THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE
#2023-021

Effective 0001, May 3rd, 2023

To: ALL CONCERNED

Subject: Clearing Yard Transportation Work Instructions (Hump Notice)

Transportation Notice 2023 - 002, effective January 21st, 2023, is hereby cancelled.

The following changes are made to Clearing Yard Transportation Work Instructions (Hump Notice)

Update to Rule:

CY 10.5 Hump Cut Size Restrictions: **(REVISED 5-3-2023)**

Clearing Yard Transportation Work Instructions (Hump)

The instructions contained within this document are specifically intended for any Transportation Department employees working in Clearing Yard.

These instructions provide specific instructions on the operation of the Clearing Yard.

Where these instructions may differ from published rules, these instructions will govern operations as they relate to the operation of the Clearing Yard.

Transportation Department Employees working in Train, Yard, and Engine Service; including Yardmasters (Hump Masters), Hump Conductors, and all crew members on BRC yard assignments, must have these instructions in their possession while on duty for reference while working in Clearing Yard.

These instructions will be published as needed, with additions made as needed using Transportation Notices, under the direction of the Superintendent-Transportation.

CY 1 - Hump Operations:

Hump Operations are under the direct control of the Terminal Manager. Reporting to the Terminal Manager are Operations Managers, Yardmasters, Hump Conductors, Train Crews, and Transportation-Clerks.

CY 2 - Hump Speeds:

The Hump Conductor is responsible for regulating hump speeds and communicating this information to Hump Crews.

Speed Settings:

SPEED SETTING	SPEED (MPH)
HUMP SLOW	1.4 MPH
HUMP	1.7 MPH
HUMP FAST	2.2 MPH

The default speed for hump operations is **Hump.**

Hump Conductors will increase speed where possible, examples would include scenarios where multiple cuts are destined for the same track, or when 4 or more consecutive cuts alternate to opposite sides of the Classification Yard.

Hump Conductors will slow speed to avoid misroutes when appropriate. Examples of this scenario include situations where 2 or more cuts are classified consecutively for the same Classification Yard Group.

Hump Conductors will log misroutes using the defined tracking application.

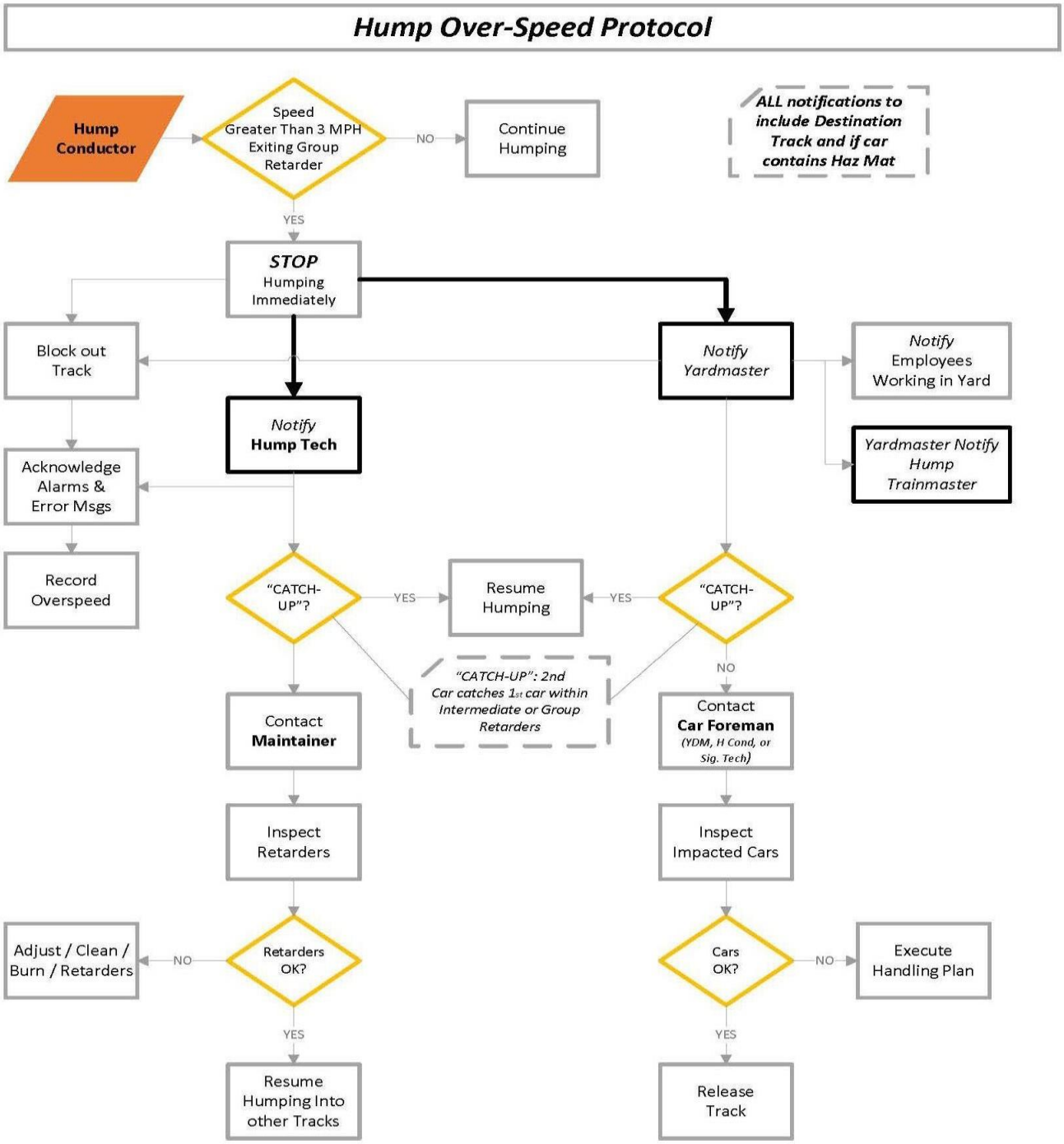
CY 3 - Variable Speed Humping:

The use of Variable Speed Humping functionality is no longer required during hump operations.

CY 4 - Over-Speed Protocol:

The Over-Speed Protocol provides a structured framework for handling issues with cars moving at excessive speed off the hump.

The BRC Hump Over-Speed Protocol is considered a critical safety process, and compliance with these instructions is mandatory in the event of an over-speed incident.



CY 5 - Blocking and Protection of Employees in Classification Yards

When necessary to provide blocking of remote switches to protect employees in Classification Yard Tracks, Hump Conductors are solely responsible for the application and removal of blocking devices, and documentation of blocking, in accordance with these instructions.

Hump Conductors, in the application of the GCOR, are considered Switch Controllers, as defined in GCOR Rule 7.13 Protection of Employees in Bowl Tracks and Remote Switch Operators as defined in GCOR Rule 5.13, Blue Signal Protection of Workmen.

The functionality in the Train Yard Tech (TYT) System provides the means for maintaining the required blocking records.

Employees of individual work groups must maintain their own protection. There are no provisions for any type of joint permission, individual work groups are responsible for setting up their own protection with the Hump Conductor as needed.

CY 5.1 - Permission to Occupy Classification Yard Tracks

When an employee requests protection on a Classification Yard Track, the Hump Conductor will provide protection in accordance with these instructions by lining and blocking switches at the hump end of the Classification Yard.

Mechanical Department and Engineering Department Employees requesting protection are required to apply any additional protection needed, as required by applicable rules, to the hand throw switch(s) at the opposite end of the track.

Once employees no longer require protection and have cancelled any protection received with the Hump Conductor, they must verify that any manually applied protection has been removed with the Yardmaster.

CY 5.2 - Application of Blocking (REVISED)

When blocking is requested, the Hump Conductor must have a job briefing with the employee requesting protection to ascertain the following, prior to permission being granted to occupy the track:

- Verification that the humping of cars into the requested track(s) has stopped.
- All cars destined for the track are in the clear.
- The handling of switches, when applicable.
- Verification that employees are not in foul of the tracks being blocked.

1. In the TYT System, after the employee requests the track(s), touch **BLOCK** on the TYT Screen.

2. Select the desired track(s).

3. Enter the Employees Last Name

4. Enter the Department Name

5. Enter the Reason for Blocking:
   - Pulling/Coupling
   - Operations
   - M/W
   - Signal
   - Mechanical
   - Hazardous Materials
   - Do Not Hump
   - Re-railing Equipment
   - OOS

6. Advise the employee requesting protection that the track is blocked in the following format,

   • **"Conductor Smith, Track 3 ECLS and Track 4 ECLS are Blocked".**

   • **"Carman Williams, Track O WCLS is Blocked."**

   • **"Trainmaster Elliott, Tracks 5 ECLS, 6 ECLS, 7 ECLS, and SECLS are Blocked".**

7. Once the tracks have been successfully repeated by the employee touch **ACCEPT** on the TYT Screen.

8. Receive verbal confirmation that the employee understands what tracks have been blocked.

CY 5.3 - Removal of Blocking

When an employee requests that blocking be removed, the Hump Conductor and the employee must conduct a job briefing to confirm that work is complete and that the track is ready to be released.

1. The employee releasing protection must specify the track(s) designations to be released to the Hump Conductor.

2. The Hump Conductor will repeat these track designations to the employee to ensure understanding.

3. Communication must take place between the employee releasing the track and the Hump Conductor on the placement of skates on the track, and whether the track is clear or occupied with equipment.

4. In the event of any uncertainty regarding the removal of protection for a track, a visual inspection must be made.

CY 5.4 - Removal of Foul Protection

When cars stall, or are left to foul other tracks, this may require that blocking protection be removed by the Signal Technician.

Prior to removing foul protection, follow these steps:

1. Stop Humping
2. Ascertain all cars have cleared retarders and switches.
3. Ensure the hump is in TRIM Mode
4. Ensure all parties have agreed that protection can safely be removed (Hump Conductor, Humpmaster, Signal Technician) and all aware that protection has been removed.
5. Restore Foul Protection as soon as stalled cars, or cars left out to foul, have been placed into the clear.

CY 5.5 - Shove Over Cars:

Yardmasters will arrange inbound arrivals to minimize shove over events on the hump.
When unavoidable, or when spotting re-hump cuts, shove over cars is to be positioned next to the hump locomotive consist.

CY 5.6 - Hump Technician:

The Hump Technician is assigned to support hump operations. The Technician may be in the Hump Office, or in the field.

Yardmasters and Hump Conductors must always be aware of the Hump Technician's location. The

Hump Technician will arrange to notify the Yardmaster when the location changes.

Yardmasters receiving this location will arrange to notify other Yardmasters and Hump Conductors.

CY 5.7 - Testing of Radios:

Prior to beginning hump classification, the Hump Conductor or Yardmaster will test radios with both crew members on hump assignments. This test will verify radio functionality and assure all crew members are on the correct radio channel.

CY 5.8 - Hump Radio Protocol:

Crew members riding hump locomotives must acknowledge all start and stop transmissions made during humping operations.

CY 5.9 - Starting Movement Hump West Approach:

Prior to starting humping operations, the following must take place:

1. Hump Conductor will advise the Pin Puller the position of the Hump Crest Switches and the route to be used.

2. The Pin Puller will confirm and repeat the route to the Hump Conductor.

3. Hump Conductor will grant permission for movement after a correct repeat is received.

4. Prior to movement, the Pin Puller will communicate switch position and route to the employee on the locomotive and receive acknowledgement of the route.

All communication will take place using radio.

CY 5.10 - Starting Movement Hump East Approach:

Prior to starting hump operations, the following must take place:

1. Hump Conductor will advise the Pin Puller the position of Hump Crest Switches and the route to be used.

2. Hump Conductor will tell the Pin Puller that switches are lined and blocked for the route associated with movement at the west end of the East Receiving Yard to the East Hump Approach Track.

3. Pin Puller will confirm and repeat the route, including route at the west end of the East Receiving Yard to the Hump Conductor.

4. Hump Conductor will grant permission for movement after a correct repeat is received.

5. Prior to movement, the Pin Puller will communicate switch position and route to the employee on the locomotive and receive acknowledgement of the route.

All communication will take place using radio.

Switch position and crossing gate status at the west end of the East Receiving Yard are to be verified, using the monitor as the primary means of verification.

CY 5.11 - Track Skate Status (TYT):

In the TYT System, an icon, in the form of a box, is displayed at the end of the track on the graphical display.

Whenever a track is blocked by the Hump Conductor with a COUPLE AND PULL reason, the track skated status is changed to NOT SKATED. This is displayed graphically by the skate box displaying orange.

Use of TYT Skate Command:

This TYT command provides the ability to change the skate status on a track. To access, right click on the Skate box, which will display the Skated Menu. The following 0ptions are displayed on the menu:

- SKATED
- NOT SKATED
- CANCEL

When SKATED is selected, the Skated Box will change to Green to indicate that the track is skated.

When NOT SKATED is selected, the Skated Box will change to Orange to indicate that the track is not skated.

When CANCEL is selected, the Skated Menu closes with no change in indication.

CY 5.12 - Automatic Not-Skated Track Protection:

Under normal circumstances, a track that is Not Skated is blocked. However, to avoid a situation where a car would be sent onto a track that is not skated, the TYT System employs logic called Automatic Not-Skated Track Protection.

Whenever a Not-Skated track is not blocked, the TYT System will automatically position the next available switch away from the track. The Switch Arrow will be displayed in Orange to indicate the reason for the switch lock.

CY 5.13 - Procedure for Coupling a Track Where Not Skated Track Protection is in Place:

To achieve the ability to allow a crew to couple and pull a track in this circumstance, the Hump Conductor will employ the following steps:

1. Block the track for the crew, specifying COUPLE AND PULL for the reason.

2. Display will change to Blue. Switch protecting the blocked track will change to Cyan, Skate Box will indicate Orange.

3. After completion of the movement, and once the crew confirms that the track has been skated, the Hump Conductor can use the Skated Command to set the track to Skated status.

4. The track may now be unblocked as desired.

CY 5.14 - Hump Alarms:

When hump alarms occur, they must be properly and promptly acknowledged, and corrective actions, when needed, are executed.

CY 5.15 - Stalled Rail Cars:

Prior to clearing a stall, the Hump Conductor must verify that all cars moving towards the area of the stall have stopped, and that protection is no longer necessary.

To clear a stall in the TYT System:

1. Select the flashing switch, indicating the Stall.
2. Right Click
3. Select CLEAR STALL from the menu.

When cars are stalled in the foul of the lead on the hump, they must be started at a normal rate of speed, not to exceed 4MPH out of the retarders.

CY 5.16 - Restart of Hump Computer:

After initiating a reboot of the hump computer, the Yardmaster, Hump Conductor, and Hump Technician must verify that blocked tracks correspond prior to resuming hump operations.

A verbal job briefing is required.

CY 5.17 - Power Failure:

After a power failure, do not resume humping, until a verbal confirmation is received from the Hump Technician or proper authority.

CY 5.18 - Derails in Mechanical Repair Facility (Car Shop):

CY 5.18.1 - Power Operated Derails (Mechanical Repair Facility):

Power operated derails located on the west end of Tracks 64ECLS and 65ECLS are under the jurisdictions of the Mechanical Department.

Power Operated Derails at this location will not be put into derailing position until Mechanical Employee requesting protection receives permission from the Hump Conductor, and tracks are blocked Out of Service.

CY 5.18.2 - Hand Operated Derails (Mechanical Repair Facility):

Hand Throw Derails are located on the west end of Tracks 62ECLS and 63ECLS are under the jurisdiction of the Mechanical Department.

CY 5.19-Trim Work (Position of Crew Members) (NEW)

When trim work is deemed to be necessary; both crew members will accompany the locomotive into the Classification Yard to ensure full compliance with GCOR Rule 6.5, Shove Movements.

CY 5.20- Cars on Hump Needing Repairs

When a car on the hump needs a replacement knuckle or knuckle pin, the Switchman will ensure the Hump Conductor is notified. The Hump Conductor is then responsible for notifying the RIP Track Foreman by phone of the occurrence, the car number, and the components that were replaced.

This is to ensure the proper billing is sent to recover the cost of the parts provided.

CY 6.0 - Yardmaster Responsibilities:

GCOR Rule 1.46 outlines Yardmaster responsibilities in the handling of work assignments and train crews within their jurisdiction.

The following additional items are added:

CY 6.1 - Job Requirements:

Yardmasters are responsible for the following additional duties:

- Minimize crew delays due to being blocked by other movements.
- Ensure a hump plan is executed that maximizes productive time.
- Communicate train arrivals and priorities for inspection to the Mechanical Department.
- Coordinate and execute a plan for re-hump and pull back traffic.
- Work to maximize connections to outbound trains, incorporating this logic into their planning.
- Entering required data into computer systems as required for various administrative functions (example OCU/Locomotives).
- Complete crew productivity report as required on a shift basis.
- Compile and enter written turnover data into the computer system and conduct verbal turnover.
- Maintain standing order of tracks when changes are made by crews under their jurisdiction.
- Entering Operational Issue data as required, prior to the end of their shift.
- Maintain electronic RSSM logs for the handoff of TIH/PIH cars within their jurisdiction.

CY 6.2 - Inbound Trains:

Yardmasters are responsible for the following activities:

- Coordinate the handling of inbound trains with the Train Dispatcher, utilizing verbal and electronic message handling.
- Monitor the inbound train arrival plan, escalating any issues to the Terminal Manager.
- Maintain Slot Wire electronic records to update the Train Dispatcher on track availability.
- Direct inbound power to designated locations, updating status electronically as required.

CY 6.3 - Hump Process:

- Manage the hump process, supervising the duties of the Hump Conductor and Hump Crews.
- Preview inbound train lists to ensure proper yarding thru identification of blocks, and other opportunities to maximize outbound connections.
- Monitor Classification Yard volumes and block counts to identify opportunities to swing traffic.
- Manage trimming and misroutes, coordinating with Hump Conductor.
- Minimize re-hump traffic, identifying hold out codes to expedite traffic.
- Validate train lists with hump crews.
- Keep Signal Department and Terminal Manager updated on any hump issues.
- Coordinate track work with the Engineering Department.
- Notify Car Operations personnel regarding build and make up of outbound trains.

CY 6.4 - Outbound Trains:

- Maintain familiarity with scheduled set and departure times and outbound train plans.
- Ensure pull back connection is made to protect outbound connections.
- Notify the Terminal Manager of any delays to train set or departure times, prior to shift change when applicable.
- Coordinate with Mechanical Department on outbound train inspections, bad order cars, and RIP Track requests.

CY 6.5 - Qualification Process:

Yardmasters must be qualified to perform their duties. Successful initial qualification and required requalification must be completed successfully.

Initial Qualification:

To qualify as a Yardmaster, employees must:

- Complete the initial training program as defined by the Superintendent.
- Pass a proficiency test with a score of at least 90%.
- Successfully complete a performance assessment with a Manager.

Maintaining YM Qualification:

Yardmasters who have not worked a Yardmaster position in a 12-month period must be re- qualified. Employees seeking requalification will make an appointment with the Superintendent to discuss.

Requalification may consist of the following:

- Requalification trips.
- Passing a proficiency test with a score of at least 90%.
- Successfully completing a performance assessment with a Manager.

Additionally, all Yardmasters must complete the requalification process annually. When

Yardmasters are given periodic rules examination, they will take additional Yardmaster exams as directed. Yardmaster exams require passing with a score of at least 90%.

Disqualification:

Yardmasters receiving two mentoring discussions, or two operational test exceptions on the same rule within a one-year period of the first discussion or exception may be subject to formal investigation under the applicable collective bargaining agreement to determine the status of their Yardmaster qualification.

Employees disqualified from service as Yardmasters remain disqualified for the duration of their employment, except as directed by proper authority.

CY 6.6 - Yardmaster Turnover Requirements:

Yardmasters are required to maintain electronic turnover records and have a full verbal turnover with the incoming Yardmaster, unless directed by proper authority.

CY 7.0 - Hump Conductor Responsibilities:

Hump Conductors report to the Yardmaster. Hump Conductors are responsible for the operation of the hump under the direction of the Yardmaster, Field Team Leader, and the Terminal Manager.

CY 7.1 - Safety:

- Hump Conductors will conduct job briefings with crews under their jurisdiction, as necessary.
- Hump Conductors must possess a clear understanding of the requirements of the Hump Overspeed Protocol.

CY 7.2 - Train Movement:

- The Hump Conductor must assure they are present, and ready to assist at any time a movement is pulling cars up the hump to process. This is to allow them the ability to apply braking force in the event of a train separation.
- Hump Conductors are responsible for the safe and efficient movement of trains and engines on the Hump Approaches.
- Obtain the next move from the Yardmaster prior to completing the current move.
- Monitor hump speed, adjusting as necessary in accordance with CY 2.0 Hump Speeds
- Coordinate with Yardmasters to maximize connections to outbound trains.
- Ensure hold or sluff tracks are not created without approval of the Yardmaster and Field Team Leader or Terminal Manager.
- Minimize trimming and misroutes.
- Monitor and adhere to hump cut size restrictions, where applicable.
- Record misroute information in applicable logs.

CY 7.3 - Hump Process:

- Plan trains to be humped, identifying overflow tracks.
- React to Hump Alarms and acknowledge and correct conditions identified.
- Take action to resolve issues with the Yardmaster and Hump Technician.
- Manage trimming in the most efficient manner, minimizing hump downtime.

CY 7.4 - Entry of Hump Delays:

- Hump Conductors are responsible for electronically recording hump delays and having all documented by the end of their shift.

CY 7.5 -Turnover Requirements:

Hump Conductors are required to maintain electronic turnover records and have a full verbal turnover with the incoming Hump Conductor, unless directed by proper authority.

CY 7.6 - Qualification:

Hump Conductors must be qualified to perform their duties. Successful initial qualification and required requalification must be completed successfully.

Initial Qualification:

To qualify as a Hump Conductor, employees must:

- Complete the initial training program as defined by the Superintendent.
- Pass a proficiency test with a score of at least 90%.
- Successfully complete a performance assessment with a Manager.

Maintaining HC Qualification:

Yardmasters who have not worked a Yardmaster position in a 12-month period must be requalified. Employees seeking requalification will make an appointment with the Superintendent to discuss.

Requalification may consist of the following:

- Requalification trips.
- Passing a proficiency test with a score of at least 90%.
- Successfully completing a performance assessment with a Manager.

Additionally, all Hump Conductors must complete the requalification process annually.

When Hump Conductors are given periodic rules examination, they will take additional Hump Conductor exams as directed. Hump Conductor exams require passing with a score of at least 90%.

Disqualification:

Hump Conductors receiving two mentoring discussions or operational test exceptions in connection with the same rule or event within a one-year period from the first mentoring discussion or test exception may be subject to disqualification.

Employees disqualified from service as Hump Conductors remain disqualified from the duration of their employment, except as directed by proper authority.

CY 8.0 - Crew Responsibilities:

CY 8.1 - Inspection of Hump Cut:

Pin Pullers on the Hump are responsible for inspecting passing cars for hand brakes or evidence of air brakes applied. Inspection is limited to issues that can be identified from the normal side the Pin Puller is working.

CY 8.2 - Removal of Hand Brakes:

Pin Pullers, who identify hand brakes on hump cuts during the hump process, will arrange to remove same. If unable they will notify the Hump Conductor immediately.

CY 8.2.1- Braking during Shove Over Movements:

When shoving over the hump, and when determined by the RCO and the Hump Conductor to be necessary, the RCO will request a light application on a retarder from the Hump Conductor to allow for improved control of the cut.

CY 8.3 - Locomotive Inspection and Testing Rule Applicability:

When necessary to perform a test of RSC and Tilt Test functionality as prescribed in BRC OP-1 Rule 4.11, it is permissible to move the locomotives from the initial crew change location to a point in the clear to conduct the necessary tests. OCU's must then be tested prior to any additional movement.

CY 8.4 - Position of Trainmen (Hump Operations) (NEW)

The employee on the locomotive is responsible for assuring that they are out of the cab when approaching the top of the hump, positioned to detrain immediately from the locomotive directly adjacent to the cars, when the emergency brake application is initiated.

The Pin Puller, and the employee on the locomotive, are then jointly responsible for bleeding air from the balance of the hump cut.

CY 9.0 - Classification of Rail Cars:

CY 9.1 - Yard Inventory Integrity:

Yard Conductors are responsible for reporting the movement of any inventory during setouts or switching to the Yardmaster, who is responsible for updating the standing order of the tracks. This inventory must be updated in a timely manner and must not be done only at end of the shift. This applies to all yard assignments when cars are disturbed.

CY 9.2 - Switch Lists:

Yardmasters will supply switch lists to all crew members. The Conductor and Helper must check the list against the cars in the track, notifying the Yardmaster of any discrepancies.

CY 9.3 - Pull Down Assignment Car Inventory Validation:

When a crew is setting out cars in a train being made up, or when reclassifying cars in a Classification Yard, the Conductor must write the initials and numbers of all cars set out on their paperwork, along with the track number from which the set outs were made and the position in which they were placed. This must be provided to the Yardmaster.

The Yardmaster is responsible for immediately updating the information when received.

If cars are to be set out or repositioned, after the train has been set for departure, the crew must notify the initials and number and location of any cars reclassified. The Yardmaster must immediately update the inventory.

CY 9.4 - Hold Out Tracks:

Hold Out Tracks, beyond those authorized by the current BRC Train Departure Schedule, Class Track Assignment Chart, must not be created without the permission of the Field Team Leader or the Terminal Manager.

This permission must be documented in the Turnover notes, showing time and name of individual authorizing. Permission to create a hold track only applies on the shift in which it was requested.

CY 9.5 - Securing Set Outs (Classification Yards):

When setting out cars in the Classification Yard, to minimize the potential for cars being bumped out of tracks, place cars not less than three car lengths in the clear of the lead.

Each car, up to a total of three where applicable, must be secured with a hand brake when set out in a Classification Yard track.

CY 9.6 Inspection of Rail Cars (Classification Yard) (NEW)

Employees must be in position to provide an inspection while the cut is pulling out of the Classification Yard unless an employee has visually inspected the entire track in conjunction with coupling the track.

Do not pull rail cars with crossed drawbars out of the Classification Yard.

CY 10.0 - Bad Order Cars:

CY 10.1 - Bad Order Classification Codes:

The following classification codes are used for identifying bad order equipment in the computer system.

CODE	DESCRIPTION	NOTES
8883	C-RIP	Spot to C-RIP or 48 WCLS as determined by YM
8884	AIR DATE	Hump to assigned HEAVY track for spotting to the RIP
8885	WHEELS	Hump to assigned HEAVY track for spotting to the RIP
8886	SHIFTABLE LOAD	Shove to rest only, spot to B-RIP or C-RIP for adjustment
8887	LIGHT REPAIRS	Hump to assigned LIGHT track for spotting to the RIP*
8888	BAD ORDER AND FOREIGN SUBSTANCE ON WHEELS	DO NOT HUMP CAR, Car must be spotted to RIP Track for repair. Mechanical Department to remove foreign substance from wheels during repair
8889	DERAILMENT DAMAGE	Hump to RIP Track or location requested by Mechanical Department.
VW	FOREIGN SUBSTANCE ON WHEELS	DO NOT HUMP CAR. Car must be spotted to RIP Track for repair. Mechanical Department to remove foreign substance from wheels. Car will be flagged with an F Code in the TYT System
571	REEFER SERVICE	Must be spotted within 12 hours and must make first connection after released. Yardmaster must inform clerks of car location for servicing. Car must not be classified in REHUMPS pending final classification.

*** In the West Classification Yard, spot to 48WCLS or C-RIP as assigned by the YM**

*** In the East Classification Yard, spot to 23EDEP or B-RIP as assigned by the YM**

CY 10.2 - Handling of Bad Order Cars:

Car inspectors must tag and promptly arrange to have the computer system updated with proper defect codes and current location of bad order car(s).

CY 10.2.1 - Classification Yards:

Cars found bad order by switch crews, and cars not tagged or coded Bad Order on switch lists, must be reported to the Yardmaster.

The Yardmaster will contact the Car Foreman to have the car tagged and notated properly in the computer system.

CY 10.2.2 - Departure Yards:

Car Inspectors must promptly report to the Yardmaster any Bad Order Cars in the Departure Yards.

Car Inspectors are responsible for tagging and promptly updating the computer system with the proper defect code and location of the bad order car(s).

CY 10.2.3 - Bad Order Tags Missing:

Crews identifying bad order cars, which are not tagged bad order, must immediately notify the Yardmaster.

CY 10.2.4 - Foreign Substances on Wheels - DO NOT HUMP:

Employees observing excessive amounts of paint, grease, oil, or other substances on the wheels of cars subject to being humped must report this immediately to the Yardmaster. These cars must then be inspected by Mechanical Department personnel and set out or shoved over the hump.

These cars must not be humped.

When cars with these conditions have been humped, or improper retarding of car speed is observed, the hump operation must be stopped.

When a retarder is determined to be fouled with a foreign substance, the following procedure will be used to remove the substance (burn the retarders) using friction:

Shove a cut of cars, at a speed not to exceed SMPH thru the retarder, as many times as is necessary to clear the retarder. Apply a medium setting on each section of the retarders involved. Locomotives managing these cars must not attempt to operate through the retarder with the retarders are in the "ON" position.

The cut of cars used for cleaning the retarder must not be pulled from the Classification Yard to the top of the hump while the retarders are in the "ON" position.

The cut of cars used to clean the retarders must not be humped until the Hump Technician has inspected the retarders to determine that the foreign substances have been removed.

CY 10.2.5 - Dimensional Cars:

Car Inspectors and train crews must promptly report to the Yardmaster, any dimensional loads, passenger equipment, locomotives in trains, and any other unusual cars found in train.

CY 10.3- Hump Finish Command (TYT):

Hump Conductors must not enter the "END LIST" command into the TYT Computer until ALL rolling cars are in the clear on a Classification Track.

CY 10.4 - Use of Brake Sticks in Hump Operation:

When available, brake sticks must be utilized on hump approach tracks and during hump operation.

CY 10.4.1 - Use of Video Cameras in Hump Operations:

Video cameras may be utilized in hump operations for the purpose of protecting shoving

movements and verifying car movement in tracks.

Assigned Cameras: West Hump Conductor East Hump Conductor

Camera 1
Camera 2

Cameras 1 and 2 are designated for exclusive use of the employees noted above. Employees wishing to utilize these cameras must be authorized by the designated user, prior to attempting to utilize the camera.

Cameras must be released after use.

CY 10.5 - Hump Cut Size Restrictions:
Loads: Cuts must not exceed 2 cars.
Empties: Cuts must not exceed 5 cars.

CY 10.6 - Authorization for Deviation from Clearing Yard Transportation Work Instructions:
Where restrictions exist for the handling of cars in hump operations, permission for deviations must be granted by proper authority.

CY 10.7 - Humping into Clear Classification Yard Tracks:
Previous instructions requiring single car cuts into clear tracks in classification yards no longer apply.

CY 10.8 - Hump Cut Size, Automobiles and Articulated Rail Cars:
Loaded auto racks, and articulated rail cars must be humped as single car cuts.

CY 10.9 - Do Not Hump Rail Cars:
Cars that cannot be humped will be classified as **DO NOT HUMP** cars. The

following car types may not be humped:

- Cars with Foreign Substances on Wheels (Code VW)
- High Value Loads
- Railroad Wheels on Flat Cars (May be humped to a clear track only)
- Scale Test Cars
- Dimensional and Excessive Dimensional Loads
- Cars loaded with EXPLOSIVES.
- Locomotives
- Passenger Equipment
- Cabooses

CY 10.10 - Additional Hump Restrictions:
Dimensional and Excessive Dimensional Loads must not be struck by any free rolling car or coupled to with any more force than necessary to make the coupling.

Dimensional and Excessive Dimensional Loads, and any cars carrying EXPLOSIVES must be buried by a minimum of one car before the track may be humped into with additional cars.

CY 10.11 - Scale Test Cars, Passenger Cars, Transformers, High Value Loads:

These cars must be handled, subject to the following restrictions:

- Must not be cut off in motion.
- Must not be struck or coupled to by cars cut off in motion.
- Must not be coupled into with more force than necessary to make the coupling.
- Scale Test and Passenger Cars must not be shoved into when on the rear end of a track.

CY 10.11.1 - Handling of Dimension and Excessive Dimensional Loads:

Yardmasters are responsible for reviewing High Wide Clearance Messages to determine that a car is cleared for the train, prior to placing a dimensional or excessive dimensional load into an outbound train.

CY 10.12 - Handling of Re-Hump Traffic:

The assigned re-hump schedule is published in the current BRC Train Departure Schedule. Yardmasters are responsible for assuring that re-humps are coupled and placed for classification not less that once per shift, or more as determined necessary in conjunction with the Field Team Leader or the Terminal Manager.

CY 10.12.1 - Occupying of Fire Roads with Re-Hump Traffic (UPDATED):

Unless specifically authorized by the Terminal Manager, Re-Hump cuts will not be left fouling the fire roads.

Cuts must immediately be made, with one car length of clearance on both sides of the crossing.

To minimize hump delay, Hump Conductors will instruct the crew handling re-humps to recouple the re-hump cut and block the crossing when 30 cars remain to hump in the cut being processed.

CY 10.12.2 - Communication of Re-Hump Plan:

Re-Hump Plans and performance for the current shift and plans for the next shift must be communicated as turnover items in shift turnovers.

CY 10.12.3 - Use of 2 East Unit (Stub Track):

Re-hump cars are not to be placed in 2 East Unit in the East Yard.

CY 10.12.4 - Hold Out Block Codes:

Block Codes being held out must be shown on the West or East Classification Yard Screens.

CY 10.12.5 - Operation of Hump Approach Track Signals:

One East Approach Signal:

The signal on One East Approach is a color light signal, not connected with a block signal. system. Permission of the Yardmaster must be obtained before occupying or shoving on One East Approach, 0lEAPR. The signal then acts as a shove light indicator.

Signal will display a YELLOW aspect when a movement shoving up is 10 car lengths from the clearance point.

Signal will display a RED aspect when the movement shoving up is 4 car lengths from the clearance point. The movement must be stopped when the RED aspect is displayed.

Five West Approach Signal:

The signal on Five West Approach is a color light signal, not connected with a block signal system. Permission of the Yardmaster must be obtained before occupying or shoving on Five West Approach, 0SWAPR. The signal then acts as a shove light indicator.

Signal will display a YELLOW aspect when a movement is 10 car lengths from the clearance point.

Signal will display a RED aspect when the movement shoving is 4 car lengths from the clearance point. The movement must be stopped when the RED aspect is displayed.

CY 10.12.6 - Retention Basins:

Retention basis to catch liquids leaking from tank cars are located at the following locations:

- Next to Water Plug Lead in the East Yard
- 22 ECLS, west of Cicero Avenue Bridge
- Industry Lead, West of West Yard Office

When cars are found to be leaking, a report must be made to the Manager Terminal Operations at (708) 728- 2259 or (708) 728-2277. The Yardmaster must give the initial and number of the car, and the location where car has been spotted.

CY 11.0 - Securement Requirements (Classification Yards):

CY 11.1 - Use of Skates:

Approved track skates are used, in lieu of hand brakes, in Classification Yards.

Yard crews are responsible for applying two skates to Classification Yard tracks, after use, and prior to releasing them to the Hump Conductor

The Hump Conductor is responsible for verifying that a track(s) is correctly skated prior to releasing the track.

CY 11.2 - Removal of Skates: (NEW)

Prior to pulling Classification Yard Tracks, crews are responsible for assuring that skates are removed from the track being pulled.

CY 11.3 - Skate Placement:

East Classification Yard:
Two skates will be placed 39 feet east of the inert retarder on each track in the East. Classification Yard.

West Classification Yard:
Two skates will be placed 39 feet west of the inert retarder on each track in the West Classification Yard.

Skate Placement:
When placing skates, place them parallel to each other, one on each rail. Do not stagger skates.

CY11.4 - Additional Instructions:

Cars left unattended after coupling must be skated or secured.

When utilizing hand brakes for securement in the Classification Yard, a minimum of three must be used on the head end of the track.

CY 11.5 - When leaving locomotives in Classification Yard Tracks:

When locomotives are left on Classification Yard tracks, they may be left on track clear of the skates, only when other cars occupy the track.

Not less than 100 feet must be left between the locomotive and the first car in the track. The

knuckle on the end closest to the cars must be closed before leaving the locomotive.

CY 11.6 - Defective or Missing Skates:

Tracks with missing or defective skates must be secured with hand brakes, leaving three cars in the inert retarder, with hand brakes applied on each car. Defective

of missing skates must be reported to the Yardmaster.

BRC locomotives are equipped with skate trays, when locomotive trays are missing a skate, notate same on the Locomotive Daily Inspection Report.

CY 12.0 - Departure Yard Instructions:

CY 12.1 - Spot for Air:

When pulling cuts to the Departure Yard, arrange to spot the cars for air unless otherwise instructed by the Yardmaster. Air connections must be made to the head car in the cut.

CY 12.1.1 - Spot Locations:

Train crews will spot cars as close to the air spot as possible, but in full compliance with GCOR 7.1 Switching Safely and Efficiently.

CY 12.1.2 - Correct Direction:

Yardmasters must inform the train crew which direction the cut of cars will depart from to ensure that tracks are spotted correctly. Air flow must come from the direction that the train will depart from, to comply with federal brake testing requirements.

CY 12.2 - Outbound Train Edit:

Yardmasters are responsible for executing a complete train edit on all outbound trains being pulled from the Classification Yard.

Violations found through the edit process must be corrected prior to pulling the train to the Departure Yard.

Yardmasters are not to depend on the Train Edit functionality exclusively to determine train placement.

Yard crews are responsible for identifying train placement violation in connection with Hazardous Material placement and particularly with refrigerator cars (running or not running) and shiftable loads.

Refrigerator cars, running or not running, must not be placed next to loaded or empty hazardous material cars.

CY 12.3 - Pull Back Movements:

CY 12.3.1 - Mechanical Department Notification:

Yardmaster is responsible for notifying the Mechanical Department of the set of pull back traffic in the Departure Yard. Notification will include whether movement will be handled under the hump or will use the main track between 67TH STREET and EAST END SWITCHES.
When using the main track for pull back movements between these points, a Transfer Train Air Test, OP-1 Rule 2.7 will be performed.

Notification must include the following information:

- Track set for pull back
- Number of cars in track
- Outbound train symbol
- Breakdown of each code when multiple codes are in the cut.
- Number of cars per block

CY 13.0 - Handling of Traffic Under Hump:

Process:

- Prior to handling pull back traffic under the hump, the Yardmaster is responsible for identifying any equipment over 17'01" ATR.
- Yardmaster will provide the Conductor with a train list, including any containers.
- Yardmaster will line up cab transportation for the Conductor to use for movement.
- Yardmaster will use the camera system to examine the cut for any dimensional cars entrained.

Inspection Requirements:

Conductor on assignment handling pull back traffic will:

- Obtain train list.
- Review list for any equipment over 17'01" ATR.
- Conduct roll by inspection of train prior to passing under the hump.

CY 14.0 - Receiving Yard Supplemental Instructions:

CY 14.1 - Securement Requirements:

Securement requirements are outlined in BRC Timetable and Special instructions, Grade Securement Chart B.

CY 14.2 - 04 East Receiving Spotting Location:

When trains yard on 0SEREC are to be instructed to make a cut one car length in the clear of the hand throw switch on Track 04EREC.

CY 14.3 - Securement of Equipment in Hump Cutoff Track:

When equipment is left in the Hump Cutoff Track, it must be secured with hand brakes and skates.

CY 14.4 - Industry Releases:

When yarding industry releases in the Receiving Yard, do the following:

- Crew will provide the Yardmaster with the number of the lead car and advise if the track contains other cars.
- Yardmaster will communicate with the Camera Clerk and relay the information.
- Yardmaster will notify the Mechanical Department that track will need inspection.

CY 15.0 - Hump Supplemental Special Instructions:

CY 15.1 - Car Standing Inventory:

When assignments move cars in conjunction with switching cars for industry spotting or other reasons, they will inform the Yardmaster of cars moved and where the cars were moved to.

Yardmaster is responsible for updating the inventory in the computer system as soon as possible to do so.

CY 15.2 - Electronic Devices {Interpretation Regarding Hump Tower Office):

In the application of GCOR 2.21 Electronic Devices, as amended by BRC System Special Instruction, the use of personal electronic devices and maintenance of these devices in other than a stowed position is not permitted at any time within the confines of the Hump Tower, or Yardmaster's Office.CY 15.3 - Remote Control Switches, West End, East Receiving Yard:

CY 15.3.1 - Operation:

The West End of the East Receiving Yard, Tracks O1 EREC thru 23 EREC are equipped with remote control switches.

These switches are controlled by the East Hump Conductor under the Direction of the West Yardmaster.

These switches are equipped with mast mounted indicators as outlined in Clearing Yard Special Instructions, Timetable #6, Page 30.

CY 15.3.2 - Operation of Switches:

The West Yardmaster will instruct the East Hump Conductor on the operation of the switches and route to be utilized.

The East Hump Conductor will advise the West Yardmaster once the route is properly lined.

Instant Messaging should be the primary method of communication in conjunction with these switches.

CY 15.3.3 - Hand Operation of Turnouts:

When necessary to hand operate these switches, movement must stop not less than 125 feet from the switch.

West Yardmaster will advise the crew whether the switch is to be restored to power.

CY 15.3.4 - Reset of Wheel Counters:

The Hump Technician and East Hump Conductor may reset wheel counters associated with these switches with the permission of the West Yardmaster.

CY 15.3.5 - Locking Out Switches:

The Hump Conductor cannot lock these switches out. Switches must be manually locked from the field once permission has been obtained from the West Yardmaster.CY 15.5 - Switch and

Route Display Monitors:

CY 15.5.1 - Rule Interpretations:

Switch and route display monitors identify switch position, route, and crossing gate activation.

These monitors are located on the Yardmaster console, Hump Conductor console, and in the East Hump Shanty.

When an employee can validate switch position and route on a monitor, these devices will be considered as monitored cameras, under the provisions of **GCOR 6.5, Shoving Movements.**

Use of mast mounted indicator lights relieves employees operating switches of the initial physical inspection of the switch in the application of SAF-1 Rule 21.3 Switch Operation.

CY 15.6 Supplemental Protection for Hump Retarder Maintenance (NEW)

At Clearing Hump, when performing maintenance on retarders and other hump field devices, Signal Department employees utilizing Train Approach Warning will be provided supplemental protection in coordination with the Hump Conductor.

Supplemental protection will require that the Signal Employee place, after receiving permission from the Hump Conductor, blocks in the points of the switch ahead of the area to be protected. When work is performed on the retarder at the top of the hump, a fixed derail will be applied.

Supplemental protection will only be utilized when Signal Department employees are working in conjunction with a lookout. When the Signal Department employees determines that the work to be performed, cannot be done with a lookout, the track will be made inaccessible in accordance with existing Engineering Department Instructions and GCOR Rule 7.13, Protection of Employees in Bowl Tracks.

T. Hartwig
Terminal Superintendent

Transportation Notices in Effect:

2020	002
2022	004, 009, 017, 023, 026, 028, 029, 032, 034, 046
2023	002, 003, 004, 007, 008, 014, 015, 016, 017, 018, 019, 020, 021, 022