



# THE BELT RAILWAY COMPANY OF CHICAGO

## TRANSPORTATION NOTICE #2018-006

Effective 0001, Monday, January 1, 2018

**To: ALL CONCERNED**

**Subject: Industry Notice**

*This General Notice governs all crafts working in the Transportation Department including TY&E Employees, Train Dispatchers and Clerical Employees*

**Purpose:**

**Most recent changes noted in BOLD print.**

- **Revisions:** None
- **Deletions:** **IND- 1.6.2.1 KCBX Loading Hoppers**  
**IND- 1.6.5- BRC End of Train Markers**
- **Additions:** None
- **New:** **IND- 1.3.1 Track Standing Order**

**IND- 1.0 Paper Work**

**IND- 1.1 Switch List**

Conductors must record car initials and numbers and the industry code on Form #3405 or 3477, in train order, from the engine to the hind end of the train and indicate where and when cars were placed or pulled by the crew.

**IND- 1.2 Conductor’s Work/Delay Report**

A Conductor’s work report must be completed by all Transfer, Industry, Utility, Work Train, and Boat Job assignments during the tour of duty. Report is to be completed as work progresses.

Start and stop times associated with all work performed must be noted. An example of Information to be included as follows:

- Time train built
- Time air test performed
- Departure time
- Time cars spotted, re-spotted (interplant switch), or pulled
- Problems at the industry, reasons industry switch not completed, housekeeping issues at the industry.

In addition, all delays experienced at the work location or en route to or from the work location in excess of **15** minutes are to be noted on the form.

*Conductor’s Work report is to be faxed to Crew Dispatch at (708) 728-2283 after completion.*

*Conductor must thereafter call the Crew Dispatcher at (708) 496-4059 to verify receipt and clarify any questions.*

Original is to be submitted with the FRA documents and time slips.

Date:			Assignment	
Time on Duty:			Time off Duty:	
Engine No(s):			Engineer:	
Conductor:			Helper:	
OCU#:		OCU#:	EOTD#:	
Lunch Penalty Authorization (Manager’s Name):			1 <sup>st</sup> :	2 <sup>nd</sup> :
Start Time	Finish Time	Industry/Location	Work Completed (spot, pull, etc.)/ Work not completed & reason why	

**IND- 1.2.1 Work Not Completed**

Industry Conductors must notify the Clearing Yardmaster advising any work that was not completed. In addition, the conductor must advise the Industry clerk or Chief Clerk of work not completed during the conversation held when confirming receipt of the work report.

**IND- 1.3.0 Conductor Train List**

Conductors must compile a train list of their train in connection with the following train movements. List must be in train order. Conductors are to identify the east or west car on the list.

- On outbound and inbound industry cuts traversing the main line.
- On all cars returning from industry, including South Chicago District Yard to Commercial Avenue Yard
- On all cars, excluding unit coal trains, moving between Commercial Avenue Yard to So. Chicago District Yard

A copy of the proper form is included below.

*List must be faxed with Conductor Work/Delay report, as noted in IND-1.2.*

**BELT RAILWAY OF CHICAGO**

Conductor \_\_\_\_\_ Train Symbol/Job Number \_\_\_\_\_ Date \_\_\_\_\_ Engine No. \_\_\_\_\_

w/e	Car Initial	Car Number	Contents	HazMat Y/N	From		To		Remarks
					Location/Industry	Time	Location/Industry	Time	
1									
2									
3									
4									

**IND- 1.3.1 Track Standing Order (New)**

Yard assignments pulling or placing cars into tracks, or switching cars for spotting at other locations, must inform the responsible yardmaster of cars moved within the track once the movement had concluded.

Yardmasters are responsible for updating the standing order of tracks when informed of the changes to the car inventory.

Industry assignments, when handling cars other than cars intended for handling by the individual assignment, are responsible for notifying the yardmaster of any inventory changed in the tracks prior to departure from Clearing.

#### **IND- 1.4.0    Cars Improperly Loaded**

When pulling cars out of BRC industries, do not to pull any cars with lading improperly loaded or hanging over the side of the car.

If an improperly loaded car is found, report the improperly loaded car to the Yardmaster. Yardmaster, in turn, is to contact the Industry clerk with the information. Information must be noted on the Conductor's Work Report as work not completed.

#### **IND- 1.5            Radios**

##### **IND- 1.5.1        Industry Assignments**

Industry Crews are to use the following radio channels while on duty:

- Channel 18-18:    South Chicago and All Outside Industry Assignments
- Channel 89-89:    East Yard Industry

Assignments performing switching in the Receiving, Class, or Departure yards must use the appropriate radio frequency assigned to the Yardmaster's area of responsibility.

#### **IND- 1.6            SOUTH CHICAGO**

##### **IND- 1.6.1        Yard Status Report**

Conductor must fax the Chief Clerk (708-496-3037) a train list reflecting switching performed and tracks cars placed in when yarding and/or switching of the train at Commercial Avenue Yard. Conductor must contact the Chief Clerk (708-496-4117) after faxing the list to confirm receipt of the fax and clear up any questions regarding the switching performed.

Conductor must contact the MTO of any problems or delays in connection with transmitting this information to Chief Clerk.

##### **IND- 1.6.2        South Chicago Boat Jobs**

South Chicago boat Jobs must contact the MTO for instructions before starting their tour of duty.

Before ending your tour of duty, you must get a release from the KCBX Crew Leader. KCBX Crew Leader can be reached at (312) 282-0133.

After being released by the KCBX Crew Leader, you must call MTO for further instructions.

Boat jobs are to contact the MTO when idle time associated with switching KCBX exceeds 30 minutes.

All movements that would result in overtime must be authorized by MTO.

Boat Job conductor must fax to the Chief Clerk at South Chicago District Yard summary noting the head car number in all tracks. In addition, a complete list of all car numbers located on SCID5, bad order/straggler track, must be faxed with the yard summary.

#### **IND- 1.6.2.1**

Deleted

#### **IND- 1.6.3 Engines Locked at South Chicago**

BRC engines have been equipped with Exterior lock. When the engines are going to be tied up at South Chicago, one door must be locked from inside cab and 2<sup>nd</sup> door must be locked with Exterior Lock.

#### **IND- 1.6.4 Outbound Train Lists (South Chicago to Clearing)**

Outbound track/train lists will be faxed to the Commercial Avenue trailer. Conductor is to verify train order and report exceptions to the Chief Clerk. An updated list will be faxed to the Conductor.

#### **IND- 1.6.5**

Deleted

#### **IND- 1.7 SOUTH CID (SCID)**

##### **IND- 1.7.1 Long Drawbars, SCID Lead**

When long drawbar, empty or loaded, bulkhead steel cars are to be moved on South Lead of the SCID Ice House Lead, they must be on the point of movement shoving to the East Yard must be on the rear end pulling out of the East Yard.

##### **IND- 1.7.2 Gates**

Industry No. 497 (Chem Central) is now locking their gates with a Belt Switch Lock. After switching these Industries, the gates must be closed and locked.

##### **IND- 1.7.3 Switch Locks**

All switches on the SCID, North and South Leads have been locked for straight movement and must be locked for straight movement after being used.

##### **IND- 1.7.4 Industry Flag Protection**

Industries using are using flags at their plants. Industry crews must notify the Yardmaster or Industry Clerk forty-five (45) minutes prior to arrival at the facility. Yardmaster, if contacted, is to contact the Industry Clerk to take down the flags, and unlock the facility. The industry is responsible to place and remove flags.

#### **IND- 1.7.5**

Deleted

### **IND- 1.7.6 Tootsie Roll (Industry 674) Switching Instructions**

Contact the Yardmaster one half hour before arriving at Tootsie Roll to make arrangements for security forces can open the gates and door.

East track spot 1 is to be used in preference to other spots.

When spotting cars spot the center of the car at the hoses on the wall. Tootsie Roll personal should be there when you are spotting the cars.

Due to clearance issues involving BRC locomotives, arrange to utilize "reacher" cars when spotting track No. 1. Use a sufficient number of cars to avoid entering the building with the BRC locomotive.

Excessive height and/or excessive length cars will not clear the building entrance.

### **IND- 1.8 CLEARING**

#### **IND- 1.8.1 Mechanical Inspection cars received CPI Corn Products**

When cars are received from Corn Products (Industry 521), the Yardmaster must contact the Car Department to arrange for a mechanical inspection.

Cars must not be released to an outbound train until the mechanical inspection has been completed.

#### **IND- 1.8.1.2 ARGO Lead**

Crews operating on CPC Lead under Archer Avenue at Argo are prohibited from occupying the tops or sides of cars and must be on the look-out for close overhead and side clearances.

The igniting, or use, of fusees within one hundred (100) feet of Building No. twenty Six (26), located south of Belt Connection Lead is prohibited.

#### **IND- 1.8.1.3 CPC Smoking Policy**

BRC Crews performing switching service at CPC are reminded - **Smoking is not permitted within the plant.**

#### **IND- 1.8.1.4 Spotting Cars on Argo Industrial Lead**

Cars placed on Argo Lead must be left with the east cars west of Weldbend grade crossing when spotting a full complement of cars.

The west car must be left just east of the derail, regardless of number of cars spotted.

#### **IND- 1.8.1.4 Use of Brake Stick**

Use of brake stick is mandatory in connection with the application and release of handbrakes on the Argo Industrial Lead.

**IND- 1.8.2    Flags – Ramptech**

Contact the West Yardmaster ten (10) minutes prior to switching the facility.

West Yardmaster is to contact James Schmidt at Holden at (708) 594-2179 if track is inaccessible due to flags, gates, etc.

**IND- 1.9        NCID**

**IND- 1.9.1       Security Nalco Chemical**

Gate must be locked when not in use. The Gate is equipped with a BRC lock.

**IND- 1.9.2       South Loading Dock Track**

The South Loading Dock track off of the Storehouse Lead in the Clearing Industrial District is to be kept clear of all rail cars and locomotives.

This track is reserved for the exclusive use of the Engineering Department for the storage of Maintenance of Way equipment

**IND- 1.10       NORTH END**

**IND- 1.10.1       Mobil Oil**

**IND- 1.10.1.1    Hard Hats**

Industry Assignments working at Mobil Oil will be required to wear Hard Hats at all times while working anywhere within the facility. Mobil will provide the hard hats by stocking a supply box located just inside the gate. This box will be secured with a BRC switch lock. Once Mobil has been switched, the hard hats are to be returned to the supply box and re-secured with the belt lock. Employees who remain inside the cab of the locomotive will not be required to wear hard hat.

**IND- 1.10.1.2 Mobil Switch List**

All conductors, prior to performing switch at Mobil, must check mailbox for any revisions to the switch. Conductors must sign the Mobil switch list and leave it in the mailbox. Any changes to the original switch list must be noted on the Conductor's Work Report.

**IND- 1.10.4       Best Foods**

Locomotives are prohibited from entering the warehouse building.

**IND- 1.10.5       Agrow Fresh**

Employees performing switching operations at Industry No. 356 Agrow Fresh are advised to be on the lookout for poor footing conditions on the East side of the C & A siding at the Industry switch. No tow path on East side of switch. When operating in this area, de-train on the West side of switch.

C. L. Gorski  
Superintendent - Transportation  
Belt Railway Company of Chicago

Transportation 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, 006, 029, 030</b>
<b>2018</b>	<b>001, 002, 003, 004, 005, 006</b>