

RE: Draft Agency Safety Plan: For SSO Review

Ed Elam <EElam@emailatg.com>

Tue 12/19/2023 1:27 PM

To: Smith, Michael J. <mjsmith@rtaforward.org>; Lawson, Kevin <kevin.lawson@la.gov>

Cc: James Allen <jdallen@emailatg.com>; Ben Magallon <bmagallon@emailatg.com>; Butler, Ivana <ibutler@rtaforward.org>; Mapp, Korrie J <kjmapp@rtaforward.org>; Toomey, Craig <ctoomey@rtaforward.org>

Sent on behalf of Kevin Lawson, LADOTD SSO

Mike,

Thanks your response to our comments. The SSO accepts and takes no exception with the updated ASP as presented. We will need a final, adopted ASP with documentation of board approval and LMSC concurrence included.

Thanks

-Ed

Ed Elam, AICP, PTP, TSSP-Rail

Vice President, Director of Planning

ATG | DCCM

504.946.0784 p 504.812.6347 c

From: Smith, Michael J. <mjsmith@rtaforward.org>

Sent: Tuesday, December 19, 2023 12:14 PM

To: Ed Elam <EElam@emailatg.com>; Lawson, Kevin <kevin.lawson@la.gov>

Cc: JD Allen <jdallen@emailatg.com>; Ben Magallon <bmagallon@emailatg.com>; Butler, Ivana

<ibutler@rtaforward.org>; Mapp, Korrie J <kjmapp@rtaforward.org>; Toomey, Craig <ctoomey@rtaforward.org>

Subject: RE: Draft Agency Safety Plan: For SSO Review

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Ed, all,

Good morning. Please see attached, revised draft incorporating the SSO's feedback, below, and note in response to the item in part 13—Additional Information:

Note:

Per our discussion, I, as SMS Executive, confer with our Grants team in support of RTA's submittal—in FTA's TrAMS portal—to certify RTA's compliance with Part 673, annually, as required by FTA. Please consider this confirmation which I believe is acceptable under the FTA checklist.

Thank you,

Mike

From: Ed Elam <EElam@emailatg.com>
Sent: Thursday, November 30, 2023 11:23 AM
To: Smith, Michael J. <mjsmith@rtaforward.org>; Lawson, Kevin <kevin.lawson@la.gov>
Cc: James Allen <jdallen@emailatg.com>; Ben Magallon <bmagallon@emailatg.com>; Butler, Ivana <ibutler@rtaforward.org>; Mapp, Korrie J <kjmapp@rtaforward.org>; Toomey, Craig <ctoomey@rtaforward.org>
Subject: RE: Draft Agency Safety Plan: For SSO Review

Sent on behalf of Kevin Lawson - DOTD SSO

Mike,

In response to your email, the SSO has completed a review of the draft 2024 ASP using the FTA's Public Transportation Agency Safety Plan Checklist for Rail Transit Agencies and State Safety Oversight Agencies. A copy of the completed checklist has been provided for the RTA's files.

The result of this review is the SSO's tentative concurrence *pending* resolution of three minor questions: two in part 1 of the checklist (to confirm specific asks regarding funding, subrecipients); and one in part 13 of the checklist, under Additional Information (not required but with the option to document certification of compliance with Part 673 in TrAMS).

We welcome any questions as well as receiving the updated draft 2024 ASP with resolution of the items noted.

Thanks
-Ed

Ed Elam, AICP, PTP, TSSP-Rail

Vice President, Director of Planning



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From: Smith, Michael J. <mjsmith@rtaforward.org>
Sent: Wednesday, November 8, 2023 12:47 PM
To: Lawson, Kevin <kevin.lawson@la.gov>
Cc: JD Allen <jdallen@emailatg.com>; Ed Elam <EElam@emailatg.com>; Ben Magallon <bmagallon@emailatg.com>; Butler, Ivana <ibutler@rtaforward.org>; Mapp, Korrie J <kjmapp@rtaforward.org>; Toomey, Craig <ctoomey@rtaforward.org>
Subject: Draft Agency Safety Plan: For SSO Review

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Kevin,

Good afternoon. Please find attached the current, draft **2024 ASP** for your review. For convenience, I've provided both a red-line track changes and a "clean" version.

Notes:

- Several companion policies and procedures that are referenced throughout and appear in Appendix D are actively being revised. In the case of policies (highlighted in **red font**) they will need to be reviewed and approved by the Board of Commissioners as required. I plan to share the A/I Procedure as required, along with the MOC Procedure and SSCP (indicated with " * ") since they are specifically required in currently-open CAPs. If you would like to review any other document listed, below, please let me know.
 - **Safety Committee Structure Policy SAF5 – anticipated for January '24**
 - **Customer Code of Conduct – anticipated for January '24**
 - **Drug and Alcohol Free Workplace Policy HC23 – anticipated for December**
 - Management of Change Procedure*
 - Safety & Security Certification Plan (SSCP)*
 - Procedure for Performing Internal Safety Management Audits (ISMA)
 - Accident/Incident Investigation Procedure*
- The Employee Safety and Health Handbook was finalized and is a new item listed in Appendix D (see attached).
- The Safety Management Policy (SAF3) was reviewed as part of the ASP revision. No updates are required at this time.
- Appendix F (Approvals) will be included in the final version that we send immediately following the January Board meeting, pending approval.
- Pending the SSO's tentative concurrence, I will call for a vote from the LMSC in accordance with FTA requirements, during its next scheduled meeting, on **Wednesday, 12/6/2023**.

Please let me know if you have any questions or concerns.

Thanks,

Mike

Mike Smith
Chief Safety, Security, and Emergency Management Officer

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