FRA
SAP

Federal Railroad Administration
Office of Railroad Safety State Action Plan (SAP)
Portal User's Guide

Version 1.0
May 28, 2021

CONTACT INFORMATION

For technical support to the SAP Portal, email RSISSPSupport@dot.gov. For questions related to the SAP Program, email Debra.Chappell@dot.gov and StateActionPlan@dot.gov

Preface

The SAP Portal has been created to allow designated SAP points of contact (and/or their designees) to electronically submit SAPs (and implementation reports, if applicable) to FRA as required by 49 CFR 234.11. All SAPs (and implementation reports, if applicable) MUST be uploaded through this portal. FRA's State Highway-Rail Grade Crossing Action Plan (SAP) regulations can be found in section 234.11 of title 49 of the Code of Federal Regulations (49 CFR § 234.11). FRA issued these SAP regulations in a final rule that was published in the Federal Register on December 14, 2020. A copy of FRA's SAP final rule can be obtained from the Federal Register and FRA's SAP website at https://railroads.dot.gov/sap.

Paperwork Reduction Act Statement

Public reporting burden for this information collection is estimated to average 222 hours per response (ranging between 24 hours and 1,100 hours), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and submitting documents to this portal. According to the Paperwork Reduction Act of 1995, 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 unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 2130-0589. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Railroad Administration, Office of Railroad Safety, 1200 New Jersey Ave., S.E., Washington D.C. 20590.

Expires 03/31/2024

SAP Portal User Guide Table of Contents

SAP Portal Login (all States and the District of Columbia) 1
Submitting New SAP (40 States and District of Columbia) 2
Submitting Updated SAP/Implementation Report (Initial 10 States per the RSIA08*) 6
Submitting Corrected SAP 10
FAQ #1: I hit "Save" before uploading my SAP/Implementation report. How do I submit it now? 14
FAQ #2: How do I change point of contact information for my State? 17

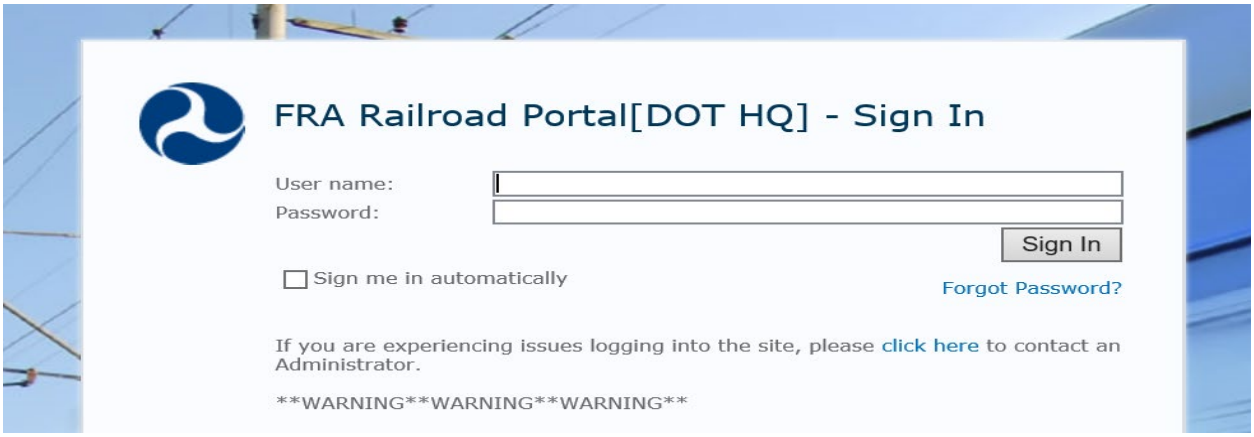
*The initial 10 States per the Rail Safety Improvement Act of 2008 (RSIA08) are Alabama, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Ohio, and Texas.

Per Title 49 Code of Federal Regulations Section 234. 11, States *must* submit their plans no later than February 14, 2022.

State Action Plan (SAP) Portal Login

1. Login with your credentials at https://rrsp.fra.dot.gov/SAP/

NOTE: The initial log-in list for this Portal consisted of members of American Association of State Highway and Transportation Official's (AASHTO's) Council on Rail Transportation. Additionally, the initial log-in list includes points of contact for the California Public Utilities Commission, Illinois Commerce Commission and the Ohio Rail Development Corporation. Changes to the log-in name and/or email address should be sent to StateActionPlan@dot.gov.



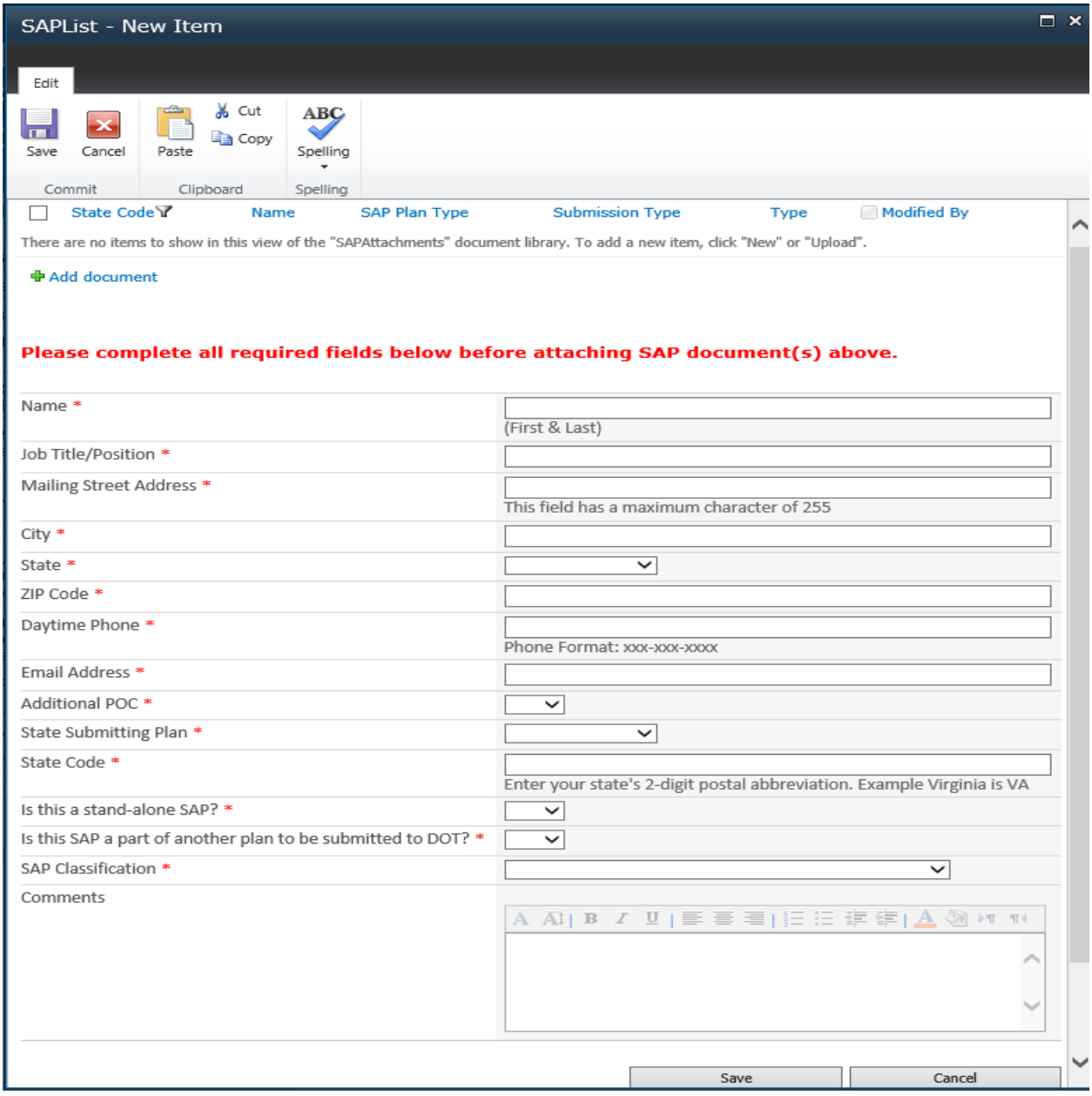
2. Click on "Submit Your SAP" button on the main page or click on "My Submission(s)" to submit an SAP or implementation report. If you click on "My Submission(s)", please click on "Add new item" as well.

Submitting New SAP (40 States and the District of Columbia)

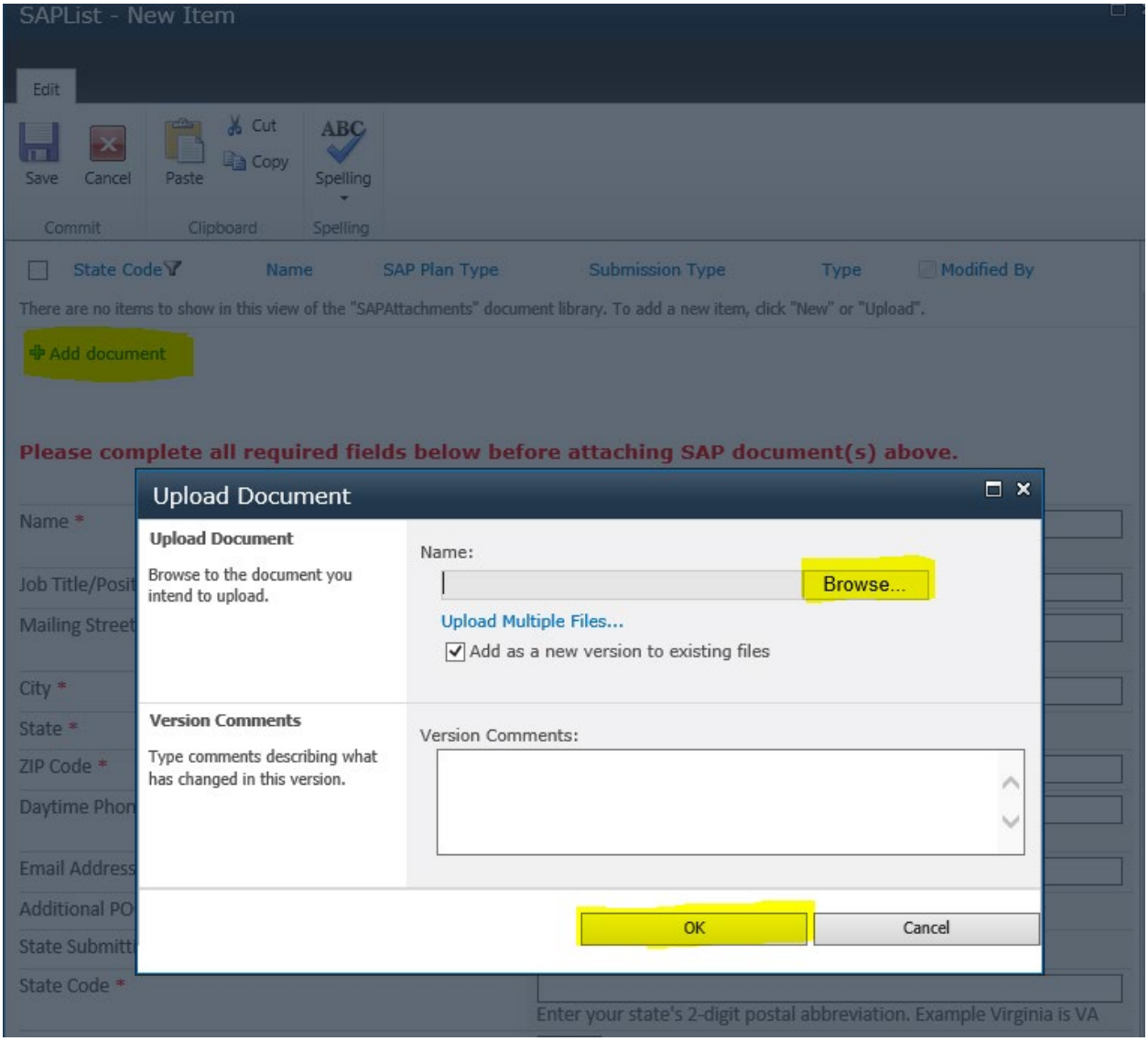
1. Complete all required fields below before attaching document(s). **Note:** Do not click on **"Save"** until you've uploaded your SAP document(s) and all required fields are completed.

Note: For the question, **"Is this a stand-alone SAP?"** select "No" if the SAP was developed by modifying an existing report. Select "Yes" if the SAP was created for the primary purpose of complying with FRA's SAP regulations.

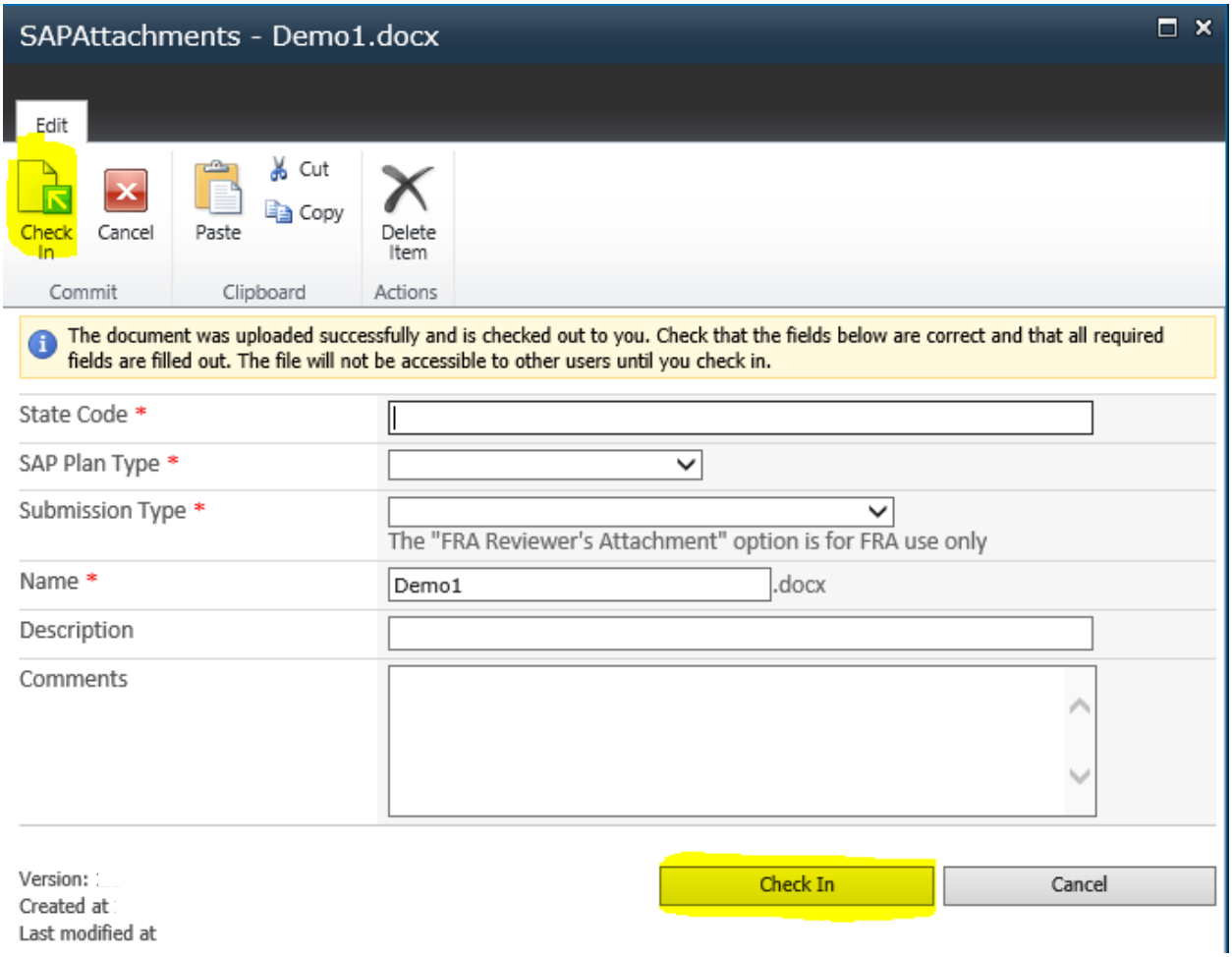
Note: For "**SAP Classification"**, please select "New SAP (40 States & District of Columbia)."



2. Attaching SAP Document(s): To upload document(s), click on “Add document”. A pop-up window will appear as shown in the screenshot below. Click on “Browse” to choose file from your local computer and click “OK” when done.

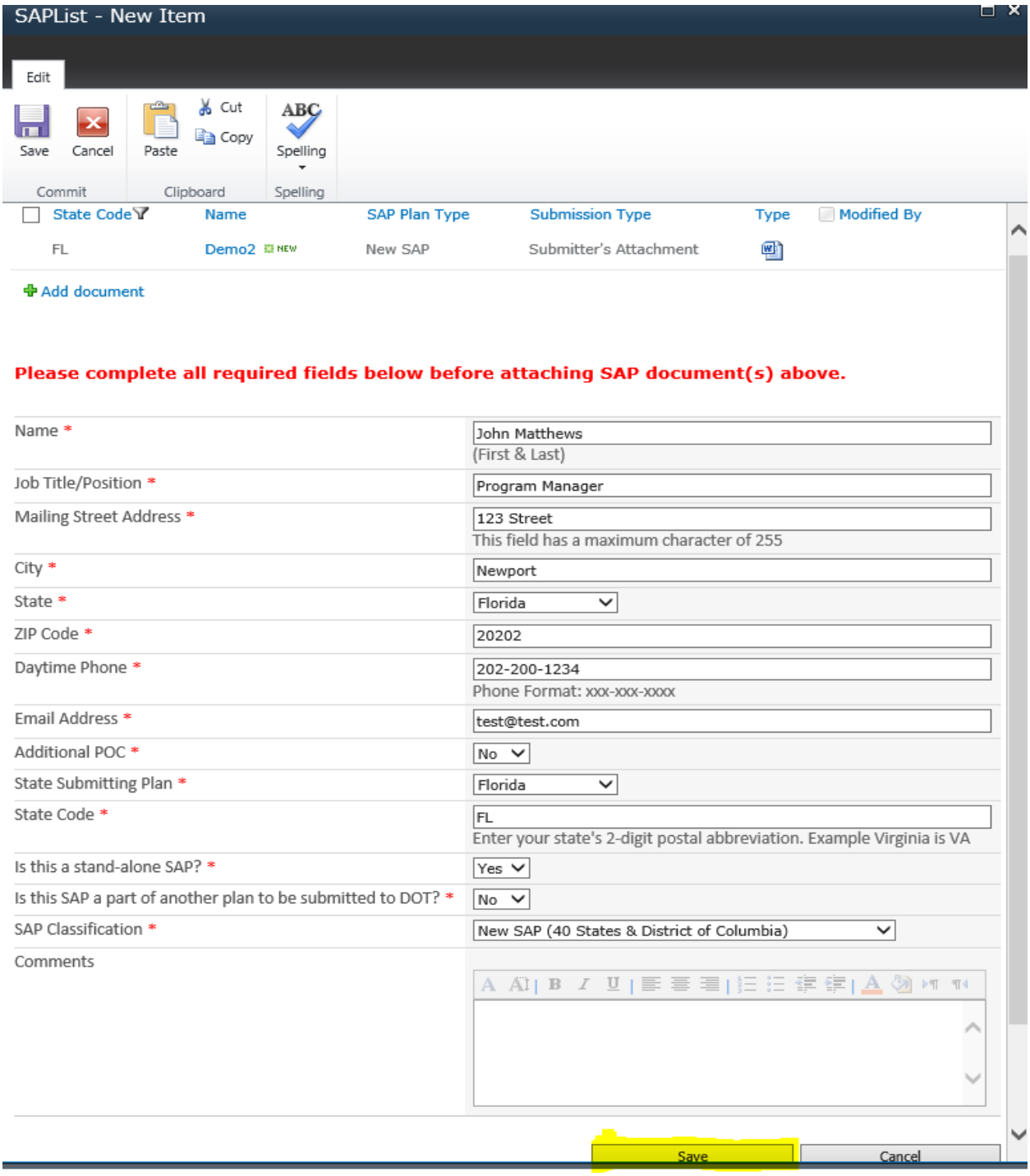


3. After uploading the SAP documents, enter required information and click “Check In” either on the top left corner or below the form as shown in the screenshot below.



Note: For multiple SAP document(s) repeat steps 2 and 3 by uploading each document individually and completing the pop-up form shown above for each document.

4. After all SAP documents have been uploaded, click “Save” at the bottom of the form to submit to FRA. See screenshot below.



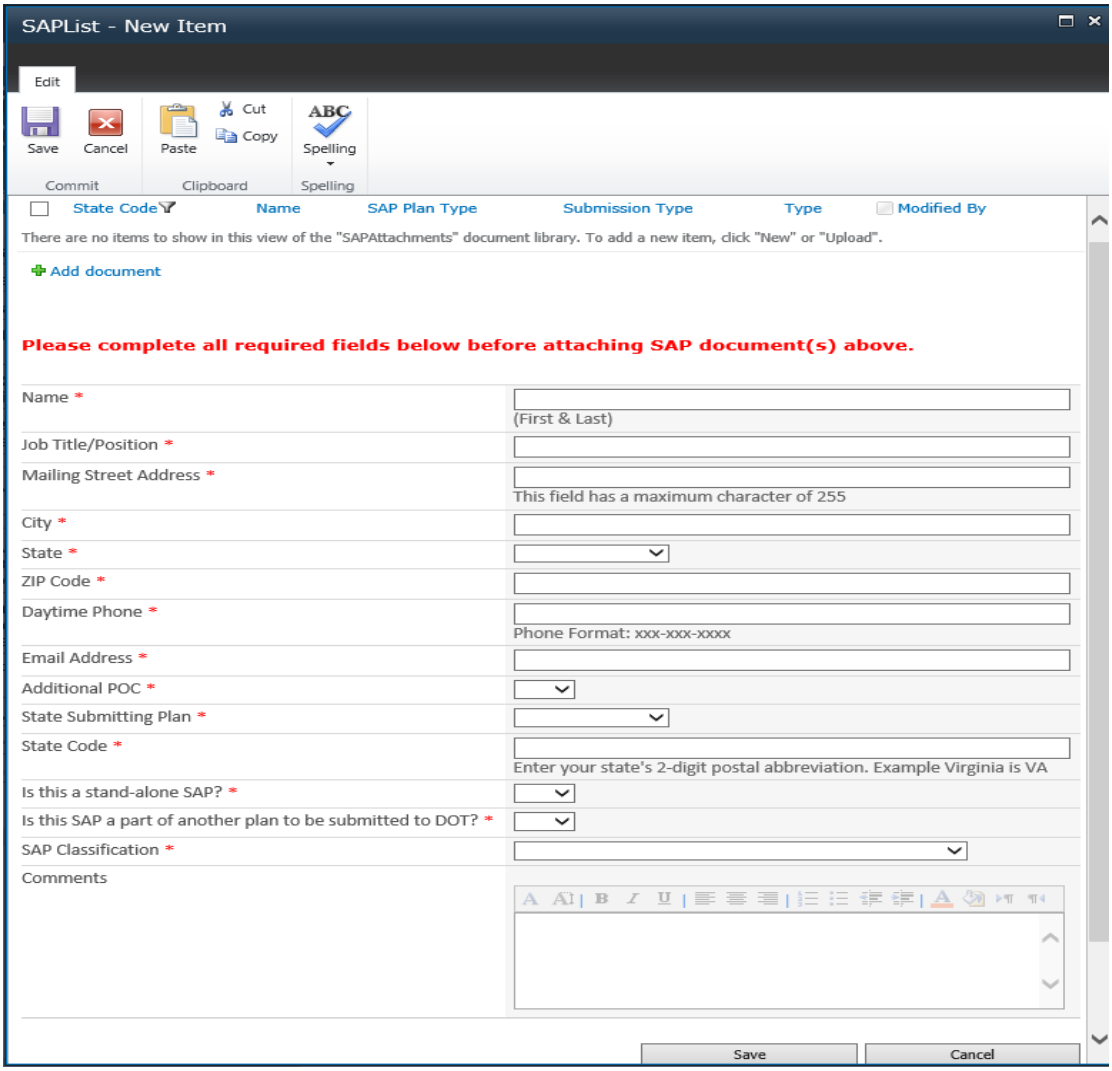
NOTE: Once form is submitted, an automatic confirmation email will be sent to the individual’s email address on file confirming successful submission and FRA will be notified automatically.

Submitting Updated SAP/Implementation Report (Initial 10 States per the RSIA08)

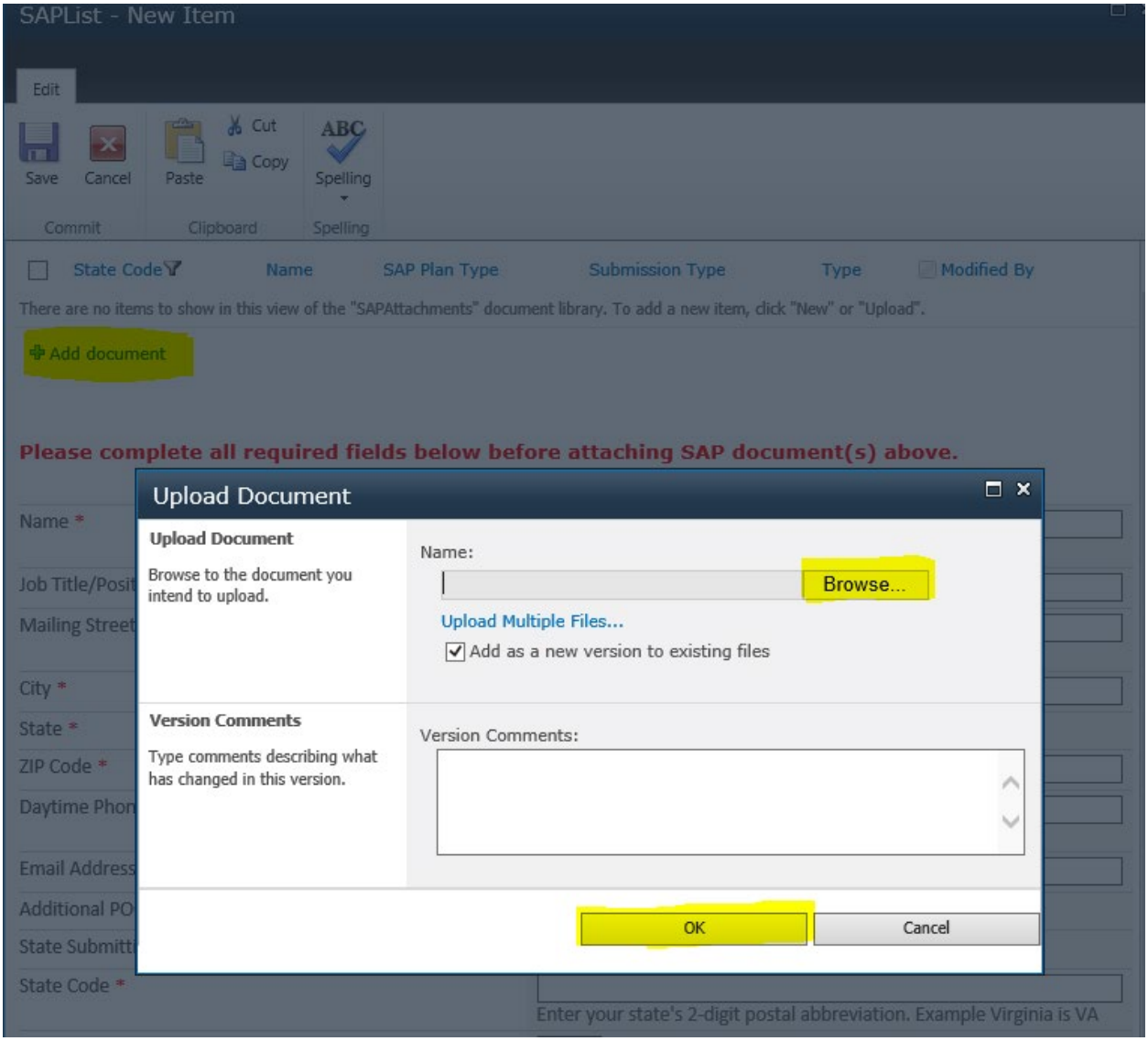
1. Complete all required fields below before attaching document(s). **Note:** Do not click on **"Save"** until you've uploaded your SAP document(s) and all required fields are completed.

Note: For the question, **"Is this a stand-alone SAP?"** select "No" if the SAP was developed by modifying an existing report/document other than the FRA-approved highway-rail grade crossing action plan previously submitted by your State. Select "Yes" if the SAP was developed by modifying the FRA-approved highway-rail grade action plan previously submitted by your State.

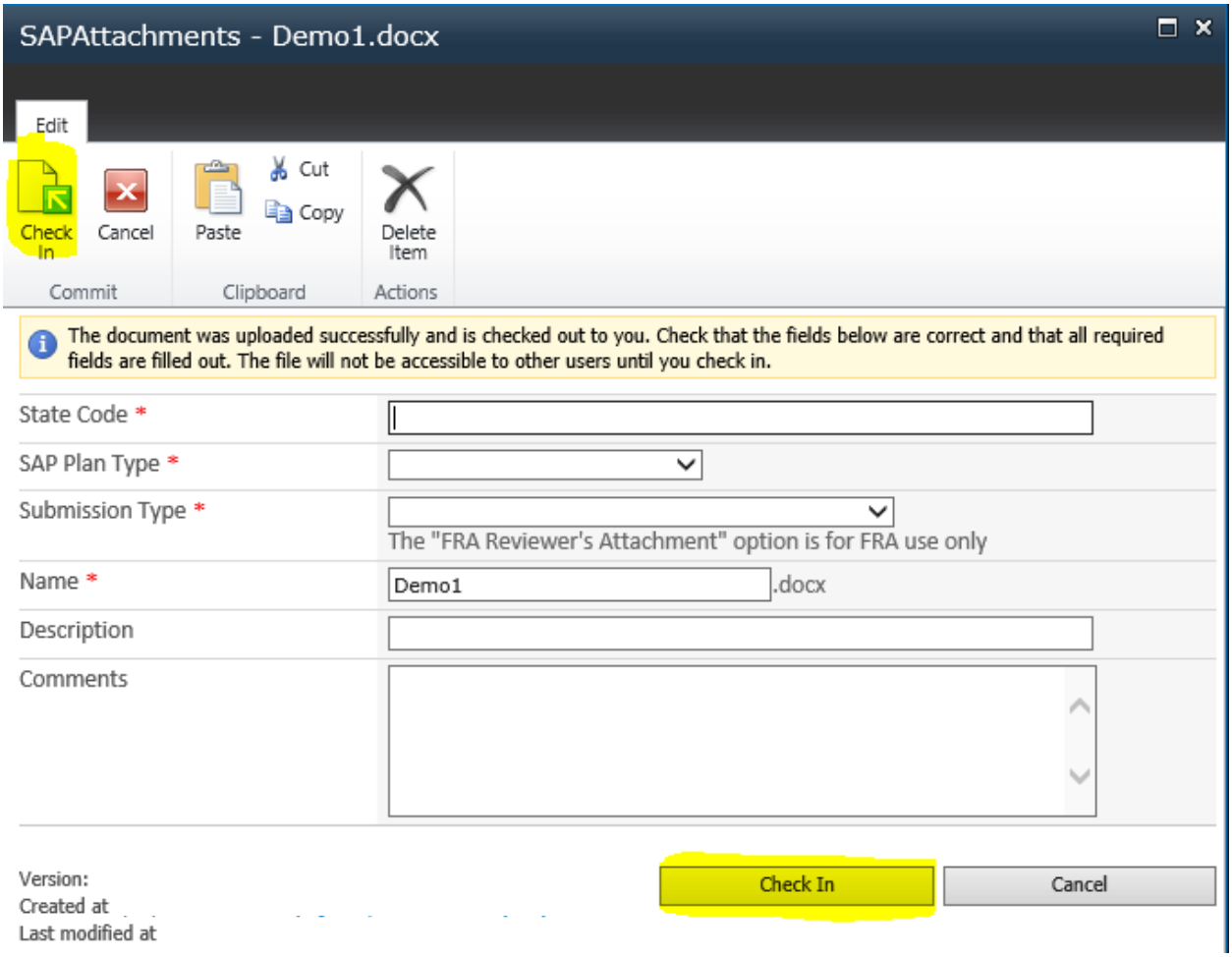
Note: For "**SAP Classification,"** please select "Updated SAP/Implementation (10 States per RSIA08)".



2. Attaching SAP Document(s): To upload document(s), click on “Add document”. A pop-up window will appear as shown in the screenshot below. Click on “Browse” to choose file from your local computer and click “OK” when done.

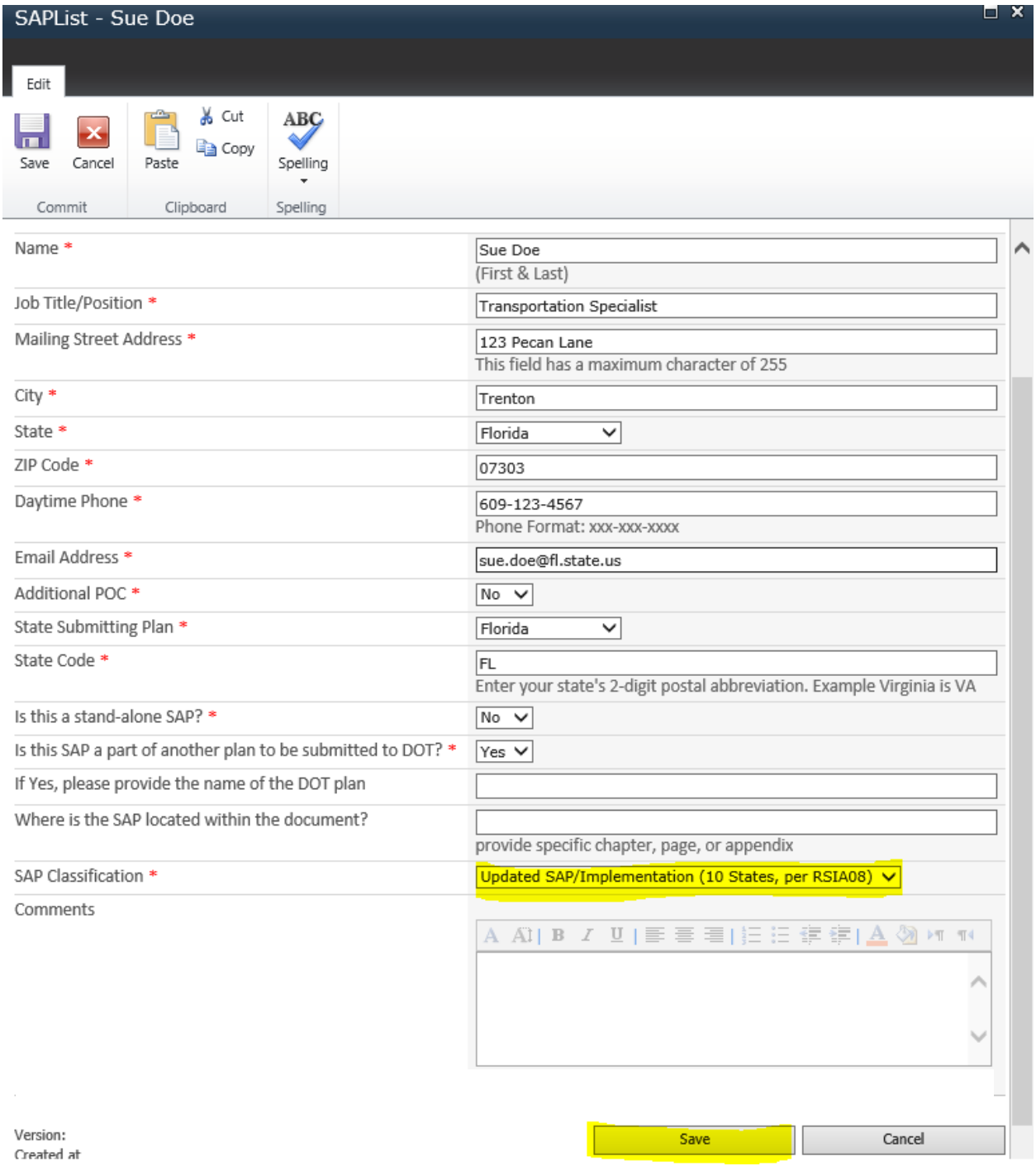


3. After uploading the SAP documents, enter required information and click “Check In” either on the top left corner or below the form as shown in the screenshot below.



Note: For multiple SAP document(s) and/or the implementation report, repeat steps 2 and 3 by uploading each document individually and completing the pop-up form shown above for each document.

4. After all SAP documents and the implementation report have been uploaded, click "Save" at the bottom of the form to submit to FRA. See screenshot below.



NOTE: Once form is submitted, an automatic confirmation email will be sent to the individual's email address on file confirming successful submission and FRA will be notified automatically.

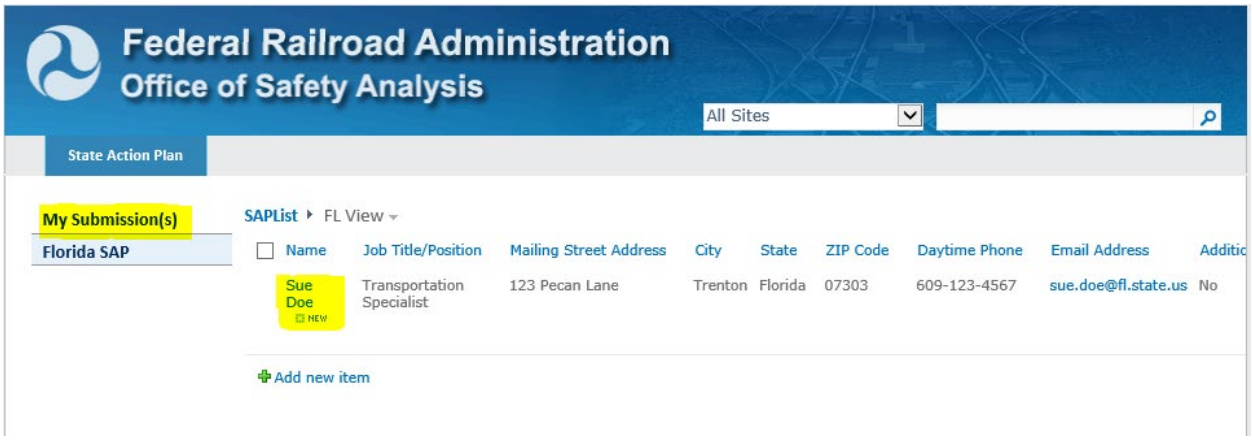
Submitting Corrected SAP

FRA will notify the State via email if the State Action Plan needs to be corrected. Follow the steps below if you need to submit a corrected SAP.

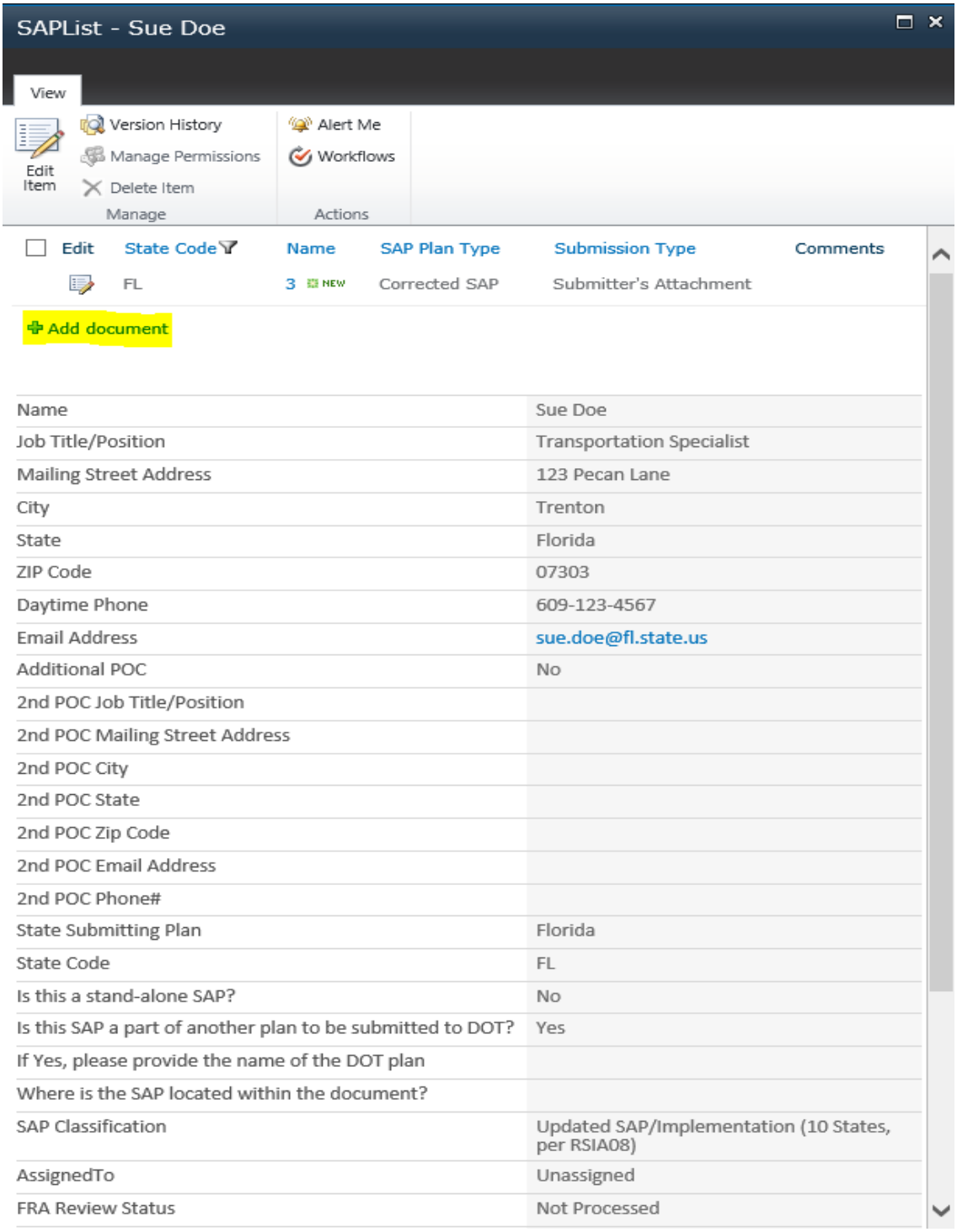
Note: Do not create a new submission for a corrected SAP.

1. Login in to the FRA Railroad Portal at https://rrsp.fra.dot.gov/SAP/
2. After successful login, click on "My Submission(s)". See screenshot below.

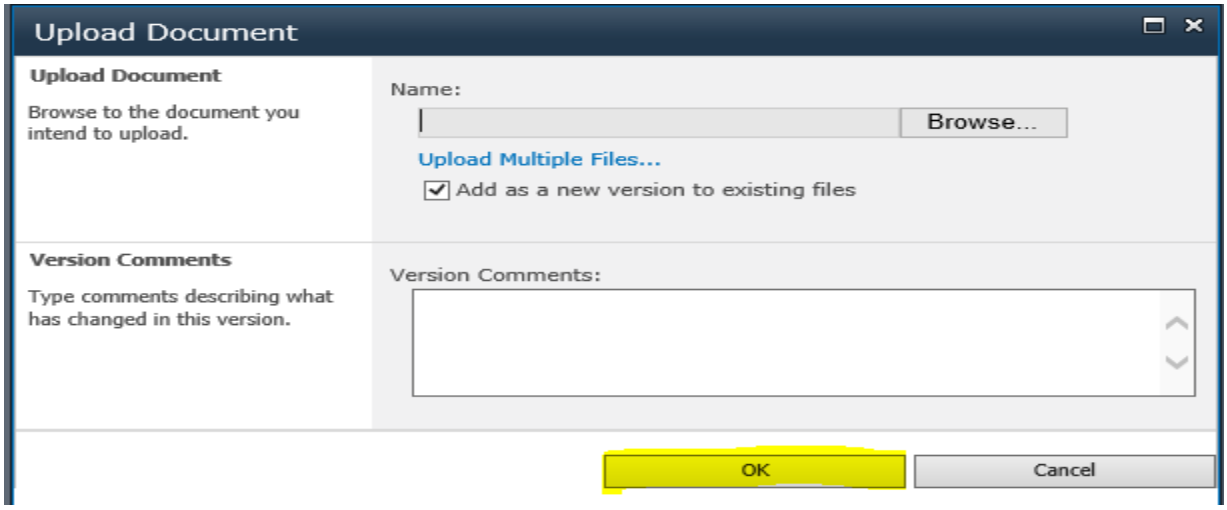
3. Click on user name (e.g. Sue Doe) under "Name" as shown in the screenshot below.



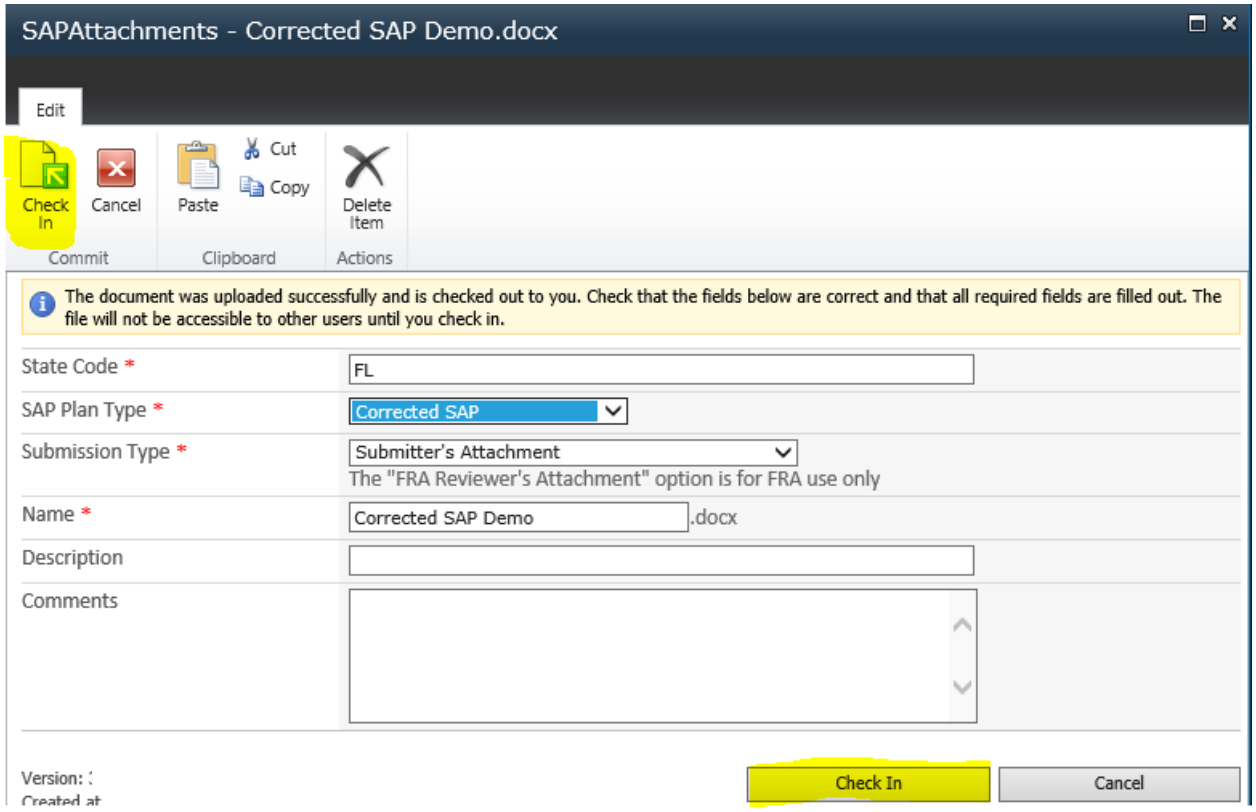
4. The form will pop-up. Simply click on “Add document”



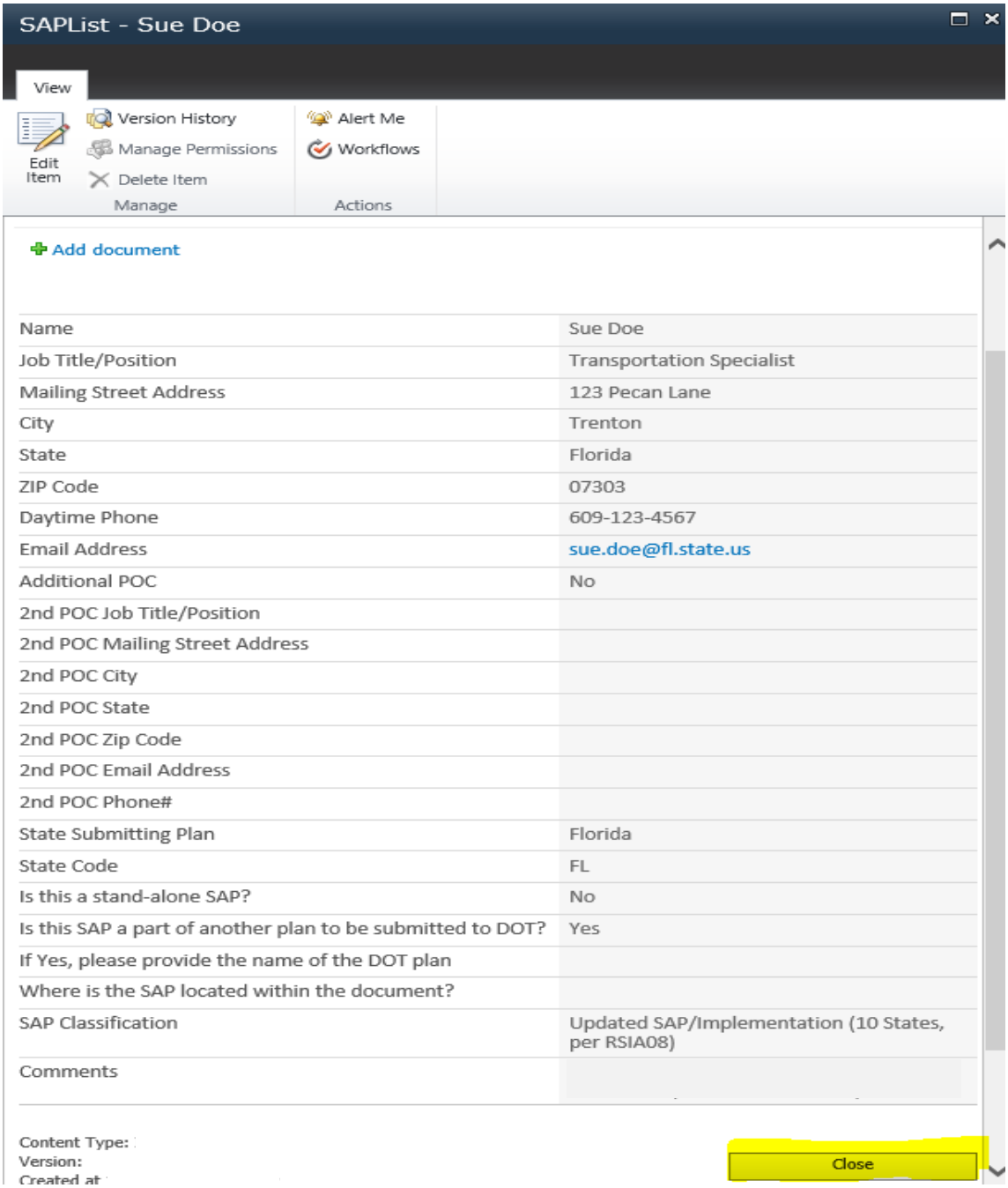
5. The upload document window will pop-up. Upload your corrected SAP from your local computer and click “Ok”. Note: Please use a name for the corrected SAP that is somewhat different from the name for the original SAP. For example, please consider adding a date after the end of the name of the original SAP.



6. After SAP document(s) is uploaded, enter required information as indicated in the screenshot below. Select “Corrected SAP” for the “SAP Plan Type” then click “Check In” either on the top left corner or below the form as shown below.



7. Simply close the form after uploading the SAP document(s).

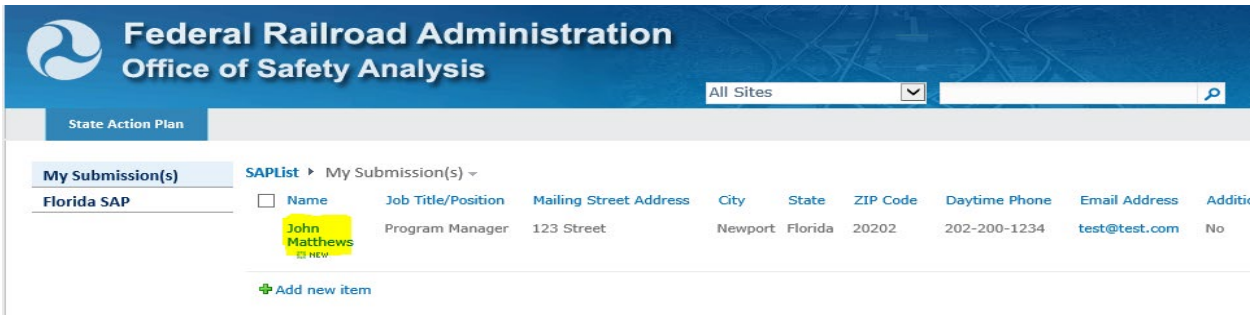


NOTE: Once the corrected SAP is submitted, an automatic confirmation email will be sent to the individual's email address on file confirming successful submission and FRA will be notified automatically of the corrected SAP submission.

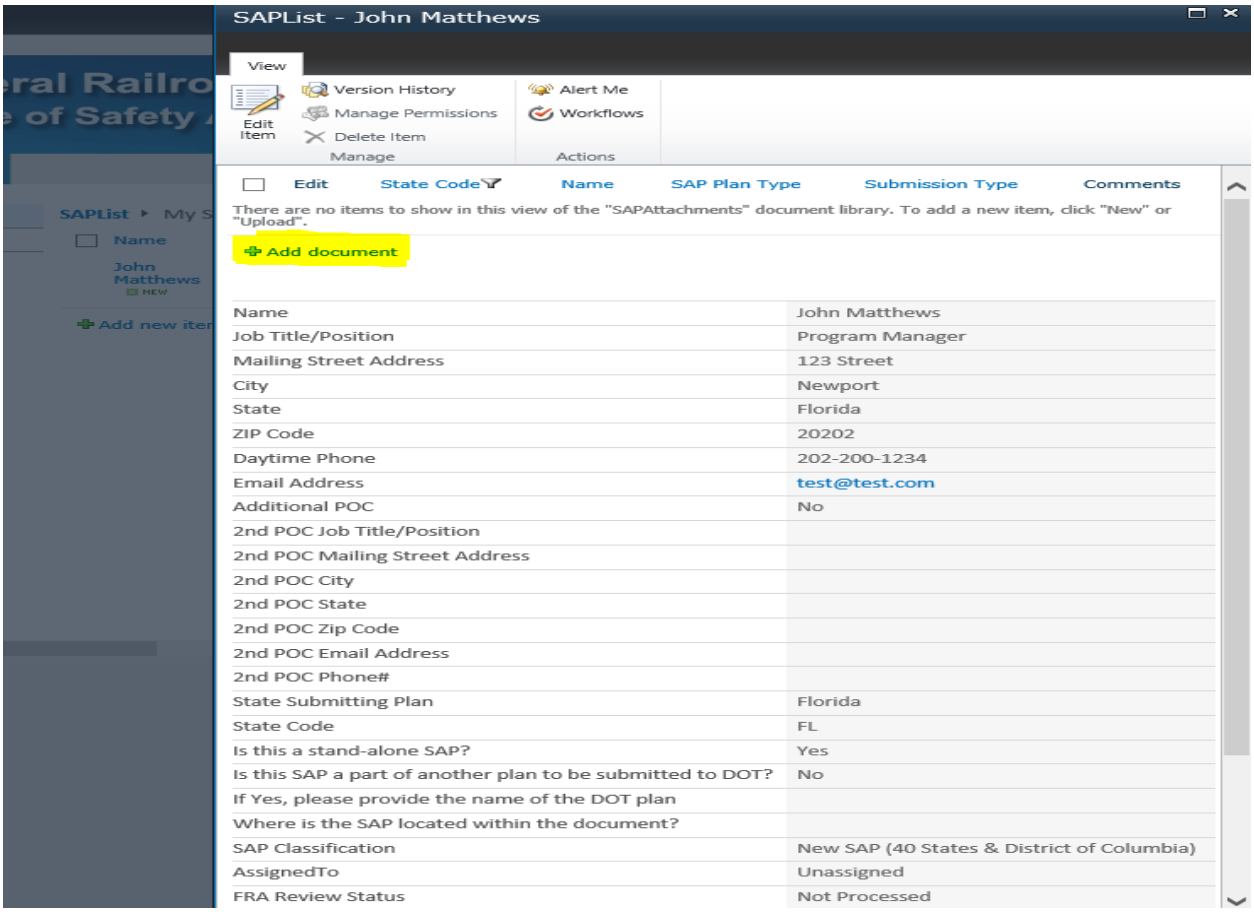
FAQ #1: I hit "Save" before uploading my SAP/implementation report. How do I submit it now?

If the form was completed and user clicked on "Save" on the main form before attaching their SAP document(s), follow the instructions below.

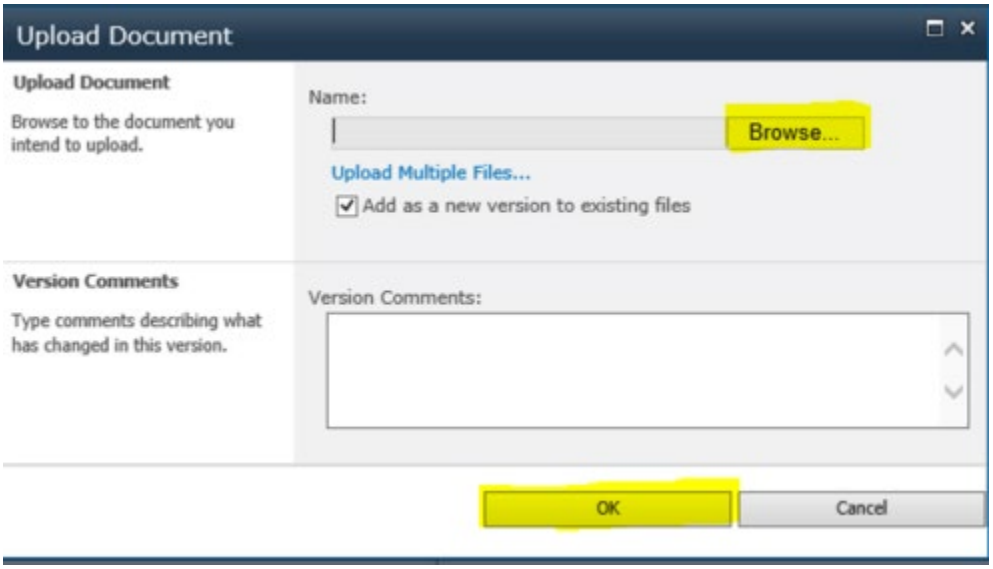
1. Click on user name (e.g. John Matthews) under "Name" as shown in the screenshot below.



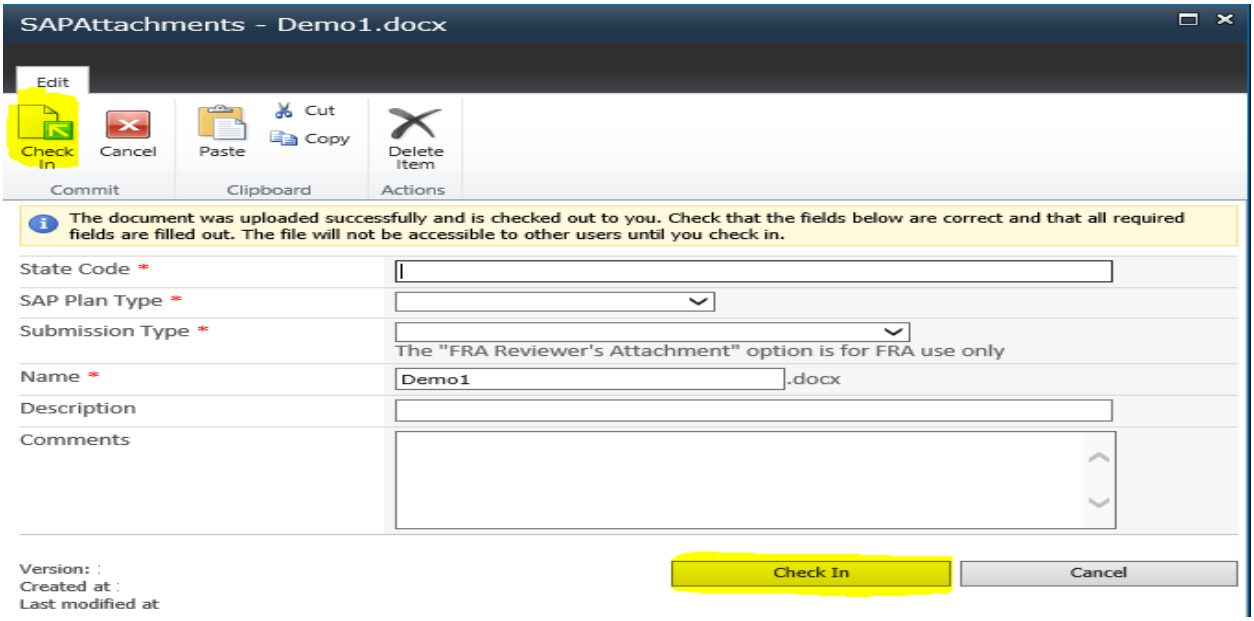
2. The form will pop-up. Simply click on "Add document" as shown in the screenshot below to add/upload SAP document(s).



3. A pop-up window will appear as shown in the screenshot below. Click on “Browse” to choose file from your local computer and click “OK” when done.

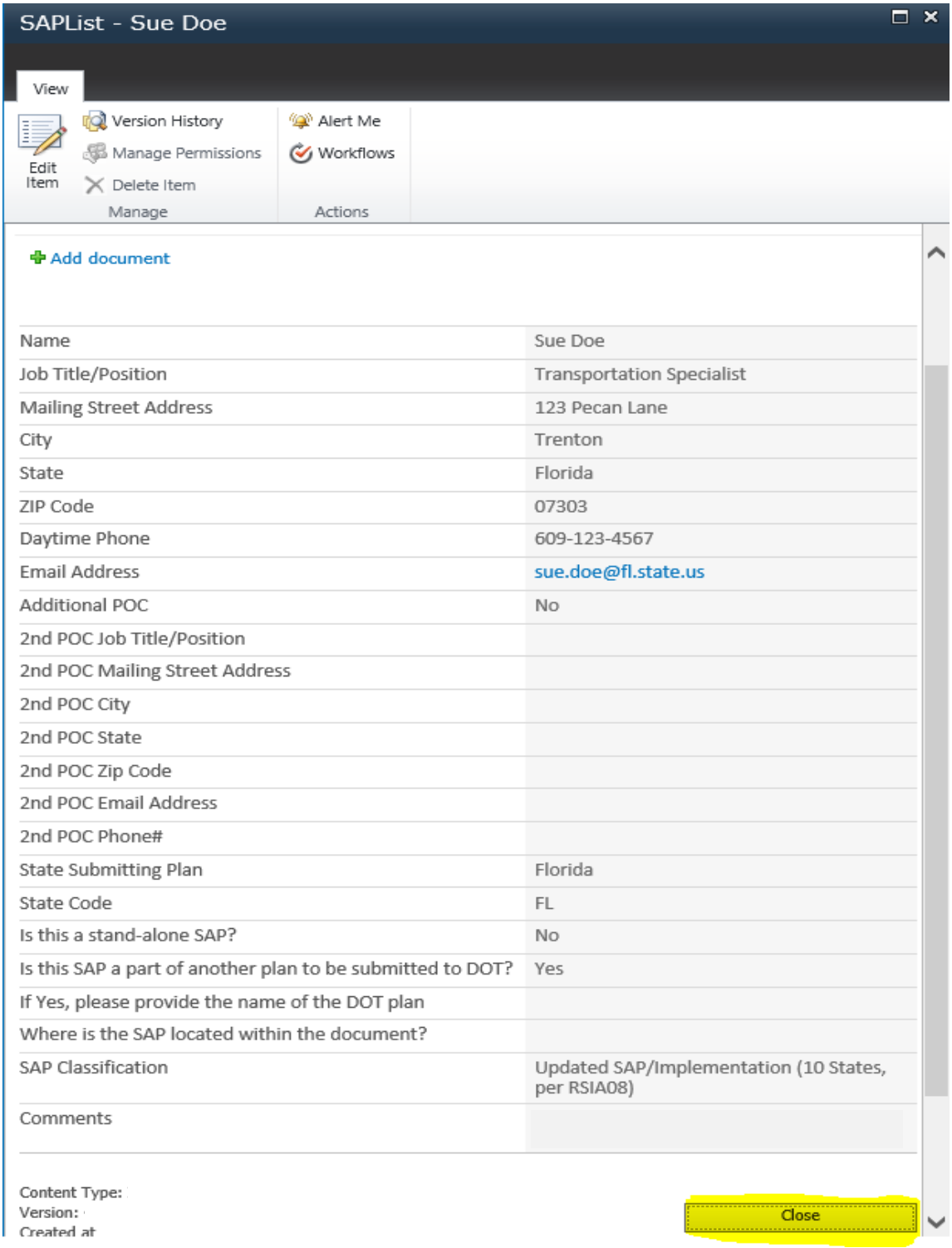


4. After the SAP document(s) is uploaded, enter required information and click “Check In” either on the top left corner or below the form as shown in the screenshot below.



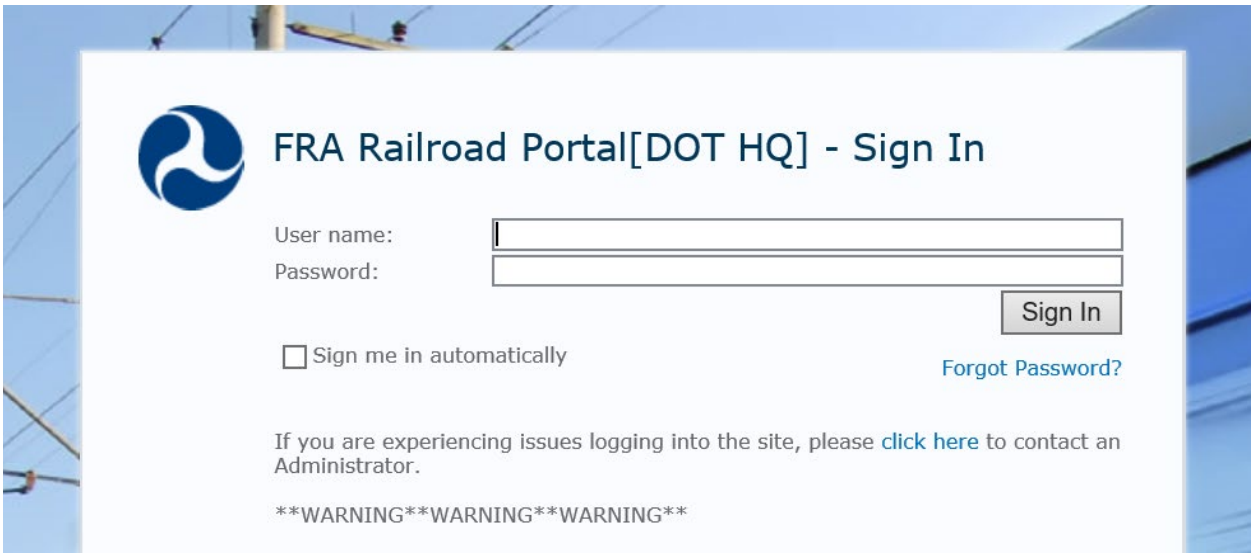
Note: For multiple SAP documents repeat steps 2 -4 above by uploading each document individually and completing the pop-up form shown above for each document.

5. After uploading SAP document(s), simply close the form as shown in the screenshot below.

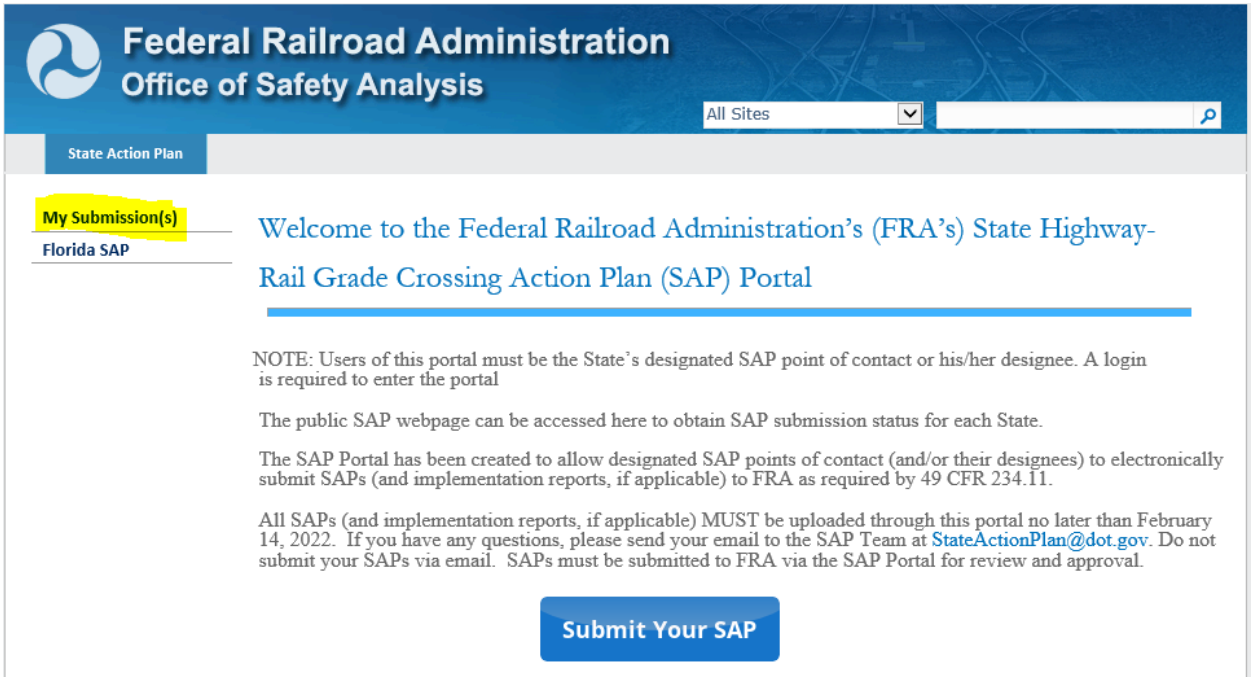


FAQ #2: How do I change point of contact information for my State?

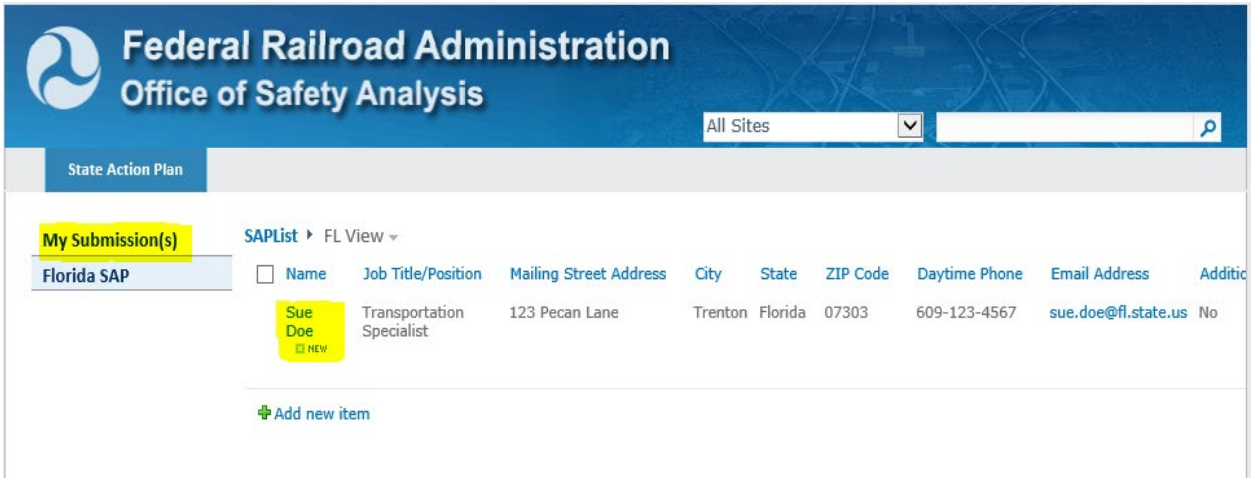
1. Login with your credentials at https://rrsp.fra.dot.gov/SAP/.
   (If you need technical assistance with logging into the portal, please contact RSISSPSupport@dot.gov)



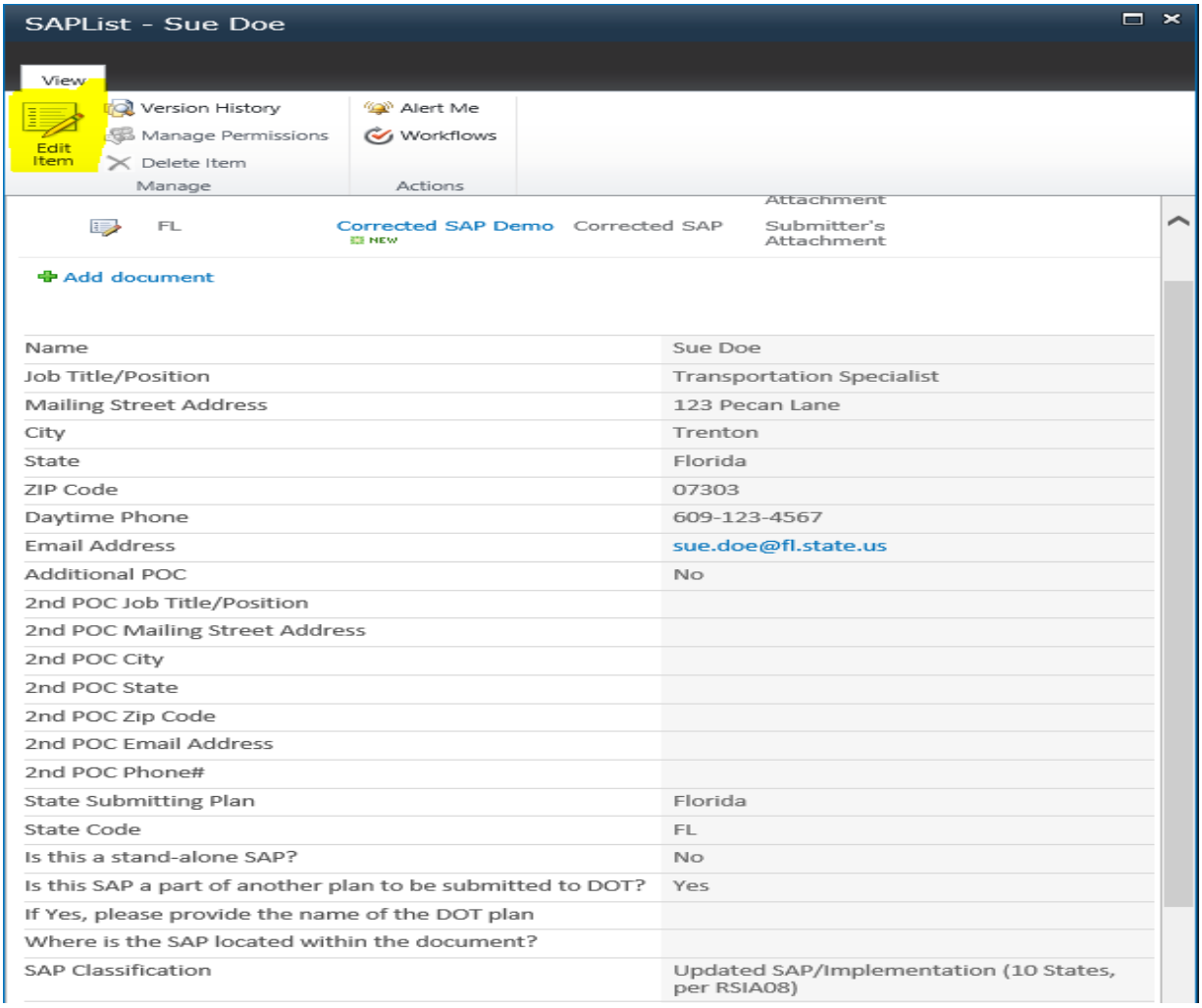
2. Click on "My Submission(s)" as indicated in screenshot.



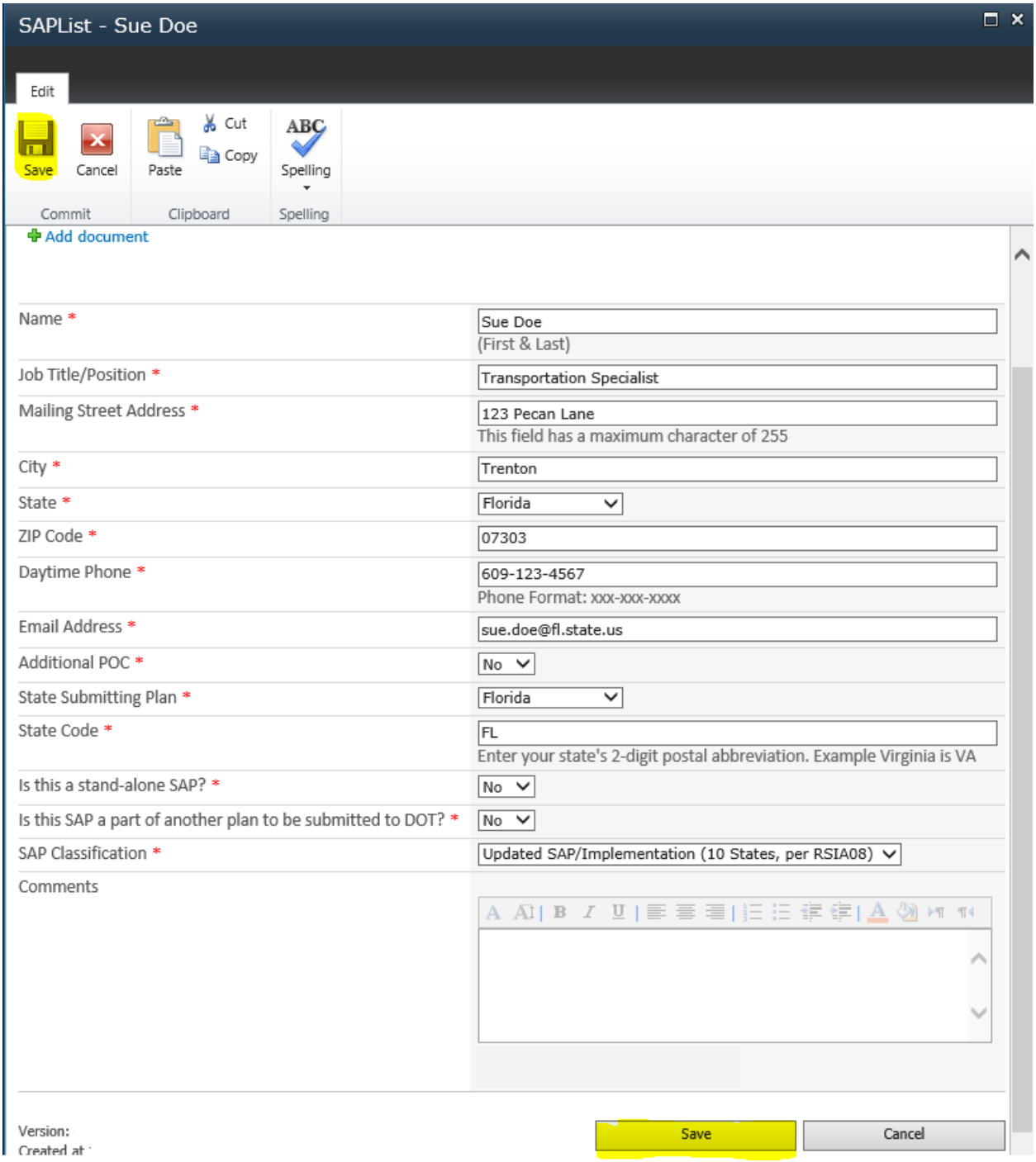
3. Click on your name under the “Name” column as shown in the screenshot below.



4. The form shown below will pop-up. Click on “Edit” as highlighted below



5. Edit the form as needed and click “Save” either on the top left corner or at the bottom right of the form when completed.



Connect with us @**USDOTFRA**

U.S. Department of Transportation
Federal Railroad Administration