



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION - CLERICAL NOTICE

#2020-C008

Effective 0001, October 21, 2020

To: All Concerned, Transportation – Clerical Employees

Subject: Hazardous Material Documentation - Clerical Responsibilities

Each train departing Clearing with hazardous materials entrained must do so with proper documentation, as prescribed in Section 2 of the BRC Hazardous Materials Instructions, HM-1.

The Chief Clerk is responsible for assuring the required items on each outbound train list generated at Clearing.

- Errors with outbound paperwork or shipping descriptions must be resolved prior to the train departing.
- Verify the following information with the Yardmaster and by direct observation of the paperwork generated to assure correct outbound documentation:
 - Standing order of cars in the train, and train make up is correct.
 - If a placement error is identified, it must be reviewed with the Yardmaster and corrected.
- Notify the Yardmaster and Terminal Manager, with a copy email top the Director of Car Operations and Project Management.
- Trains may not depart with hazardous materials placement violations.
- Where information was not available from Belt Apps, or the EDI 418 message was not available, assure that the proper information: EDI 404, EDI 417, or waybill was received from the inbound carrier and correct the documentation.

- When necessary to correct outbound train documentation by hand, your initials and date must be shown next to any handwritten notations.
- When updates are necessary, ensure the crew departs with the correct documentation.
- When necessary to make a manual update to outbound documentation, send an email to the Director of Car Operations and Project Management prior to going off duty documenting the occurrence and what was done.

Peter D. Sturgeon
 Director Car Operations and Project Management

Transportation - Clerical Notices in Effect:

Year of Issuance	Numbers
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, 006, 007, 008