
Submission Instructions for On System Projects

After completing the analysis and determining the appropriate corrective action(s) for an identified location, complete the “HSIP Submission Form”. Next, generate a MicroStrategy (MSTR) On-System SII Submission Report.

To generate an On-System SII Submission Report:

1. Login to the Crash Records Information System (CRIS) at <https://cris.txdot.gov>
2. Click on the MicroStrategy link on the right side of the CRIS landing page
3. Click on the “CRIS- TX DOT” project link
4. In the “Shared Reports” folder , select the “HSIP Call” folder
5. In the “HSIP Call” folder, select the “On-System SII Submission Reports” folder
6. Select the appropriate report for the proposed counter measure (Work Code):
 - Safety Project SII Calculator for Signing and Signal Projects (100 Series) by Hwy/DFO
 - Safety Project SII Calculator for Roadside Obstacles and Barrier Projects (200 Series) by Hwy/DFO
 - Safety Project SII Calculator for Resurfacing and Roadway Lighting Projects (300 Series) by Hwy/DFO
 - Safety Project SII Calculator for Pavement Marking Projects (400 Series) by Hwy/DFO
 - Safety Project SII Calculator for Roadway Work Projects (500 Series) by Hwy/DFO
 - Safety Project SII Calculator for Combination Work Code Projects by Hwy/DFO*

*If a proposed combination does not exist, e-mail the new combination request to TRF-TE-Safety@txdot.gov so that a crash reduction factor and service life can be calculated and the new combination can be added to the report. The deadline to get a new combination added to the report is 3 weeks prior to the project submission deadline. After the deadline, the SII of any work code combinations not in the report will have to be calculated by hand.

7. Complete the required prompted fields:
 - **Project Parameters** – Enter the physical description of the project limits
 - **Year Group** – Select Year 2015,2016,2017
 - **Work Code** – Select the appropriate work code. For projects with multiple proposed work codes, use the “Safety Project SII Calculator for Combination Work Code Projects by Hwy/DFO” report and select from the available combination work codes.
 - **Part of Roadway (optional)** – Select the appropriate road part if the highway has multiple road parts (main lanes, frontage roads, ramps) and the proposed work is on only one part of the road. Otherwise, leave blank.
 - **Project Cost** – Enter the Total Construction Cost (Bid Items + ROW + Mobilization and Barricades + Safety Contingency + Inflation).
 - **Annual Maintenance Cost** – Enter the maintenance cost as defined in the Work Codes Table of this document.
 - **First Highway** – Select the Highway from the drop down list or search box.

- **Beginning DFO** – Enter the Beginning DFO for the project parameters. The DFO's must be obtained using the LRS Readout tool in the Map application of CRIS. Detailed instructions on using the Map application can be found on the TRF website at http://crossroads.org/trf/TRFCDA/MAP_User_Guide_v2.pdf
 - **Ending DFO** – Enter the Ending DFO for the project parameters. See above instructions for obtaining DFO's. The Ending DFO must be greater than the Beginning DFO.
 - **Second Highway** – Select the Highway from the drop down list or search box if the project is an intersection project with another highway or the project spans multiple segments on the same highway. Up to four intersection legs or segments with Beginning and Ending DFO's may be entered.
8. Click on the "Export" button at the bottom left of the screen.
 9. Click on the "Add to History List" option.
 10. Click on the report once the processing is complete.
 11. Save the report as a PDF file.

Using the "Combine Files" option in Adobe Acrobat, combine the following files:

- HSIP Submission Form
- SII Report
- Detailed Estimate
- Existing and Proposed Typical Sections (if applicable)
- Intersection Layouts (if applicable)
- Warrants (if applicable)

Save the form as a PDF report and name the file using the naming convention described in Project File Naming Convention of this document. Submit a separate PDF file for each project proposal.

By the program call deadline, upload all of the project proposals to the TxDOT DropBox using WinZip. As mentioned in Project Documentation, ensure to send the [District Project Summary](#) spreadsheet to TRF-TE-Safety@txdot.gov.