



# PUBLIC VEHICLE INDUSTRY NOTICE

October 28, 2022

Notice No. 22-029

## Transportation Network Provider (TNP) Data Reporting Reminders

1. Read the City of Chicago TNP Data Reporting Manual at <https://chicago.github.io/tnp-reporting-manual/>
  - Send questions on the TNP Data Reporting Manual to [tnp-data-reporting@cityofchicago.org](mailto:tnp-data-reporting@cityofchicago.org)
2. Compile data in accordance with the specifications detailed in the TNP Data Reporting Manual at <https://chicago.github.io/tnp-reporting-manual/>
3. **TEST DATA QUALITY BEFORE SUBMISSION!**

Perform quality test on compiled data at [https://chicago.github.io/tnp-reporting-manual/data\\_quality/](https://chicago.github.io/tnp-reporting-manual/data_quality/)

  - The data quality standards are written to be specifically testable with a clear-cut result. TNPs should test compiled data against the standards before reporting. One technique to test data quality is to re-import your own CSV files and test the relationships between those re-imported files.
4. Prepare the Attestation which accompanies data reporting submission
  - MCC § 9-115-210 (e): "Each data submission to the City pursuant to this section and any rules promulgated hereunder shall be accompanied by an attestation, made under penalty of perjury, that the data submitted is accurate and complete."
  - To support streamlined transportation network provider (TNP) data reporting, BACP requests the following content be used in the accompanying data reporting attestation:

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I, [name], state that I am familiar with the contents of the data being submitted to the City of Chicago on [date], and that this data submission is accurate to the best of my knowledge, information, and belief.

I further state that the files have been tested against all elements of [https://chicago.github.io/tnp-reporting-manual/data\\_quality/](https://chicago.github.io/tnp-reporting-manual/data_quality/), as retrieved on [date]\*, and either meet all requirements or fail to meet them only in the manner described in the e-mail message: [subject line] sent on [date/time] to [tnp-data-reporting@cityofchicago.org](mailto:tnp-data-reporting@cityofchicago.org).

I understand that this page describes minimum requirements and state that I have also performed or reviewed the results of all other data quality procedures that seem, in my professional judgment, to be advisable in assuring the highest quality data submission reasonably possible. If those procedures revealed material problems that cannot be fixed, they have been disclosed in the same message stated above or separately in the e-mail message: [subject line] sent on [date/time] to [tnp-data-reporting@cityofchicago.org](mailto:tnp-data-reporting@cityofchicago.org).

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*\*"as retrieved on [date]" is the date when the TNP last checked that page. TNPs are expected to check for and use the current version of [https://chicago.github.io/tnp-reporting-manual/data\\_quality/](https://chicago.github.io/tnp-reporting-manual/data_quality/) each month.*

5. Upload files (after testing data quality) to designated City of Chicago SFTP server by or on the 21st day of the month. TNP licensees have 3 weeks to report the mandated data by the 21<sup>st</sup> of the current month.
6. After uploading files, send an e-mail message to [tnp-data-reporting@cityofchicago.org](mailto:tnp-data-reporting@cityofchicago.org) and include Data Attestation document as a PDF attachment.

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) ensures Chicago's public passenger vehicles are safe, reliable and provide residents and visitors positive transportation options. BACP is committed to providing accessibility for all individuals, including people with disabilities.

### Public Vehicle Division Operations:

- The BACP Public Vehicle Licensing Facility is open to the public. Arrive before 2pm to ensure same day service.
- Resolve an Administrative Notice of Violation (citation) remotely by emailing the ANOV number to [BACP-AdministrativeHearings@CityofChicago.org](mailto:BACP-AdministrativeHearings@CityofChicago.org)
- Rules governing City of Chicago public vehicles and public chauffeurs are available at [Chicago.gov/BACP](http://Chicago.gov/BACP).
- For questions, comments, or to join the BACP Public Vehicle (BACPPV) e-mail list to receive industry notices and other news, send an email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

Public Vehicle Operations Division | 2350 W. Ogden, First Floor, Chicago IL 60608  
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