



# THE BELT RAILWAY COMPANY OF CHICAGO

*Office of the Director, Agency and Customer Service*

## TRANSPORTATION - CLERICAL NOTICE

### #2018-C009

Effective 0001, October 25, 2018

**To: All Concerned, Transportation – Clerical Employees**

**Subject: Transportation-Clerical Employee Work Procedures**

**Addition: CA-4.9 Notification of Outbound Train Crew Arrival**

Processes related to Transportation-Clerical functions are summarized in this Transportation-Clerical Notice.

This notice will be reissued as individual functional procedures are modified, in order to assure that the active notice contains the latest procedures in effect.

Procedures are organized by functional area, and not by specific position.

### **CI-1 Inbound Process Notes**

#### **CI-1.1 Entering Inbound Trains into AS/400**

When entering inbound train information into the AS/400, do the following:

- Verify inventory through inbound AEI reads
- Confirm train, verify thru EDI, Camera System, SWC Application (Inbound Forecast, Slot Wire)
- Place train on designated track
- Confirm destinations of each inbound railcar with EDI Messaging. If discrepancies exist on destination, verify destination with inbound and outbound carrier for proper classification. (Cut-Card Process)
- Cars destined for CSXI Bedford Park (Code 500) require CSXI approval of destination. Certain car types may be home shops and moving in manifest service. Record name of CSXI employee providing approval for delivery of cars to Bedford Park

## **CI-1.2 Entering Pull Down Information into the AS/400 (SUPERSEDE)**

Clerks handling pull down information are responsible the following:

- Verifying inventory on pull down assignments using AEI reads and camera system
- Moving inventory from Classification Yard Tracks to designated Departure Yard tracks
- When inventory on AEI Scans does not match the original instructions from the Yardmaster, camera system verification will be used to avoid incorrect train lists and resulting delays.

When handling pull down movements for outbound trains, clerks working the Camera Position will be notified by the Yardmaster of a pull down movement.

Notification information includes the following information:

- Train Symbol
- Departure Yard Track(s) pulled
- Classification Yard Track(s) pulled from to make up cut

After verification is complete, the Camera Clerk is responsible for the following task:

1. Verifying the cars being pulled utilizing the cameras and AEI scans.
2. Placing the cars on the designated Departure Yard track.
3. Providing a print out of the Departure Yard track to the Chief Clerk without delay.

The Chief Clerk must be notified immediately if there will be any delay in the application of these instructions for handling pull down records for an outbound train.

## **CI-1.3 Entering Inbound/Outbound Traffic from South Chicago into the AS/400**

When inbound and outbound traffic from South Chicago into the AS/400:

- Verify inbound arrivals using AEI reads
- Place inventory on designated tracks, information received from South Train Dispatcher
- Confirm destinations of inbound cars with EDI messaging, verifying destination discrepancies with inbound and outbound carriers. (Cut-Card Process)
- Scans at South Chicago may need to be flipped if using a scan from the south versus the north. This is normal with CSS deliveries.
- Paperwork for South Chicago assignments goes to the 100<sup>th</sup> Street Crew Trailer, unless otherwise specified. Crew OD 0359 Daily except Monday and Tuesday, 1559, daily except Saturday and Sunday unless otherwise specified.

## **CI-1.4 Lost Car Inventory Verification**

- Once per shift work thru inventory showing on Track 00MISC, and on 48-hour dwell report
- Identify location of cars indicated as lost using AEI reads from locations in the yard
- Follow-up with Humpmaster on car location

## **CC-2 Chief Process Notes**

### **CC-2.1 Building and Completion of Outbound Trains**

When building outbound trains in the AS/400, do the following:

- Confirm with Yardmaster the correct Departure Yard tracks for the outbound train

- Make up the train combining the tracks in accordance with the outbound train schedule
- Work through exceptions on the following subjects:
  - Hazardous Material Placement
  - Validate all Hazardous Materials information is in place for each car on the train, includes emergency contact information, contents, and Packing Group information for each car
  - Verify placement of refrigerated cars in the outbound train
  - Verify placement of dimensional cars in the outbound train
  - Verify tonnage and length of outbound train versus limits specified in outbound edits and outbound Clearing Train Departure Schedule
- Make all necessary adjustments to the train as needed, verify and record in the AS/400 anyone directing you to override an AS/400 generated edit on the train, this information must be forwarded by e-mail to the Director-Agency and Customer Service.
- Any train departing out of block, improperly blocked, or with setout and/or bad orders must be provided to the Director-Agency and Customer Service via e-mail and identified on the Industry Turnover prior to end of shift
- Print and sort all necessary operational paperwork for the outbound train, (Track Warrants, Track Bulletins, Daily Operating Bulletin) as appropriate for the train's route
- Generate train list and hazardous materials information for the outbound train crew
- Send EDI message to receiving carrier
- Once train departs, remove inventory from outbound track

#### **CC-2.2 Miscellaneous Processes – Chief Position**

- Contact contractor for service on refrigerator cars, request populates automatically as a Class Code 571
- Verify not less than once per shift with MTO the plans for any extra trains, train build plan changes, or schedule modifications
- Maintain integrity of inventory at South Chicago (Commercial Avenue and South Chicago District Yard)

#### **CC-2.3 RSSM Process**

To properly handle RSSM shipments, the following is required:

- Run and check TIH Report to ensure Inbound Clerk and Humpmaster faxes the RSSM Completion Form to maintain chain of custody between foreign carriers and the BRC.
- Record Positive Hand off, from BRC crew to CSS/CRL crews and CSS/CRL crew to BRC crews in system. Form will be sent by South Chicago Crew.
- Record Positive Hand Off, from Glenn Transfer in the computer system. Form will be sent by Glenn transfer.
- If the form is not received, notify the Director-Agency and Customer Service by e-mail prior to end of shift.

## CC-2.4 Foreign Carrier Dimensional Handling Matrix

<b>Carrier</b>	<b>Width</b>	<b>Height (ATR)</b>	<b>Notes</b>
BNSF	Greater than 11'0"	Greater than 17'0"	
CPR	Greater than 10'8"	Greater than 15'6"	
CN	Greater than 10'8"	Greater than 15'6"	
CSXT	Greater than 11'0"	Greater than 15'6"	
IHB	Greater than 10'10"	Greater than 15'6"	
NS	Greater than 10'6"	Greater than 17'0"	
UP	Greater than 11'0"	NOTE	All open top loads are measured and protection issued

## CC-2.5 Foreign Carrier Dimensional Car Clearance

After midnight, the Chief Clerk is to contact each carrier for dimensional clearance. Note that clearances are for specific trains/dates. Use Command Center Numbers to gain information.

If unable to clear dimensional cars, this will require follow-up by scheduled relief.

## CC-2.6 Dimensional Car Handling

- When movement wires are received by dimensional.com they are also forwarded electronically to the Director-Agency and Customer Service.
- All movement wires will have a high wide message generated for them
- As a working example, a car from CPR to NS is moving as non-dimensional on CPR, it will still require a Dimensional Message to be created
- The AS/400 contains required restrictions under special handling for each car in which the BRC receives a 418. Cars to default to the required block code, example is all NS Dimensional Traffic moving on the 570 Block
- When cars are dimensional on one carrier but not the other, a dimensional message will be created without exception

## CN-3 Industry Process Notes

### CN-3.1 Core Industry Activities

#### Updating Industry Instructions:

When updating Industry Assignment Information, do the following:

- Industry Assignment Conductor completes industry paperwork
- Verify scan of inbound industry assignment, adjustments are made using INDUSTRY menu Option 1
- Control Group on the report is the Group Number displayed on the Conductor's Industry Work Report
- When a group number is entered, the system will populate the cars in the group and provide options for handling.
- Options available include the availability to delete cars from the group, done when cars were not switched
- This is also changed when inter-plant switching is performed

When finalizing the Conductor's worksheet, the following items are entered:

- Control Group
- Date of Switch Move (Contact Humpmaster to confirm track number)

Designated Industry Tracks for AS/400 Inventory:

- 0755 DISTRT Track
- 0800 SCID Track
- 0730 CKIE Track
- South Chicago = SOCHNB Track
  - 0759 = District or OUT Track
  - 1559 = MOBIL
  - 1430 = OUT
- Cars for Industry 497 will be moved to the WREC after updating
- Cars for Industry 462 will be moved to 01Main after updating

Set out cars are not added to groups prior to updating

All cars pulled from industries must show a FROM INDUSTRY code. If they do not, the cars will have to be manually input.

Completed work orders are to be placed in the Industry File

When providing trans-load service at South Chicago note the following:

- Trans-loads will occur between 0700-1500 Monday thru Friday
- BRC will need a designated contact from SRT Transportation
- BRC Contact to be the On-Duty Manager of Terminal Operations

Additional Functional Requirements:

- Finalize Demurrage (once a month)
- Intra-plant Charges (once a month)
- Assessorial Charges (once a month)
- Storage Charges (once a month)

## **CA-4 Clerical Miscellaneous Instructions**

### **CA-4.1 Lost/Old Car Process**

To reduce delay from lost or dwelling cars, the following steps are to be followed to validate the inventory of old/high dwell cars:

AS/400 Track **00MISC** is to be audited once per shift at a minimum.

- Verify using AEI Scans.
- If cars are determined to have departed Clearing, identify and report their departure.

AS/400 **48 Hour Report** to be audited once per shift at a minimum

- Verify using AEI Scans.
- If cars are determined to have departed Clearing, identify and report their departure

#### **CA-4.2 Trans-load Requests**

When request for trans load of rail cars are received, they must be approved by the Director-Agency and Customer Service or a Superintendent-Transportation.

All requests must be in writing

#### **CA-4.3 Handling of Conductor's Work Reports**

Use the Scanner in Industry Work Area

- Depress SEND
- Depress DELAY REPORT

If RSSM Paperwork is received:

- Use Scanner in Industry Work Area
- Depress SEND
- Depress RSSM

Copies will automatically be forwarded to the Director-Agency and Customer Service, instructions for scanning are shown in the Clerical Notice entitled DOCUMENT SCANNING INSTRUCTIONS.

#### **CA-4.4 Signal and Communication Issues**

When any signal or communication issues are noted, contact the Signal Supervisor on duty for correction. Do not contact Communications personnel directly.

#### **CA-4.5 Clearing Yard Building Matrix**

Clearing Yard Building Numbers:

Hump Tower	1
General Office Building	2
Crew Board/Locker Room	3
Storage/Garages	4
Diesel Shop	5
USDA Master Scale	6
B&B Garages	7
Hump Signal Shop	8
West Yard Office	10
Console Compressor	11
West Air Compressor	12
Diesel Fuel Pump House	13
Oil/Water Shack	15
Wood Pump House	17
Martin Car Repair Facility	19
East Yard Office	21
East Air Compressor	23

#### CA-4.6 Cars Holding (Mechanical)

The following requirements govern the change of hold status for cars in BAD ORDER STATUS:

- Cars held by the Mechanical Department for parts must not be released into HOLD status.
- Cars held by the Mechanical Department are to be placed into a BAD ORDER status unless authority is received from the Director-Agency and Customer Service.

#### CA-4.7 AS/400 Car Record Movement Type Matrix

Code	Definition
A	Arrival from Industry
B	Bad Order Status
C	CSS and UP arrivals at South Chicago
D	Delivery
E	Enroute
F	Fixed T Cycle Record
G	Crew Production Measurement
H	Hump Event
I	Intra-Plant Switch Event
M	Standard Yard Move
N	Movement Note
O	Out of Bad Order Status
P	Pull-Down
R	Receipt
S	Start after a transfer
T	Transfer Car-Hire Expense to Next Month
U	Re-hump List Created
W	Wide of High Load (Dimensional Message)
X	Scheduled Departure Time
Z	Indicates Cycle Time End for traffic flow analysis

#### **CA-4.8 Check Out of Temporary Radios**

If the employee reports that their issued radio is non-functional, accept the radio, wrap the radio with the information on the rear of the form for pickup by Communications.

Complete the Temporary Radio Loan Form, and advise the employee that when the radio is repaired, the radio will be delivered to the Crew Board Clerk and they will be notified to pick up the repaired radio.

The attached form will be used when loading out radios to Transportation Department Employees.

#### **CA-4.9 Notification of Outbound Train Crew Arrival**

When crews arrive at Clearing for outbound trains, the Chief Clerk is responsible for the creation of a group chat through the Skype application on their workstation.

This chat session will include the following parties:

- East Yardmaster
- West Yardmaster
- Diesel Shop Foreman
- MTO
- North Dispatcher
- South Dispatcher
- Trainmaster-Operations
- Trainmaster-Safety

The message will include the following elements:

- Train Symbol
- Crew Arrival Time
- Location of Outbound Power
- Paperwork Completed (If paperwork is not complete, specify what paperwork is still needed)

The purpose of this instruction is to allow the individuals addressed to efficiently plan for movement of outbound crews and their power to outbound trains.

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The Belt Railway Company of Chicago

Transportation - Clerical Notices in Effect:

<b><u>Year of Issuance</u></b>	<b><u>Numbers</u></b>
<b>2016</b>	<b>001</b>
<b>2017</b>	<b>001, 003, 007, 008, 009</b>
<b>2018</b>	<b>001, 002, 003, 004, 005, 006, 007, 008, 009</b>





**THE BELT RAILWAY COMPANY OF CHICAGO**

TEMPORARY RADIO LOAN FORM

<b>EMPLOYEE NAME</b>	
<b>EMPLOYEE NUMBER</b>	
<b>DATE OF ISSUE</b>	
<b>SERIAL NUMBER OF TEMPORARY RADIO</b>	
<b>REASON FOR TEMPORARY RADIO ISSUANCE</b>	
<b>TEMPORARY RADIO ISSUED BY:</b>	
<b>RECEIVING EMPLOYEE SIGNATURE</b>	
<b>DISPENSING CLERK SIGNATURE</b>	

TEMPORARY RADIOS ARE ISSUED AS LOANERS WHEN AN EMPLOYEE DOES NOT HAVE A FUNCTIONAL RADIO TO PERFORM SERVICE.

TEMPORARY RADIOS MUST BE RETURNED TO THE CHIEF CLERK AT THE END OF SHIFT, UNLESS ARRANGEMENTS HAVE BEEN MADE WITH A TRAINMASTER OR EMPLOYEE'S RADIO IS BAD ORDER FOR REPAIRS.

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RETURN RECEIPT:

TIME OF RETURN: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_