



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

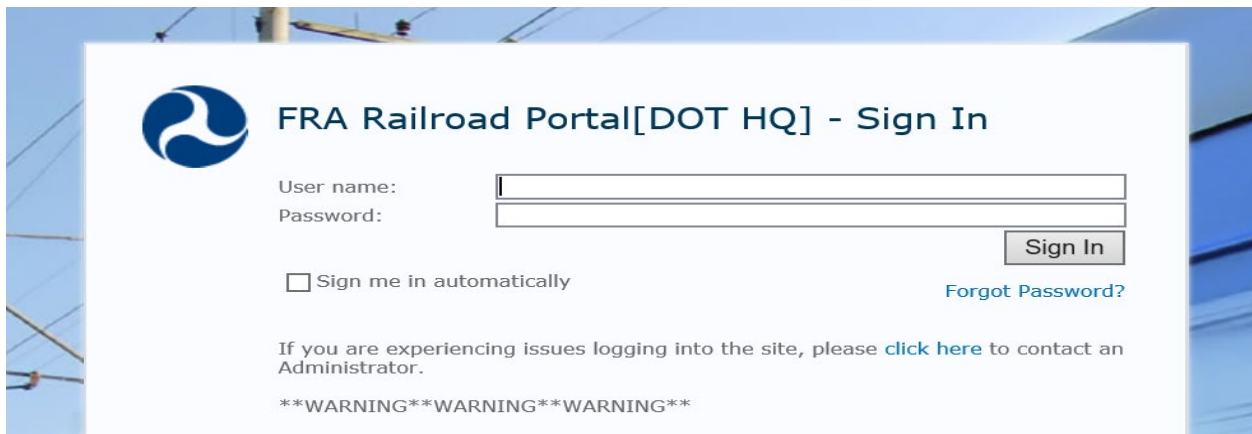
*The initial 10 States per the Rail Safety Improvement Act of 2008 (RSIA08) are Alabama, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Ohio, and Texas.

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

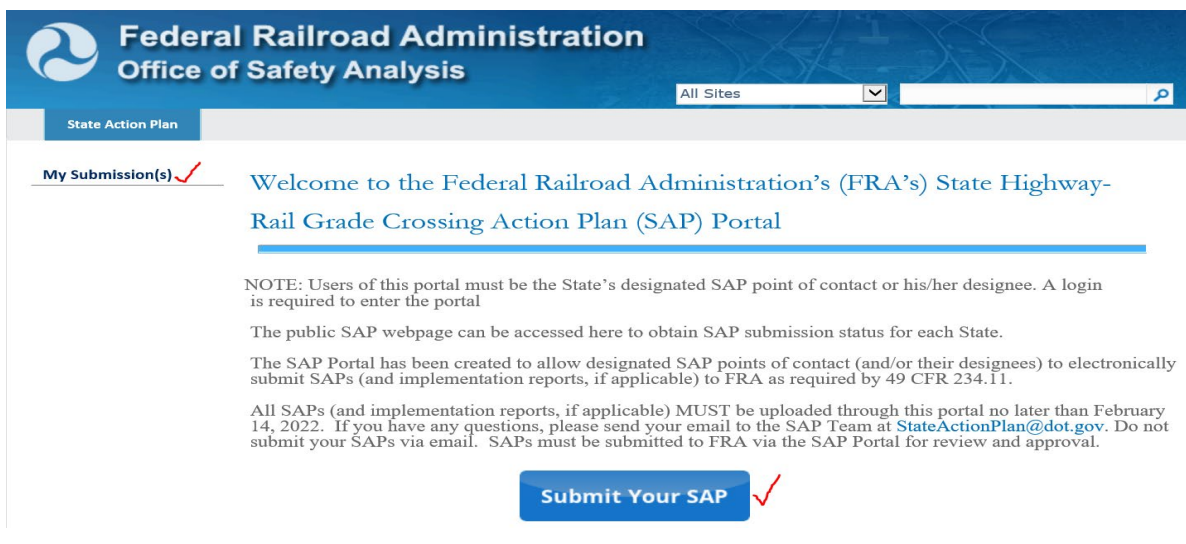
State Action Plan (SAP) Portal Login

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)."

SAPList - New Item

Edit

Save Cancel Paste Copy Spelling

Commit Clipboard Spelling

<input type="checkbox"/>	State Code	Name	SAP Plan Type	Submission Type	Type	Modified By
There are no items to show in this view of the "SAPAttachments" document library. To add a new item, click "New" or "Upload".						
+ Add document						

Please complete all required fields below before attaching SAP document(s) above.

Name * (First & Last)

Job Title/Position *

Mailing Street Address * This field has a maximum character of 255

City *

State *

ZIP Code *

Daytime Phone * Phone Format: xxx-xxx-xxxx

Email Address *

Additional POC *

State Submitting Plan *

State Code * Enter your state's 2-digit postal abbreviation. Example Virginia is VA

Is this a stand-alone SAP? *

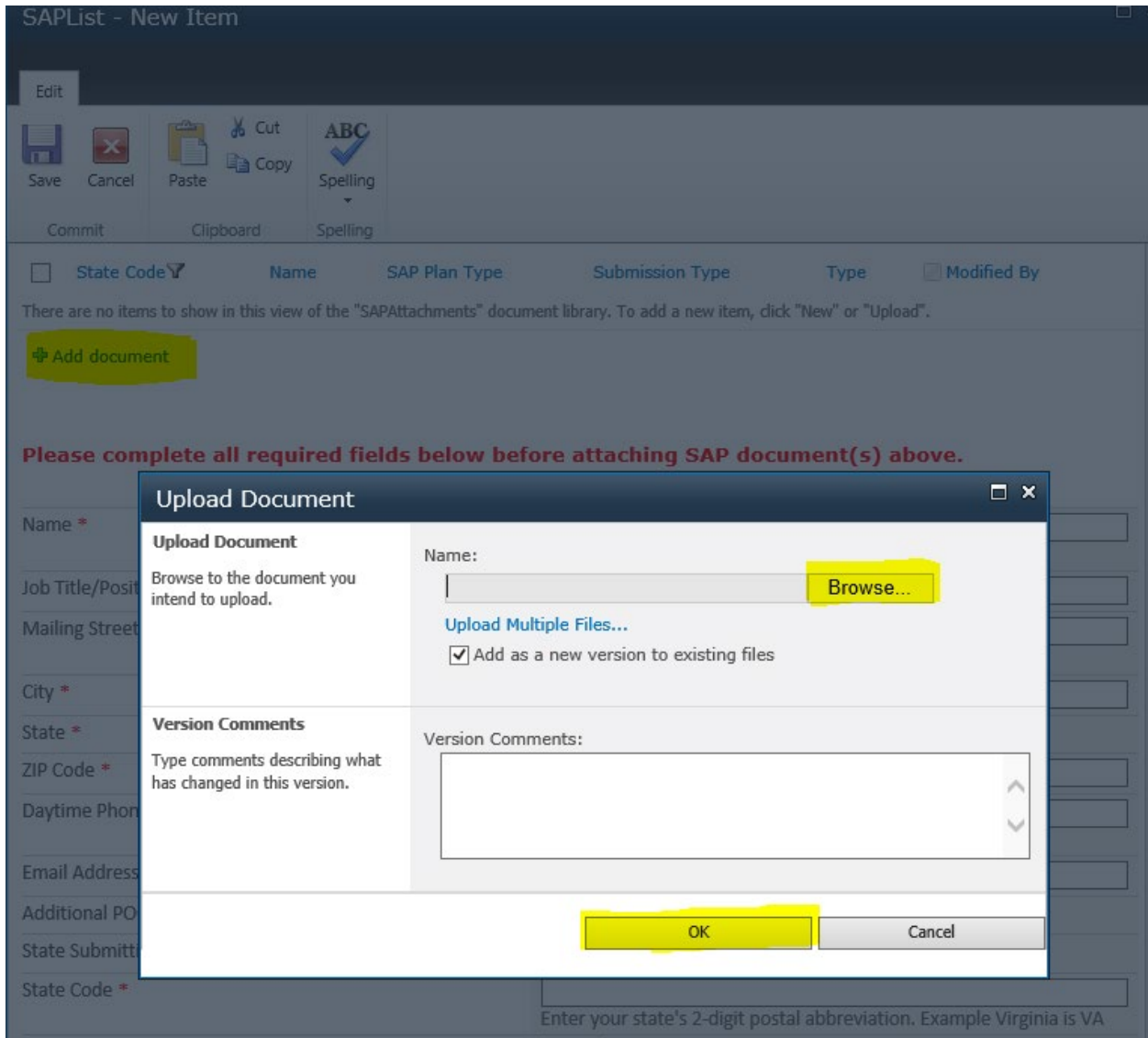
Is this SAP a part of another plan to be submitted to DOT? *

SAP Classification *

Comments

Save Cancel

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.

SAPAttachments - Demo1.docx

Edit

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

State Code *

SAP Plan Type *

Submission Type *
The "FRA Reviewer's Attachment" option is for FRA use only

Name * .docx

Description

Comments

Version: ...
Created at: ...
Last modified at: ...

Check In Cancel

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.

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

SAPList - New Item

Commit Clipboard Spelling

State Code	Name	SAP Plan Type	Submission Type	Type	Modified By
FL	Demo2 NEW	New SAP	Submitter's Attachment		

Please complete all required fields below before attaching SAP document(s) above.

Name *

Job Title/Position *

Mailing Street Address *
This field has a maximum character of 255

City *

State *

ZIP Code *

Daytime Phone *
Phone Format: xxx-xxx-xxxx

Email Address *

Additional POC *

State Submitting Plan *

State Code *
Enter your state's 2-digit postal abbreviation. Example Virginia is VA

Is this a stand-alone SAP? *

Is this SAP a part of another plan to be submitted to DOT? *

SAP Classification *

Comments

Save Cancel

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)".

SAPList - New Item

Edit

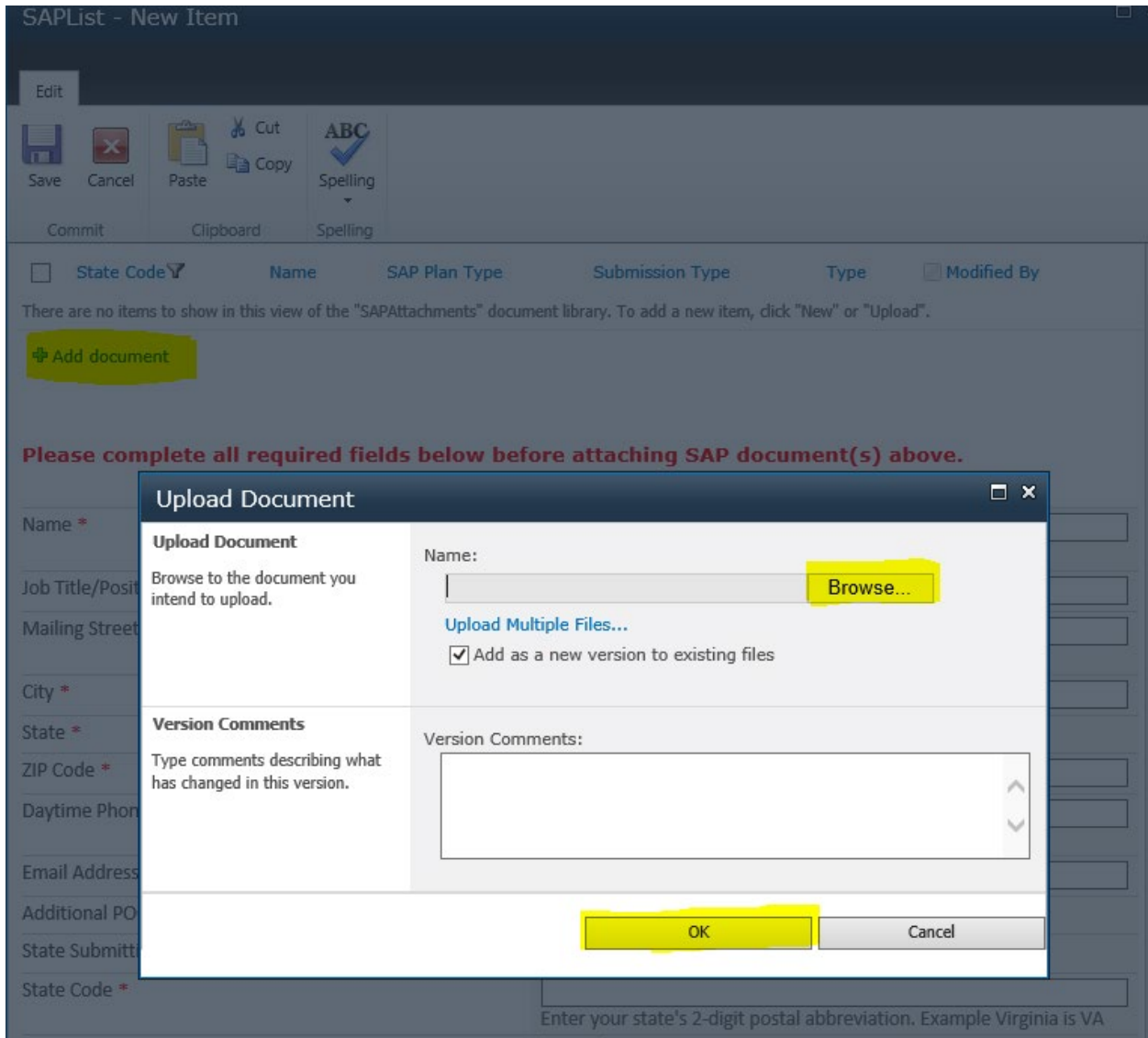
Save Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

State Code	Name	SAP Plan Type	Submission Type	Type	Modified By
There are no items to show in this view of the "SAPAttachments" document library. To add a new item, click "New" or "Upload".					
Add document					
Please complete all required fields below before attaching SAP document(s) above.					
Name *	<input type="text" value="(First & Last)"/>				
Job Title/Position *	<input type="text"/>				
Mailing Street Address *	<input type="text" value="This field has a maximum character of 255"/>				
City *	<input type="text"/>				
State *	<input type="text" value=""/>				
ZIP Code *	<input type="text"/>				
Daytime Phone *	<input type="text" value="Phone Format: xxx-xxx-xxxx"/>				
Email Address *	<input type="text"/>				
Additional POC *	<input type="text" value=""/>				
State Submitting Plan *	<input type="text" value=""/>				
State Code *	<input type="text" value="Enter your state's 2-digit postal abbreviation. Example Virginia is VA"/>				
Is this a stand-alone SAP? *	<input type="text" value=""/>				
Is this SAP a part of another plan to be submitted to DOT? *	<input type="text" value=""/>				
SAP Classification *	<input type="text" value=""/>				
Comments	<div style="border: 1px solid #ccc; padding: 5px;"><p>A A1 B I U [Rich Text Editor Icons]</p><div style="border: 1px solid #ccc; height: 40px;"></div></div>				

Save Cancel

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.

SAPAttachments - Demo1.docx

Edit

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

State Code *

SAP Plan Type *

Submission Type *
The "FRA Reviewer's Attachment" option is for FRA use only

Name * .docx

Description

Comments

Version:
Created at
Last modified at

Check In Cancel

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.

- 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.

SAPList - Sue Doe

Edit

Save Cancel Paste Copy Spelling

Commit Clipboard Spelling

Name * Sue Doe
(First & Last)

Job Title/Position * Transportation Specialist

Mailing Street Address * 123 Pecan Lane
This field has a maximum character of 255

City * Trenton

State * Florida

ZIP Code * 07303

Daytime Phone * 609-123-4567
Phone Format: xxx-xxx-xxxx

Email Address * sue.doe@fl.state.us

Additional POC * No

State Submitting Plan * Florida

State Code * FL
Enter your state's 2-digit postal abbreviation. Example Virginia is VA

Is this a stand-alone SAP? * No

Is this SAP a part of another plan to be submitted to DOT? * Yes

If Yes, please provide the name of the DOT plan

Where is the SAP located within the document?
provide specific chapter, page, or appendix

SAP Classification * Updated SAP/Implementation (10 States, per RSIA08)

Comments

Version:
Created at

Save Cancel

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.

Federal Railroad Administration
Office of Safety Analysis

All Sites

State Action Plan

My Submission(s)
Florida SAP

Welcome to the Federal Railroad Administration’s (FRA’s) State Highway-Rail Grade Crossing Action Plan (SAP) Portal

NOTE: Users of this portal must be the State’s designated SAP point of contact or his/her designee. A login is required to enter the portal

The public SAP webpage can be accessed here to obtain SAP submission status for each State

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

Federal Railroad Administration
Office of Safety Analysis

All Sites

State Action Plan

My Submission(s)
Florida SAP

SAPList ▾ FL View ▾

<input type="checkbox"/>	Name	Job Title/Position	Mailing Street Address	City	State	ZIP Code	Daytime Phone	Email Address	Addit
<input type="checkbox"/>	Sue Doe	Transportation Specialist	123 Pecan Lane	Trenton	Florida	07303	609-123-4567	sue.doe@fl.state.us	No

+ Add new item

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

SAPList - Sue Doe □ ×

View

Edit Item

Manage

Version History

Manage Permissions

Delete Item

Alert Me

Workflows

<input type="checkbox"/>	Edit	State Code ▼	Name	SAP Plan Type	Submission Type	Comments
<input type="checkbox"/>		FL	3 NEW	Corrected SAP	Submitter's Attachment	
➕ Add document						
Name		Sue Doe				
Job Title/Position		Transportation Specialist				
Mailing Street Address		123 Pecan Lane				
City		Trenton				
State		Florida				
ZIP Code		07303				
Daytime Phone		609-123-4567				
Email Address		sue.doe@fl.state.us				
Additional POC		No				
2nd POC Job Title/Position						
2nd POC Mailing Street Address						
2nd POC City						
2nd POC State						
2nd POC Zip Code						
2nd POC Email Address						
2nd POC Phone#						
State Submitting Plan		Florida				
State Code		FL				
Is this a stand-alone SAP?		No				
Is this SAP a part of another plan to be submitted to DOT?		Yes				
If Yes, please provide the name of the DOT plan						
Where is the SAP located within the document?						
SAP Classification		Updated SAP/Implementation (10 States, per RSIA08)				
AssignedTo		Unassigned				
FRA Review Status		Not Processed				

- 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.

Upload Document

Upload Document
Browse to the document you intend to upload.

Name: Browse...

[Upload Multiple Files...](#)

Add as a new version to existing files

Version Comments
Type comments describing what has changed in this version.

Version Comments:

OK Cancel

- 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.

SAPAttachments - Corrected SAP Demo.docx

Edit

Check In Cancel Paste Copy Delete Item
Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

State Code *

SAP Plan Type *

Submission Type *
The "FRA Reviewer's Attachment" option is for FRA use only

Name * .docx

Description

Comments

Version:
Created at

Check In Cancel

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

The screenshot shows a web application window titled "SAPList - Sue Doe". The interface includes a top navigation bar with a "View" dropdown menu. Below the menu are several action buttons: "Edit Item", "Manage Permissions", "Delete Item", "Manage", "Version History", "Alert Me", "Workflows", and "Actions". The main content area features a form with a table of fields. At the bottom right, a yellow "Close" button is highlighted.

+ Add document	
Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	sue.doe@fl.state.us
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing Street Address	
2nd POC City	
2nd POC State	
2nd POC Zip Code	
2nd POC Email Address	
2nd POC Phone#	
State Submitting Plan	Florida
State Code	FL
Is this a stand-alone SAP?	No
Is this SAP a part of another plan to be submitted to DOT?	Yes
If Yes, please provide the name of the DOT plan	
Where is the SAP located within the document?	
SAP Classification	Updated SAP/Implementation (10 States, per RSIA08)
Comments	

Content Type:
Version:
Created at:

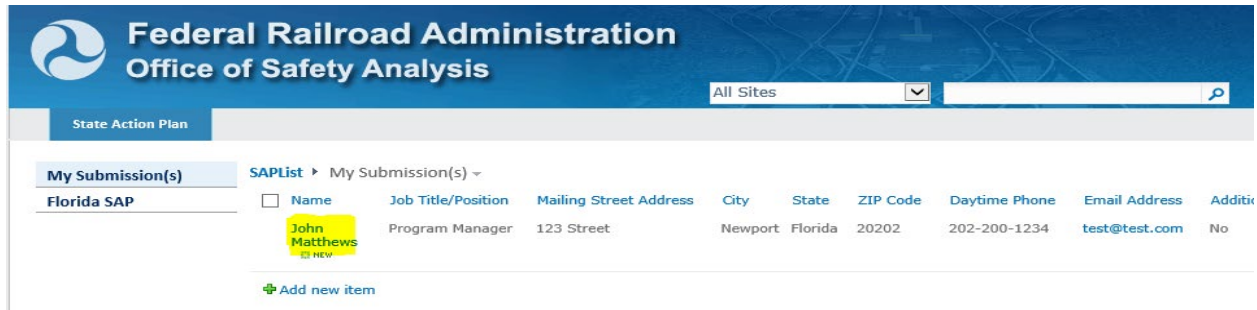
Close

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.

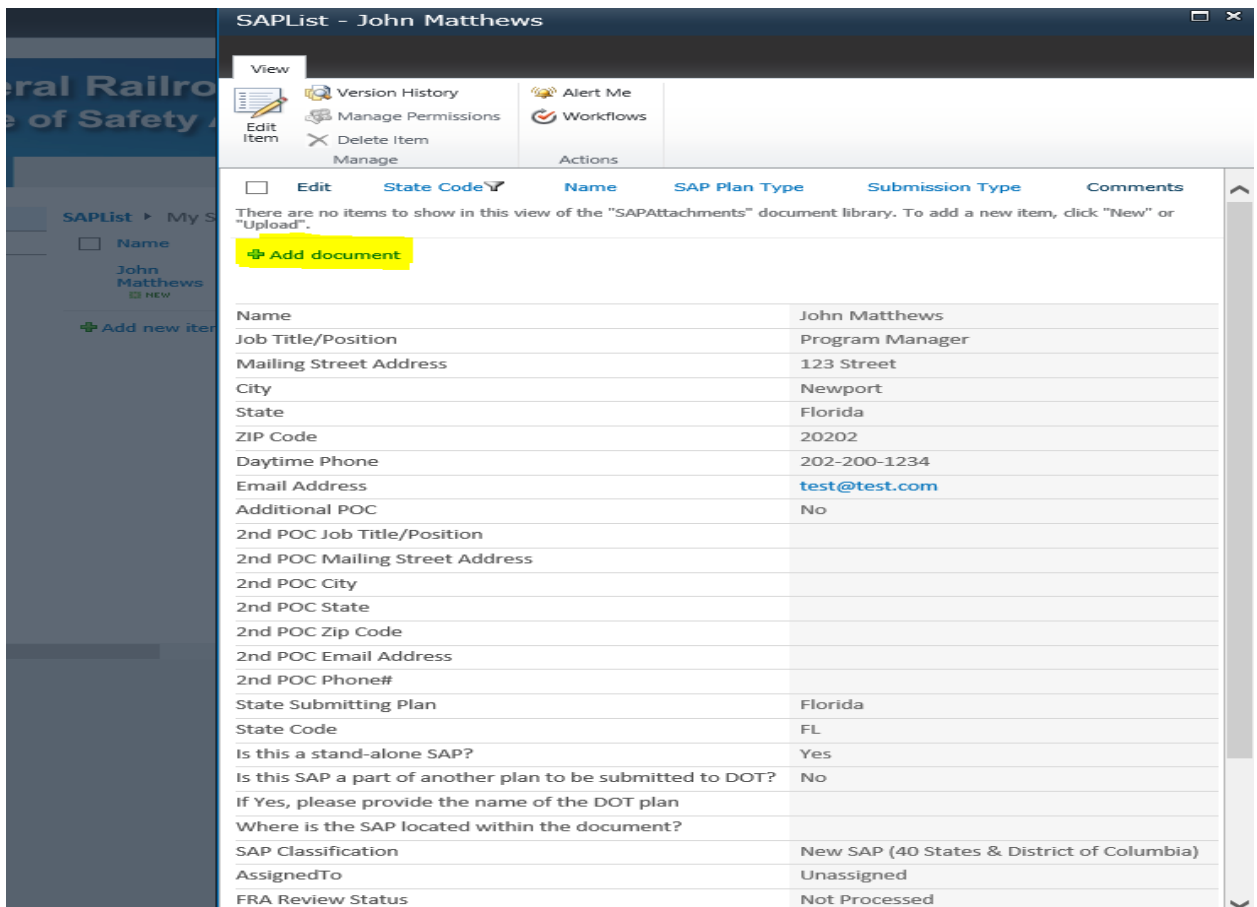
FAQ #1: I hit “Save” before uploading my SAP/implementation report. How do I submit it now?

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

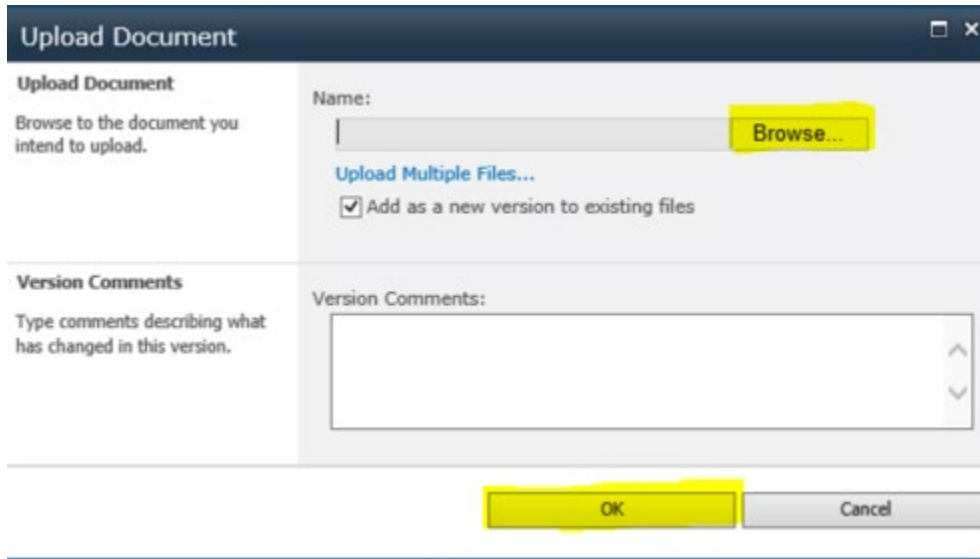
1. Click on user name (e.g. John Matthews) under “Name” as shown in the screenshot below.



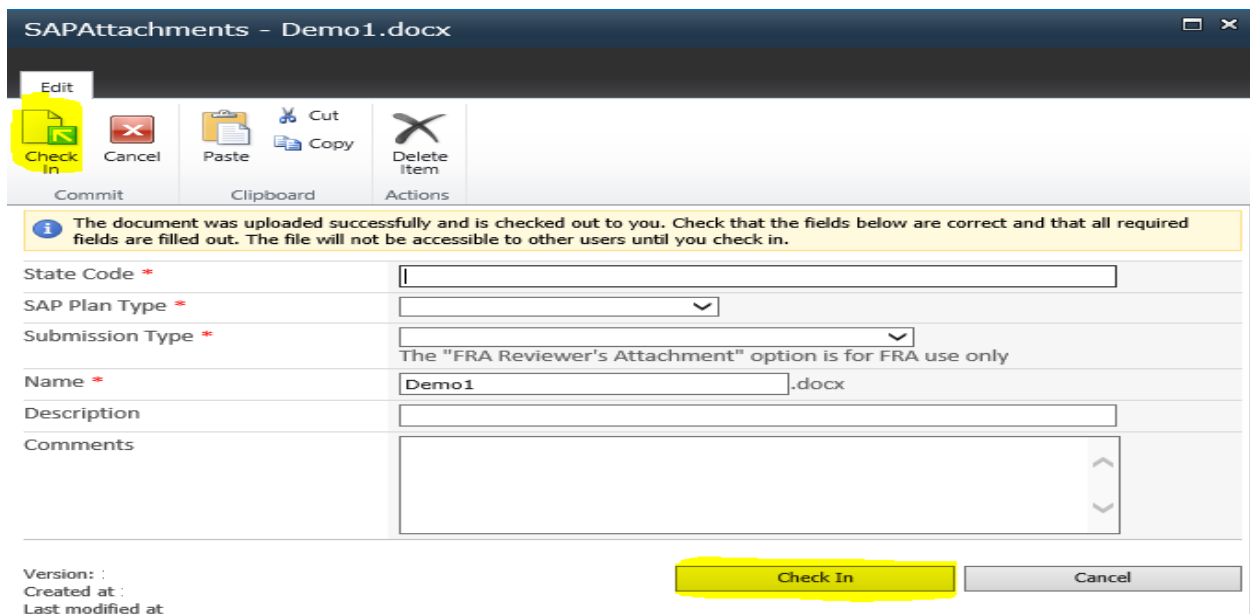
2. The form will pop-up. Simply click on “Add document” as shown in the screenshot below to add/upload SAP document(s).



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.

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

SAPList - Sue Doe

View

 Edit Item
  Version History
  Manage Permissions
  Delete Item
  Alert Me
  Workflows

Manage Actions

[+ Add document](#)

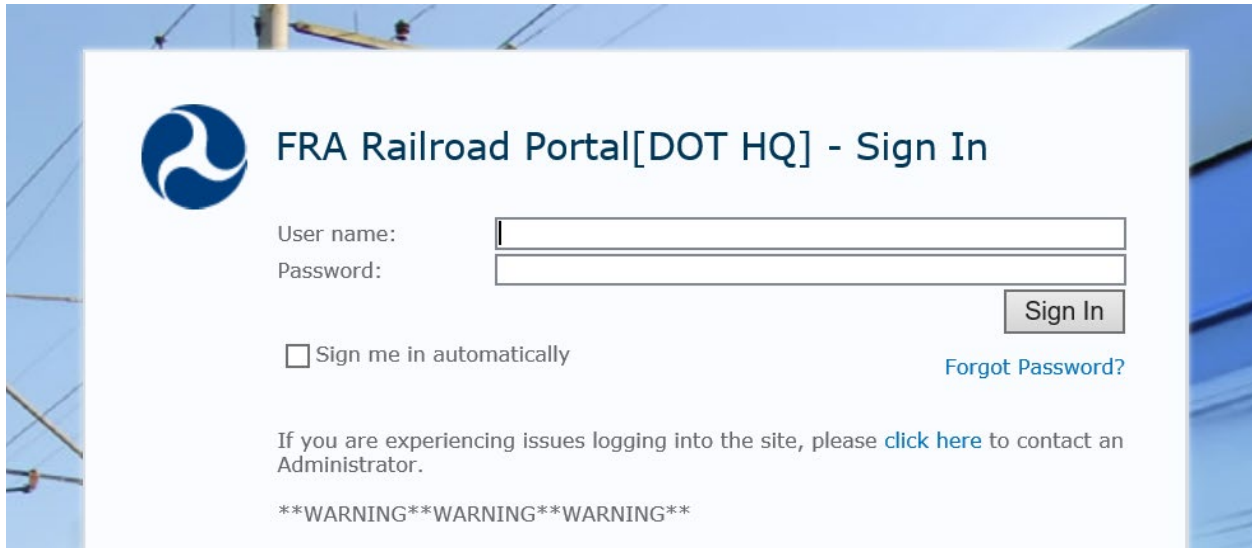
Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	sue.doe@fl.state.us
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing Street Address	
2nd POC City	
2nd POC State	
2nd POC Zip Code	
2nd POC Email Address	
2nd POC Phone#	
State Submitting Plan	Florida
State Code	FL
Is this a stand-alone SAP?	No
Is this SAP a part of another plan to be submitted to DOT?	Yes
If Yes, please provide the name of the DOT plan	
Where is the SAP located within the document?	
SAP Classification	Updated SAP/Implementation (10 States, per RSIA08)
Comments	

Content Type:
Version:
Created at

Close

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

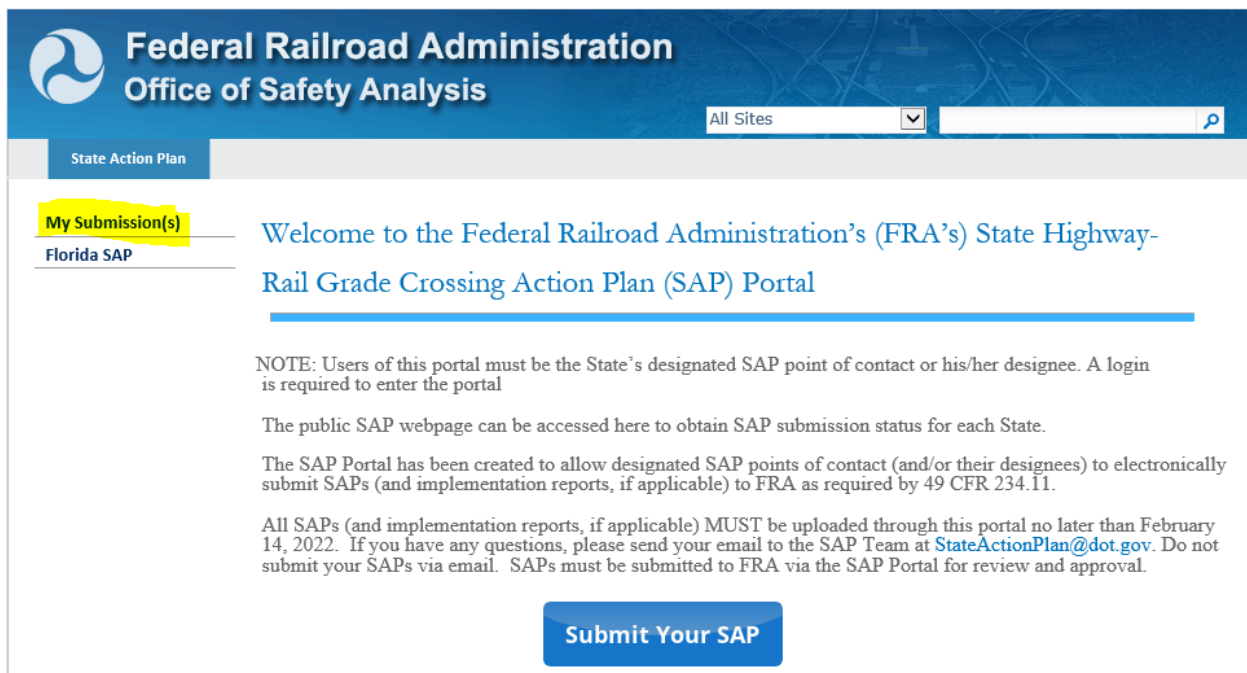
1. Login with your credentials at <https://rrsp.fra.dot.gov/SAP/>.
(If you need technical assistance with logging into the portal, please contact RSISSPSupport@dot.gov)



The screenshot shows the 'FRA Railroad Portal[DOT HQ] - Sign In' page. It features the FRA logo on the left. The main content area contains a sign-in form with the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Sign In:** A button to the right of the password field.
- Sign me in automatically**
- [Forgot Password?](#)
- A message: "If you are experiencing issues logging into the site, please [click here](#) to contact an Administrator."
- A warning message: "**WARNING**WARNING**WARNING**"

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



The screenshot shows the 'Federal Railroad Administration Office of Safety Analysis' portal. The header includes the FRA logo and the text 'Federal Railroad Administration Office of Safety Analysis'. Below the header is a navigation bar with 'State Action Plan' selected. The main content area features a yellow highlight on the 'My Submission(s)' link, with 'Florida SAP' listed below it. The page title is 'Welcome to the Federal Railroad Administration's (FRA's) State Highway-Rail Grade Crossing Action Plan (SAP) Portal'. The page contains several paragraphs of text, including a note about user requirements, a link to the public SAP webpage, and instructions for submitting SAPs. A prominent blue button labeled 'Submit Your SAP' is located at the bottom of the page.

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

Federal Railroad Administration
Office of Safety Analysis

All Sites [v] [Search]

State Action Plan

My Submission(s) SAPList > FL View ▾

Florida SAP	Name	Job Title/Position	Mailing Street Address	City	State	ZIP Code	Daytime Phone	Email Address	Additional
	Sue Doe NEW	Transportation Specialist	123 Pecan Lane	Trenton	Florida	07303	609-123-4567	sue.doe@fl.state.us	No

[Add new item](#)

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

SAPList - Sue Doe

View

Edit Item

Version History | Alert Me | Manage Permissions | Workflows | Delete Item | Manage | Actions

FL | Corrected SAP Demo (NEW) | Corrected SAP | Attachment | Submitter's Attachment

[Add document](#)

Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	sue.doe@fl.state.us
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing Street Address	
2nd POC City	
2nd POC State	
2nd POC Zip Code	
2nd POC Email Address	
2nd POC Phone#	
State Submitting Plan	Florida
State Code	FL
Is this a stand-alone SAP?	No
Is this SAP a part of another plan to be submitted to DOT?	Yes
If Yes, please provide the name of the DOT plan	
Where is the SAP located within the document?	
SAP Classification	Updated SAP/Implementation (10 States, per RSIA08)



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