



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION - CLERICAL NOTICE

#2020-C001

Effective 0001, February 12, 2020

To: All Concerned, Transportation – Clerical Employees

Subject: Train Mark-Up

Effective immediately, the Chief Clerk will fill out a Train Mark-Up form with every crew marking up for an outbound train.

The information recorded must be printed accurately and legibly on the train mark-up form.

The home road train ID, if different than BRC ID must be verified and accurate with the outbound crew. The home road train ID will be utilized by the train dispatcher and the crew while implementing PTC. If the symbols are incorrect in the locomotive or dispatching system the PTC will not implement successfully.

(Example):

Train ID (exactly as shown in AS400): HBRCGALX12
Home Road Train ID, if different than BRC ID: HBRCGAL512

The AS400 will now include a number at the end of a BNSF symbol, followed by the date.

(Example):

- HBRCGAL120
- HBRCKCK120
- HBRCNTW220
- YHOD303120
- RCHI457120

If there is a question about a train ID or any other information required on the train mark-up form, contact the Terminal Manager on duty.

If there are any additional questions that could not be resolved contact Peter Sturgeon Director Car Operations & Project Management at (708) 372-1719.

Peter D. Sturgeon
Director Car Operations and Project Management

Transportation - Clerical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001
2017	007, 008
2018	002, 003, 007, 010
2019	001, 005, 010, 011, 012, 013, 014, 015, 016, 017
2020	001