



# THE BELT RAILWAY COMPANY OF CHICAGO

## System General Order 2021-003

Effective 1500, Sunday, February 14, 2021

**To: ALL CONCERNED**

**Subject: System General Order 2021-003**

System General Orders are issued by proper authority modifying Rule Books and Special Instructions as required.

System General Orders apply to employees in all departments.

Individual Department General Orders, for department specific rule items, will be issued when necessary.

System General Order 2021-002 is void.

Percy Fields III  
General Manager  
The Belt Railway Company of Chicago

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Table of Changes:

<u>Item</u>	<u>Page</u>	<u>Change</u>
SSI, Rule 7.14	16	Flangeway Rule Implementation. New rule

Timetable and Rule Book Modifications:

**BRC Timetable and System Special Instructions #7, Effective April 1, 2020**

**Kenton Line, Physical Characteristics, Page 6**

**67<sup>TH</sup> STREET Interlocking, Signal Changes:**

Effective 1700, Tuesday, January 13, 2021, at 67<sup>TH</sup> STREET, Signals 2R, 4R, 4RA, 2L, 4L, and 4LA are changed from three head mast signals to two head mast signals displaying indications allowing for movement at MEDIUM SPEED in the interlocking.

Where RESTRICTING signals are displayed, these will utilize flashing red aspects in accordance with BRC SSI Rule 9.1.3, RESTRICTING.

**59<sup>th</sup> Street Line, Speed Restrictions, Page 13**

**WEST SUB Interlocking, Signal Changes:**

Signals 6LC and 6LA at WEST SUB Interlocking are changed to two head high mast signals.

**Departure Distance Markers, West Departure Yard:**

On the High Side West Departure Lead, the Cabbage Patch Lead, and the High Side West Departure Lead, departing trains may increase speed to **20MPH**, when permitted by signal indication at **WEST SUB** or **65<sup>TH</sup> STREET**, once the rear of the train has passed the **DEPARTURE DISTANCE MARKER** displayed at these locations.

**Elsdon Industrial Lead, Station Page, Page 17**

**55<sup>TH</sup> STREET Interlocking:**

Main Track within **55<sup>TH</sup> STREET** Interlocking Limits OOS between Switch 17, 55<sup>TH</sup> STREET, and Switch 9B, 55<sup>TH</sup> STREET, in charge of M/W Roadmaster Balich.

Red flags are displayed at either end of limits.

Connection between Elsdon Industrial Lead and Kenton Line within **55<sup>TH</sup> STREET** Interlocking Limits remains in service.

## Crossing Restrictions, Clearing Yard and Industrial Leads, Page 32

Remove all references to crossing gates at this location.

**The use of cameras to protect shoving movements at this location, in accordance with GCOR Rule 6.5, fulfills the requirements of GCOR 6.32.1, Providing Warning Over Road Crossings at this location, and physical protection of the crossing by an employee on the ground is not required.**

### SYSTEM SPECIAL INSTRUCTIONS:

**Add the following Rules to the BRC System Special Instructions:**

#### **GCOR 6.4.2 Movements within Control Points and Interlockings (NEW)**

Except within track and time limits, whenever a movement stops within an interlocking, the movement must not change directions without permission of the control operator. If the movement stops with the trailing end outside of interlocking limits, change of direction does not require permission from the Control Operator, except permission is ALWAYS required to make a forward movement after a reverse movement.

When making movements within a control point or interlocking, GCOR 9.5.7 (SSI) applies when the movement is stopped within one locomotive length of a signal.

To reverse direction, or to make a forward movement after a reverse movement within interlocking limits requires either:

- A. A proceed Indication from an Interlocking Signal, and there is no switch between the leading end of the movement and the signal.
- B. Verbal permission of the Control Operator.

Where multiple changes in direction are needed for a movement, the control operator may grant permission for multiple movements, ensuring that blocking protection is provided within the limits of the movement's authority.

Trains granted permission to make multiple reverse movements must notify the control operator when the permission for multiple reverse movements is no longer required. Further movement after the reverse movement(s) will be verbally authorized by the control operator.

### **GCOR 7.11 Charging Air Brakes (APPLICATION)**

Add the following applications to the SSI as shown below:

When handling RIP Releases or pulling hold tracks out of the Classification Yards to hump:

- No minimum air brake requirements apply.

When pulling cars from a Classification Yard to a Departure Yard:

- 10% air is required.

Where minimum air brake requirements are specified, cut in additional air brakes, when necessary, whenever the ability to control the movement is not sufficient.

### **Rule 7.14 Track Structure Fouled with Snow or Debris (NEW)**

On other than main track, and in yards, and industries, employees switching must examine tracks for excessive amounts of snow and debris in flangeways, or over the top of rail that may result in derailment.

Employees are prohibited from riding the leading car of shove movements over crossings, or at locations where the ground surface is even with the top of the rail, anytime significant amounts of snow, ice, mud, or any other debris is observed in the flangeway.

When these conditions are observed, employees must dismount and stand clear of the movement until the leading end has passed over the location.

## **GCOR 8.20 Derail Location and Position (SUPERSEDE)**

### **Change entire rule to read:**

Employees in train, engine, and yard service must know the location of all fixed derails.

A train or engine moving on or entering tracks where fixed derails are located, must stop at least 100 feet from derail in derailing position.

Movement must not continue until the derail is placed in the non-derailing position. However, the distance restriction will not apply in engine servicing areas.

Do not make a movement over a derail in derailing position.

Sidings having hand-thrown derails will have derail locked in non-derailing position, except when engines or cars are left unattended on siding.

On auxiliary tracks, other than siding, except when derails are placed in non-derailing position to permit movement, make sure they are always in derailing position regardless of whether cars are on the track they are protecting. Lock all derails equipped with a lock.

**Derails that are used in conjunction with Rule 5.12 (Protection of Occupied Outfit Cars), Rule 5.13 (Blue Signal Protection of Workmen), or for roadway worker protection must be in the derailing position only when their use is required for such protection.**

When their use is not required for protection:

- Remove portable derails.
- Lock fixed derails in non-derailing position with an effective locking device.

**Where derails are used to provide protection in conjunction with Rule 5.13 (Blue Signal Protection), or roadway worker protection, a flag must be displayed, in conjunction with the derail, whenever the derail is in the applied position.**

When a derail is not equipped with a permanently mounted flag, do the following:

- Display red flags in accordance with Rule 5.4.7, Display of Red Flag, when providing roadway worker protection.
- Display blue flags in accordance with Rule 5.13 Blue Signal Protection of Workmen.
- **Display a properly colored light on the derail flag, when equipped.**

Flag requirements apply to both fixed and portable derails, in the application of this rule.

**GCOR 9.5.7 Stop Signals at Interlockings and Control Points (NEW)**

When a movement stops within one locomotive length of an interlocking signal, it must not proceed without verbal permission of the control operator.

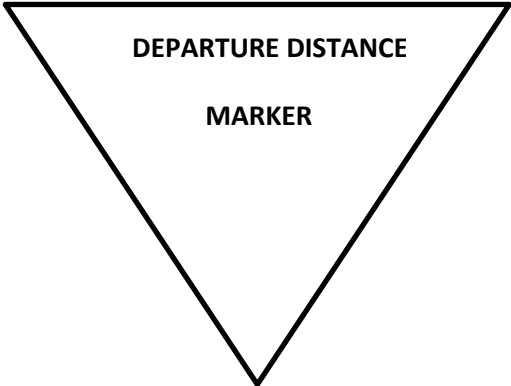
**GCOR 18.1 Positive Train Control Territory (ADDITION)**

BRC trains will not operate with PTC unless directed by proper authority.

Foreign line trains operating with PTC on or over BRC trackage are governed by the provisions of BRC CORA Update 2020-003, effective October 14, 2020.

**Roadway Signs:**

**Add the following Roadway Sign to the Chart on Page 78:**

SIGN	NAME	NOTES
	DEPARTURE DISTANCE MARKER	Used to denote a point where the rear end of the train is clear of the yard speed restriction and may accept the speed of the signal displayed at a designated location

See Appendix A of this document for new map pages to add to Timetable #7, Item 13.

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

Make the following modifications to the BRC Safety Rules as noted below:

### **S 11.2.5 Hump Retarders (SUPERSEDE)**

Change rule reference from 50' to 150'

### **S 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)

### **S11.7.5 Winter Footwear (SUPERSEDE)**

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, or studs that overlay their work footwear, readily available for use when weather conditions require.

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

### **S17.8 Power Supply Turned Off (SUPERSEDE)**

When performing work near a 2,400 volt or greater power line that will not permit the clearance outlined, notify the electrician to switch power off to that portion of line. Do not start work until electrician says that the power has been switched off. Make sure the electrician understands not to switch power on again until advised by the supervisor in charge of the work.

### **S17.9 Handling Electrical Power Supply Wires (SUPERSEDE)**

Immediately report electrical wires found broken crossed or on the ground to the train dispatcher or proper authority. Do not consider any electrical wire dead until positive information has been received that is safe to handle.

### **S17.10.1 Lock Out Tag Out; LOTO Definitions (ADDITION)**

Add the following:

In the application of Lock Out/Tag Out rules, the following definitions apply:

**Authorized Employee** – An employee who utilizes LOTO equipment for protection to service or maintain equipment.

**Affected Employee** – An employee who is required to utilize machines or equipment on which servicing is performed using LOTO, also applies to an employee who is in the vicinity of the equipment while servicing is being performed.

**Other Employee** – An employee who is within the area where LOTO is being used and within 25' of any equipment being protected by LOTO.

**Lock Out Tag Out (LOTO)** – A system to isolate electrical current. When an electrical panel is equipped with a disconnect device, it must be locked out. When an electrical panel is not equipped with a disconnect device, a tag may be utilized.

**Lock Out Tag Out (LOTO) Device** – a required multiple lock hasp, and associated tags, providing a space for each individual employee to apply a lock and tag.

### **S17.10.2 General Control of Electrical Energy (ADDITION)**

Prior to utilizing LOTO Procedures, understand the following:

1. Type and size of energy sources to protect against.
2. Whether proper multiple hasp LOTO devices are present to allow for effective isolation.

### **S17.10.3 Lock Out/Tag Out Procedures (ADDITION)**

When an employee is working on any 120, 240, or 480-volt equipment connected to a potentially energized circuit, and there is any possibility of a portion of the power feeds becoming energized, LOTO must be used.

To utilize LOTO, do the following:

1. Identify all sources of electrical energy.
2. Notify other employees within the work group of the status of power and the need for LOTO.
3. Shut down affected equipment. Assure circuit breakers and Main Disconnect are off.
4. Isolate affected equipment using available disconnect devices.
5. Apply LOTO protection, utilizing a BRC authorized LOTO Kit (refer to SAF-1 17.10.3)
6. Release any stored energy remaining in the machine.
7. Verify isolation, APPLY METER TO VERIFY THE ABSENCE OF ELECTRICAL CURRENT.
8. Service Equipment. Do not bypass any LOTO protection during the process.
9. Release LOTO upon completion.



When utilizing LOTO with more than one employee, use an LOTO device equipped with multiple locks. Each member of the work group utilizing LOTO must apply their own lock to the multiple lock device.

The pulling of fuse, the powering off of a circuit breaker, or other means of isolation not employing LOTO are not alternatives to following LOTO procedures.

Employee names must be affixed to LOTO tags.

Employees are responsible to maintain the LOTO keys personally, these must not be shared or given to other employees.

Employees may not utilize LOTO tags or keys belonging to another employee.

#### **S17.10.4 Temporary Release of LOTO for Testing (ADDITION)**

When necessary to test equipment being protected by LOTO, do the following:

1. Ensure tools and materials are clear of equipment to be tested.
2. Ensure other employees are clear of the equipment.
3. The Authorized Employee only can now remove the LOTO protection.
4. The Authorized Employee may now energize the equipment.
5. If any adjustments are required, after the removal of LOTO protection, LOTO protection must be reapplied by the Authorized Employee prior to conducting any additional repair or adjustment.

#### **S17.10.5 Group Lock Out/Tag Out Procedures (ADDITION)**

When utilized, group LOTO protection must afford protection for each employee in the group. Protection must be equivalent to the protection that would be afforded if individual protection was used for each employee.

Each Authorized Employee must affix a personal LOTO device before work begins and remove it when work is completed. Application and release of LOTO devices must be done individually.

When a group elects to utilize Group LOTO Procedures, one Authorized Employee must be designated for the purposes of LOTO protection.

If necessary, due to emergency or other circumstance, and after notifying a supervisor of the facts, the Authorized Employee in charge of LOTO for the group, may remove the LOTO of a missing employee.

1. When this occurs, all remaining members of the workgroup must be present.
2. When necessary to utilize this procedure a written statement of facts must be provided to the supervisor at the earliest opportunity.

#### **S17.10.6 Transfer of LOTO Protection (NEW)**

When necessary to leave the area where LOTO is provided, and transfer LOTO to another employee, LOTO protection for the new employee must be applied prior to removing the original protection.

#### **S17.11 Power Supply System Knife Switch/Disconnect Securement (NEW)**

All Power Supply System Knife/Disconnect Switches used on signal equipment must be left in the ON position, except in emergency situations.

When equipped, Power Supply System Knife/Disconnect Switches must be locked.

When electrical cases are equipped with a master circuit breaker, that breaker will be left in NORMAL (ON) position, except when maintenance is required, or in an emergency.

Signal Department employees will ensure that snow blower and Cal-Rod equipment is powered ON or OFF using the individual circuit breakers in the signal cases or bungalows.

#### **S19.21.1 SIGNAL MAST INSPECTIONS (NEW)**

Prior to climbing a signal mast, inspect the junction box at the base of the signal for cracks, and the ladder for damage.

Focus inspection to identify any stress cracks around the junction box, any damage to bolts connecting the mast to the foundation, and the area connecting the mast pole to the junction box/base.

Inspect the ladder for damage and ensure that brackets securing the ladder to the signal pole are not broken.

In the event that damage is found on either the signal junction/mounting box or the ladder, it must be marked with a red tag/tape on the ladder's terminal lock.

The Signal Supervisor will be notified immediately of the location, signal name and location of the damage.

Shift turnover must include information about any location identified as having damage.

**When red tag/tape are observed on a signal ladder, the ladder must not be used.**

### **S20.1.2 Precautions near Passing Trains and Equipment (ADDITION)**

Add the following bullet:

- Engineering Department employees may stand on one track, when a train is passing on another track, only when the track they are standing on has been identified as a Designated Place of Safety in the On-Track Safety Briefing.

### **S20.2.1 Step Over Rail (ADDITION)**

Add the following additional instructions:

Before walking across any track, ensure that there is the appropriate amount of time required to do so to allow the employee to be safely across and clear of the track before a train or on-track equipment would arrive at the crossing point.

When walking across any track, move directly and promptly across the track.

### **S20.2.3 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.

#### **S20.4.2 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.

#### **S 20.8 Close Clearances (SUPERSEDE)**

Remove (ENGR/MECH) reference, rule is applicable to all departments.

#### **S20.8.2 Maintain Lookout: (ADDITION)**

Add the following additional instructions:

When traversing turnouts or crossovers, employees must not ride cars more than 60 feet in length on the side next to equipment on an adjacent track

## **BRC Mechanical Rules, MECH-1, Effective January 1, 2017**

Make the following modifications to the rules below:

### **M10.0 Inbound Inspection Process**

#### **M10.1 Inbound Inspection**

Change text in the box to read:

Long tracks will be secured with 10 hand brakes by the inbound crew. Air hoses are to be separated on the 6<sup>th</sup> rear car of these tracks and the angle cock turned, to allow 6 cars of air be used while shoving cars over the hump.

On other tracks, hand brakes will be placed on the head end by the inbound crew. The Carman will arrange to apply hand brakes to the two rear cars and remove the hand brakes on the head end during the inspection: separating air hoses and closing angle cocks on the 6<sup>th</sup> rear car in preparation for humping.

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

Make the following modifications to the rules below:

### **OP-1 Rule 1.2 Locomotive Inspection Procedure (SUPERSEDE)**

Replace **OP-1 Rule 1.2, Locomotive Inspection Procedure, Section B** with the following:

#### **B. Locomotive Not Inspected on Previous Calendar Day:**

If the locomotive inspection card, form #2322, indicates that the locomotive was not inspected on the previous calendar day, ascertain from the Yardmaster when the locomotive was last used.

On date(s) locomotive was not used fill in the date(s) with "Not Used" and inspect the locomotive before placing it into service.

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

Replace **OP-1, Rule Op 1.2.1, Conducting a 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) (NEW)**

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.

**OP1, Rule 2.5.1 Class II Air Brake Test – Application (SUPERSEDE)**

Change reference in second bullet from four hours to twenty-four hours.

**OP1, Rule 2.6.1 Class III Air Brake Test (Application) (SUPERSEDE)**

Change references in third and fourth bullets from four to twenty-four hours.

**OP1, Rule 2.8 Train Line Kept Charged (SUPERSEDE)**

Change all rule references from FOUR HOURS to TWENTY-FOUR HOURS.

**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 4.14.1 RCO Belt Pack Train Brake Speed Restrictions (NEW):**

A. Functionality of the OCU Train Brake Speed Restrictions is outlined below:

Requested Speed	Brake Pipe Fully Charged	Minimum Application 7 lb.	Light Application 10 lb.	Medium Application 15lb.	Unlimited Applications Allowed	Notes
1-4 MPH	NO	YES	YES	YES	YES	INITIAL REDUCTION ONLY
7-15 MPH	YES	YES	NO	NO	NO	

B. Cycle Braking Minimum Train Brake Application \*

Requested Speed	Application	Application	Notes
7 MPH	MINIMUM + RELEASE	MINIMUM	12 LB REDUCTION NO SPEED RESTRICTIONS
10 MPH	MINIMUM + RELEASE	MINIMUM	12 LB REDUCTION NO SPEED RESTRICTIONS
15 MPH	MINIMUM + RELEASE	MINIMUM	12 LB REDUCTION NO SPEED RESTRICTIONS

\* AIR BRAKE FULLY CHARGED

C. Cycle Braking Minimum Train Brake Application \*\*

Requested Speed	Application	Speed	Application	
4 MPH OR SLOWER	MINIMUM + RELEASE	FASTER THAN 4MPH	MINIMUM	12LB REDUCTION

\*\* AIR BRAKE NOT FULLY CHARGED

D. Brake Pipe Recharge Times

Application	MINIMUM	LIGHT	MEDIUM	FULL	MIMIMUM 12 LB CYCLE BRAKING
Release Time	2 MINUTES	4 MINUTES	6 MINUTES	2 MINUTES*	4 MINUTES

\*\* AFTER BRAKE RECOVERY COMPLETE MESSAGE

**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 4.17.2 Handling Movements with Air (Hump Assignments) (NEW)**

**A. SHOVING A MOVEMENT THAT IS STOPPED ON A HUMP APPROACH TRACK TO THE TOP OF THE HUMP:**

- PRIOR to initiating movement on a stopped train on an approach track (when train line air is cut in), the Automatic Train Brake switch must be positioned to a **MEDIUM** train brake setting.
- While the **MEDIUM** train brake setting is applied, initiate train movement by placing the OCU speed selector in **HUMP FAST**.
- Once the OCU movement command is initiated, wait a minimum of 5 seconds before releasing the **MEDIUM** train brake setting.
- Upon initiating movement, a **crew member will apply sand** until the requested speed is obtained. When available, a crew member on the locomotive may be utilized to apply sand.
- The primary Operator will apply sand using the OCU.
- Select the desired hump speed on the OCU when the movement is approaching the top of the hump to avoid stopping when humping is to immediately begin.

To Apply Sand:

Depress and hold either of the **RSC** buttons until the OCU Led screen reads **Operator Sand** and continue to hold to apply sand on the rail.

**B. WHEN STOPPING MOVEMENTS ON A GRADE OR AT THE TOP OF THE HUMP**

When necessary to stop the movement on a grade, or at the top of the hump, do the following:

- Use **MEDIUM** train brake setting prior to selecting **STOP** on the OCU.
- **Apply sand prior to stopping on a grade.**

NOTE: In hump service, when stopping on an ascending grade, the use of the **COAST** setting is preferable to reducing speed using the speed selector on the OCU.

**C. WHEN RESTARTING A MOVEMENT ON A GRADE, OR AT THE TOP OF THE HUMP**

**When restarting a movement on a grade, or at the top of hump, do the following:**

- The RCO must ensure all buff and/or draft forces have settled before any attempt to start movement is made.
- While the **MEDIUM** train brake setting is still applied, initiate movement by selecting the desired hump speed.
- Once the OCU movement command is initiated wait, 5 seconds prior to **RELEASING** the **MEDIUM** train brake setting.
- Upon initiating movement, a **crew member will apply sand** until the requested speed is obtained, when available, crew member on the locomotive may be utilized to apply sand.
- The primary Operator will apply sand using the OCU.

**To Apply Sand:**

Depress and hold either of the **RSC** buttons until the OCU Led screen reads **Operator Sand** and continue to hold to apply sand on the rail.

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

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

New OCU's for 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 RCO boxes on the hump in the East Yard is no longer acceptable, unless authorized by proper authority.

**Use of Red OCU's:**

- 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 Operations Manager.
- OCU batteries must 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 starting location, the assigned OCU and battery are to be returned by the original assigned crew, prior to tie-up.
- All defective batteries will be reported to the Operations Manager 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 Operations Manager 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 power from the diesel shop, they will take boxes and batteries from the starting location.
- When 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 OCU's:**

New Red 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.

- West Yard assignments have 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 Operations Manager 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 Operations Manager.
- 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:

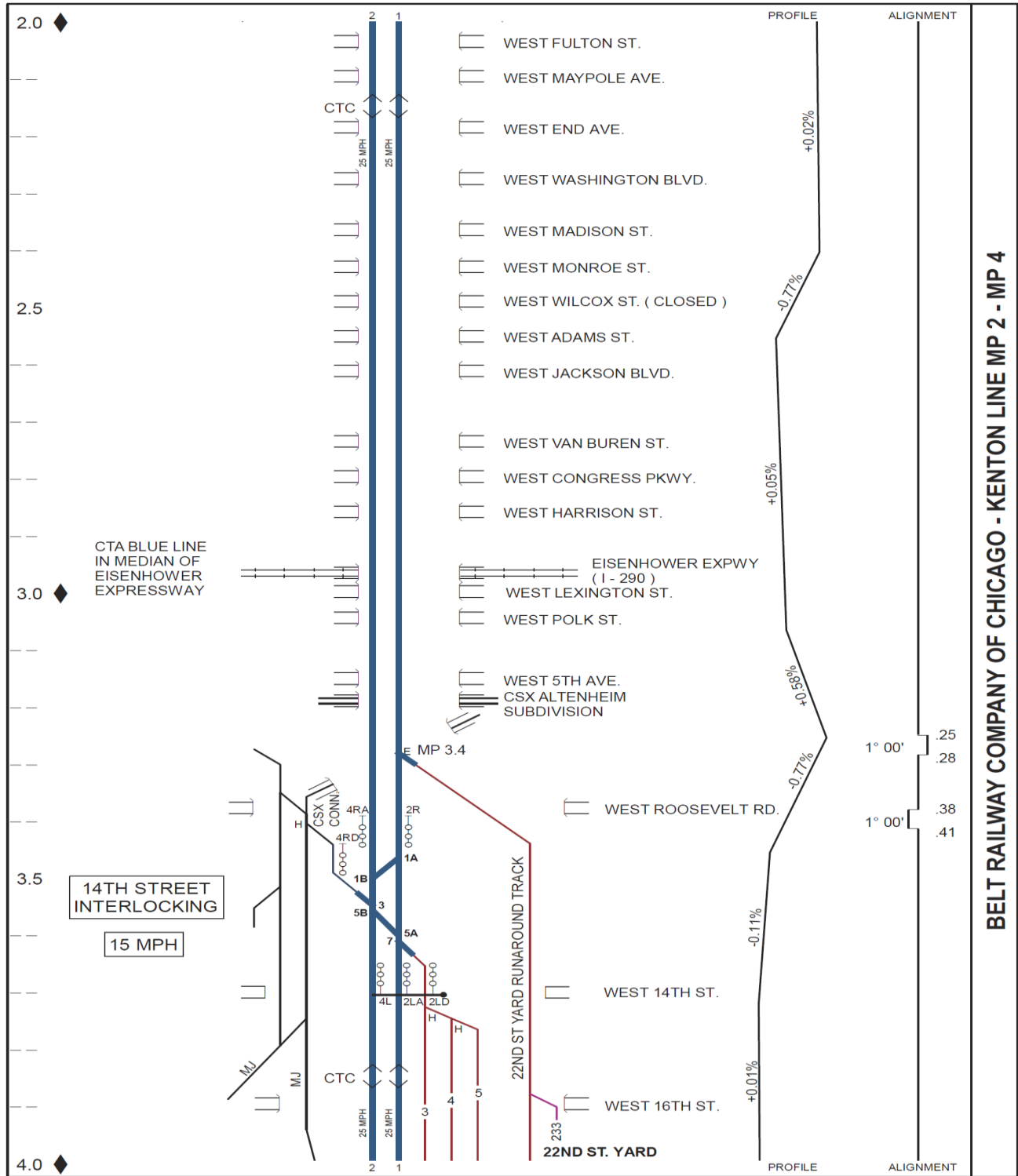
Batteries and OCU's are considered safety devices, and misappropriation of these resources, or failure to properly return batteries in accordance with these instructions, is not acceptable. This may be considered as theft of company material.

System General Orders in Effect:

<u>YEAR OF ISSUE</u>	<u>NUMBERS</u>
2021	SYS 2021-003

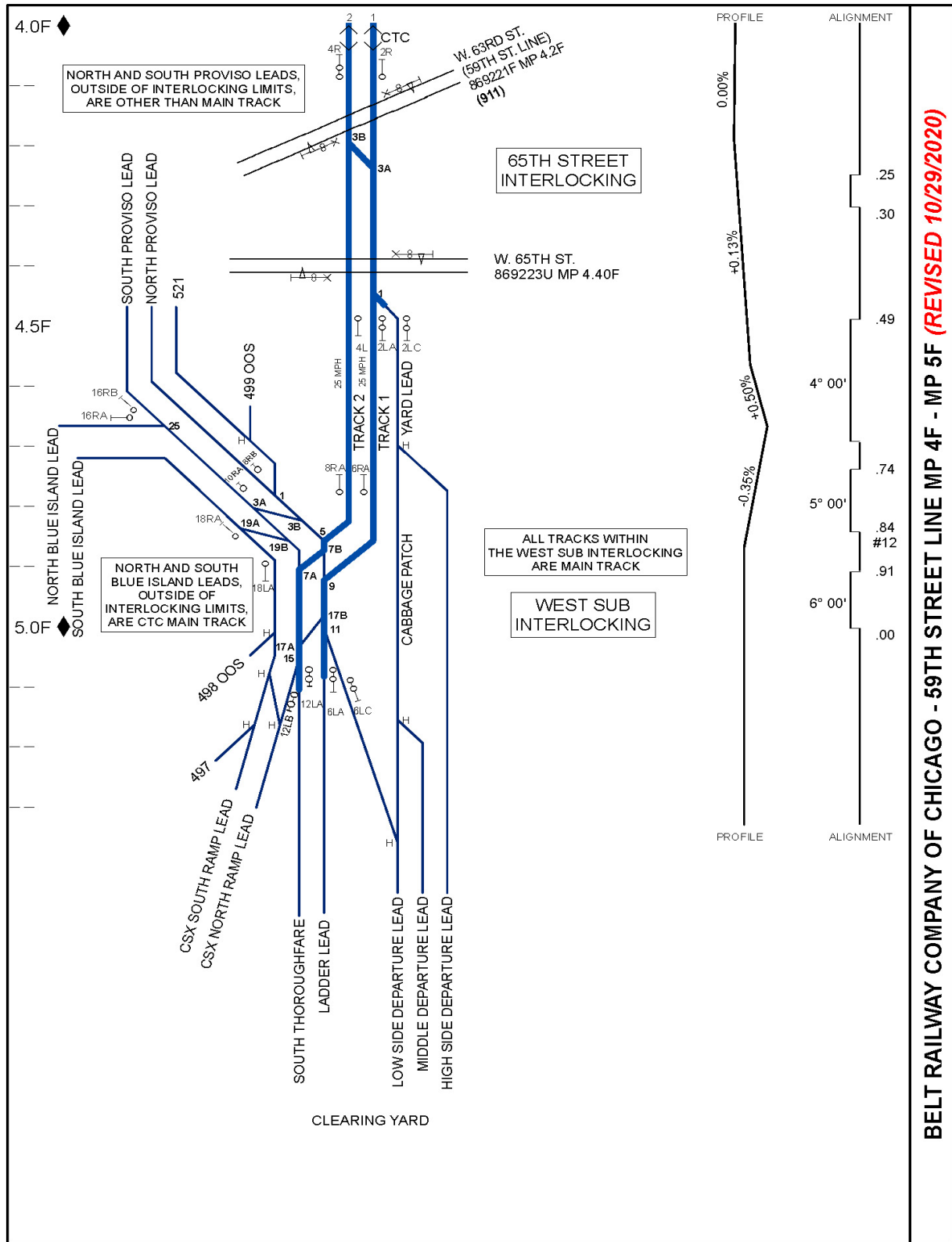
Appendix A – Map Additions:

Add the following map to Timetable 7, as Page 82A:



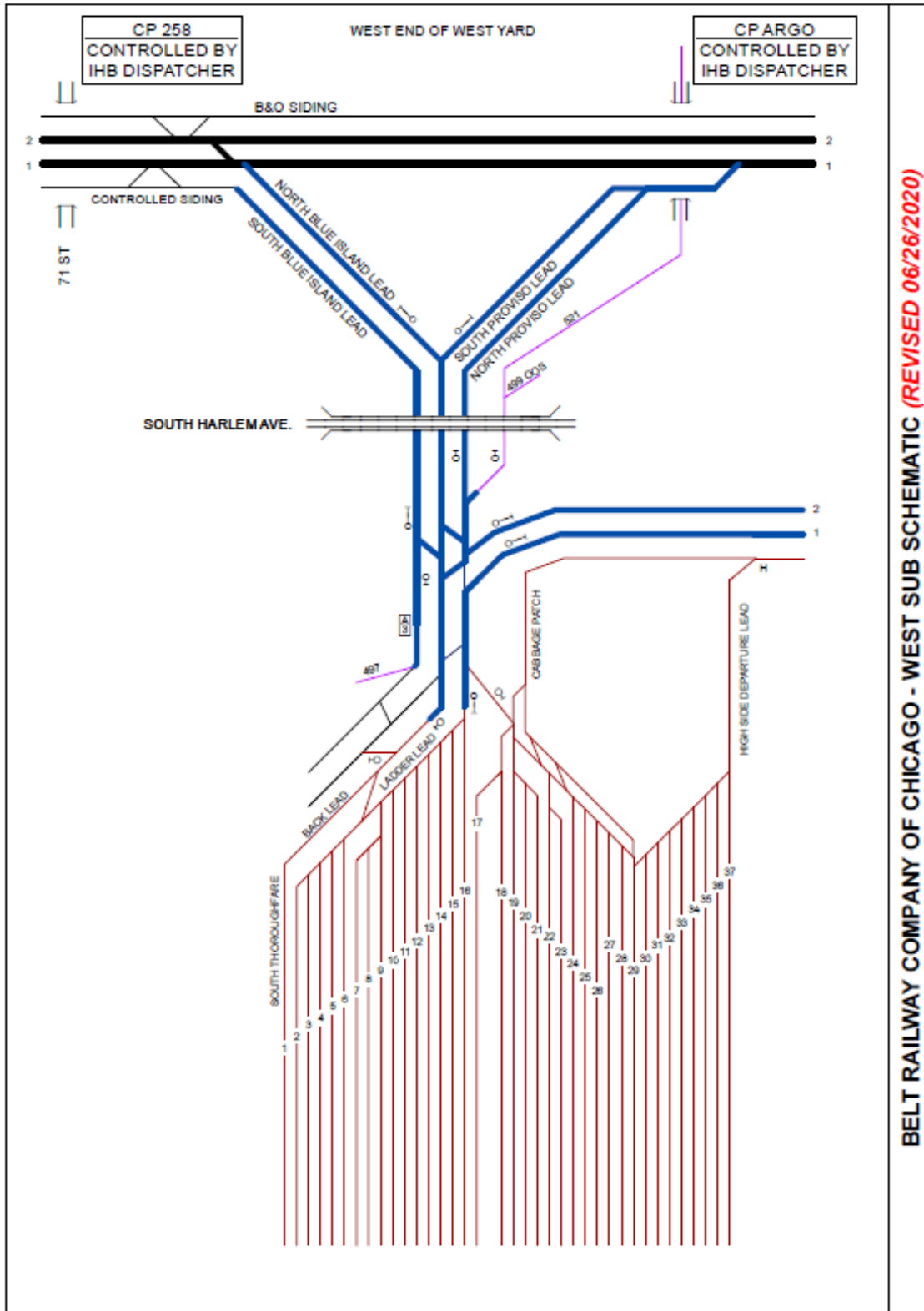
BELT RAILWAY COMPANY OF CHICAGO - KENTON LINE MP 2 - MP 4

Add the following map to Timetable #7, replacing Page 97:





Add the following map to Timetable 7, replacing Page 98:



BELT RAILWAY COMPANY OF CHICAGO - WEST SUB SCHEMATIC (REVISED 06/26/2020)