

DataQs State Implementation Plan



HAWAII

**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 HAWAII.

DataQs State Implementation Plan

State: HAWAII

MCSAP Lead Agency: Department of Transportation

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Motor Carrier Safety Manager
 - **Supervisor(s):**
Motor Carrier Safety Administrator
 - **Backups:**
MCSO Supervisor VI
 - **Interactions:**
FMCSA Hawaii Division Office, City and County DMV Office, CVSA Roadside Enforcement Division
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
MCSO Inspectors and the MCSO Supervisor IV Unit I
 - **Supervisor(s):**
MCSO VI and Motor Carrier Safety Manager
 - **Backups:**
MCSO Supervisor IV Unit II
 - **Interactions:**
FMCSA Hawaii Division Office, City and County DMV office, CVSA Roadside Enforcement Division
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA Hawaii Division State Program Specialist, CVSA Roadside Inspection Specialist
 - **Supervisor(s):**
FMCSA Acting Division Administrator
 - **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
 The MCSO Manager receives all RDR's
 - **Process:**
 All RDR's are received by an email addressed to the MCSO Manager
- Review of RDR
 - **Responsible Party:**
 MCSO Inspectors and MCSO Supervisor IV (1) – Reviews the RDR
 - **Process:**
 1. If the RDR is for an incorrect violation (Inspections) – Upon receipt of the RDR, the Manager will assign it to the respective inspector on the same day:
 - 1) the inspector will look at the inspection report, check their files and see if there are any notes on the inspection report and/or if there are any supporting documents, photos, any evidence to help remember the inspection.
 - 2) Check the FMCSA regulations and the OOS Criteria for the violation noted and for accuracy.
 - 3) Consult and discuss with MCSO Supervisor IV (1).
 - 4) If clarification or more guidance is needed, consult with the CVSA Roadside Inspection Specialist through email;
 - 5) Return the decision / outcome to the manager for entry into the DataQ website.
 2. If the RDR is for assigned to a wrong carrier – Upon receipt of the RDR, the Manager will assign it to the respective inspector.
 - 1) the inspector will look at the inspection report / crash report, check their files and see if there are any notes on the inspection / crash report and /or if there are any supporting documents, photos, or any evidence to help remember the inspection / crash report.
 - 2) check the City and County database to find out who is the registered owner of the vehicle, and
 - 3) check the Motor Vehicle Safety Office vehicle identification card file to determine the registered owner of the vehicle, and
 - 4) in cases where the vehicle might be leased, then check for a rental agreement and call the carrier on the rental agreement to determine the operator at the time of the inspection / or crash.
 - 5) Consult and discuss with the MCSO Supervisor IV (1) to reach a decision.
 - 6) Return the decision / outcome to the manager for entry into the DataQ website.
 3. If the RDR is for assigned to a wrong driver – Upon receipt of the RDR, the Manager will assign it to the respective inspector:
 - 1) the inspector will review

the inspection report / crash report and the information provided on the RDR request. 2) if the RDR submitter does not provide the information about the company that the driver drives for, then the inspector will call the carrier to obtain that information and also find out if it is a leased vehicle. 3) Once the information is obtained, the inspector will then call the carrier given to inquire about the driver. 4) the inspector will obtain all the driver information and check with the City and County database or CDLIS on the driver qualifications. 5) Consult and discuss with the MCSO Supervisor IV (1) to reach a decision. 6) Return the decision / outcome to the manager for entry into the DataQ website.

4. If the RDR is for an adjudicated citation – Upon receipt of the RDR, the Manager will assign it to the respective inspector: 1) the inspector will look at the inspection report and the citation, check their files and see if there are any notes on the inspection report and/or if there are any supporting documents, photos, any evidence to help remember the inspection. 2) Look up the regulations in the 49 CFR / OOS Criteria, to make sure that the citation was issued for the correct violation and that it is a valid citation. 3) Consult and discuss with the MCSO Supervisor IV (1). 4) Return the decision to the Manager for entry into the DataQ website.

- Outcome of RDR

- **Responsible Party:**

- Motor Carrier Safety Manager

- **Process:**

- When the decision / explanation is returned to the Manager for an RDR for an incorrect violation: 1) the Manager will review the decision, verify the decision with the inspector / supervisor, and ensure that there are supporting documents to back up their decision – if there is a correction that needs to be made, the Manager will go into Safespec to make the correction and 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. 2) If the decision from the inspector and MCSO Supervisor IV (1) is no correction to be made, then, the Manager will make sure that there are supporting documents to support their decision and enter the decision into the DataQ website along with any supporting documents to support the decision and any explanation as: CLOSED, No data correction made.

- When the decision / explanation is returned to the Manager for an RDR for assigned to a wrong carrier, 1) the Manager will review the decision, verify the

decision with the inspector / supervisor and ensure that there are supporting documents to back up their decision – if there is a correction that needs to be made, the Manager will go into Safespec to make the correction and print out a corrected copy of the inspection report and email the corrected copy to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction Made, date and time. For crash reports, the Manager goes into Safespec and makes the correction to the crash report, and in the DataQ website enters as CLOSED, Data Correction Made. 2) If the decision from the inspector / supervisor is no correction to be made, then the Manager will enter the decision into the DataQ website along with any supporting documents to support the decision as: CLOSED, No Data Correction Made. When the decision / explanation is returned to the Manager for an RDR for assigned to a wrong driver, 1) the Manager will review the decision, verify the decision and ensure that there are supporting documents to back up their decision. If there is any correction that needs to be made, the Manager will go into Safespec and make the correction, print out a corrected copy of the inspection report and email a copy of the corrected report to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction made. 2) If the decision from the inspector / supervisor is for no data correction, then the Manager will enter the decision into the DataQ website as CLOSED, No Data Correction Made and submit any supporting documents to support the decision. When the explanation / decision is returned to the Manager for an RDR for an adjudicated citation, 1) the Manager will review the decision, verify the decision of the inspector / supervisor, ensure that there are supporting documents to back up their decision and – if there is a correction that needs to be made, the Manager will go into Safespec to make the correction and print out a corrected copy of the inspection report and email the corrected copy to the submitter and enter the decision into the DataQ website as CLOSED, Data Correction Made, date and time. 2) If the decision from the inspector / supervisor is no correction to be made, then the Manager will enter the decision into the DataQ website along with any supporting documents to support the decision – CLOSED, No Data Correction Made.

- Closure of RDR
 - **Responsible Party:**
The Motor Carrier Safety Manager
 - **Process:**

For RDR's for requesting an inspection report – Report Sent 1) the Manager will pull the report from Safespec, 2) make a copy, 3) email a copy to the requestor 4) Submit the outcome into the DataQ website – explaining that a copy of the inspection report was sent to the requestor, date and time.

For RDR's for an incorrect violation – CLOSED, Data Correction Made – 1) the Manager will go into Safespec, 2) make the correction, 3) print out a copy 4) email a copy to the requestor 5) submit the outcome into the DataQ website with an explanation that the data correction was made, date and time, and email sent to requestor. CLOSED, No Data Correction Made – the Manager will submit the outcome into the DataQ website – with an explanation of why no data correction was made and include any supporting documents.

For RDR's for a wrong carrier – CLOSED, Data Correction Made – 1) the Manager will go into Safespec, 2) make the correction, 3) print out a copy 4) email a copy to the requestor 5) Submit the outcome into the DataQ website with an explanation that the data correction was made, date, time and email sent to the requestor. For crash reports, the Manager will go into Safespec and make the correction to the crash report and submit the outcome into the DataQ website with an explanation that the data correction was made, date and time and submit it as: CLOSED, Data Correction Made. For, CLOSED, No Data Correction Made – the Manager will submit the outcome into the DataQ website – with an explanation of why no data correction was made and include any supporting documents.

For DataQ's for a wrong driver – CLOSED, Data Correction Made – 1) the Manager will go into Safespec, 2) make the correction, 3) print out a copy 4) email a copy to the requestor 5) enter the outcome into the DataQ website with an explanation that the data correction was made, date and time and email sent to the requestor. CLOSED, No Data Correction Made – the Manager will enter the outcome into the DataQ website – with an explanation of why no data correction was made.

For RDR's for an adjudicated citation – CLOSED, Data Correction Made – 1) the Manager will go into Safespec 2) make the correction, 3) print out a copy 4) email a copy to the requestor 5) submit the outcome into the DataQ website with an explanation that the data correction was made, date, time and email sent to the requestor. CLOSED, No Data Correction Made – the Manager will submit the outcome into the DataQ website – with an explanation of why no data correction was made.

- Timeliness:

For all RDR requests - timetable:

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

Request for Data Correction – Day one, Manager receives RDR; the same day or the next day, the request given to inspector / supervisor for review and decision; Day 3-5, inspector / immediate supervisor provides decision to the Manager and the Manager 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, Manager receives RDR; same day or the next day, the request given to inspector / immediate supervisor for review and decision; Day 3-5, inspector / immediate supervisor provides decision; By day 5-7, the Manager 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:

If the RDR was a request for a copy of the report, the requested report will be emailed to the email address listed on the DataQ request.

All other RDR responses will be submitted thru the DataQ website.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
MCSO Supervisor IV (2); MCSO Supervisor IV (3)
 - **Supervisor(s):**
Motor Carrier Safety Manager
 - **Backups:**
MCSO VI
 - **Interactions:**
FMCSA Hawaii Division Office, CVSA Roadside Inspection Program Office
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA State Programs Specialist, CVSA Roadside Inspection Specialist
 - **Supervisor(s):**
FMCSA Acting Hawaii Division Administrator; CVSA Executive Director
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
CVSA Roadside Inspection Division, City and County DMV Office
- Person(s) convening a panel or committee
 - **Responsible Party:**
Not using a panel or committee
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
 - **Panel members' titles and associations:**
N/A

Escalation Procedures:

If the submitter of the original RDR is not satisfied 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:**
MCSO Supervisor IV (2) and MCSO Supervisor IV (3)
 - **Process:**
 - 1) For all Reconsideration Reviews - Upon receipt of the Reconsideration Review, the Manager will review the RDR, the reason for the reconsideration review and assign the review to the MCSO Supervisor IV (2) and (3).
 - 2) The MCSO Supervisor IV (2) and (3) will review the RDR and any supporting documents that was provided - documents from the inspector, any photos or substantial evidence that was provided to support the decision. The reason for the RDR. The MCSO Supervisor IV (2) and (3) will conduct any additional investigation / research.
 - 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 of the vehicle, re-check the Vehicle Identification Card file in the Motor Vehicle Safety Office, also call the City and County DMV to verify the ownership of the vehicle.

For an adjudicated citation: Review the RDR and the reason for the RDR. If needed, consult with the FMCSA Hawaii Division office.
- Outcome of RDR
 - **Responsible Party:**
MCSO Supervisor IV (2) and (3)
 - **Process:**

MCSO Supervisor IV (2) and (3) will gather all documents received for the Reconsideration Review, discuss and make a decision. Submit all documentation and the decision to the Manager.

For a Reconsideration Review for an incorrect violation: the Manager 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. For a Reconsideration Review for a wrong carrier, wrong driver: the Manager will verify and confirm the decision from the two supervisor IV's (2) and (3). If there are any changes from the original decision, the Manager 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. For a crash report, the Manager will make the changes in Safespec, email the submitter that the change has been made, and enter the crash into the DataQ website as CLOSED, Data Correction Made. If the decision is that no correction will be made, then the Manager will enter the decision into the DataQ website as: CLOSED, No Data Correction Made, along with an explanation for the decision..

For a Reconsideration Review for an adjudicated citation: the Manager will verify and confirm the decision from the two supervisors IV (2) and (3). If there are any changes from the original decision, the Manager 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:**

- Motor Carrier Safety Manager

- **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:**

The timeline for all reconsideration reviews are as follows:

The reconsideration review is received thru an email to the Manager. (day one)

The Manager reviews the reconsideration review the same day it is received and assigns it to the two MCSO supervisor IV's (2) and (3). (Day 2-3)

The two supervisor IV's (2) and (3) reviews, investigate / research and consults with other agencies for guidance.

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:

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:

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:**
Motor Carrier Safety Manager
 - **Supervisor(s):**
Motor Carrier Safety Administrator
 - **Backups:**
Motor Carrier Safety Officer Supervisor VI
 - **Interactions:**
FMCSA Hawaii Division Office, CVSA Roadside Enforcement Division
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA Hawaii Division Office, CVSA Roadside Enforcement Division
 - **Supervisor(s):**
FMCSA Acting Division Administrator, CVSA Director of Inspection Program
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
No panel used
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>

- **Panel members' titles and associations:**
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Escalation Procedures:

If the submitter submits another RDR into the DataQ website for the same issue as the initial review and the reconsideration review and they are still not happy with the response.

Process Description

- Review of RDR
 - **Responsible Party:**
Motor Carrier Safety Manager
 - **Process:**
 - 1) For all Final Reviews - Upon receipt of the Final Review, the Manager will review the RDR and what was the outcome that was submitted, review the supporting documents from the initial review, and the reconsideration review and the reason for the final review.
 - 2) Contact the submitter of the DataQ and inquire about their reasoning for the final review, explain to them the Divisions reasoning for the outcome and decision and try to explain how the decision was determined. See if there was any misunderstanding and if there was, try to clear up the misunderstanding. If they still insist on continuing to challenge with the review,
 - 3) Consult with FMCSA Hawaii Division office for guidance.
 - 4) For incorrect violation: If there is any question about the decision, we will re-consult with the CVSA Roadside Inspection Specialist or the Director of the Inspection Program to get their feedback / guidance.
 - 5) For wrong carrier / wrong driver: If there is a need, the Manager will contact the carrier once again who was originally listed on the inspection report and see if there are any more additional information that can be shared – any invoices, shipping papers, logs, to verify the carrier / driver who was working at the time of the inspection.
 5. For an adjudicated citation: The Manager will consult with FMCSA Hawaii Division office as to how to proceed with this final review.
- Outcome of RDR
 - **Responsible Party:**
Motor Carrier Safety Manager
 - **Process:**

For all Final Reviews: The Manager 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:**
Motor Carrier Safety Manager
 - **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:
The Final Review is received by the Manager thru an email – the Manager reviews the Final DataQ review and all previously submitted reviews. Consults with FMCSA Hawaii Division Office and CVSA Roadside Inspection Director and makes a decision.
Completed timeline – 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:

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.