

THE BELT RAILWAY COMPANY OF CHICAGO

Office of General Manager Transportation

August 31, 2013

Train Dispatcher Bulletin No. 1

Effective 18:00, Sunday, September 1, 2013

Purpose of revision:

Aforementioned changes have been instituted in connection with Emergency Order 28 which included in its entirety in Belt Railway Notice 15 effective August 6, 2013.

Reference General Order No. 6 effective September 1, 2013 identifying changes to:

- **Item 12: Hazardous Material Handling Instructions**
 - **Definition of Key Train**
- **1.22 Not Permitted On Equipment**
- **7.6 Grade Securement Chart Revised**
- **7.6.2 Key Train and Key Train Commodity Securement Requirements**

Train Dispatchers play a critical role in connection with compliance associated with enforcement of these rules as a formalized, documented Job Briefing must take place between the Train Dispatcher and Train crew anytime a Key Train or Key Train Commodity is left unattended on the Main Line or Siding. BRC has expanded the requirements associated with EO28 to include unattended trains left at other locations such as Rockwell or Commercial Avenue.

Procedural instructions in connection with Key Train and Key Train Commodity Securement Requirements as follows:

Michael A. Paras
General Manager Transportation

Train Dispatcher Bulletins in Effect: 1

66.0 Key Train and Key Train Commodity Securement Requirements

66.1 Leaving Equipment Unattended

- A) The Train Dispatcher must receive authorization from the Manager of Train Operations (MTO) before granting a crew permission to leave equipment unattended.
- B) The MTO may authorize the Train Dispatcher to grant permission to leave equipment unattended in the event of an emergency situation such as: route impassible, inclement weather, derailments, mechanical or track defect, crossing accidents, natural or man-made disaster etc.
- C) It is the responsibility of the crew to provide the Train Dispatcher securement information when leaving equipment unattended.
- D) It is the responsibility of the Train Dispatcher to verify and record the securement information. The BRC record of documenting this information is the voice recording of the conversation between the Train Dispatcher and the employee providing the securement information. An AS400 application may be implemented in the future to either replace or compliment the voice recording.

66.2 Identifying a Train or Cut of Cars

- A) It is the initial responsibility of the crew to notify the Train Dispatcher about the status of the train, i.e. RSSM, Key Train, High Wide, etc.
- B) The Train Dispatcher shares an equal responsibility to make certain the proper train

identification is obtained. Train Dispatchers should inquiry about the status, KEY Train etc., in connection with discussing DOB in effect, RSSM status.

- C) It is the responsibility of the Train Dispatcher to immediately
 - 1) Update the train identification, or
 - 2) Use a track tag to identify a cut of cars.

66.3 Planning

- A) When the Train Dispatcher is notified by the crew they are short on time.
 - 1) The Train Dispatcher must inform the MTO.
 - 2) The Train Dispatcher, in concert with the MTO, must ensure planning is in place to safely and properly secure the equipment and not exceed the crew's hours of service.
- B) It is imperative Direct Move trains have sufficient time to make it across the railroad without expiring under the hours of service. If not, a crew must have sufficient time to yard and properly secure their train. Three hours should be used as a guide line.
- C) Relief crews should be called sufficiently in advance to avoid leaving a train unattended on the main line or siding.

66.4 Emergency Responders

- A) When notified an emergency responder was on, under or between unattended equipment.
 - 1) The Train Dispatcher must inform the MTO.

- 2) The MTO will arrange for a qualified employee to ensure the equipment is properly secured.

66.5 Securement

Train Dispatchers must be familiar with grade variances on The Belt Railway Company of Chicago and must ascertain, as part of the Job Briefing with the train, that the proper number of hand brakes have been applied as defined by the BRC Grade Securement Chart.

66.6 Key Train & Key Train Commodity Securement Check List

Train Dispatchers must participate in a Job Briefing with the crew leaving a Key Train unattended on a Main Line, Siding, Rockwell, Commercial Avenue, or any location other than within Clearing Yard.

The Job Briefing is to include the following items:

1. Location
 2. Weather
 3. Tonnage and Train Length
 - a. Length
 - b. Tonnage
 - i. Cars
 - ii. Locomotives
 - c. Type, unit or mixed freight
 4. Grade of track at location indicated by the BRC Timetable grade chart
 5. Number of Hand Brakes Applied
 6. Curved or Straight Track
 7. Weather Conditions
8. Confirmation of securement – “Conductor & Engineer agree securement requirements have been met” (Y / N)
 9. Reverser Status: Reverser removed from controlling locomotive: (Y/N)
 - *Foreign crews operating on the Belt Railway Company of Chicago must receive permission from the Train Dispatcher prior to locking a locomotive cab.*
 - **Do not allow Crews to lock the locomotive cab.**
 - *All locomotive engineers must obtain a reverser from their home road if called to operate a Key train left unattended on a main track, siding, or other outlying location other than Clearing Yard.*
 10. Conductor’s / Engineer name providing information to the Dispatcher
 11. Dispatcher’s initials

Q&A (as information only)

- **Key Train definition?**

A “**Key Train**” is any train as described in 1, 2, or 3 below:

1. One (1) or more car loads of Spent Nuclear Fuel (SNF) or High Level Radioactive Waste (HLRW) moving under the following Hazardous Material Response Codes (STCCs) - 4929142, 4929143, 4929144, 4929147, or
2. One (1) or more tank car loads of Poison or Toxic Inhalation Hazard (PIH or TIH) (Hazard Zone A, B, C, or D), anhydrous ammonia (UN1005), or ammonia solutions (UN3318), or
3. Twenty (20) or more car loads (including intermodal portable tank loads) of any hazardous material.

Exception: Except for intermodal portable tank loads, do not count trailers, containers, or intermodal rail cars transporting hazardous materials when determining Key Train status.

- **What does unattended mean?**

Unattended means cars and/or locomotives left standing and unmanned in such a manner that the brake system of the cars and/or locomotives cannot be controlled. The hand brake is considered to be part of the brake system of a car/locomotive.

- **May a Key Train or car(s) meeting the Key Train definition ever be left unattended on a main track or siding outside a terminal or yard without train dispatcher permission required by 7.6.2?**

Yes. Permission and briefing requirements in 7.6.2 are not required

when the train or car(s) is left properly secured and the on-duty crew is:

- Picking up, setting out, or repositioning cars at an industry,
 - Switching cars to/from tracks adjacent to main track or siding,
 - Adding removing, or repositioning locomotives, or cutting crossings.
- **Why is a job briefing with the dispatcher required after permission is granted to leave the train or car(s) that have been properly secured?**
FRA’s Emergency Order requires this action with the intent to ensure employees responsible for securing equipment containing hazardous materials brief with each other on securements requirements secure the equipment as detailed in a company’s process and communicate with the train dispatcher that all securement requirements have been met. This is similar to the existing requirement to report to the train dispatcher hand-operated main track switch position in non-signal territory when reporting clear of a movement authority.
 - **Must the reverser be removed from each locomotive in a head-end consist left unattended where continuous oversight is provided by a yardmaster or trainmaster, such as in a terminal?**

No. At locations where continuous oversight is provided by an employee such as a yardmaster or trainmaster, it is not necessary to remove the reverser from locomotives. Leaving reversers in locomotives at these locations provides necessary operational flexibility where continuous employee presence is likely to address unauthorized individuals from entering locomotive cabs

