



SAFER CVISN State Data Baseline Procedure

SAFER Business Process Documentation

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Table of Contents

1	Overview	2
2	Procedure.....	2
2.1	State Contacts Volpe to Schedule Baseline.....	2
2.2	Volpe Schedules a Mutually Acceptable Date	2
2.3	Volpe Notifies Other CVISN States.....	2
2.4	Volpe Sends Out Reminder Message	2
2.5	Volpe Deletes State Data From SAFER.....	2
2.6	State Stops Sending Data to SAFER.....	2
2.7	State Resends Data to SAFER.....	2
2.8	Confirmation of Baseline Success.....	3
2.9	Baseline Confirmation Message.....	3

1 Overview

This document describes the procedure for a CVISN state to re-baseline their data in SAFER. This means that the state is going to re-upload all of their data to SAFER, for distribution to the other CVISN states.

2 Procedure

The steps of the procedure for a state to re-baseline their data in SAFER is as follows.

2.1 State Contacts Volpe to Schedule Baseline

The state will contact the Volpe Center through FMCSA Technical Support (FMCTechSup@volp.dot.gov) indicating that they would like to schedule a baseline. They will include the list of transactions that they would like to re-baseline and their preferred target date.

2.2 Volpe Schedules a Mutually Acceptable Date

The Volpe Center will work with the state to arrange a date that will be feasible depending, based on operational status and priority guidance from FMCSA if necessary.

2.3 Volpe Notifies Other CVISN States

The Volpe Center will send out an announcement to the CVISN states with the baseline schedule, at least 5 business days in advance of the scheduled date, including the name of the state performing the baseline and the list of transactions that are included in the baseline.

2.4 Volpe Sends Out Reminder Message

The Volpe Center will send out an announcement one business day prior to the scheduled baseline date to make sure they have the opportunity to remove the data from the state performing the baseline from their database. The message will include the name of the state performing the baseline and the list of transactions that are included in the baseline.

2.5 Volpe Deletes State Data From SAFER

Prior to 8pm on the date of the scheduled baseline, the Volpe Center will delete the data from the state performing the baseline, for the transactions for which the baseline is being performed. The CVISN states are recommended to remove the data of that state from the state system before downloading the state's baseline data.

2.6 State Stops Sending Data to SAFER

At or before 6:00PM EST on the day of the scheduled baseline, the state performing the baseline will stop sending data to SAFER for the transactions being baselined.

2.7 State Resends Data to SAFER

The state performing the baseline will resubmit their baseline data to SAFER after 8pm on the scheduled baseline date.

2.8 Confirmation of Baseline Success

The Volpe Center and the state performing the baseline will confirm that the baseline was successful by examining the log files and checking the record counts.

2.9 Baseline Confirmation Message

If the baseline was successful, the Volpe Center will send out a message to the CVISN states confirming that the baseline was successful, including the record counts so the other states can confirm that they have received the data successfully. If the baseline was not successful, the Volpe Center will send out a message to the CVISN states explaining the situation.