



**USDOT**

**Bureau of Transportation Statistics**

# **SafeOCS ISD User Guide**

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**Version 1.0**

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## Background

The Industry Safety Data (ISD) program, a component of BTS's SafeOCS data sharing framework, provides a trusted, proactive means for the oil and gas industry to report sensitive and proprietary safety information, and to identify early warnings of safety problems by uncovering hidden at-risk conditions not previously exposed from analysis of reportable accidents and incidents. Through comprehensive analysis by professional statisticians and industry subject matter experts, the program allows the identification of trends or patterns before safety is compromised and provides a tool for continuous improvement by focusing on fixing impediments to safety.

The scope of ISD data includes incidents, near misses, stop work events, and associated metadata. ISD data can be submitted in whatever format participating companies currently use to minimize their reporting burden.

## Purpose

This document was developed to assist participating companies of the oil and gas industry with the submission of ISD data to the SafeOCS program.

Specifically, this document provides guidance on:

- Accessing the SafeOCS Reporting System
- Creating a user account
- Submitting ISD data online

## Access the SafeOCS Reporting System

The SafeOCS Reporting System can be accessed through the SafeOCS program website at [www.safeocs.gov](http://www.safeocs.gov) (Figure 1). To submit industry safety data, you must first create an account. Once you have an account, you can select the *ISD icon* from the *home page* or from the *ISD tab* on the main navigation bar to access the *Submit ISD Data* page where you can submit ISD data. The remainder of this user guide provides step by step instructions for creating an account and submitting ISD data online.

Figure 1: SafeOCS Home Page



## Create a User Account with the SafeOCS Reporting System

Since data reported to SafeOCS are confidential and protected under the *Confidential Information Protection and Statistical Efficiency Act of 2002* (CIPSEA) (44 U.S.C. §3501 note), a user has to establish an account in the SafeOCS Reporting System (outlined below) before he/she can submit industry safety data.

### Step 1: Complete the Account Registration Form

1. Click on the *Create an Account* tab from the SafeOCS home page.
2. Complete the *Account Registration Form* (Figure 2).
3. Click *Create Account* to complete registration.
4. The following pop-up message confirms the successful submission of the registration form:

*“Thank you for registering for a user account. To complete your registration, check your email for a validation link.”*

**Note:** Select a password that contains at least 12 characters, with a combination of uppercase and lowercase letters.

**Figure 2:** SafeOCS Account Register

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About WCR SPPE ISD Data Insights Resources [Create an Account](#)

### SafeOCS Account Register

Enter your information to create an account.

<input type="text"/>	Company Name
<input type="text"/>	Your First Name
<input type="text"/>	Middle Name
<input type="text"/>	Last Name
<input type="text"/>	Your E-mail
<input type="password"/>	Choose Password (ex: S@mp1ePassw0rd1)
<input type="password"/>	Re-enter Password
<input type="text"/>	Supervisor Name
<input type="text"/>	Supervisor Email
<input type="text"/>	Supervisor Phone Number

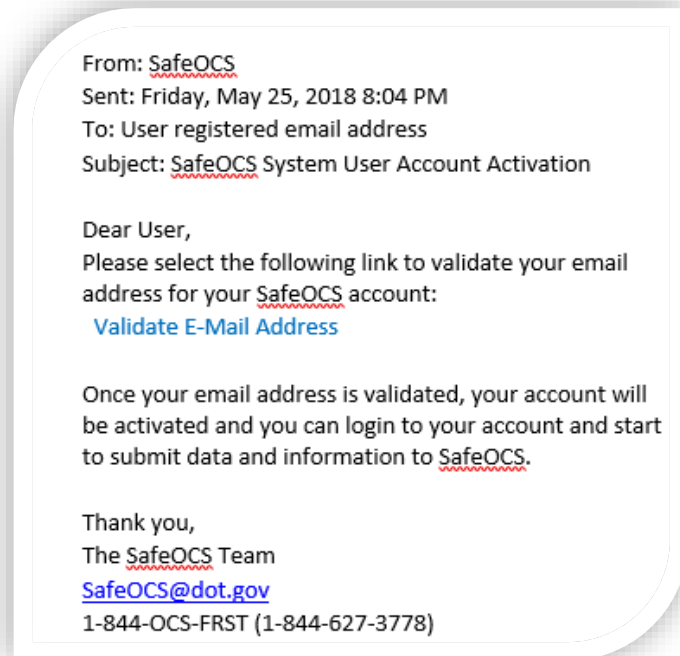
[Log In](#) [Forgot password?](#)

[Create Account](#)

## Step 2: Validate your email address

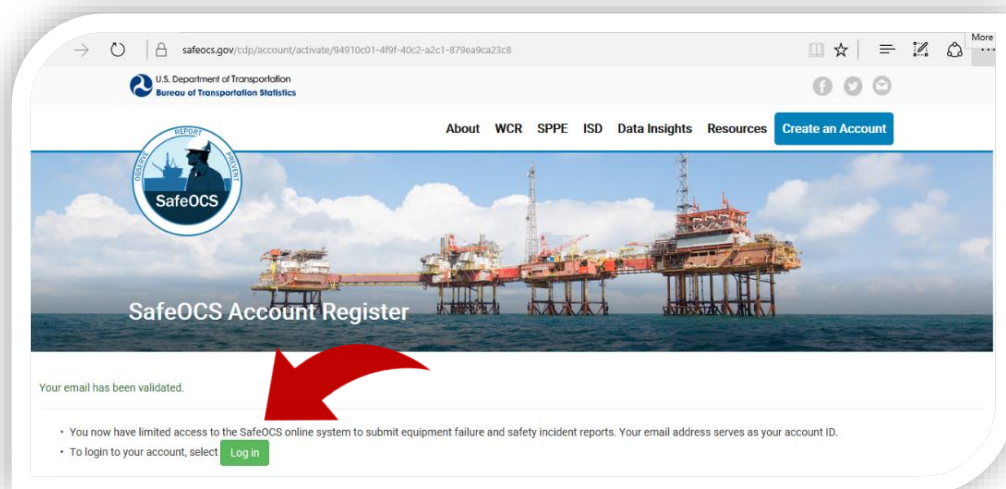
1. You will receive the following email sent from the *SafeOCS* system at the email address you provided in your *Account Registration Form* (Figure 3).

**Figure 3:** SafeOCS User Account Activation



2. Validate your email address by following the instruction in that email.
3. You will see a *Registration Confirmation* screen (Figure 4).

**Figure 4:** SafeOCS Account Registration Confirmation

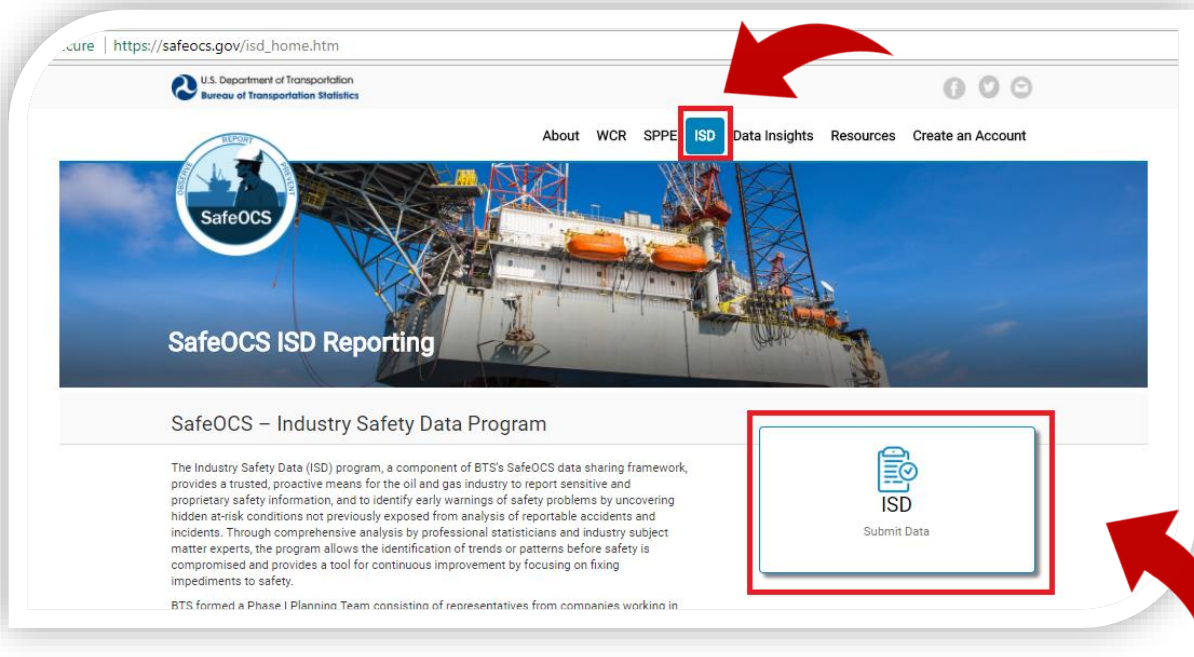


## Submit ISD data online

### Step 1: Login to SafeOCS Account

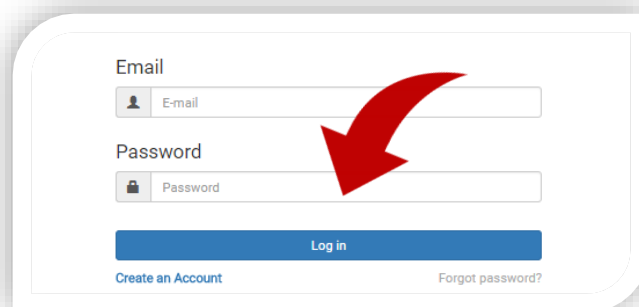
1. Navigate to [www.safeocs.gov](http://www.safeocs.gov).
2. Select the *ISD icon* from the home page or from the *ISD tab* on the main navigation bar (Figure 1).
3. Click on the *ISD Submit Data icon* (Figure 5).

**Figure 5:** SafeOCS ISD Data Submission



4. Enter *Email* and *Password* to login to your SafeOCS account at the *SafeOCS ISD Reporting Login* (Figure 6).

**Figure 6:** SafeOCS ISD Reporting Login




## Step 2: Agree to the Confidentiality and Burden Statements

1. Read and consent to the Pledge of Confidentiality and Burden Statement.
2. Check the “I have read...” box and click on the *Start New Report* button to continue (Figure 7).

**Figure 7:** SafeOCS Confidentiality and Burden Statements

**Start New Report** Report a new equipment failure event. ✕

 Do NOT report emergencies to SafeOCS. In the event of an emergency please follow established procedures.

**Burden Statement**

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 2138-0046 (Exp. Date 03/31/2017). Reporting of an Equipment Failure is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Send comments regarding this burden estimate or any other aspect of

**Pledge of Confidentiality**

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 6307) 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 aggregate 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

I have read and understood the Burden Statement and Pledge of Confidentiality.

Cancel Start New Report +

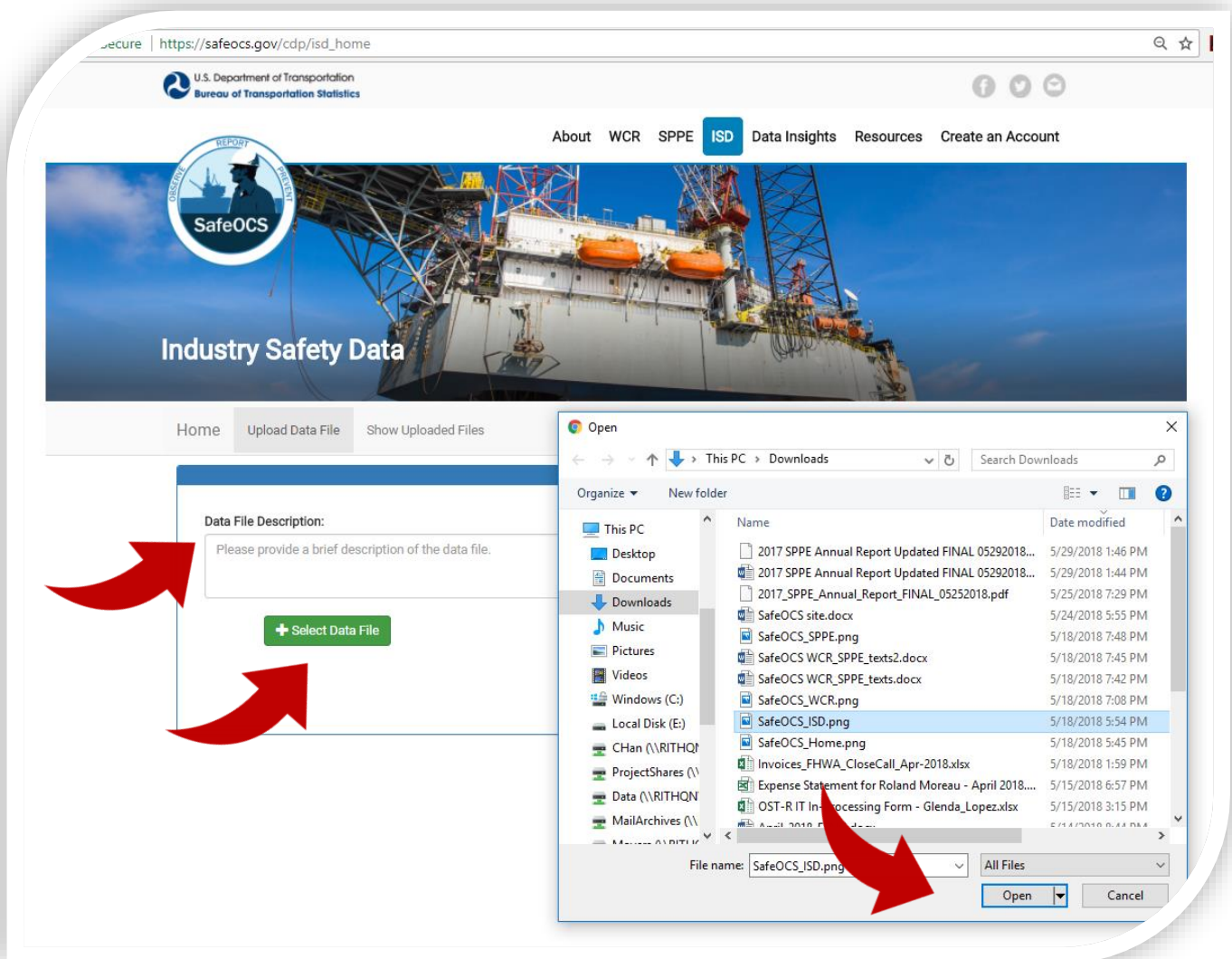


## Step 3: Select ISD Data File to be Uploaded

1. Completing Step 2 will bring up the following user interface (Figure 8).
2. Click on *Select Data File* and browse to your file location.
3. Select the file to be uploaded and then click *Open*.
4. Provide a *Data File Description* for the file to be uploaded, such as “Near miss events in April 2018”.

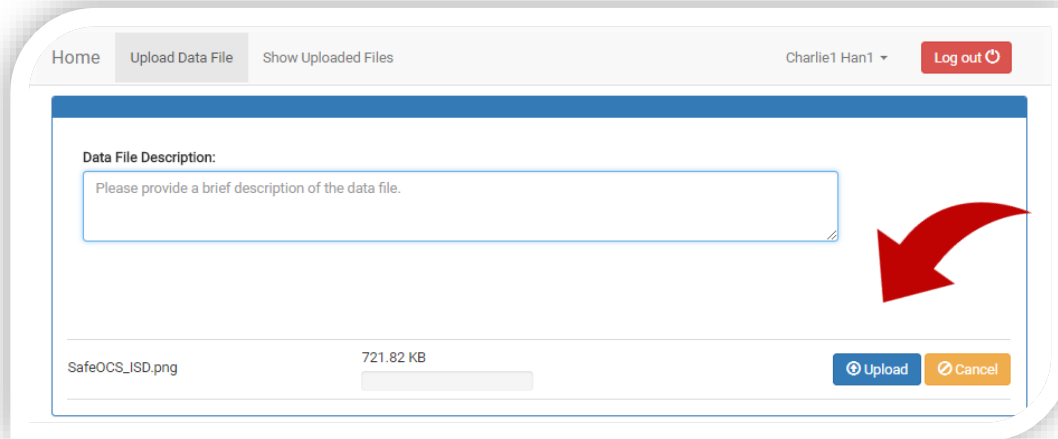
**Note:** In this function, Windows Explorer allows selection of only one file at a time.

**Figure 8:** Select a File to Upload



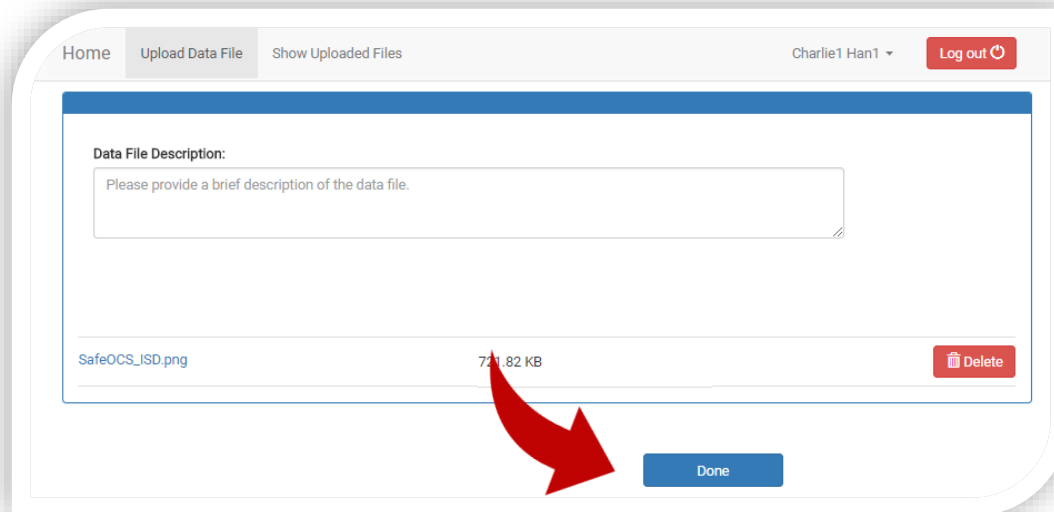
- Figure 9 shows that a file has been selected and is ready to be uploaded to the SafeOCS database.
- Click *Upload* to upload the file.
- Select *Done* to finalize the upload of the selected file to the ISD database (Figure 10).

**Figure 9:** Execute File Upload



**Note:** Selecting the *Cancel* button next to the file will abort the upload.

**Figure 10:** Finalize the File Upload



**Note:** Before the *Done* button is selected, the uploading process is not yet final. The user can delete the uploaded file from the database by selecting the *Delete* button to the right of the name of the uploaded file. However, once *Done* is selected, the upload is final.

## Step 4: View Your History of ISD Data Submissions

1. Select the *Show Upload History* tab in the sub-navigation bar of the *ISD page* to view a list of data files that have been uploaded to the database by the user (Figure 11).
2. Click *Log out* to terminate your session.

**Figure 11:** History of Submissions

The screenshot displays the SafeOCS ISD user interface. At the top, the navigation bar includes 'About', 'WCR', 'SPPE', 'ISD', 'Data Insights', 'Resources', and 'Create an Account'. The 'ISD' tab is selected. Below the navigation bar is a banner for 'Industry Safety Data' with a red arrow pointing to it. The sub-navigation bar contains 'Home', 'Upload Data File', 'Show Uploaded Files' (highlighted with a red box and a red arrow), 'Charlie1 Han1', and 'Log out'. Below this is the 'Uploaded Files' section, which includes a search bar and a table of uploaded files. A red arrow points to the table header.

Uploaded by	File Name	Size	Date Uploaded
Charlie1 Han1	SafeOCS_ISD.png	704 KB	05/29/18 14:23
Charlie1 Han1	SafeOCS_ISD.png	704 KB	05/24/18 19:11
Charlie1 Han1	SafeOCS site.docx	2 MB	05/24/18 18:47
Charlie1 Han1	SafeOCS WCR_SPPE_texts.docx	17 KB	05/24/18 16:55
Charlie1 Han1	SafeOCS WCR_SPPE_texts2.docx	14 KB	05/24/18 16:47
Charlie1 Han1	SafeOCS_WCR.png	659 KB	05/24/18 15:27
Charlie1 Han1	SafeOCS_SPPE.png	665 KB	05/24/18 15:16
Feng Lan	Configuring a Microsoft SQL Server backup _ Uranium Backup.pdf	644 KB	05/24/18 15:00
Feng Lan	Configuring a Microsoft SQL Server backup _ Uranium Backup.pdf	644 KB	05/24/18 15:01
Charlie Han	SafeOCS_WCR.png	659 KB	05/22/18 18:21
Charlie Han	SafeOCS_SPPE.png	665 KB	05/22/18 18:19

Footer information: SafeOCS@dot.gov, 1-844-OCS-FRST (1-844-627-3778), SafeOCS, BTS-USDOT, P.O. Box 23295, Washington, DC 20026-3295