

DataQs State Implementation Plan



Pennsylvania

**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 Pennsylvania.

DataQs State Implementation Plan

State: Pennsylvania

MCSAP Lead Agency: Pennsylvania State Police

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Motor Carrier Enforcement Program Administrators
 - **Supervisor(s):**
Division Supervisor – Sergeant
 - **Backups:**
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 - **Interactions:**
Various Municipal Police Agencies, State and Federal agencies, and carriers.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Motor Carrier Enforcement Specialists
 - **Supervisor(s):**
Motor Carrier Enforcement Program Administrator
 - **Backups:**
The Motor Carrier Enforcement Specialists will serve as each other's backups.
 - **Interactions:**
Various municipal police, state and federal agencies, and motor carriers
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
The Inspector, the carrier, driver, courts, various state and federal agencies including the Pennsylvania FMCSA division office, peers, and supervisors as necessary.
 - **Supervisor(s):**
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 - **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
 Motor Carrier Enforcement Specialist
 - **Process:**
 The Motor Carrier Enforcement Specialists check the FMCSA Data Q system daily (excluding weekends and holidays). Upon receipt of an RDR, they will open it, acknowledge it, and proceed to the review process noted below.
- Review of RDR
 - **Responsible Party:**
 Motor Carrier Enforcement Specialist
 - **Process:**
 The Motor Carrier Enforcement Specialists will review all initial RDR. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. They will then make a determination based upon all available information.
- Outcome of RDR
 - **Responsible Party:**
 Motor Carrier Enforcement Specialist with the approval of the Motor Carrier Enforcement Program Administrator who serves as their immediate supervisor.
 - **Process:**
 The RDRs will have been reviewed and approved as noted above. The Motor Carrier Enforcement Specialist responsible for that RDR will enter all required information into FMCSA's Data Q system fully explaining the outcome of the RDR.
- Closure of RDR
 - **Responsible Party:**
 Motor Carrier Enforcement Specialist with the approval of the Motor Carrier Enforcement Program Administrator who serves as their immediate supervisor.
 - **Process:**
 The RDRs will have been reviewed and approved as noted above. The Motor Carrier Enforcement Specialist responsible for that RDR will enter all

information into FMCSA's Data Q system, fully explaining the outcome of the RDR.

- **Timeliness:**

Upon receipt the Motor Carrier Enforcement Specialist will immediately acknowledge the receipt of the RDR. If the RDR is received after normal business hours, on a weekend, or holiday it will be acknowledged the next business day. They Motor Carrier Enforcement Specialist will immediately begin working on the resolution as noted above and will endeavor to complete the resolution and close the RDR within a maximum of 20 days from the date of entry. If there are extenuating circumstances that require the RDR to remain open beyond this period, they are to be brought to the attention of the Division Supervisor.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed, and the data will not be corrected.

The Motor Carrier Enforcement Specialists will review all initial RDR. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. They will then make a determination based upon all available information. Once a determination is made, the Motor Carrier Enforcement Program Administrator who serves as their immediate supervisor will review and approve the determination prior to the resolution being entered. When the resolution is entered, an explanation will be provided to explain why the RDR was closed with no data correction made.

Closed—Data Correction Made: The request has been closed, and the data will be corrected accordingly.

The Motor Carrier Enforcement Specialists will review all initial RDR. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. They will then make a determination based upon all available information. Once a determination is made, the Motor Carrier Enforcement Program Administrator who serves as their immediate supervisor will review and approve the determination prior to the resolution being entered. When the resolution is entered, an explanation will be provided to explain why the RDR was closed and a data correction was made. The information to be changed will be changed on the inspection report with a note indicating the change of information as a result of the RDR.

Closed—Citation Results Entered: The request has been closed, and the violation will be appended to reflect the outcome of the citation.

The Motor Carrier Enforcement Specialists will review all initial RDR which includes any supporting documentation and make determinations based upon provided information.

They will request additional information from the carrier, inspector, or other sources as needed. They will make the entry into the FMCSA Data Q system as required.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

The Motor Carrier Enforcement Specialist will verify that the report cannot be provided. They will request additional information if needed for clarification before marking the RDR closed. When closing the RDR, they will document why the report was not sent and explain what is needed to obtain a copy of the report.

Closed—Report Sent: The request has been closed, and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The Motor Carrier Enforcement Specialist will pull the report and send it to the Motor Carrier or driver as requested. They will then document this in FMCSA's Data Q system.

Closed—No Requestor Response: The request was closed because the requestor did not respond.

The Motor Carrier Enforcement Specialist will close the request due to the lack of response after 14 days.

Communication:

The RDR/Data Q system will be the primary method used to communicate with the requestor. In some cases, email and telephone may also be used as needed to further explain complex information. When email or telephone is used, it will be summarized and documented in the RDR/Data Q System. When communicating with the requestor, plain language will also be used to provide an explanation and ensure transparency is maintained. Response templates will be used to ensure consistency when feasible.

Next Steps:

When an RDR is closed, it will show the name and title of the decision maker for the RDR as well as the reason for any change, or lack thereof, to the report. The evidence reviewed will consist of information submitted through the RDR process as noted above. The response will explain how to appeal this decision to the next level for reconsideration and what is needed, such as additional supporting documentation.

Reconsideration Review Process

Roles and Responsibilities

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

- **Responsible Party:**
If an RDR is reopened for reconsideration, it will be brought before a panel of Motor Carrier Enforcement Specialists. This panel will not include the Motor Carrier Enforcement Specialist who made the initial RDR determination.
- **Supervisor(s):**
Motor Carrier Enforcement Program Administrator
- **Backups:**
The Motor Carrier Enforcement Program Administrators will serve as each other's backups.
- **Interactions:**
Various municipal police, state and federal agencies, and motor carriers.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
The Inspector, the carrier, driver, courts, various state and federal agencies including the Pennsylvania FMCSA division office, peers, and supervisors as necessary.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
The immediate supervisor (Motor Carrier Enforcement Program Administrator) of the Motor Carrier Enforcement Specialist who initially resolved the RDR will provide the reopened RDR to a panel of Motor Carrier Enforcement Specialists for review and reconsideration.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
 - **Panel members' titles and associations:**
<intentionally left blank>

Escalation Procedures:

If the requestor requests escalation due to disputed findings, including, but not limited to, conflicting information, disagreement between the submitter and the initial reviewer, or policy interpretations.

Process Description

- Review of RDR
 - **Responsible Party:**
Motor Carrier Enforcement Specialists not involved in the initial review of RDRs.
 - **Process:**
If the RDR is reopened for reconsideration, the RDR will be brought to a panel of Motor Carrier Enforcement Specialists who were not involved in the initial decision-making process. This panel will review all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. They will then make a determination based upon all available information.
- Outcome of RDR
 - **Responsible Party:**
Panel of Motor Carrier Enforcement Specialists not involved in the initial decision-making process.
 - **Process:**
The RDR will have been reviewed and approved as noted above. The panel of Motor Carrier Enforcement Specialists will render a decision of the reconsideration of the RDR and provide this information to the original Motor Carrier Enforcement Specialist who will update the RDR in FMCSA's Data Q system.
- Closure of RDR
 - **Responsible Party:**
Motor Carrier Enforcement Specialist
 - **Process:**
The decision of the panel of Motor Carrier Enforcement Specialists will be entered into FMCSA's Data Q site by the Motor Carrier Enforcement Specialist responsible for the original RDR. They will enter all information as documented by the panel.
- Timeliness:

The information will be presented to the panel within one week of the request for reconsideration. The panel of Motor Carrier Enforcement Specialists will render a decision within 20 days of the request being reopened for reconsideration. If there are unusual or extenuating circumstances they will be brought to the attention of the Division Supervisor.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed, and the data will not be corrected.

The panel of Motor Carrier Enforcement Specialists will review all RDR requests for reconsideration. This includes reviewing all supporting documentation, requesting additional information for the carrier, driver, inspector, etc. Once a determination is made, the panel will provide the decision and all information to the Motor Carrier Enforcement Specialist who handled the initial RDR for entry into FMCSA's Data Q System. When the resolution is entered, an explanation will be provided to explain why the RDR was closed with no data correction made.

Closed—Data Correction Made: The request has been closed, and the data will be corrected.

The panel of Motor Carrier Enforcement Specialists will review all RDR requests for reconsideration. This includes reviewing all supporting documentation, requesting additional information for the carrier, driver, inspector, etc. Once a determination is made, the panel will provide the decision and all information to the Motor Carrier Enforcement Specialist who handled the initial RDR for entry into FMCSA's Data Q System. When the resolution is entered, an explanation will be provided to explain why the RDR was closed, and a data correction was made. The information to be changed will be changed on the inspection report with a note indicating the change of information as a result of the RDR.

Closed—Citation Results Entered: The request has been closed, and the violation will be appended to reflect the outcome of the citation.

The panel of Motor Carrier Enforcement Specialists will review all RDR requests for reconsideration. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. Once a determination is made the panel will provide the decision and all information to the Motor Carrier Enforcement Specialist who handled the initial RDR for entry into FMCSA's Data Q System.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

The panel of Motor Carrier Enforcement Specialists will verify that the report cannot be provided. They will request additional information if needed for clarification before directing the Motor Carrier Enforcement Specialist involved in the initial RDR to mark the

RDR closed. When closing the RDR they will document why the report was not sent and explain what is needed to obtain a copy of the report in FMCSA's Data Q system.

Closed—Report Sent: The request has been closed, and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The panel of Motor Carrier Enforcement Specialists will verify that the report can be provided and will direct the Motor Carrier Enforcement Specialist involved in the initial RDR to pull the report and send it to the Motor Carrier or driver as requested. They will then document this in FMCSA's Data Q system.

Closed—No Requestor Response: The request was closed because the requestor did not respond.

The panel of Motor Carrier Enforcement Specialists will verify that the initial Motor Carrier Enforcement Specialist followed the proper procedures and timelines. If they did, the decision will stand. However, if they did not, or there is new information, the RDR will be reopened and follow the prescribed procedures noted above.

Communication:

The RDR/Data Q system will be the primary method used to communicate with the requestor. Email and telephone may also be used as needed to further explain complex information. When email or telephone is used, one of the Motor Carrier Enforcement Specialists on the panel will serve as the contact for continuity purposes. When email or telephone is used, it will be summarized and documented in the RDR/Data Q System.

When communicating with the requestor, plain language will also be used to provide an explanation and ensure transparency is maintained. Response templates will be used to ensure consistency when feasible.

Next Steps:

When an RDR is closed, it will indicate the reconsidered RDR was brought before a panel of Motor Carrier Enforcement Specialists not involved in the initial decision, as well as the reason for any change, or lack thereof, to the report. The evidence reviewed will consist of information submitted through the RDR process as noted above. The response will explain how to appeal this decision to the next level for final review and what is needed.

Final Review Process

Roles and Responsibilities

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

- **Responsible Party:**
Motor Carrier Enforcement Program Administrator (not involved with the initial/reconsideration review)
- **Supervisor(s):**
Division Supervisor – Sergeant
- **Backups:**
<intentionally left blank>
- **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
The Inspector, the carrier, driver, courts, various state and federal agencies including the Pennsylvania FMCSA division office, peers, and supervisor as necessary.
 - **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:

If the requestor requests escalation due to disputed findings, including, but not limited to, conflicting information, disagreement between the submitter and the review panel involved in the reconsideration, or policy interpretations.

Process Description

- Review of RDR
 - **Responsible Party:**
Motor Carrier Enforcement Program Administrator (not involved in the initial/reconsideration review).
 - **Process:**
The Motor Carrier Enforcement Program Administrator noted above will review all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. The Motor Carrier Enforcement Program Administrator will render a decision and present this decision to the Division Supervisor for approval.
- Outcome of RDR
 - **Responsible Party:**
Motor Carrier Enforcement Program Administrator approved by the Division Supervisor
 - **Process:**
The RDR will have been reviewed and approved as noted above. The Motor Carrier Enforcement Program Administrator will render a decision of the final review and present this decision to the Division Supervisor for approval. Once approved, the RDR will be responded to in FMCSA's Data Q system.
- Closure of RDR
 - **Responsible Party:**
Motor Carrier Enforcement Specialist
 - **Process:**
The Motor Carrier Enforcement Program Administrator responsible for the final review will present the documented findings to the Motor Carrier Enforcement Specialist who will make the entry into FMCSA's Data Q system.
- Timeliness:
The information will be presented to the Motor Carrier Enforcement Program Administrator within one week of the request for final review. The request for final review will be closed within 45 days of the submission for final review. If there are unusual or extenuating circumstances they will be brought to the attention of the Division Supervisor.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed, and the data will not be corrected.

The Motor Carrier Enforcement Program Administrator will review all RDR requests for final review. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. Once a determination is made, the Division Supervisor will review and approve the determination prior to the resolution being entered into FMCSA's Data Q System. When the resolution is entered an explanation will be provided to explain why the RDR was closed with no data correction made.

Closed—Data Correction Made: The request has been closed, and the data will be corrected.

The Motor Carrier Enforcement Program Administrator will review all RDR requests for final review. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. Once a determination is made, the Division Supervisor will review and approve the determination prior to the resolution being entered into FMCSA's Data Q System. When the resolution is entered, an explanation will be provided to explain why the RDR was closed, and a data correction was made. The information to be changed will be changed on the inspection report with a note indicating the change of information as a result of the RDR.

Closed—Citation Results Entered: The request has been closed, and the violation will be appended to reflect the outcome of the citation.

The Motor Carrier Enforcement Program Administrator will review all RDR requests for reconsideration. This includes reviewing all supporting documentation, requesting additional information from the carrier, driver, inspector, etc. Once a determination is made, the Motor Carrier Enforcement Program Administrator will provide the decision and all information to the Motor Carrier Enforcement Specialist who handled the initial RDR for entry into FMCSA's Data Q System.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

The Motor Carrier Enforcement Program Administrator will verify that the report cannot be provided. They will request additional information if needed for clarification before directing the Motor Carrier Enforcement Specialist involved in the initial RDR to mark the RDR closed. When closing the RDR, they will document why the report was not sent and explain what is needed to obtain a copy of the report in FMCSA's Data Q System.

Closed—Report Sent: The request has been closed, and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The Motor Carrier Enforcement Program Administrator will verify that the report can be provided and will direct the Motor Carrier Enforcement Specialist involved in the initial RDR to pull the report and send it to the motor carrier or driver as requested. They will then document this in FMCSA's Data Q System.

Closed—No Requestor Response: The request was closed because the requestor did not respond.

The Motor Carrier Enforcement Program Administrator will verify the initial Motor Carrier Enforcement Specialist and the panel of Motor Carrier Enforcement Specialists during the reconsideration review followed proper procedures and timelines. If they did the decision will stand. However, if they did not or there is new information, the RDR will be reopened and follow the prescribed procedures noted above.

Communication:

The RDR/Data Q system will be the primary method used to communicate with the requestor. Email and telephone may be used as needed to further explain complex information. When email or telephone is used it will be summarized and documented in the RDR/Data Q System. When communicating with the requestor plain language will also be used to provide an explanation and ensure transparency is maintained. Templates for responses will be used to ensure consistency when feasible.

Next Steps:

The requestor will be notified that this Data Q has been through the final review process and absent new information is closed.