



# 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](mailto:RSISSPSupport@dot.gov). For questions related to the SAP Program, email [Debra.Chappell@dot.gov](mailto:Debra.Chappell@dot.gov) and [StateActionPlan@dot.gov](mailto: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

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\*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**.

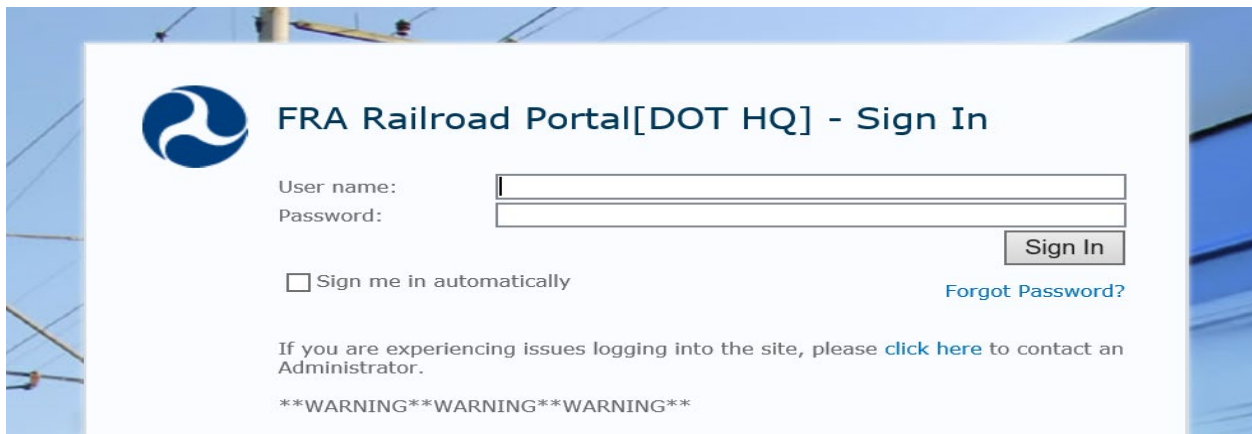




## State Action Plan (SAP) Portal Login

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

**NOTE:** The initial log-in list for this Portal consists 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](mailto:StateActionPlan@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 includes a 'User name:' field, a 'Password:' field, and a 'Sign In' button. Below the password field is a checkbox for 'Sign me in automatically' and a link for 'Forgot Password?'. A message states: 'If you are experiencing issues logging into the site, please [click here](#) to contact an Administrator.' At the bottom, there is a warning: '\*\*WARNING\*\*WARNING\*\*WARNING\*\*'.

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.



The screenshot shows the 'Federal Railroad Administration Office of Safety Analysis' header. Below the header is a navigation bar with 'State Action Plan' selected. A 'My Submission(s)' link with a red checkmark is visible. The main content area features a welcome message: 'Welcome to the Federal Railroad Administration's (FRA's) State Highway-Rail Grade Crossing Action Plan (SAP) Portal'. A note states: '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'. Below the note, there is a link to 'The public SAP webpage can be accessed here to obtain SAP submission status for each State.' and a paragraph explaining the portal's purpose: '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 no later than February 14, 2022. If you have any questions, please send your email to the SAP Team at [StateActionPlan@dot.gov](mailto:StateActionPlan@dot.gov). Do not submit your SAPs via email. SAPs must be submitted to FRA via the SAP Portal for review and approval.' At the bottom, there is a prominent blue 'Submit Your SAP' button with a red checkmark.

## 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? \*

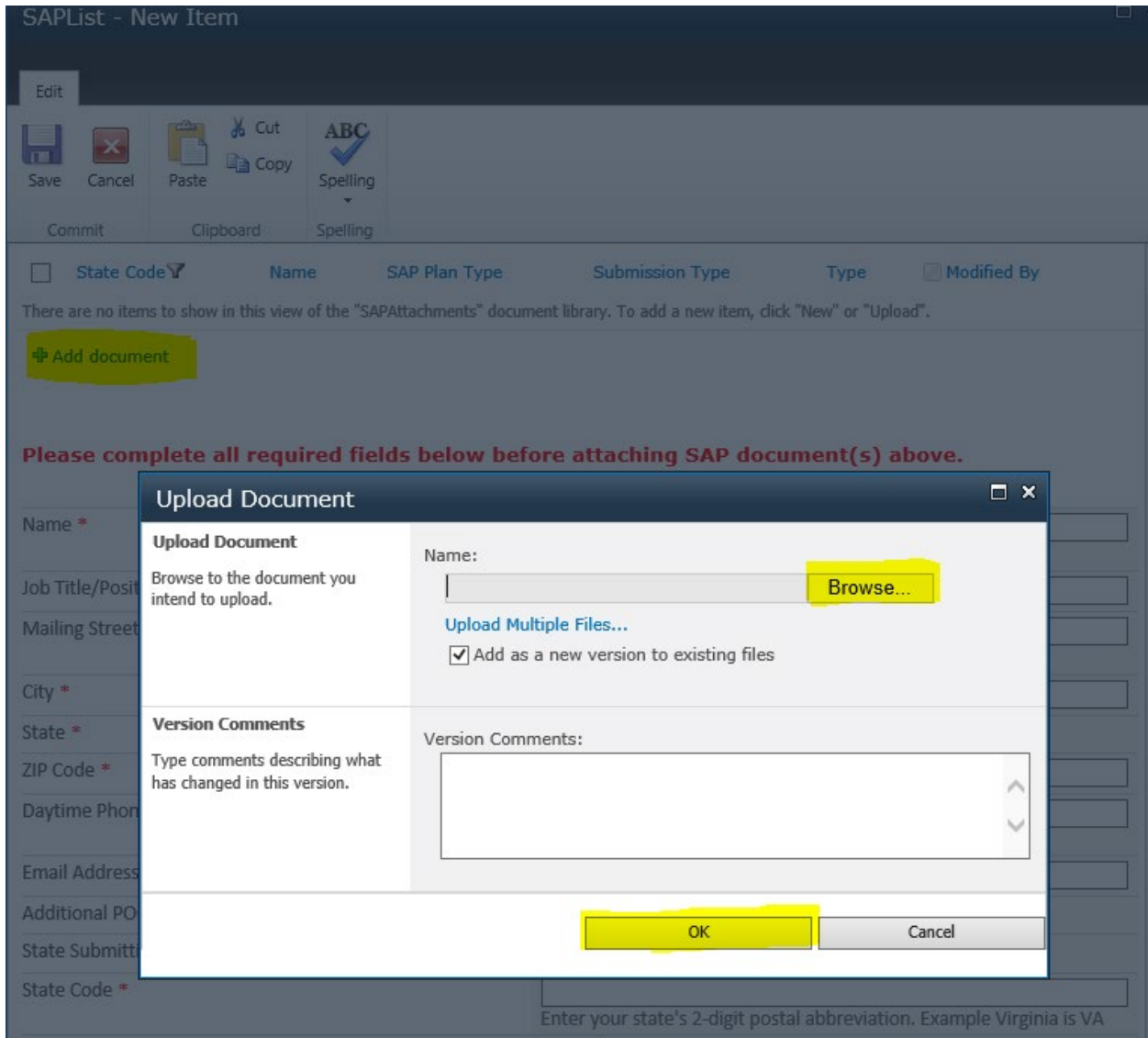
Is this SAP a part of another plan to be submitted to DOT? \*

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 <span>NEW</span>	New SAP	Submitter's Attachment		

[+ Add document](#)

**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 Copy Spelling

Commit Clipboard Spelling

<input type="checkbox"/> State Code	Name	SAP Plan Type	Submission Type	Type	<input type="checkbox"/> 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? \*

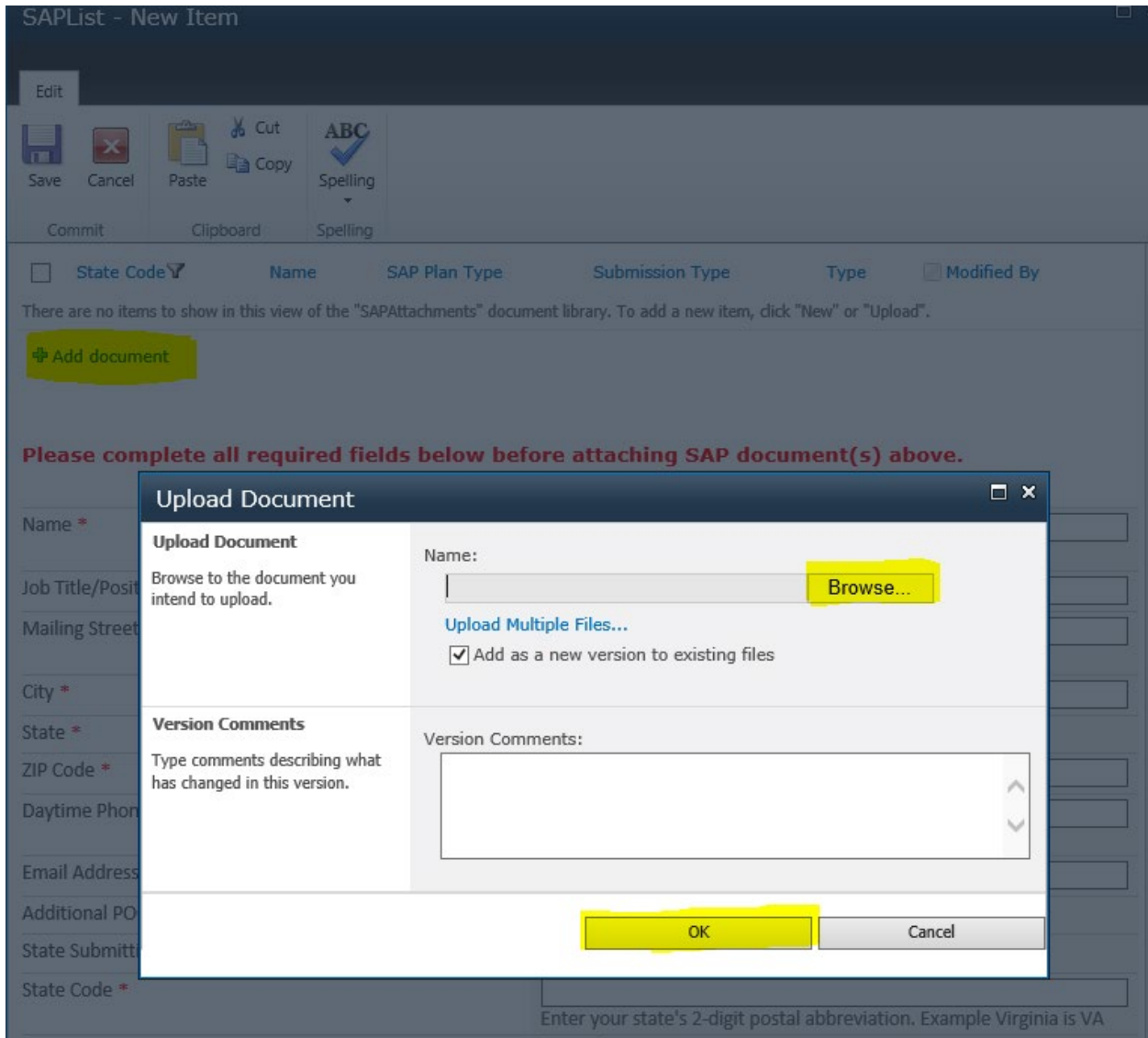
Is this SAP a part of another plan to be submitted to DOT? \*

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) 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.

The screenshot shows the top navigation bar of the Federal Railroad Administration Office of Safety Analysis. Below the navigation bar, there is a 'State Action Plan' tab. The main content area is titled 'My Submission(s)' and 'Florida SAP'. The main heading reads 'Welcome to the Federal Railroad Administration's (FRA's) State Highway-Rail Grade Crossing Action Plan (SAP) Portal'. Below the heading, there is a note: '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'. At the bottom of the note, it says '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.

The screenshot shows the 'SAPList' table in the FRA Railroad Portal. The table has columns for Name, Job Title/Position, Mailing Street Address, City, State, ZIP Code, Daytime Phone, Email Address, and Addit. The user 'Sue Doe' is listed as a Transportation Specialist at 123 Pecan Lane, Trenton, Florida, 07303, with a daytime phone number of 609-123-4567 and an email address of sue.doe@fl.state.us. There is a 'NEW' indicator next to the name. Below the table, there is a '+ Add new item' button.

<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

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

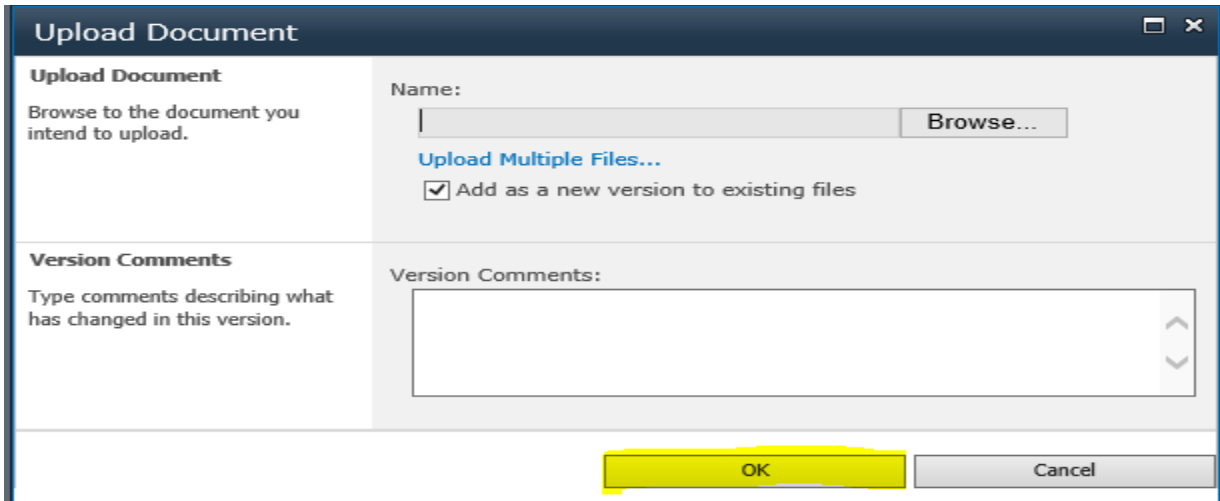
The screenshot shows a web application window titled "SAPList - Sue Doe". At the top, there is a "View" menu with options: "Edit Item", "Version History", "Manage Permissions", "Delete Item", "Alert Me", and "Workflows". Below the menu is a table with columns: "Edit", "State Code", "Name", "SAP Plan Type", "Submission Type", and "Comments". The table contains one row with the following data: "FL", "3 NEW", "Corrected SAP", "Submitter's Attachment", and an empty cell. Below the table is a yellow button labeled "Add document".

Below the "Add document" button is a form with the following fields:

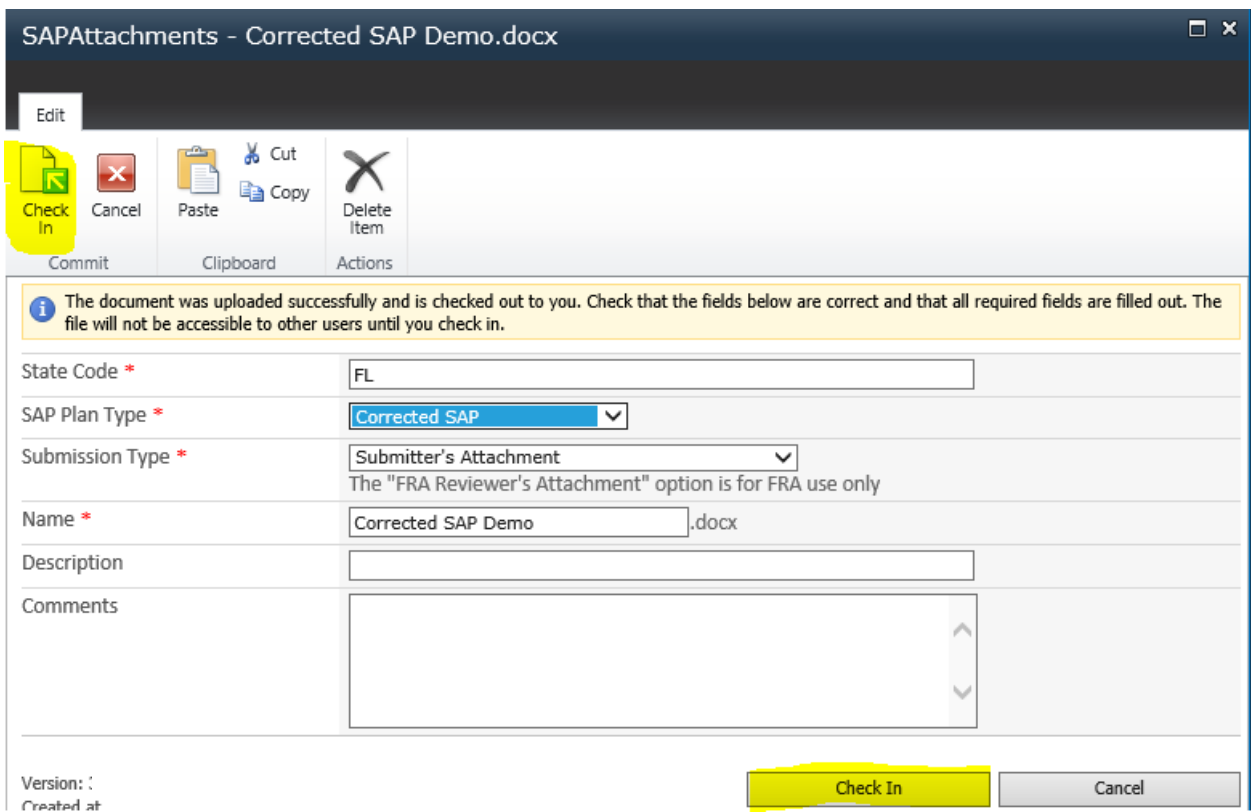
Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	<a href="mailto:sue.doe@fl.state.us">sue.doe@fl.state.us</a>
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing 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.



- 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).

**View**

- Edit Item
- Delete Item
- Manage
- Version History
- Manage Permissions
- Alert Me
- Workflows
- 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	<a href="mailto:sue.doe@fl.state.us">sue.doe@fl.state.us</a>
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:

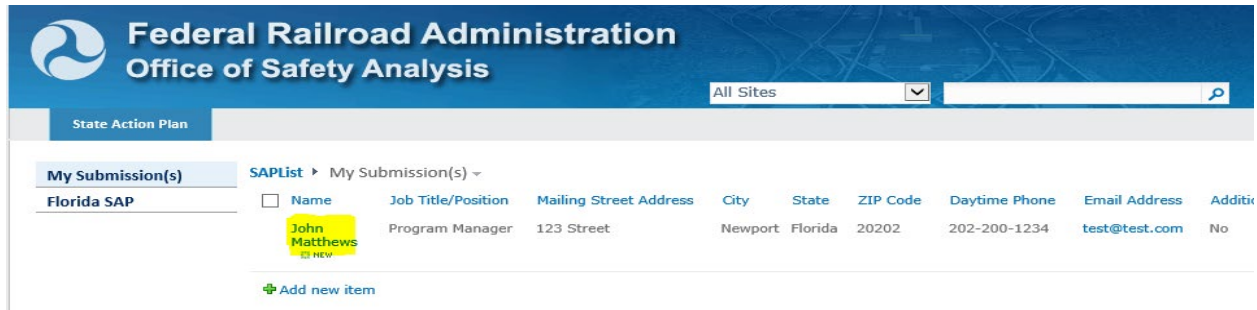
**Close**

**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.

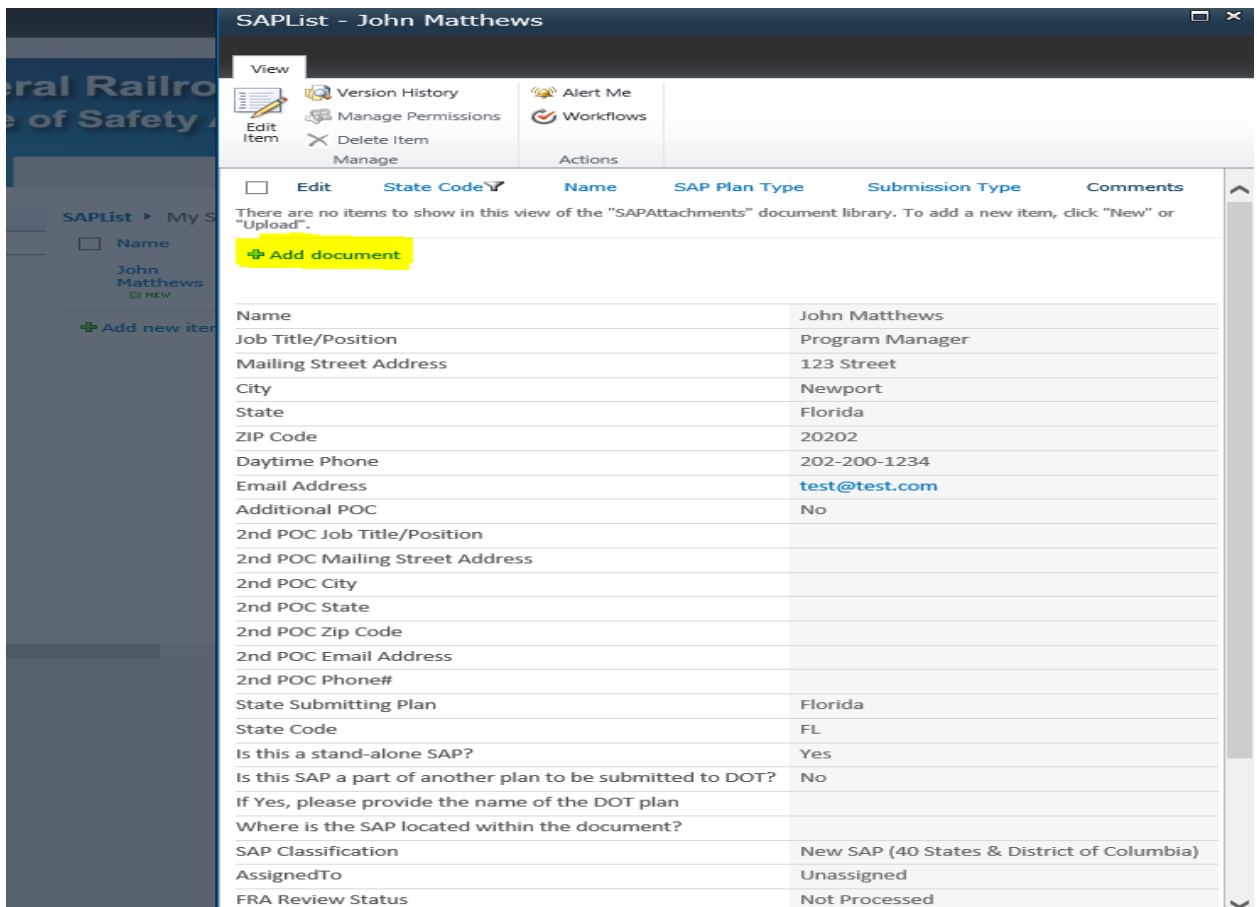
## FAQ #1: I hit “Save” before uploading my SAP/implementation report. How do I submit it now?

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

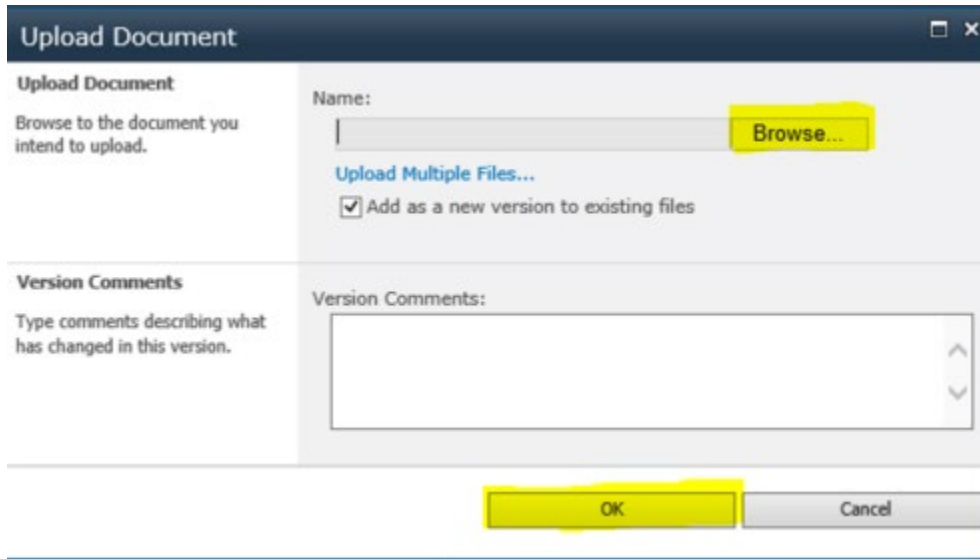
1. Click on user name (e.g. John Matthews) under “Name” as shown in the screenshot below.



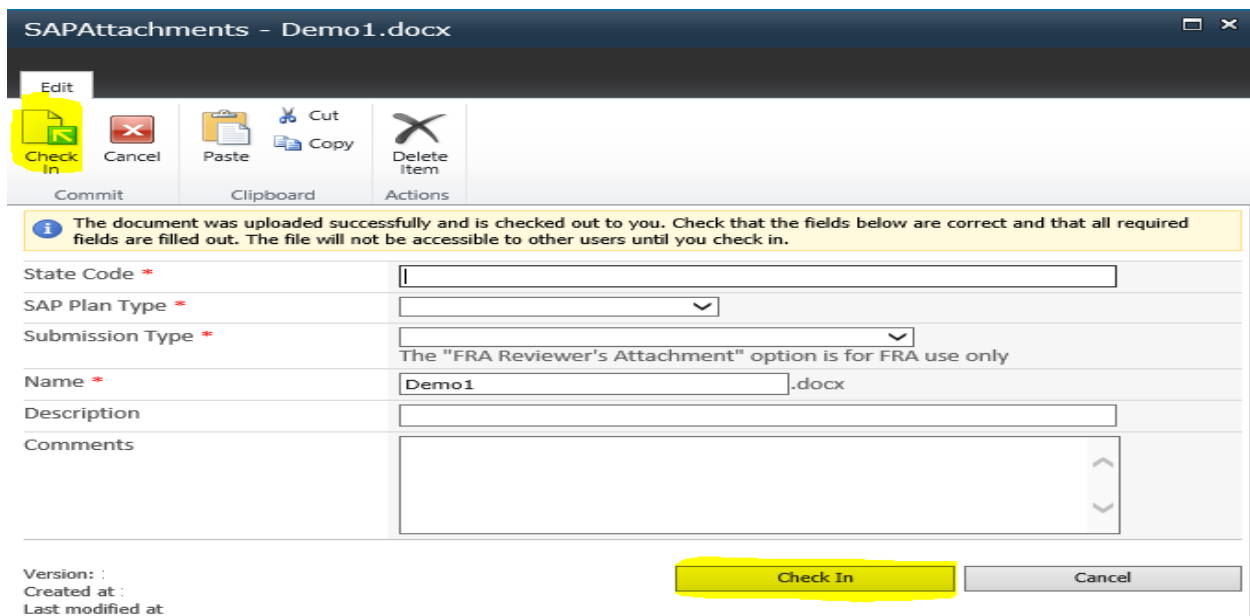
2. The form will pop-up. Simply click on “Add document” as shown in the screenshot below to add/upload SAP document(s).



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](#)

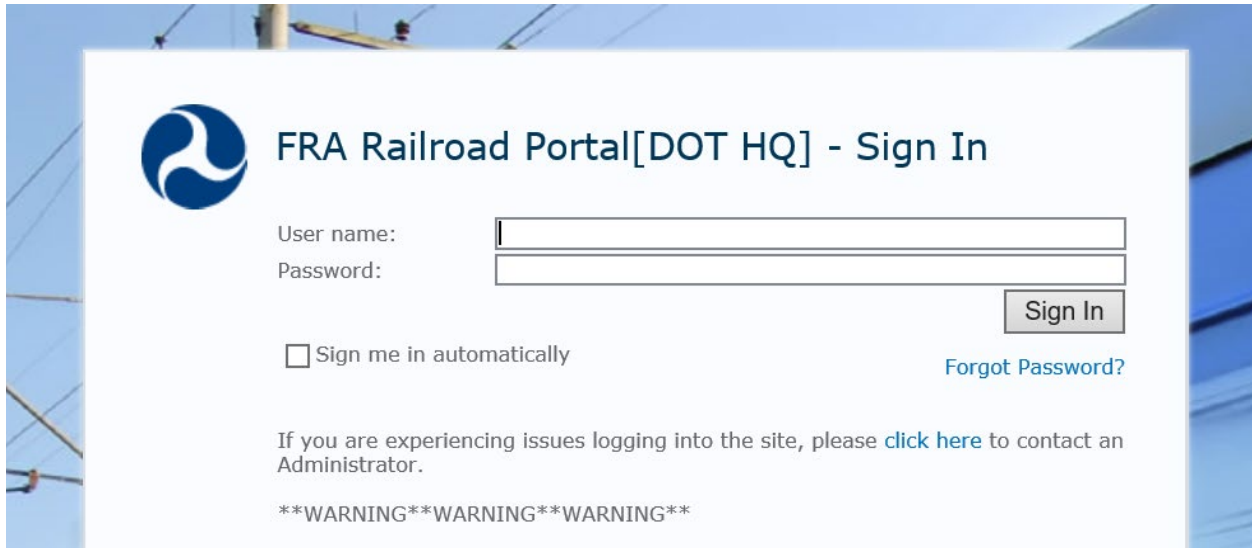
Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	<a href="mailto:sue.doe@fl.state.us">sue.doe@fl.state.us</a>
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing 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**

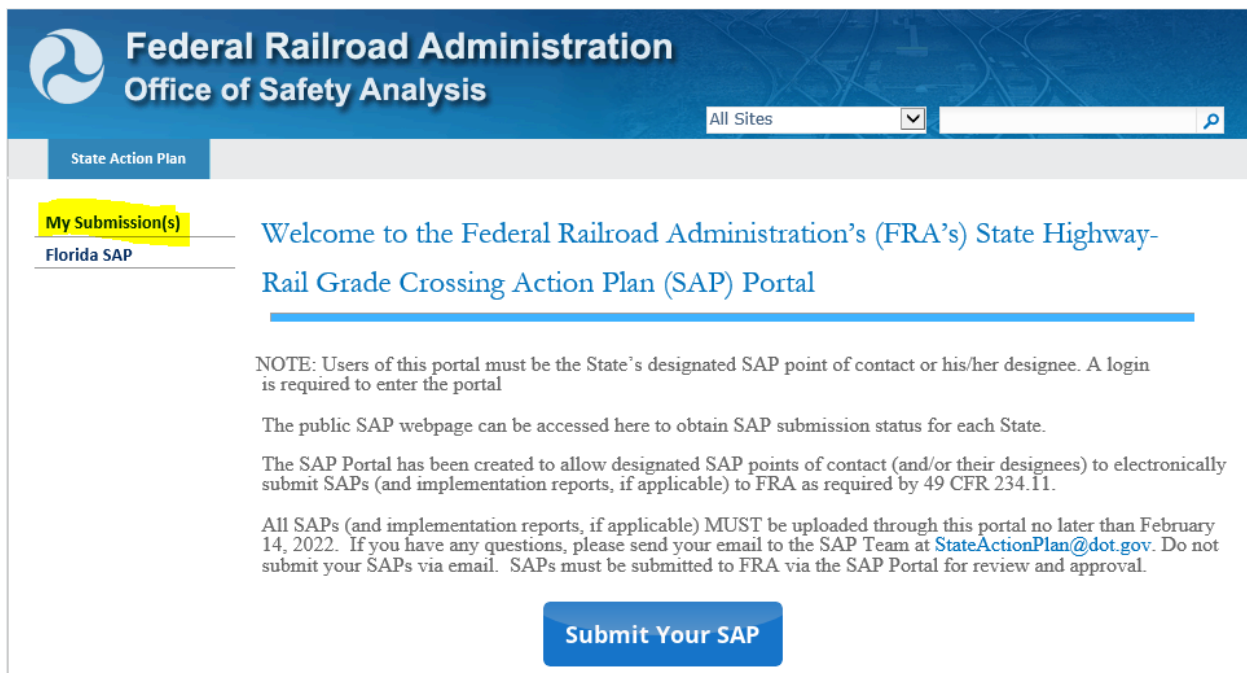
## FAQ #2: How do I change point of contact information for my State?

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](mailto: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 two input fields: 'User name:' and 'Password:'. To the right of the password field is a 'Sign In' button. Below the form, there is a checkbox labeled 'Sign me in automatically' and a link for 'Forgot Password?'. A message states: 'If you are experiencing issues logging into the site, please [click here](#) to contact an Administrator.' At the bottom, there is 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' website. 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. A search bar is visible on the right. The main content area features a yellow highlight on the 'My Submission(s)' link, with 'Florida SAP' listed below it. The main heading reads: 'Welcome to the Federal Railroad Administration's (FRA's) State Highway-Rail Grade Crossing Action Plan (SAP) Portal'. Below this, there is a note: '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'. Further text explains that the public SAP webpage can be accessed here for submission status, and that the SAP Portal allows designated points of contact to submit SAPs electronically. A final note states that all SAPs must be uploaded through this portal by February 14, 2022, and should be sent to [StateActionPlan@dot.gov](mailto:StateActionPlan@dot.gov). 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 POC
	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
- Manage Permissions
- Delete Item
- Manage
- Alert Me
- Workflows
- 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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