your report to: C<sup>3</sup>RS  
Bureau of Transportation Statistics  
P. O. Box 23295  
Washington, DC 20026-3295**



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NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 111 (k)) and the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents such as telephone interviewers. In accordance with these confidentiality statutes, only statistical and non-identifying data will be made publicly available through reports. By law, every BTS employee and BTS agent has taken an oath of confidentiality and is subject to a jail term of up to 5 years, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about the respondent. BTS will not release to FRA or any other public or private entity any information that might reveal the identity of individuals or organizations mentioned in close call reports.



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### 3-Day Work/Sleep History Information (Very Important)

3-Day Work Shift History	Shift Start Time	Incident Time	Shift End Time
Incident Shift Day			
Day before Incident			
2 Days before Incident			
<b>Please use military time (24-Hour clock) for work and sleep periods.</b>			
3-Day Sleep History	Sleep Start Time	Sleep End Time	Nap – Yes/No
Last Sleep before Incident Shift			
Sleep Period the Day Before			
Sleep Period 2 Days Before			

Engine #'s: \_\_\_\_\_ Total # of cars: \_\_\_\_\_ # of cars in use (open): \_\_\_\_\_

# of MU's: \_\_\_\_\_ # of Multi-levels: \_\_\_\_\_

### Event Description

Please use the space below to complete your description of the event or condition you wish to report. Remember: the more detailed your report is, the better prepared the Rail Safety Analyst Team (RSAT) member will be to conduct a thorough interview related to the event/condition. You may find the following questions useful as you think through what information to provide. **In addition, please help us prevent similar incidents from occurring by providing your suggestions for counter measures. PLEASE PRINT CLEARLY.**

- a. What were you and your crew doing immediately prior to the close call incident?
- b. What did you notice that made you think a problem was developing?
- c. What factors (weather, light, terrain, equipment, human error, etc.) may have contributed to the incident?
- d. What, if anything, was unusual or unfamiliar to you or your crew with respect to this job assignment?
- e. If anything or anybody interfered with your ability to perform the assigned task safely, describe how.
- f. What prevented this incident from becoming a more serious accident?

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**Please provide a drawing on page 4 depicting the incident. Use additional paper, if needed.**





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**Use additional paper, if needed.**

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## Event Diagram

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Use this page for diagrams or additional information.