

**UNION PACIFIC RAILROAD COMPANY**  
**LOS ANGELES SUPERINTENDENT BULLETINS**

SB#	Eff Dt	Category / Purpose
18	01/27	3-TRAIN HANDLING AND SWITCHING-UNDER SECTION D, NEW INFORMATION A
17	01/25	9-LOCOMOTIVE, CAR AND EOT-NEW SECTION SECTION: J / SUBJECT: LOCOM
16	01/17	6-FOOTING, TRACK AND DERAILS-ALHAMBRA SUB - WALKWAY/FOOTING CONDI
15	01/16	2-SITE SPECIFIC INSTRUCTIONS-RULE 8.20 ADDED FOR COMMERCE YARD
14	01/11	4-SECUREMENT OF EQUIPMENT-YUMA YARD SECUREMENT INFORMATION ADDED
13	01/01	13-FOREIGN RAILROAD INSTRUCTIONS-REPLACE 2016 BULLETINS / EFFECTI
12	01/01	12-PHONES, HOTLINES AND AVR-REPLACE 2016 BULLETINS / EFFECTIVE 1/
11	01/01	11-HEALTH, LEAVES AND ATTENDANCE-REPLACE 2016 BULLETINS / EFFECTI
10	01/01	10-TIMEKEEPING AND CMS-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/201
8	01/01	8-REMOTE CONTROL OPERATIONS-REPLACE 2016 BULLETINS / EFFECTIVE 1/
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5	01/01	5-RULES, SAFETY AND TRAINING-REPLACE 2016 BULLETINS / EFFECTIVE 1
1	01/01	1-GENERAL INFORMATION-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

UNION PACIFIC RAILROAD COMPANY

LOS ANGELES SUPERINTENDENT BULLETIN NO. - 18

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**PURPOSE:** 3-TRAIN HANDLING AND SWITCHING-UNDER SECTION D, NEW INFORMATION ADDED REGARDING: YUMA SUB, REPORT ALL UDE INCIDENTS TO TRAIN DISPATCHER AND HELP DESK

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**EFFECTIVE DATE:** 1417, January 27, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #3

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**SECTION: A**

**SUBJECT: DPU PROCESS AND CHECK SHEET REQUIREMENTS**

To ensure proper setup of power and on-time train departure of DPU trains, the following process applies to TE&Y employees.

NOTE: Mechanical Department will prepare the head consist and DPU Remote consist for DPU operation in advance at Los Angeles Commerce Yard, City of Industry, Dolores and Colton . At these locations the engineer must receive a copy of the completed/signed checklist prior to train departure. Train departure may NOT occur until engineer has either 1) received copy of completed/signed checklist or 2) personally verified that remote consist is set-up properly and ready for departure. At all other locations the engineer must personally verify that remote consist is set-up properly and ready for departure even if checklist is present. Other locations would include trains originating at PHL (on dock), Mojave, Kaiser and El Centro. **Trains originating at PHL, if known by an Job briefing with ICTF/On Dock/ UP Employees that the train was physically Linked up by UP Employees can depart with the checklist on the head end reflecting DPU Process was completed.**

\* Tasks the Mechanical Department will perform in advance will include:

- A) DPU Remote consist directional setting, head consist vs. DPU Remote consist.
- B) DPU Remote consist rear headlight on dim position to serve as train marker; number lights turned off, step lights on and cab light on.
- C) DPU Remote consist engineer seat(s) locked in position to prevent swivel and apply automatic brake valve pin when equipped.
- D) DPU Remote consist units dynamic brake cut-in, daily inspection cab cards signed and current.
- E) Trainline hoses connected and angle cocks fully opened.
- F) Cab signals cut out on controlling unit of remote consist.

At the locomotive servicing facility:

- 1) Units will be prepared for road service (e.g. units on-line, etc.) and ensure that E.O.T. display is zeroed out unless an E.O.T. is in use on this train.
- 2) Hand brakes will be fully released on both consists. (The DPU Remote consist may FAIL TO LOAD on the newer model units if it detects any amount of hand brake applied so it is important that it be FULLY released.)
- 3) Place all units on-line, and verify all cab windows and doors equipped with locks are locked upon exiting DPU consist.
- 4) Determine the setout location for the DPU Remote consist and deliver to that location.
- 5) Ensure that completed and signed PRE-TESTED CHECKLIST is on the head consist controlling unit control stand.

In the yard:

- 6) DPU Remote consist will be properly secured at the desired location and left in SETOUT MODE.
- 7) Leave the angle cock OPEN on the remote consist when cutting away, allowing the remote consist to go to emergency.
- 8) Once properly built, couple the cars to the DPU Remote consist and couple the air hoses between car and DPU Remote consist BUT DO NOT OPEN THE ANGLE COCK.
- 9) NORMALIZE the remote consist.
- 10) Open the angle cock between the car and the DPU Remote consist.
- 11) Hand brakes will then be FULLY released on the DPU Remote consist. (The DPU Remote Consist may FAIL TO LOAD on the newer model units if it detects any amount of hand brake applied so it is important that it be FULLY released.)
- 12) Only when necessary, move the train to the location in the terminal where train air brake test will be performed.
- 13) A brake pipe continuity test and leakage test must be performed on entire train prior to departure, per Rule 32.12.6.
- 14) Perform BP continuity test using "BP on Demand" feature (per Section B, Item 1) if equipped. If not equipped then lead consist must be unlinked and re-linked in order to access BP continuity test.
- 15) Once lead consist is unlinked and flow is below 60 CFM, relink as follows:
  - a. Press the DISTRIBUTED POWER soft key.
  - b. Press the LEAD SETUP soft key.
  - c. Enter the number of the controlling unit of the second remote consist, if more than one. If only one remote consist is in the train enter the number then select DONE or ACCEPT. (A Penalty brake application will occur - this is normal).
  - d. Place Automatic brake valve handle to Suppression position.
  - e. If DPU Remote consist on rear is only one unit, select FTE mode.
  - f. If DPU Remote consist on the rear is two, select CTE mode or FTE per the SSI to provide the proper number of axles. Note: Some Union Pacific and all Norfolk Southern (NS) units do not offer the FTE/CTE choice.
  - g. When screen prompts you to "CHARGE TRAIN BEFORE RUNNING BRAKE PIPE TEST", and Penalty Message has cleared, place the Automatic brake valve handle in RELEASE position. ("Source still present" message might be there for a while - WAIT for it to clear before placing Automatic brake valve handle in the release position.)
  - h. When FLOW on both consists is BELOW 15 CFM select BRAKE PIPE TEST, then press EXECUTE.
  - i. Follow screen prompts and make a MINIMUM brake pipe reduction.
  - j. When message "BRAKE PIPE TEST OK" or "BRAKE PIPE TEST PASS" appears then select LEAKAGE TEST, then press EXECUTE. (If brake pipe test fails, make a 20 lb. brake pipe reduction then a release and retry the brake pipe test.)
  - k. The leakage test is fully automated - DO NOT MOVE THE AUTOMATIC BRAKE VALVE HANDLE!
  - l. When prompted on the screen, move Automatic brake valve handle to FULL SERVICE position.
  - m. Notify the car department of the leakage value. In the absence of car department personnel, notify the person who controls train departures (e.g. ICTF tower).

- 16) Select DP MAIN MENU.
- 17) Select MODE.
- 18) Selects FTE or CTE (matching the choice made in step 15 e. or f. above) and executes the choice. Terminal engineer will notify the outbound road engineer FTE/CTE choice made and the amount of brake pipe leakage.
- 19) Control of the train is handed off from the terminal engineer to the outbound road engineer. After taking charge, the road engineer will note the brake pipe leakage value on the air slip if not already noted by the car department.
- 20) When ready for departure movement, the outbound road engineer will move the Automatic brake valve handle to release position. This release also will serve as a TRAIN CHECK function.

## **SECTION B**

### **SUBJECT: Fuel Conservation – EMS (Smart Consist-Trip Optimizer-Leader) and Road Shut Down (RSD)**

**Amended: 11/2/16**

#### **EMS Systems**

##### **Smart Consist (SC)**

1. TRAINING – Employees can review training on the Smart Consist tutorial and/or print a copy of the Smart Consist pocket guide. To do this you can access the web page at the following link [http://home.www.uprr.com/emp/operating/operating\\_services/index.shtml](http://home.www.uprr.com/emp/operating/operating_services/index.shtml) or by starting at the UP Employees Homepage>Departments>Operating>Operating Systems and Practices>Smart Consist Pocket Reference Guide or Smart Consist Tutorial.
2. USAGE AND ACCOUNTABILITY - Locomotive Engineers operating with a lead locomotive equipped with Smart Consist either correctly used or failed to use Smart Consist. Engineers must use Smart Consist if equipped and Managers will follow up with remedial action for those that choose not to utilize the Smart Consist technology.
3. REPORTING PROBLEMS- It is critical that Engineers properly report when Smart Consist does not function properly or cannot be used. Engineers should first report Smart Consist issues to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. You need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. While on duty Employees must detail any issues along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>PTC/Energy Management Feedback. There you provide a detailed description of the problem and your control or ticket number.
4. ADDITIONAL INFORMATION – Smart Consist is currently only capable of working together with the Leader system. When equipped with Leader and Smart Consist both systems should be utilized together. Smart Consist will not work with Trip Optimizer at this time. Once engaged, the system does not need to be disengaged at the completion of your trip.

##### **GE Trip Optimizer (TO) if operating**

1. TRAINING – Employees can review training on the Trip Optimizer (TO) tutorial and/or print a copy of the Trip Optimizer pocket guide as well as other resources. To do this you can access the web page at the following link [http://home.www.uprr.com/emp/operating/operating\\_services/index.shtml](http://home.www.uprr.com/emp/operating/operating_services/index.shtml) or by starting at the UP Employees Homepage>Departments>Operating>Operating Systems and Practices>Trip Optimizer Pocket Reference Guide or Trip Optimizer Tutorial.
2. USAGE AND ACCOUNTABILITY - Locomotive Engineers operating with a lead locomotive equipped with Trip Optimizer on TO territory either correctly used or failed to use TO. Auto Control should be used to its fullest extent when compliant with the rules (80% goal). Engineers must use Trip Optimizer if equipped and Managers will follow up with remedial action under the MAPS Policy for those that choose not to utilize the TO technology where required.
3. REPORTING PROBLEMS- It is critical that Engineers properly report when Trip Optimizer does not function properly or cannot be used. Engineers should first report TO issues to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. You need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. While on duty Employees must detail any issues along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>PTC/Energy Management Feedback. There you provide a detailed description why you were unable to use TO and your control or ticket number.
4. ADDITIONAL INFORMATION – TO must be used to the fullest extent possible when available. You must initialize the system at the beginning of your trip if it is not already done, but there is no need to log out upon completion or destination. Trip Optimizer is not capable of working in concert with Smart Consist.

##### **More Information on Trip Optimizer**

1. You must complete the Trip Initiation prior to departing. This must be completed through Slow Order acceptance with Throttle in Idle and Loco not moving. This must be completed within 35 miles of the departure station for the first Trip Initiation. Once the first Trip Init has been received, you can re-initiate anywhere along the route within a 12-hour period.
2. The preferred method of moving from Auto to Manual mode is to move the throttle handle to the current active notch indicated on the screen. If it is currently operating in N8, then select the "Manual Control" key followed by the "Confirm Throttle" key.
3. Only use Auto mode if you can run track speed. Be careful leaving a siding. Wait until the entire train is out of the siding before selecting Auto.
4. The "Auto Mode Available" will not be active if you are over the current speed limit, or significantly over the current planned speed.
5. The system looks ahead 2 miles and if it thinks it may over speed ahead, it will request manual operation by flashing the "Manual Control Required Now" message. Once satisfied, Auto Control will be available again.
6. When the Train approaches a crossover, the system will prompt you to "Please Indicate Track to be Taken Past Station Name." This prompt will come up automatically ~5000' before the approach. Don't answer until you know the direction you will be taking.
7. If you ever put in the wrong track information, push the "Update Track" button. This will prompt you 1<sup>st</sup> for current track, and then re-prompt you for any upcoming crossovers. "Update Track" is only used when incorrect track information is input into the system.
8. The System pre-plans the route using the current track used in multiple track territory. If you indicate that you will be taking a cross over, the system must replace the route. If you are in Auto Control, it will immediately request "Manual Control Required Now". The Rolling Map will be removed from the screen. Once the new plan is generated, the map will be displayed and Auto control will again be active when conditions are correct.
9. The system minimizes the use of brakes. When cresting a peak, you may notice that the system will reduce throttle prior to the crest and let gravity reduce the cresting speed so that the speed limit can be maintained during the descent with sometimes minimal or no brake usage. Analysis shows that this time lost is made up during other parts of the trip so no overall time loss using Trip Optimizer.

## Locomotive Road Shut Down (RSD) / TPA Compliance

Instructions for engineers concerning reporting DG units used for power:

1. General RSD Information – Engineers are not to request dispatcher authority to place DG, DB, or IB units on line unless train stall is imminent or locomotive in your lead consist has mechanically failed where extra power is required. Making schedule or speed is a decision for the Harriman Dispatching Center and can only be initiated by the Train Dispatcher. TPA compliance must be adhered to at all times with the exception of imminent train stall, locomotive failure, or HDC over ride of the requirement.
2. TRAINING – Refer to rule 31.8.7 part C, SSI Item 5B and 5C for additional information, or contact your MOP if you have questions.
3. USAGE AND ACCOUNTABILITY – Locomotive Engineers operating with DG, DB, or IB units on line without a valid reason and/or proper reporting will be held accountable under the MAPS policy.
4. REPORTING PROBLEMS / EXCEPTIONS- Engineers must properly report when DG, DB, or IB units are used for power. Engineers should report all mechanical failures or train stalls to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. The dispatcher may also request you place a DG, DB, or IB unit on line at their discretion. When a DG Unit is placed on line you need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. If you do not get a control or ticket number you do not place the unit in service. While on duty Employees must report any DG exceptions along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>Fuel Masters>DG Status Reporting. There you should provide a detailed description as to why you placed a DG unit on line and your control or ticket number.
5. ADDITIONAL INFORMATION – N/AFCS Compliance

FCS 50 and Energy management are two separate requirements, when you are given permission from the Dispatcher or by Form C bulletin that FCS 50 is void to your train you are only relieved of the notch 5 - 50 mph requirement, the engineer is still required to utilize the Energy Management System but will utilize the soft key to disable FCS.

Crew members are not allowed to contact the HDC to request voiding FCS requirements. If the train Dispatcher contacts you to void FCS this does not allow you to place additional DG units on line. This only allows you to operate above the 5<sup>th</sup> throttle notch per rule 31.8.7.

Refer to rule 31.8.7 part B (amended in the SSI) to review the requirements of FCS (Fuel Conservation Speed) to understand when and how it is to be applied.

## BC Code Designations Defining Equipment

To determine what type of EMS configuration each locomotive is equipped with look under the EM column in your BU for the following designations.

A = GE Trip Optimizer  
B = NYAB LEADER  
C – EMD Smart Consist  
D – GE Trip Advisor  
E – GE Smart Horsepower  
G = NYAB LEADER and EMD Smart Consist  
H = GE Trip Optimizer and Smart HPT  
I = MYAB LEADER and Smart HPT

## Dead Good (DG)

Crews will relay info to the help desk and ask for an incident number that they will document in their job briefing book. Only units designated in your consist as "DG" (dead good) must be isolated and shut down. Failure to do so will result in a "shut down failure" and follow-up will be required to determine the reason these specific units were utilized.

Example; CD Locomotive

ST Init Number

UP 8361

This MUST be the unit isolated and shut down.....DG

UP 6311

UP 4961

UP 5033

## Energy Management Feedback:

Feedback is required on all EMS equipped locomotives ( Trip Optimizer, Smart Consist, Leader) at the end of trip before tie up. Any EMS initialization problem, en-route failure or other problems must be promptly reported to the Mechanical Help Desk for troubleshooting and a ticket number issued, this ticket number must be included in the feedback provided. If the system operated as intended you must enter that information as well. To enter feedback go to the MyUP page, on the left hand side pick crew, and then Energy Management Feedback. In the Feedback Selection area of this report you will find quick descriptions you can use, "Worked Well" is an example and should only be used if engagement is above **80%**, the comments section is to be used when quick descriptions do not explain engagement below **80%**.

## Trip Optimizer (TO):

Will be initialized at all locations when equipped if the train will traverse the Yuma or Mojave Subdivisions during the tour of duty. This will include long pool trains RE21/RE31. Trip Optimizer needs to be initialized at origin and the engineer will be able to engage the system once the train reaches Trip Optimizer territory. The system will automatically upload trip data at designated points prior to arrival at crew change locations, or the end of Trip Optimizer Territory. The engineer must utilize the **END TRIP** soft key prior to these location to obtain trips statistics. If run miles are 60% or below EMS feedback must be completed with a brief description of events that contributed to low engagement.

**Exception:** Southbound trains on the Mojave Sub are only required to provide feedback if the system is not working and feedback must include ticket number received from mechanical.

## Subdivisions / Train Symbols to use TO System:

**Mojave:** I, K, Z, M, Q

**Yuma:** A, I, K, Z, M, Q

**Leader (NYAB):** Currently not operational on the LASU

## Troubleshooting

Troubleshooting information and reference guides can be viewed online, from the Union Pacific home page click on departments, and then Operating Systems and Practices. Contact an LASU MOP or MRO if additional information is needed.

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**Section: C**  
**Subject: Energy Management System**  
**Deleted: 11/2/16 and combined with new information in Section B**

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**SECTION D**  
**SUBJECT: REDUCING UNDESIRED EMERGENCY BRAKE APPLICATIONS (UDE's)**

In an effort to reduce the number of undesired emergency brake applications the Mechanical Department Help Desk will contact train crews and request the following information:

- \* Date and Time of UDE.
- \* Location - Nearest Station and mile post traversed.
- \* Weather
- \* Train ID
- \* Car number when one or more of the following defects are found:
  - \*Air Hose Separation.
  - \*Air Hose Failure.
  - \*Train Line Failure.
  - \*Slip Joint Failure.
  - \*Control Valve.
  - \*Coupler Failure.
  - \*Train Separation.
  - \*End of Train Device Failure or Loss.
- \* Were automatic brakes
  - \*In the process of being applied.
  - \*Applied (Amount of set).
  - \*Increasing the application.
  - \*In the process of releasing.
- \* Was the train in buff or draft?
- \* What was the action taken? (Repaired, Setout, etc.)
- \* Any additional information that may assist in determining the cause of the UDE.

Note: Information above is to obtain data only. The inspection requirements do not change. If UDE does not require an inspection/repair, provide the dispatcher with the necessary information.

\*\*\*NEW: When operating on the Yuma Subdivision, report ALL UDE incidents to Train Dispatcher and Help Desk, including: Mile post location of UDE, Cause if known (i.e. DPU, Car/air hose, mechanical, dynamiter)

**SECTION: E**  
**SUBJECT: Yuma Subdivision**

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**SECTION: F**  
**SUBJECT: Mojave Subdivision**

Train handling instructions for DPU trains on the Mojave Sub:

All northbound DPU trains traversing between Bena and Sandcut and southbound trains traversing between Bench and Slover must comply with ABTH rule 34.2.7. Trains with entrained or rear helpers, do not operate DP trains in synchronous mode through undulations. Maintain sufficient power on helper(s) to control slack.

Northbound DPU trains that will be traversing Tehachapi to Bakersfield: DPU trains with 2 units placed on the rear must isolate the dynamic brake on the non-controlling locomotive in the DPU consist. 1 locomotive of dynamic brake is allowed on the rear of a 2 unit DPU consist. If this configuration can not be complied with, the MOP/MRO for the Mojave Sub District must be notified.

**SECTION: G**  
**SUBJECT: Circus Train – Train Handling Instructions**

Careful handling of the circus train is essential for the safety of the passengers and equipment onboard. Controlling slack is paramount to the safe movement of the Circus Train. Below are train handling guidelines issued by Ringling Bros.

Engineer and conductor should frequently observe both sides of the Circus Train, looking for signals and indications of defects.

**Circus Train Operation**

The Circus Train is made up of 39 conventional passenger cars on the head end, followed by 2 container flats and 19 piggyback flats on the rear end. Of the 39 passenger cars, there are 4 stocks (baggage cars) behind the locomotives, where elephants, horses, and other large animals ride standing, and 35 coaches which are the living quarters for circus personnel and their families, generators, maintenance shops, and related facilities. The 2 container flats are concession storage. The 19 flats at the rear end of the train carry all necessary equipment, props, vehicles, and caged animals.

All cars in the Circus Train are equipped with ABDXL freight brake valves. Passenger cars have disc brakes and freight cars have standard on-tread brakes with composition shoes. All passenger cars are equipped with 480 volt power cables supplying heat, air conditioning, and lighting from 2 circus generator cars in the consist. There is very little slack between cars that make up the passenger portion of the train.

The Locomotive air pressure regulating valve is to be adjusted to provide a brake pipe pressure of 90 pounds, and the train is to be operated with automatic brake cut-out valve on controlling unit placed in the In or Freight position. Cars of this train are not equipped with the graduated release

feature, and therefore train must not be operated with automatic brake cut-out valve placed to the Passenger position. If so equipped, the blended braking feature on the locomotives must be cut out and not used when operating the Circus Train.

**The air reservoirs on each passenger car are larger than standard freight car tanks. ALLOW EXTRA TIME TO COMPLETELY CHARGE THE BRAKES BEFORE MAKING THE BRAKE TEST.**

#### **SWITCHING**

Make no cuts on the coaches or stocks without consulting the Circus Trainmaster or Electrician. **Do not make or break 480 volt electrical connections.** All coaches and stock cars are occupied during switching. Use care in making joints and control slack during switching of the Circus Train. **Make a preliminary stop 1 car length from the joint, and then complete coupling at 1 MPH.** Equipment must be handled with air brakes operative at all times and must not be cut off and allowed to free roll under any circumstances. **DO NOT HUMP.**

#### **TRAIN HANDLING PROCEDURES**

Due to the length of the train and mixture of equipment in the makeup of the train, preplanning is of the utmost importance when using the throttle and braking systems to control train speed and slack.

The engineer will plan the methods sufficiently in advance of desired speed changes to insure that train speed is within prescribed limits and that the train slack is being properly controlled. *Maximum speed of Circus Trains will vary in accordance with your railroad's operating instructions and restrictions, but is not to exceed 60 mph.*

When conditions are favorable, dynamic or combined dynamic and train air brakes may be used to control train speed and slack. When so doing, engineer must take every precaution to insure that dynamic brakes remain applied with adequate force to control train slack in a bunched mode as air brakes apply and release throughout the train.

When applying train air brakes, the split-service method of braking is to be used. Initial reductions should be made while sufficient power is available to insure that slack remains stretched throughout the train. ***The locomotive brakes must be kept released when using train air brakes with power applied.*** A split-service application consists of making a 6-pound to 8-pound initial reduction followed with further reductions as required. Excess use of the air brakes should be avoided to prevent overheating of wheels and brakes.

#### **CIRCUS TRAINMASTER**

Brett Goertemoeller is the Red Unit Circus Trainmaster. The Circus Trainmaster is responsible for the safe operation and timely movement of the Circus Train. He will supply instructions for the switching and placement of the Circus Train upon arrival and departure. He directs circus personnel in the loading, unloading, and maintenance of the Circus Train.

#### **COMMUNICATIONS**

The Circus Trainmaster monitors the railroad radio and has a cell **(802) 578-3973**. Please keep the Circus Trainmaster advised of what AAR channels you will be using, and notify him when changing channels. Should an emergency occur on the train, the Circus Trainmaster will contact the railroad crew on the railroad radio.

**NOTIFY CIRCUS TRAINMASTER OF ANY UNUSUAL OR UNEXPECTED OPERATIONAL PROBLEMS OR IF THE CIRCUS TRAIN IS STOPPED FOR A MECHANICAL INSPECTION.**

#### **Section: H**

##### **Subject: Switch Flags - Yard and Industry Testing**

In an attempt to eliminate improperly lined switch or derail related incidents, the Los Angeles Service Unit will test with switch flags. Switch flag testing will require the crew to focus on the switch points/route instead of the switch targets to confirm the intended route.

The test consists of two highly reflective Yellow Flags with an orange or red stripe. Each flag is approximately 6 inches wide and 5 inches tall. The flags will be placed on both rails hanging to the inside of the track.

Crews must comply with Rules 8.2 (Critical Rule) and 82.2 and contact the employee in charge of flags.

#### **Section: I**

##### **Subject: Brightline Special Equipment**

Five Brightline Passenger Trains will be moved from California to Louisiana. They will move on the Union Pacific under the following conditions.

- **Operations**
  - Only move in Special Train Service.
  - An MOP will ride each train.
  - A job briefing between the UP train crew and Siemens onboard technician must occur at each crew change. The briefing must include correct radio channel and where the Siemens technician will be located.
  - Speed will be limited to 70 MPH max.
  - The brake pipe must be set at 90 psi.
  - A 2-way EOT will be located on the rear coupler of the rear trainset locomotive.
  - Train should limit or not perform shoving movements. If shoving movements need to be performed, it should be done with the minimum amount of power needed. This equipment does not have alignment control couplers, an employee must observe the coupler between the UP locomotive and the first car.
  - No UP crewmember is allowed to ride on or in the Brightline Equipment. If necessary to make a shoving move, UP conductor may ride inside the rear locomotive.
  - Do not shove the train with other equipment. In case of an emergency, a light locomotive may be coupled to the rear.
  - The trainset is a drawbar connected trainset (passenger locomotive+4 coaches+passenger locomotive), each trainset weighing approximately 511 tons and measuring 488 feet overall. The trainset locomotives and coaches are not intended to be uncoupled and separated enroute.
  - Any questions about (or technical issues regarding) the trainset should be directed to the onboard Siemens technician.
- **Air Brakes**
  - This is an extended haul train. Rule 30.3.5 will apply.
  - The train will have an Initial Term Class 1 Air Brake test at Origin, as outlined in Rule 30.10.1.
  - The Siemens technician should assist with and participate in all air brake inspections.

- The Brightline equipment is equipped with electric parking brakes that are located inside the equipment and set and release on each car.
- The Siemens passenger locos (1 at each end of the trainset) have air brakes set for Dead Engine. Engineer on the UP SD70M moving the trainset cannot bail off the brakes on the trainset locomotives. Trainset brakes are also set for Direct Release (not Graduated Release/Passenger). Trainset is equipped with disc-type brakes.
- This train is equipped with axle roller bearings that may not scan properly at Hot Box Detectors. The train is equipped with an onboard bearing temperature monitoring system.
- If any Hot Box Detector or other wayside detector requires the train to stop, notify the dispatcher and consult with the Siemens technician on corrective actions.
- **Securement**
  - If required to secure the train, notify the Siemens personnel who will assist in securing the train. The following procedures will apply for securement:
    - **Primary Method:**
      - Secure handbrake on UP locomotive
      - Release the Independent and Automatic brakes
      - Verify the Locomotive handbrake will hold the train
      - If the locomotive handbrake is sufficient
      - Reapply the independent Brake and make a 20lb Automatic Brake pipe reduction
      - If the Locomotive Brake will not hold you must do the Secondary Method Below:
    - **Secondary Method:**
      - If the Primary Method does not hold the train
      - Reapply the Independent Brake
      - Place the train in Emergency with the Automatic Brake handle
      - Close the angle cock between the Locomotive and the First car in the Consist
      - Recover the Air on the Locomotive
      - Apply the Handbrake on the locomotive
      - Release the Automatic and Independent Brakes on the Locomotive
      - Verify securement
      - If securement is sufficient; Reapply the Independent Brake and Make a 20lb Brake pipe reduction.
      - The angle cock will remain closed between the Locomotive and 1st car.
      - On the Securement Check List note the time the train was placed in Emergency, that the angle cock is closed and that there is no air on the cars.
      - If more than 4 hours pass, the train will require an Initial terminal test. Mechanical personnel assist with this test.
      - When putting air back in the cars you must follow the initial charge procedure outlined above prior to performing the air brake test.
- FRA in Washington DC is aware of and has approved these trainsets for transportation to Florida. If any FRA personnel take exception to any features on these trainsets (which cannot be resolved immediately and locally), ask the FRA person to immediately contact Harold Weisenger, FRA Washington D

## **Section: J**

### **Subject: Switching or Shoving Movements with Road or Hauler Power**

When making any Switching or Shoving movement:

1. Always comply with requirements of ABTH rules 34.2.11 and 34.2.12.
2. Use the lowest throttle position possible to avoid jackknifing, wheel climb or rail turnover.
3. When switching or shoving with multiple locomotives, care must be taken to limit buff and draft forces.
4. Maximum EPA limit (online) for lead consist is 24 axles or EPA limit specified in Local Instructions.

If unable to complete movement and additional EPA is needed, a job briefing with a DSLE is required prior to placing additional EPA online.

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

**UNION PACIFIC RAILROAD COMPANY**  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 17**

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**PURPOSE:** 9-LOCOMOTIVE, CAR AND EOT-NEW SECTION SECTION: J / **SUBJECT:** LOCOMOTIVE KNIFE SWITCH OPERATION

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**EFFECTIVE DATE:** 1215, January 25, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #9

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**SECTION:** A  
**SUBJECT:** LOCOMOTIVE CAB COMFORT AND SUPPLIES

Cab Doors - When left unattended, cab doors on controlling locomotive must be locked if equipped with working locking device. Latch and lock the rear cab door from the inside, if equipped. Exit the cab through the front door then latch and lock with equipped lock. Padlocks require the use of the former Southern Pacific switch lock key.

Cab Supplies - Any crews being transported to a train online (including Mira Loma) are required to bring ice and drinking water from their respective on-duty location.

Cab Air Conditioning - The following applies between April 1 and October 31. When possible, trains will have a functioning air-conditioned locomotive cab in the lead position when there is a functioning air-conditioned unit in the locomotive consist.

Crews on through trains with functioning air conditioned unit in the consist, but not in the lead position, or when air conditioner on the controlling unit fails enroute, may switch an air conditioned unit to the lead position if there are no other operational considerations such as ACS or DPU equipment requirements. Prior to making such a turn on the units, the crew must contact the train dispatcher and arrange for an appropriate location that will have the least impact on overall train velocity.

If a unit with functioning air conditioner is not available in the locomotive consist, the train will proceed.

**SECTION:** B  
**SUBJECT:** GENSET LOCOMOTIVES

Locomotives in the road number series UPY 2701 - UPY 2760 (Model 3GS1B) are GenSet locomotives. Locomotive engineers are advised of the following:

Inspection - When performing the daily inspection, engineers will not check air compressor oil level or water sight glass level on any of the three diesel engines due to accessibility issues. There are, however, two engine oil level sight glasses on each of the three diesel engines that the engineer must check. The engine is OK for service if any oil level appears in at least one engine oil sight glass (preferably the bottom one).

Air Brake Cutout - There is only one air brake valve cutout. This cutout is a rotary-type switch just below the air brake valve handles. Note that this is a three-position switch! Be certain that you position this brake valve cutout switch in the proper position for the intended service.

- 1) The top switch position cuts out BOTH the Independent and Automatic brake valves.
- 2) The middle switch position (knob is horizontal) cuts out only the Automatic brake valve. The independent brake valve remains cut in.
- 3) The lower switch position cuts in BOTH the Independent and Automatic brake valves.



Manual Start - If necessary to manually start the unit, press the start button located on the engineer's control stand. One of the three diesel engines (GenSets) will start after a few seconds. (The one that starts is the diesel engine with the least amount of operational hours so it could be any one of the three engines.)

The locomotive will operate using only one of the diesel engines until the throttle is advanced to Run 4 position at which time a second diesel engine starts. When the throttle is advanced to Run 6 position the third diesel engine will start. Amperage also affects when an additional diesel engine starts.

Manual Shutdown - Units are "Smart Start" equipped and therefore during normal operating conditions these units should not be manually shut down. However, when necessary to comply with the requirements of Rule 32.20, shut down the unit, turn off electrical breakers and pull the battery knife switch.

#### Operational Information -

- 1) All of these units are equipped with alignment control couplers.
- 2) A green-colored reset button may be found in the circuit breaker compartment. This reset button protects against battery voltage dropping too low. Should voltage drop to an unacceptable level, use this reset button to reset the battery voltage protection circuit. This may be necessary when manually restarting the locomotive after a shutdown.
- 3) These units are equipped with two horns, one on each end of the unit. The position of the reverser lever (front or back) determines which horn will sound when the horn button is pressed.
- 4) Two cab air conditioning units are located in the ceiling of the locomotive cab. If an air conditioning unit trips a circuit fault there must be a two-minute timeout period allowed before the unit may function. If you attempt to start the AC before this two-minute timeout period expires, the AC will not work.

SECTION: C

SUBJECT: NON TURBO CHARGED LOCOMOTIVE SHUTDOWN

The following locomotives must be shut down with battery switch pulled, and unit tagged, when being handled as other than assigned power for yard, local freight service or special passenger operations.

- A. Electro-Motive Division (EMD) Model E9
- B. Electro-Motive Division (EMD) Model SW1500
- C. Electro-Motive Division (EMD) Model MP15
- D. Electro-Motive Division (EMD) Model GP15
- E. Electro-Motive Division (EMD) Model GP38
- F. Electro-Motive Division (EMD) Model SD38
- G. Any foreign line EMD unit that is not turbo charged

When temperature is expected to be below 35 degrees F, locomotive coolant must be drained by mechanical forces. These instructions apply to locomotives that are normally aspirated (not turbo-charged). Due to high fire hazard conditions employees must watch all engines and train very closely for spark emissions or conditions that could create a fire hazard.

SECTION: D

SUBJECT: LOCOMOTIVE DAILY INSPECTION REPORT REQUIREMENTS.

THE INSTRUCTIONS WRITTEN BELOW APPLY TO LOCOMOTIVE ENGINEERS AND REMOTE CONTROL LOCOMOTIVE OPERATORS.

USING THE LOCOMOTIVE INSPECTION SECTION OF THE WEBSITE TIEUP SCREEN, FILL IN THE REQUIRED INSPECTION INFORMATION.

HOURS OF SERVICE SITUATIONS

IN HOURS-OF-SERVICE SITUATIONS BE GOVERNED BY THE FOLLOWING INSTRUCTIONS. BEFORE THE ENGINEER / RCL OPERATOR REACHES THE 12-HOUR DUTY LIMIT, FORM 25005 MUST BE COMPLETED. WHENEVER A JOB REACHES ITS 12-HOUR DUTY LIMIT SHORT OF FINAL TERMINAL, WRITE ON THE TOP OF THE DOCUMENT "NOT REPORTED TO TCS AS OF (THE CURRENT DATE & TIME)."

NEXT ASCERTAIN FROM THE TRAIN DISPATCHER, APPROPRIATE YARDMASTER, CARRIER OFFICER, OR OTHER PROPER AUTHORITY AS TO WHETHER:

\* TO LEAVE THE COMPLETED FORM 25005 WITH THE POWER CONSIST FOR A RELIEVING ENGINEER / RCL-OPERATOR TO REPORT OR,

\* TO TAKE THE COMPLETED FORM 25005 INTO FINAL TERMINAL FOR REPORTING.

WHENEVER AN ENGINEER / RCL-OPERATOR IS CALLED TO PERFORM HOURS-OF-SERVICE RELIEF, HE OR SHE MUST REPORT FORM 25005 TO TCS. UPON REACHING FINAL TERMINAL, REPORT FORM 25005 BEFORE PERFORMING ADDITIONAL HOURS-OF-SERVICE RELIEF MOVES OR OTHER WORK. THIS INSTRUCTION APPLIES BOTH TO CREWS SPECIFICALLY CALLED FOR ZONE DOGCATCH (PATCHING) SERVICE AND TO A CREW TEMPORARILY DIVERTED FROM THEIR PRESENT ASSIGNMENT FOR THE PURPOSE OF PERFORMING HOURS-OF-SERVICE RELIEF WORK.

IF ANY ASSISTANCE IS NEEDED CALL THE PHD DESK AT 544-5555 OPT.7 OPT.8.

SECTION: E

SUBJECT: NEW 'DG' STATUS & FUEL CONSERVATION FOR LOCOMOTIVES

Accurate reporting of Locomotive consists and usage of "DG" locomotives must be reported on the Engineer's tie-up screen using the My UP web page. DO NOT USE the old TCS tie-up screen.

Additionally, if a "DG" locomotive is needed to be utilized, the Engineer is required to report it using the Locomotive Status Exception Reporting Screen Access the Locomotive Status Exception Reporting screen from the MYUP Page as follows:

\* Expand the MENU bar on the left side of the MY UP Page Select "Crew"Select "Fuel Masters"; this will open the Fuel Masters page.

\* Select "Status Code Exception Reporting"Once the "Fuel master's Shutdown Fax Form" page opens, enter your employee ID to access previous trips to report "DG" locomotive usage.

Green Tags:

Los Angeles Service Unit has developed a FUEL CONSERVATION or TPA REQUIREMENTS tag (green in color) for use in physically identifying trailing units that are dead for fuel conservation reasons but are otherwise mechanically in working order. The tag is perforated at the middle. One half of the tag is for use on the affected DG unit. The other half of the tag is for use on the leading (controlling) unit. Engineers must use these FUEL CONSERVATION or TPA REQUIREMENTS tag for any unit in the consist that is shown on TCS paperwork as being in DG status. If such unit is used enroute, the part of the tag to be placed on the lead (controlling) unit must indicate the reason that the unit was started and placed on line. The three choices for such use are:

- 1) Exceeds TPA, or
- 2) Exceeds Tons per Equivalent Dynamic Brake axle, or
- 3) Questionable consist dynamic brake performance

Tags are available to TE&Y crews at on-duty locations and must be used if you have DG units in your train.

Engineers are to review and comply with all restrictions listed for TPA as listed in Item 5-B (3) of the Union Pacific Railroad System Special Instructions effect April 20, 2012. Engineers called for duty are responsible for ascertaining that locomotives meet required

TPA/EPA limits. This may necessitate engineers physically checking locomotives prior at departure location or where engineer takes charge of train.

In addition all trains with "DG" or "IG" units and units that have Green tags hung, must not be put on line unless instructed by dispatchers or corridor manager.

The following are exceptions that would allow motors to be put on line in lieu of these instructions. Crews doing so must notify the dispatcher if performing any of the following and report in the locomotive status exception area of MYUP.

" To comply with TPA requirements due to an online locomotive failure in train consist while enroute.

" Manifest trains that can't maintain a speed of 12 MPH while pulling a grade in throttle notch 8.

" Intermodal or premium "Z" trains that can't maintain a speed of 16 MPH while pulling a grade in throttle notch 8.

Crews that put units on line as instructed above due to failure to maintain the listed speed above are to shut down or isolate (per weather issues) said motor(s) at first opportunity when train stops. This is only if train is to make a scheduled stop or meet. Crews are not to stop their train just to shut down trailing motor.

Any time you use locomotives that are green tagged in DG or IG status for any reason you must call SMOP voice mail with the reason, dispatcher and location so that we will not be penalized on the service unit. SMOP voice mail is 909 685-2670.

Any questions are to be directed to the Service Unit DRO or MOPs.

#### **Fuel Conservation – EMS (Smart Consist-Trip Optimizer-Leader) and Road Shut Down (RSD)**

##### **EMS Systems**

##### **Smart Consist (SC)**

1. TRAINING – Employees can review training on the Smart Consist tutorial and/or print a copy of the Smart Consist pocket guide. To do this you can access the web page at the following link [http://home.www.uprr.com/emp/operating/operating\\_services/index.shtml](http://home.www.uprr.com/emp/operating/operating_services/index.shtml) or by starting at the UP Employees Homepage>Departments>Operating>Operating Systems and Practices>Smart Consist Pocket Reference Guide or Smart Consist Tutorial.
2. USAGE AND ACCOUNTABILITY - Locomotive Engineers operating with a lead locomotive equipped with Smart Consist either correctly used or failed to use Smart Consist. Engineers must use Smart Consist if equipped and Managers will follow up with remedial action for those that choose not to utilize the Smart Consist technology.
3. REPORTING PROBLEMS- It is critical that Engineers properly report when Smart Consist does not function properly or cannot be used. Engineers should first report Smart Consist issues to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. You need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. While on duty Employees must detail any issues along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>PTC/Energy Management Feedback. There you provide a detailed description of the problem and your control or ticket number.
4. ADDITIONAL INFORMATION – Smart Consist is currently only capable of working together with the Leader system. When equipped with Leader and Smart Consist both systems should be utilized together. Smart Consist will not work with Trip Optimizer at this time. Once engaged, the system does not need to be disengaged at the completion of your trip.

##### **GE Trip Optimizer (TO) if operating**

1. TRAINING – Employees can review training on the Trip Optimizer (TO) tutorial and/or print a copy of the Trip Optimizer pocket guide as well as other resources. To do this you can access the web page at the following link [http://home.www.uprr.com/emp/operating/operating\\_services/index.shtml](http://home.www.uprr.com/emp/operating/operating_services/index.shtml) or by starting at the UP Employees Homepage>Departments>Operating>Operating Systems and Practices>Trip Optimizer Pocket Reference Guide or Trip Optimizer Tutorial.
2. USAGE AND ACCOUNTABILITY - Locomotive Engineers operating with a lead locomotive equipped with Trip Optimizer on TO territory either correctly used or failed to use TO. Auto Control should be used to its fullest extent when compliant with the rules (80% goal). Engineers must use Trip Optimizer if equipped and Managers will follow up with remedial action under the MAPS Policy for those that choose not to utilize the TO technology where required.
3. REPORTING PROBLEMS- It is critical that Engineers properly report when Trip Optimizer does not function properly or cannot be used. Engineers should first report TO issues to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. You need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. While on duty Employees must detail any issues along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>PTC/Energy Management Feedback. There you provide a detailed description why you were unable to use TO and your control or ticket number.
4. ADDITIONAL INFORMATION – TO must be used to the fullest extent possible when available. You must initialize the system at the beginning of your trip if it is not already done, but there is no need to log out upon completion or destination. Trip Optimizer is not capable of working in concert with Smart Consist.

## More Information on Trip Optimizer

1. You must complete the Trip Initiation prior to departing. This must be completed through Slow Order acceptance with Throttle in Idle and Loco not moving. This must be completed within 35 miles of the departure station for the first Trip Initiation. Once the first Trip Init has been received, you can re-initiate anywhere along the route within a 12-hour period.
2. The preferred method of moving from Auto to Manual mode is to move the throttle handle to the current active notch indicated on the screen. If it is currently operating in N8, then select the 'Manual Control' key followed by the 'Confirm Throttle' key.
3. Only use Auto mode if you can run track speed. Be careful leaving a siding. Wait until the entire train is out of the siding before selecting Auto.
4. The 'Auto Mode Available' will not be active if you are over the current speed limit, or significantly over the current planned speed.
5. The system looks ahead 2 miles and if it thinks it may over speed ahead, it will request manual operation by flashing the 'Manual Control Required Now' message. Once satisfied, Auto Control will be available again.
6. When the Train approaches a crossover, the system will prompt you to 'Please Indicate Track to be Taken Past Station Name.' This prompt will come up automatically ~5000' before the approach. Don't answer until you know the direction you will be taking.
7. If you ever put in the wrong track information, push the 'Update Track' button. This will prompt you 1<sup>st</sup> for current track, and then re-prompt you for any upcoming crossovers. 'Update Track' is only used when incorrect track information is input into the system.
8. The System pre-plans the route using the current track used in multiple track territory. If you indicate that you will be taking a cross over, the system must replace the route. If you are in Auto Control, it will immediately request 'Manual Control Required Now'. The Rolling Map will be removed from the screen. Once the new plan is generated, the map will be displayed and Auto control will again be active when conditions are correct.
9. The system minimizes the use of brakes. When cresting a peak, you may notice that the system will reduce throttle prior to the crest and let gravity reduce the cresting speed so that the speed limit can be maintained during the descent with sometimes minimal or no brake usage. Analysis shows that this time lost is made up during other parts of the trip so no overall time loss using Trip Optimizer.

## NYAB Leader (LDR)

1. TRAINING – Employees can review training on the Leader (LDR) tutorial and/or print a copy of the Leader pocket guide as well as other resources. To do this you can access the web page at the following link [http://home.www.uprr.com/emp/operating/operating\\_services/index.shtml](http://home.www.uprr.com/emp/operating/operating_services/index.shtml) or by starting at the UP Employees Homepage>Departments>Operating>Operating Systems and Practices>Leader Pocket Reference Guide or Leader Tutorial.
2. USAGE AND ACCOUNTABILITY - Locomotive Engineers operating with a lead locomotive equipped with Leader on LDR territory either correctly used or failed to use LDR. Auto Throttle or Prompt Compliance should be used to its fullest extent when compliant with the rules (80% goal). Engineers must use Leader if equipped and Managers will follow up with remedial action under the MAPS Policy for those that choose not to utilize the LDR technology where required.
3. REPORTING PROBLEMS- It is critical that Engineers properly report when Leader does not function properly or cannot be used. Engineers should first report LDR issues to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. You need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. While on duty Employees must detail any issues along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>PTC/Energy Management Feedback. There you provide a detailed description why you were unable to use LDR and your control or ticket number.
4. ADDITIONAL INFORMATION – Leader is capable of working in concert with Smart Consist at this time if the locomotive is equipped with both. You must log in at the beginning of your trip and log out upon completion of your trip without fail.

## Locomotive Road Shut Down (RSD) / TPA Compliance

Instructions for engineers concerning reporting DG units used for power:

1. General RSD Information – Engineers are not to request dispatcher authority to place DG, DB, or IB units on line unless train stall is imminent or locomotive in your lead consist has mechanically failed where extra power is required. Making schedule or speed is a decision for the Harriman Dispatching Center and can only be initiated by the Train Dispatcher. TPA compliance must be adhered to at all times with the exception of imminent train stall, locomotive failure, or HDC over ride of the requirement.
2. TRAINING – Refer to rule 31.8.7 part C, SSI Item 5B and 5C for additional information, or contact your MOP if you have questions.
3. USAGE AND ACCOUNTABILITY – Locomotive Engineers operating with DG, DB, or IB units on line without a valid reason and/or proper reporting will be held accountable under the MAPS policy.
4. REPORTING PROBLEMS / EXCEPTIONS- Engineers must properly report when DG, DB, or IB units are used for power. Engineers should report all mechanical failures or train stalls to the train dispatcher who will arrange for the locomotive help desk to assist in resolving such. The dispatcher may also request you place a DG, DB, or IB unit on line at their discretion. When a DG Unit is placed on line you need to ask for and receive a control number or ticket number which you should record in your Job Briefing Book. If you do not get a control or ticket number you do not place the unit in service. While on duty Employees must report any DG exceptions along with your ticket or control number on the MyUP Page as follows: MyUP>Crew (in the left side pull down menu)>Fuel Masters>DG Status Reporting. There you should provide a detailed description as to why you placed a DG unit on line and your control or ticket number.
5. ADDITIONAL INFORMATION – N/A

## FCS Compliance

FCS 50 and Energy management are two separate requirements, when you are given permission from the Dispatcher or by Form C bulletin that FCS 50 is void to your train you are only relieved of the notch 5 - 50 mph requirement, the engineer is still required to utilize the Energy Management System but will utilize the soft key to disable FCS.

Crew members are not allowed to contact the HDC to request voiding FCS requirements. If the train Dispatcher contacts you to void FCS this does not allow you to place additional DG units on line. This only allows you to operate above the 5<sup>th</sup> throttle notch per rule 31.8.7.

Refer to rule 31.8.7 part B (amended in the SSI) to review the requirements of FCS (Fuel Conservation Speed) to understand when and how it is to be applied.

## BC Code Designations Defining Equipment

To determine what type of EMS configuration each locomotive is equipped with look under the EM column in your BU for the following designations.

- A = GE Trip Optimizer

- B = NYAB LEADER
- C = EMD Smart Consist
- D = GE Trip Advisor
- E = GE Smart Horsepower
- G = NYAB LEADER and EMD Smart Consist
- H = GE Trip Optimizer and Smart HPT
- I = MYAB LEADER and Smart HPT

SECTION: F  
 SUBJECT: FUEL CONSERVATION  
 FUEL CONSERVATION & LOCOMOTIVE INTERCHANGE REPORTING  
 FUEL CONSERVATION & TPA REQUIREMENTS

WHEN LOCOMOTIVES ARE DELIVERED TO OR RECEIVED FROM FOREIGN CARRIERS IN RUN THROUGH SERVICE, ENGINEERS ARE REQUIRED TO REPORT FUEL LEVELS FOR ALL UNITS IN THEIR LEAD CONSIST. FOR INTERCHANGE DELIVERIES, THE REPORTING LOCATION WILL BE THE DELIVERY LOCATION. FOR INTERCHANGE RECEIPTS, THE REPORTING LOCATION WILL BE THE RECEIPT LOCATION. FUEL LEVEL INFORMATION IS TO BE ENTERED.

FUEL LEVELS FOR INTERCHANGE TRAINS WILL BE ENTERED VIA THE WEB EQUIVALENT OF THE TCS =ON ENGINE INSPECTION SCREEN.

THE TRAIN LIST WILL INDICATE WHICH LOCOMOTIVES, IF ANY, ARE TO BE ISOLATED / SHUT DOWN OR BROUGHT ON LINE FOR FUEL CONSERVATION WHILE MAINTAINING SUFFICIENT POWER TO MEET TPA REQUIREMENTS. THESE INSTRUCTIONS WILL ONLY APPLY TO LOCOMOTIVES IN THE HEAD CONSIST, AND WILL APPLY AT EACH CREW CHANGE AFTER ORIGIN.

THESE CHANGES ARE IN 2 PARTS, THE LOCOMOTIVE CONSIST AND A NEW BLOCK OF INFORMATION.

1. THE LOCOMOTIVE CONSIST WILL DISPLAY THE STATUS OF THE LOCOMOTIVES THAT ARE TO BE ISOLATED / BROUGHT ON-LINE FOR THE OUTBOUND CREW. THE TRAIN LIST WILL INDICATE WHICH LOCOMOTIVES, IF ANY, ARE TO BE ISOLATED / SHUT DOWN OR BROUGHT ON LINE FOR FUEL CONSERVATION WHILE MAINTAINING SUFFICIENT POWER TO MEET TPA REQUIREMENTS. THESE INSTRUCTIONS WILL ONLY APPLY TO LOCOMOTIVES IN THE HEAD CONSIST, AND WILL APPLY AT EACH CREW CHANGE AFTER ORIGIN.

THESE CHANGES ARE IN 2 PARTS, THE LOCOMOTIVE CONSIST AND A NEW BLOCK OF INFORMATION.

1. THE LOCOMOTIVE CONSIST WILL DISPLAY THE STATUS OF THE LOCOMOTIVES THAT ARE TO BE ISOLATED / BROUGHT ON-LINE FOR THE OUTBOUND CREW.

ST	LOCOMOTIVE	PU	AC	EA	EA	AC	VCAH	CDAASD	LEN	WGT			
CD	INIT	NUMB	CIRC7	DC	MODEL-#	PW	DB	AX	CACC	SPTXTB	DP	FT	TN
X	UP	5745	NX284W	AC	C44ACCTE	12.1	9.8	6	.YY.	B6C63F	HC	74	208
X	DG	UP	5746	NX284W	AC	C44ACCTE(12.1)(9.8)	6	.YY.	B6C63F	H	74	208	
X	DG	UP	5747	NX284W	AC	C44ACCTE(12.1)(9.8)	6	.YY.	B6C63F	H	74	208	
X	DG	UP	5748	NX284W	AC	C44ACCTE(12.1)(9.8)	6	.YY.	B6C63F	H	74	208	
SUB TOTALS:						12.1	9.8	24				296	832
X	UP	5749	NX284W	AC	C44ACCTE	12.1	9.8	6	.YY.	B6C63F	R	74	208
X	UP	5750	NX284W	AC	C44ACCTE	12.1	9.8	6	.YY.	B6C63F	RC	74	208
SUB TOTALS:						24.2	19.6	12				148	416
.													
TOTALS:						36.3	29.4	36				444	1248
.													

2. NEW BLOCK OF INFORMATION

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*****
***** DUE TO ROUTE POWER REQUIREMENTS AND FUEL CONSERVATION EFFORTS *****
***** ISOLATE / SHUT DOWN / BRING ON-LINE THE FOLLOWING LOCOMOTIVE(S) *****
***** IN ACCORDANCE WITH ABTH RULE 31.8.7 *****
***** WEATHER AND CONDITIONS PERMITTING *****
*****
***** UNABLE TO RECOMMEND *****
*****
***** LOCOMOTIVE CONSIST SHOULD BE AS SHOWN ABOVE *****
*****
***** PULLED USING =ID *****
*****
*****      8374      /      160      =      52.4 *****
***** TRAIN TONNAGE   TPA LIMIT   TOTAL EPA NEEDED *****
*****
***** STEP 1: DETERMINE MINIMUM NUMBER OF LOCOMOTIVE(S) WHICH ARE NEEDED *****
***** TO HANDLE TRAIN TONNAGE WITHOUT EXCEEDING CREW TPA LIMIT. *****
*****
***** STEP 2: VERIFY CORRECT EPA IS ONLINE FOR ROUTE BY RECALCULATING TPA. *****
*****
*****      /      =      (160 CREW TPA LIMIT) *****
***** TRAIN TONNAGE / TOTAL EPA = ACTUAL TPA *****
*****
***** STEP 3: CONFIRM TPA DOES NOT EXCEED CREW TPA LIMIT. *****
*****

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A BLOCK OF INFORMATION WILL APPEAR AFTER THE LOCOMOTIVE CONSIST. IT WILL CONTAIN INSTRUCTIONS ON WHAT NEEDS TO BE DONE WITH THE LOCOMOTIVES IN ORDER TO MEET THE STATUS AS SHOWN IN THE LOCOMOTIVE CONSIST ALONG WITH THE GROSS WEIGHT INCLUDING ISOLATED LOCOMOTIVES AND NEW T/EPA AND T/EDBA RESULTS BASED ON LOCOMOTIVE STATUS AS SHOWN IN THE LOCOMOTIVE CONSIST.

LOCOMOTIVE ISOLATION INSTRUCTIONS: WILL BE ONE OF THE FOLLOWING

- UP 5746 ISOLATE - MULTIPLE LOCOMOTIVE MAY BE ISOLATED OR BROUGHT ON-LINE.
- UP 5746 BRING ON-LINE - PLACE LOCOMOTIVE ON-LINE
- NO CHANGES NECESSARY - INDICATES THAT STATUS OF THE LOCOMOTIVES OUTBOUND ARE THE SAME AS THE STATUS INBOUND.
- UNABLE TO RECOMMEND - INDICATES SITATIONS WHERE RECCOMENNDATIONS CAN NOT BE CALCULATED, SUCH AS:
  - = TRAINS TPA IS GREATER THAN THAT OF TERRIORY
  - = NO UNIT IN HEAD CONSIST IS IN WORKING STATUS
  - = NO POWER IS ASSIGNED TO THE TRAIN
  - = A DATA ISSUE THAT PRECLUDES RECOMMENDATIONS

IN ADDITION THE GROSS TONNAGE, TONS/EPA AND TONS/EDBA WILL BE DISPLAYED WITH VALUES CALCULATED BASE ON THE LOCOMOTIVES BEING IN THE STATUS AS INDICATED IN THE LOCOMOTIVE CONSIST.

SECTION: G  
SUBJECT: GE C45ACCTE Locomotives

Employees must stay off the walkways of C45ACCTE locomotives while the locomotive is under load. Some turbos on these locomotives have come apart. The mechanical department is in the process of adding turbo shrouds to these locomotives.

SECTION: H  
SUBJECT: DPU

If distributed power communication loss exceeds 16 minutes and 30 seconds as indicated by the control console for DP locomotive, comply with the following instructions.

Stop your train using proper train handling techniques and visually verify from controlling remote(s) (RC,1C), the DP link is still established.

If operating on a mountain grade, move a train length to attempt to reestablish communication or move a sufficient distance to clear the obstruction (tunnel, bridge, etc.).

If the train is stopped and a communication loss occurs, proceed a sufficient distance to attempt to reestablish communication. If communication is not established, stop and visually verify from the controlling remote locomotive (RC) the DP link is still established prior to moving again. Contact the train dispatcher and report 'Loss of Communication' to the Locomotive Mechanical Help Desk.

If it is determined the train has become unlinked, secure the train and attempt to re-link.

If it is determined the train has not become unlinked, contact the Locomotive Mechanical Help Desk to resolve the DP communication issues.

Section: I

Subject: High Strength Coupler Identification

If it is not known that a car is equipped with high strength couplers, it can be identified by;

1) Looking at the coupler casting identification located on the top of the coupler with the last character the letter 'E', 'EA', or 'EX' as designated in the SSI Item 5-B System Train Make-Up Requirements under High Strength Couplers.

OR

2) A visible Coupler Badge Plate, approximate dimensions 1 inch by ½ inch, welded onto the coupler will be used to identify a coupler that has been retrofitted to meet the tonnage limits of a high strength coupler.

Either method will designate a high strength coupler.

**Section: J**

**Subject: Locomotive Knife Switch Operation**

On the Los Angeles service unit all employees (Locomotive Engineers and RCL Operators) must wear gloves when opening and closing the battery knife switch on all locomotives. Please refer to rule 71.3 (Gloves)

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY

LOS ANGELES SUPERINTENDENT BULLETIN NO. - 16

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**PURPOSE:** 6-FOOTING, TRACK AND DERAILS-ALHAMBRA SUB - WALKWAY/FOOTING CONDITIONS ADDED AT MP 535 AND NEARBY AREAS

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**EFFECTIVE DATE:** 1421, January 17, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #6

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SECTION A

SUBJECT: UNEVEN FOOTING, ON-TRACK MATERIALS AND/OR WALKWAY CONDITIONS, OUT-OF-SERVICE (OOS) TRACKS, PERSONNEL WORKING EXIST AS FOLLOWS:

**(0940) Mojave Subdivision**

Trains departing BNSF Bakersfield Yard encountering delays after being high-balled will need to notify the UPRR dispatcher of the delay situation.

Uneven footing at the following locations:

MP 312 TO MP 312.75, Track 1-2. Segment 6610, laying rail on shoulder of ballast.  
MP 313 West side of tracks extending 1,000 ft to the south due to an open trench.  
MP 313 to MP 313.5 uneven footing on east side of tracks due to excavation and track materials.  
MP 313.25-313.6 along Main Track #2 at Kern Jct. walkway.  
MP 313.20 to MP 313.35 uneven footing off the yard lead 550 due to construction in the yard.  
MP 313.4 to MP 313.65 uneven footing account rail distributed along walkway.  
MP 313.5 TO MP 328.1 uneven foot due to ties distributed along right of way.  
MP 315 to MP 315.3 uneven footing due to rail on east side of number 2 track.  
MP 317.5 to MP 317.75 removed switch material adjacent main number 1 and 2.  
MP 319.95 to MP 324.8 uneven footing account ballast dumped.  
MP 332 to MP 365 uneven footing track materials distributed.  
MP 332.0 to MP 358.0 applies to all tracks.  
MP 341.55 to MP 341.65 due to ditch on low side.  
MP 343.25 to MP 343.75 uneven walkways due to Cliff Siding extension construction, temporary crossing at MP 343.7 for working hours only (locked after working hours)  
MP 343.7  
MP 345.1 to MP 345.25 uneven footing due to rail and materials along right of way.  
MP 347.8 to MP 347.9 uneven footing due to rail on the right of way.  
MP 351.7 and MP 351.8 uneven footing due to rail on the right of way.  
MP 352.0 to MP 353.1 due to grading project.  
MP 359.5 to MP 372.75 uneven footing due to ties distributed along right of way.  
MP 361.5 Chemtool not to be used for set outs, okay to service customer only.  
MP 369.25 to MP 371.5 Uneven footing due to flooding.  
MP 369.66 walkway out of service due to missing handrail tracks 1 & 2.  
MP 371.25 walkway out of service due to missing handrail tracks 1 & 2.  
MP 381 to MP 418 uneven footing account ties distributed along right of way.  
MP 381.1 to MP 381.55 uneven footing due to material on the right of way.  
MP 381.4 to MP 391.00 uneven footing due to material on the right of way.  
MP 381.2 - Mojave Yard South Lead 10-137 close clearance on switches. Switches are closer than 5 feet from rail  
MP 388.5 to MP 388.8 Oak Creek Industrial lead - Uneven footing on both sides of the track.  
MP 441.0 to MP 441.18 due to bridge debris and building material.  
MP 441.10 to MP 441.20 tripping hazard - shoring for bridge columns on North and South side of track within 5 feet of outside rails.  
MP 458 to MP 458.5 uneven footing.  
MP 462 un even footing account ties distributed along right of way.  
MP 465.95 to MP 466.35 track materials from curve gang.  
MP 468.65 to MP 469.35 track materials from curve gang.  
MP 470.75 to MP 470.85 uneven footing both sides due to erosion.  
MP 479.5 to MP 479.65: Uneven Walkways within 10 feet of the track due to Contractor materials until further notice.  
MP 479.99 to 480.01 uneven footing account construction material 12' from center of track - new bridge for Devore Road Crossing.  
MP 491.32 to MP 491.5 (bridge walkway): Railroad materials-pipes on the walkway  
MP 491.8 to MP 491.9 Uneven footing between due to ballast unloaded on the west side of track.  
MP 491.9 to MP 492.10 northwest side and southeast side of west leg of wye, uneven footing.

Following track OOS:



- Track 120 MP 320 Edison (north end only)
- Track 724 MP 319.3 Edison
- MP 313.41 to MP 313.43 - Crossover out of service
- North crossover switch MP 315; Quantico Electric switch lock for switch No.012 allowing movement from MT#2 into UPRR Bakersfield yard.
- MP 369.66 to MP 371.25 - Walkway out of service both sides of the track.
- MP 413.9 Hand throw switch is out of service.

#### **(0942) Lone Pine Subdivision**

Uneven footing at the following locations:

- MP 400.19 west side of the bridge
- MP 428 to MP 428.65

Following tracks OOS:

- MP 430.1 to MP 431.7 - track is out of service per Rossman. Red flags and derails are in place.

#### **(0943) Yuma Subdivision**

Uneven footing at the following locations:

- MP 538.5 to MP 539.75 both sides of tracks due to new construction.
- MP 538.6 to MP 538.7 on No. 1 and No. 2 tracks.
- MP 539.0 to MP 540.0 Mt. Vernon track and No. 1 and No 2, all tracks until we unload all materials.
- MP 540.40 to MP 540.60 Ice Deck track 2, track centers have been moved to 15' centers. This will effect siding Ice Deck 1 clearance also to 15' center of tracks. Prior to this the track had centers that were 30'.
- MP 541 to MP 541.10 all tracks have material in the walk way from now through February 2014.
- MP 545.8 track is OSS (3rds Street) Riverside Ind. Lead.
- MP 565.75 south of Main #1, north and south of Main #2 to MP 566.75 watch your footing due to ribbon rail.
- MP 566 to MP 566.25 contractor installing orange fence.
- MP 615.25 to MP 615.75 contractors working at least 10 feet from the tracks. Apply whistle and bell when approaching this location.
- MP 635 material staged for Maintenance of Way.
- MP 648 to MP 654 uneven footing on north side due to new construction.
- MP 654.40 to MP 656.10, uneven footing north side due to siding removal at rogoza.
- MP 654.99 north side has been removed during rogoza siding removal.
- MP 658.0 to MP 676.0 both north and south sides uneven footing existing east putting Callexico Sub in the middle of Form B.
- MP 658.0 to MP 676.0 between 0600 and 1630 daily contractors working at least 10 feet from track. All handrails on north side from Wister have been removed at pre existing bridges.
- MP 659.80 to MP 661.50 north side - removing Wister Siding.
- MP 660.52 uneven footing at bridge on both sides of #2 track.
- MP 664 to MP 675.65 uneven footing with rail being staged north of tracks.
- MP 673.90 to MP 675.60 uneven footing due to siding removal.
- MP 673.90 and MP 676.00 contractors working at least 10' from track.
- MP 673.0 to MP 697.0 walking hazard. Rail laid out along right of way.
- MP 676 to MP 687.25 uneven footing and contractors working 10' from track on both north and south side.
- MP 680 to MP 681 uneven footing from Niland to MP 723.7 south side of track and to Araz on north side of track fiber optics being installed.
- MP 722.75 to MP 723.25 new rail and toe path north side main track one only
- MP 723.00 to MP 726.25 contractors working 10 feet from track on north and southside of tracks until further notice.

#### **(0945) Callexico Subdivision**

Following Automatic Crossing Devices are Out of Service:

Comply with Procedure 6.32.2 procedure 1:

Calipatria, CA Young Road MP 675.12 Industry Track

From El Centro to Niland on both sides of track fiber optics are being installed.

UNEVEN FOOTING AND TRACK MATERIAL DISTRIBUTED AT THE FOLLOWING LOCATIONS:

- MP 678.17
- BETWEEN MP 707 AND MP 708.8

#### **(0947) El Centro Subdivision**

None

#### **(0958) Santa Barbara Subdivision**

Uneven footing at the following locations:

MP 271.5 to MP 271.7: Rail unloaded in walkway on both sides of track  
MP 324.8 hole in walkway on ocean side

Ballast piles unloaded in walkway at the following locations

MP 271.7 oceanside  
MP 268.1 oceanside  
MP 267.5 landside  
MP 264.8 landside  
MP 262.5 landside

#### **(0965) Los Angeles Subdivision**

Uneven footing at the following locations:

MP 1.93 to MP 52.64 watch footing along right of way and walk way due to ties distributed off the #1 main and #2 main line.  
MP 2.7 to MP 3.0 material staged in the right of way both sides.  
MP 3.25 to MP 4.0, Yard 4, tracks 701, 703, 704 and 743.  
MP 19 at the bridge entering City of Industry yard - uneven footing  
MP 22.00 to MP 23.00 contractors working between 7:00 and 16:00.  
MP 22.65 to MP 24.2 uneven footing and material on south side of main track 2

Between MP 12.5 and 15.75 there is track material on the North side of track 1 and the south side of track 2 within walking areas, due to on going projects.

Bridge at MP 10.75 main track 1, walkway out of service on the north side.

Between MP 21.9 and 22.75 there is track material on the north side of main track 1 and 2 within walking areas, due to an on going project.

Following switches are OOS:

MP 5.7 to MP 5.75 is out of service. Hand throw crossover between MT1 and MT2. Also eastbound hand throw crossover MT2 to MT3.

#### **(972) San Pedro Subdivision**

Uneven footing at the following locations:

MP 2.8 to MP 3.08 out of service until further notice.  
MP 2.98 walkway out of service left and right side due to fire damage.  
MP 3.0 uneven footing conditions  
MP 3.32 Bandini Industrial Lead, Track 702, rail laying both sides of track.  
MP 3.71 Vernon Lead, Track 702, railing laying on both sides of tracks between Boyle Avenue and Soto Street.  
MP 5.43 Vernon Industrial Lead track OSS  
MP 13.0 to MP 15.5 West side Manuel Pass #1  
MP 19.5 to MP 20.01 Mead Yard  
MP 20.2 to MP 18.61 west end of Manuel Pass No. 3 to east end of Manuel Pass No. 1 MP 18.5 to MP 18.3  
PHL MP 21 to MP 22 Mead Yard - tracks 2 & 4 there is rail next to the track.  
MP 22.5 to MP 22.6 Mead Yard.

#### **(0975) Alhambra Subdivision**

PMT Track off MT#1 between MP 482.65 and MP 482.9 is out of service.

MP 483.8 to 485: Uneven footing on Main Track 2 due to track 102 extension project.

Uneven footing at the following locations:

Vegetation in walkway at CAL Steel Industrial track.

MP 485.5 Both MT  
MP 485.6 to 487 uneven footing due to debris in Aurent yard on the lead next to yard 51 track 711, the west end of yard 51 track 710, and on the west end of yard 51 track 6 near DS Ingredients.  
MP 489.5 to MP 491.5 employees working 15 feet or closer from track.  
MP 489.7 to MP 494.00 both sides of track.  
MP 492.75 to MP 514.5 - Main track - Distributed railroad ties along the right of way  
MP 497.75 to MP 498.25 - Material distributed along the right of way on the North and South side of both tracks  
MP 501.0 to MP 502.8 employees working within 25 feet of tracks. Sound heavy bells and whistles.  
MP 501.15 north side of mainline, siding and straight leg of the wye open trenches due to Valley Blvd. Bridge repairs.  
MP 501.4 uneven walkways throughout City of Industry bowl and PMT tracks  
MP 502 City of Industry - close clearance switch stands in bowl tracks 14, 15, 16, 17, 22, 24 and 25

MP 512.40 to 513.00 - Little Pomona siding - footing condition - south side

MP 518.25 to MP 515.25 - Main track one - Distributed railroad ties along the right of way

MP 518 to MP 519 on the run-through at Montclair watch footing in walkways, ribbon rails on both sides of track.

MP 527.2 to MP 527.3 Contractors working 20 feet from track Monday 06:30 to Friday 15:30

MP 530.73 to MP 530.65 When necessary to board or de-board a train on the West end of Sierra siding, the head end is to stop just West of the Peterman Lumber switch to ensure stable footing is available.

MP 532.4 to MP 534.7 uneven footing south side of main track 2 and yard track 201.

MP 534 to MP 535 uneven footing and open trenches. Do not walk between tracks 99 and 114.

MP 534.8 Uneven footing conditions in walkway North and South side of track 114 due to incorrect ballast size, electrical junction boxes, and excessive slope height.

MP 534.9 - Footing Conditions - Main track #2 Apprx. MP 534.9 Eastward to Apprx. MP 537.2 - Multiple blocks of concrete ties left within the required 8 feet 6 inches from center line of track.

MP 535.3 - Footing conditions in West Colton bowl tracks 47 south walkway apprx. 600ft. and 48 apprx. 300 ft east of Carmen buggy crossing debris of various size

MP 535.5 to MP 536 Signal inert retarder upgrade project ongoing on bowl tracks 003-040. Uneven footing, open trenches, equipment and debris in walkway.

MP 535 to 535.9 - Walkway/Footing Condition between tracks 2-3 & 3-4 rail in walkway per MTM Derek Johnson

MP 535 to 535.9 - Walkway/Footing condition between track 6-7 rail in walkway per MTM Derek Johnson

MP 535 to 535.9 - Walkway/Footing condition on north road between #2 main and bowl track 1 due rail on north side of road per MTM Derek Johnson

MP 535.47, 535.65 & 535.84 - Walkway/Footing condition on emergency stairs on #2 main due to rail at bottom of stairs per MTM Derek Johnson

MP 536.25 to MP 537.25 Main #2 south side uneven footing.

MP 537.25 to MP 534.75 - Main track two - Distributed railroad ties along the right of way

MP 537.5 to MP 538.5 both sides of tracks due to new construction.

MP 538 to MP 538.15 main line 1 & 2 uneven footing.

## **Colton Yard**

### **Signal Boxes near Rail**

Signal Boxes are located near rail in various locations thru out the yard. Please use caution when walking near these locations. No crew should get on or off equipment where a signal box is located. Please plan your work accordingly.

Following switches are OOS:

MP 512.22

MP 517.44 Hand rails and walkway out of service due to tie replacement at the east end.

When occupying PMT lead track 002 at City of Industry, watch out for close clearance with vehicular traffic at MP 502.4 Azusa Avenue overbridge.

Signals:

West bound intermediate signal 5053 at MP 505.3 on the Alhambra Sub is now a left hand signal.

### **(0980) Wilmington Subdivision**

MP 2.9 Railroad ties along the right of way

MP 4.5 to MP 4.8 Uneven gravel along the right of way between main line and siding

MP 4.5 to MP 4.8 Railroad material along the right of way

Uneven footing at the following locations:

MP 10.6 to 10.61 track 725 CC Steel. Giant hole in the right of way.

MP 10.86 do not exceed 15 mph until crossing is occupied. Mansville Street.

Walkway railing on bridge MP 4.5 to MP 4.75 has been removed on west side.

Installed derails at Continental Candle, Zone 41, Track 707

### **(0985) Alameda Corridor Subdivision**

Dolores Industrial Lead

Uneven footing at the following locations:

MP 2.90 to MP 3.1 uneven footing east of Carson private crossing between new 209 track and Roundhouse lead going to 009 track OTM Dolores Industrial lead.

MP 500.15 to MP 500.5 Ribbon rail along track 41-921 (old Lesbros)

MP 500.4 stop sign installed at the bottom of the ICTF support yard to protect crossing gates at Watson Road

Alameda Industrial Lead: Do not ride on the South side of a car when entering yrd. 42 track 842 off of Alameda st. due to close clearances.

**(0987) La Habra Subdivision**

Uneven footing at the following location:

MP 2.29 on south side

MP 4.4 to MP 4.6 North side of Walker siding

**(0990) Los Nietos Subdivision**

Uneven footing at the following locations:

MP 5.90 to MP 6.10 material on right of way as well as Florence Avenue and Pioneer Avenue, crossing materials being unloaded.

MP 502.06 Santa Ana Industrial Lead. Walkway out of service, holes in walkway due to fire damage.

**FULLERTON INDUSTRIAL LEAD**

MP 14.95 Fullerton Industrial Lead - Bridge Out Of Service

MP 15.0 TO MP 15.5

MP 3.4 BALLOON TRACK OOS

Installed derails Santa Ana MP 502.85 Cerritos Drill, zone 41, track 707 and Santa Ana MP 502.5 Overmeyer Lead, zone 57, track 782.

Installed derails Los Nietos MP 522, track 101.

Installed derails on the Santa Ana Industrial Lead, Yard 57,

Track 780 east and west ends MP 502.27 to MP 502.84.

**(760) Cima Subdivision**

MP 282.5 to MP 326.38 - Track material in walkway.

MP 290 & MP 296 stumbling hazards in walkway.

Metrolink

Valley Subdivision

Derails installed at Jct. CO456, Track 110 and 702 in Burbank.

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

**UNION PACIFIC RAILROAD COMPANY**  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 15**

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**PURPOSE:** 2-SITE SPECIFIC INSTRUCTIONS-RULE 8.20 ADDED FOR COMMERCE YARD

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**EFFECTIVE DATE:** 1143, January 16, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #2

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**SECTION: A**  
**SUBJECT: LOS ANGELES**

Consist Verification: Crew members are responsible for ensuring that track lists are accurate and that all railcars are properly sequenced in the tracks they are placed in. If a crew moves a car to a different track, they are then required to properly report on these cars prior to tying up. This can be accomplished by calling the yardmaster or reporting on the car when they get back to the yard office. Required at all terminals west of Pomona.

**"J" Yard**

J-Yard switchers and haulers handling SKYBOX equipment (Canopy cars) measuring 11 feet 7 inches wide and 20 feet 2 inches high may handle such equipment at any time between El Segundo and Torrance Industrial Leads and the J-Yard, and/or between Aurant Yard and the J-Yard (via LATC)

**Back Shop**

Call Outbound foreman on Channel 034-034 to drop the derails going into or out of the Back Shop at Oak Street and the Old Locker Room.

**Commerce / LATC**

All TE&Y crews need a ride at Commerce/LATC are to contact the LA Clerks on Channel 082-082. Do not call the Yardmaster for a ride.

All crews working at LATC must keep their radios on channel 066-066 and turned on while they are on duty and not inside the crew trailer. If you are in the crew trailer, you are not required to monitor the radio on 066-066 but you must answer the phone for instruction and work assignments from the yardmaster.

Do not walk off the asphalt on the west end of tracks 828 thru 833. If you need to line the switch, you must walk across the tracks at the switch.

Due to construction at LATC, be aware of poor footing conditions at all locations and be governed accordingly.

ALL CREWS APPROACHING LATC MUST CONTACT THE SHOPS YARDMASTER ON 66-66 FOR PERMISSION BEFORE ENTERING.

LATC LIMITS INCLUDE: LATC, AURANT, 4TH STREET YARD AND J-YARD.

IN ADDITION, ALL TRAINS STOPPED AT VALLEY BLVD, MAIN STREET, YUMA JCT OR PASADENA JCT MUST INFORM THE SHOPS YARDMASTER OF THEIR PRESENCE UPON ARRIVAL.

**Commerce Yard**

- All Z-trains approaching Commerce Yard must contact the Commerce Yardmaster on channel 082-082 prior to passing Vail Avenue or 9th Street for landing instructions.
- Picking up ready consist in Commerce Yard: Picking up outbound locomotive consists at Commerce Yard Locomotive facility contact the Outbound Foreman on Channel 034-034 for consist location and instructions.
- Instruction on fueling Company vehicles at Commerce: The company vehicles should be fueled during daylight hours, preferably during 2nd shift. Use the following locations:
  - 7- Eleven, 5536 E. Washington Blvd., Commerce, CA 90040
  - Chevron, 2155 S. Atlantic Avenue, Commerce, CA
  - 76, 2445 Ralph Lieberman, Commerce, CA
  - Chevron, 6150 E. Telegraph, Commerce, CA

If a vehicle is found to be low on fuel during 3rd shift, the vehicle must be parked and another vehicle must be used until refueled or, two employees must work as a team to take the vehicle for fuel. This fueling restriction shall not be a reason for delaying Intermodal processing or train traffic (Arrivals or Departures).

Rule 8.20: Commerce Yard; At the Alfalfa and Kirkeby, derail(s) may be left in the non-derailing position while crew is in process of assembling or disassembling train. If movement is interrupted for any reason, (i.e. blocked by another movement), derail must be immediately restored to derailing position. When yarding train, restore derail prior to taking power to mechanical facility or other location.

**4TH Street Yard**

Crews must receive permission from Shops Yardmaster on Channel 066-066 before entering or departing 4th street Yard. Contact Yardmaster at 909-685-2931 when reporting for duty and prior to tie up.

Switch 779 to 780 at CX811 fourth street on the savage lead is permanently lined and locked for track 6-779. Do not attempt to operate switch without talking to manager on duty for clearance

### **San Pedro Subdivision**

Instructions for accessing Manuel 1 & 2, San Pedro Sub: The entrance gate off Sepulveda Blvd. will now be locked. To access Manuel 1 & 2 unlock the gold combination lock; combination 2424. There is a new chain link fence beyond the entrance gate that is locked with a UP 102 high security lock. This property is owned by Southern California Edison and all authorized entities (includes Union Pacific Railroad) accessing the property are required to lock both gates when they leave. Failure to follow these security access guide lines will result in Union Pacific Railroad being prohibited from accessing the property.

### **City of Industry: Site Specific Instruction**

Before entering the yard at City of Industry, all locals and inbound trains must call the industry clerk on channel 44-44 for yarding instructions. Cars and locomotives must be placed in the track(s) designated by the clerk. End of train devices must be removed and placed on the EOT rack adjacent to the crew room unless instructed otherwise. Local jobs may store one EOT in a caboose for convenience.

At the PMT (Marne) tracks 561-568, all rail equipment must be left in the clear of vehicle crossings. There are three crossings, one on each side of the facility and one down the center, marked with painted red lines. All vehicular traffic must use these crossings to travel across the PMT tracks. Intermodal equipment may foul the center crossing in tracks 566-568, but must be left clear of the east and west end crossings.

Chassis may be parked near the rail on ramp tracks 801, 802, and 803 creating a potential riding hazard. While shoving these tracks, ride on the opposite side of parked equipment in the following position:

**Track 801:** Ride the south side of the leading car (chassis are parked on the north side).

**Track 802:** Ride the north side of the leading car (chassis are parked on the south side).

**Track 803:** Ride the south side of the leading car (chassis are parked on the north side).

### **YARD AIR PROCESS FOR CITY OF INDUSTRY:**

When instructed to leave cars on air in the City of Industry "A" Yard, be governed by the following process:

1. Secure train according to Securement Rules in ABTH 32.1.3.
2. Attach yard air to car closest to yard air supply. Follow UPRR Safety Rule 81.13.7.
3. Connect yard air supply to the east-most car. Hose extensions are equipped.
4. Open yard air supply and then the angle cock of the east end car.

### **THE FOLLOWING TRACKS ARE EQUIPPED WITH YARD AIR:**

All A-Yard Tracks 1-6 E/E

### **TO DISCONNECT YARD AIR:**

1. Close angle cock on car attached to yard air supply.
2. Close yard air supply then bleed off remaining air between yard and car. Bleeder valve is located at the base of the hose.
3. Disconnect the air supply in accordance with UPRR Safety Rule 81.13.7.
4. If you have any concerns with safely performing this task, call the Industry Clerk on 44-44.

### **Gemco**

All Gemco jobs yarding cars at Aurant need to shove the cars to a hook in the track that the yardmaster dictates, lace up the cars, and position the angle cocks in the appropriate manner.

When yarding the LOQ35 at Gemco, pull the cars up to the clearance point on the west end of the yard.

### **ICTF**

All employees requiring a locker at the ICTF crew room must contact MTO Chris Cates at 909.644.9216 for locker assignment. Requests may also be sent via email to cdcates@up.com

### **Los Angeles Sub Instructions**

All East bound trains on the Los Angeles Sub will stop at C030 when the signal is less favorable then advance approach due to short signal spacing in the area. These instructions do not apply to C030 when flagging instructions are needed to pass C031 or CPAL514.

Dual Control switch Alfalfa CP003

The dual control switch at the Alfalfa CP003 is not powered at this time and will be operated in hand throw.

**Rule 10.1: Authority to Enter CTC Limits** applies at this location. Authority from the dispatcher is required before occupying Main track three at the Alfalfa.

**After** receiving Verbal Authority to occupy Main track 3 from the dispatcher, the leaving signal on the Alfalfa will display a red or yellow aspect\*:

· Red signal indication requires Stopping and a 10 minute wait prior to occupying Main track 3. After stopping, 10 minute wait is not required when track is occupied by your own standing train.

· Yellow signal indication allows train to occupy main track 3 without waiting 10 minutes.

\* Signal will not illuminate until approach circuit is occupied.

*When there is a form-b in effect between 12.25 and 15.75 on the Los Angeles sub, yellow red flags will be displayed at .50 on the Los Neitos sub for movement East on the Los Angeles sub*

### **SECTION: B**

### **SUBJECT: COLTON**

All hump, trim, and roustabout crews must have a copy of this bulletin available while on duty. All other crews operating at West Colton must have

read and be familiar with portions of this bulletin affecting their train movement.

#### Part 1: Securement Requirements:

Bowl tracks without skate retarders (Tracks 001-002): 2 hand brakes on the East end of each cut

Receiving yard (tracks 201-209): 6 hand brakes on the East end of each cut

Departure Yard (tracks 301-315): 6 hand brakes on the East end of each cut

Group 10 (tracks 071-077): 2 hand brakes on east end of each cut (one may be tied each end)

One Spot (78-80, 537, 541-544): 1 hand brake on each cut

Company Material (track 546): 2 hand brakes on east end of each cut

All other tracks not otherwise designated: Minimum 2 brakes on East end of each cut and a release test

115: A sufficient amount of handbrakes, but no less than 2, on the West end of the cut or cuts of cars

Note: Single car set out procedures are prohibited on any and all tracks between Riverside Ave and Rancho in West Colton Yard.

The following applies to bowl tracks

003-056 in West Colton Yard:

No hand brakes are required on cars west of the skate retarders when retarders are operational

All hand brakes must be tied on cars left east of the skate retarders

When skate retarders are not operational, 2 cars with hand brakes will be left in bowl tracks unless instructed by the Trim Yardmaster to leave the track clear

Hand brakes may be tied in lieu of reapplying the retarders while actively switching

A job briefing will be conducted between foreman and yardmaster pertaining to the securement of each bowl track after work is completed

Skate retarder operation:

Crews will notify yardmaster that they are ready to enter a track secured by a skate retarder. Retarder will only be released when the crew is ready to enter the track.

Once the track is locked out and the retarders are dropped, the crew may enter the track. When finished, the crew will report clear to the yardmaster and the skate will be reapplied.

When engines are entering or occupying bowl tracks from the west end, the skate retarders must remain applied or point protection on the east end of the track must be provided.

#### Part 2: General Operations

When necessary to change a knuckle while in RCL service, the following procedure is authorized:

In accordance with applicable safety rules, obtain proper equipment separation and securement as necessary. Reference GCOR 81.13.1, 81.2.2, and local instructions for securement.

Have a detailed job briefing with all crew members regarding work to be performed.

Pitch control to the employee not about to perform the work. Reference GCOR 35.4.3

Employee to perform the work requests RCT dismissal, and then turns off his/her RCT.

The employee to perform the work then removes his/ her RCT and places it where it will not cause an immediate slip, trip, or fall hazard or cause damage to the RCT.

A Red Zone is established in accordance with GCOR 81.5.4. The primary operator will place the direction selector to neutral, speed selector to stop, and automatic brakes to full if air is cut in to the equipment.

Work is performed as necessary using proper body mechanics in accordance with applicable safety rules. Reference GCOR 70.6, 1.13.5

Once no longer in the foul, Red Zone is cleared.

Before any movement is made, the removed RCT is then re-attached, re-acquired, and the RCT tilt feature is once again tested. Reference GCOR 35.4.2

The derail on 116 west of the road crossing and east of the One Spot may be left in the non-derailing position.

#### Part 3: Hump Operations

Any crew member operating at the West Colton Hump must have access to, be familiar with, and comply with the instructions outlined in the document entitled "West Colton Hump Instructions". A copy of this document should always be available in the Hump Shanty for further reference.

Zone, PSP Tonnage, and Entry speed information can be found in the "Remote Control Operations" Section of the Superintendent Bulletins.

When movements are shoving to the Hump and while Humping, the Primary Operator will monitor the speed of the movement on the RCT.

BEFORE MOVING, the Primary Operator will hold down the left

VIGILANCE button and toggle the status button until "Speed" appears on the screen. At this point the operator will be able to watch the speed of the movement. This will allow the operator to know when to make the change between dynamic brake and power operation as well as to know that the speed of the movement is responding to speed commands. It is the responsibility of the operator to maintain an awareness of his/her surroundings when using this feature.

Kicking or allowing cars to roll under their own momentum is permitted when starting tracks in the bowl.

When short-term securing remote control equipment at West Colton Hump, DO NOT SHUTDOWN locomotives. Rule 35.5.1, Part A, Item 4 will not apply after verifying that the Locomotive Auto start/stop function is enabled.

When humping in to a clear track, three singles (load or empty) will need to be humped in first to establish a buffer for the inert retarders.

The crossing over tracks 115 and 116 from the Administration Building parking lot and the Crest Shanty is a "PPE Free Zone" when arriving to work or going home and you keep your PPE in a locker in the Crest Shanty. All other times, you must wear all required PPE including personal lighting when working at night or low light levels.

#### Part 4: Trim Operations

When working at the Trim, follow these switching movement requirements:

Under normal conditions, make switching movements without using the automatic air brake system unless the cut has been bunched or stretched utilizing the independent brake

Limit speed to 5 mph when doubling bowl tracks for trains destined tracks 312-315 when instructed by Yardmaster due to heavy cars at rear of train.

Consist Verification: any member of the crew will document adds or deletes on his/her list. The crew member responsible for checking the list must ensure that all cars are properly sequenced. At the completion of each train turn it into the Trim Yardmaster. If the list is 100% (no changes made) the list still needs to be signed, dated and turned into the yardmasters.

Train Air Requirements when pulling past Pepper:

3000 tons or less            10 cars

3001 to 4000 tons           15 cars

4001 to 5000 tons	20 cars
5001 or more tons	25 cars

### Shove Lights

The primary method of protecting shoves on tracks 312-315 is the shove light system. Employees should not ride equipment, other than light power, when operating with a shove light aspect that does not require point protection. Before any other method of shove protection is used, the on-duty manager is to be contacted prior to the move being initiated.

Employees are relieved of providing point protection on shoving movements in tracks 312-315 when the western most point of the shove is no longer visible to the controlling employee and when operating with an aspect that does not require point protection. Any indication other than the indications described in A, B, C, or D in Section 2 below would be considered an improperly displayed indication. Point protection will be required for any shoving movements on the track displaying an improper signal.

### Procedure Prior to Shoving

The controlling employee must be familiar with the shove lights corresponding with the track they are about to shove

The employee at the shove light will notify the Trim Yardmaster that they are ready to begin an initial or subsequent shove

The Trim Yardmaster will then relay to the car department supervisor before proceeding with the shove

After the lineup is complete to the track to be shoved, or a joint is made for a subsequent shove, the employee controlling the shove will position themselves so that the shove lights are visible and can be monitored for the entire shove.

The controlling employee at the shove light will notify the rest of the crew of the indication displayed on the corresponding shove light.

The operator will monitor the shove lights during the shove and be governed by their indications in section 2 below.

### Shove Light Indication and Operation

Each Track has a set of four indicator lights to indicate the distance from end of track. "End of track" will be designated as the 13' fouling point between tracks on the West end. Each signal head will be identified by its corresponding track number plate.

*Shove Light Zone 1:* Bottom green light turns red, lights remain illuminated – this indicates the leading car has entered the first zone of the corresponding track. Speed must be immediately reduced to 7 mph in first shove light zone. Subsequent shoves to the track may not exceed 7 MPH

*Shove Light Zone 2:* Bottom 2 green lights turn red, lights remain illuminated – this indicates the leading car has entered the second zone of the corresponding track and speed must be immediately reduced to 4 mph. Once the speed has been reduced to 4MPH, reduce the speed once again to 2MPH/Couple speed for remote operations.

*Shove Light Zone 3:* Bottom 3 green lights turn red, lights remain illuminated – this indicates the leading car has entered the third zone of the corresponding track and movement must be stopped consistent with good train handling.

*Shove Light Zone 4:* If all 4 lights turn red and lights remain illuminated, the controlling employee must immediately STOP the movement.

Completing the Shove: The shove will be considered complete when the eastern most car of the shove is spotted at the east end air spot, clearance point, location specified by the trim yardmaster, or when a required stop is indicated by the shove lights.

### Additional Requirements

**SHOVE LIGHT FAILURE:** In the event the Shove Lights stop working properly, or the lights turn dark, stop the move. After the move has been stopped the employee in charge of the shove move must notify the Yardmaster. Once the shove lights are reported, they must not be used to provide point protection until a Manager or Yardmaster gives permission that it is safe to do so. The employee in charge of the shove move will reposition him/herself at the rear car, and will not proceed with the move until he or she is in position to provide point protection for the rest of the move.

**Additional Room:** In the event the Yardmaster requests or the crew needs to shove the cars westward after the third shove light has indicated the move must be stopped, the person controlling the shove or a Utility-man must reposition his/herself at the rear car in a position to protect the shove.

### Remote Control Jobs

When starting or stopping switch movements from bowl tracks, gradually stretch or bunch slack. When stopping, DO NOT RAMP DOWN. The RCL Operator should go directly to Coast B (or Coast with Low Independent override) on the RCT and remain in these settings long enough to ensure the cut has bunched or stretched. Time in these settings will vary depending on length and tonnage. The preferred method would be to remain in Coast B or Coast for at least 10 seconds when possible. This does NOT mean to apply full independent override to control the movement, but instead, to use low applications to slowly bunch up or stretch out the slack. This will minimize the run in/out that will occur. Once the cut is completely bunched/stretched the RCL operator can move the Speed Selector to stop. Use of automatic brake and/or full independent would still be permitted in an emergency situation.

**Roll Back Protection:** In order to avoid receiving a rollback fault when shoving westward to either double tracks together or set out cars, the remote control operator should:

Place the independent brake override to medium

Select the desired direction

Place the speed selector lever to 4 mph and after 5 seconds release the independent brake

### Conventional Jobs

While switching and doubling bowl tracks for the pull down to Pepper, the engineer should utilize the independent brake to gather up the slack in the cut. That does NOT mean to apply full independent to gather it up, but instead use small applications to slowly bunch up the slack. This will minimize the run in that will occur. The engineer MUST remember that the trim set consist has three locomotives and too much independent brake can cause excessive buff forces to be generated.

When pulling east of Pepper towards Rancho, the engineer should utilize the dynamic brakes supplemented with the automatic brake to control and stop the cut.

Shoving movements should be controlled primarily through throttle modulations. The engineer should make small applications of the independent brake as necessary to slowly stretch the cut out prior to stopping. In most cases if the engineer has throttled down gradually and let the cut of cars drift due to momentum, the cut will be fairly stretched out prior to needing to stop the movement.

During normal shoving movements the automatic brake should only be used once the cut is stretched out to minimize in train forces. Heavy reductions of the automatic brake, coupled with full independent brake can result in excessive draft forces being generated, leading to a break-in-two derailment or potential personal injury. Use of the automatic brake during an emergency situation would still be permitted.

Engineers should give rolling job briefings to the crew anytime adjustments are being made to the slack in the cut being handled while shoving.

Trainmen on crew will give engineer rolling job briefing to discuss train make-up or tonnage restrictions prior to double-over.

When short-term securing remote control equipment at West Colton Trim, DO NOT SHUTDOWN the controlling locomotive. Rule 35.5.1, Part A, Item 4 will not apply to the controlling locomotive.

### Part 5: Herder Qualification

All herder qualification rides will be conducted by a West Colton MTO or Sr. MTO. The following criteria will be used to evaluate Herder performance.

#### West Colton Herder Qualification Ride

Qualifying herder's name and ID:

Evaluating managers name and ID:

*Question List. Maximum 5 pts per question, total of 85 pts required to Qualify*

Demonstrate proper radio procedures (over/out/ID)



Describe the functions of the right/left mouse buttons on the console  
 Describe what mode a switch is in if it is white on the herders display  
 Describe and demonstrate how to safely throw a switch on the herders console  
 Demonstrate how to "lock" a switch and what indication shows on the herders display when that action is taken  
 Describe what yellow and red mean on a switch  
 Describe the locations of the movement indicators in the yard  
 Describe the locations of the "Winkers" in the yard  
 Of those movement indicators and/or "winkers" above, can the qualifying herder describe which tracks they give permission on or to?  
 Describe the process of flagging a track on the herders console in order for a carman to get blue flag protection?  
 Describe the difference between blue flagging track 301-305 and track 306-315  
 Describe what the letters "M", "W", and "T" mean on the herders console  
 Demonstrate how to "light up" a tote board and what permission it conveys  
 Are crossovers attached to the main track for straight rail movement lined away from the main? (Pepper/Riverside Avenue/Cedar/Sierra) Rule 8.12.15  
 Describe the process that needs to take place in order for a train crew to hand line a switch controlled by the herder  
 Describe the process that needs to happen if a train fails to stop short of a switch controlled by the herder that was lined against that movement  
 Describe the break-away procedures and how it specifically pertains to the herder position  
 Describe the process of establishing a RCL zone and what steps are required to ensure of a proper line-up  
 Successfully monitor the required radio channels and respond in a timely manner?  
 Successfully make multiple moves with trains in the entire yard at once?

#### Part 6: West Colton Patch Crews

Contact dispatcher 244 at 8-636-1631 or 402-636-1631 and dispatcher 250 at 8-685-2126 or 909-685-2126 within 20 minutes of your on duty time to inquire about where your train is and where the crew change will take place.

#### Part 7: West Colton Radio Channels

Radio repeaters are installed throughout the yard to assist with radio communication. To utilize the repeaters, handhead radio must be programmed with the appropriate bank for West Colton. If your radio has a zone/bank with the "Trim Rept" or "50-50 Rept" channels, then it has been programmed appropriately. If not, please call the West Colton Radio Shop at 909-685-2052 to update your radio. The Radio Shops in Long Beach, City of Industry, LATC and Bakersfield can program the radios as well.

#### Part 8: 925/926 and 925 Stub Track DTMF Switches (Effective 03/06/16 15:00 hours)

The 925/926 switch and 925 Stub Track switch on 925 lead located approximately mp.538 on the Alhambra subdivision are equipped with a radio controlled power yard switches. Use radio frequency 16-16 to line.

##### Radio Controlled Operation

In order to line or query either switch the radio used must be on channel 16-16. If using a hand held radio, the employee must be on 16-16, key up the radio as if talking, and enter the appropriate code.

##### 925/926 DTMF Switch

#92511 – Lines the 925/926 switch to the normal position which will be lined for movement off 925 track to the 925 lead. This position will produce a green aspect on the switch indicator.

#92513 – Lines the 925/926 switch for reverse position which will be lined for movement from 926 to the 925 lead. This position will produce a yellow aspect on the switch indicator.

#92515 – Query code – transmits a voice message on switch position.

##### 925 Stub Track DTMF Switch

#92611 – Lines the 925 Stub Track switch for a normal position which will be lined for movement on 925 lead. This position will produce a green aspect on the switch indicator.

#92613 – Lines the 925 Stub Track Switch for reverse position which will be lined for the Stub track. (Note: The audio message will say lined for derailling position). This position will produce a red aspect on the switch indicator.

#92615 – Query code – transmits a voice message on switch position.

The stub track switch is to be lined for the Stub Track unless movement is to be made towards or over the switch. The switch will be lined for straight away movement until such time the train or engine has completed their move over the switch. The switch will then be lined back towards the Stub Track.

When making Eastward movements on 925/926 lead employee in charge of movement must verify that both the 925/926 and 925 Stub Track switches are lined for intended route before movement begins. If voice message confirmation is not received that either switch is lined for route, employees must proceed prepared to stop short of the 925/926 switch and 925 Stub Track switch to visually verify the route is lined for intended route. Once westward movement has cleared the 925 stub track switch, the power switch must then be lined back for movement into the stub track. Radio Controlled power yard switches are all equipped with push button and hand operation pump handles. In addition, switches are equipped with remote radio control operation. Radio control switches are also equipped with wheel counter loops that require cars and locomotives to be outside the loop when switch is being either operated by push button or radio. Stopping cars or locomotives within the loop will prevent the switch from being able to be operated. Locations of loop starts are approximately 100+ feet from the switch and beyond the clearance point. Switch operations that "fault", broadcast a "check points", or switch not lined message, employee must visually inspect switch point for proper route and fitting of the switch points

##### Push Button Operation

The push button is inside a small protective cover and secured with a locking hasp and cover. The hasp must be locked when push button is not being used to operate switch. Remove the lock from the hasp and push the button located under the cover plate. The switch will line opposite of the current route. Replace the lock and secure. Visually inspect the switch points to ensure the points fit properly and switch is properly lined.

##### Lining the Switch by Hand

The pump handle used with the hand operation of the switch also acts as the locking bar for the hand throw cover. The locking tabs on the pump handle and the cover overlap to provide a lock that ties the handle and the cover together when a lock is installed.

Remove the pump handle from the handle holder located down the side of the switch machine.

Open the hand throw cover and insert the pump handle in the pump cartridge, actuating head.

Select the direction of switch point travel by moving the directional travel lever sticking through the end of the switch machine in the direction the points are to move.

If the direction of travel is incorrect, simply reverse the position of the valve lever as this will reverse the direction of point travel. Operate the hand throw by moving the pump handle back and forth until the points are full lined for the desired route. (The pump will require approximately 15 strokes to fully line the switch.)

Visually inspect the switch points to ensure the points fit properly and switch is properly lined.

After completing the hand operation, close the cover, reinstall the pump handle in the holder, align the locking tabs of the cover and the pump handle and reinstall the lock.

The valve lever may be left in either position, as it will have no affect on the electrical operation of the switch.

**Effective Date: 4/29/2016**

**West Colton administration building now has secured entry. You will need the following code to enter The building. 19100**

**SECTION: C**  
**SUBJECT: YUMA**

Rogoza Border Patrol requirements:

Westbound trains approaching Rogoza Border Patrol station will comply with the following procedure:

Be governed by Border Patrol instructions at all times. Approach Rogoza Border Patrol station prepared to slow roll at 10 MPH but be prepared to stop, if required. If your locomotives arrive at the Border Patrol station and no Border Patrol agents have come out to check your train or you are given an OK to proceed, you may resume your maximum authorized speed. If instructed by a Border Patrol agent to stop for a locomotive inspection or they ask you to not exceed 5 MPH, comply with instruction and report the delay to the train dispatcher.

Westward freight trains comprised entirely of Auto racks and trains operating with train symbol starting with "Z" are exempt from these instructions unless request for inspection occurs prior to passing CP SP658 (Wister X-overs). All trains must comply with Border Patrol instructions and sound bell and whistle when meeting or passing trains on adjacent track at Rogoza.

Patch crews called to relieve crews on Yuma sub must contact corridor manager at 402-636-7359 or train dispatcher 244 at 8-636-1631 or 402-636-1631 within 20 minutes of your on duty time to inquire about where your train is and where the crew change will take place. Also, if you have any issues with your paperwork, this would be the time to discuss this with him/her.

Yuma Sub: Do not change crews at the following locations without local authorization.

**FCS50 Void Yuma Sub for December**

The LASU will continue the trial study on FCS50 Velocity during the month of December on the Yuma Sub. This data will help us determine any changes that possibly can be made to improve safety and service. All Trains operating on the Yuma subdivision are exempt from complying with FCS50 rule 31.8.7 part B. We will let you know the results in January.

Thank you for your efforts to improve safety and service.

**MTUWC Work Events**

All crews involved with work events pertaining to MTUWC trains at Yuma Yard are required to have in their possession and use the MTUWC Standard Work Document. After the work has been completed, the conductor is to deliver the MTUWC Standard Work Document to the Yuma MTO Office or fax it to fax number - 928 343 4557.

**SECTION: D**  
**SUBJECT: ANAHEIM**

Between MP 509 and MP 506, the long pass yard 57, track 870 and the extension yard 57, track 869. All crews will use air when switching out their cars.

**SECTION: E**  
**SUBJECT: APL**

Switching Instructions:

Movements inside Switch 99 are controlled by Global Tower, except for the CC signals at CP LAXT, contact on radio channel 078-078 or phone 310-548-8712. APL has dual control switches and electric derails.

Crews must verify lineups by observation of switch point indicators or looking directly at switch points on derails. Speed limits when shoving in the "throat" area are 5 MPH and all other speed limits are 10 MPH. All movements in run-around track must not be initiated until making contact with APL Tower.

**SECTION: F**  
**SUBJECT: YUMA SUBDIVISION**

Train handling guidelines for Mt Vernon Connector

Due to the increase of train separations in the Mt Vernon connector, all trains must have their Air Flow Meter (AFM) at or below 30 CFM or Air Brakes completely released to allow for slack to adjust before initiating movement. Running Release of the automatic train brakes must not be made under 10mph.

When stopping in dynamics, initiate movement in Dynamics. DPU trains should initiate movement in independent mode to maintain sufficient power on DPU(s) and Dynamic on the controlling locomotive to control slack.

Please be mindful of the following rules:

34.2.3 : Slowing/Controlling Speed on Level or Descending Grade, with dynamic brakes, Slack Bunched

34.5.1 : Applying or Reapplying Automatic Brakes

34.5.2 : Releasing Brakes

34.6.3 : Dynamic Braking

**SECTION: G**  
**SUBJECT: YERMO**

**Manager Contact Info:**

**MRO Jeffrey Best Cell: 951-212-2172 Office 760-254-1248**

**MYO Sterling Johnson: Cell 909-222-5024 Office 760-254-1249**

**Yard Contacts:**

**Yard Office: 760-254-1247**

**Yard Office Fax: 760-254-1208**

**Mechanical: 760-254-1234**

**Mechanical Fax: 760-254-1203**

**Special Agent: 909-532-2486**

**RMCC: 1-888-877-7267**

***Instructions for joint track Transload Operation with Arrow off Loading are no longer in effect.***

The following tracks at Yermo Yard previously operated by Arrow off Loading are not in service:

Bowl tracks 003 - 004 - 005 - 006 - 008 - 009 - 020 / and panel track 105

**YARD OPERATIONS:**

The crossovers on track 103 between the switching lead and the RD lead at MP 161.6 will be lined and locked for straight track at all times (normal positions); except when doing active switching or when using the crossovers.

**\*\*ALL INBOUND TRAINS WILL SPOT ENTIRE LEAD LOCOMOTIVE CONSIST ON FUEL RACK, and follow Yermo Mechanical Forman**

**Instructions for fueling Operations\*\***

All west bound trains performing crew changes at the Yermo fueling facility need to ensure they have cleared 2nd street. If your train length exceeds 8500' and the crew change will take longer than 10 minutes, the train will need to be pulled westward, to ensure the crossing is clear and assessable to the public.

**Mechanical Derail West End of fuel Rack #1**

Derail normal position at this location is in non-derailing position. This derail is used to protect Mechanical forces when they are required to lock out Fuel Rack #1

**YARD AIR PROCESS FOR INBOUND TRAINS:**

When instructed to leave a train on Yard Air in Yermo, be governed by the following process:

Yard Train into designated track and spot head end of train short of clearance cones.

1. Secure train according to Securement rules in ABTH 32.1.3
2. Attach Yard Air to car closest to the yard air supply. Follow UPRR Safety Rule 81.13.7.
3. Connect yard air supply to the head or rear car air hose. (either one may be used)
4. Open yard air supply and then the angle cock of the head end car. If a hose extension is needed request assistance from Yermo Mechanical.
5. Take power around the Wye and park power in the track designated by the Dispatcher or other authority.
6. Retain air slip and Hand Deliver to Mechanical Forman on Duty

**Following are tracks which are equipped with Yard Air:**

W/E OLD YARD E/E W/E NEW YARD E/E

x 402 x	x 201 x
x 403 x	x 202 x
x 404 x	x 203 x
x 405 x	x 204 x
x 407 x	x 205 x
x 408 x	x 206 x
x 104 n/a	x 207 x

**TO DISCONNECT YARD AIR:**

1. Close angle cock on car attached to Yard Air supply.
  2. Bleed off remaining air between yard air and car.
  3. Disconnect the air supply.
- If in doubt take the safest course, and ask for assistance.

**BNSF Bulletins (GTB's) for RE01/RE21/RE27 Pools:**

BNSF GTB's are Auto Populated and will be printed to crew room printer 15-30 minutes prior to crew on duty time.

If the GTB's have not been printed when you come on duty, contact the San Bernardino Corridor manager, so they can have them sent to you.

CX650 RE27 pools will need to FAX BNSF Soup Ticket to BNSF Mojave Dispatcher.

Yermo Extra Board Local Crews working the following symbols will still need to send soup ticket to generate their GTB's  
SYRYR, RORPTC, RPTORC, HYRYR, Victorville Coal Trains, Oro Grande Coal Trains and Barstow Coal Trains

**Requirements for West Bound Departure onto the BNSF:**

Following information needs to be provided to the BNSF Mojave Sub Dispatcher prior to departing Yermo: Either by Radio or by submitting a FAX.

Key Train Status

Trains Maximum Speed

Trains Qualification for Cajon sub on descending grade at Summit. I.e. Main Track 1, 2 or 3,

High Wide Status

**to Obtain Metro Link Track Bulletins:**

The Metro Link Track Bulletins will be sent to the FAX machine in the Yermo Crew room approximately every 4 hours; you will need to make photo copies off of the originals provided. Per GCOR rule 15.1 ensure you have the most recent copy.

If you do not see any Metro Link Bulletins contact the Metro Link dispatcher at the following phone numbers:

1-888-446-9718

1-888-446-9717

Metro Link Chief: 909-593-0661

If you are unable to contact Metro Link, or call the San Bernardino Corridor for assistance, or local managers

**PARKING:**

It is mandatory that all employees park in the designated Parking lot and no other location. This includes alongside the East and North Sides of the Yard Office. Those not parked in the employee lot may be subject to be towed.

Parking along the Engineering Department Fence Line is reserved for Renzenberger Crew Vans.

**RENZENBERGER VANS:**

Vans are for use in transporting to and from the Hotel and to assist in transportation to and from your train. In the event Renzenberger does not pick up your crew at your on duty time, call Dispatcher 7 at 1-800-726-1058 To request a ride, If unable to contact dispatcher 7 call Yermo Mechanical 760-254-1234 and ask for a ride. Or use your Handheld Radio to contact Renzenberger.

If you would like to obtain food prior to your trip, it is required to make arrangements with Renzenberger to pick up you up prior to your on duty time. (A minimum of 20 minutes) Your request to obtain food may be denied if it conflicts with picking up or dropping off another crew.

**On/Off Duty Designated Location:**

On/Off Duty Location is Yermo Yard Office. It is expected to report to this location at your designated on duty time and complete your tie up at this location as well.

**CREW CHANGE LOCATION:**

The designated crew drop off and pick up location is located in front of the Mechanical Office.

There is a Luggage Rack provided at the East Entrance Ramp for your grips.

**Bottled Water:**

Bottled Water is for use while on duty and while staying at the Hotel. If taking water to the Hotel, Please take only what you will consume during your stay, any extra water you do not use, we ask that you take to Crew Room Lobby of the Oak Tree Inn and leave for other employees.

**Hydration Stations:**

There are two Hydration Stations located in Yermo for your convenience while performing work

One is located on the West End of the Old Yard Track 407, the other is located on the East End of New Yard by track 205 alongside the road way.

If they need servicing please notify local management or mechanical employees.

**Brake Sticks:**

There are Four Brake Sticks available for your use:

In front of Mechanical Office

West End Old Yard track 407

West End track 206

East End between tracks 202/203

Brake sticks are locked with a 102 key, once done using please replace and lock

**Crew Lodging:**

All inbound away from home terminal crews will stay at the Primary Lodging Facility, "the Oak Tree Inn ", Yermo Ca. If the Oak Tree Inn does not have rooms available for you, please contact crew support, which will send you to the nearest location, which can accommodate you.

Crew Support:

between 0600-1400 PST 402-591-3008

between 1400-0600 PST 402-591-3056

In the event you are not staying at "the Oak Tree Inn" please advise Yermo Management where you are staying.

**Lockers:**

Lockers are available at the Yard office. To obtain a locker at the Yermo Yard Office check with local management for availability. For through freight AFHT crews there are Lockers available at the Oak Tree Inn. To obtain a locker at the Oak Tree Inn, please see Hotel Staff for locker assignment. It is expected to treat the lockers with respect and keep them clean. Lockers will not be allowed to have stickers or markings posted on them. Ones found with stickers or markings will

**SECTION: H****SUBJECT: MOJAVE/VULCAN****Mojave - Brake Stick Instructions**

Brakes sticks have been installed on the field side of the South and North ends of Ansel and Fleta. Brake sticks have been installed on the East and West ends of Chaffee. When arriving at Kemira water solutions the engineer is to blow the whistle three times to let Kemira know we are there so they can open the gate and have a safety briefing about the work that needs to be done. If there is an employee that hasn't be there since the safety briefings have started they will need to see a safety video that Kemira provides.

Mojave Sub Employees will be required to wear LaCrosse winter overshoe boots when working in ice or snow conditions. (i.e. frozen precipitation on the ground).

In our continuing effort to reduce employee exposure to risky conditions which affect personal safety, the following policy is effective Feb 23, 2013:

All employees assigned to the Los Angeles Service unit working on the Mojave Subdivision Unit will be required to wear the Lacrosse Winter Overshoe Boots when working in or near areas where ice, snow or frozen precipitation is present. When wearing the LaCrosse boots, all boot buckles must be buckled and all boot zippers must be zipped.

Additionally footwear requirements as listed in rules 71.7, 71.7.1 and 71.7.2 remain in effect. When wearing LACROSSE boots, footwear that meet the requirements in the above mentioned rules must be worn under the LACROSSE boots.

Employees who have not been issued a pair of the Lacrosse Winter Boots must contact a service unit manager to receive a pair of the LaCrosse Safety Overshoes. If LaCrosse Overshoes are not available, then other approved anti-slip equipment can be obtained from their manager or PPE machine.

Anti-slip footwear should be worn as conditions dictate. Extra precautions must be exercised when wearing anti-slip footwear and ascending/descending from equipment, walking on hard surfaces, operating equipment, driving vehicles, and at any other time when conditions could result in Slips, Trips, or Falls. The LaCrosse safety overshoes are the only anti-slip footwear that may be worn indoors and inside the cabs of road way machines, vehicles and locomotives.

**LOP92 Crews:**

All crews working the LOP92 from Mojave to Colton must verify that all engines have a minimum of 1000 gallons of fuel in each unit that will be used for power prior to departing Mojave Yard. If you do not meet these requirements, please contact MRO William Barlow 909-202-27719, MRO

Jeff Best at 951-212-2172, or DTO Joseph Allen-Thompson at 951-208-8550 assistance.

**LOQ91 Crews:**

All crews working LOQ91 from Colton to Mojave MUST check their fuel readings upon arrival at Mojave Yard and report the fuel readings to the Manager on duty prior to tying up. Please contact MRO Michael Woodard at 402-215-4699 and if not available, leave a voice message for him.

**Instruction:**

1. MP 351.5 Chemtol not to be used for setouts.
2. Customer Service only.

On the Mojave Subdivision at Kern Jct., southbound trains after receiving hyball if delayed within the yard, you need to notify the UP dispatcher on the delay issue. Northbound trains at Kern that will be held out for any extended amount of time will also need to notify the UP dispatcher.

Southbound crews prior to arrival at Saco must report any locomotive issue to dispatcher 54 and Omaha help desk. Engineers must also review DPU system and alarm screens for unusual messages such as DLCP comm loss, brake pipe pressure rise, idle or numerous b-remote emergency.

All BNSF reroute trains crew changing at Bakersfield need to call dispatcher 54 once on duty for location of train.

BNSF northbound trains entering Mojave Subdivision at SP381, please contact dispatcher 54 on the approach to E. Sanboard with train information, i.e. key train status.

In an effort to avoid potential excessive draft and buff forces, engineers operating northward trains approaching Caliente must make gradual adjustments to the slack of the train.

When releasing automatic brake, maintain sufficient lead consist dynamic brake forces to avoid a run out while brakes are releasing throughout the train. Requirement to make at least a 10-psi total brake pipe reduction before releasing the automatic brakes (Rule 34.5.2) between Tehachapi and Ilmon will not apply.

When ice or snow conditions exist employees are required to wear company approved slip protection. Employees must have either Lacrosse boots or Due North spikes. Employee must not exit the cab of the locomotive or the on duty building until one of these two slip resistant footwear products has been obtained.

**SECTION: I**

**SUBJECT: BAKERSFIELD**

**DPU INSTRUCTIONS**

**Southbound DPU Trains:**

The Mojave Sub in Bakersfield has a GO/NO GO process in effect for southbound DPU trains. A checklist for this process is being issued and will be available at on duty locations. Inbound crews are required to fill out the Mojave Sub GO/NO GO checklist prior to arrival at Saco. A properly completed checklist is to be left on lead locomotive for outbound crew. An outbound Bakersfield crew member will fax the completed checklist prior to tie up at the off duty location unless HOS has expired. If HOS has expired, the checklist must be faxed at the 1st available opportunity during the next tour of duty. The fax number is located at the bottom of checklist.

All southbound DPU trains prior to departing Saco must contact Locomotive Desk if their train experienced DPU issues or mechanical problems. DPU issues will be resolved between the switches at Saco with the Locomotive Desk and Local Manager contacted. Unresolved issues will require Manager approval for departure from Saco. If practical, the inbound crew will job brief with the outbound crew regarding the status of their DPU consist.

**All Southbound Trains**

Southbound trains will stop between the switches at Saco and start/put power online to comply with TPA requirements for Mojave Sub not to exceed EPA/EDBA per Los Angeles Timetable/Mojave Sub SI-13 Max Manifest TPA 160, Max Intermodal TPA 149 and Max Bult Commodity TPA 188.

**SERVICE UNIT CHANGE - BAKERSFIELD**

Crews operating Saco to Bena MP 327.99 are now covered under the Roseville Service Unit Superintendent Bulletins and is now owned by Roseville Service Unit. The Los Angeles Service Unit starts at Bena MP 328.0 and will be covered by the Los Angeles Service Unit Superintendent Bulletins

**SECTION: J**

**SUBJECT: MAIN STREET, MP 542.19 RIVERSIDE INDUSTRIAL LEAD INSTRUCTION**

Effective immediately "Stop and Proceed Order" for trains that will traverse the intersection of Main Street and Taylor Street account of high school and pedestrian activity in the area.

**SECTION: K**

**SUBJECT: GEMCO**

All trains and engines must call the Shops yardmaster on Channel 066-066 for permission before entering or departing 4th Street Yard Yardmaster at 909-685-2931 when they come on duty and prior to tying up.

Whenever the IOQ35 or LOQ35S is a "K" train and contains TIH/PIH cars, at least one (1) crew member must remain on duty and on company property until a LOF42 crew member has arrived at Gemco.

**Instructions:**

Unless you work the LOF67, LOF74 or more than one (1) day on the LOF63, you must tie up at Gemco (CO452). Do not tie up at any other Circ-7 (SP760, CO398 or CO266).

The Woodman Ave Gate at Gemco has a new entry code: #1492

The Gemco Yard Office code is: 24001

**SECTION: L**

**SUBJECT: MEAD YARD**

Effective August 18, 2014 the radio channels at Mead Yard will change from 8282 to 3838.

**SECTION: M**

**SUBJECT: EL CENTRO**

All yard crews working in El Centro will contact the Manager on-duty prior to tieup to ensure they have no further job assignments and that a debriefing on the assigned work is complete. Crews will not tieup before 7 hours on duty and will complete their own tieup.

El Centro area managers:

John "Eric" Powell MTO 775-224-5729 cell  
Robert Kern, MRO 909-213-9748  
Charles Ford MOP 909-265-6831

**SECTION: N**

**SUBJECT: PHL**

On Dock Crew Change Point.

APL - On Dock is the contact – 562-490-7030

Off the South Track next to Carmen Shanty.

Evergreen - On Dock is the contact – 562-490-7030

Will have to enter into Terminal Facility with Use of TWIC card, can drive to train and board from north side from asphalt road.

If train is on South Side or the side where the Fire Station is you will need to cross the track to get to the train, ensure all train are clear prior to crossing.

Yang-Ming - On Dock is the contact – 562-490-7030

Enter through Gate 7, if the train is in Track 14 or 15 you will need to enter the terminal and use TWIC card for access. The train will be parked behind gate, security will open the gate.

Track 16 is outside of the facility, you can access this track from the parking lot and pull next to the train.

Hanjin - On Dock is the contact – 562-490-7030

You will need to enter Terminal Facility with use of TWIC card.

For the inside track you can drive straight to the train.

For the outside track you will need to cross over both tracks and walk down ballast to train.

9<sup>th</sup> st - On Dock is the contact – 562-490-7030

Can only board train from main track one.

You can pull up next two train in dirt lot just east of 9<sup>th</sup> road crossing.

**SECTION: O**

**SUBJECT: ALAMEDA CORRIDOR**

Alameda Corridor Crew Change Point

CP Alameda

**All Alameda Corridor crew change control points.**

**Primary Crew change point is off main track 3.** If unable to move train onto track 3 for a crew change, crew will notify corridor or dispatcher to block tracks 2 or 3 as needed in order for crew to safely get to their train.

For west bound trains crew change behind fire station .

For east bound trains crew change just east of Acta Storage track.

Acta Storage Tracks

Crew change from road next to 908 at ICTF.

Only board trains from 908 road side

CP Carson

Crew Change from Main Track 3 only.

Stop train at end of Chain Link Fence east of Dolores Round House at the Carson st road Crossing.

CP Dolores

Crew Change from North side of track under the 223 rd St Bridge.

Cp Tharnard

Crew Change on Main Track 1 and 2 Only.

Use Field side to board any train.

Manual Pass

When tying down a train or locomotives on Manual Pass One, the train needs to be left on the west end (ICTF tower end), as close to the steps as possible. Steps must be used to access Manual Pass One.

When tying down a train or locomotives on Manual Pass Three, the train needs to be left on the west end (Farragut end), at the yellow clearance line. Gate at the clearance line must be used when accessing Manual Pass Three.

No train or locomotive consist is to be left in the manuals in the middle of a track or next to any steep incline. Contact the on duty manager or Commerce Yardmaster prior to departing if there are any issues.

**SECTION: P**

**SUBJECT: SEARLES/LONE PINE**

Trains doing crew swaps at Chaffee must hold short of Kemira until outbound crew is ready or Contact Dispatcher/Local Mangement for additional instructions. Due to uneven walking conditions at Searles past MP 428.6: For air test pull cars clear of Searles Road and air test.

**SECTION: Q**

**SUBJECT: DERAILMENT PREVENTION TEAM**

The Derailment Prevention Team is a Grass Roots, Employee Developed Program. We have a goal of reducing incidents & decertification's in the LASU.

There will be two programs we are working on currently.

1. The Derailment Prevention Team will be painting rail ties purple approximately 100 ft. before a derail to make crews aware there is a derail approaching. For night, the railroad ties will have reflective marks on them. This is a Non Punitive line and serves as a reference marker only.

2. Derail tags are to be used as a non-punitive reminder to employee that will draw attention to the derail located within their area. Derail Tags: Whenever a derail is lined in the non-derailing position, the employee handling the derail must have the derail tag in their possession (Attached to their clothing if necessary). When employee restores the derail to the derailing position, the derail tag must be re-attached to the derail. If the employee is not going to restore the derail to the normal position, but another employee is going to line the derail; the tag should be placed in a position to where the employee restoring the derail can place the tag back on the derail lock. During switching operations, it is only necessary to replace the derail tag when all switching operations over the derail have ceased. Missing derail tags must be reported to the proper authority (Manager or Yardmaster).

## **Section R**

### **Subject: 4th street yard Mechanical Derail**

The old RCL zone derail located on the east end of the yard just short of the signal at 9th street is now a mechanical derail. This derail will be lined and locked in the non derailing position when cars or equipment are not stored. If equipment is to be stored contact the mechanical department to operate the derail.

## **Section: S**

### **Subject: Yuma / El Centro / Calexico Subdivisions - New Job Briefing form called "Crew Briefing & Risk Assessment"**

The LASU has deployed a new type of Job Briefing form on a trial basis. The trial will only apply to TEY employees working assignments that operate over all or part of the Yuma, El Centro and Calexico Subdivisions. Long pool crews operating over the Yuma Subdivision may continue to use the existing LASU Job Briefing book.

The form is called "Crew Briefing & Risk Assessment" and copies can be obtained from the chief clerk or managers at on-duty locations. When your crew uses this form, the LASU Job Briefing / Safe Operations Checklist will not be required. If a form is not available, employees may use the existing LASU Job Briefing book form as previously instructed. Complete the Risk Assessment Calculator (RAC) during your initial job briefing with all crew members present. The form is only required to be available during your shift and you are not required to maintain previous copies. If you need to maintain information previously recorded in your job briefing book and the format or space is not available on the RAC, record the information on the conductor log.

An analysis will be performed to determine value and effectiveness of this new type of briefing process by years end. We appreciate your participation and look forward to your comments and feedback regarding its usefulness as a job briefing and risk assessment worksheet.

The Risk Assessment / Checklist is designed to help your crew work the specific assignment called for with a higher degree of safety. When the Risk Assessment portion of the form is filled out by a crew making an honest effort to analyze risk, it has the ability to prevent incidents and accidents. Aviation and military teams use similar documents to expose potential risks and help anticipate threats. This helps with contingency planning and can expose subtle hazards not normally considered.

At your on duty point with all crewmembers present, complete one Crew Briefing & Risk Assessment form as a group. If the Risk Assessment total score exceeds 13, contact an on-duty manager to review crew risks and consider possible additional countermeasures. Managers will be reviewing these forms during FTX debriefings. Ask questions and be honest in your risk determinations and countermeasures. If you have trouble understanding the process, please ask for assistance. You may contact MRO Robert Kern at 909-213-9748, or DRO Kevin Garcia at 909-580-0383 with comments, feedback, questions or suggestions.

## **SECTION: T**

### **SUBJECT: PTC Operations**

9/26/2016

Team, we are the leaders of the new technology with PTC. We are the first in the company to pioneer. You are required to initialize all PTC equipped locomotives. If you are unable to initialize the system, contact the PTC help desk by radio and attempt to troubleshoot. If after fifteen minutes the initialization is unsuccessful, obtain a ticket number from the help desk operator and contact the dispatcher for instructions to cut out PTC. The same policy will apply for en route failures. If unable to correct the problem with assistance from the PTC help desk within fifteen minutes, obtain a ticket number and contact the dispatcher for instructions to cut out PTC. Only the dispatcher will authorize employees to cut out PTC. Any other issues please call your MOP.

## **General Information**

PTC Limits are specified in the timetable under SI-01. Within PTC limits, PTC must be utilized by Union Pacific trains when Union Pacific engine is in the lead position and equipped with an operable PTC system, engineer is qualified, and train is not yard or local job which will operate in PTC territory to a point less than 20 miles distant. Engineer of train equipped with both PTC and Energy Management Systems must initialize both systems at the initial location where Engineer takes charge of train. Trains must be operated in Manual Control Mode of the Energy Management System while operating with PTC within PTC limits. Auto Control Mode must be re-engaged at the first available opportunity after exiting PTC limits.

PTC supplements other methods of operations and will receive and display mandatory directives and other instructions that affect the movement of trains. PTC will enforce limits of authority, speed limits, and mandatory directives. Employees must comply with all applicable rules pertaining to these systems.

PTC must not be utilized on freight trains consisting of 15 cars or less. PTC must not be initialized at initial terminal if train is 15 cars or less. When changes occur enroute that reduce the train consist to 15 cars or less, a soft cut-out of the PTC system must be performed. Train dispatcher should be notified in either case.

PTC must not be initialized on any train with more than 5% of the train air brakes inoperative. When changes occur enroute that increase the number of inoperative train air brakes to 5% or more, the engineer must perform a soft cut out of the PTC system and train dispatcher notified before proceeding.

Any PTC initialization or en-route failure must be promptly reported to the PTC Help Desk and a PTC Feedback Form completed and submitted by the assigned engineer.

### **PTC Equipped Trains - System Cut In / Cut Out**

Trains equipped with PTC system on the controlling locomotive must be cut in and initialized before initiating movement and remain active while operating within PTC territory.

Comply with the following requirements when operating in PTC territory:

- When taking charge of a train in PTC territory, or before entering PTC territory, the engineer must verify the PTC system on the controlling locomotive is cut in, initialized, and has passed the PTC departure test. The PTC circuit breaker and cut out switches must be in the on position and properly sealed.
- If the PTC circuit breaker is not in the ON position on a PTC equipped locomotive, it must be reported to the PTC help desk. Engineer will then be governed by instructions from the PTC help desk.
- If any of the cut out switches is in the cutout position or the seal is missing, the engineer must report the condition to the PTC help desk.
- When initializing, the engineer must review the consist data stored in PTC system and correct if necessary. Modification to the PTC train consist data after initialization must be entered if changes to train consist occur.
- If PTC system was previously tested and fails to function properly upon entering, or while operating in PTC territory, the train dispatcher must be notified.

At the start of the trip, the engineer must log into and initialize PTC. At the completion of the trip, the engineer must log out of PTC.

### **PTC Departure Test**

A PTC departure test must be completed at the initial terminal of the locomotive. PTC departure test information may be recalled on the PTC screen. The certification of the departure test is recorded electronically and written documentation is not required.

A departure test is required:

- Before entering PTC Territory.  
or
- PTC system is cut in enroute.

A departure test may be considered valid for up to 24 hours prior to being placed in service on a train. At the initial terminal of the train, the engineer must verify that a departure test was performed within the past 24 hours. If the most recent PTC departure test was performed more than 24 hours ago, the engineer must perform a PTC departure test prior to departing the initial terminal of train.

The PTC departure test performed at the initial terminal of the locomotive is valid until the train is terminated or the PTC system is cut out. After departing the initial terminal, a departure test is required only when prompted by the PTC system during initialization.

### **Penalty Brake Application**

When a PTC induced penalty brake application occurs, the engineer must:

- Place and leave the automatic brake valve handle in suppression until the train stops.
- Place the throttle in idle.
- Notify the train dispatcher of the penalty brake application and provide the following information:
  - Reason if known
  - Milepost location

### **Inoperative Positive Train Control**

PTC is considered inoperative when one of the following occurs:

- Fails to transition to the ACTIVE state prior to entering PTC territory.
- Fails to transition to the ACTIVE state after having been initialized in PTC territory and the locomotive has moved more than 100 feet.
- Transitions from the ACTIVE state to and remains in another state for 30 seconds or more while in PTC territory, other than due to engineer logoff or SOFT CUTOUT.
- One or more display device(s) is not intelligible.
- Fails to sound an audible indication in conjunction with a visual warning.
- Displays track conditions that do not conform at two successive block or interlocking signal locations.
- Displays track conditions that do not conform to an Authority, Track Bulletin, or Timetable speed limit.
- The Enforcement brake switch is cut out.
- Any part of the PTC system is damaged.

When the PTC system is determined inoperative, the train must be stopped immediately and the dispatcher promptly notified.

### **Movement with Inoperative Positive Train Control**

When it is determined the Positive Train Control system is inoperative, promptly notify train dispatcher and comply with their



instructions.

## **HARD CUT OUT of the PTC System**

When authorized by the train dispatcher or help desk to perform a HARD CUT OUT of the PTC System, the train must be stopped and the engineer must place all PTC cut out switches in the cut out position.

## **SOFT CUT OUT and SOFT CUT IN of the PTC System**

When authorized by the train dispatcher, track bulletin or rule, a SOFT CUT OUT or SOFT CUT IN of the PTC system may be performed.

## **Positive Train Control System Returns to Normal**

If the on board PTC device returns to normal prior to cutting out the PTC System, the display screen will show "Cut In" and "Active". If the PTC screen is visible and correct, notify the train dispatcher who may then grant permission for the train to proceed.

## **Broken or Missing Seals**

Unless authorized, do not break the seal on the PTC cut out switch or switch box (if equipped). Train crews must report PTC failures, interruptions, and removal of or missing seals to the train dispatcher immediately.

## **PTC System Displays Inaccurate Information**

Consist information must be reviewed and compared with PTC System display for accuracy and corrected if necessary prior to departure. When information displayed on the PTC screen does not match track warrants, track bulletins, mandatory directives issued enroute via radio, timetable speeds or subdivision general orders, immediately report the corrections or issues concerning consist information to the train dispatcher.

When information displayed by PTC and the aspect of a wayside signal do not correspond, the following will apply:

- Operate the train according to the most restrictive information presented by the PTC system, signal system, timetable, or track bulletin.
- Promptly report the following to the train dispatcher:
  - Milepost location.
  - Signal name if applicable.
  - Location when PTC initially provided conflicting information.

## **Comparison of Information**

Crew members must compare track warrants and bulletins obtained with the information shown on the PTC display for correctness. Contact the train dispatcher before proceeding if any bulletins or warrants received do not correspond with the PTC display information except for the following conditions:

- . Multiple line item Track bulletins: Each line item of a track bulletin with multiple line items will appear on the PTC bulletin summary display as a separate item.
- . Radio Speed Restrictions: Mandatory directives issued enroute via radio will appear on the PTC display.
- . Voided Track Bulletins: Track bulletins which have been voided since the warrant was printed will not appear on the PTC display.

## **Switching**

- Perform a SOFT CUT OUT of the PTC system before initiating any switching moves.
- Perform a SOFT CUT IN of the PTC system after all switching moves have been completed. Consist information must be updated in PTC system before proceeding.

## **Restricted Speed**

When required to operate at Restricted Speed, the PTC system will provide over speed warning at 19 MPH and over speed braking enforcement will occur at 21 MPH.

## **PTC System Prompts and Inputs**

Inputs and response to prompts provided to PTC system must be made in a timely and accurate manner. Job briefing with other employees may be required to ensure accurate inputs. If improper input or response to prompt is made, it must not be acted upon until corrected or resolved.

## **Glossary Terms**

**BOS** - PTC Back Office Support

**I-ETMS** - Interoperable Electronic Train Management System (PTC)

**PTC** - Positive Train Control

**Positive Train Control (PTC)** - A safety overlay system that enforces limits of authority and restrictions that pertain to train movement.

**PTC Back Office (BOS)** - PTC system architecture and main computer system.

**CUT OUT, HARD** - A state of the PTC system when all cut-out switches are placed in the CUT OUT position.

**CUT OUT, SOFT** - A state of the PTC system resulting from selection of the SOFT CUT OUT on the PTC display.

**CUT IN, HARD** - All PTC switches placed in the cut in position unless otherwise instructed. Note: Movement of the penalty cut out switch will result in a Penalty Brake Application.

### Miscellaneous Instructions on the Use of PTC

**Track selection:** In order to complete track selection, PTC trains must reduce speed to 15 MPH or lower while in approach to PTC territory. Track selection must be completed as below:

- Trains initializing PTC within PTC territory must select track prior to moving.
- Thru trains must reduce speed and select track no later than 60 seconds prior to entering the start limits of PTC. Unless otherwise restricted, train speed may be increased immediately after track selection.
- Trains entering PTC from auxiliary tracks must select track no later than 60 seconds prior to entering start limits of PTC.

**Train Type:** The employee initializing PTC must verify and edit if necessary the train type displayed on the PTC Consist screen as defined in the criteria below:

- Train symbols beginning with P = Passenger.
- Train symbols beginning with I, K or Z and the train consist is intermodal equipment = Intermodal.
- Train symbols beginning with A and train has more than 5 Multi-Platform cars = Intermodal.
- Train symbols beginning with A and train has 5 or less Multi-Platform cars = Freight.
- All other trains = Freight.

Train must be stopped to modify any information on the consist screen of the PTC system including train type.

Pressing "Request New Consist" soft key after making any of these changes will undo any consist updates made by the train crew.

**Indicate Switch Alignment:** If route change is intended through a hand-operated switch:

- Stop train between 50 and 500 feet short of the hand operated switch.
- Visually confirm that switch is lined for the intended facing point move.
- Press "Indicate Switch Alignment" soft key.
- When "INDICATE ALIGNMENT OF SWITCH" is displayed, press the soft key that corresponds to the route icon of the intended route.

**Crossing Restrictions:** PTC may display and enforce crossing restriction on track occupied by train even though track bulletin or radio-issued restriction indicates restriction is in effect on adjacent track(s) only. In such cases, engineer, after confirming that restriction is not in effect on the track occupied by train, must:

- Press the "Yes" soft key to indicate to the system that crossing is protected.
- Press the "2" soft key to indicate to the system that warning is being provided at the crossing as required.

When crew is advised by the train dispatcher or proper authority that the warning devices at a crossing showing in your PTC screen (for protection) has been repaired and restriction(s) to slow to 15mph or stop and protect no longer applies; You must choose the soft key that says the crossing is protected by 2 employees. This tells the PTC program the crossing is protecting the public and the PTC program will allow you to go through the crossing at Maximum authorized speed.

Rule 6.32.2 in SSI Item 10-A on page 68.

### PTC Error Report Form

All PTC Trains that have PTC type errors or issues must fill out the **PTC Error Report Form** and a crew member must fax at the end of their tour of duty to 402-501-2889 (Listed on Form). If crew has expired on HOS; a crew member of that train must fax form on their next tour of duty. Forms have been sent in a broadcast message in a PDF format to print.

**SECTION: U**

**SUBJECT: ICTF**

All crews coming on duty at the ICTF shanty for any train that departs from Commerce/ LATC/ or City of Industry will call the OD yardmaster/train clerk within 10 minutes of your on duty time.

Commerce Yardmaster: [323-475-3895](tel:323-475-3895)

LATC Yardmaster: [909-685-2931](tel:909-685-2931)

City of Industry Train Clerk: [562-566-4402](tel:562-566-4402)

All crew departing any other location will contact the corridor manager within 10 minutes of on duty time.

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 14**

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**PURPOSE:** 4-SECUREMENT OF EQUIPMENT-YUMA YARD SECUREMENT INFORMATION ADDED

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**EFFECTIVE DATE:** 1523, January 11, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #4

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**SECTION:** A

**SUBJECT:** SECUREMENT REQUIREMENTS ON THE LOS ANGELES SERVICE UNIT

Each TE&Y employee must have a paper copy of this bulletin while on duty.

**JOB BRIEFING BOOK**

When securing equipment to be left unattended, each member of the crew must make an entry in his or her Job Briefing book. Such entry must include the time of securement, station name or CIRC 7, track number/identifier where the equipment is secured and the securement procedure used. Local freight assignments need make securement entry only one time for each customer serviced as long as the crew uses the same securement procedure at all securement locations at that customer's facility.

Crewmembers must record the securement entry for a station or industry prior to departure from the station or industry. Use the following abbreviations for Job Briefing book entries:

(PP) Primary Procedure  
(SP) Secondary Procedure  
(AP) Alternate Procedure  
(SCS) Single Car Setout  
(LP) Lite Locomotive Procedure  
(EX) Exception Area

**SPECIFIC INSTRUCTIONS FOR SPECIFIC LOCATIONS**

**Mira Loma**

When securing a train on **siding 1, siding 2**, or the east extension, always apply hand brakes on the south side. Only apply hand brakes on the north side unless necessary to comply with securement procedures. Hand brakes must be applied on the head end of the train.

**At Mojave Yard:**

When switching cars, do not kick cars, cut them off in motion, or allow cars to roll free to a coupling.

When leaving cars unattended in Mojave yard,

- 1) All cars in the track must be coupled with brake pipe air hoses coupled and angle cocks opened between all cars to be left in the track.
- 2) All required hand brakes must, without exception, be applied consecutively on the descending (low) end of the track.

**Yuma Yard Securement:**

Five hand brakes on west end of all yard tracks. All hand brakes must be released and air cut in before shoving cars to clear. After movement is completed, hand brakes must be reapplied.

**Other locations:**

White Hills . . . . . All hand brakes must be applied.

The following tracks do not require a securement test: (EX AREA)

Commerce tracks 801 - 808 . . . . . 1 hand brake per cut on east end.

ICTF ramp tracks . . . . . 1 hand brake per cut on west end (Tower End).

Mira Loma Auto Center . . . . . 4 hand brakes on east end inside the plant.

West Colton Receiving Yard . . . 6 hand brakes.  
West Colton Departure Yard . . . 6 hand brakes.  
LATC Ramp Tracks 821-835 . . . . 2 hand brakes on west end.

#### FRA Emergency Order #28

As a result of the July 2013 derailment in Lac Megantic, Quebec, the FRA has issued Emergency Order No. 28 (EO28) to address requirements for securement and attendance of freight trains and cars on the main track

or mainline siding outside of a yard or terminal. Effective September 1, 2013, System General Orders will take affect that update System Special Instructions (Item 10 L), and the Air Brake and Train Handling Rules (32.1 and 32.1.1) as a result of this Emergency Order.

The core requirements are:

#### **For All Freight Trains**

- A. A job briefing between all crew members must include the securement checklist for their train. Use only the securement checklist that is included in the Track Warrant for Bulletins.
- B. All unattended controlling locomotives must be locked per Rule 32.2.1.1.
- C. The securement chart (Rule 32.1.1) has been updated to determine the appropriate number of hand brakes required and is based on train tonnage and grade.
- D. Inspect all equipment that an emergency responder has been on, under or between for proper securement prior to leaving train unattended.

#### **For Key Trains**

- A. A job briefing covering the securement checklist must be conducted between crew members and the train dispatcher for all key trains left secured and unattended on main track or siding.
- B. Management has designated by train schedule or transportation the securement locations and/or conditions for any key trains left unattended outside yard/terminal locations during normal operations.
- C. All unattended controlling locomotives must be locked. If lock is absent or inoperable, the reverser must be removed from the controlling locomotive and taken with the engineer.

Review the following questions and answers for more clarification

#### **Emergency Order 28 Questions and Answers**

Q: Why did FRA issue Emergency Order 28 (EO28)?

A: FRA issued EO28 following a re-examination of U.S. railroad's securement procedures in light of the July 6, 2013 derailment in Lac Megantic, Quebec, Canada.

Q: What is contained in EO28?

A: There are 6 requirements that were established to eliminate the immediate hazard of death, personal injury, or significant harm to the environment related to the securement of certain unattended equipment.

1. Designate trains carrying loads of hazardous materials which will not be left unattended on main line tracks or sidings outside of yards or terminals unless specifically authorized. Develop a written plan that specifies locations and circumstances under which it is safe to leave unattended trains or cars transporting hazardous material loads on main line tracks or sidings outside yards or terminals.
2. Develop a process for employees securing unattended trains or cars that include specific communications with the train dispatchers and the locking of the controlling locomotive cab or removal of the reverser from the cab if it cannot be locked.
3. Review, verify and adjust as necessary procedures related to securing unattended trains or cars.
4. Implement Operating Rules/Instructions regarding job briefings that include appropriate securement procedures.
5. Implement procedures for inspecting equipment for proper securement in cases where an emergency responder has been on, under or between equipment.
6. Provide notice of Emergency Order 28 to all affected employees.

Q: When will EO28 go in effect?

A: EO28 goes in effect on September 1, 2013.

Q: Will any rules change as a result of EO28?

A: Yes, SSI Item 10-L will be created as a result of EO28 and a System General Order will be issued prior to September 1<sup>st</sup>. Air Brake and Train Handling rules will be modified as well.

Q: Must all trains comply with EO28?

A: Items 1 through 6 apply to Key Trains and cuts of cars that meet the Key Train requirements. All freight trains must comply with Items 3, 4, 5, and 6.

Q: Does the verbiage contained in UPRR Securement Checklist need to be repeated back to the dispatcher exactly?

A: Yes, the verbiage needs to be repeated exactly when securing a key train on a mainline or siding.

A job aid will be provided in your Track Warrant for Bulletins.

Q: What is the definition of a yard?

A: For EO28 requirements, a yard is:

A system of tracks, used for classifying cars, making-up and inspecting trains, or storing cars and equipment.

Q: Do I need to give the dispatcher the exact grade percentage at my location?

A: No, you need to give the dispatcher the best available information.

An example would be to describe the grade as flat, ascending or descending to the dispatcher. You may also use the grade chart in the timetable.

Q: Where can I find Emergency Order 28?

A: EO28 will be posted on Operating Practices Web Page, or you can contact your local manager.

Q: Does a train crew need to keep with them the securement information that is given to the dispatcher?

A: No, you must leave the securement checklist on the controlling locomotive for any freight train left unattended on a main track or siding. The job briefing with the dispatcher for Key Trains will be conducted using the job aid and is also recorded by the train dispatcher.

Q: Can I leave the reverser in the locomotive on a Key Train?

A: If you have the ability to secure and lock the cab of the controlling locomotive, then the reverser may be left on the controlling locomotive. If the lock is inoperable or absent the reverser must be removed from the controlling locomotive and taken with the engineer.

Q: The outside lock on the locomotive is missing or inoperable. Whom do I tell this to?

A: Report this condition on the engine inspection report on your tie-up screen.

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY

**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 13**

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**PURPOSE:** 13-FOREIGN RAILROAD INSTRUCTIONS-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #13

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**SIGNATURE: Roger Lambeth**

**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 12**

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**PURPOSE:** 12-PHONES, HOTLINES AND AVR-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #12

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SECTION: A  
SUBJECT: HOTLINE NUMBERS

The service unit maintains two hotlines for your use:

RECOGNITION HOTLINE

From a company phone: 8-685-2654

From a commercial phone: 909-685-2654

When you desire to give positive recognition to an employee please leave their name with a detailed description of why he/she is being recognized along with your name and a contact telephone number (with area code) in case we need additional information.

SAFETY HOTLINE

From a company phone: 8-685-2655

From a commercial phone: 909-685-2655

PLEASE LEAVE A DETAILED MESSAGE INCLUDING CIRC7 OR STATION NAME, YARD, TRACK NUMBER, CUSTOMER NAME AND THE NATURE OF THE UNSAFE CONDITION. PLEASE ALSO LEAVE YOUR NAME, EMPLOYEE ID NUMBER AND PHONE NUMBER IN CASE WE NEED ADDITIONAL INFORMATION.

EMPLOYEES MAY ALSO SUBMIT A SAFETY HOTLINE ISSUE ELECTRONICALLY FROM THE UPRR EMPLOYEE WEB SITE WITHIN THE TE&Y PORTAL IN THE "SAFETY HOTLINE REPORTINGS" SECTION.

IF YOU HAVE REPORTED A SAFETY HOTLINE ISSUE, CHECK THE TE&Y PORTAL PERIODICALLY TO FIND OUT HOW YOUR SAFETY HOTLINE ISSUE WAS RESOLVED.

NOTE: IF YOU HAVE AN EMAIL ADDRESS RECORDED IN YOUR PROFILE, YOU WILL RECEIVE AN EMAIL LETTING YOU KNOW THE OUTCOME OF YOUR SAFETY HOTLINE ISSUE.

SECTION: B  
SUBJECT: EMPLOYEE FAMILY EMERGENCIES

From a commercial phone: 888-877-7015 (For emergencies ONLY.)

If a family member needs to contact an on-duty employee to report an emergency situation, the family member should be ready to give the following information to the Emergency operator to assist in locating the employee:

- 1) Employee name
- 2) Employee ID number
- 3) Occupation
- 4) Work location
- 5) Job number (if known)

SECTION: C  
SUBJECT: MY UP MESSAGING

Employees may check for IDS messages by using the =ON function on the WEB, placing an 'X' next to the Superintendent Bulletin selection and entering the number '20' service unit identifier.

Upon request from a supervisor, employee must communicate his/her understanding of the current IDS message and show their Job Briefing book documentation of the message.

SECTION: D  
SUBJECT: AVR SAFETY BRIEFINGS

From a company phone: 8-501-2020  
From a commercial phone: 800-457-7965

All employees reporting for duty must call the AVR Safety Hotline to receive a recorded message/safety briefing. At the end of the recorded briefing you will be asked to enter your employee number using the telephone keypad to register your participation in this particular briefing. The Safety Briefing message is updated on Friday. Employees need only listen to the recorded briefing once a week.

All TE&Y employees are required to listen to the AVR Safety Briefing message and document their review in their "Safe Operating Checklist" Job Briefing book.

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**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**



**UNION PACIFIC RAILROAD COMPANY**  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 11**

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**PURPOSE:** 11-HEALTH, LEAVES AND ATTENDANCE-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #75

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**SECTION:** A  
**SUBJECT:** OCCUPATIONAL HEALTH NURSE

From a company phone: 8-685-2090

From a commercial phone: 909-685-2090

Kim Ramsden, R.N. COHC Occupational Health Nurse, has an office on the first floor of the Administration Building at West Colton. She is available for your health questions, blood pressure evaluations, flu shots (in season), Wellness Assessments, and fitness center applications along with a variety of other health-related information and classes.

Ms. Ramsden is available for regulatory evaluations, e.g. LEQ, RCO and SLE examinations. When an affected employee receives a recertification notice, such employee should call Ms. Ramsden to schedule an examination or stop by her office at West Colton.

Note: RN will be available for walkins (Scheduled to be determined)

**SECTION:** B  
**SUBJECT:** 2016 RAILROAD HOLIDAY SCHEDULE

NEW YEAR'S DAY	January 1 (Friday)
PRESIDENT'S DAY	February 15 (Monday)
GOOD FRIDAY	March 25 (Friday)
MEMORIAL DAY	May 30 (Monday)
INDEPENDENCE DAY	July 4 (Monday)
LABOR DAY	September 5 (Monday)
THANKSGIVING DAY	November 24 (Thursday)
DAY AFTER THANKSGIVING	November 25 (Friday)
CHRISTMAS EVE	December 24 (Saturday)
CHRISTMAS DAY	December 25 (Sunday)
NEW YEAR'S EVE	December 31 (Saturday)

**SECTION:** C  
**SUBJECT:** MANDATORY TE&Y HEARING AND VISION TESTING

Federal regulations require all TE&Y employees receive a hearing test every three years.

Employees must schedule their own hearing test on their own time. Contact the Occupational Health Nurse to schedule a hearing test at West Colton, or contact the Union Pacific Hearing Conservation and Respiratory Hotline at toll-free 800-356-3783.

Employees must arrange to take hearing and vision testing required by FRA Regulation pursuant to the follow conditions:

(1) Employees are responsible for contacting the Company's medical provider to schedule appointments for required examinations and must complete the examination within sufficient time to maintain their qualifications to work.

(2) Employees may take an examination after completing duty and prior to completion of federal rest as long as the total on duty time, combined with the time to complete the examination does not exceed 12 hours. Employees must contact CMS to report the time immediately after completion of the examination to adjust their required federal rest period.

(3) Employees are allowed to take an examination while off duty at the conclusion of their federal rest period and must contact CMS immediately to report the time after the examination is completed in order to adjust their federal rest period.

(4) Time to complete the examination includes commute time directly to and directly from the examination until return home, and cannot exceed 12 hours.

(5) Failure to accurately report the time the examination is completed is a violation under the House of Service law and could result in a minimum penalty of \$650.00 to the company and/or to the employee.

Any questions should be directed to the employee's immediate supervisor.

SECTION: D  
SUBJECT: 24-HOUR FITNESS MEMBERSHIPS

Membership in 24-Hour Fitness franchise locations are available. To enroll:

- 1) You must have the colored SHF sticker on your Union Pacific photo identification card. To obtain one of these SHF stickers use the internet by accessing <http://home.www.uprr.com/emp/ec/health/kyn/hmi.shtml>
- 2) Visit Southern California Fitness Facility and enroll in Union Pacific program. Please present your photo ID at this time.

This program is for Union Pacific employees only. Employees are entitled to one visit per day at company expense.

If card is lost, the employee may be charged a fee by 24-Hour Fitness before a replacement is issued.

SECTION: E  
SUBJECT: LEAVE OF ABSENCE

LEAVE OF ABSENCE - MEDICAL

Requests for medical leave of absence (personal illness, on or off duty injuries, etc.) in excess of 15 days must be submitted on Form 32006 and include statement from the employee's physician stating the expected duration of the leave of absence.

All medical leave of absence must be requested and approved in increments of 30 days. Medical leaves of absence must be accompanied by detailed medical documents from your treating physician providing the following information:

- 1) Date first seen/date last seen/date of next appointment
- 2) Diagnosis of illness or injury, specific medical findings and current medication, physical therapy and/or other treatment being prescribed.
- 3) A detailed prognosis of the employee's recovery.
- 4) An estimated return to duty date with or without recommended restrictions.
- 5) Identify and qualify any physical limitations the employee may have.
- 6) Any additional comments, recommendations, or medical referrals.

Medical leaves of absence will not be extended automatically. Before a leave of absence expires it is the employee's responsibility and obligation to request an extension if one is desired. Such requests must be completed on Form 32006 and include a statement of necessity from the employee's physician as outlined above, before expiration of the existing leave of absence. Failure to apply for extension prior to expiration of the existing leave may result in formal discipline. In specific cases where the medical problem is chronic and irreversible, the leave may be approved and extended for a period greater than 30 days.

LEAVE OF ABSENCE - PERSONAL  
**LEAVE OF ABSENCE - PERSONAL  
PROCESS FOR PERSONAL LEAVE OF ABSENCE:**

- Employee must request Leave of absence using form 32006-This form is available through MCU or your assigned manager.
- Form 32006 must be filled out completely.
- Conditions for permitting PLOA
  - Employee have no compensated time left.
  - Employee's attendance must be in good standing.
  - At least one year employment with the company.
  - Reason for leave must include narrative description on form 32006.
  - All request must be sent to the MCU and the MCU will document and submit request to the General Superintendent
- If PLOA is requested and there are medical circumstances:
  - For the employee's OWN medical condition he/she will be referred to the service unit OHN. Medical LOA's (MLOA) may be granted for the first 30 days by the service unit/Region.
  - If the request is for Family member's medical condition, the employee will be directed to apply for FMLA through the E-Health Safe system.
  - If the request relates to substance abuse or mental health condition for the employee, he/she will be directed to contact EAP at 800-779-1212. We may wish to grant a short MLOA to protect this employee and the company while we wait for EAP to take of the process.

Submit form 32006 to Teresa Reynoso . Email at [tsreynos@up.com](mailto:tsreynos@up.com). Fax: 402-997-4815  
or in person at West Colton.

#### LEAVE OF ABSENCE - FMLA (FAMILY LEAVE)

Family leave of absence must be requested in writing on Form 16873. This form includes a section that must be completed by the health care provider. The employee may be required to submit medical certification forms at 30-day intervals. FMLA approvals are for a specific calendar year. Persons desiring FMLA must file/re-file a written request each calendar year using Form 16873.

**SECTION: F**

**SUBJECT: TE&Y ATTENDANCE POLICY & BEREAVEMENT/JURY DUTY**

BEREAVEMENT/JURY DUTY INFORMATION SHOULD BE FAXED TO 402-997-3954

#### LAYOFFS - COMPANY BUSINESS

Off time for company business ("OS and/or "VI") must be authorized in advance by company manager unless purpose for the off time is to attend company investigation. CMS will not mark employee off on company business until a manager is contacted and authorizes such off time. Timekeeping will not process a company business claim for payment unless a company manager has approved such off time in advance.

#### LAYOFFS - JURY DUTY AND BEREAVEMENT

Before filing a claim for jury duty, employee must FAX a copy of their jury duty summons to 402-997-3954. Claims will not be processed for payment until documentation is received. If a claim is not required and will not be submitted, the employee does not need to FAX documentation.

When filing a claim for bereavement absence, FAX a copy of your documentation, e.g. church bulletin, death certificate or obituary to 402-997-3954. Employee must include their name and employee ID number on the documentation so you can be matched up with your claim. Claims will not be processed for payment until documentation is received.

#### UNION PACIFIC RAILROAD OPERATING, SUPPLY, AND EXECUTIVE DEPARTMENT ATTENDANCE POLICY

Effective January 1, 2011 for TE&Y,

Updated and effective September 15, 2015, to cover additional agreement professionals<sup>i</sup>

As a Union Pacific employee, you were hired for and are expected to protect your job assignment on a full-time basis. "Full-time" means being available to work your assignment, whether regular or extra, whenever it is scheduled to work. Assigned rest days, layover days, and agreement-provided compensated days off are available to you for personal business. In addition, reasonable personal lay-offs may be granted if the needs of service permit.

It is your responsibility to notify your manager, in advance of layoffs if possible, on personal or family issues that may affect your ability to work full time. Substantiating documentation is expected and may be required. However, notification and documentation alone do not excuse your responsibility to protect your job. You may be considered in violation of this policy regardless of the explanation offered if you are unable to work full time and protect all employment obligations.

In cases where an employee does not work full-time, the following policy is applicable:

1. Employees who do not work full-time, will be identified. Identification will include employees with:

- Frequent, or pattern of, weekend layoffs.
- Frequent, or pattern of, layoffs around rest days.
- Frequent, or pattern of, holiday layoffs\*.
- Frequent personal layoffs.
- Frequent sick/sickness in family layoffs without current medical documentation provided in advance when possible.
- Lower availability days when compared to peers.
- Missed calls, no show, tardy, or refusal

\*Note: For the purposes of this policy, the following holidays are included: New Years Day, Presidents Day, Good Friday, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

2. If the employee's attendance record warrants, an investigation will be held; and, if appropriate, discipline will be issued based on the results of the investigation.
3. Retention periods under this policy are independent of and separate from "Retention Periods" computed under any other company discipline policy.
4. Discipline assessed for first and second violations of this policy will consist of a Notice of Discipline advising the employee he/she has been found guilty of "First Offense" or "Second Offense" of this policy. Employees will be expected to mark up for service immediately and to work full time following the first and second investigations.
5. A "First Offense" violation of this policy will remain on the employee's record for thirty-six months of active service starting with the date of the Notice of Discipline. If no further violation of this policy occurs during this time, the employee's attendance record will be considered clear.
6. A violation during the thirty-six months of active service following a "First Offense" will result in a "Second Offense" violation of this policy and a new thirty-six month period of active service will begin, starting with the date of the second Notice of Discipline. If no further violation of this policy occurs during this time, the employee's attendance record will be considered clear.
7. A violation during the thirty-six months of active service following the date of the Notice of Discipline assessing "Second Offense" will result in permanent dismissal.
8. Employees must be allowed the opportunity to discuss waivers of a formal hearing with Union Representatives for First and Second Offenses when considering whether to waive or proceed with hearing. The "thirty-six month retention period" outlined above will be reduced from thirty-six months to thirty months should an employee choose to waive his/her investigation.

i Crew Management, Harriman Dispatching Center, Telecom, and Intermodal agreement professionals are managed under separate Attendance Policies.

#### **ADDITIONAL INFORMATION:**

Personal circumstances may entitle you to authorized leave or may explain certain attendance issues. Appropriate documentation is required in advance for certain absences when practicable. Listed below several Union Pacific resources you can contact for guidance or assistance.

<b>Resource</b>	<b>Contact</b>	<b>Phone</b>
Employee Assistance Program	Helpline	1-800-779-1212
Operation Red Block	Helpline	1-866-311-7255
Drug and Alcohol Info Line	Helpline	1-800-840-3784
Peer Support	Helpline	1-800-877-5707
Health Services Occupational Nurse	Kim Ramsden	909-486-0026
Family Medical Leave	Helpline	1-877-275-8747 Opt. 4
Alertness Management	Jackie Keenan	402-544-5963

Employees are also encouraged to contact their immediate Supervisor with any questions or concerns regarding their attendance obligations.

SECTION: G  
SUBJECT: PERSONAL MEDICAL DISPOSABLES & SUPPLIES

Each employee is responsible to contain their personal disposable medical supplies i. e. diabetic insulin vials and injectibles, bee kits etc. and dispose of them in their proper container. Employees must not dispose of these type of medical items at any Union Pacific facility or location.

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**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 10**

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**PURPOSE:** 10-TIMEKEEPING AND CMS-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #109

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**SECTION: A**  
**SUBJECT: TIMEKEEPING**

Employees must submit non-service claims not later than the end of the first business day following each pay period for that claim to be included in the current half paycheck. Pay period closeout schedule may be accessed from the UP employee website by selecting departments, Timekeeping Operations, TEY, TE&Y Reference Material, then Pay Period Closeout Dates.

The two-day closeout period has no impact on guarantee processing, vacations, personal leave days, and most service trips since they are paid in real time.

Federal Regulations require T&E professionals to document accurately any and all deadheading and/or transport time during their tour of duty, as well as identify each train worked. You must also report any activities that change your location. Failure to comply with these regulations can result in regulatory fines to Union Pacific and the employee involved, as well as declination of claims where the Hours Of Duty Report does not reflect or match the events outlined in the claim. Quick Reference Guides on the FRA reporting processes can be found at the following link: [https://employees.www.uprr.com/emp/it/info\\_srv/tey/tey\\_qrg\\_index.shtml](https://employees.www.uprr.com/emp/it/info_srv/tey/tey_qrg_index.shtml) which is located in the TEY MyUP Portal, within the Help Navigation menu, and is titled Quick Reference Guides."

^^5/26/16

**SECTION: B**

Subject: Timely, Accurate and Complete TE&Y Electronic Hours of Service Reporting and FRA Certification

Each train, engine & yard service employee is required to submit and certify a timely, accurate and complete electronic tie-up report prior to being released from service using a computer designated by the company when sufficient time remains under the Hours of Service law.

Employees must submit a quick tie-up using the IVR system or a computer designated by the company when within three minutes of, or beyond, 12 hours on duty and should submit a complete Hours of Service report the next time on duty.

Exceptions: Under the law, an employee is allowed to verbally report a quick tie-up to a crew dispatcher prior to being released from duty only if:

- (1) The employee is released from duty at a location at which there is no computer terminal;
- (2) The computer system (CMTS) is unavailable as a result of technical issues; or
- (3) Access to a computer is delayed *and* the employee has exceeded the maximum allowed time on duty.

Crew dispatchers will not accept a verbal quick tie-up unless one of the three conditions above is satisfied.

Each employee is also required to submit an accurate and complete electronic tie-up and contact CMS through the IVR system immediately following the conclusion of service that is not covered by the Hours of Service, e.g., classroom instruction or meetings, to accurately update the employee's rest period record.

TE&Y employees' failure to submit and certify a timely, accurate and complete report of any time on duty is a violation under the Hours of Service law and could result in a minimum penalty of \$650 to the company and/or to the employee. Employees who fail to comply with the law and these instructions may also be subject to handling under the MAPS policy up to and including dismissal charges.

Quick reference guides on the FRA Reporting Processes can be found at the following link:

<http://home.www.uprr.com/emp/operating/cms/index.shtml>

For assistance with Hours of Service reporting, you may reach the procedural help desk @ 1-800-621-8953 or 402-544-5555.

**SECTION: C**

**SUBJECT: INDIVIDUAL TE&Y TIE UP**

Each and every train, engine & yard employee is required to perform their own individual tie-up regardless of position on the crew.

The individual TE&Y employee's responsibility as a covered service employee to make sure accurate information is reported as it is required by federal law. Tie up must be performed on an approved company designated computer terminal if possible. There are only three (3) scenarios that allow TE&Y employees to report a tie up over the phone - crew management is required to verify that one of the following conditions exists prior to accepting tie up information.

1. Computer terminal is down.
2. No computer is available at reporting location.
3. Employee is over the hours of service and there is a line at the computer terminal.

If you encounter technical issues or errors during the tie up process, call OSS 8-544-5555. Select option 7 then option 4 to connect with internal service.

Tie ups will be completed at the destination terminal for all classes of service unless otherwise instructed by a manager.

^^AMENDED:

SUBJECT: TE&Y Instructions for Company Business Non-Service Claims

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The following instructions are to assist timekeeping with proper coding of your company business claims as well as providing employees with what information is required on these claims. You may add any additional comments you deem necessary, but each timeslip should start with the below listed required language then skip a line to add any additional comments.

EXAMPLE CLAIM:

CLAIMING CLASS OF TIME (AS SHOWN BELOW) FOR ATTENDING (AS SHOWN BELOW)  
ON (DATES AND TIMES) LED BY (INSTRUCTOR/MEETING LEADER).

"SKIP A LINE"

ADDITIONAL COMMENTS, IF NEEDED

NOTE: THERE IS NO NEED TO ENTER THE TURN ID AND WHO WORKED YOUR JOB.  
TIMEKEEPING RESEARCH WILL REVEAL THAT INFORMATION.

**SERVICE PERFORMED/CLASS OF TIME (COT)**

RULES CLASS (GCOR) H7

SIMULATOR OR DPU TRAINING S0

RETURN TO WORK CLASSROOM TRAINING E6

PEER TRAINERS (SIMULATOR, RCL, NEW HIRE, DPU) A5

PEER TRAINERS (PTC, LEADER, TRIP OPTIMIZER PROGRAMS) A3

SAFETY CAPTAIN K8

SAFETY MEETINGS K7

TOTAL SAFETY CULTURE (FACILITATOR, I TEAM, C5 MEETING) A8

OPERATION LIFESAVER E7

OPERATION REDBLOCK (COORDINATORS) O1

MEETINGS WITH SUPT, HDC, LABOR RELATIONS C7

COMPANY WITNESS FOR CARRIER (DEPOSITION, INVESTIGATION) C7

CRITICAL INCIDENT P7

CMS MEETING / VACATION SCHEDULING H9

RCO OVERSIGHT MEETING 5A

RCO CLASSROOM (NOT RCO SIMULATOR) R5

MAPS (TRIGGERING EVENT: NOT SUSPENDED) 4H

MAPS (TRIGGERING EVENT: SUSPENDED) H4

PROACTIVE MAPS TRAINING 7K

OTHER COMPANY BUSINESS (NOT DEFINED ABOVE) TIMEKEEPING WILL ASSIGN

Critical Incident / Peer Support

Claiming pay class of time P7 for peer support on (dates) authorized by (name of person authorizing activity. e.g., MOP John Doe)(skip a line)additional comments

AS A REMINDER TO ALL ENGINEERS - WHEN REPORTING YOUR POWER CONSIST DURING THE TIE-UP PROCESS, YOU ARE TO REPORT EACH SET OF POWER HANDLED SEPARATELY IN THE "POWER CONSIST 01" AND "POWER CONSIST 02" AND/OR "POWER CONSIST 03" FIELDS. LOCOMOTIVES THAT ARE NOT PART OF THE CONTROLLING CONSIST SHOULD NOT BE CLAIMED, NOR SHOULD MULTIPLE SETS BE REPORTED AS A SINGLE POWER CONSIST.

TRAINMEN WHO ARE REQUIRED TO REPORT CAR COUNTS DURING THE TIE-UP PROCESS - WHEN REPORTING THE NUMBER OF CARS HANDLED, ARE TO REPORT THE "MAXIMUM NUMBER OF CARS HAULED IN ROAD MOVEMENT AT ANY ONE TIME BETWEEN INITIAL STARTING POINT AND POINT OF FINAL RELEASE", DO NOT REPORT THE TOTAL NUMBER OF CARS HANDLED DURING A TOUR OF DUTY. CARS HANDLED EXCLUSIVELY WITHIN TERMINALS OR INTERMEDIATE STATIONS, ARE NOT TO BE INCLUDED. IF MULTIPLE TRAINS ARE HANDLED, THEY SHOULD NOT BE COMBINED FOR CAR COUNT REPORTING PURPOSES.

TE&Y EMPLOYEES ARE REQUIRED TO TIE UP USING THE COMPUTER. THE PRACTICE OF USING THE TELEPHONE TO TIE UP IS NOT ALLOWED EXCEPT WHEN THERE IS A COMPUTER OUTAGE IN EFFECT AT THE TIME OF TIE UP.

ENGINEERS MUST REPORT TRIP SEGMENTS WORKED, PLACING AN "X" IN FRONT OF ANY AND ALL APPLICABLE SUBDIVISION ROUTE NUMBERS AND LOCOMOTIVE DAILY INSPECTION, IF PERFORMED.

FIREMEN-IN-TRAINING HAVE A SEPARATE TIE-UP FUNCTION IN CMTS. ALL FIREMEN ARE REQUIRED TO EXECUTE THEIR OWN SEPARATE TIE-UP AFTER THE COMPLETION OF THEIR TRIP.

ENGINEERS AND REMOTE CONTROL LOCOMOTIVE OPERATORS MUST, PRIOR TO TIE-UP, USE THE =ON FUNCTION ON THE WEB TO MAKE THE REQUIRED FRA LOCOMOTIVE DAILY INSPECTION REPORT IF THE ENGINEER OR TCL OPERATOR DID THE FEDERAL DAILY INSPECTION. TO MAKE THIS REPORT, USE THE =ON COMMAND. ALL TIEUPS ARE TO BE COMPLETED VIA THE WEB UNLESS OTHERWISE APPROVED BY GENERAL SUPERINTENDENT. EMPLOYEES MUST REFLECT ACCURATE LOCATION AND ENSURE CORRECT CONTACT INFORMATION @ TIE UP.

IN HOURS-OF-SERVICE SITUATIONS BE GOVERNED BY THE FOLLOWING INSTRUCTIONS. BEFORE THE ENGINEER / RCL OPERATOR REACHES THE 12-HOUR DUTY LIMIT, FORM 25005 MUST BE COMPLETED. WHENEVER A JOB REACHES ITS 12-HOUR DUTY LIMIT SHORT OF FINAL TERMINAL, WRITE ON THE TOP OF THE DOCUMENT "NOT REPORTED TO TCS AS OF (THE CURRENT DATE AND TIME)."

NEXT ASCERTAIN FROM THE TRAIN DISPATCHER, APPROPRIATE YARDMASTER, CARRIER OFFICER, OR OTHER PROPER AUTHORITY AS TO WHETHER:

\* TO LEAVE THE COMPLETED FORM 25005 WITH THE POWER CONSIST FOR A RELIEVING ENGINEER / RCL OPERATOR TO REPORT OR,

\* TO TAKE THE COMPLETED FROM 25005 INTO FINAL TERMINAL FOR REPORTING.

WHENEVER AN ENGINEER / RCL OPERATOR IS CALLED TO PERFORM HOURS-OF-SERVICE RELIEF, HE OR SHE MUST REPORT FORM 25005 TO TCS. ADDITIONAL HOURS-OF-SERVICE RELIEF MOVES OR OTHER WORK INSTRUCTION APPLIED BOTH TO CREWS SPECIFICALLY CALLED FOR ZONE DOGCATCH (PATCHING) SERVICE AND TO A CREW TEMPORARILY DIVERTED FROM THEIR PRESENT ASSIGNMENT FOR THE PURPOSE OF PERFORMING HOURS-OF-SERVICE RELIEF WORK.

**SECTION: D**  
**SUBJECT: PROTECT YOUR USER ID AND PASSWORDS AT ALL TIMES**

Employees who do not protect their User ID and password are in violation of company policy and will be disciplined as well if their logon information is used to communicate inappropriate messages.

**SECTION: E**  
**SUBJECT: NCSC OPERATIONS SUPPORT TEAM TELEPHONE NUMBERS**

To contact the NCSC Operations support team, including the work order exceptions group, any one of the bulk groups, RR errors desk, company material group or the interchange receipt droup you will need to use the following number:

TOLL FREE: 800-243-5417

**SECTION: F**  
**SUBJECT: Instruction for TE&Y - Hotel Management System effective 3-13-2013**

Effective Wednesday, March 13, 2013, at 0001, Union Pacific will cut over the new Hotel Management System (HMS) for TE&Y only at the primary TEY hotel - Holiday Inn Long Beach. Crews will no longer present their CLC card to the front desk, but you will be asked for your Union Pacific ID card to verify your Union Pacific Employee ID number. You will retain your CLC card for use at other away from home terminal hotels.

**SECTION: G**  
**SUBJECT: BUMP BOARDS AND PLACEMENT**

Any employee receiving a bump or being displaced has up to 48 hours from time of notification to place on a new assignment. Employee must contact CMS for proper job or board placement within this time frame.

**SECTION: H**  
**SUBJECT: NR TE&Y Time Slip Instructions for Non-Service Claims**

The following instructions are to assist timekeeping with properly coding your payroll and assuring pay is processed in accordance with agreement provisions. You may add any additional comments as you deem necessary and appropriate to your time slip, but each time slip should start with the below listed required language and then skip a line to add any additions comments for validation of the claim or additional information you think is helpful to timekeeping.

From the CMTS non-service claim menu, select CX - Company Business and when projcted for a validation comment, state:

Claiming pay class of time \_\_\_\_ for attending \_\_\_\_\_(list activity), on \_\_\_\_\_(date), authorized by \_\_\_\_\_(person authorizing activity).

Skip a line

Add additional comments as necssary for clarification.

Use the following coes for your activity.

Rules Class (GCOR)	H7
Eng Simulator	SO
DPU Training	SO

Fuel Masters	SO
Fuel Master Instructor	F9
RCL Simulator Training	SO
Return to Work Classroom	E6
Peer Trainers	A5
Safety Committee	K7
Safety Certification Class	K7
Total Safety Culture Classroom	K5
Total Safety Culture ITEAM	A8
Total Safety Culture - Coordinators	A8
Operation Lifesaver	E7
Operation Redblock Coordinators	01
Local Chairman Meeting with Superintendent	C7
Company Witness at Investigation	C7
Training in Lieu of Discipline	H4
Critical Incident	P7
Safety Captains/Instructor	8K
Attendance Meeting	A2
CMS Business	H9
Service Unit/Labor Relations	C7
RCO Oversight Meeting	5A
RCL Classroom and OJT	R5
PTC/Optimizer/Leader Implementation	A3
Operation Redblock Training	10
Operation Lifesaver	E7
Other Company Business	C7

#### Examples of Other Company Business

- a) Human Factor Prevention
- b) Company Witness / Deposition
- c) Employee Club (BEN/LEN)
- d) FMLA (only for 2nd Doctor's Opinion as required by Health Services)
- e) Company Business Not Defined

#### SECTION: I

#### SUBJECT: \$20.00 IN LIEU OF LODGING ALLOWANCE FOR 2017

Engineers, Firemen, and Trainmen working under the former Southern Pacific Western Lines collective bargaining agreement who are eligible and desire to make election for the \$20 in lieu of lodging allowance for the calendar year 2017 must submit their request as outlined below:

Eligible employees may make application by submitting their request through the Non-Service Claim screen. Select the claim titled "2017 In Lieu of Lodging." When completing the comment validation, list the circ7 location(s) you wish to waive lodging. It is not necessary to phone the Timekeeping Customer Service Center or submit a web ticket to confirm receipt. Your time slip is your confirmation. Employees will be notified of their approval / denial via their payroll train slip in the declination section.

Requests must be received no later than 2PM December 5th, 2016. Do not submit a claim unless you are an eligible employee and wish to make election for the \$20 in lieu of lodging.

This provision is only applicable to employees currently governed by SP Western-Lines collective bargaining agreement, currently the Southwest, Los Angeles and Roseville Hubs.

Eligibility requirements (by craft) are outlined as follows:

Engineers are governed by the provisions of Article 2 of the July 8, 1994 Agreement. Firemen are governed by the provisions of Article 16 of Agreement E&F 188-140. Trainmen are governed by the provisions of Article XVIII of the 1993 SP System Agreement. For specific details about in lieu of lodging provisions, refer to the actual agreement. In order to elect a location, it must be a valid away-from-home terminal or point of an outside Assignment and be more than 30 miles from the employee's home terminal. Requests which do not meet these conditions will be declined.

NOTE: This is an annual non-revocable election. Employees who elect \$20 under the provisions of these agreements will not be permitted to utilize company paid lodging at the waived location for any reason during calendar year 2017. Employees who made election for calendar year 2016 must make a new election if they wish to avail themselves of this agreement provision again for 2017. Employees who do not qualify for in lieu of lodging at this time, but later desire such option, are permitted to make post deadline elections only if they have an assignment change which then qualifies them. In this scenario, promptly contact Timekeeping using the Timekeeping Customer Service Web form, located in the Crew section of the MyUP portal.



**SECTION: J**

**SUBJECT: 2017 ANNUAL ELECTION - PLD IN LIEU OF HOLIDAYS**

ENGINEERS, HOSTLERS AND SWITCHMEN WORKING UNDER THE FORMER SOUTHERN PACIFIC WESTERN LINES COLLECTIVE BARGAINING AGREEMENT WHO ARE ELIGIBLE AND DESIRE TO MAKE ELECTION FOR PERSONAL LEAVE DAYS IN LIEU OF HOLIDAYS FOR THE NEXT CALENDAR YEAR MUST SUBMIT THEIR REQUEST AS OUTLINED BELOW:

ELIGIBLE EMPLOYEES MAY MAKE APPLICATION BY SUBMITTING THEIR REQUEST THROUGH THE CMTS NON-SERVICE CLAIM SCREEN. SELECT THE CLAIM TITLED "ELECT PL IN LIEU HOLIDAYS." IT IS NOT NECESSARY TO PHONE THE TIMEKEEPING CUSTOMER SERVICE CENTER OR SUBMIT AN ONLINE WEB TICKET TO CONFIRM RECEIPT. YOUR TIMESLIP IS YOUR CONFIRMATION. EMPLOYEES WILL BE NOTIFIED OF THEIR REQUEST APPROVAL / DENIAL VIA THEIR PAYROLL RECAP / TRAINSLIP (DECLINATION SECTION).

THE REQUEST MUST BE RECEIVED **NO LATER THAN 11:59PM ON DECEMBER 31.**

DO NOT SUBMIT A CLAIM UNLESS YOU ARE AN ELIGIBLE EMPLOYEE AND WISH TO MAKE ELECTION FOR PERSONAL LEAVE DAYS IN LIEU OF HOLIDAYS. THIS PROVISION IS ONLY APPLICABLE TO EMPLOYEES CURRENTLY GOVERNED BY THE SP WESTERN LINES COLLECTIVE BARGAINING AGREEMENTS.

**ELIGIBILITY REQUIREMENTS (BY CRAFT) ARE OUTLINED AS FOLLOWS:**

**ENGINEERS**

ARE GOVERNED BY THE PROVISIONS OF ARTICLE 21 OF THE 1995 SP SYSTEM AGREEMENT (LOCAL ISSUES). IN ORDER TO ELECT PERSONAL LEAVE DAYS IN LIEU OF HOLIDAYS, AN ENGINEER MUST BE PERMANENTLY ASSIGNED TO A POSITION THAT OBSERVES THE HOLIDAY RULE AS OF DECEMBER 1. THEY MUST ALSO HAVE REMAINED CONTINUOUSLY ASSIGNED TO A POSITION THAT OBSERVES THE HOLIDAY RULE DURING THE PRECEDING 90 DAYS AND HAS / WILL HAVE WORKED AT LEAST 180 CREDITED TOURS OF DUTY IN THE CURRENT YEAR.

ENGINEERS WHO ARE NOT ELIGIBLE OR WHO DO NOT ELECT UNDER THE PROVISIONS OF THIS AGREEMENT WILL BE GOVERNED BY THE PROVISIONS OF ARTICLE VI OF THE 1996 NATIONAL BLET AGREEMENT AND NEED NOT SUBMIT A CLAIM.

**HOSTLERS**

ARE GOVERNED BY THE PROVISIONS OF ARTICLE 11 OF THE AGREEMENT E&F 188-149. IN ORDER TO ELECT PERSONAL LEAVE DAYS IN LIEU OF HOLIDAYS, HOSTLERS MUST BE PERMANENTLY ASSIGNED TO A POSITION THAT OBSERVES THE HOLIDAY RULE ON DECEMBER 1, AND MUST HAVE REMAINED CONTINUOUSLY ASSIGNED TO A POSITION THAT OBSERVE THE HOLIDAY RULE DURING THE PRECEDING 90 DAYS. HOSTLERS WHO ARE NOT ELIGIBLE OR WHO DO NOT ELECT UNDER THE PROVISIONS OF THE AGREEMENT WILL BE GOVERNED BY THE NATIONAL HOLIDAY RULE OR OTHER AGREEMENTS, IF APPLICABLE, AND NEED NOT SUBMIT A CLAIM.

**SWITCHMEN**

ARE GOVERNED BY THE PROVISIONS OF ARTICLE XXII OF THE 1993 SP SYSTEM AGREEMENT. IN ORDER TO ELECT PERSONAL LEAVE DAYS IN LIEU OF HOLIDAYS, AN EMPLOYEE MUST BE ASSIGNED TO A YARD SERVICE POSITION AS OF DECEMBER 31. SWITCHMEN WHO DO NOT ELECT UNDER THE PROVISIONS OF THIS AGREEMENT WILL BE GOVERNED BY THE NATIONAL HOLIDAY RULE OF OTHER AGREEMENTS, IF APPLICABLE, AND NEED NOT SUBMIT A CLAIM.

**SECTION: K**

Effective: 11/18/2016

Subject: Pool Crews required to flip continuous service

Crews operating in the following pools who are required to work to the away from home terminal then deadhead home on a continuous time basis or deadhead to the away from home terminal then work home on a continuous time basis are hereby notified to do so in combination service:

- CX650 RE/RT01 Yermo to West Colton

- CX490 RE/RT52 Arden to Yermo

Crews who flip on a continuous time basis will tie up at the away from home terminal and contact CMS or HDC to be put on the return trip.

**SECTION: L**

**SUBJECT: WILL SHOW PROCESS**

TE&Y employees on regular assigned locals and TSE jobs who are not rested for their regular assignment **will show and be on-duty** for their assignment if the assignment is within two (2) hours of the start time. This bulletin also affects relief jobs protecting various jobs with different

start times.

This bulletin does not affect employees in FR status or employees on regular assigned yard jobs unless prior arrangements are made with the local manager.

Below are two scenarios for review of the instructions.

Example one:

The conductor below has a start time of 0700 and works Monday through Saturday. On the day below reports at 0700 and is overtaken by the hours of service at 1900. Conductor will taxi to final release point from 1900 until 2030. Conductor is entitled to eleven (11) hours and thirty (30) minutes of rest and will be rested at 0800. Conductor **will show and be on-duty** for assignment at 0800. Assignment is within the two (2) hour will show reporting window.

```
CREW PREV          --STARTED DUTY--  -RELIEVED DUTY--  -RELEASED DUTY--  C
  POS  OFF  TRAIN ID  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  M
  CON 1445  LOG10R 29  CS720   0829 0700  CS720   0829 1900  CS720   0829 2030  N
                        ACTIVITY REPORTING
CREW PREV          M -ACTIVITY START-  --ACTIVITY END--
  POS  OFF  ACT T  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  COMMENTS
  CON 0000  DH   T  CS720   0829 1900  CS720   0829 2030  TOW IN BY VAN
```

Example two:

The engineer below has a start time of 0700 and works Monday through Saturday. On the day below reports at 0700 and is overtaken by the hours of service at 1900. Engineer will taxi to final release point from 1900 until 2200. Engineer is entitled to thirteen (13) hours of rest and will be rested at 1100 the following day. Engineer **will not show** for assignment and it will be filled through vacancy procedures. Assignment has exceeded the two (2) hour will show reporting window.

```
CREW PREV          --STARTED DUTY--  -RELIEVED DUTY--  -RELEASED DUTY--  C
  POS  OFF  TRAIN ID  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  M
  ENG 1445  LOG44 29  CS720   0829 0700  CS720   0829 1900  CS720   0829 2200  N
                        ACTIVITY REPORTING
CREW PREV          M -ACTIVITY START-  --ACTIVITY END--
  POS  OFF  ACT T  LOCTN  MMDD/HHMM  LOCTN  MMDD/HHMM  COMMENTS
  ENG 0000  DH   T  CS720   0829 1900  CS720   0829 2200  TOW IN BY VAN
```

Remember if the will show window is in the two (2) hour period employee must report and will not be notified while in their undisturbed rest period. Only when the two hour window is exceeded the job will be filled through vacancy procedures.

Any questions can be directed to your manager or CMS for clarification.

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**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 8**

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**PURPOSE:** 8-REMOTE CONTROL OPERATIONS-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #8

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**SECTION:** A  
**SUBJECT:** MAN DOWN AND 911 REQUIREMENTS

**Man-Down Broadcast Message Test**

1. Place the RCL handheld radios on the channel indicated on the job profile for testing the man-down broadcast message.
2. Announce over the radio "(Loco ID) Conducting man down broadcast message test."
3. Tilt both RCT's greater than 45 degrees and allow the tilt timer to time out on both of the RCT's.
4. Wait for a man-down broadcast message to transmit from the RCL indicating both the A and B RCT tilted out.
5. Recover emergency from the RCT.
6. Announce over the radio (after every procedure) "(Loco ID) man down broadcast message test is complete."
7. Place the RCL and handheld radio back to the assigned channel indicated in the job profile for operations.
8. Do not recover emergency brake application until both broadcast messages have been broadcasted over the radio.

**SECTION:** B  
**SUBJECT:** RCL OPERATIONS

Remote Control Zone Location and RCL Contact Information is contained in Los Angeles Area Timetable #5 under SI-06 on the appropriate subdivision.

\*\*\*GENERAL RCL REQUIREMENTS - (ALL SUBDIVISIONS)\*\*\*

When operating outside a RCL zone, or if PSP tonnage is exceeded while within a RCL zone, sufficient air brakes must be charged to control movement and point protection provided per Rule 6.5. It is the primary remote control operators responsibility to exercise judgment and plan ahead to control movements safely and efficiently.

Alameda Corridor Subdivision - Specific Remote Control Zone Information:

J YARD:  
PSP Tonnage:  
7,000 tons per locomotive.  
Maximum Entry Speed:  
10 MPH.  
Additional Information:  
Note: No zones or PSP's current at J Yard.

Alhambra Subdivision - Specific Remote Control Zone Information:

WEST COLTON YARD :  
Receiving Yard Zones:  
PSP Tonnage:  
7,000 tons per locomotive.  
Maximum Entry Speed:  
10 MPH.  
Additional Information:  
\*Multiple Zones Required. To hump cars out of a receiving yard track, RCL job must also have the Hump Zone activated/Track 99 activated.  
\*Before operating west of AL533 (Sierra) the air brake system must be charged on all cars if tonnage handled exceeds 1700 tons per locomotive.

\*When humping, total tonnage must not exceed 19,000 tons.

Hump Zone Information:

\*The Hump Zone is route specific. When RCL job is using the Hump Zone and is lined from the receiving yard to the hump lead, the zone is active on the track being used. Routing information may be received from the Crest Yardmaster or by "tote board" displaying the track number of the track that movement will be made from. \*Westward RCL movements in the Hump zone must have point protection per Rule 6.5 unless the route specific Receiving Yard Zone has been maintained. Westward RCL movements within active Zones 201 thru 209 may be made per Rule 6.5.1. See additional operating information below.

LATC

PSP Tonnage:

7000 tons per locomotive.

Maximum Entry Speed:

10 MPH.

Additional Information:

\*RCL job must have a minimum of two crew members qualified on the Metrolink River Subdivision.

\*When operating on Metrolink trackage, RCL jobs must monitor Metrolink radio channel at all times and comply promptly with all instructions issued by Metrolink train dispatcher.

\*RCL operator controlling movement must make all movements at restricted speed not exceeding 15 MPH.

AURANT YARD:

PSP Tonnage:

900 tons per locomotive.

Maximum Entry Speed:

7 MPH.

Los Angeles Subdivision - Specific Remote Control Zone Information:

ARLINGTON YARD:

PSP Tonnage:

4000 tons per 4 axle locomotive.

Maximum Entry Speed:

9 MPH.

Additional Information:

See timetable for Zone Activation Sign information.

MIRA LOMA YARD:

PSP Tonnage:

5000 tons per locomotive.

Maximum Entry Speed:

10 MPH.

Additional Information:

See timetable for Zone Activation Sign information.

EAST LOS ANGELES YARD:

PSP Tonnage:

7000 tons per locomotive.

Maximum Entry Speed:

10 MPH.

Los Nietos Subdivision - Specific Remote Control Zone Information:

LOS NIETOS:

Zone 1:

PSP Tonnage:

7000 tons per locomotive.

Maximum Entry Speed:

7 MPH.

Additional Information:

See timetable for Zone Activation Sign information.

Zone 3:

PSP Tonnage:

3400 tons per locomotive.

Maximum Entry Speed:

7 MPH.

Additional Information:

See timetable for Zone Activation Sign information.

VALLA - (Brea Chemical Industrial Lead):  
PSP Tonnage:  
3400 tons per locomotive.  
Maximum Entry Speed:  
10 MPH.  
Additional Information:  
See timetable for Zone Activation Sign information.

LA MIRADA (Santa Ana Industrial Lead):  
PSP tonnage:  
6000 tons per locomotive.  
Maximum Entry Speed:  
10 MPH.  
Additional Information:  
See timetable for Zone Activation Sign information.

ANAHEIM (Santa Ana Industrial Lead):  
PSP tonnage:  
6000 tons per locomotive.  
Maximum Entry Speed:  
10 MPH.  
Additional Information:  
See timetable for Zone Activation Sign information.

PSP Tonnage and RCL Zone Information - Quick Reference Table

Location	PSP Tonnage Per Unit	Entry Speed	Zone Activation Signs	Additional Information
LATC	7000	10	No	See Metrolink River Subdivision information above.
J Yard	7000	10	No	None.
Fourth Street	1300	7	No	See Metrolink and Fourth Street Yard information above.
East Los Angeles	7000	10	No	None.
Aurant	900	7	No	None.
Arlington	4000	9	Yes	6 axle units prohibited
Mira Loma	5000	10	Yes	None.
West Colton	7000	10	No	See West Colton information above.
Los Nietos - Zone 1	7000	7	Yes	None.
Los Nietos - Zone 3	3400	7	Yes	None.
Valla	3400	10	Yes	None.
La Mirada	6000	10	Yes	None.
Anaheim	6000	10	Yes	None.

COMMERCE/SPENCE STREET, J-Yard, & LATC batteries marked with ORANGE, RED, and GREEN paint are for RCL ONLY. Do NOT use in Motorola Radios, they will ruin them. The batteries are marked for each job; please use only the designated batteries for your job. Chargers marked RCL BATTERIES ONLY are for RCL batteries, they are set up to drain the battery first then charge them. Please do not charge your radio batteries on them.

SECTION: D  
SUBJECT: REMOTE CONTROL INSTRUCTIONS

Remote control operators are to report any missing signage or operational issues to their assigned manager immediately.

---

**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 7**

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**PURPOSE:** 7-HAZMAT AND SECURITY-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #7

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**SECTION:** A  
**SUBJECT:** HAZMAT EMERGENCY RESPONSE PLAN

Union Pacific Railroad's Hazardous Materials Emergency Response Plan (HMERP) was developed to guide the actions of employees and others in the event of a railroad emergency involving hazardous materials. While the HMERP applies to the entire railroad, certain yards are required to maintain a hard copy of the plan including site specific information pertaining to the yard. This site specific information is important to the safety of our employees and others working in these yards.

The purpose of this Superintendent's Bulletin is to provide employees and others with guidance for handling an emergency involving hazardous materials. The site specific information for the identified yards in the Los Angeles Service Unit is provided at the end of this bulletin.

In addition to this information, parallel guidance for actions during emergencies on the main track and in yards where there is no site specific information is provided for Transportation employees in the Instructions for Handling Hazardous Materials (Form 8620) - Section 8.

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\* Hazardous Materials Emergency Response Plan Guide \*  
(Site Specific Information for the Los Angeles Service Unit)

**Overview:**

Union Pacific Railroad is a major transporter of hazardous materials. Our continuous effort to improve safety and security of hazardous materials is a joint effort of all employees. All employees must do their part in transporting hazardous materials safely. This includes protecting yourself, alerting others in the area, and promptly reporting all releases of hazardous materials.

For more information on the Hazardous Materials Emergency Response Plan, please contact your supervisor.

---

**Initial Observer Actions**

When employees observe a release of hazardous materials, the following actions should be taken:

**Take action to protect yourself:**

- o Move upwind and uphill away from the release a reasonable distance or as specified in the emergency response Documentation, i.e. Train List, Form 8620, or Emergency Response Guidebook.
- o Warn bystanders to stay away.
- o Avoid contact with material and vapors.
- o Eliminate any ignition sources (do not smoke, do not use fusees.)

---

**Alert others in the affected area:**

- o Follow emergency radio procedures as identified in Railroad Rule 2.10 when appropriate.
- o Use yard specific notification systems, if available. (See yard specific information below at the end of this bulletin).

---

**Make Notifications - DO NOT WAIT TO MAKE NOTIFICATION.**

In most cases, all information may not be readily available, so it is important to immediately make notification and supply any available information at that time, i.e., name, contact phone number or radio channel, location and description of incident. Other data can be supplied as it becomes available.

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**When a telephone is available:**

1. If IMMEDIATE danger to people, property, or environment, (death, injury, fire, or other situation requiring immediate assistance), call 911 or local emergency response number and provide the requested information.
2. Call the Response Management Communication Center (RMCC) at (888) 877-7267 or company number 8-544-7622 (RMCC) and provide the requested information. RMCC procedures are to initiate notifications to local, state, tribal and federal response agencies and others as appropriate/required.  
(Requested information includes name, contact number or number or radio channel, location and description of incident).

When a telephone is NOT available and communication is:

- o Under the control of the train dispatcher, contact the train dispatcher and provide the requested information. The train dispatcher will notify RMCC and RMCC will notify local emergency response agencies.  
or
- o Not under the control of the train dispatcher, notify the Yardmaster, local manager of transportation on duty, or local command center (if one exists for the territory), as appropriate, and ask them to call RMCC and, if necessary, 911. Provide the requested information.

---

Assist local emergency response agencies from a safe location as appropriate:

- o Provide emergency response agency an extra copy of the Train List or shipping papers, when available. If an extra copy is not available, share the copy you have with the emergency response personnel.

---

Remain in a safe location until further instructions are received from the supervisor or person in command.

---

#### Employees and Others in the Affected Area

Note: See the end of this bulletin for yard specific information for the location of windsocks and/or flags, safety showers, evacuation routes, places of refuge, access points and staging areas.

When notified of a release or potential release of hazardous materials take the following actions:

To protect yourself:

- o Move upwind and uphill away from the release a reasonable distance or as specified in the emergency response documentation, Train List, Form 8620 or Emergency Response Guidebook.
- o Watch windsocks or flags to determine wind direction when moving to a point of safety.
- o Warn bystanders to stay away.
- o Avoid contact with material and vapors. Use safety showers as necessary to reduce contamination.
- o Eliminate any ignition sources (no smoking, no fusees).

---

Alert others in the affected area:

- o Follow emergency radio procedures as identified in Railroad Rule 2.10 when appropriate.
- o Use yard specific notification systems, if available. (See yard specific information below at the end of this bulletin).

---

Obtain further instructions:

- o Upon notification of an emergency, turn to designated radio channel.
- o Contact your supervisor for instructions.

Note: The Incident Commander, Railroad Incident Commander and/or local manager may also identify additional site-specific information and instructions as they become available.

---

Follow instructions provided, if safe to do so.

If ordered to evacuate area:

- o Proceed to designated meeting point in a safe manner as directed below for your site.
- o If ordered to take refuge:



- Proceed to designated place of refuge in a safe manner as directed unless affected by the release (areas shown at the end of this bulletin for your yard or as identified by supervisor).
- o For maximum protection at place of refuge:
  - Close all windows and doors.
  - Turn off all air handling equipment in buildings.
- o When safe to do so (supervisor will advise):
  - Open all windows and doors.
  - Exit the building.

---

Account for direct report employees/contractors and report exceptions:

- o Each foreman and supervisor must account for all direct-report employees/contractors in the affected area.
- o Immediately report any employees/contractors not accounted for to the railroad manager in charge or the Local Incident Commander (fire department, law enforcement or emergency medical service personnel, as appropriate).

---

Assist response personnel in finding access points and staging areas.

- o Point out access points/routes and staging areas or guide emergency response personnel to the location of the emergency, if safe to do so.

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For additional site specific information, it is the employee's responsibility to review information shown below and posted on bulletin boards at identified yards on the Los Angeles Service Unit (Reference Hazardous Materials Emergency Response Plan, TAB 1).

SECTION: B

SUBJECT: SITE SPECIFIC INSTRUCTIONS

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QUESTIONS - contact your supervisor or the local Hazardous Materials Manager (HMM) for more information. You can also contact:  
RMCC - 1-888-UPRR COP (877-7267) for assistance.

---

Site #1 West Colton Yard

Radio Channel 050-050 / 070-070 for locomotive facility  
 Windsock/Flag locations Receiving Yard Bldg. / One-Spot /  
 Trim Tower / Locomotive Service / Locomotive Repair / Pepper  
 St. Safety Shower locations Receiving Yard Bldg. / One-  
 Spot / Hump / WWTP / Locomotive Service / Locomotive Repair /  
 Pepper St.  
 Potential Evacuation Routes Receiving yard exit Alder St. /  
 Administration Office / Trim area / One-Spot exit to Slover  
 Ave. / Locomotive Service and Engineering Bldg. exit Willow St.  
 / Locomotive Repair and Departure yard exit Sycamore St.  
 NOTE: Pepper St. exit may be available however gate must be  
 unlocked by authorized person.  
 Potential Areas of Refuge Receiving yard car department  
 Bldg.. / Hump-Administration office bldg.. / One-Spot Office /  
 Trim Tower bldg.. / Locomotive Service and Repair offices /  
 Engineering dept. bldg..  
 Potential Access Points Alder St. / Administration bldg.  
 entrance / Willow St. / Sycamore St.  
 NOTE: Pepper St. entrance may be available however gate must be  
 unlocked by authorized person.  
 Potential Staging Areas Receiving yard parking lot /  
 Administration bldg.. parking lot / Administration bldg.  
 entrance area / Engineering Dept. parking lot / Locomotive  
 Repair parking lot  
 Local HMM contact Robert Bavier 909-685-2857 (office) or  
 951-323-2366 (cell)

Site #2 Yermo Yard

Radio Channel 027-027  
 Windsock/Flag locations One-Spot / Locomotive Service  
 Safety Shower locations One-Spot / Locomotive Service  
 Potential Evacuation Routes Exit Yermo Road, Exit 1st St.  
 Potential Areas of Refuge Yard office / Locomotive Service  
 bldg..  
 Potential Access Points Yermo Road, Exit 1st St.  
 Potential Staging Areas Yard office parking lot /

Locomotive Service parking lot  
Local HMM contact Robert Bavier 909-685-2857 (office) or  
951-323-2366 (cell)

Site #3East Yard / Commerce

Radio Channel 082-082  
Windsock/Flag locations Light towers between Intermodal  
Drott tracks  
Safety Shower locations Locomotive shop / One-Spot / IMS  
Potential Evacuation Routes Main roadway to Oak St. exit  
Potential Areas of Refuge Locomotive - Yard office  
Potential Access Points Indiana St. / Oak St. / Astor St.  
Potential Staging Areas Oak St. / Indiana St.  
Local HMM contact Mike Villa-Real 562-490-7045 (office) or  
714-270-4283 (cell)

Site #4LATC Yard

Radio Channel 066-066  
Windsock/Flag locations Tower at gate entrance  
Safety Shower locations Dock office - ITS Pad  
Potential Evacuation Routes Main entrance - Lamar St.  
Potential Areas of Refuge Dock Office / Yard Tower  
Potential Access Points Lamar St. / Mission Road  
Potential Staging Areas Lamar St. / Mission Road  
Local HMM contact Mike Villa-Real 562-490-7045 (office) or  
714-270-4283 (cell)

Site #5City of Industry Yard

Radio Channel 044-044  
Windsock/Flag locations Yard Office / Crane Pad  
Safety Shower locations Yard Office / Crane Pad  
Potential Evacuation Routes Arenth Ave.  
Potential Areas of Refuge Yard Office  
Potential Access Points Arenth Ave.  
Potential Staging Areas Yard Office / Crane Pad  
Local HMM contact Mike Villa-Real 562-490-7045 (office) or  
714-270-4283 (cell)

Site #6ICTF Yard

Radio Channel 086-086  
Windsock/Flag locations Front Gate / Light Towers  
Safety Shower locations Front Gate / Customs Dock / Crane  
Pad  
Potential Evacuation Routes Sepulveda Blvd. / 223rd St.  
Potential Areas of Refuge Office Bldg. / Tower / J Bldg.  
Potential Access Points Main Gate / Administration Gate /  
223rd St. Gate  
Potential Staging Areas Employee parking lot / Red lot /  
Customs Dock  
Local HMM contact Mike Villa-Real 562-490-7045 (office) or  
714-270-4283 (cell)

Site #7Dolores Yard

Radio Channel 086-086  
Windsock/Flag locations Locomotive Shop / WWTP  
Safety Shower locations Locomotive Shop / WWTP  
Potential Evacuation Routes Yard Road to Alameda-Carson St.  
Potential Areas of Refuge Locomotive Shop  
Potential Access Points Yard Road from Alameda-Carson St.  
Potential Staging Areas Alameda - Carson St.  
Local HMM contact Mike Villa-Real 562-490-7045 (office) or  
714-270-4283 (cell)

---

**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 5**

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**PURPOSE:** 5-RULES, SAFETY AND TRAINING-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #113

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**SECTION: A**  
**SUBJECT: SAFETY STOP BEFORE COUPLING**

Refer to Rule 81.13 (Coupling and Uncoupling), and Rule 7.12 (Movements Into Spur Tracks).

Safety Stop is required on all couplings when "Any Of" the following criteria exists.

- \* When coupling distance is 400 feet or greater
- \* When picking up or placing cars in an industry track
- \* When switching industry track with wheel chocks or bumping post
- \* When coupling on curves regardless of shoving distance

After making the "Safety STOP" coupling speed must not exceed 2 MPH.  
Procedure is referred to as a "Safety STOP" and is required to prevent derailments and damage to customer and railroad property. Movements into spur tracks require a crew member to ensure coupler alignment and inspect physical relation of railcars to track capacity, securement and the ability to move safely before coupling.

**SECTION: B**  
**SUBJECT: DROPS, GRAVITY MOVES, KICKS AND EQUIPMENT ROLLING FREELY PROHIBITIONS**

Under no circumstances are crews allowed to drop and/or gravity roll cars when cars must under no circumstances are crews allowed to drop and/or gravity roll cars.

Prohibited switching procedures include:

- 1) Gravity switch moves.
- 2) Gravity drops.
- 3) Regular drops.
- 4) "Dutch" drops.

Cars being switched on the LASU may not be cut off in motion. These cars must be **SHOVED TO REST** with the following one (1) exception: West Colton Hump Operations

**SECTION: C**  
**AMENDED: April 22, 2016**  
**SUBJECT: Flat Switching Restrictions on Los Angeles Service Unit**

In an effort to improve safety, there will be \* NO \* Kicking on the Los Angeles Service Unit except at the following locations:

**Valla Yard: Tracks 60-152, 60-153, 60-781, 60-793 (MP497.58 to MP498.34)**

Where Kicking is allowed the following restrictions will apply on the LASU:

- 1) Only Regular Crews can kick cars
- 2) No More than 5 Cars will be kicked at any time
- 3) All cars kicked will be cut off on tangent track only
- 4) Crew member must ensure that cars kicked are clear of and will remain clear of next track to be entered before track is fouled
- 5) Open Knuckle prior to kicking when practical

The following cars will not be kicked to a coupling with standing equipment nor will any car be kicked to these types of cars when they are the "Impact" car.

Auto Racks  
SHIFTABLE LOADS  
HIGH WIDE / HIGH VALUE CARS  
TIH / PIH

**SECTION: D**  
**SUBJECT: JOB BRIEFING RECORD**

Transportation employees (train, engine, yard, and yardmasters) involved in the movement of trains and engines, including switching operations,

must use the current edition "Safe Operations Check List" (commonly known as the Job briefing booklets). This booklet can be obtained at on-duty locations including PPE vending machines.

Such booklet must be filled out during the initial job briefing and carried while on duty to allow required entries to be made during the course of the employee's tour of duty as rolling job briefings are conducted. Yardmasters and crews of all train or engine movements while on duty must use job briefing principles as part of their daily work process.

The cover of the Safe Operations Checklist booklet details five risk factors that must be considered during every work day. These risk factors are generated as a result of formal evaluation of Switching Operations Fatality Analysis (SOFA). Once you read and become familiar with those risk factors, write your initials in each of the corresponding boxes. You need only do this once for each job briefing book used. During the initial job briefing, conducted prior to beginning work, each crewmember must read and discuss the checklist items contained in the book and so indicate by either writing in information or employee's initials, circling one of the choices given such as a Y (for yes) or N (for no), or other forms of information as called for by the checklist item. The also includes a section to record Track Breach Protection.

Employees are required to retain paper copies of the last five trips, which must be available for review if requested by a supervisor. FTX (Field Training Exercises) will be conducted to check for compliance.

Los Angeles Service Unit employees should use the NOTES section to record securement procedures used as required by a separate superintendent bulletin (Securment).

If a job or train changes for a crew during your on-duty time, this may be handled verbally as part of the rolling job briefing.

In addition to a daily form that each crewmember must complete, the job briefing booklet contains valuable quick reference information.

Quick reference information includes:

- A. Safety Hotline Numbers
- B. Handling Rail Security-Sensitive Material Shipments
- C. Distributed Power Operations
- D. Securing Equipment Against Undesired Movement
- E. Conserving Diesel Fuel

## **SECTION: E**

### **SUBJECT: CONDUCTOR LOG BOOK - REFERENCE RULE 1.47, PART A 5**

The following applies to hostling crews working outside a locomotive facility on the main track or a controlled siding: The employee not operating the controls of the locomotive will be responsible to maintain a conductor report form per Rule 1.47, Part A 5.

## **SECTION: F**

### **CLASSROOM RULES TRAINING AND EXAMINATIONS**

Any employee requiring certification in this calendar year or next year will be required to attend Rules training.

Service Unit contact is:

From a company phone: 8-685-2022

From a commercial phone: 909-685-2022

Employees required to have Rules Training must attend a 2 day TE&Y Rules Instruction and Examinations class. Employees are responsible to arrange to meet this requirement so that it does not conflict with any performance of service covered under the hours of service law. The proper statutory off duty period is required both prior to attending and after completion of classroom training. Studying or reviewing materials is the responsibility of the employee.

Failure to attend your scheduled class may result in the employee being placed in "PR" non-compensated status until class and examinations are successfully completed. It is the responsibility of each employee to achieve and maintain their qualifications and training.

Classes are scheduled at three locations on the service unit.

- 1) Mira Loma Training Center, Mira Loma Auto Facility
- 2) ICTF/Commerce
- 3) Bakersfield

The Study Guide should be completed prior to attending classroom training, including the Big River Sub and Pacific Sub. portions.

Access the study guide materials by logging on to the UP website, from MY UP portal, click on the UP shield in the upper left hand corner of screen, then click on "Departments", then "Operating Practices", then "Operating Rules". You will need to print all five study guide handouts.

The exams will encompass:

- General Code of Operating Rules
- Airbrake and Train Handling
- Hazardous Materials
- Rail Security - Security Awareness
- Hours of Service Training
- Heavy Grade Training

Note: Personal Electronic media may not be used during exams. Employees due recertification will schedule to take their exams at least 30 days prior to recertification.

The two day training will consist of the following:

Modules for General Code of Operating Rules, air brake and train handling, system special instructions, haz-mat and rail security. Compliance modules: Ergonomics, diesel exhaust, fire extinguisher training, fatigue management, hearing conservation, HOS training. Employees will be automatically compensated after completion of the exams with a grade of 85% or higher. Failure to attain a score of 85% or higher will require that the employee be withheld from service until retaking and passing any exam not successfully completed. Employees will have a 4 hour limit for completion of their exams.

### **TERRITORIAL EXAMS:**

SSI Item 7-B Qualifications of Certified Employees requires all employees to maintain any certifications. It is the individual employee's responsibility to ensure availability to perform service by maintaining his/her certifications. Territorial knowledge exams are mandated by Federal Regulation. There are currently 6 exams that cover territories within the Los Angeles Service Unit.

Los Angeles-Alhambra

Mojave-Bakersfield

Mojave-Yermo

South Branches

West Colton

Yuma

Each certified employee must complete/pass the territorial exam(s) that cover routes they are working or plan on working, either by seniority move or force assignment. Failure to comply may result in removal from service until required exams are completed. Employees must contact any available manager prior to tie-up, HOS permitting, to proctor required territorial exams. Each exam will require approximately 30 minutes to complete.

### **OTHER MANDATED FEDERAL TRAINING AND REQUIREMENTS:**

It is the responsibility of the licensed employee to maintain his/her accreditation. Each year, by federal submission, additional training is prescribed. The employee is to contact their assigned manager to ensure the following training is completed within the time frame allotted by the FRA.-Physical

Characteristics Exam  
-RXTC Exam  
-Good Faith Challenge Exam  
-Fire Extinguisher Training  
-Hours of Service Exam  
-Electronic Device Exam  
-Hands on Air Brake Training  
-240/242 Training (as applicable)  
\_TWIC Credentials

Many of the courses can be accomplished during regular tour of duty, each individual employee is responsible for contacting their assigned manager for scheduling. Failure to do so will result in the employee being placed in "PR" status until training is completed.

#### **SECTION: G**

##### **SUBJECT: NARROWBANDING RADIOS FREQUENCIES**

New FCC regulations require that Union Pacific convert to narrow band radio frequencies before January 01, 2013. The narrow band frequencies require a 6 digit code on the radio display.

It is the employee's responsibility to make sure their radio is narrow banded. All radios used must be narrow band.

#### **SECTION: H**

##### **SUBJECT: Return to Work Protocol**

Employees returning to work after an extended absence (no covered service in greater than 30 days) must contact RWM /MOP Jerry Feetham prior to performing service. The conversation at the very minimum must include required training, route familiarity, license status and TWIC status.

Employee will be placed in RR status when being recalled by CMS notifying employee to contact RWM (Return to Work Managers) at 909 685 2022. Employees that have been off from 0 to 60 days will be placed in RR status when being recalled by CMS notifying employee to contact RWM.

Employee will contact the RWM at 909 685 2022 for approval to mark up. RWM can approve employee for mark up after conference. Employees that have been off from 61 to 180 days will be placed in RR status when being recalled by CMS notifying employee to contact RWM and service unit Nurse. Employee will need to contact the LASU Nurse at 909 685 2090 and answer a short questionnaire. The Nurse will contact the RWM after employee contact and based upon the Nurse recommendations the RWM will contact the employee for further instruction which will include at least one day of successful training for service unit mark up to working board. In addition the employee will attend the next available Service unit Safety Class.

Employees that have been off from 181 to 365 will be placed in RR status when being recalled by CMS notifying employee to contact RWM and the service unit Nurse. Employee will need to contact the LASU Nurse at 909 685 2090 and answer a short questionnaire. The Nurse will contact the RWM after employee contact and based upon the Nurse recommendations the RWM will contact the employee for further instruction which will include; at least 4 days of training and possible training road trip before service unit mark up to working board.

Employees that have been off from 366 days will be placed in RR status when being recalled by CMS notifying employee to contact RWM and the service unit Nurse for information. Employees will be instructed to contact LHI (Logistical Health Information) for physical and then they notify the LASU nurse of date of physical. When the nurse is notified by the UP Health Department, the LASU Nurse will contact the RWM with approval from UP Health. The RWM will contact the employee for further instruction which will include;  
At least a 2 week training course

Return to Work Manager 909 685 2022  
LASU Nurse 909 685 2090  
LHI 866 873 9261

#### **SECTION: I**

##### **SUBJECT: Brake Sticks**

Use of a brake sticks to assist with securing and releasing rail cars other than intermodal or automotive equipment is expected on the LASU. For those crafts whose duties require hand brake securement and release, brake sticks will be provided. Locations where the equipment is in place will be outlined in local instructions. If unable to locate, please contact your manager prior to tying or releasing brakes on any rail cars. Those employees with hire dates after 2012 are to be issued brakesticks.

#### **SECTION: J**

##### **SUBJECT: Hazard Reporting**

Employees are required to make immediate notification to management or train dispatcher regarding any hazard posing imminent risk to personnel or property of the Union Pacific.

Switches - Do not attempt to operate any switches that are difficult to line. Immediately report any switch related issue to a supervisor and remove from service. Tag it and do not use.

Handbrakes - Do not use excessive force to operate or release handbrakes. Report the condition to a supervisor immediately and do not attempt to operate.

#### **SECTION: K**

##### **SUBJECT: Territory Qualification**

Initial Qualification for TE&Y on the LASU:

It is incumbent upon the licensed employee to contact their assigned manager if work, at the highest class of service, cannot be performed due to a lack of qualifications.

All TE&Y must immediately notify your assigned manager if you are not qualified to proect every assignment covered by the board you occupy.

**When called to operate as an Engineer/Conductor on a territory over which he/she believes they are not qualified, prior to requesting a**

**Pilot, the Engineer/Conductor must make direct contact with an assigned manager on the territory to discuss qualifications/experience on assigned route. This contact must occur prior to CMS authorizing the use of a pilot.**

In the event that the manager places an employee on a training board for familiarization or initial qualification the designated manager will discuss with the employee the amount of trips that will be allowed. The decision on trips will be based on prior experience on the territory. An employee is expected to adhere to the allowed trips and not take more than what was discussed with management. Any further training must be approved by the same manager. Employees must make contact with their assigned manager should any unexpected circumstance arise that would prevent an employee from completing their training in a timely manner.

As a licensed Class 1 Engineer it is your responsibility to maintain your qualification, as per SSI Item 7-B. When approaching 5 months to your last worked assignment over a territory you must contact your assigned MOP so they can ascertain your qualification on the territory. When making seniority moves from one board to the next, you must immediately contact your MOP and discuss with him/her your qualifications on the territory.

## **SECTION: L**

### **SUBJECT: CIT Proficiency Checklist**

To comply with 49 CFR 242, a mentor driven progress report (CIT Proficiency Checklist) has been created as a tracking tool to document the proficiency of tasks required for a student conductor to be certified as a qualified conductor.

Each Conductor/Foreman is required by Collective Bargaining Agreement to "complete progress reports on Conductor/Foreman Trainee(s)". This requirement is satisfied when the Conductor/Foreman updates the electronic CIT Proficiency Checklist for each student assigned to them, for each shift.

To assist the Conductor/Foreman in this new process, students will receive extensive training regarding the functionality of the checklist prior to entering the OJT phase of their training.

For Information on how to access and complete the CIT Proficiency Checklist:

MyUP Portal

Select Conductor in Training Link

Choose the "Help" menu item from within the CIT application

Choose the "Conductor Task List - Mentor" and follow the instructions

Additional information is available via the EC&L up.com web page or email [conductor@up.com](mailto:conductor@up.com).

Effective 09:00 AM Tuesday November 04, 2014, whenever this option is selected you will receive an error message indicating it is no longer available. You will be directed to training for the modified process. The computer based training module will instruct you in how to report Build Train without using the Scheduled Cars Only option.

In some cases the Build Train - Scheduled Cars Only was used due to a requirement that a Make Train had been reported prior to receiving Track Warrants and Bulletins. This requirement has been removed. Track Warrants and Bulletins can now be accessed through =ID even if Make Train has not been reported.

## **Section: M**

### **Subject: Switch Zone**

When an employee lines a hand operated switch during switching operations in any yard, facility or industrial lead; the employee must stand at least 20 feet from the switch stand and not return to the switch stand until movement is complete.

### **Switch Announcement**

When operating over switches and derails within a yard or industry, crew members must verbally announce to each other the position of any switch that is lined against their movement as soon as it becomes visible with good intra-cab communication. When taking a shove, this must be announced over the radio to the Engineer.

When operating within a yard, on a lead with multiple switches, ground crew can announce over the radio, "multiple switches are against them," in lieu of announcing each improperly lined switch.

Switch Announcement applies to all conventional jobs with an engineer in the control compartment and excludes all RCL jobs with one exception:

**All Jobs, Conventional and RCL:** When a lineup for another crew is knowingly changed, you must let that crew know and verbally communicate if you will be lining behind. When lining a switch for another crew or a member of the same crew, verbally communicate that switch (s) have been thrown.

## **SECTION: N**

**AMENDED: January 1, 2017**

**SUBJECT: 2017 TE&Y Classroom Rules Training Required Rules Exam & Classroom Training Presentation Program in 2017**

All TE&Y employees are required to attend classroom rules training in the year prior to their re-certification and the year of re-certification (two on and one off). In addition, TE&Y employees hired with the last 3 years can expect to attend classroom rules training in each of their first 3 years of active service. TE&Y employees are normally assigned their required rules training month based on their certification / birthday month. Employees are scheduled 6 months from re-certification month. Employees re-certifying in January through June will be scheduled to July through December classes. Employees re-certifying in July through December will be scheduled to January through June classes.

Variations to this scheduling may occur due to employee availability or service unit needs.

Your Rules Training schedule is located at the Union Pacific Employee Website under MYUP / Employees / MyOJT/Class Scheduler. Please check continuously throughout the calendar year up until your required month. You have to be on duty to see this screen and print.

Rules Training Materials and Study Guides are also located at the Union Pacific Employee Website under MYUP / Reference / Rules Books under the "Miscellaneous Books" drop down menu. Employees who complete the study guides have a higher success rates. To improve performance, arrive to rules training with completed study guides.

Employees are responsible for attending classroom training on their scheduled days as communicated by CMS. Conflicts arising from previously scheduled/approved vacation and/or compensated personal days will be resolved automatically by re-scheduling the employee to the next available class. Rules Training starts promptly at scheduled time. Employees who fail to report or are late on their scheduled classroom training day will be

subject to the Attendance Policy. It is the employee's responsibility to ensure that required rules exams are completed in a timely manner in an effort to avoid delays with certifications of licensing. Your local manager will help ensure understanding of the training and examinations process.

Employees must arrange to take their class in a manner that does not commingle with any performance of service covered under the hours of service law. To avoid commingling with hours of service, employees must have a proper statutory off duty period both before and after the time engaged in completing the training and examination. Only the actual classroom training and rules exam are subject to commingling with covered service. Time spent studying or reviewing training materials is done entirely at the employees own discretion and does not commingle with covered service.

The 2 day training will consist of the following:

Modules for the General Code of Operating Rules, air brake and train handling, system special instructions, Haz-mat and rail security. Compliance modules in ergonomics, diesel exhaust, fire extinguisher training, fatigue management, hearing conservation and Cab Red Zone. Employees will be automatically compensated after completion of the exams with a grade of 85% or better for the 2-day training. Failure to attain a score of 85% or higher will require that the employee be withheld from service until re-taking and passing any exam not successfully completed. Failure to successfully pass exams with a score of 85% after a 3rd attempt will result in termination of employment from Union Pacific Railroad. Re-takes may not be taken on the same days as the previous failure. No compensation shall be due for any Re-takes.

Employees will be required to complete 5 examinations: General Code of Operating Rules; Airbrake and Train Handling Rules; Hazardous Materials Rules; Security Awareness and Territorial Exam(s).

Employees will also be required to complete all curriculum assigned in LMS as part of Two Day Rules Curricula during scheduled rules class.

Rules and instructions listed in the study guides may be found in the following documents:

UPRR Rule Book, System Special Instructions, Hazardous Material Handling - 8620.

Note: Electronic media may not be used during exams.

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## **Section: O**

### **Subject : INHALATION PROTOCOL**

Do not attempt to extinguish fires unless properly trained in firefighting by the Union Pacific Railroad. Do not enter locomotives or other areas where fire or smoke is present. If you encounter any plume, smoke or fire; immediately move away to a safe location and report it to the proper authority. Use of fire extinguishers is permissible only when needed for personal safety to exit an area. Any detection of burning electrical odor; stop your train, set brakes, ventilate, exit the area and report situation to a supervisor.

## **Section: P**

### **Subject : Rough Riding Locomotives**

As part of employee on-board safety to prevent injuries while riding on locomotives, crews are reminded of the requirements of Safety Rule 81.7.2 which states in part; when on or in engines, cars, cabooses or other equipment, anticipate and protect yourself from sudden stops, starts, slack action, excessive lateral, or unexpected motions. When duties require moving around in equipment, be adequately braced, maintain a firm hand hold and sit down quickly and safely. Remain seated when stopping, entering or leaving initial or final terminals. When above normal vertical or lateral motion is detected on a locomotive, the train dispatcher will be notified. Engineer will reduce speed to a level that provides a normal ride. In addition, crews must immediately notify train dispatcher of the speed at which normal ride quality is regained. This presents the best opportunity to prevent personal injuries while riding on locomotives.

If it's rough - Slow it down!

If slowing the train does not remedy the ride condition and the locomotive consist contains another locomotive that can be used to lead, the crew is empowered to switch or turn the lead consist so that the rough riding locomotive can be replaced. In all cases that the crew judges that swapping locomotives within the consist will remedy the condition, this information must be conveyed to the train dispatcher and/or corridor manager so that arrangements can be made with downline terminals or the location best suited for the change out.

## **SECTION: Q**

### **Subject : Employee Empowerment**

Employee Empowerment Statement

Your empowerment is our most valuable resource

I am empowered to participate in my safety process.

I am empowered to refuse to perform any unsafe act.

I am empowered to refuse to work with any unsafe person.

I am empowered to refuse to violate any law, rule or policy.

I am empowered to identify all RED ZONES in the work area.

I am empowered to stay out of work zones without a Job Briefing.

I am empowered to acknowledge and correct any unsafe condition.

I am empowered to refuse to work with any tool or equipment that is unsafe.

I am empowered to refuse to foul any track without proper On-Track Safety.

I am empowered to report any unsafe condition or act without repercussion.

I am empowered to take responsibility for my own safety and those around me.

I am empowered to stop any job or task that has not had a proper updated job briefing.

I am empowered to question a decision that might affect my safety or the safety others.

I am empowered to use good faith judgment to remove any unsafe equipment or vehicle from service.

## Section: R

### Subject: TE&Y Territory Familiarization and Pilot Authorization

In order to comply with FRA regulations regarding territory familiarization and System Special Instruction 7B, all TE&Y certified professionals who bid /place or are not immediately forced on to a new territory must contact a manager to arrange for completion of any necessary company or regulatory familiarization requirements prior to reporting for duty if : (1) they have never worked the territory, OR (2) their territory familiarization or territory exam has expired. The TE&Y professional must contact a service unit manager to authorize the use of a qualified pilot in advance of call or reporting for duty.

Failures to comply with these instructions may be subject to handling under the MAPS policy.

#### LASU Radio Channel Assignments:

All crews are required to operate on the following radio channels in yards and industrial leads. If there is a radio issue that does not allow the crew to use the assigned channel there must be a job briefing between all crew members. They must contact the on duty manager for the location and enter the reason in all job briefing books.

## Section: S

### Subject: LASU Radio Channel Assignments

All crews are required to operate on the following radio channels in yards and industrial leads. If there is a radio issue that does not allow the crew to use the assigned channel there must be a job briefing between all crew members. They must contact the on duty manager for the location and enter the reason in all job briefing books.

## LASU Radio Channels

Santa Barbara Subdivision (0958)	CO248-CO251	Channel 51
	CO251-Las Posas	Channel 96
	Oxnard Yard	Channel 96
	Montalvo Industrial Lead	Channel 96
	Lompoc Industrial Lead	Channel 96
	White Hills Industrial Lead	Channel 96
Alameda Corridor Subdivision (0985)	MP0.0-MP16.1	Channel 17
	ICTF Terminal / Yard	Channel 86
	J- Yard	Channel 66
	Alameda Industrial Lead	Channel 38
	Del Amo Industrial Lead	Channel 38
	Dolores Industrial Lead	Channel 86
La Habra Subdivision (0987)	LN034 - WI025 (Slausen Jct.)	Channel 14
San Pedro Subdivision (0972)	Downey Road - End of Track (PHL)	Channel 14
	Mead Yard (UPRR)	Channel 42
	Lakewood Industrial Lead	Channel 14
	Paramount Industrial Lead	Channel 14
Wilmington Subdivision (0980)	AC001-AC117	Channel 14
	El Segundo Industrial Lead	Channel 14
	Torrance Industrial Lead	Channel 14
Los Nietos Subdivision (0990)	Bartolo- LN063 Dominguez	Channel 14
	Los Nietos Yard	Channel 14
	Brea Chem Industrial Lead	Channel 14
	Fullerton Industrial Lead	Channel 14



Los Angeles Subdivision (0965)	Santa Ana Industrial Lead	Channel	14
	Tustin Industrial Lead	Channel	14
	Stanton Industrial Lead	Channel	14
	Patata Industrial Lead	Channel	14
	Yermo-Daggett	Channel	27
	E. Redondo - CO57	Channel	27
	Commerce East LA Yard		
	Commerce Yard / Yard Master	Channel	82
	LA Roundhouse	Channel	34
	Ramp Jobs	Channel	20
	Weeds	Channel	38
	Azusa Yard	Channel	27
	Montclair Yard	Channel	27
	Mira Loma Manifest Yard	Channel	8
	Arlington Yard	Channel	8
	Mira Loma Auto Facility		
	Mira Loma Auto COMMAND CENTER	Channel	27
	Mira Loma Auto NSS (West End)	Channel	14
	Mira Loma Auto NSS (East End)	Channel	13 & 44
	Yermo Yard	Channel	66
Alhambra Subdivision (0975)	Crestmore Industrial Lead	Channel	8
	Chino Industrial Lead	Channel	66
	Rohr Industrial lead	Channel	8
	Rancho to Yuma Jct	Channel	42
	LATC Yard / Yardmaster	Channel	66
	Aurant Yard	Channel	66
	City of Industry Yard		
	Industry Yard / Clerk	Channel	44
	Industry Bowl Tracks	Channel	66
	Industry Roundhouse	Channel	66
	Kaiser Yard	Channel	86
	Colton Yard		
	Colton Yard / Yardmaster	Channel	50
	Colton Hump	Channel	4924
	Colton Trim	Channel	88
	Colton Group 10	Channel	66
	Colton Roundhouse	Channel	70
	Azusa Industrial lead	Channel	87
	Declezwille Industrial Lead	Channel	86
	N. Bakersfield-Highland	Channel	14
Mojave Subdivision (0940)	Highland to Rancho	Channel	14
	Bakersfield Yard	Channel	88
	Mojave Yard	Channel	88
	Oak Creek Industrial lead	Channel	66
Lone Pine Subdivision (0942)	MP 431.7-Mojave	Channel	14
Yuma Subdivision (0943)	E Yard - Ordway	Channel	96
	Ordway-Rancho	Channel	42
	Beaumont Backtrack / Yard	Channel	96

	<b>Indio Yard</b>	Channel 96
	<b>Niland Yard</b>	Channel 96
	<b>Riverside Industrial Lead</b>	Channel 66
<b>Calexico Subdivision (0945)</b>	<b>Niland-Calexico</b>	<b>Channel 45</b>
	<b>El Centro Yard</b>	Channel 45
	<b>Holtville Industrial Lead</b>	Channel 45
<b>El Centro Subdivision (0947)</b>	<b>MP 129-El Centro</b>	<b>Channel 45</b>
<b>PHL - Foreign Line Rail Road</b>	<b>All CTC Main Line</b>	<b>Channel 58</b>
	<b>Mead Yard (UPRR)</b>	Channel 38
<b>Metrolink San Gabriel Sub</b>	<b>San Gabriel Sub (0600)</b>	<b>Channel 87</b>
	<b>Azusa Industrial lead</b>	Channel 87
<b>Metrolink River Sub</b>	<b>River Sub (2200)</b>	<b>Channel 47</b>
	<b>4th Street Yard (UPRR)</b>	Channel 88
<b>Metrolink Valley / Ventura Sub</b>		<b>Channel 29</b>

**Section: T**

**Subject: Renzenberger Requirements**

**Attention Union Pacific Employees:** The following is the new Renzenberger Pre-trip job briefing. Please respect their position and allow the driver to complete their job briefing without any interruptions. Please remember that the Driver must open the rear cargo door both prior to your trip and at end of your trip.

^^ 10/27/16 Renzenberger drivers are not allowed to stop for food when transporting crews to trains. Please plan accordingly. **This is to minimize delay to our customers.**

When riding in crew vehicles (Renzenberger) crews must ensure compliance with the following procedures:

- Before entering or exiting vehicle, the vehicle must be placed in PARK and motor turned off with ignition key removed and parking brake applied
- Before vehicle moves, all employees and driver must participate in a job briefing to ensure everyone's seat belt is properly fastened
- Cargo doors must be opened and closed by contractor
- In the event that a contractor vehicle gets stuck or becomes disabled, crew members are not to assist in getting vehicle unstuck or fixing the vehicle. All occupants are to get to a safe location and out of harm's way.

#### **New Renzenberger Pre-trip and End-of-trip Job Briefing:**

The Union Pacific has updated their driver safety briefing to include a PRE-TRIP and an END-TRIP briefing. This safety briefing is **MANDATORY** for all drivers performing service on road trips and yard shifts. The Union Pacific requires that all drivers, road and yard, give the following safety briefing without exception. We will reprimand those drivers who fail to comply with this safety policy. Prior to departure, conduct a short safety briefing. My name is: ( ) and we are in van # is ( ) and I am here to pick up Conductor ( ) and Proceed to (location) . I have ( ) hours available to work. My two way radio is turned to Channel ( ) and must remain on during the entire trip. I have inspected this van for safety and found no issues. All passengers must properly fasten their seatbelts and keep them fastened until we have arrived at our destination and the vehicle is in park. In the case of a medical emergency, we will call 911. In addition, the fire extinguisher is located (here), the first aid kit is located (here). At unprotected crossings, we will Stop, Look and Listen and pause for 10 seconds to ensure the track is clear. We are all empowered to determine the safest route. Finally, I will not use Electronic devices or have the am/fm radio on while the vehicle is moving. I will not back up with passengers in the vehicle, and I will adjust my speed according to weather and road conditions.

Prior to stopping vehicle at destination we will conduct a short end of trip briefing. Please keep your seatbelt fastened until the vehicle is in park and emergency brake applied. When exiting the vehicle, the front seat passenger should exit first. After the front seat passenger has closed their door then the side doors of the vehicle can be opened. Be Aware of the overhead obstructions, door frame and please watch your step. Please wait for me to properly exit the vehicle and wait for me to open the rear cargo door.

**Section: U**

**Subject: SYSTEM SPECIAL INSTRUCTIONS KEY CHANGES**

THE PURPOSE OF THIS IS TO IDENTIFY THE KEY CHANGES MADE EFFECTIVE BY THE ISSUANCE OF THE 2016 SYSTEM SPECIAL INSTRUCTIONS AND AIR BRAKE AND TRAIN HANDLING RULES.

#### **SYSTEM SPECIAL INSTRUCTIONS**

ITEM 2-A MAXIMUM SPEEDS:

PART 1 ADDED KEY TRAINS- CRUDE OIL / KEY TRAINS HIGH HAZARD FLAMMABLE TRAIN (OPERATING WITHIN A HIGH THREAT URBAN AREA)

PART 14: CHANGE MILITARY TRAIN SPEEDS FOR EMPTY TRAINS TO 60

ITEM 2-B MAXIMUM SPEEDS CARS: PART C ADDED CAR SPEED

ITEM 3 TRAINS HANDLING COMPANY EQUIPMENT: PART 6 ADDED ADDITIONAL BUSINESS CARS

ITEM 5-A CAR PLACEMENT AND TRAIN MAKE-UP RESTRICTIONS: ADDED ADDITIONAL INFORMATION FOR HIGH VALUE LOADS CONCERNING TRAIN LENGTH AND MAKE-UP.

ITEM 5-B SYSTEM TRAIN MAKE-UP REQUIREMENTS: REPLACED TCS WITH TRAIN FOR TYPE OF CONSIST. ADDED "EA" TO

HIGH STRENGTH COUPLER IDENTIFICATION.

PART 4 REAR END ONLY EQUIPMENT: ADD RESTRICTION FOR PLACING IN TRAIN WITH REAR HELPER. HEAVY-DUTY FLAT CARS WITH 8 AXLES OR MORE: CHANGE CLEARANCE BUREAU TO NCSC AND ENGINEERING.

PART 5: REPLACED NORTH PLATTE WITH CHEYENNE

ITEM 5-C COUPLER LIMITS WITH HELPER(S), HELPER PLACEMENT AND TRAIN POWER BALANCE ADD RESTRICTION FOR MAXIMUM NUMBER OF DP CONSISTS. INSTRUCTIONS FOR DETERMINING DP CONSIST PLACEMENT.

ITEM 6 MAXIMUM GROSS WEIGHT LIMITATIONS: ADD ADDITIONAL RESTRICTIONS AND CAR WEIGHT RESTRICTION TABLE.

ITEM 7-A REFERENCE DOCUMENTS ELECTRONIC VERSION: ADD WHAT IS TO BE DOWNLOADED AND ELECTRONIC TIMETABLE MUST BE IN COLOR.

ITEM 7-B QUALIFICATIONS OF CERTIFIED EMPLOYEES: ADD ADDITIONAL REQUIREMENTS FOR CERTIFICATION, RECERTIFICATION, RECALLED ENGINEERS AND CONDUCTOR FAMILIARIZATION ON MAIN TRACK.

ITEM 10 RULE SUPPLEMENTS & AMENDMENTS: CHANGE CARDINAL TO CRITICAL RULES

ITEM 10 – I UNION PACIFIC RAILROAD PROGRAMS AND POLICIES: ADD NEW LINKS TO VIEW POLICIES.

ITEM 10 – J COMMUTER OPERATIONS: CHANGE \* 1.47. ADD \* 32.1.1.1 PARTS A, B, C AND D APPLICATION.

ITEM 10-M MECHANICAL DEPARTMENT (MAINTENANCE OPERATIONS): ADD INFORMATION FOR DISTRIBUTED POWER UNITS ON OTHER THAN MAIN TRACK. ADD \* 6.5 SHOVING MOVEMENTS. SWITCHING OR SPOTTING OPERATIONS IN CAR AND LOCOMOTIVE SHOPS: ADDED ADDITIONAL INFORMATION. \* 71.6.1 HIGHLY VISIBLE OUTER WEAR: ADD APPLICATION. \* 78.2 LOCKOUT / TAGOUT: ADDED APPLICATION.

ITEM 13 TRAIN DEFECT DETECTORS: ADD NEW PART L. INFORMATION FOR TALK ON ARRIVAL AND DEFECT ONLY DETECTOR. ADD NEW \* 13.2.1 HOT BOX OR HOT BOX / HOT WHEEL, HIGH WIDE SHIFTED LOAD AND DRAGGING EQUIPMENT DETECTOR WITH RADIO TRANSMITTED DEFECT INDICATORS. CHANGE DETECTED DEFECT INFORMATION FOR \* 13.3 HOT BOX OR HOT BOX / HOT WHEEL AND DRAGGING EQUIPMENT DETECTOR WITH RADIO TRANSMITTED DEFECT INDICATORS TALK ON DEFECT ONLY. CHANGE \* 13.8.1 FAILED DETECTOR SITUATION TABLE.

ITEM 14-B FOREIGN RAILROADS OPERATING ON UPRR TRACKS PART B TRACK STABILITY: ADD ADDITIONAL INSTRUCTIONS.

ITEM 15 WORK ORDERS PART D. WORK COMPLETED: ADD ADDITIONAL INSTRUCTIONS.

ADDED NEW RULE: PART I MOBILE WORK ORDER SYSTEM.

ITEM 17 ACCESSING GENERAL ORDERS AND BULLETINS ELECTRONICALLY: ADD ADDITIONAL INFORMATION.

ITEM 19

\*9.27 APPROACH RESTRICTING: ADD APPLICATION

ITEM 22 ADDED HIGH THREAT URBAN AREA (HTUA), END OF TRACK AND SWITCH FLAG EXAMPLES.

**AIR BRAKE AND TRAIN HANDLING RULES**

TRAIN AIR BRAKE TESTS / INSPECTIONS CHAPTER 30

30.2.2 OPERATIVE BRAKES: ADD INFORMATION FOR DETERMINING NUMBER OF OPERATIVE BRAKES

30.2.6.1 AIR BRAKE TESTS USING HAND HELD GUAGES: ADDED NEW RULE

30.3.1 CLASS 1 REQUIREMENTS: PART A ADD APPLICATION FOR WHEN REQUIRED

PART B ADD NOTE FOR EXTENDED HAUL

PART C ADD APPLICATION FOR WHEN TEST NOT REQUIRED

30.3.5 TRAINS DESIGNATED AS EXTENDED HAUL: ADD APPLICATION

30.3.6 ATTACHING LOCOMOTIVE TO CARS PREVIOUSLY CLASS 1 TESTED USING YARD AIR OR OTHER LOCOMOTIVE: ADD TEST CLASSIFICATION.

30.6.1 TEST WHEN CUTTING OFF AND RECOUPLING: ADD TYPE OF AIR BRAKE TEST AND WHO MUST PERFORM.

30.9 TRAIN INFORMATION: ADDED REQUIREMENTS IF CONSIST NOT AVAILABLE.

30.11.2 BRAKE PIPE LEAKAGE TEST PARTS A AND B: REQUIRED TYPE OF VERIFICATION TO INDICATE REAR PSI.

LOCOMOTIVE CONSIST REQUIREMENTS CHAPTER 31

31.1 TAKING CHARGE OF LOCOMOTIVE CONSIST: ADD INFORMATION FOR ABSENCE LOCOMOTIVE INSPECTION FORCES.

31.1.1 LOCOMOTIVE SAFETY DEVICES: INFORMATION WHEN CUTTING OUT DISABLING.

31.2.2 ELECTRONIC ALERTNESS CONTROL DEVICE: NEW RULE ADDED

31.2.5 LOCOMOTIVE WITH NON-COMPLYING CONDITION SAFE TO MOVE: ADD INFORMATION TO EXCEPTIONS.

31.6.3 HOSTLING LOCOMOTIVES: ADD SPECIFIC NUMBER THAT MAY BE MOVED WITHIN AN AREA.

31.8.1 CONDUCTING A LOCOMOTIVE DAILY INSPECTION: PART A ADD OPERATIVE DYNAMIC BRAKES INFORMATION. PART B ADD MAXIMUM AMOUNT OF CHAIN DROOP.

31.8.2 CHANGING OPERATING ENDS: ADD APPLICATION

31.8.3 LIGHT ENGINE SETUP: ADD ADDITIONAL INFORMATION

31.8.4 CHANGE PROCEDURE TO STANDING LOCOMOTIVE AIR BRAKE TEST.

31.8.4.1 LIGHT ENGINE RUNNING AIR BRAKE TEST: ADD NOTE

31.8.4.2 ADD NEW RULE: REMOTE CONTROL LIGHT ENGINE RUNNING AIR BRAKE TEST

31.8.4.3 ADD NEW RULE: ELECTRONIC ALERTNESS CONTROL DEVICE (ALERTER) TEST

31.8.7 LOCOMOTIVE FUEL CONSERVATION AND TPA COMPLIANCE: CHANGE PART C AND D

31.8.7.1 SHUTDOWN PROCEDURE: CHANGE

SECUREMENT / TRAIN OPERATIONS CHAPTER 32

32.1.1 SECUREMENT PROCEDURES: CHANGE PART C SITE SPECIFIC INSTRUCTIONS. CHANGE SECUREMENT TABLE.

32.1.2 SECURING AN UNATTENDED TRAIN OR PORTION OF TRAIN WITH LOCOMOTIVE ATTACHED: CHANGE TO ADD TWO NEW PARTS.

31.1.3 SECURING AN UNATTENDED TRAIN BEFORE DETACHING LOCOMOTIVES: ADD EXCEPTION

32.1.4 SINGLE CAR SECUREMENT: ADD ADDITIONAL INFORMATION

32.1.6 RELEASING HAND BRAKES: ADD ADDITIONAL INFORMATION TO PART A

32.2 UNATTENDED LOCOMOTIVES: ADD ADDITIONAL INFORMATION TO PART 10, 13, 14 AND EXCEPTIONS.

32.2.1.1 SECURING LOCOMOTIVE CAB DOORS: NEW RULE ADDED

32.2.2 SEPARATING LOCOMOTIVES: CHANGE PART 2

32.7.2 STICKING BRAKES: ADD ADDITIONAL INFORMATION

DISTRIBUTED POWER AND MANNED HELPER CHAPTER 33

33.1.3 DP RADIO COMMUNICATION INTERRUPTION: ADD ADDITIONAL INFORMATION.

33.2.1 SETTING OUT REMOTE LOCOMOTIVE: ADD ADDITIONAL LOCOMOTIVE

33.3.1 OPERATING DP CONSIST(S) IN INDEPENDENT MODE: ADD ADDITIONAL INFORMATION.

33.4.1 MAXIMUM LOCOMOTIVES: ADD INFORMATION FOR EN-ROUTE FAILURE.

33.6.2 ADDING MANNED HELPER MID-TRAIN OR REAR OF TRAIN: INFORMATION FOR STATUS.

33.7.4 ADDING OR REMOVING REMOTE CONSIST(S) (INCREMENTAL LINKING AND UNLINKING): NEW RULE ADDED.

33.8.5 REMOTE BRAKE VALVE (BV) OUT: NEW RULE ADDED

33.8.6 REMOTE MODE NORMAL (NORMALIZE): NEW RULE ADDED

33.8.7 OPERATING MULTIPLE AND CUT-IN DP CONSISTS: NEW RULE ADDED

## TRAIN HANDLING CHAPTER 34

34.2.1 STARTING / ACCELERATING TRAINS: ADD INFORMATION TO PART A AND B.

34.2.4 STRETCH BRAKING: ADD INFORMATION PART 4 AND NOTE.

34.2.7 UNDULATING GRADE: ADD PARTS 1 THRU 10

34.2.13 DISTURBED TRACK / TEMPORARY SPEED RESTRICTIONS / HEAT RESTRICTIONS ADD ADDITIONAL INFORMATION.

34.4 DELAYED DEPARTURE: ADD ADDITIONAL INFORMATION

## REMOTE CONTROL OPERATIONS CHAPTER 35

35.3.1 OPERATOR EQUIPMENT: ADD INFORMATION FOR VEST AND RADIO

35.3.3 SETUP AND TESTING: ADD ADDITIONAL INFORMATION

35.4.4 OPERATING THE EQUIPMENT: ADD ADDITIONAL INFORMATION

35.6.1 POSITIVE STOP PROTECTION (PSP): ADDED ZONE AND MAN DOWN INFORMATION.

## COMMUTER / BUSINESS TRAIN OPERATIONS CHAPTER 38

38.1.2 CLASS 1 BRAKE TEST: ADD REQUIREMENT INFORMATION.

## GLOSSARY

B-UNIT: ADD DEFINITION

BOX CAR MODE: ADD DEFINITION

CYCLE TRAIN: ADD DEFINITION

ENERGY MANAGEMENT SYSTEMS: ADD DIFINITION

OFF AIR: ADD DIFINITION

SOLID BLOCK: ADD ADDITIONAL INFORMATION

TERRITORY CODE: ADD DEFINITION

## SECTION: V

### SUBJECT: Injury Prevention and Heat Categories

In response to the large number of heat illness cases, we created a heat category awareness chart. The chart illustrates the heat category, wet bulb global temperature (which measures the heat stress in direct sunlight, temperature, humidity, wind speed, sun angle, and cloud cover), Recommended water intake per hour during light, moderate, and hard working conditions.

Each on-duty location will have a sign that identifies the heat category for the day. Employees must have an "Individual Safety Card" available to them while on duty. The individual safety card is used to reference the heat category, as well as provide information to help combat their working conditions.

## SECTION: W

### Subject: Hostling Locomotives

The following instructions apply to all Hostler and Yard jobs hostling locomotives within terminal areas.

Except while switching locomotives (building consists), operate all locomotive consists from the cab nearest direction of travel when practical. When not practical to change ends (maintain DP link, non-complying unit, etc...), prior to initiating movement, an employee must be on the point to provide protection.

Prior to initiating Long hood forward movements (including moving a single unit), an employee must be on the leading end of the movement to ensure that route is properly lined when approaching and traversing switches and derails.

## SECTION: X

### Subject: GCOR 10.1 Main Track Authority Visual Queue Tags

Visual Queue Tags are being installed on a number of mainline switches on the LASU to prevent Main Track Authority Violations. The tag reads "WARNING, Main Track Authority Required. Contact Dispatcher, GCOR 10.1" and is installed on the 102 lock protecting the Main Line. Please do not remove the tag if the lock has this visual queue installed. If the tag is damaged please report to local management to get tag replaced.

## SECTION : Y

### SUBJECT: Safety Footwear Policy Change -- Effective January 1, 2017

September 13, 2016

Union Pacific is updating Safety Rule 71.7, Footwear, and the Company's purchasing guidelines effective January 1, 2017.

Currently, employees can purchase one pair of boots meeting the requirements of the Safety Rule 71.7 at a discount each calendar year from the Company's approved vendors: Redwing, Timberland, or Wolverine.

Beginning January 1st, 2017, the Company will reimburse employees one-half (½) of the purchase price, up to a maximum of \$75, when employees purchase safety boots satisfying the requirements of Rule 71.7 from any vendor. UPRR will have vendors who have agreed to provide our employees with footwear at a discounted price. To find these discounts employees can access the Safety Protection Gear (SPG) portal on January 1st.

In order to receive reimbursement, employees must submit a request through the Safety Protection Gear (SPG) portal within 60 days of the purchase. Qualifying reimbursements will be delivered to employees through the payroll system. As in the previous policy, employees will be able to request a reimbursement once a calendar year.

Questions regarding this update may be direct to your immediate supervisor.

## SECTION: Z

### Subject: CONDUCTOR DELAY REPORT DATABASE

Effective immediately all Conductor Report Forms (FORM 20849) will be faxed into the Los Angeles Service Unit Conductor Delay Report Database daily.

Note: All Hostlers jobs and patch crews must fax Conductor Report Form to the proper territory/pool your job has traversed.

#### Conductor Report Form:

Conductor Report Form (FORM 20849) must be maintained in accordance with Item 10-A, 1.47A, Part 5a of the System Special Instructions which reads:

"Road freight conductors, including locals and switchers but not including yard or passenger conductors, are required to complete the Conductors Report. However, yard conductors performing service on the main track (transfer, relief service, etc.) will be required to complete the Conductors Report".

Pool specific fax numbers have been established to work from all company fax machines. Reports that cannot be faxed due to Hours of Service are to be submitted during next tour of duty.

<b>Fax Number</b>	<b>Database Code</b>	<b>Description</b>
8-9974771	LB to Yuma	Long Beach to Yuma Long Pool
8-9974769	LB to Yermo	Long Beach to Yermo Long Pool
8-9974772	Yermo to Colton	Yermo to Colton Short Pool
8-9974770	Colton to Yuma	Colton to Yuma Short Pool
8-9974767	Colton to ELC	Colton to El Centro pool
8-9974766	Colton to LB	Colton to Long Beach Short Pool
8-9974768	BK to Colton	Bakersfield to Colton / LA Pool
8-9974796	BK/MJ to Yermo	Bakersfield / Mojave to Yermo Pool
8-9974821	SLO to LA	San Luis Obispo to LA Pool
8-2714635	Hostlers	Main Line Hostlers
8-2714636	North Locals	Mojave / Yermo Locals and Patches
8-2714637	East Locals	Yuma / El Centro / Indio Locals
8-2714638	Basin Locals/Pool	LA Basin Locals/Pools/Patches
8-2713960	Coast Locals	Gemco / Oxnard etc Locals
8-2714098	Rock Trains	All LASU Rock Trains
8-2714437	PTC	PTC issues
8-2714445	FIT	FIT Training Logs

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**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**

UNION PACIFIC RAILROAD COMPANY  
**LOS ANGELES SUPERINTENDENT BULLETIN NO. - 1**

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**PURPOSE:** 1-GENERAL INFORMATION-REPLACE 2016 BULLETINS / EFFECTIVE 1/1/2017

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**EFFECTIVE DATE:** 0035, January 01, 2017

**CANCELLATION DATE:** 2359, December 31, 2017

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**CANCELLATIONS:** Bulletin #94

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**SECTION: A**  
**SUBJECT: SUPERINTENDENT BULLETINS CANCELED**

All Superintendent Bulletins issued prior to 00:01 January 1, 2015 are canceled.  
During the calendar year only active Superintendent Bulletins are displayed on the index page or drop-down listing (website). Once canceled, Superintendent Bulletins and their respective number will not appear on the index page or drop-down listing (website).

**SECTION: B**  
**SUBJECT: BNSF RWY DOCUMENT ACCESS**

<http://www.bnsf.com/>

BNSF General Orders and Notices may be obtained using a UPRR computer terminal. UP crews can obtain these documents using the following computer access/command procedure: (Do not include the quote marks used here to highlight the command term.)

- 1) DO NOT LOG ON TO TPX.
- 2) At the bottom of the initial welcoming screen type the command "BNSFGO", then press the ENTER key.
- 3) For BNSF System General Orders, select item 1 then type the command "SYS", then press the ENTER key.
- 4) For BNSF Southern California Division General Orders, select item 1 then type the command "CAL", then press the ENTER key.
- 5) For BNSF Southern California Division General Notices, select item 2 then type the command "CAL", then press the ENTER key.

**SECTION: C**  
**SUBJECT: PEER SUPPORT**

<http://www.uprr.com/emp/labor/eap/peer/index.shtml>

When a critical incident occurs, the corridor manager or responding field manager notifies the peer support network as soon as possible. Peer support volunteers will make contact with the affected employee(s) as soon as it is feasible. Individuals are encouraged to also contact the peer support volunteers.

If the employee requests time off the employee should contact the peer support manager.

While an employee is off following a critical incident:

- 1) There must be ongoing contact with a peer support person.
- 2) Absence must be coordinated between manager, peer support contact manager, peer support volunteer and CMS.
- 3) A manager, preferably the peer support contact manager, must contact CMS to "mark off" the individual. Crew dispatcher will select option "OS-Critical Incident" as the reason for the mark off.

Employees requiring professional services from a behavioral mental health specialist need to use their personal behavioral health insurance with all deductibles and co-pays applying.

Peer Support contact manager: Sr. MOP Brian J. Sibert  
Office Phone: 909-685-2061 / Cellular Phone: 661-203-4089

Employee Assistance Counselor: William Ford 800-877-5815

National Assistance Counselor: 800-779-1212

Los Angeles Service Unit Contact Manager:  
Brian J. Sibert 661-203-4089

Los Angeles Service Unit Coordinator:  
Eugene P. Morris 909-225-8445

Los Angeles Service Unit Peer Support Volunteers:  
Effective: August 16, 2016

**LA BASIN**

Danny L. Holmes	C-951-206-5030
Gary R. Walker	C-909-239-2473
Ted Sorosky	C-562-754-2227
Chris Madera	C-909-455-5212
Edward Campos	C-323-440-9633
Harry Garvin Jr.	C-909-481-7261
Wallace Haire	C-760-953-7029
Wilbert Larkin	C-951-357-7128
Mike De La Paz	C-926-446-0081
Dan Pizer	C-760-963-4847
W. K. (Karl) Wilson	C-714-309-1511
Charlie Martinez	C-760-217-7153

**SAN LUIS OBISPO**

Chris Steman	C-805-234-3116
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**BAKERSFIELD**

Paul Birchfield: Coordinator	C-661-304-4833
Brad Montgomery	C-909-347-9445
Patrick Rock	C-661-599-0868
Daniel Baeza	C-661-333-0547
Ruben Lomas	C-661-343-7836
Kevin White	C-661-331-3038

**YUMA**

Clint Clemons	C-928-246-8754
Jose Castrol	C-928-446-8336

SECTION: D

SUBJECT: Operation Redblock

<http://home.www.uprr.com/emp/operating/she/ohp/redblock/index.shtml>

Operation Redblock is an employee-run substance abuse prevention and intervention program. The program emphasizes awareness, education and prevention of drug and alcohol use through peer participation. Confidentiality is guaranteed. Participants remain anonymous and employees get the help that they need.

Procedures (Modify Union Pacific Drug and Alcohol Policy)

The following procedures are approved by your union and supported by Union Pacific Railroad:

1. If an employee is unable to report for work or unable to continue at work after reporting because of the use of drugs or alcohol, he/she should call the Operation Redblock toll-free number and mark off "Operation Redblock." DO NOT USE ANY OTHER REASON TO MARK OFF. No disciplinary action will result from a layoff for Operation Redblock.

2. If you are on duty or going on duty and discover that your co-worker has been using alcohol or drugs immediately stop what you are doing and tell your co-worker that you cannot work with him/her, and he/she must mark off Operation Redblock. A call must be made to the Operation Redblock toll-free number and employee will be marked off. The first priority is the safety of the employee and his/her coworkers. No discipline will be administered, and no records will be kept.

3. Should the employee be uncooperative, the co-worker may request the assistance of a supervisor (Item 19, Co-Worker Report, of the Union Pacific Drug and Alcohol Policy). The supervisor will assist in removing the employee to a safe location. Employees who are eligible for a Co-Worker referral will not be charged with discipline provided the employee contacts the Employee Assistance Program Counsel for within three days and successfully completes the prescribed program, if any. (An employee may utilize a co-worker referral not more than once in a lifetime).

4. Employees who mark off for Operation Redblock will be contacted by a peer member of the Operation Redblock group for a confidential follow-up.

TE&Y Toll Free Operation Redblock Mark Off Number: 1-866-311-7255

Coordinator:	Robert Resendez	951-285-8766
Coordinator:	Richard Acuna	909-255-5590

SECTION: E

SUBJECT: DISPATCHER TRAIN SHEET REPORTING FOR EMERGENCY CONTACT

Federal regulations require proper documentation of the Train Dispatchers Train sheet, including identification of conductors, engineers and other

crew members and their times and location on duty (49CFR228.17).

This reporting requirement is being extended to include all occupants of a train occupying the main track for a line of road movement.

Employees other than assigned train and engine employees embarking on a locomotive for the purpose of traveling between locations must report their presence to the train dispatcher and provide identifying information so it may be registered on the train sheet.

Employees leaving a train must report time and location to the train dispatcher so that the train sheet can be updated to reflect employee(s) is no longer on the train. The Train Dispatchers Train sheet at crew change locations will be initialized with the Train and Engine employees called for service for the train. Whenever a crew is moved from one train to another the train dispatcher must be notified to ensure the Train Sheet is properly documented. Whenever a crew is moved from a train to deadhead service, the train dispatcher must be notified so that the crew can be removed from the train sheet. Hours of Service Relief crews or crews moving from deadhead service to train service must notify the train dispatcher so the train sheet can be updated accordingly.

SECTION: F

SUBJECT: AMTRAK TRAINS

<http://www.amtrak.com/>

When a Union Pacific engineer is called to operate or help an AMTRAK train, the corridor manager must contact a Manager Operating Practices (MOP) familiar with the territory over which the AMTRAK train will be operated.

When called to operate or help an AMTRAK train, crew will operate the train as follows:

- 1) A freight locomotive will be used to control the AMTRAK train unless the UPRR MOP is on board to directly supervise the train's operation using the AMTRAK locomotive.
- 2) When AMTRAK crews are being relieved or helped by a UPRR crew, AMTRAK personnel must handle all 480-volt AC power cables and head end power (HEP) equipment, including setting up the AMTRAK locomotive controls related to the HEP 480-volt system.
- 3) UPRR crews are strictly prohibited from handling, adjusting or performing work between or under cars when HEP 480-volt cable system is energized.
- 4) UPRR crews must determine whether the AMTRAK equipment is "short looped." Short looping is a practice used by AMTRAK to avoid train delays due to certain HEP connection problems. Short looping is accomplished by a short jumper cable that electronically connects two adjacent HEP connectors in the train. Short looping causes the inter-car jumper connections behind from and on the same side of the train as a short electrical loop to be "hot" and not protected by the TLC circuit. This means that there is a potential danger of electrical arcing damage and injury in the event of disconnection of a jumper cable at one of these downstream locations within the train when the HEP is still on-line.

#### UPRR CREWS DEADHEADING ON AMTRAK

Amtrak has historically provided a billing arrangement to certain freight railroads for the purchase of transportation for their employees traveling on company business. Form NRPC 620, *Railroad Request for Employee Transportation* is the only official document utilized for this billing arrangement. Union Pacific is required to submit a properly signed and completed NRPC 620 to Amtrak to authorize payment for transporting its employees.

#### Policy

The standard guidelines for using the NRPC 620 are as follows:

5. The NRPC 620 forms can be obtained by calling the Passenger Operations Group at 402-636-7114. Local field managers should keep forms available to issue to UP employees riding Amtrak.
6. Each **NRPC 620 has a unique Ticket Number; hence photocopies of the form are not acceptable.**
7. Only **one form per employee**
8. A properly completed NRPC 620 includes:
  - o "RR" must specify Union Pacific Railroad
  - o "Authorized Only" should have from and to location
  - o "Authorized UPRR Issuing Manager" should sign form and indicate location where they are stationed
  - o Authorized UPRR Issuing Manager should mark which service is requested – most likely coach.
  - o In the bottom right hand box, the RR employee who will be riding the train **will be required to print and sign name.**
  - o Your employee ID **must** also be provided on the document.
9. RR employee must show valid Union Pacific Railroad identification to board train.
10. When the boarding location has an open station, the completed NRPC 620 should be given to the ticket agent, and the railroad employee will then be issued an Amtrak Boarding Pass.
11. A properly completed NRPC 620 should be accepted by Conductor for transportation for railroad employees who board either at an un-staffed station location or at a station that is closed at the time of boarding

SECTION: G

SUBJECT: ADMINISTRATION/SAFETY CENTER/FMLA/MLOA

<https://home.wwww.uprr.com/irj/portal/interop/eHealthSafe&NavMode=3>

FMLA/MLOA are now accessible through the Union Pacific Website.



Go to MYUP  
Employees  
ehealthsafe  
Choose the appropriate form and submit the required information.

Inquiries or questions 877-275-8747, Option 4

SECTION: H  
SUBJECT: TWIC RENEWAL AND REIMBURSEMENT

In 2008 the U.S. Department of Homeland Security issued regulations implementing the Transportation Worker Identification Credential (TWIC) program. The regulations require employees have a valid TWIC Card to gain access to secure port areas.

Union Pacific will reimburse the actual expense for acquiring your initial or renewal TWIC Card when you are required to have the credential to perform your duties. Pools and their supporting extraboards required to have a TWIC card include but are not limited to:

JP016 RE21/RT21

JP016 RE31/RT31

SP760 RE08/RT08

SP760 RE09/RT09

Individuals already on the JP016 RE21/RT21 and JP016 RE31/RT31 pools without a TWIC Card need to have applied for one prior to December 1, 2015. All individuals bidding on to the boards listed going forward will need to have a valid, non-expired TWIC Card.

YOU MUST SUBMIT YOUR REQUEST AS A NON SERVICE TIMESLIP CLAIMING CLASS OF TIME "9X - TWIC REIMBURSEMENT" FOLLOWED BY FAXING YOUR RECEIPT TO Fax #: 402-271-5423 or you may Email the receipt to [twic\\_la@up.com](mailto:twic_la@up.com) WITHIN 24 HOURS OF SUBMITTING YOUR CLAIM. ADD YOUR EMPLOYEE ID NUMBER TO YOUR TWIC RECEIPT TO ASSURE PROPER PROCESSING.

YOUR CLAIM WILL BE PROCESSED WHEN THE RECEIPT FOR THE EXPENSE IS RECEIVED AND VALIDATED. ANY CLAIMS WITHOUT THE RECEIPT OR FOR AN INCORRECT AMOUNT WILL BE DENIED. REIMBURSEMENT WILL BE INCLUDED WITH YOUR NORMAL PAY FOR THE PAY PERIOD IN WHICH THE CLAIM WAS PROCESSED. DO NOT SUBMIT TWIC EXPENSE CLAIMS THAT HAVE PREVIOUSLY BEEN SUBMITTED THROUGH THE SAP PERSONAL EXPENSE SYSTEM. EMPLOYEES ARE RESPONSIBLE FOR REPORTING THE EXPIRATION DATE OF THEIR TWIC. EMPLOYEES CAN ENTER THE EXPIRATION DATE OF THEIR TWIC CARD IN THE UP PORTAL BY CLICKING ON THE 'TWIC' LINK UNDER THE 'LICENSING' TAB.

Employees must arrange to pick up their TWIC pursuant to the following conditions:

- (1) Employees are responsible for contacting the TWIC Help Desk and must complete the renewal process within sufficient time to maintain their qualifications to work.
- (2) An employee will be allowed to pick up their new TWIC card at the Processing Center while on duty with prior manager approval only if their total duty time combined with the examination does not exceed 12 hours.
- (3) An employee may pick up their TWIC card after completing duty and prior to completion of their federal rest as long as the total on duty time, combined with the time to pick up the card does not exceed 12 hours. The employee must contact CMS to report the time immediately after receiving their new TWIC to adjust their required federal rest period.
- (4) An employee is allowed to pick up their TWIC while off duty at the conclusion of their federal rest period and must contact CMS immediately to report the time after the examination is completed in order to adjust their federal rest period.
- (5) Time required to pick up and activate a TWIC includes commute time directly to and directly from the TWIC Processing Center until returning home, and cannot exceed 12 hours.
- (6) Failure to accurately report the time to complete the activation process at the TWIC Processing Center is a violation under the Hours of Service law and could result in a minimum penalty of \$650 to the Company and/or to the employee.

Any questions should be directed to the employee's immediate supervisor.

Additional information regarding the TWIC Processing:

AN EMPLOYEE WHOSE TWIC CARD WILL EXPIRE ON OR BEFORE DECEMBER 31, 2014

MAY CALL THE TWIC HELP DESK AT (866)347-8942 AND ORDER A NEW TWIC CARD. TWIC CARDS WILL EXPIRE 3 YEARS FROM THE DATE OF THE ORIGINAL TWIC CARD'S EXPIRATION DATE.

PAYMENT MUST BE MADE IN ADVANCE AND CAN BE PAID BY WITH A PERSONAL CREDIT CARD. EMPLOYEES WHO DO NOT WISH TO PAY OVER THE TELEPHONE WILL NEED TO GO TO A TWIC PROCESSING CENTER AND PAY FOR THE CARD BY CASHIER'S CHECK OR MONEY ORDER. ALL EMPLOYEES WILL NEED TO GO TO A PROCESSING CENTER TO PICK UP THE NEW TWIC CARD AND RETURN THE ORIGINAL. THE TWIC CARDS WILL NOT BE MAILED. EMPLOYEES MAY START THE RENEWAL PROCESS 4 MONTHS PRIOR TO THE TWIC EXPIRATION DATE. PLEASE ALLOW 30-45 DAYS FOR THE RENEWAL PROCESS. ANY EMPLOYEE THAT ALLOWS THEIR TWIC CARD TO EXPIRE, OR WHO ELECTS TO RENEW THEIR TWIC FOR A FIVE YEAR PERIOD, WILL BE REQUIRED TO GO THROUGH THE ENTIRE APPLICATION AND BIOMETRIC PROCESS AGAIN. THE NEW CARD WILL BE VALID FOR 5 YEARS FROM THE DATE OF THE EMPLOYEE'S ORIGINAL TWIC CARD EXPIRATION DATE AT A HIGHER COST THAN THE THREE

YEAR RENEWAL.

MORE INFORMATION ABOUT THE RENEWAL PROCESS CAN BE FOUND ONLINE AT:

[http://www.tsa.gov/sites/default/files/publications/pdf/twic/twic\\_expiration\\_policy.pdf](http://www.tsa.gov/sites/default/files/publications/pdf/twic/twic_expiration_policy.pdf) and  
[http://www.tsa.gov/sites/default/files/publications/pdf/twic/twic\\_eed\\_20120615.pdf](http://www.tsa.gov/sites/default/files/publications/pdf/twic/twic_eed_20120615.pdf)

FOR MORE DETAILS ABOUT THE TWIC PROGRAM, GO TO:

<http://www.tsa.gov/stakeholders/program-information>.

SECTION: I  
SUBJECT: HOW TO UPDATE YOUR EMERGENCY CONTACT INFORMATION

To update emergency contact or any other employee profile information, access it through the UP portal, choosing HR Benefits, then on the upper left hand of screen you will see My Profile. Enter your user ID and password and choose the item of information you wish to update. Please click on the save button at the bottom of the screen before exiting.

SECTION: J  
SUBJECT: RECERTIFICATION PACKETS AVAILABLE ONLINE

[http://home.www.uprr.com/emp/operating/op\\_prac/ec\\_and\\_lshtml](http://home.www.uprr.com/emp/operating/op_prac/ec_and_lshtml)

All employees (agreement and nonagreement) requiring recertification packets are to print the necessary forms from the TEY Certification portlet. This link will not be available until the employee is within 120 days of his/her certificate expiration date.

Log on to the TEY portal:

1. Access the public web site at [www.up.com](http://www.up.com)
2. Under Employees, click UP Employee Site.
3. You will receive a log in screen. Type your TCS user ID and password in the appropriate fields.
4. Click MyUP.
5. Click MyWork Tab.
6. Under Certification portlet click Print Packets.

120 days prior to the certification expiration date an item will be available on the TEY portal Certification portlet allowing the packet to be printed using either a Lata or local printer. Initially it will only be available for employees who are certified and must complete required documents for recertification. Employees are required to follow the instructions contained in the packet regarding motor vehicle record authorization forms along with directions for obtaining hearing and/or vision exams. All required items must be completed promptly, but no less than 40 days in advance of the certificate expiration date.

NOTE: If you are unable to print the necessary forms, please consult your immediate supervisor for assistance. Photo ID will not be required if the employee has a photo on their operator's certificate.

SECTION: L  
SUBJECT: Inappropriate Communications in the Workplace

[http://home.www.uprr.com/emp/ec/devper/eo\\_training\\_index.shtml](http://home.www.uprr.com/emp/ec/devper/eo_training_index.shtml)

Union Pacific EEO Policy states:

"Union Pacific is committed to providing a work environment free from offensive behavior or statements directed at a person's race, gender, sexual orientation or any other protected status."

Employees are required to take responsibility when they become aware of such conduct in the work environment and to report them to the EEO Hotline at 866-UPR-EEOC (877-3362).

SECTION: M  
SUBJECT: Los Angeles Service Unit has a Web Page

<http://home.www.uprr.com/emp/index.shtml>

The Los Angeles Service Unit has a Web Page that has valuable information. The page has Performance Reports, Yard Maps, Job Profiles, Weekly Safety Topics, Signal Awareness Forms and even the latest Basin Bulletin. In addition it has Foreign Railroad Information including:

BNSF Timetable, SSI

Metrolink Info

Pacific Harbor line (PHL) info including the very helpful PHL Switching Guide.

To access the LASU Web page go to the Union Pacific Main Web page and Click on:

Departments (This is on the top bar to the page just to the right and below the UP Shield)

On the Department page click on Western Region (This is on the 2nd column a little over half way down)

Then click on Los Angeles in the first column and you are now on the LASU UP Web Page.

SECTION: N  
SUBJECT: TRESPASSER/UNSAFE MOTORIST REPORTING

Employees are required to report trespassers and unsafe motorist at first available opportunity. Unsafe motorist cards are provided to document such events and are to be submitted at the end of duty. Time, date and location and general description are the only required fields for entry.

SECTION: O  
SUBJECT: INDUSTRIAL HEARINGS

Investigations will be handled in accordance with Federal Compliance. Any requests for postponement will be provided in writing prior to 24 hours of the scheduled hearing. Employee's electing to sign a waiver rather than attend the investigation are to do so no later than 24 hours prior to the scheduled investigation.

SECTION: P  
SUBJECT: LOCKER ASSIGNMENTS

To retain locker assignments each employee must register annually with the MTO for the requested location. The locker number will be assigned and maintained throughout each calendar year.

**SECTION: Q**  
**SUBJECT: CLC Hotel Accommodations**

Crews must tie up at West Colton Terminal and enter Hotel information into UP Tie up screen. If you are not sure how to do this follow the link below or see Teresa Reynoso for a copy of instructions.

[https://home.www.uprr.com/cms/help/secure/itis\\_help/qrg/tey\\_web/cmts\\_tey\\_web\\_tie\\_up\\_reporting.pdf](https://home.www.uprr.com/cms/help/secure/itis_help/qrg/tey_web/cmts_tey_web_tie_up_reporting.pdf)

As of April 6, 2016 00:01 the new primary hotel for TEY for Colton Ca will be the:

1) The Arrowhead Hotel – San Bernardino (909) 370-2424

Overflow Hotel :

1.) Econo lodge (909) 822-5411

A.) The Arrowhead hotel – Arrowhead and Econo Lodge are the only approved lodging locations and any deviation from that needs to be approved by CMS or in emergency situation a UP manager.

B.) If both the Primary and Secondary hotels are full , Crews are to call CMS service at 402-591-3055 and they will arrange for a hotel

C.) Crews coming into Colton CA for lodging must stay at the same hotel. If there is not enough rooms for the entire crew, Management will direct you to an alternate hotel.

Not adhering to A & B or C will be considered failure to comply.

TEY are not permitted to stay at the Red Lion Inn in Ontario CA. The Red Lion Inn will not be accepting TEY personnel.

Crew balancing:

TE&Y Employees must not contact the dispatcher/corridor manager for crew balancing or train swapping requests. Corridor manager is to maintain a log of all crew swaps and send documents to DRO and DTS at the end of each shift. Reason for changing crews must be denoted.

**SECTION: R**  
**SUBJECT: PARKING WEST COLTON**

**NEW PARKING PROCEDURES FOR WEST COLTON**

Effective on April 6 2014, Union Pacific Railroad-West Colton Facility will require **ALL** employees and contractors parking in either lot adjacent to the main Admin Building to be in possession of and have displayed a West Colton Facility parking tag. The tags will be issued to employees, contractors and Administration staff at the MCU office. Tags will be registered using employee ID number. Only one tag per employee will be issued. There will be two different tags issued. One for the TE & Y parking lot ( south east lot of Administration building ) and one for the Corporate staff parking lot (west side of Administration building ) The Corporate parking lot is for Company vehicles and employees working in the administration building and visitors only.

**\*\* All employees will be assigned a tag.**

Tag issuance will begin March 9 2015.

No vehicles will be allowed to be stored on company property.

Any vehicle in parking facility without a permit will be given a warning notification. If warning notification is ignored vehicle will be towed at employee / contractor expense.

Upon arrival to parking location, affix parking tag to rearview mirror. The parking tag must be clearly visible through the windshield. This procedure must be followed at all times.

**Exceptions:**

In the event an employee or contractor who was issued a tag and does not have it in his/her possession, the following procedure will be adhered to:

An Employee entering the facility will notify MCU that they have failed to bring their tag with them. In turn the MCU will cross reference the person's credentials against the parking tag issuance records to verify whether or not the person was issued a tag. Note: (Appropriate identification will be employee identification card ) At time of verification, a temporary ( dated ) tag will be issued.

In the event the issued tag is lost or stolen, the employee, or contractor will immediately notify MCU with circumstances surrounding Loss/Theft . Original tag will be voided and new one issued. There will be no charge first time. There will be a \$10.00 charge for next loss/theft.

New tags will be issued accordingly by MCU located at West Colton , first floor of the administration building.

**SECTION: S**  
**SUBJECT: LA HUB PROTECTED EMPLOYEE**

As a LA Hub protected employee under protective conditions, you must exercise your seniority to the highest rated position you can hold. Failure to do so will result in the earnings of the position you fail to exercise to being held against your monthly protected rate. For the purpose of these treatments, the rankings are as follows:

1. All flat rated positions in the LA Hub
2. Road Extra Boards
3. Thru Freight
4. Yard Assignments/Yard Extra Boards
5. Supplemental/Reserve Boards

The re-classification will become effective with May, 2015 protective benefits (payable July 10, 2015).

**SECTION: T**  
**SUBJECT: INSTRUCTIONS FOR WESTBOUND BASIN CREWS**

All crews working into the LA Basin off of the RE09/RT09, RE08/RT08 or extra board employee covering these board assignments must contact the SBCC dispatching center via radio or by phone at 909-386-4282 or 909-386-4292 after the completion of each move. In the event that a crew has expired on the hours of service they are relieved from contacting the SBCC.

**SECTION: U**  
**SUBJECT: POLICY FOR MANAGING AGREEMENT PROFESSIONALS FOR SUCCESS (MAPS)**  
EFFECTIVE SEPTEMBER 15, 2015  
LAST UPDATED APRIL 1, 2016

Additional information on the MAPS Policy can be found online through LR connections or by searching "MAPS" from the employee homepage.

**SECTION 1: GENERAL GUIDELINES**  
**SECTION 2: REPRESENTATION; COMPENSATION**  
**SECTION 3: RULE AND POLICY VIOLATIONS**  
**SECTION 4: TRAINING**  
**SECTION 5: ADMINISTRATION**

**Section 1: GENERAL GUIDELINES:**

Union Pacific is committed to be a railroad where our customers want to do business, our employees are proud to work, shareholder value is created, and the safety of the public and our employees is our top priority.

All railroad professionals are expected to work safely, honestly, and to treat others with respect. Compliance with workplace rules and policies is necessary to meet the commitments of Union Pacific and to fulfill certain regulatory requirements.

The objective of this Policy is to provide a meaningful and effective process to address rule and policy violations in a consistent and fair manner.

Coaching, conferencing, and training are tools to reinforce the importance and understanding of safe and professional conduct in the workplace.

However, certain rule or policy violations and/or patterns of behavior may be so serious that suspension or dismissal from service is the Company's only option.

Union Pacific's Attendance Policies are separate from this Policy. The management of those policies, or other Company policies not listed here, will be governed under the terms and conditions of those separate policies.

This Policy applies to all agreement professionals and replaces all previous Company policies pertaining to discipline.

**Section 2: REPRESENTATION; COMPENSATION:**

2.1 This Policy does not alter the terms and conditions of the controlling collective bargaining agreement provisions pertaining to employees' right to a formal investigation.

2.2 An employee charged with a rule or policy violation is eligible for a waiver of an investigative hearing and must be allowed the opportunity to discuss whether to waive or proceed with an investigative hearing with his/her designated Union Representative.

2.3 Employees will be compensated under the terms of the controlling collective bargaining agreement provisions for actual time spent participating in coaching, conferences and training required under this Policy. If an employee is suspended from service due to a regulatory requirement, the employee will receive the straight time rate of pay for participation in required training.

**Section 3: RULE AND POLICY VIOLATIONS:**

3.1 Conduct: Employees may be removed from service and subject to potential dismissal from employment for a single violation of Rule 1.6, Conduct (1\*) or other serious policy or rule violations as listed in Appendix A.

(1\*) 1.6: Conduct, Employees must not be: Careless of the safety of themselves or others, Negligent, Insubordinate, Dishonest, Immoral, Quarrelsome or Discourteous. Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company or its employees is cause for dismissal and must be reported. Indifference to duty or to the performance of duty will not be tolerated. (Rule update April 7, 2010) Note: "Discourteous" conduct charges may result in coaching, conference, training, and/or dismissal depending on the circumstances.

3.1.1 Employees who are found to be insubordinate or careless of the safety of themselves or others through repeated failures to comply with rules or policy, despite remedial coaching, conferencing or training events, will be charged with a violation of Rule 1.6, removed from service, and subject to dismissal pending an investigative hearing.

3.1.2 Employees who commit a rule violation that results in property damage meeting or exceeding the FRA reportable accident or incident threshold in effect at the time of the incident (2\*), will trigger a remedial training event or dismissal depending on the status of the employee's record.

(2\*) The monetary threshold for reporting accidents/incidents involving railroad property damage is \$10,500 for accidents/incidents occurring during calendar year 2014. See 49 CFR §22519. Future updates will be published in the Federal Register.

3.1.3 The Regional Vice President, Department Head or designee must be consulted prior to charging an employee with potential dismissal from service for violation of Rule 1.6

3.2 Federal Law (3\*): Regulations that mandate removal from duty or require suspensions from service for certain rule or policy violations apply and are controlling for all crew members working in a position requiring an FRA license.

(3\*) See 49 CFR §240.117, 119; 49 CFR §242.405

3.2.1 Multiple FRA Revocations: If an employee violates a decertification rule and two or more prior FRA license revocations are on the employee's work history, regardless of which FRA license the employee was operating under at the time of the revocation event, the employee may be charged with violation of Rule 1.6 under MAPS after evaluation of the employee's work history by the Superintendent and the Regional Vice President.

3.3 Retention Periods: Substantiated charges for rule or policy violations will remain on the employee's record for either thirty-six (36) months or, if the employee elects a waiver of hearing, for twenty-four (24) months. If the employee is not charged with a subsequent rule or policy violation during the 24 or 36 month retention period following the violation, the employee's record will be considered clear for purposes of determining progressive handling of subsequent violations. The anniversary date of the violation will be used to determine record retention of rule and policy violations.

Documented coaching, conference and training events will become a permanent part of the employee's record.

3.4 Coaching Events: In lieu of charging an employee with a rule or policy violation, managers may formally coach the employee as specified in Appendix A. The purpose of coaching is to discuss the applicable rule(s) or policy to build the employee's understanding and promote safe behaviors.

3.5 Progressive Handling for Multiple Violations: An incident involving a potential violation of a rule or policy will be managed as described in Appendix A. Rule or policy violations that trigger remedial training, regardless of rule category, will be taken into account for progression and can potentially lead to dismissal from service.

3.5.1 Multiple documented coaching events: If an employee has an incident or is observed potentially violating a rule after that employee has participated in MAPS training due to multiple documented coaching events or a triggering event, the employee may be subject to a conference, or a training event may be triggered for failure to comply with instructions Rule 1.13.

3.5.2 Training Event 1 or 2: When an employee is found to be in violation of a rule or policy that triggers a first training event and the employee commits a subsequent triggering rule or policy violation during the retention period, the new retention period will start the date of the subsequent violation. However, if more than 24 months is remaining under the first retention period and the employee elects to waive the hearing for a subsequent triggering event, the retention period will be based on the time remaining from the first event.

3.5.3 Dismissal: An employee will be withheld from service pending an investigative hearing for the commission of a triggering rule or policy violation which occurs during the retention period for a second training event. Following an investigation, a determination will be made by the responsible supervising manager whether to permanently dismiss the employee from service subject to the approval of the Regional Vice President or Department Head.

3.6 Root Cause Analysis: Employees will be expected to provide the facts related to rule or policy violations for purposes of safety performance analysis and risk mitigation.

3.7 Arbitration Decisions: If a dismissed employee is returned to service as the result of a court decision or an arbitration decision or award, the conditions of the decision or award will be controlling for the purposes of adjusting the employee's record. If a decision or award is silent with regard to the employee's record, the employee's record will revert to the status of a second triggering/training event with a thirty-six (36) month retention period. The time spent in dismissed status will not apply to the retention period of a prior violation.

3.8 Rule 1.5, Drugs and Alcohol: Violations will be handled in accordance with existing regulatory, policy and collective bargaining agreement requirements. The time in dismissed status as the result of violation of Rule 1.5 is not taken into account for the purposes of computing the retention period for violations that were on the employee's record prior to returning to service from successful completion of the Employee Assistance Program (EAP).

An employee who is charged with a triggering rule or policy violation which also results in a violation of Rule 1.5 will not be eligible for the Employee Assistance Program and such violation of Rule 1.5 will be considered a termination offense.

#### Section 4: TRAINING:

4.1 Requirements: Employees will be required to participate in a conference prior to return to active duty and successfully complete any associated training at the direction of management. An employee may also be required to continue to participate in training prescribed by management after return to service. An employee's failure to successfully complete the required training may result in dismissal from service.

4.2 Responsibilities: Managers must conduct a conference with the employee in conjunction with a MAPS training event. Managers are responsible for ensuring that scheduling, delivery, and documentation of the conference and training is completed.

The employee may arrange for union representation when a conference is scheduled. The employee is responsible for compliance with the applicable Hours of Service reporting after participating in a conference or training session.

#### Section 5: ADMINISTRATION:

5.1 Review: The designated General Chairmen or National Union Officer representing employees covered by this Policy or the managers administering this Policy may request periodic review of the actions taken under this Policy with the Regional Vice President or equivalent departmental executive or their designee.

### SECTION: V

#### SUBJECT: LASU Crew Room Codes

LATC Yard Office 024001

J-Yard Office 24001

Commerce Yard Office 24001

MEAD Yard Office 24001

ICTF Yard Office 1354

Anaheim Yard Office 16201

Los Nietos Yard Office 60411

City Of Industry Yard Office 17225

Kaiser Yard Office 00032

Arlington Front Door 69696

Arlington Crew Room 4040

West Colton Admin Bldg 19100

SLO Yard Office 0135

SLO Parking Code 2185

Oxnard Yard Office 24001

Oxnard Lock Box 2730

Gemco Yard Office 24001  
Gemco Gate Code 1492  
Mojave Yard Office 38050  
Yermo West Door 13544  
Yermo East Door 1354  
Indio Yard Office 1523  
El Centro Office Front Door 10346  
El Centro Office Back Door 00131  
Yuma Office Side Door 6154  
Yuma Office Front Door 0563

**SECTION: W**  
**SUBJECT: MEAL PERIODS**

**Assigned Local and Road Switcher crews in the LA Basin subject to the "Flat" Road Switcher Rates of Pay**

**This notice is meant to correct any possible misconceptions concerning meal periods for assigned local freight and road switcher crews in the LA basin that are compensated the flat basin rated day. Based on existing collective bargaining agreements, these crews are not contractually entitled to a meal period during the tour of duty. As has been the practice, crews may be afforded time to eat a meal based on the needs of the service and at the company's discretion. It is therefore advised that employees assigned to positions on these assignments, plan for such contingencies by carrying a lunch.**

**SECTION: X**  
**SUBJECT: Work Orders**

All conductors are responsible for accurate reporting of work orders. Union Pacific has developed a mobile work order system to report work in a timely manner to our customers and the NCSC. The mobile device is small, rugged, and secure. The device can only perform the function of the work order system. The device cannot be modified to be used for any other function other than mobile work order reporting.

*Cut-over and Training Schedule*

Computer based training (CBT) modules will be in all TE&Y training queues after September 16th, 2016. All TE&Y are expected to be familiar with and have taken the CBT prior to November 1st, 2016

GUI will be shut off after October 31st, 2016; at this point, only the mobile device or the web based version can be utilized for work order reporting.

Full cut-over to the mobile devices will be on November 9th, 2016

*Instructions for Use*

Care must be taken to not damage the device

Retrieve a mobile work order device from the lock box at the terminal at the beginning of shift and prior to leaving the yard office for your train.

During the shift, comply with the work order as displayed on the mobile work order device.

Record the time work was performed at each industry on the mobile work order device immediately after servicing each industry and prior to departing the industry, then refresh the work order.

In the event that scheduled work is not able to be performed, attempt to contact and notify the on-duty manager that the work was not performed.

If any scheduled work was not able to be performed, utilize the correct not-done code. The code 'CE' is only to be used for legitimate customer caused reasons (i.e. track was blue flagged, hoses were not unhooked from car, car was not unloaded, scheduled pickup was behind no-bill/no-pull car, track was blocked by customer's switch engine, etc.) When using the 'CE' code, select the most appropriate 'CE' exception code. If any questions arise regarding not-done codes, contact the on-duty manager.

All local conductors/yard foremen are required to ensure proper sequencing of their train consist upon arrival at destination. Prior to departing the last industry or station and before arriving at the destination terminal, the train sequence must be updated and correct.

At the end of shift, contact the on-duty manager to discuss any exceptions to the scheduled work that may have occurred.

All work orders are expected to be completed and closed out before the crew ties up. The only acceptable reason for not closing a work order is when a crew expires on hours of service. In the event that a local crew expires on hours of service prior to completing a work order, refresh the work order prior to expiring on hours of service and notify the on-duty manager that the work order has not been closed out.

In the event there are technical problems closing out a work order, contact the Work Order Help Desk by calling 1-800-243-5417, Option 4. If the help desk is unable to assist closing the work order, ask for a ticket number/fax authorization number. Write the ticket number/fax authorization number on the front page of the paper work order, and fax the paper work order to 402-106-2184. A manager must be contacted prior to faxing a work order.

The Web Based version of the Mobile Work Order on the MyUP website is only to be used following a physical malfunction of the Mobile Work Order Device (Won't turn on, broken device, etc.). Prior to reporting a work order via the Web based version of the Mobile Work Order, the problem with the Mobile Work Order device must be reported to OSS and a trouble ticket must be generated and reported to the on-duty manager.

The device must be returned to the pool recharging location at the end of the tour of duty unless the device is assigned to the conductor or the conductor is staying away from home and the pool location is not available. **DO NOT TURN THE DEVICE OFF.**

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**SIGNATURE: Roger Lambeth**  
**SIGNATURE TITLE: GEN. SUPERINTENDENT**