

DataQs State Implementation Plan



New jersey

**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 New jersey.

DataQs State Implementation Plan

State: New jersey

MCSAP Lead Agency: New Jersey Department of Transportation

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Crash: NJ DOT Data Analyst
DQ/Adjudication/Inspection Report Request: NJSP
NJSP Training Sergeant
 - **Supervisor(s):**
NJSP Training Unit Head
NJSP Assistant Training Unit Head
 - **Backups:**
NJSP Training Unit Head
NJSP Assistant Training Unit Head
 - **Interactions:**
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- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Crash: NJ DOT Data Analyst
DQ/Adjudication/Inspection Report Request: NJSP
NJSP Training Sergeant
 - **Supervisor(s):**
NJSP Training Unit Head
NJSP Assistant Training Unit Head
 - **Backups:**
NJSP Training Unit Head
NJSP Assistant Training Unit Head
 - **Interactions:**
For NJSP:
FMCSA Princeton – Will conduct DQs for their agency upon request.

NJ Motor Vehicle Agency – Conducts DQ’s for their agency.

Port Authority of Ny/NJ – Conducts DQ’s for their agency.

- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
NJSP, the FMCSA division office
For NJSP – FMCSA, Municipal Court Clerks, NJMVA (Motor Vehicle)
 - **Supervisor(s):**
Shazia Khizir- Program Specialist
 - **Backups:**
Chris Zajac
 - **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
Data Analyst
For NJSP - NJSP Assistant Training Unit Head – Training-Supervisor, DQ intake, review and response
NJSP Sergeant - DQ File manager, intake, review and response
 - **Process:**
RDR’s are received through the FMCSA Portal – Data Q module or directly from this website: <https://dataqs.fmcsa.dot.gov/>. Once an RDR is received, the analyst will see what type of request it is and then resolve them by oldest request date first and so forth. Inspections related data Q requests are forwarded to the NJSP, whereas crash related RDR are handled by the NJDOT. For NJSP - Because the NJSP TSB Training Unit has multiple Troopers able to review DQs, we monitor DQ requests on a daily basis to ensure completion in a timely fashion. The initial DQ request comes to the NJDOT and is then transferred to the NJSP Training Unit. Anything crash related will be answered by the NJDOT. If, while monitoring the DQ site, it is found that DQ submissions have not been transferred by the NJDOT to us yet, we will transfer them to ourselves in order to complete same.
- Review of RDR
 - **Responsible Party:**
Data analyst will review this request.
For NJSP - NJSP Training Sergeant
 - **Process:**

After the request is reviewed, analyst determines which supporting documents are required supporting the request. These supporting documents must be sent to the agency to review any data review request. For example, if the request type is “Assigned to Wrong Carrier”, request coming from the carriers as the law enforcement officers (LEO) did not put the correct USDOT or MC ID’s within their crash reports. Carriers must supply documentation showing that the vehicle was NOT operating under their USDOT/MC id, provide a changed crash report showing the updated carrier information or the carrier can submit this crash to the FMCSA under their non-preventable crash program for review:

<https://www.fmcsa.dot.gov/crash-preventability-determination-program>.

In the case of a leased vehicle, the company leasing the vehicle will provide a copy of the lease agreement between the correct carrier and them showing the FULL company name (if applicable) or individual name (personal usage), address, the USDOT/MC# of the lessee (commercial usage), the dates of the lease (vehicle out/in, or is an open ended lease etc.), as well as the full VIN# & license plate of the leased vehicle.

Adjust the information within SafeSpect as needed after verifying the supplied documentation, and close the DataQ with an appropriate response within the Correspondence section of the DataQ request.

- Outcome of RDR
 - **Responsible Party:**
Data analyst
For NJSP - NJSP Training Sergeant
 - **Process:**
Depending on the outcome of the review, the Status of the request is updated. For example if additional documentation is asked, the status will change to” Open – Pending Requestor Response”. The requestor has 60 days to respond. If no response is received in 60 days, the DataQ will be closed automatically. If required documents/ information is provided, after the review the analyst will determine that the requested correction should be made, the analyst will make the correction. Analyst will also reach out to the requestor and provide them a response through the correspondence feature of the Data Q application..
- Closure of RDR
 - **Responsible Party:**
Data analyst
For NJSP - NJSP Training Sergeant

- **Process:**
Once the required documentation is received from the requestor and upon review the analyst makes a determination that the requested change will be made, the said correction is made and the RDR is closed. Status is changed to closed-Data correction made. Or Closed – No Data Correction Made – used when it is clear that no change will be made based on the analyst’s investigation.
- **Timeliness:**
State will respond to Initial Review RDRs within 21 calendar days of submission. if the State requests additional information from the requestor, the requestor has 14 days to provide the information. The 14 days do not count towards the timeline for the State’s review.
If the requestor does not respond, the system will close the request with the status “Closed—No Requestor Response” unless a decision can be made with existing information.
For NJSP - Due to our current protocols of reviewing DQs website daily, all of our DQs are, at the very least, reviewed and either answered or additional information is requested in order to close out the DQ. Typically, DQ requests do not sit for more than 1 day before being responded to.

Expected Outcomes for RDR Closures:

Outcome: Closed — Data Correction Made: State agency agrees that the data was inaccurate or incomplete and makes appropriate corrections. The updated information then feeds into the SafeSpect.

Decision Drivers:

Clear supporting documentation (lease agreement, police reports)

Submission falls within review windows (3 years for inspections, 5 years for crashes)

Evidence of factual errors (e.g., wrong carrier assigned, duplicate records, adjudicated citations)

Compliance with DataQs procedural requirements

Outcome: Closed — No Data Correction Made: The requestor’s challenge lacks sufficient evidence or does not establish an error. Data stands as-is.

Decision Drivers:

Evidence reviewed but deemed insufficient or inconclusive

Request outside established timeframes (e.g., beyond 3/5-year limits)

No factual discrepancies found upon examination

Communication:

Data Q Internal Messaging (Primary Method)

Data Q includes built-in tools for:

Sending questions or clarification requests to the submitter

Providing interim status updates

Issuing the final decision and determination notes

Purpose:

Ensures that all correspondence is recorded in the official record and is accessible to FMCSA, state partners, and the submitter

Email or Phone (Supplemental, Not Primary)

These are used only when:

Documentation must be clarified urgently

The submitter is not responsive through the DataQs portal

Complex issues require verbal clarification

All off-system communication must be summarized and uploaded to Data Q as part of the official case record.

Next Steps:

If “Correction Made”

Updated data will be reflected in FMCSA systems (e.g., SMS, PSP) typically within 4-6 weeks

Submitter can verify the correction within DataQs and follow up if updates don’t appear

If “No Data Correction Made”

Review the decision details (evidence, rationale)

If you disagree, file a reconsideration request via the DataQs portal within the timeframe stated in the decision.

Each RDR closed, including at the various levels of appeal (Reconsideration and Final Review), with the status “Closed—No Data Correction Made” must adequately explain the facts and analysis supporting the decision. Responses must contain the following information:

Description of or link to the State’s approved DataQs State Implementation Plan;

Decision-maker (name and title);

List of evidence reviewed;

Decision;

Specific reason(s) for decision; and

Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process) if prior to Final Review decision.

Procedural closures, such as “Closed—No Requestor Response” or “Closed—Insufficient Information,” do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
Admin Analyst 2
For NJSP - Training Sergeant
 - **Supervisor(s):**
For NJSP - Assistant Training Unit Head
 - **Backups:**
For NJSP - Training Unit Head
 - **Interactions:**
Consults NJSP for inspection-related evidence or clarification.
Works with the Data Analyst (Initial Reviewer) only for administrative or file-integrity questions, not for decision-making.
Coordinates with FMCSA Division Office when federal interpretation is needed.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Manager
For NJSP - FMCSA liaison (Princeton)
Municipal Court Clerk
 - **Supervisor(s):**
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 - **Backups:**
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 - **Interactions:**
Consults NJSP for inspection-related evidence or clarification.
Works with the Data Analyst (Initial Reviewer) only for administrative or file-integrity questions, not for decision-making.
Coordinates with FMCSA Division Office when federal interpretation is needed.
- Person(s) convening a panel or committee

- **Responsible Party:**
N/A
- **Supervisor(s):**
<intentionally left blank>
- **Backups:**
<intentionally left blank>
- **Interactions:**
<intentionally left blank>
- **Panel members' titles and associations:**
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Escalation Procedures:

Criteria for Escalation to the Reconsideration Review Process

A request is escalated to Reconsideration when the submitter formally disputes the Initial Review decision and provides any of the following:

Submitter disputes the interpretation of evidence

Submitter claims the State's reasoning or finding was incorrect

Submitter asserts that important submitted documents were overlooked

New evidence is submitted that can directly impact the decision such as updated crash report, carrier or driver documentation that was not available during initial review.

Criteria for Reopening the RDR Under Initial Review:

1. Submitter provides missing documents that were originally requested, for example

Submitter supplies the exact document the reviewer noted was missing.

2. If the reviewer or the DataQ system closes the RDR due to non-response, and the submitter later provides the requested material, the State or the submitter may reopen the case under Initial Review rather than escalate it.

3. Simple factual or administrative corrections for example, document uploaded is unreadable and needs to be re-uploaded or submitter clarifies a date or name, or inspection number or submitter corrects a clerical mistake that prevented proper evaluation. These do not constitute a dispute and therefore do not require Reconsideration.

4. If the State identifies internal review errors—such as missing attachments or overlooked information—the case may be reopened under Initial Review to correct the oversight.

Process Description

- Review of RDR
 - **Responsible Party:**

Admin Analyst 2

For NJSP - NJSP Training Unit Head

NJSP Assistant Training Unit Head

NJSP Training Sergeant/DQ Program Manager

- **Process:**

Receipt: The reconsideration request will be routed to Admin Analyst 2 upon escalation.

Review of Initial Findings: Admin Analyst 2 will review all documentation used in the Initial Review.

Review of New Evidence: Any new evidence submitted by the requester will be evaluated.

Independent Assessment: Admin Analyst 2 will conduct a full, independent review of the facts.

Request for Clarification: If needed, Admin Analyst 2 will request additional information using the SAFESPECT correspondence tool.

Consultation: Admin Analyst 2 will consult NJSP, courts, FMCSA, or internal management if additional verification is needed.

Decision: Admin Analyst 2 will determine whether the Initial Review will be upheld or overturned.

Documentation: Admin Analyst 2 will document the review steps and determination in DataQ correspondence section.

- Outcome of RDR

- **Responsible Party:**

Admin Analyst 2

For NJSP - NJSP Assistant Training Unit Head

- **Process:**

Steps:

Admin Analyst 2/NJSP Asst Training Unit Head will evaluate all evidence (initial and new).

Admin Analyst 2/NJSP Asst Training Unit Head will determine whether a correction will be needed or not.

Admin Analyst 2/NJSP Asst Training Unit Head will choose the appropriate closure type (e.g., Correction Made, No Correction, Citation Results Entered).

Admin Analyst 2/NJSP Asst Training Unit Head will document the reasoning and outcome.

Admin Analyst 2/NJSP Asst Training Unit Head will notify the requester via DataQ correspondence section.

- Closure of RDR
 - **Responsible Party:**
Admin Analyst 2/NJSP Asst Training Unit Head
 - **Process:**
Steps:
Admin Analyst 2/NJSP Asst Training Unit Head will ensure all required documentation is included in the case file.
Admin Analyst 2/NJSP Asst Training Unit Head will update the RDR status to the appropriate “Closed” option.
Admin Analyst 2/NJSP Asst Training Unit Head will notify the requester formally of the closure.
If a correction is warranted, Admin Analyst 2/NJSP Asst Training Unit Head will ensure the correction will be implemented in SAFESPECT.
Admin Analyst 2/NJSP Asst Training Unit Head will verify that all steps have been completed before closing the case.
- Timeliness:
The State will adhere to the following timelines:
Reconsideration cases will be assigned within 3 business days.
Requests for additional information will be sent within 5 business days of review initiation.
Submitters will have 14 days to provide requested documentation unless otherwise specified.
Reconsideration Reviews will be completed within 21 calendar days.
Submitter must request an appellate review (Reconsideration or a Final Review) within 30 days.

Expected Outcomes for RDR Closures:

Expected Outcomes

Admin Analyst 2/NJSP Asst Training Unit Head will determine the final outcome of the Reconsideration Review. Outcomes may include:

Closed — Data Correction Made: Will be used when evidence supports updating or correcting the data.

Closed — No Data Correction Made: Will be used when new evidence does not change the Initial Review determination.

Closed — Report Sent: Will be used when reports (inspection/collision) will be provided to the submitter.

Closed — Report Not Sent: Will be used when a requested report cannot be provided.

Closed — No Requestor Response: when the submitter does not respond to a request for

additional information within 60 days. For NJSP 7 days
Admin Analyst 2/NJSP Asst Training Unit Head will determine whether the Initial Review decision will be upheld or overturned based on all evidence.

Communication:

The State will:

Use DataQ Correspondence for all official communications.

Provide clear updates when evidence is needed.

Notify submitters of delays, next steps, or pending documents.

Issue detailed written explanations for all decisions.

Maintain professional, neutral communication.

If phone/email communication occurs, the State will upload a summary into DataQ Correspondence to maintain full transparency.

Next Steps:

Next Steps After Reconsideration Review

If the Reconsideration Review results in a correction:

The corrected information will be updated in SAFESPECT and in the DataQ Correspondence section

The changes will flow to FMCSA systems (SMS, PSP).

The submitter will receive confirmation of the correction through the DataQ Correspondence section.

If the Reconsideration Review upholds the Initial Review (no correction):

The submitter will be notified of the determination.

The State will inform the submitter of the option to request a Final Review.

The State will provide instructions and deadlines for initiating the Final Review.

If the submitter does not respond:

The case will be closed as “No Requestor Response.”

Finality Notice:

The closure message will inform the submitter that this is the second-level decision and may be appealed to the Final Review panel.

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process

- **Responsible Party:**
Admin Analyst + NJSP Asst Training Unit Head + Manager
- **Supervisor(s):**
<intentionally left blank>
- **Backups:**
<intentionally left blank>
- **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
FMCSA division office
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
 - **Panel members' titles and associations:**
<intentionally left blank>

Escalation Procedures:

Escalation Procedures

Criteria for Escalation to the Final Review Panel

An RDR will be escalated to the Final Review when:

1. The submitter formally disputes the Reconsideration Review outcome.
2. The submitter provides substantial new evidence not previously reviewed.
Examples: amended crash reports, evidence demonstrating carrier misassignment.
3. The issue involves multiple jurisdictions or complex evidence.

Final Review will be required when cross-agency interpretation is needed.

4.The submitter cites an error in the Reconsideration Review process.

Example: the submitter states that documentation submitted during reconsideration was not evaluated.

5. The submitter explicitly requests a Final Review.

Criteria for Reopening Under the Initial Review

1. An RDR will be returned to Initial Review (Data Analyst) instead of proceeding to Final Review when:

2. The submitter provides documents that were originally requested during Initial Review and not previously submitted.

3. The Reconsideration Review was correct, but clarification of basic information will be needed, such as VIN corrections, readable uploads, properly formatted documents, etc.

4. Minor administrative issues are identified, such as incomplete attachments.

The State identifies an internal technical error, such as misfiled documents or corrupted uploads

Process Description

- Review of RDR
 - **Responsible Party:**
Final Review Panel (Admin Analyst + NJSP Training Unit Head)
 - **Process:**
Receipt of Final Review Request: The RDR will be routed to the Final Review Panel once the submitter requests this level of appeal.
Review of History: The panel will examine Initial Review documents, Reconsideration Review decisions, all correspondence, all evidence previously submitted, Review of New Evidence, If the submitter provides new documentation, the panel will evaluate its authenticity and relevance.
Request Additional Information
If needed, the panel will request the crash narratives from NJSP, adjudication documentation, carrier records (lease agreements, employment records), clarification from FMCSA.
Independent Evaluation
The panel will conduct a full, third-level evaluation without bias from prior determinations.
Deliberation and Decision
The panel will decide whether the Reconsideration decision will be upheld or overturned.
Documentation

The panel will prepare a detailed justification summarizing findings and evidence relied upon.

- Outcome of RDR
 - **Responsible Party:**
Final Review Panel (Admin Analyst + NJSP Training Unit Head)
 - **Process:**
 1. The panel will determine the appropriate closure category.
 2. The panel will document the evidence reviewed, their findings, rationale, applicable policy/regulatory references
 3. This should be “The analyst will update the corrections in SafeSpec if necessary.
 4. The panel will notify the submitter through the DataQ correspondence section.
 5. The panel will upload any new documents and notes into the case record within the DataQ correspondence section.
- Closure of RDR
 - **Responsible Party:**
Final Review Panel (Admin Analyst + NJSP Training Unit Head)
 - **Process:**
 - Verify that all supporting documents, communications, and evidence are included in the case file.
 - Update the RDR status to the appropriate “Closed” outcome.
 - Notify the submitter that this determination is final.
 - If corrections are required, implement the correction in SAFESPECT.
 - Conduct a final check to ensure nothing remains pending.
- Timeliness:

The State will adhere to the following timelines for Final Review:
Assignment of Final Review cases: within 5 business days of request.
if the State requests additional information from the requestor, the requestor has 14 days to provide the information. The 14 days do not count towards the timeline for the State’s review.

State will reach a decision on the Final Review and communicate it to the submitter within 45

Expected Outcomes for RDR Closures:

Expected Outcomes

The Final Review Panel will issue one of the following outcomes:

Closed — Data Correction Made: Will be used when the panel determines the record must be updated.

Closed — No Data Correction Made: Will be used when evidence does not support a change.

Closed — Citation Results Entered: Will be used when adjudication outcomes will need to be entered or updated.

Closed — Report Sent: Will be used when the panel provides the requested report.

Closed — Report Not Sent: Will be used when reports cannot be released or located.

Closed — No Requestor Response: Will be used when the submitter does not reply to requests for additional information within the timeline.

The panel will determine whether the Reconsideration Review decision will be upheld or overturned based on the full evidence record.

Communication:

The State will use the following communication standards during Final Review:

All official communications will be sent through DataQ Correspondence.

Requests for additional evidence will be clearly stated with deadlines.

Decisions will include regulatory and policy references when applicable.

All emails or phone calls will be summarized and uploaded to DataQ Correspondence.

Messages will remain neutral, factual, and professional.

Next Steps:

If the Final Review results in a correction:

The correction will be made in SAFESPECT.

The correction will flow into FMCSA systems.

The submitter will be notified of the update.

If the Final Review results in no correction:

The submitter will be notified that this decision is final.

The panel's explanation will be included in the closure message.

The submitter will receive instructions for contacting FMCSA if needed.

If the submitter does not respond:

The case will close under "No Requestor Response."

Finality Notice:

The closure message will state that the Final Review determination is the State's highest-level decision and no further in-state appeals will be available.

