



# THE BELT RAILWAY COMPANY OF CHICAGO

## Transportation General Order 2020-003

Effective 0001, Wednesday, April 1, 2020

**To: ALL CONCERNED**

**Subject: Implementation of GCOR 8<sup>th</sup> Edition and BRC Timetable #7**

General Code of Operating Rules, 8<sup>th</sup> Edition is effective 0001, April 1, 2019.

BRC Timetable and Special Instructions #7 is effective 0001, April 1, 2019.

GCOR 8<sup>th</sup> Edition is available for BRC Transportation Employees at the Chief Clerk's Window in the GOB after **1800 on March 30, 2020**.

BRC Timetable #7 will be available at the Chief Clerk's Window after **1800 on Monday, March 30, 2020**.

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The following rule changes were made in the GCOR 8<sup>th</sup> Edition:

### **GCOR 2.21 Electronic Devices**

Rule now governs the use of Railroad Supplied Devices both inside and outside of a locomotive cab.

### **GCOR 5.3.3 Signal Disappearance**

Rule changed to make it applicable only when using hand signals.

### **GCOR 5.4.2 Display of Yellow Flag**

Rule now refers to mandatory directives instead of track bulletins, track warrants, or General Orders and allows the train to resume speed if the crew receives a mandatory directive associated with the yellow flag that states a specific speed through the restricted area.

#### **GCOR 5.4.4 Authorized Protection by Yellow or Red/Yellow Flags**

Rule is eliminated

#### **GCOR 5.9.1 Dimming the Headlight**

In addition to not dimming the headlight over public crossings at grade rule change adds the requirement to not dim the headlight when there is a need to improve visibility.

#### **GCOR 5.9.4 Displaying Headlights Front and Rear**

Makes the requirement to display headlight to the rear of locomotives only applicable when possible.

#### **GCOR 5.13.1 Utility Employees**

Rule clearly specifies the only duties a utility employee can perform when going on, under, or between rolling equipment.

#### **GCOR 6.2 Initiating Movement**

Rule adds a requirement that when taking charge of a train, which has been left standing on a main track or controlled siding without a crew, the train dispatcher, or the employee in charge of train movements when in territory not controlled by the train dispatcher, must be contacted for permission to proceed before moving the train.

#### **GCOR 6.3 Main Track Authorization, Joint Authority**

Added the requirements that when necessary to contact the employee who holds joint authority in the limits, the contact must be initiated not less than 2 miles in advance of the limits before occupying the limits within the joint authority.

#### **GCOR 6.21.1 Protection of Defects**

Added the ability to contact the train dispatcher or proper authority when hazardous defects or conditions are discovered.

#### **GCOR 6.32.1 Providing Protection Over Road Crossings**

Provided a description of passive warning devices.

#### **GCOR 6.32.2 Crossing Warning Devices (Highway/Pathway – Rail Grade Crossings)**

The updated rule in GCOR 2020 is superseded with BRC System Special Instructions in the Timetable and will be effective at a future date. Implementation of the new rule is delayed due to the need to certify the Positive Train Control System before modifying the Computer Aided Dispatching System.

#### **GCOR 7.10 Movement Through Gates and Doorways**

Rule is changed to prohibit riding on the side of a car through gates of doorways only where close clearance exists.

### **GCOR 9.5.1 Changing Established Route**

Rule is changed to apply only to STOP signals.

### **GCOR 9.9 Train Delayed in Block**

Added PTC option for proceeding when delayed within a block in CTC or Manual Interlocking Limits when the movement is PTC Active.

### **GCOR 9.18 Electronically Locked Switches and Derails**

Changed the requirements for opening the case door or unlocking an electrically locked switch or derail.

### **GCOR 15.2 Protection by Track Bulletin Form B**

Added the requirement to attempt to contact the employee in charge of a track bulletin Form B at least 2 miles in advance of the limits to avoid delay.

#### **GCOR 15.2.1 Protection for On-Track Equipment**

Eliminated the option to protect on track equipment such as rail detector cars, without using yellow-red flags.

### **GCOR 15.4 Protection When Tracks Removed from Service**

Added the requirement that trains and engines within the limits of out of service track at the time the track bulletin is in effect must not make further movement until instructed by the employee in charge.

### **GCOR 18.0 Rules Applicable Only in Positive Train Control Territory**

Added a new rule section for PTC Operation

#### **Additional Notes:**

BRC Timetable #7 adds additional Special Instructions that have already been published in General Orders.

It also includes a complete modification to GCOR 6.32.2, Automatic Warning Devices.

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Changes to Rule Books:

**BRC Safety Rulebook SAF-1, Effective January 1, 2017:**

Make the following modifications to the rules as noted below:

**11.2.5 Hump Retarders (SUPERSEDE)**

Change rule reference from 50' to 150'

**11.7.3 Footwear PPE Requirements (SUPERSEDE)**

When working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole of the foot or an electrical hazard; protective footwear as defined in OSHA Standard: 29 C.F.R. § 1910.136 is required.

All footwear worn as safety footwear for the purpose of complying with Rule 11.7 must meet the requirements of ASTM 2413.11 which specifies requirements for a built-in safety device and safety toes.

Individual departments may specify additional requirements.

Compliant footwear is required for employees in the following departments:

- Transportation
- Mechanical
- Engineering (Track and Signal)

**11.7.5 Winter Footwear (ADDITION)**

BRC employees are required to wear approved winter footwear whenever snow or ice is present on the ground or forecast to occur during the assigned work shift.

Employees subject to this rule are required to have approved studded overshoes readily available for use when weather conditions require.

Two types of winter footwear are approved for use while performing service:

- LaCrosse Two Buckle Overshoe, Item 00367130
- LaCrosse Four Buckle Overshoe, Item 00367190

Information regarding procurement or replacement of winter boots can be obtained from a supervisor.

### **20.2.3 Sufficient Distance (Classification Yards) (SUPERSEDE)**

In Classification Yards, and other locations where cars are likely to roll together, additional safeguards are required to work between or on the end of equipment.

When necessary to open a knuckle do the following:

- When necessary to physically manipulate any component, except the uncoupling lever, ensure not less than 50 feet of separation is provided.
- Utilize the uncoupling lever and minimize the time that any portion of the body is in the foul of the equipment.

In Classification Yards, or other locations where cars are likely to roll together, when necessary to work on the end of a car, such as when adjusting a drawbar, do the following:

- Separate cars by at least 50 feet.
- When necessary, apply sufficient hand brakes or secure equipment to prevent movement of the unattached portion.

When working on the ends of cars, employees must continuously watch the cars on the unattached portion of the cut, and, if movement is detected, immediately proceed to a point of safety to avoid being struck by rolling equipment.

### **20.4.2 Moving Equipment (TRANS) (APPLICATION)**

Transportation Department employees, in switching and transfer service, may board and detrain from moving equipment when the following conditions are met:

- Equipment is moving at not more than 4 MPH.
- The ground, at the point of boarding or detraining, is clear of snow, ice, or other debris.
- The employee is wearing safety footwear as prescribed by SAF-1 11.7 Footwear.

Transportation Department employees must only entrain or detrain from moving equipment when it is safe to do so.

When weather conditions require the use of winter footwear, employees are not permitted to board or detrain from moving equipment.

All conditions and precautions for boarding and detraining moving equipment safely, as shown in SAF-1 Rule 20.4.2, Moving Equipment, apply to Transportation Department employees who board and detrain from moving equipment.

Employees must be trained and qualified in order to get on and off moving equipment in other than an emergency by the Manager of Operating Practices, or his designee.

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**BRC Operating Practices Rulebook, OP-1, Effective January 1, 2017**

Make the following modifications to the rules as noted below:

**OP-1, Rule 1.2.1 Locomotive Inspection (ADDITION)**

Replace **Rule Op 1.2.1, Locomotive Inspection, Section D**, Page 10 with the following:

D. Documentation of Inspection:

Reporting Requirements:

**LOCOMOTIVE DAILY INSPECTION REPORT (BRC Form 2322):**

Locomotive Inspections will be documented using locomotive inspection reports, which will be retained on the locomotive for each calendar month.

A new form must be used for each month. These forms will be placed in the locomotive, in the same holder as the 92-day inspection report forms (Blue Card) in the locomotive cab.

Transportation employees performing locomotive inspections will, after inspecting the locomotive, complete the **LOCOMOTIVE DAILY INSPECTION REPORT** form located on the locomotive. This requires the employee to document all information listed for the calendar day that the inspection was performed. A separate form must be completed for each locomotive in a consist including hump mother and slug consists.

A signature and employee ID number must be provided to comply with the provisions of 49 C.F.R. § 229.21.

If a defect is found, indicate **Y** in the **DEFECT** column and then complete an **RCO / LOCOMOTIVE ENGINEER'S DEFECT REPORT**.

**LOCOMOTIVE DAILY INSPECTION REPORTS** are not to be removed from the locomotive, except by Mechanical Department representatives.

**RCO / LOCOMOTIVE ENGINEER'S DEFECT REPORT (BRC Form 2323):**

If a defect is found during a locomotive daily inspection, after completion of the **LOCOMOTIVE DAILY INSPECTION REPORT**, the employee conducting the inspection is responsible for notifying the Diesel Shop Foreman by radio and notifying the Yardmaster or Train Dispatcher of the condition.

The employee **MUST** then complete an **RCO / LOCOMOTIVE ENGINEER'S DEFECT REPORT**, BRC Form 2323 and scan the form to the diesel shop before tie-up.

Scan Process at any On Duty Location:

1. Select SCAN/FAX
2. From the Address Book (Favorites), select **LOCOMOTIVE DAILY INSPECTION**
3. Select START Scanning Verification:

Once scanning is complete, it will be displayed on the computer terminal.

On the computer terminal screen, a folder marked **LOCOMOTIVE DAILY INSPECTION** is displayed.

- Select this folder to identify that a scan was received with a matching timestamp.
- Open this form and verify that your scan is correct and legible.
- If the scan is not visible, or complete in the folder, contact the Locomotive Shop Foreman, (708) 496-4067 for disposition of the form.
- If the scan is unreadable, scan the form again.
- If the scan process is successful, and a legible form is displayed on the computer terminal, it is not necessary to retain a printed copy.

Assistance with Scanning:

- Call (800) 584-0208 for BRC IT Support in the event of issues with the scanning process.

**OP 1 Rule 1.13.7.1 Hump Horsepower Fuel Conservation**

When handling hump locomotive consists, the following guidelines apply when handling additional hump locomotives greater than one locomotive and one slug:

- When handling less than 12,000 tons, any additional locomotives in the hump locomotive consist will be isolated, unless authorized by proper authority.
- When handling more than 12,000 tons, additional locomotives in the hump locomotive consist may be placed on line to allow for efficient movement when necessary. Once the hump movement is complete, any additional hump locomotives must be isolated at the earliest opportunity

**OP 1, Rule 1.18.2 Locomotive Winter Idle (NEW)**

When ambient temperatures are forecast to be below 10F, or when directed by proper authority, locomotives in yard service will be left in high idle to avoid instances of freezing.

To prepare a locomotive to be left in winter operations, do the following:

On locomotives equipped with a **WINTER/SUMMER** Selection Switch in the electrical panel:

- Ensure locomotive is left with **WINTER** selected.

On locomotives not equipped with a **WINTER/SUMMER** selection switch:

Leave the locomotive isolation switch in **RUN**.

- Generator Field Switch to **OFF**
- Reverser centered
- Leave throttle in **RUN 3** (3<sup>rd</sup> Throttle Notch)

In all cases, ensure the locomotive consist is properly secured in accordance with **GCOR 7.6 Securement**, and **GCOR 7.6.1 Unattended Locomotives**, as applicable.

Note:

When instructed to leave locomotives in Winter Idle, **Rule OP 4.15.2, Unattended Equipment**, is modified, removing the requirement to isolate the locomotive.

**OP 4.8.1 RCO Radio Frequencies (SUPERSEDE)**

Replace the Radio Frequency Chart with the following:

LOCATION	FREQUENCY
East Yard Assignments	F2
Hump Assignments	F1
West Yard Assignments	F3
Industry Assignments	F3

**OP 4.16.1 Assignment of OCU (SUPERSEDE):**

Change second paragraph to read:

The OCU's will be issued and returned in the Yard Office in clear view of the security camera.

**OP 4.16.2 OCU Batteries (ADDITION):**

Add the word charger to the end of the last sentence.



## **OP 4.18.0 Special Operating Procedures (RCL) – BRC Yards: (Addition)**

### **OP 4.18.1 Red Hump OCU's and Batteries (NEW)**

New OCU's for the hump operation have been implemented. These OCU's and batteries can be identified by their red color. The new OCU's are lighter in weight, contain larger displays, and include additional functions.

Additionally, the new OCU's and batteries incorporate GPS tracking technology.

The use of yellow (hump boxes) on the hump is no longer acceptable, unless authorized by proper authority.

#### **Use of Red Hump OCU's:**

- Hump assignments will use batteries marked for the specific shift and assignment only. Assignments are denoted on the battery charger cradles. Battery use on the hump for extra hump assignments, or if batteries are not ready for use, will be coordinated through the Field Team Leader.
- OCU batteries must be returned to the assigned cradle charger for the specific shift and assignment at the end of duty.
- In the event of a crew change at other than the top of the hump, the assigned battery is to be returned by the original assigned crew, prior to tie-up.
- All defective batteries will be reported to the Field Team Leader immediately, this may be relayed through the Yardmaster.
- Defective batteries must be placed in bins provided at the on-duty locations.
- Any defects noted on an OCU will be brought to the attention of the Field Team Leader immediately, this may be relayed through the Yardmaster.
- Yardmasters are responsible for noting any issues or damage reported by crew members into the Operational Issues Applications in Belt Apps.
- Information reported must include the OCU and battery number(s), nature of defect, and location where the defect occurred.
- In addition, the disposition of the asset must be noted.
- When a crew is required to get hump power from the diesel shop, they will take boxes and batteries from the hump.
- When hump assignments are assigned to take power to the shop, they must return OCU's and batteries to the on-duty location, unless instructed by proper authority.
- Batteries returned to the on-duty location must be placed on the charger for recharging in the designated slots.
- When removing or replacing the battery, turn the OCU off. The battery is in the recessed area on the underside of the OCU. The battery is held in position by tabs at one end and secured using a spring-loaded catch.
- Ensure the battery is fully secured and locked in the OCU battery compartment.

NOTE: Batteries and OCU's are considered safety devices, and misappropriation of these resources, or failure to properly return batteries in accordance with these instructions, is not acceptable. This may be considered as theft of company material.

### **Programming of Red Hump OCU' s:**

New Hump OCU Programming Procedure:

1. OCU must be turned **OFF**.
2. Select (Operating Frequency) **F1, F2, or F3**.
3. Select **PROG A** or **PROG B** (Starts program to assign as either an A or a B unit)
4. The OCU Infrared Transceiver is activated when:
  - A. Depressing the OCU **ON/OFF** button and IMMEDIATELY depressing either the left or right **Reset/Sand RSC** (a.k.a. Vigilance) button.
  - B. The Alpha-Numeric Display indicates "IR Link Release Vigilance".
  - C. The RCO now has five (5) seconds to respond to this instruction to Release the **RSC** (Vigilance) button.
  - D. When the RCO responds by releasing the **Reset/Sand** (Vigilance) button within 5 seconds, the OCU now activates the Infrared Transceiver for at least a 20 second period and displays the message "IR LINK".
5. Align OCU with the OPP Infrared eye (transceiver of the OPP Station).
  - A. Alignment, and successful data transfer, are confirmed by an audible beep from the OCU, plus the Alpha-Numeric display indicates "OCU LINK COMPLETE."
  - B. Check that the intended **OCU COM LED** is now **ON**.

Note: Step 4 (A):

Depressing the **OCU ON/OFF** button and IMMEDIATELY depressing either the left or right **Reset/Sand RSC** (a.k.a. Vigilance) button will cause the OCU to become **UNLINKED/UNPROGRAMMED** from a locomotive at any time. This process should not be done for any other purposes, except for programming OCU's while on the locomotive, or when instructed by proper authority.

### **OP 4.18.2 Yard / Industry / Work Train Assignments, OCU Chargers and Batteries (NEW)**

Yard Assignments, Industry Assignments, and Work Trains are now equipped with OCU Batteries labeled for a specific shift and job assignment.

These batteries are to be used by the specific shift and assignment only unless instructed by proper authority.

- Each assignment has four batteries provided (two batteries for the Conductor and two batteries for the Helper.) All OCU batteries and Cradle Chargers are labeled for each assignment and position.
- All OCU batteries must be returned to the assigned cradle charger for the specific shift and assignment at the end of duty to allow for re-charging.

- In the event of a crew change, at other than the location where assignment reported for duty, the OCU batteries must be returned to the original location and placed in the assigned charger by the original assigned crew.
- All defective OCU batteries and Cradle Chargers will be reported to the Field Team Leader immediately, this may be relayed through the Yardmaster.
- Defective batteries must be placed in bins provided at the on-duty locations.
- OCU Battery use for Extra Assignments, or if OCU Batteries are not ready for use, will be coordinated through the Field Team Leader
- Yardmasters are responsible for noting any issues or damage reported by crew members into the Operational Issues Applications in Belt Apps. Information reported must include the OCU and battery number(s), nature of defect, and location where the defect occurred. In addition, the disposition of the asset must be noted.

NOTE:

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Transportation General Orders in Effect:

<u>YEAR OF ISSUANCE</u>	<u>NUMBERS</u>
2018	18-GO012
2019	19-GO009
2020	20-GO002, 20-GO003