THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE
#2024-004

Effective 0001, April 7th, 2024

To: ALL CONCERNED

Subject: Clearing Yard Transportation Work Instructions {Hump Notice}

Transportation Notice 2023-021, effective May 3, 2023, is hereby cancelled.

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

Update Rule:

Title of all update sections are highlighted in Yellow.

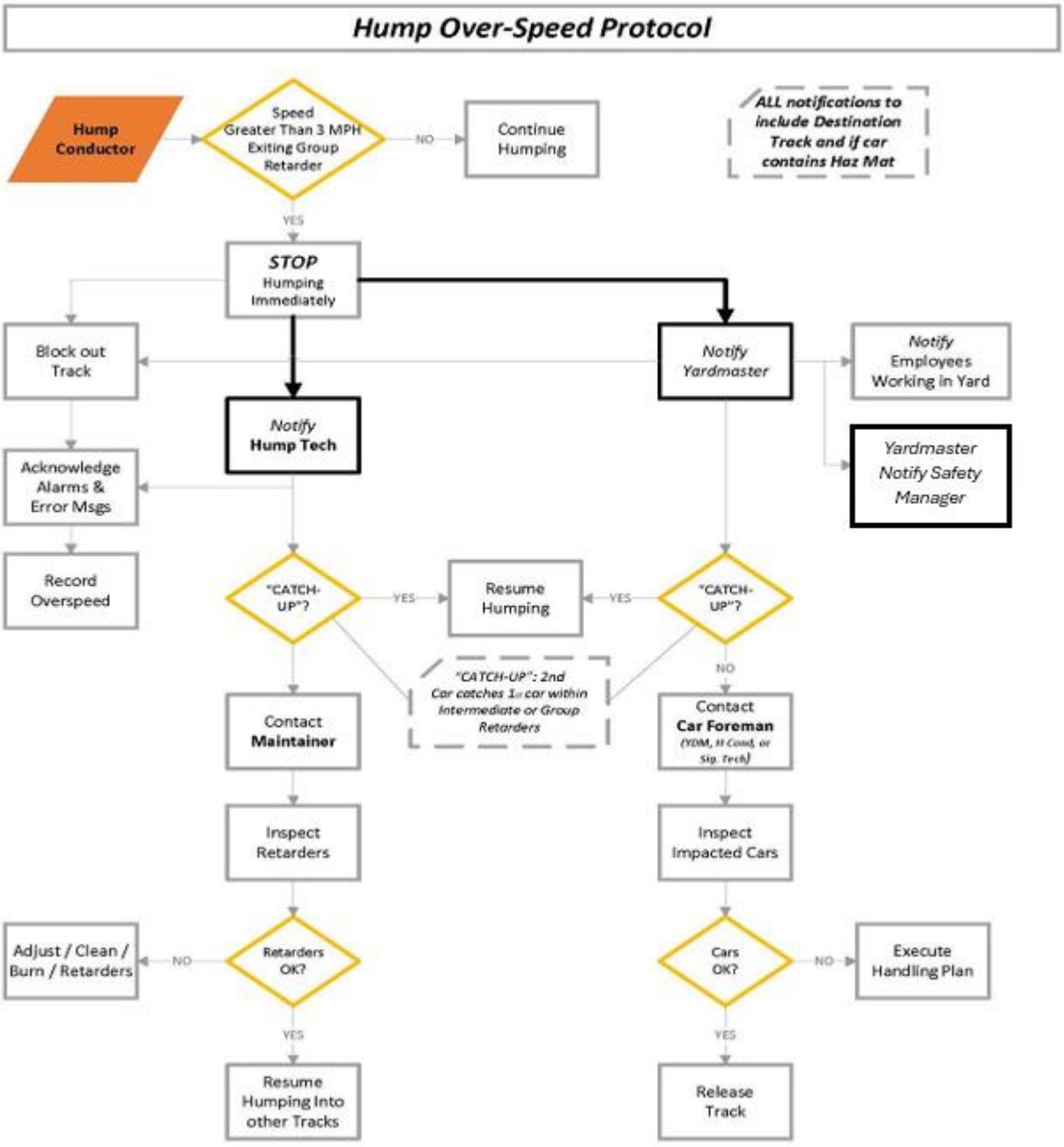
Number	Update	Page
CY 1	Removed	2
CY 3	Remove Bullet Points	4
CY 6	Remove	5
CY 7	Changed: apply to all Approach Tracks, removed item 4	5
CY 14	Removed	6
CY 18	Change to “Position of Trainmen”	10
CY 19	Remove “Securing Setouts (Classification Yard)”	11
CY 24	Remove	12
CY 27	Modified	12
CY 28	Remove all Bullet Points	12
CY 29	Removed	13
CY 30	Removed	13
CY 31	Removed	13
CY 34	Remove “Additional Instructions”	13
CY 38	Modified	15
CY 40	Removed	15

CY 1 – Left Blank Intentionally.

CY 2 - 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.


Hump Over-Speed Protocol
Hump Conductor
Speed Greater Than 3 MPH Exiting Group Retarder
NO
Continue Humping
YES
ALL notifications to include Destination Track and if car contains Haz Mat
STOP Humping Immediately
Block out Track
Notify Yardmaster
Notify Employees Working in Yard
Notify Hump Tech
Yardmaster Notify Safety Manager
Acknowledge Alarms & Error Msgs
Record Overspeed
"CATCH-UP"?
YES
Resume Humping
YES
"CATCH-UP"?
"CATCH-UP": 2nd Car catches 1st car within Intermediate or Group Retarders
NO
Contact Maintainer
Contact Car Foreman (YDM, H Cond, or Sig. Tech)
Inspect Retarders
Inspect Impacted Cars
Adjust / Clean / Burn / Retarders
NO
Retarders OK?
Cars OK?
NO
Execute Handling Plan
YES
YES
Resume Humping Into other Tracks
Release Track

CY 3 - Application of Blocking

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:

1. Verification that all cars recently humped into the requested track are no longer moving.
2. In the TYT System, after the employee requests the track(s), touch **BLOCK** on the TYT Screen.
3. Select the desired track(s).
4. Enter the Employees Last Name.
5. Enter the Department Name.
6. Enter the Reason for Blocking.
7. Once the tracks have been successfully repeated by the employee touch **ACCEPT** on the TYT Screen.
8. 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"

CY 4 - 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.

CY 5 - Removal of Foul Protection

When cars stall, or are left to foul other tracks, this may require that Foul Protection be removed.

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. Restore Foul Protection as soon as stalled cars, or cars left out to foul, have been placed into the

clear.

CY 6 – Left Blank Intentionally.

CY 7 - Starting Movement Hump Approachs:

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.

All communication will take place using radio.

CY 8 - 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 9 - 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 10 - 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 11 - 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 12 - 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.

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

A verbal job briefing is required.

CY 13 - Derails in Mechanical Repair Facility (Car Shop):

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

Before Mechanical employees operates the powered operated derails, they must contact the Hump Conductor first and request that the track(s) are block out/out of service (OOS).

CY 14 – Left Blank Intentionally.

CY 15 - 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 16 - 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:

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 administration report as required on a shift basis.
- 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.
- 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.

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.
- Direct inbound power to designated locations, updating status electronically as required.

Hump Process:

Yardmasters are responsible for the following activities:

- 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.
- 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.

Outbound Trains:

Yardmasters are responsible for the following activities:

- Maintain familiarity with scheduled set and departure times and outbound train plans.
- Notify the Terminal Manager of any delays to train set or departure times, prior to shift..
- Coordinate with Mechanical Department on outbound train inspections, bad order cars, and RIP Track requests.

CY 16.1 – Yardmaster Qualification Process:

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

Initial Yardmaster 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 Yardmaster 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 will 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.

Yardmaster Disqualification:

Yardmasters failing to abide by Yardmasters responsibility and requirements will be subject to disqualification.

Employees disqualified from service as Yardmasters will remain disqualified for the duration of their employment, except as directed by the Director of Human Resources.

CY 17 - Hump Conductor Responsibilities:

Hump Conductors are responsible for the operation of the hump under the direction of the Yardmaster and the Terminal Manager.

Safety:

Hump Conductors are responsible for the following activities:

- 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 and proper blocking protection.

Train Movement:

Hump Conductors are responsible for the following activities:

- The Hump Conductor must assure they are present, and ready to assist at any time a movement is pulling or shoving cars up the hump to process and pulling cars over the crest of the hump. This is to allow them the ability to apply braking force in the event of a train separation.
- Obtain the next move from the Yardmaster prior to completing the current move.
- Ensure hold or sluff tracks are not created without approval of the Terminal Manager.
- Minimize trimming and misroutes.
- Monitor and adhere to hump cut size restrictions.

Entry of Hump Delays:

Hump Conductors are responsible for the following activities:

- Hump Conductors are responsible for electronically recording hump delays and having all documented entered within 20 minutes of occurrence.

CY 17.1 – Hump Conductor Qualification Process:

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

Initial Hump Conductor 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 Hump Conductor Qualification:

Hump Conductors who have not worked a Hump Conductor position in a 12-month period must be requalified. Employees seeking requalification will make an appointment with the Superintendent of Transportation to discuss.

Requalification may consist of the following:

- Requalification.
- 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%.

Hump Conductor Disqualification:

Hump Conductors failing to abide by Hump Conductors responsibility and requirements will be subject to disqualification.

Employees disqualified from service as Hump Conductor will remain disqualified for the duration of their employment, except as directed by the Director of Human Resources.

CY 18 - Crew Responsibilities:

In addition to G.C.O.R., Trainmen (Hump Operations) are responsible for the operation of the hump under the direction of the Yardmaster and the Terminal Manager.

Inspection of Hump Cut:

Trainmen are responsible for the following activities:

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.

Braking during Shove Over Movements (Retarder):

Trainmen are responsible for the following activities:

When shoving over the crest of hump, the Remote-Control Operator may request a light application on a retarder from the Hump Conductor to allow for improved control of the cut.

The Hump Conductor must ensure they are present, and ready to assist at any time a movement is pulling or shoving cars over the crest of the hump.

Position of Trainmen (Hump Operations)

Trainmen are responsible for the following activities:

The Pin Puller is responsible for bleeding air from the balance of the hump cut.

CY 19 - Classification of Rail Cars:

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 be done before end of the shift.

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

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.

Inspection of Rail Cars (Classification Yard)

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 20 - Bad Order Cars:

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 21 - 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 4MPH 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 22 - 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 23 - 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 24 - Left Blank Intentionally.

CY 25 - Hump Cut Size Restrictions:

Loads: Cuts must not exceed 2 cars.
Empties: Cuts must not exceed 5 cars.

CY 26 - 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 27 - Hump Cut Size, Automobiles and Articulated Rail Cars:

Articulated rail cars must be humped as single car cuts.

CY 28 – Do Not Hump Rail Cars:

Cars that cannot be humped will be classified as **DO NOT HUMP** cars.

CY 29 - Left Blank Intentionally.

CY 30 - Left Blank Intentionally.

CY 31 - Left Blank Intentionally.

CY 32 - Operation of Hump Approach Track Signals:

One East Approach Signal & Five West Approach Signal:

The signal on **One East Approach & 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 **One East Approach & Five West Approach**. The signal then acts as a shove light indicator.

The 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.

CY 33 - 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 EDEP, 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 Terminal Manager 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 34 – Yard Skate Requirements (Classification Yards):

Use of Skates:

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

Yard crews are responsible for applying two skates to Classification Yard track(s), after use, and prior to releasing track(s) back to the Hump Conductor.

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

Skate Placement:

Classification Yards:

Two skates will be placed 39 feet past the inert retarder towards the switching lead on each track in both the East and West Classification Yards.

When placing skates, place them parallel to each other, one on each rail.

Do not stagger skates.

Defective or Missing Skates:

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

Defective of missing skates must be reported to the Yardmaster.

CY 35 - 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 and only when other cars occupy the same track. Locomotive must not be less than 100 feet from the first car in the track and knuckle on the locomotive closest to the standing equipment must be closed.

CY 36 - Departure Yard Instructions:

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 37 - 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.

CY 38 - Handling of Traffic Under Hump:

Process:

- Prior to handling pull back traffic under the hump, the Yardmaster & Conductor are responsible for identifying any equipment over 17'01" ATR.
- A crew member will verify that there are no cars of excess height in the train.
- Yardmaster will use the camera system to examine the cut for any dimensional cars entrained.
  - .

CY 39 - Receiving Yard Supplemental Instructions:

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.

Industry Releases:

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

- The crew will provide the Yardmaster with the number of the lead car and advise if the track contains other cars.
- Yardmaster will notify the Mechanical Department that track will need inspection.

CY 40 - Hump Supplemental Special Instructions:

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 41 - Rule Interpretations:

Switch and route display monitors identify switch position and route.

These monitors are located on the Yardmaster console, Hump Conductor console, and in the East and West 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 42 - Supplemental Protection for Hump Retarder Maintenance

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.

J. Busson
Superintendent of Transportation

Transportation Notices in Effect:

2024	002, 003, 004
2023	046, 045, 043, 035, 024, 020, 008, 007, 004, 003
2022	034, 032, 029, 023, 017, 009

End of TN 2024 - 004