



**Confidential  
Close Call  
Reporting System**

# C<sup>3</sup>RS Report Form

OMB NO: 2139-0010  
EXPIRATION DATE: 11-30-2009

C<sup>3</sup>RS Receipt Number: \_\_\_\_\_

C<sup>3</sup>RS Date/Time Stamp: \_\_\_\_\_

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0010. Public reporting of a close call is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Reporting any information to the Confidential Close Calls Reporting System (C<sup>3</sup>RS) is voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: C<sup>3</sup>RS Data Collection Officer, Demetra Collia, US DOT/ BTS, 1200 New Jersey Avenue SE, Room E36-E14, Washington, D.C. 20590 or e-mail: [Demetra.collia@dot.gov](mailto:Demetra.collia@dot.gov).

## Incident Description

Please provide your name and at least one telephone number where a C<sup>3</sup>RS rail safety analyst can contact you to discuss your report, if needed. Indicate the best time to call and if you authorize BTS to leave a voice mail message on your answering service. Please provide an address to receive notice which will serve as confirmation of your report.

DATE OF OCCURRENCE _____	TIME OF OCCURENCE (24 HR.) _____	RR SUB/DIVISION _____	M.P. _____	YARD _____
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NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_

ADDRESS/PO BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

	PHONE NUMBER	BEST TIME TO CALL	CAN BTS LEAVE A VOICE MAIL MESSAGE?	TIME
PRIMARY	(____) ____ - _____	_____	<input type="checkbox"/> YES	Eastern Central Mountain Pacific
ALTERNATE	(____) ____ - _____	_____	<input type="checkbox"/> YES	Eastern Central Mountain Pacific

## Immediate Co-Workers

Please provide the name and job title of any immediate co-workers involved in an event eligible for protection from discipline. Please encourage your immediate co-worker(s) to file their own report(s) so they receive a receipt confirming their participation in this event. You may send in your reports together or separately.

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

To receive protection from discipline, call C<sup>3</sup>RS at **1.888.568.2377 (1.888.LOV.C3RS)** within 48 hours of the event to file a report and mail the completed C<sup>3</sup>RS Report Form, postmarked within 3 calendar days of the call, not counting weekends and Federal holidays.

**Mail your report to: C<sup>3</sup>RS  
Bureau of Transportation Statistics  
P. O. Box 23295  
Washington, DC 20026-3295**



## Event Description

Please use the space below to continue your description of the event or condition you wish to report. Your responses to the questions below, where relevant, will enable reviewers to conduct a more complete analysis of the event/condition. **Add as many details as possible to fully describe the event.**

**PLEASE PRINT CLEARLY.**

- a. What were you and your crew doing immediately prior to the close call incident?
- b. What did you notice that made you think a problem was developing?
- c. What factors (weather, light, terrain, equipment, human error, etc.) may have contributed to the incident?
- d. What, if anything, was unusual or unfamiliar to you or your crew with respect to this job assignment?
- e. If anything or anybody interfered with your ability to perform the assigned task safely, describe how.
- f. What prevented this incident from becoming a more serious accident?
- g. What corrective actions can you recommend to prevent similar incidents from occurring in the future?
- h. What was the train consist? (Locomotives, loads, empties, tons, length, hazardous material shipments)

Engine #'s:

Distributed Power Units:

Loads:

Empties:

Tons:

Length:

ft.

No. of Hazardous Material Cars:

Please provide a drawing depicting the incident on the back of this page. Use additional paper, if needed.

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 111 (k)) and the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents such as telephone interviewers. In accordance with these confidentiality statutes, only statistical and non-identifying data will be made publicly available through reports. By law, every BTS employee and BTS agent has taken an oath of confidentiality and is subject to a jail term of up to 5 years, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about the respondent. BTS will not release to FRA or any other public or private entity any information that might reveal the identity of individuals or organizations mentioned in close call reports.

