Incident Report XML Submission FAQ

January 5, 2007, version 1.0

1. Do I need to register for XML data submission?
Yes you need to register with PHMSA to submit the XML files. Please visit http://hazmat.dot.gov/contact/whoweare.htm. After the registration process, PHMSA will set up the SFTP account to submit the XML data files.

2. How long does it take to take setup my XML transmission account?
It usually takes 1 to 2 business days to setup and test your SFTP account.

3. Can I submit the test XML files to QA my submission process?
**Yes, we provide a test SFTP account to submit
the test XML files. We encourage companies to test
the submission process before going live with XML file submission.**

4. What is the mechanism to submit XML file?
**The Incident Report XML files are submitted using secured FTP (SFTP). The companies who want to submit the incident report XML files will require registration. Please visit http://hazmat.dot.gov/contact/whoweare.htm
to contact us for the registration.**

5. From where can I download the XML schema?
**The XML schema is available for download at
http://hazmat.dot.gov/enforce/spills/IncidentReport.xsd.**

6. Is there any tool available to validate my XML
structure against the XML schema?
**The tool to validate the XML file structure against the XML schema is
available for download at http://hazmat.dot.gov/enforce/spills/validator.htm.**

7. How does the XML data submission process work?
**The XML data submission process is defined in a flow chart. You can view or download the flow chart at
http://hazmat.dot.gov/enforce/spills/IncidentXMLProcessFlow.pdf
to understand the XML data submission process.**

8. How many times can I submit the rejected XML data file?
A rejected XML data file can be submitted as many times as necessary.

9. How do I know that my submitted XML data is accepted by PHMSA?
**PHMSA incident XML processing servers sends the response via email for acceptance or rejection within 2 hours. If the XML data file is rejected then the response email
message text will explain the reasons for rejection. If the XML data file is accepted with minor violations then the response email message text will**

explain the minor violation reasons.

10. I have received the XML submission acceptance via email response. The emai l response contains the PHMSA report number and tracking number, what I should do these numbers?
**You need to store there
port number and tracking number for future reference and
supplemental report submission.**

11. From where can I download/view the error messages sent in the email response?
**The Incident Report XML processor generates the error
messages and sends the error
messages as a part of the response email. You may download the list of the error messages at
http://hazmat.dot.gov/enforce/spills/XML_Error_Messages.pdf.**

12. Where can I download the sample XML files?
**The sample XML files are available at
http://hazmat.dot.gov/enforce/spills/SampleIncidentXMLFiles.zip. The sample
 files are only for demo purposes and may not have
all the possible combinations of the XML data structure.**

13. Who is the point of contact for Incident Report XML submissions at PHMSA?
**Michelle Glode
HMIS Information Systems Manager
Email: Michelle.Glode@dot.gov
Phone: 202 366 3373**