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:

- o Accessing the SafeOCS Reporting System
- o Creating a user account
- o 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 (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

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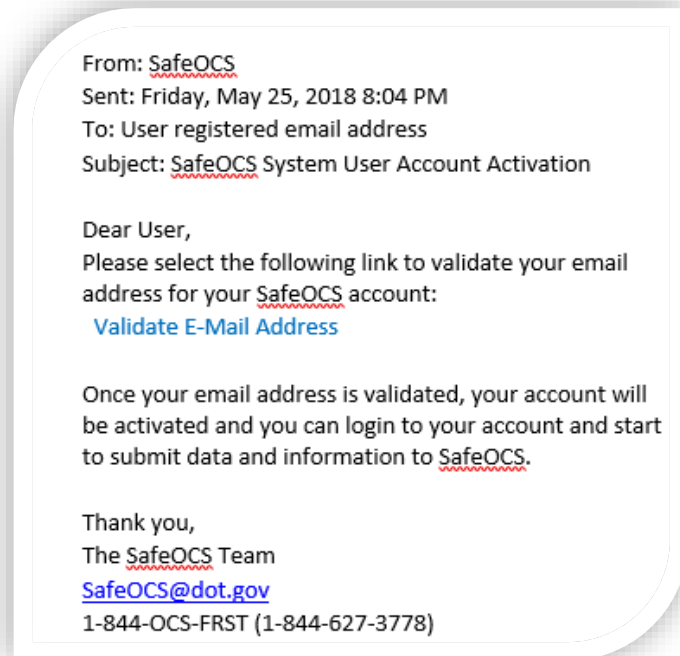
2. Validate your email address by following the instruction in that email.
3. You will see a *Registration Confirmation* screen (Figure 4).

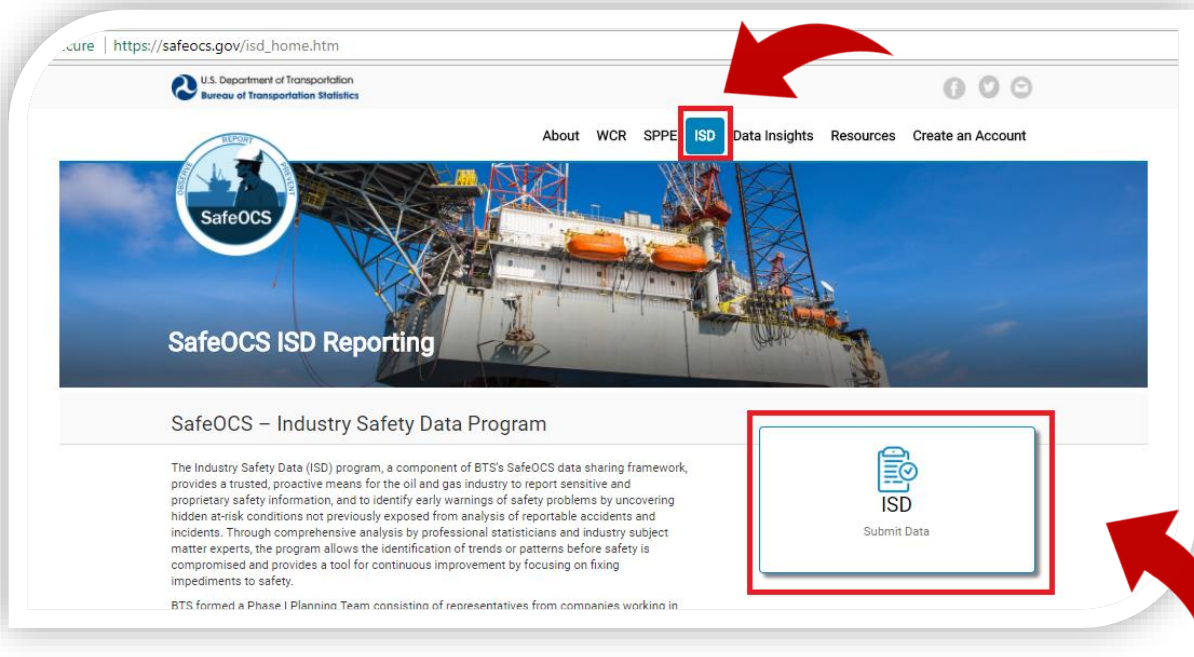**Figure 4**: SafeOCS Account Registration Confirmation
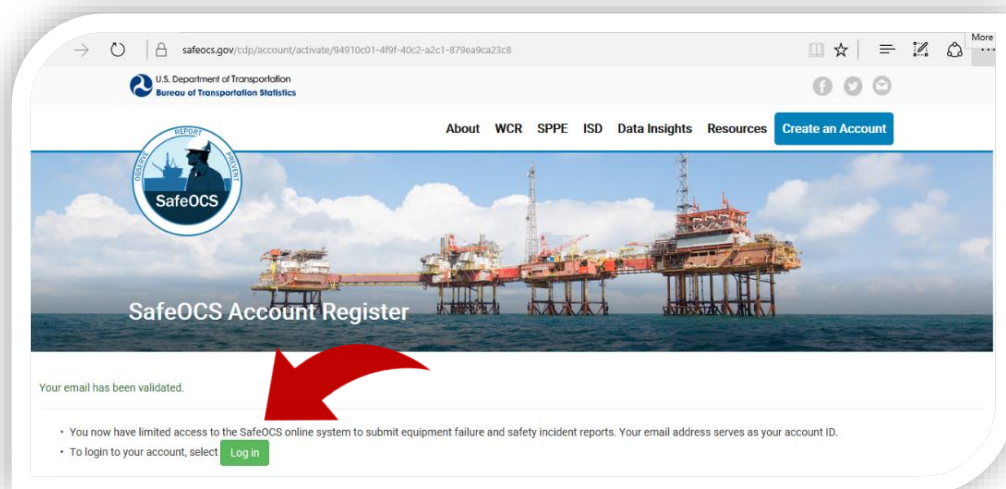
Submit ISD data online

Step 1: Login to SafeOCS Account

1. Navigate to www.safeocs.gov.
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
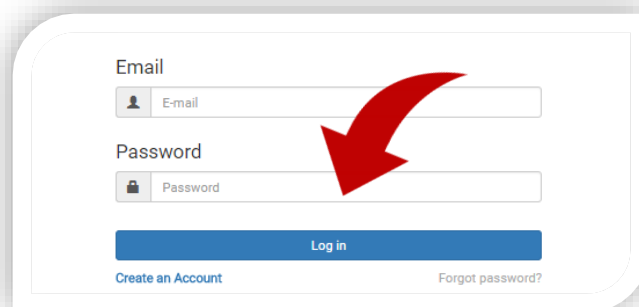
Step 2: Agree to the Confidentiality and Burden Statements

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

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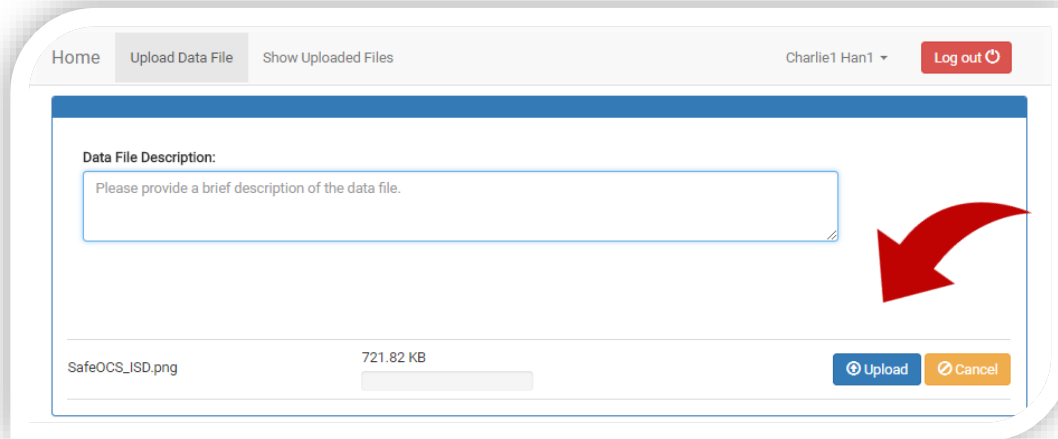
Note: In this function, Windows Explorer allows selection of only one file at a time.

Figure 8: Select a File to Upload
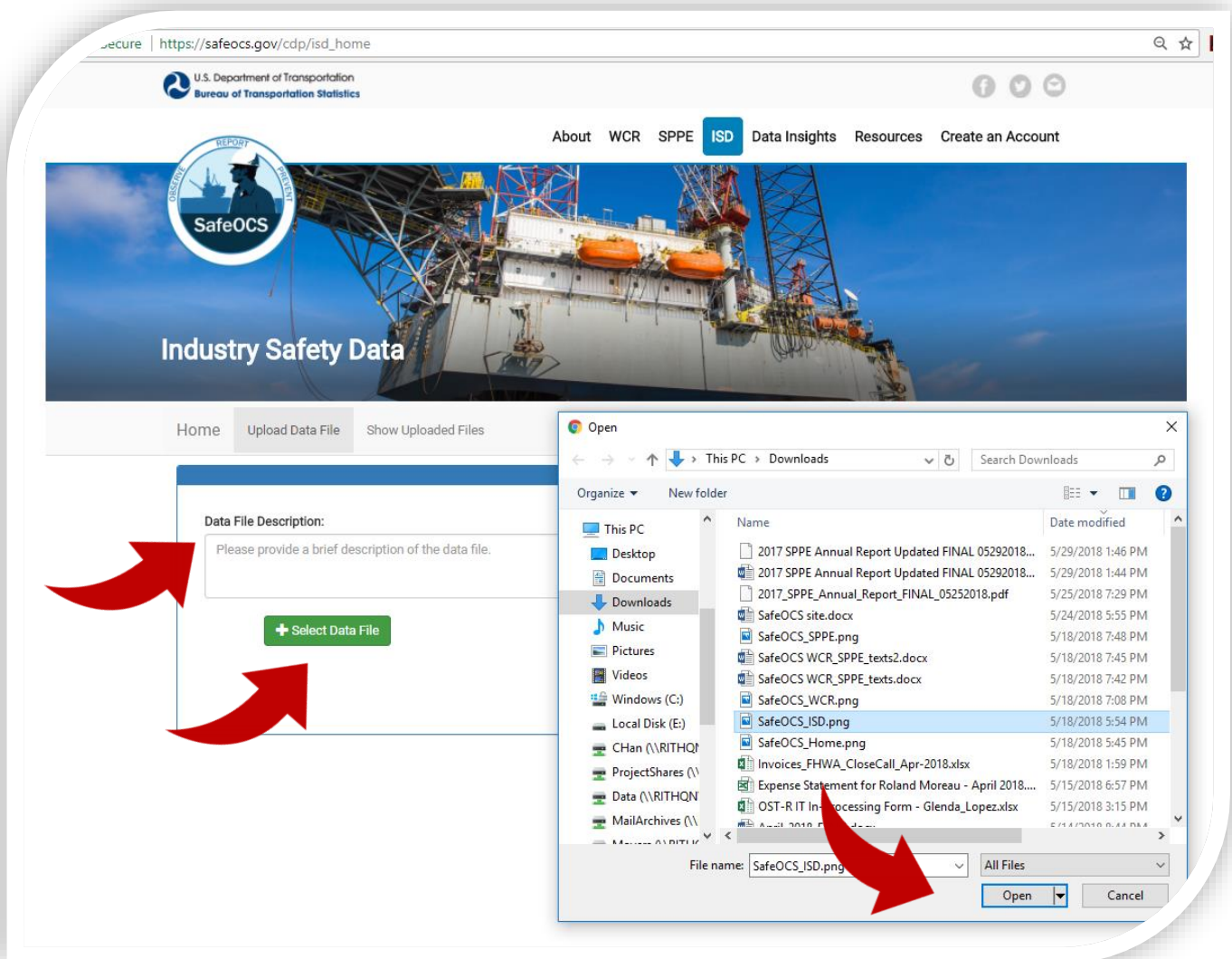
5. Figure 9 shows that a file has been selected and is ready to be uploaded to the SafeOCS database.
6. Click *Upload* to upload the file.
7. Select *Done* to finalize the upload of the selected file to the ISD database (Figure 10).

Figure 9: Execute File Upload

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

Figure 10: Finalize the File Upload
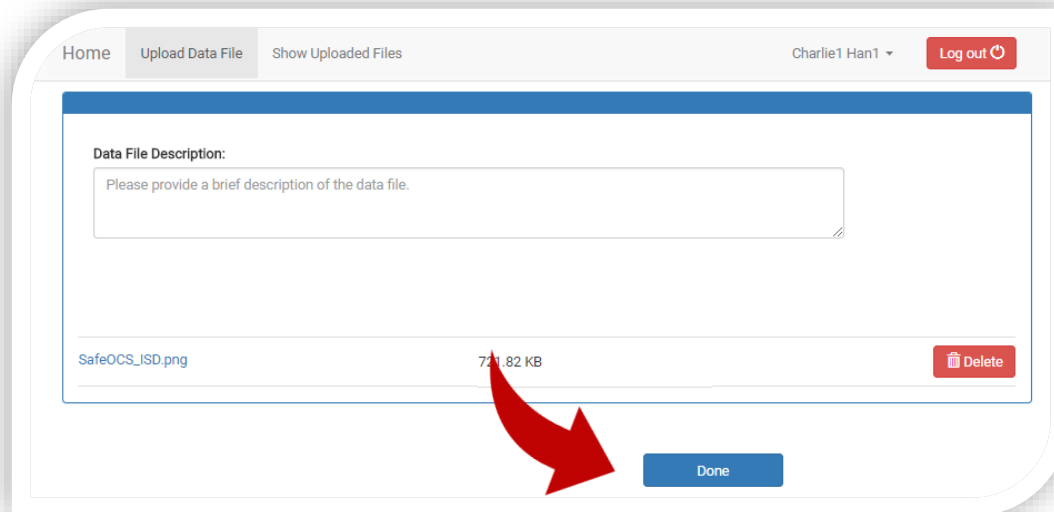
Note: Before the *Done* button is selected, the uploading process is not yet final. The user can delete the uploaded file from the database by selecting the *Delete* button to the right of the name of the uploaded file. However, once *Done* is selected, the upload is final.

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