

DataQs State Implementation Plan



American Samoa

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for American Samoa.

DataQs State Implementation Plan

State: American Samoa

MCSAP Lead Agency: American Samoa Department of Public Safety

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
AS MCSAP Program Coordinator
 - **Supervisor(s):**
Commissioner of Public Safety
 - **Backups:**
AS MCSAP Police Captain
 - **Interactions:**
AS Office of Highway Safety
AS Office of Motor Vehicle and Licensing
AS District Court
AS Department of Commerce
ASDPS Traffic/Patrol Division
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
AS MCSAP Program Coordinator
 - **Supervisor(s):**
Commissioner of Public Safety
 - **Backups:**
AS MCSAP Police Captain
 - **Interactions:**
AS Office of Highway Safety
AS Office of Motor Vehicle and Licensing
AS District Court
AS Department of Commerce
ASDPS Traffic/Patrol Division
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**

FMCSA Hawaii Division Office
Safespect
AS Office of Highway Safety
AS Office of Motor Vehicle and Licensing

- **Supervisor(s):**
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- **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
AS MCSAP Police Captain
AS MCSAP Police Coporal (I)
AS MCSAP Police Coporal (II)
AS MCSAP Police Inspector (I)
 - **Process:**

Upon receipt of RDR for Incorrect Violations; AS MCSAP Police Captain will assign to AS MCSAP Police Coporal (I) for investigation and review.
AS MCSAP Police Corporal will review and investigate Inspection reports via Safespect, view Inspection numbers to locate which Inspector conducted the inspection.
Review FMCSA Regulation and Out of Service Criteria for accuracy.
Contact AS Office of Motor Vehicle and Licensing for Updated Registration on Vehicle and Driver Documents on file
AS MCSAP Coporal (I) will go over findings with AS MCSAP Police Captain; if any discrepancies were discovered the AS MCSAP Police Captain will enter the outcome of the review and report to the FMCSA Hawaii Division Office for further guidance.

Upon receipt of RDR for Wrong Motor Carrier - the AS MCSAP Captain will assign the request AS MCSAP Police Coporal (II) for review and report.
AS MCSAP Police Coporal (II) will view Registration of Vehicle from AS Office of Motor Vehicles and compare with Inspection Number for any discrepancies.
AS MCSAP Police Coporal (II) will review finding with AS MCSAP Police Captain and will update with Safespect or Report request if No

Discrepancies are discovered.

Upon receipt of RDR for Wrong Driver - the AS MCSAP Captain will assign the request to AS MCSAP Officer for review and report.

AS MCSAP Officer will look up the Inspection report and view for any discrepancies.

If any are found AS MCSAP Officer will go over with findings with AS MCSAP Police Captain

AS MCSAP Police Captain will update Safespect or Report request if No discrepancies are discovered.

- Review of RDR

- **Responsible Party:**

- AS MCSAP Program Coordinator

- AS MCSAP Police Captain

- AS MCSAP Police Coporal (I)

- AS MCSAP Police Coporal (II)

- AS MCSAP Police Inspector (I)

- **Process:**

- Upon receipt of RDR for Incorrect Violations; AS MCSAP Police Captain will assign to AS MCSAP Police Coporal (I) for investigation and review.

- AS MCSAP Police Coporal will review and investigate Inspection reports via Safespect, view Inspection numbers to locate which Inspector conducted the inspection.

- Review FMCSA Regulation and Out of Service Criteria for accuracy.

- Contact AS Office of Motor Vehicle and Licensing for Updated Registration on Vehicle and Driver Documents on file

- AS MCSAP Coporal (I) will go over findings with AS MCSAP Police Captain; if any discrepancies were discovered the AS MCSAP Police Captain will enter the outcome of the review and report to the FMCSA Hawaii Division Office for further guidance.

Upon receipt of RDR for Wrong Motor Carrier - the AS MCSAP Captain will assign the request AS MCSAP Police Coporal (II) for review and report.

AS MCSAP Police Coporal (II) will view Registration of Vehicle from AS Office of Motor Vehicles and compare with Inspection Number for any discrepancies.

AS MCSAP Police Coporal (II) will review finding with AS MCSAP Police Captain and will update with Safespect or Report request if No Discrepancies are discovered.

Upon receipt of RDR for Wrong Driver - the AS MCSAP Captain will assign the request to AS MCSAP Officer for review and report.

AS MCSAP Officer will look up the Inspection report and view for any discrepancies.

If any are found AS MCSAP Officer will go over with findings with AS MCSAP Police Captain

AS MCSAP Police Captain will update Safespect or Report request if No discrepancies are discovered.

- Outcome of RDR

- **Responsible Party:**

- AS MCSAP Police Captain

- AS MCSAP Police Coporal (I)

- AS MCSAP Police Coporal (II)

- AS MCSAP Police Inspector (I)

- **Process:**

- AS MCSAP POLICE CAPTAIN receives returned RDR for an Incorrect violation:

- (1) AS MCSAP Captain will review and verify the decision with Inspector and ensure supporting documents are forwarded to support the decision. (2) If correction is made to the decision, AS MCSAP Captain will make the corrections on Safespect and send copy to submitter and enter decision into DataQ website as CLOSED DATA CORRECTION MADE.

Returned RDR for for Incorrect Violation: AS MCSAP Police Captain for assigned Wrong Driver: (1) AS MCSAP Captain reviews the decision and supporting documents. If corrections are to be made the AS MCSAP Captain will do so on the Safespect and send copy to submitter and enter decision into DataQ website as CLOSED DATA CORRECTION MADE. If no correction is required the AS MCSAP Captain will enter into DataQ website as CLOSED NO DATA CORRECTION MADE.

Returned RDR for Wrong Driver: AS MCSAP Captain reviews the decision and supporting documents. . If corrections are to be made the AS MCSAP Captain will do so on the Safespect and send copy to submitter and enter decision into DataQ website as CLOSED DATA CORRECTION MADE. If no correction is required the AS MCSAP Captain will enter into DataQ website as CLOSED NO DATA CORRECTION MADE.

- Closure of RDR

- **Responsible Party:**

AS MCSAP Police Captain

- **Process:**

RDR's Requesting an Inspection Report: (1) AS MCSAP Police Captain pulls report from Safespect (2) Makes a copy (3) email or hand deliver copy of Inspection report to requestor.

RDR's for Incorrect violations: (Data Corection) (1) AS MCSAP Captain locates and views Inspection report on Safespect (2) Make correction (3) Print copy of Inspection with corrections (4) Email or hand deliver Inspection report to requestor.

(No Data Correction Made) AS MCSAP Police Captain will submit outcome into the DataQ website with explantion on why NO Corrections have been made.

RDR's for Wrong Carrier: (Data Correction Made) (1) AS MCSAP Captain locates and views Inspection report on Safespect (2) Make correction (3) Print copy of Inspection with corrections (4) Email or hand deliver Inspection report to requestor.

RDR's for adjudicated citation: (Data Correction) (1) AS MCSAP Captain locates and views Inspection report on Safespect (2) Make correction (3) Print copy of Inspection with corrections (4) Email or hand deliver Inspection report to requestor.

(No Data Correction) AS MCSAP Police Captain will submit outcome to DataQ website with explanation of why no corrections were made.

- **Timeliness:**

Request for report – Report sent to requester within a day or two – Closed, report sent

Request for Data Correction – Day one, AS MCSAP Police Captain receives RDR; same day or the next day, the request given to AS MCSAP Police Coporal (I)/ AS MCSAP Police Inspector (I) for review and decision; Day 3-5, AS MCSAP Police Coporal (I) provides decision to the AS MCSAP Police Captain, Captain enters the

decision into the DataQ website as: Closed, data correction made, or Closed, no data correction made. Completed within 5 – 7 days.

For RDR request not belonging to our agency – Closed, RDR request forwarded to other agency – same day response

For Adjudicated citation – Day One, AS MCSAP Police Captain receives RDR; same day or the next day, the request given to AS MCSAP Police Coporal (II) for review and decision; Day 3-5, AS MCSAP Police Coporal (II) provides decision; By day 5-7, the AS MCSAP Police Captain enters the decision into the DataQ website – Closed, data correction made or no data correction made. Completed within 5-7 days.

Expected Outcomes for RDR Closures:

Closed – Report sent: The request has been closed and the report was sent to the requestor via email.

Closed – No Data Correction Made: The request has been closed and no data correction will be made

Closed – Data Correction Made: The request has been closed and the data correction has been made

Closed – Sent to other agency

Communication:

When the outcome of the request is completed, it will be submitted through the DataQ website. If the request was for a copy of a report, it will be sent by email to the requestor that is indicated in the RDR request. If there is any question about the request or if it is taking longer than a two week time period, the submitter will be emailed.

Next Steps:

When the outcome of the request is completed, it will be submitted through the DataQ website. If the request was for a copy of a report, it will be sent by email to the requestor that is indicated in the RDR request. If there is any question about the request or if it is taking longer than a two week time period, the submitter will be emailed.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
AS MCSAP Police Coporal (I)
AS MCSAP Police Coporal (II)
AS MCSAP Police Inspector
 - **Supervisor(s):**
AS MCSAP Police Captain
 - **Backups:**
AS MCSAP Program Coordinator
 - **Interactions:**
AS Office of Highway Safety
ASDPS Traffic/Patrol Division
AS Office of Motor Vehicles
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA Hawaii Division Office
AS District Court
AS Office of Motor Vehicles and Licensing
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
- Person(s) convening a panel or committee
 - **Responsible Party:**
No Committee or Panel established
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
 - **Panel members' titles and associations:**

N/A

Escalation Procedures:

If submitter of the original RDR is not pleased with the response and re-enters another RDR for clarification and reconsideration, it will go thru a Reconsideration Review process.

Process Description

- Review of RDR
 - **Responsible Party:**
AS MCSAP Police Coporal (I)
AS MCSAP Police Coporal (II)
 - **Process:**
For all Reconsideration Reviews - Upon receipt of Reconsideration Review, AS MCSAP Police Captain will review the RDR, the reason for the reconsideration review and assign the review to the AS MCSAP Police Coporal (I) and AS MCSAP Police Coporal (II)
AS MCSAP Coporals (I) and (II) will review the request and locate supporting documents, photos and other documents to support.
3)For incorrect violation: Research the violation in the FMCSR and the OOS Criteria, any OP Policies, Inspection Bulletins, etc, and get guidance / feedback from the CVSA Roadside Inspection Specialist or the Director of the Inspection Program.
For wrong carrier / wrong driver: Review the RDR and the reason for the RDR. If it is needed, re-contact the carrier who was originally listed on the inspection report and follow-up and get as much information about who was the carrier or driver at the time of the inspection, if there are any invoices, shipping papers to verify the carrier, who the driver was working for at the time of the inspection. For a crash report, check the City and County database for the owner of the vehicle to reconfirm the ownership
- Outcome of RDR
 - **Responsible Party:**
AS MCSAP Police Coporal (I)
AS MCSAP Police Coporal (II)
 - **Process:**
AS MCSAP Police Coporal (I) and (II) will submit all findings of the review to the AS MCSAP Police Captain. Matter will be discussed and AS MCSAP Program Coodinator is notified.
For RDR of INCORRECT VIOLATION: the AS MCSAP Police Captain will verify

and confirm the decision with the two supervisors, if there is any change / correction in the response to the review, the Manager will go into Safespec and make the necessary changes, print out a corrected copy of the inspection report and email a copy to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction Made, date and time. If the decision from the two supervisors is no corrections to be made, then the Manager will go into the DataQ website and enter the decision along with an explanation, date and time and enter as: CLOSED, No Data Correction Made.

RDR for WRONG CARRIER: the AS MCSAP Police Captain will verify and confirm the decision from the two AS MCSAP Police Coporal (I) and (II). If there are any changes from the original decision, AS MCSAP Police Captain will go into Safespec to make the correction, print out a copy of the corrected inspection report, email a copy to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction Made, date and time.

4.RDR for ADJUDICATED CITATION: The AS MCSAP Police Captain will verify and confirm the decision from the two AS MCSAP Police Coporal (I) and (II). If there are any changes from the original decision, the AS MCSAP Police Captain will go into Safespec to make the correction, print out a copy of the corrected inspection report, email a copy to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction Made, date and time. If the decision from the two supervisor IV's (2) and (3) is no correction to be made, then the Manager will enter the decision into the DataQ website along with any other supporting documents as: CLOSED, No Data Correction Made

- Closure of RDR
 - **Responsible Party:**
AS MCSAP Program Coodinator
 - **Process:**
For all Reconsideration Reviews: 1) If there is no change in the decision, we will provide and submit any additional evidence that we have to support our decision – Sections from the FMCSR, OOS Criteria, HRS Statutes, any photos taken at the time of the inspection, or any other supporting documents that we have obtained to validate our decision and submit our decision into the DataQ website as CLOSED, No Data Correction Made. 2) If there is a change in our decision based on their reconsideration review and providing us with more evidence to support their case, and after consulting with the other

agencies or parties, we will submit into the DataQ website as CLOSED, Data Correction Made.

- **Timeliness:**

For incorrect violation reviews: If we need guidance from other agencies, email them – 1-4 days, depending on how long they take to respond.

For Wrong carrier / driver reviews: If we need to obtain more information from the carriers or other sources - 1-3 days

For adjudicated citation reviews: If we need additional guidance from FMCSA Hawaii Division office – 1-4 days

A total of 7-10 days from the receipt of the review to submittal of the outcome. Some reviews may take a little longer, depending on the response from carriers or other agencies or if some personnel are on leave at the time of contact. But, if everyone is present, we will push for a response ASAP, or keep following up with a response so that we can meet the submitted timeline.

Expected Outcomes for RDR Closures:

Closed – Report sent: The request has been closed and the report was sent to the requestor via email.

Closed – No Data Correction Made: The request has been closed and no data correction will be made

Closed – Data Correction Made: The request has been closed and the data correction has been made

Closed – Sent to other agency

Communication:

All Completed outcomes are submitted through the DataQ website

If the request is for a report copy? Report is emailed to requestor

Any Questions or delays beyond 2 weeks, submitter will be notified by email

Next Steps:

The submitters will get a response thru the DataQ website once the reconsideration review is completed.

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
AS MCSAP Program Coordinator
 - **Supervisor(s):**
Commissioner of Public Safety
 - **Backups:**
AS MCSAP Police Captain
 - **Interactions:**
FMCSA Hawaii Division
AS Office of Highway Safety
AS Office of Motor Vehicles and Licensing
AS District Court
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA Hawaii Division Office
Safespect
 - **Supervisor(s):**
N/A
 - **Backups:**
N.A
 - **Interactions:**
N/A
- Person(s) convening a panel or committee
 - **Responsible Party:**
No Committee or Panel established
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
 - **Panel members' titles and associations:**
N/A

Escalation Procedures:

If and when a submitter requests for another RDR and is still not satisfied with the previous outcome.

Process Description

- Review of RDR
 - **Responsible Party:**
AS MCSAP Police Captain
 - **Process:**
Upon receipt of Final Review: AS MCSAP Police Captain will review the RDR and its outcome submitted, review supporting documents from initial review, reconsideration review and reason(s) for final review.
Contact submitter and explain the reasons for for the initial outcome with supporting documents, seek to clear any misunderstandings
Consult FMCSA Hawaii Division for guidance and next steps of action.
- Outcome of RDR
 - **Responsible Party:**
AS MCSAP Police Captain
 - **Process:**
For all Final Reviews: The AS MCSAP Police Captain will review all decisions that were previously made, all supporting documents, photos, evidence, guidance from the CVSA Roadside Enforcement Office, and any guidance from FMCSA Hawaii Division Office and make a final decision.
- Closure of RDR
 - **Responsible Party:**
AS MCSAP Program Coordinator
 - **Process:**
Closed – Report sent: The request has been closed and the report sent to the requestor via email.

Closed – No Data Correction Made: The request has been closed and no data correction will be made

Closed – Data Correction Made: The request has been closed and the data correction has been made

Closed – Sent to other agency

- **Timeliness:**

Closed – Report sent: The request has been closed and the report was sent to the requestor via email.

Closed – No Data Correction Made: The request has been closed and no data correction will be made

Closed – Data Correction Made: The request has been closed and the data correction has been made

4.Closed – Sent to other agency

Expected Outcomes for RDR Closures:

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Communication:

The progress and outcome of the request will be submitted thru the DataQ website and communication thru email with the submitter. If necessary, a phone call and speaking directly with the submitter to work on a solution to their request.

Next Steps:

The submitters will be provided with a notification of the final outcome of the RDR – an email and contact information will be provided, in the case there is a question.