



BRC Transportation Clerical Notice #2026-TCN-001

Effective 0001 CST March 27th, 2026.

Subject: Transportation Clerical Notice 2026-001

**** This notice supersedes and replaces all previous Transportation Clerical Notices.***

TCN-1 INBOUND PROCESSING

TCN-1.1 Entering Inbound Trains into Belt Apps

Inbound train entries must be accurate, complete, and verified prior to release. Clerks are accountable for ensuring all data entered into Belt Apps is correct before further processing.

Clerks are required to:

- Verify inventory using inbound AEI reads (EDI and camera systems must be used when required).
- Place the train on the designated track.
- Confirm destinations for every inbound railcar using EDI messaging.
- Resolve destination discrepancies with inbound and outbound carriers.
- If the correct destination cannot be verified, the car must be returned to the originating carrier.

Assumptions, estimated destinations, or unverified routings are strictly prohibited.

TCN-2 CAR ROUTING AND BLOCK CODES

Block codes and routing must not be changed unless explicitly authorized by a BRC manager.

Any block code change requires an email to the Director of Car Operations identifying:

- Car number
- Original block code
- New block code
- Authorizing individual

Unauthorized changes to routing or block codes are strictly prohibited and will be treated as a violation of company operating procedures.

TCN-3 ROUTING PROTECTION

Requests from carriers or customers to reroute or protect a car not on BRC property must be handled through the Routing Override Screen.

All required fields and detailed notes must be entered to ensure proper handling.

Failure to properly document routing protection requests will be treated as non-compliance.

TCN-4 PULL-DOWN PROCESSING

Clerks handling pull-down records are responsible for:

- Moving inventory from classification tracks to assigned departure tracks.
- Verifying inventory using AEI reads.
- Assigning the correct job during pull-down processing.
- Using the camera system when AEI scans do not match Yardmaster instructions.

Any delay, deviation, or inability to comply with pull-down instructions must be reported immediately to the Terminal Manager. Failure to report delays is not acceptable.

TCN-5 SOUTH CHICAGO TRAFFIC

TCN-5.1 Inbound from South Chicago

- Verify arrivals using AEI reads.
- Use Outlying Transit to place inventory on designated tracks per Yardmaster instruction.
- Confirm destinations using EDI messaging and resolve discrepancies with involved carriers.
- Scan direction may require correction; this is normal for CSS traffic.

TCN-5.2 Outbound to South Chicago

- Verify outbound inventory using AEI reads.
- Use Outlying Transit to place cars on the SOCHGO track.
- Once yarding instructions are received from the South Dispatcher, place cars on the correct Commercial Yard track.

TCN-6 INVENTORY MANAGEMENT

TCN-6.1 Lost Car Inventory

At minimum, once per shift:

- Review all cars listed on the Lost Car Track.
- Attempt to locate cars using AEI data.
- If unable to locate, notify the Terminal Manager, Director of Car Operations, or Assistant Superintendent.
- Coordinate with Yardmasters to correct placement when cars have not departed.
- Depart cars that have already left the property.
- Delete receipt records for cars that never arrived.

TCN-6.2 Cars on Hold

- Review Cars on Hold reports in Power BI at least three times per shift.
- All populated cars must be researched and cleared.
- Any item that cannot be cleared must be escalated immediately to the Terminal Manager. Allowing unresolved issues to carry forward between shifts is not permitted.

TCN-6.3 Missing "R" Records

- Review Missing R Records in Power BI at least three times per shift.
- All issues must be researched and corrected.
- Any item that cannot be cleared must be escalated immediately to the Terminal Manager. Allowing unresolved issues to carry forward between shifts is not permitted.

TCN-7 OUTBOUND TRAIN PROCESSING

TCN-7.1 Building and Completion of Outbound Trains

Clerks are responsible for:

- Printing and organizing all required operating documents.
- Generating accurate train lists and hazardous material documentation.
- Ensuring 418 EDI messages and train consists are sent to the appropriate carrier.
- Departing inventory in Belt Apps immediately upon train departure.

Clerks are accountable for ensuring all outbound documentation and EDI transmissions are completed accurately and on time.

TCN-8 REFRIGERATION SERVICE

Cars in receiving yards or re-humps must be bad ordered using reason code SS.

Cars in classification or departure yards are considered processed; the next carrier is responsible.

Reply-all to the request email clearly stating which condition applies.

Mechanical will notify all parties once the car is available for service.

Failure to follow this process may result in service delays and will be subject to review.

TCN-9 CUSTOMER SERVICE AND ERROR DELIVERY

All Car Operations Clerks are required to actively monitor and respond to the Customer Service and Error Delivery inboxes throughout their shift.

Requests must be monitored continuously and addressed without delay. Failure to monitor or respond to inbox communications during the shift is unacceptable.

TCN-10 DIMENSIONAL CAR CLEARANCE

Movement wires received at dimensional@beltrailway.com must be entered into Belt Apps.

A high-wide message must be generated for all dimensional cars.

One clearance status must be applied:

- Proposed Clearance
- Actual Clearance
- Actual Clearance Completed

Dimensional cars must be emailed to destination carriers at least once per shift until cleared.

Approval details (carrier, name, time) must be documented in Belt Apps.

Incomplete documentation or failure to communicate clearance status will be treated as a procedural violation.

TCN-11 INDUSTRY OPERATIONS

TCN-11.1 Industry Instructions

- Review all industry paperwork for accuracy and workload balance.
- Ensure customer orders are complete and correct prior to crew on-duty time.

- Provide all required paperwork and track lists to crews promptly.
- Support customers professionally throughout the shift.

TCN-11.2 Finalizing Industry Work

- Validate all cars using AEI scans.
- Confirm all billing and customer portal entries are complete.
- Clerks are not permitted to enter billing or routing on behalf of customers.
- Place cars on the correct track per Yardmaster or authorized instruction.

TCN-12 INDUSTRY PULL RECORDS

All cars placed in a customer-serving yard must be processed using an Industry Pull Record to ensure constructive placement.

TCN-13 CREW CALLING AND PAY

Crew Callers are responsible for:

- Compliance with all applicable working agreements.
- Assignments must be fully staffed, and no time slips, excess pay, or guarantee payments are to be generated due to clerical, calling, or administrative error.
- Filling all assignments or immediately escalating shortages.
- Tracking attendance, guarantees, vacations, personal days, FMLA, sick time, training assignments, and pay on every shift.
- Finalizing time slips and validating paid lunches on every shift.

Repeated errors or failure to comply with crew calling and pay requirements will result in corrective action.

Compliance with this notice is mandatory. Failure to follow these procedures, including errors caused by omission, assumption, delay, or inattention, may result in operational disruption and corrective action, up to and including discipline, consistent with applicable agreements and company policy.

Kevin Billingsley
Director of Car Operations

BRC Transportation Clerical Notices in Effect:

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