



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION - CLERICAL NOTICE

#2020-C005

Effective 0001, September 30, 2020

To: All Concerned, Transportation – Clerical Employees

Subject: Hazmat Command & Control Process: Initial Notification and Response

The Chief Clerk will be responsible for this process.

This is an emergency response that requires **immediate** and **timely** attention, if the Chief Clerk is absent for any reason the first available clerical employee present will begin the process.

1. Once notified of an emergency situation, collect the following documents:
 - a. Print the Waybill of the specific rail car or cars directly involved in the incident
 - b. Determine the Train ID and print the Train list(s) of all trains involved in the incident
 - c. Print the track list(s) and hazardous material track list and response information for the track(s) that contain the specific rail car or cars directly involved in the incident
 - d. Print the track list(s) and hazardous material track list and response information for the five adjacent tracks, on each side, of the track(s) that contain the specific rail car or cars directly involved in the incident
 - e. Print the Hazardous Materials Inventory Report
2. Immediately give a copy of all documents obtained to the Terminal Manager and retain one copy of the paperwork obtained at the Chief Clerks desk.
3. Once the initial paperwork was delivered, print ten copies of the documents obtained and deliver to the Terminal Manager.

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, 002, 003, 004, 005 |