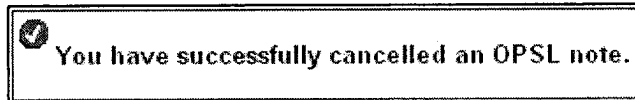


Exhibit 99. OPSL Note Successfully Cancelled

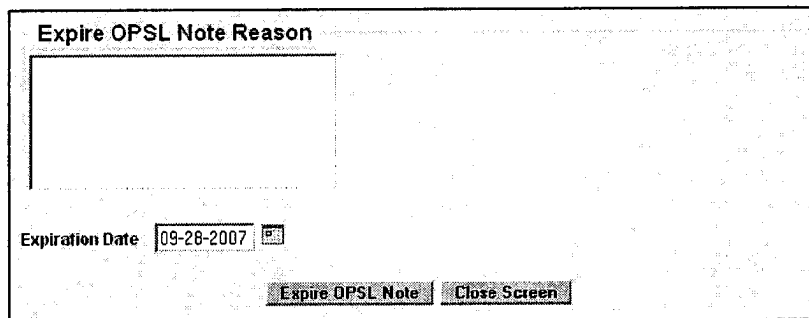


Expiring OPSL Notes

Use the following procedure to cancel an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Search for the OPSL Note that you want to amend (see "[Searching OPSL Notes](#)" on page 56).
2. Select the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details page is displayed.
3. Select **Expire**. A pop up box is displayed asking for you to specify the reason for canceling the OPSL Note (see [Exhibit 100](#)).

Exhibit 100. Expire OPSL Note Reason



4. Enter a reason for expiring the OPSL Note. Specify an Expiration Date.
5. Select the **Expire OPSL Note** button. A message is displayed informing you that you have successfully changed the expiration date of the selected OPSL Note (see [Exhibit 101](#)).

Exhibit 101. OPSL Note Expiration Date Successfully Changed



Accepting the Annual Renewal of OPSL Notes

Renewal reminder email notifications are sent to the issuer of OPSL Notes starting seven days before the one year anniversary of its creation. These reminders allow the issuer to review the OPSL Note to ensure it remains accurate. Emails are sent each day until the anniversary date, but aren't sent after that time. In response to receiving a notification email, the application allows you to review the OPSL Note and accept it if remains valid. This stops the sending of emails until the following year.

Use the following procedure to accept the annual renewal of an OPSL Note:

1. From the received notification email, select the link to the embargo application and login (see [Exhibit 102](#)).

Exhibit 102. OPSL Note Annual Renewal Reminder Email

OPSL Note #CSXTAE0345 is reaching its 1 year anniversary date since creation. If OPSL Note is still valid, you need not reply. If OPSL Note is no longer valid, please contact Railinc OPSL Note Support. You will continue to receive an email notification until the OPSL Note has reached its anniversary date.

In order to no longer receive an email notification for the current anniversary, please login to the AAR Embargo Notes and Permit System (link below), and click Accept at the bottom of the OPSL Note.

AAR Embargo/OPSL Notes And Permit System (<https://embargo.tst.railinc.com/epdb>)

2. Find the specific OPSL Note (**OPSL Notes > Search OPSL Notes**).
3. From the Search OPSL Note Results page, select the hyperlink of the displayed OPSL Note to view its details. The OPSL Note Details page is displayed.
4. Review the OPSL Note to ensure that it remains accurate. If so, scroll to the bottom of the displayed note and select the **Accept** button.

Viewing Pending/Draft/Rejected OPSL Notes

Use the following procedure to view pending, draft, and rejected versions of OPSL Notes:

1. Select **OPSL Notes > View Pending OPSL Notes**. The View Pending OPSL Notes page is displayed (see [Exhibit 103](#)).

Exhibit 103. View Pending OPSL Notes

The screenshot shows the 'View Pending OPSL Notes' interface. At the top, there is a navigation bar with the Railinc logo and 'AAR Embargo System'. Below that is a breadcrumb trail: Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help. The main content area has a 'Status Filter' dropdown set to 'Pending'. Below the filter is a table with the following data:

Road	OPSL Note No	Issue Date	Last Modified Time	Status
TCT	TCTAJ0796	12/02/2015	11:08:15	Pending

At the bottom right of the table area, it says 'Results found: 1'. A 'Return' button is located at the bottom center of the page.

2. By default, pending OPSL Notes are displayed. To view draft, rejected, or all OPSL Notes of these statuses, use the Status Filter drop down.
3. To view the details of a listed OPSL Note, select the OPSL Note Number of one listed. The OPSL Note Details page is displayed.
4. To complete and issue a draft or pending OPSL Note, select the **Edit** button. The fields become available for inputs and edits. Complete and edit the fields as needed.
5. To complete the issuing process, select the **Issue** button (see Issue OPSL Notes). Select **Save Draft** to save any edits but not issue the OPSL Note.

Cloning OPSL Notes

Use the following procedure to clone OPSL Notes:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed.
2. Search for the OPSL Note that you want to clone. On the results page, select the link of the listed OPSL Note that you want to clone. The OPSL Note Detail page is displayed.
3. Select the **Clone** button. The Issue Restricted Movement OPSL Note page is displayed with fields pre-filled with information from the selected OPSL Note (see [Exhibit 104](#)).

Exhibit 104. Issue Restricted Movement OPSL Note

RAILINC AAR Embargo System document: RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargos | Embargo Permits | **OPSL Notes** | OPSL Note Permits | Tools | Help

Issue Restricted Movement OPSL Note

General OPSL Note Information

OPSL Note No: BNSF - AJ - Information Only OPSL Note Status: New

Issuing Road: BNSF Effective Date: 04-08-2015 Published Date: 04-08-2015 Supplement Number:

Allow Permits: No Bypass Local Waybills: No

Include All Empty Cars

Participating Roads: Notes to Participating Roads:

Max Car Allowed

Commodity

Target Select Commodities Target All Commodities

Except These Commodities:

Cause

*Cause: Other - specify Note: TC-PD-34 restriction (Enter exact verbiage in the Notes text box that is listed in the OPSL Note Directory. This will be reviewed for accuracy by the AAR/Railinc Admin.)

Cause Detail: TC-PD-34 restriction

Geography

- (To just embargo all traffic in and out of one station, enter station in FROM box and Select Bi-Directional checkbox)
- (When issuing an Embargo or OPSL Note and Target All Locations option is chosen then the interchange pairs in the template will be suppressed and not used.)

Include These Locations Target All Locations

Origin: FSAC Destination: BC, AB, MB, SK Bi-Directional STATE

Exclude These Locations

Origin: FSAC Destination: Bi-Directional FSAC

Include These Interchanges Target All Interchanges

OR

Choose a Geography Template:

Huron& Gustav Richmond Interchange South Richmond, VA T1H 02-17-2009 test View Details Apply

[\[Create Geography Template\]](#)

Equipment

Target Select UMLER Equipment Types Target All UMLER Equipment Types Target Select UMLER Equipment Type Groups

Target Select UMLER Railcars Target Select Intermodal Equipment Target Select UMLER Field/Status

Include These Intermodal Equipment:

Except These Intermodal Equipment:

Examples:
UP10000 for a single car
UP10000-10020 for range
All other formats are invalid
Multiple cars must be separated by commas

Waybill Parties

Target Select Waybill Parties Target All Waybill Parties

Except These Waybill Parties:

CF: Shipper Consignee Care of party Ship From Pick Up

[\[Save Draft\]](#) [\[Issue OPSL Note\]](#)

4. Complete and/or modify the input fields as needed. Select the **Issue OPSL Note** button to issue the cloned OPSL Note.

Exporting OPSL Notes as XML

Use the following procedure to export an OPSL Note in XML format:

1. Select **OPSL Notes > Search OPSL Notes**. Perform a search for the OPSL Notes that you want to export as XML. The Search Embargo Results page is displayed.
2. Select the OPSL Note Number of the Note that you want to export in XML. The OPSL Note Details page is displayed.
3. Select **Export As XML**. A pop up box is displayed asking if you want to save or open the file.
4. Select the application that you want to use to open the XML file or browse to the location where you want to save the output file.

Printing OPSL Notes

Use the following procedure to print an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. Perform a search for the OPSL Note that you want to print. The Search OPSL Note Results page is displayed.
2. Select the link of the listed OPSL Note that you want to print. The OPSL Note Detail page is displayed.
3. Select the **Printable View** button. A print-ready version of the OPSL Note is displayed (see [Exhibit 105](#)).

Exhibit 105. Print OPSL Note View

Print OPSL Note
BNSF-BNSF RAILWAY COMPANY
OPSL Note Number: BNSFAH1850
Status: Effective
Companion OPSL Note Number: None
Effective Date: 01-31-2013
OPSL Published Date: 01-31-2013
Allow Permit: Yes
Tier 2 Effective Date: 01-31-2013
Roads Invited to Participate:
Original Requester : Daniel Ramirez - Ph: 8175931104 - Email: daniel.ra
Bypass Local Waybills: No
Information Only: No
Include All Empty Cars: No
Maximum Car Allowed:
Commodities: Target All Commodities
Geography:
Included Locations:
Origin: *
Destination: BNSF-56120,HAHN,NM BI-DIRECTIONAL

4. Select the **Print** button and select your printer from the displayed dialog box. Select **Close** if you want to cancel the printing.

Note: The AAR admin signature is added at the bottom of the print out.

Creating OPSL Note Templates

Use the following procedure to create an OPSL Note Template:

1. Select **OPSL Notes > Create OPSL Note Template**. The Create OPSL Note Template page is displayed (see [Exhibit 106](#)).

Exhibit 106. Create OPSL Note Template

Create OPSL Note Template

General OPSL Note Template Information

*Template Name: *Template Description:

*Issuing Road:

Allow Permits: Bypass Local Waybills: Include All Empty Cars

Max Car Allowed:

Commodity

Target Select Commodities Target All Commodities

Include These Commodities

Cause

*Cause:

Cause Detail:

Notes:

Geography

- (To just embargo all traffic in and out of one station, enter station in FROM box and Select Bi-Directional checkbox)
- (When issuing an Embargo or OPSL Note and Target All Locations option is chosen then the interchange pairs in the template will be suppressed and not used.)

Include These Locations Target All Locations

Origin: Bi-Directional View Details

Destination:

Exclude These Locations

Origin: Bi-Directional View Details

Destination:

Include These Interchanges Target All Interchanges

OR:

Choose a Geography Template.

Hurricane Gustav Richmond Interchange View Details
 South Richmond, VA Apply
 TIH 02-17-2009
 test

[\[Create Geography Template\]](#)

Equipment

Target Select UMLER Equipment Types Target All UMLER Equipment Types Target Select UMLER Equipment Type Groups

Target Select UMLER Railcars Target Select Intermodal Equipment Target Select UMLER Field/Status

Include These Umler Equipment Type Groups

<input type="checkbox"/> A - Equipped Box Cars	<input type="checkbox"/> G - Unequipped Gondolas	<input type="checkbox"/> P - Conventional Intermodal Flats	<input type="checkbox"/> U - Intermodal Containers
<input type="checkbox"/> B - Unequipped Box Cars	<input type="checkbox"/> H - Unequipped Hoppers	<input type="checkbox"/> Q - Lower Profile Intermodal Flats	<input type="checkbox"/> V - Automobile Multi-levels
<input type="checkbox"/> C - Covered Hoppers	<input type="checkbox"/> J - Gondola GT	<input type="checkbox"/> R - Refrigerator/RBL's	<input type="checkbox"/> Z - Intermodal Trailers
<input type="checkbox"/> E - Equipped Gondolas	<input type="checkbox"/> K - Equipped Hoppers	<input type="checkbox"/> S - Stack Intermodal Flats	
<input type="checkbox"/> F - Flats	<input type="checkbox"/> L - Special Types	<input type="checkbox"/> T - Tanks	

Equipment Characteristics

Add Equipment Axle Count & Length Conditions to Restrict Movement

Total Weight on Rail: lbs.

Clearance Code:

Waybill Parties

Target Select Waybill Parties Target All Waybill Parties

Include These Waybill Parties:

CF: Shipper Consignee Care of party Ship From Pick Up

[\[Create OPSL Note Template\]](#) [\[Return\]](#)

2. Complete the available input fields:

Field	Description
*Template Name	Unique name for the template (must be unique across road).
*Template Description	Description for the template.
*Issued by	Indicates who is issuing the OPSL Note. Note: AAR Administrator can issue OPSL Notes for any road.
Allow Permits	Check this box to allow permits to the issued OPSL Notes.
Bypass Local Waybills	Select “yes” or “no” to determine if the OPSL Note should bypass local waybills.
Max Car Allowed	Allows you to specify the maximum car count allowed.
Commodity	Select whether to target your OPSL Note for selected or all commodities (see Exhibit 107).

Exhibit 107. Target Select Commodities

Target Select Commodities is the default option. Use this option to include only certain commodities. Specify the STCCs in the “Include These Commodities” field. Specify the 7-digit STCCs with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Select the magnifying glass to search for STCCs (see [Exhibit 108](#)).

Exhibit 108. Target All Commodities

Use the Target All Commodities option to include all commodities or all except those specified by STCC in the

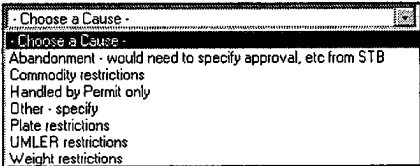
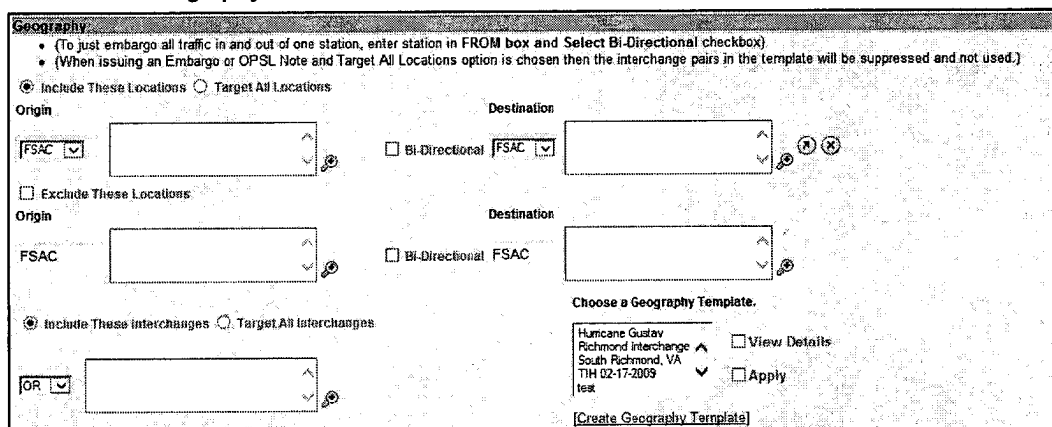
Field	Description
	<p>“Except These Commodities” field. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Select the magnifying glass to search for STCCs.</p>
* Cause	<p>Use the drop-down field to select the required cause of the OPSL Note (see Exhibit 109).</p> <p>Exhibit 109. Choose a Cause</p> 
Cause Details	Use this field to explain the reason for the issued OPSL Note.
Notes	Use this field to further clarify the reasons for the OPSL Note or to provide additional relevant information. This should be base text for publication in the OPSL.
Geography	The Geography section provides you a variety of ways to specify the locations that need to be included in the OPSL Note (see Exhibit 110).

Exhibit 110. Geography



Geography

- (To just embargo all traffic in and out of one station, enter station in FROM box and Select Bi-Directional checkbox)
- (When issuing an Embargo or OPSL Note and Target All Locations option is chosen then the interchange pairs in the template will be suppressed and not used.)

Include These Locations Target All Locations

Origin: FSAC [dropdown] [magnifying glass]

Destination: Bi-Directional FSAC [dropdown] [magnifying glass] [minus] [plus]

Exclude These Locations

Origin: FSAC [dropdown] [magnifying glass]

Destination: Bi-Directional FSAC [dropdown] [magnifying glass]

Include These Interchanges Target All Interchanges

OR [dropdown] [magnifying glass]

Choose a Geography Template.

- Hurricane Gustav View Details
- Richmond interchange ^
- South Richmond, VA
- TH1 02-17-2009 v [input type="checkbox"/> Apply
- test



[Create Geography Template]

Note: For instructions on using the magnifying glass with a minus sign on it (also used to remove equipment applied to an OPSL Note), see [“Removing Geographic Locations from OPSL Notes”](#) on page 74.

Include These Locations/Target All Locations Select one of these radio buttons to determine if the OPSL Note should target all locations except the ones you specify in the exclude section or specific FSACs or States. Selecting Target All Locations removes the options to specify Interchanges or a Geography Template.

Note: OPSL Notes on all locations is not supported. You must add at least one exception location in the Exclude section.

Origin/Destination Use these fields to specify an origin and/or destination location (FSAC or State) for the OPSL Note. Select the Bi-Directional checkbox to have the specified locations applied as both origin and destination. Use the available magnifying glass icons to look up FSACS or State abbreviations.

As necessary use the arrow or X icons   to add additional entry fields to specify multiple Origin/Destination pairs.

Exclude These Locations Mark this checkbox to specify FSAC locations that should be excluded from the OPSL Note. There are additional input fields here to specify origin and destination exceptions. Additionally, magnifying glass look icons are provided and a Bi-Directional checkbox is available.

Include These Interchanges The Include These Interchanges checkbox allows you to define the Interchange criteria that will be used when evaluating OPSL Note traffic.

The OR option means that when waybills are compared against the OPSL Note the route will be considered along with the Origin and Destination. If the waybill route indicates the specified interchange, the waybill will be stopped by this OPSL Note.

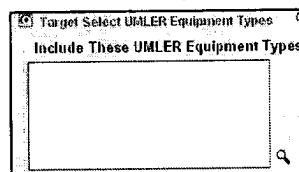
The AND means a waybill must contain the Origin/Destination as specified on the OPSL Note, and must contain the Interchange in its route in order to be stopped by the OPSL Note.

Choose a Geography Template If you want to create an OPSL Note based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other OPSL Notes.

Select **Create a Geography Template** to initiate the process of creating a geography template (see [“Creating Geographic Templates”](#) on page 112).

Target Select Umler Equipment Types Select the **Target Select Umler Equipment Types** radio button if the OPSL Note should target specific Umler Equipment Types. An input box appears allowing you to enter this information (see [Exhibit 111](#)).

Exhibit 111. Target Select Umler Equipment Types



Target All Umler Equipment Types

Select **Target All Umler Equipment Types** to include all equipment types. An input box is displayed allowing you to specify any exceptions.

Target Select Umler Equipment Type Groups

Select **Target Select Equipment Type Groups** to choose one or more equipment types from the listed groups (see [Exhibit 112](#)).

Exhibit 112. Include these Umler Equipment Type Groups

Include These Umler Equipment Type Groups			
<input type="checkbox"/> A - Equipped Box Cars	<input type="checkbox"/> G - Unequipped Gondolas	<input type="checkbox"/> P - Conventional Intermodal Flats	<input type="checkbox"/> U - Intermodal Containers
<input type="checkbox"/> B - Unequipped Box Cars	<input type="checkbox"/> H - Unequipped Hoppers	<input type="checkbox"/> Q - Lower Profile Intermodal Flats	<input type="checkbox"/> V - Automobile Multi-levels
<input type="checkbox"/> C - Covered Hoppers	<input type="checkbox"/> J - Gondola GT	<input type="checkbox"/> R - Refrigerator RBL's	<input type="checkbox"/> Z - Intermodal Trailers
<input type="checkbox"/> E - Equipped Gondolas	<input type="checkbox"/> K - Equipped Hoppers	<input type="checkbox"/> S - Stack Intermodal Flats	
<input type="checkbox"/> F - Flats	<input type="checkbox"/> L - Special Types	<input type="checkbox"/> T - Tanks	

Target Select Umler Railcars

Select **Target Select Umler Railcars** to enter a specific railcar, a list of railcars, or a range of railcars that are restricted by this OPSL Note (see [Exhibit 113](#)). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 113. Target Select Umler Railcars

Include These UMLER Railcars	Except These UMLER Railcars	Examples:
<input type="text"/>	<input type="text"/>	UP10000 for a single car
		UP10000-10020 for range
		All other formats are invalid
		Multiple cars must be separated by commas

Target Select Intermodal

Select **Target Select Intermodal** in order to list a specific piece of Intermodal equipment, a list of Intermodal equipment or a range of Intermodal equipment IDs that are restricted by this OPSL Note (see [Exhibit 114](#)). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 114. Target Select Intermodal

Include These Intermodal Equipment	Except These Intermodal Equipment	Examples:
<input type="text"/>	<input type="text"/>	UP10000 for a single car
		UP10000-10020 for range
		All other formats are invalid
		Multiple cars must be separated by commas

Target Select Umler Field/Status

If you select **Target Select Umler Field/Status**, you can then select the specific listed Umler Element. You can then specify the status of the element (not qualified, qualified, or ultra-qualified). See [Exhibit 115](#).

Exhibit 115. Target Select Umler Field/Status

UMLER Element Name	Code	Status
<input type="checkbox"/> Refrigeration Emission Standard For Box Cars	B345	Not Qualified
<input type="checkbox"/> TC-PD-34 System Generated for Tank Cars	B527	Restricted

Total Weight on Rail

By default, the drop-down indicates no weight restrictions. If you need to specify a weight restriction, use the drop-down to select Equal to or Greater than. Additional fields appear allowing you to specify a weight quantity, as well as checkboxes allowing you to specify weight conditions (Gross Weight, Net Weight, etc.). An additional input field labeled “Except These Cars” allows you to indicate if certain cars should be exempt from the weight restriction (see [Exhibit 116](#)).

Exhibit 116. Total Weight on Rail

Clearance Code

Select a listed clearance code from the available drop-down, if needed.

Target Select / All Embargo All Waybill Parties

Select the Target Select Waybill Parties option if you want the OPSL Note restricted to specified patrons (see [Exhibit 117](#)).

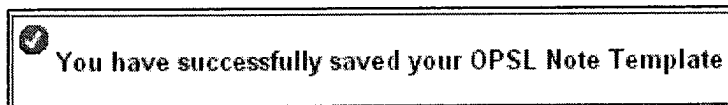
Exhibit 117. Target Select or All Waybill Parties

Specify the type of waybill party (shipper, consignee, care of party, ship from, or pick up) then enter the specific CIF for that patron in the available field. Use the arrow or X icons to add or remove additional waybill parties.

Note: With Target All Waybill Parties selected, an exception box appears, allowing you to include all waybill parties except certain specified parties.

3. Select **Create OPSL Note Template**. A message is displayed letting you know that the OPSL Note template has been saved (see [Exhibit 118](#)).

Exhibit 118. OPSL Note Template Successfully Created

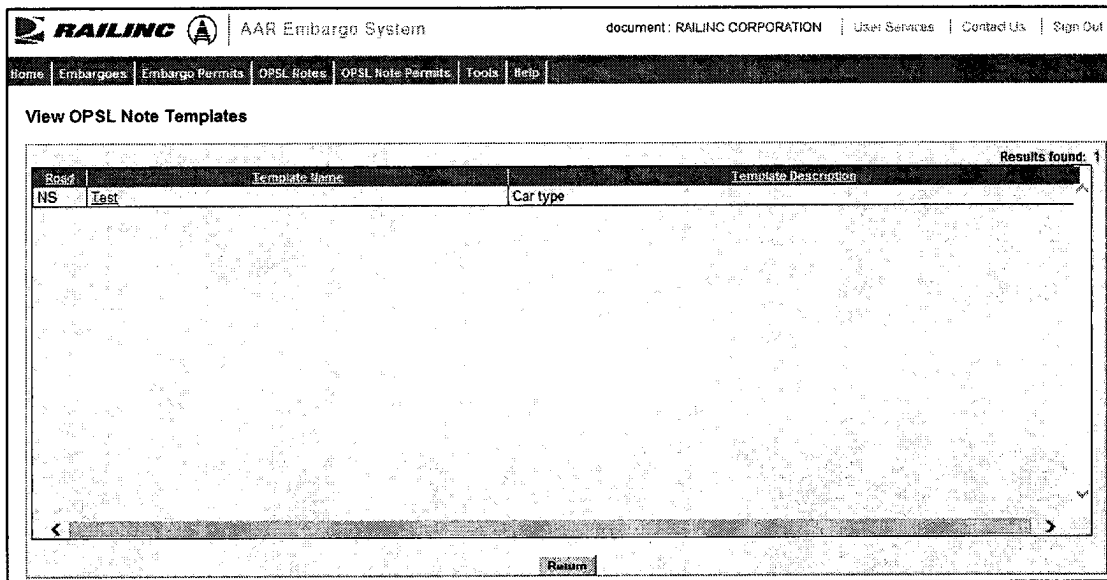


Viewing and Applying OPSL Note Templates

Use the following procedure to view and apply OPSL Note Templates:

1. Select **OPSL Notes > View OPSL Note Templates**. The View OPSL Note Templates page is displayed (see [Exhibit 119](#)).

Exhibit 119. View OPSL Note Templates



2. Select the Template Name of the OPSL Note template that you want to view and/or apply. The OPSL Note Template Details page is displayed (see [Exhibit 120](#)).

Exhibit 120. OPSL Note Template Details

RAILINC AAR Embargo System document: RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help

OPSL Note Template Details

General OPSL Note Template Information

Template Name: Test Template Description: Car type
 Issuing Road: NS
 Allow Permits: No Include All Empty Cars: Yes Max Car Allowed: 1 Bypass Local Waybills: No
 Last modified By: Email: Last modified on: 07-14-2014

Commodity

Commodities:

STCC	Description	To STCC (if range)	Description
4909198	XYLENES		

Cause

Cause: UMLER restrictions
 Cause Detail: Car type

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
				N	NS	10003	BUFFALO	NY

Equipment

Total Weight on Rail: No Weight Restrictions
 Clearance Code: No Clearance Code

Waybill Parties

Cif	Patron Name	Address	City	State/Prov.	Patron Type
0032678040000	FLEXIBLE PRODUCTS CO		MARIETTA	GA	Shipper

Notes

Canadian embargo on certain chemical cars

Issue OPSL Note Clone Edit Delete
 Return

- To issue an OPSL Note based on the template, select the **Issue OPSL Note** button. Complete the available input fields (see “Issuing OPSL Notes” on page 62).

Searching for OPSL Officers

Use the following procedure to search for OPSL Note and Permit Officers:

- Select **OPSL Notes > Search OPSL/Permit Officers**. The View Railroad OPSL Note and Permit Officers page is displayed (see [Exhibit 121](#)).

Exhibit 121. View Railroad OPSL Note and Permit Officers

RAILINC AAR Embargo System document: RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help

View railroad OPSL note and permit officers

Roadmark: (Leave empty to view for all roads)

Display: Only OPSL note officers Only permit officers

Search Cancel

2. Enter the **Roadmark** of the OPSL or Permit Officer (leave empty to view all roads). Select to display **Only OPSL Note Officers** or **Only Permit Officers**. Select **Search**. The Search OPSL Note Officers Results page is displayed (see [Exhibit 122](#)).

Exhibit 122. Search OPSL Note Officers Results

document : RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | **OPSL Notes** | OPSL Note Permits | Tools | Help

Search OPSL note officers results

Show Search Criteria

Total Items: 25 | Export: csv

Roadmark	Name	Phone number	Email address	Notes
BNSF	Douglas Freeman	1.8175931043	douglas.freeman@bnsf.com	
BNSF	Anthony Will	1.9196515285	Anthony.Will@railinc.com	
BNSF	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com	
CALA	Meshalle Carter	9196515265	avczx12@yahoo.com	
CALA	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com	
CN	Betty Kuch	204-934-8304	bettyann.kuch@cn.ca	
CN	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com	
CN	Serge Poulin	204-934-8309	serge.poulin@cn.ca	
CPRS	RON GUZMAN	1.2049477667	ron_guzman@cpr.ca	
CPRS	Gary Simard	2049478203	gary_simard@cpr.ca	
CSXT	Anthony Will	1.9196515285	anthony.will@railinc.com	
MMA	Sara Osborne	207-848-4208	slosborne@mymarail.com	
NS	Anthony Will	1.9196515285	Anthony.Will@railinc.com	
NS	Gregory Honore	4046583404	gregory.honore@nscorp.com	
NS	Jeannie Kuller	404-658-3159	Jeannie.Kuller@NSCorp.com	
RAIL	Asset IT	1.9191234567	aar_it_support@railinc.com	
RAIL	Carerra Runnemer	0185515184	carerra.runnemer@railinc.com	

Cancel

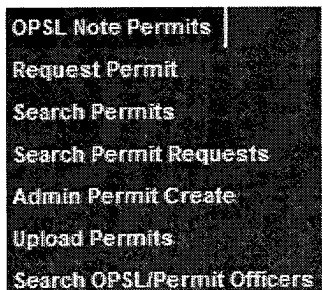
Railinc administrators can indicate a Primary Officer or add Notes (such as additional contact information) about the displayed OPSL Note Officers.

If you are a Railinc administrator, select **Save Changes** to save any changes; select **Clear** to clear any changes made without saving changes. Otherwise, select **Cancel** to exit the page.

Managing OPSL Note Permits

When you select **OPSL Note Permits** on an AAR Embargo System page, the OPSL Note Permits menu is displayed (see [Exhibit 123](#)).

Exhibit 123. OPSL Note Permits Menu



[Exhibit 124](#) describes the tasks available on the OPSL Note Permits menu.

Exhibit 124. OPSL Note Permits Menu Items and Descriptions

Menu Item	Description
Request Permit	Enables you to request a permit to bypass an OPSL Note.
Search Permits	Enables you to search and view all issued OPSL Note permits.
Search Permit Requests	Enables you to search permit requests of different statuses.
Admin Permit Create	Enables a Railinc Administrator to issue a permit for an OPSL Note.
Upload Permits	Enables you to select and upload permit requests for review by an administrator.
Search OPSL/Permit Officers	Enables you to search for OPSL and permit officers for all marks.

Requesting OPSL Note Permits

Use the following procedure to request a new OPSL Note Permit:

1. Select **OPSL Note Permits > Request Permit**. The Create Permit Request page is displayed (see [Exhibit 125](#)).

Exhibit 125. Create Permit Request

2. Complete the available input fields:

Field	Description
Permit(s) for OPSL Note	Enter the OPSL Note for which you want to request a permit. An OPSL tariff note number is 10 characters in length and consists of the following components: <ul style="list-style-type: none"> ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. “AB” equals the 2007 edition, “AC” equals the 2008 edition, and “AJ” equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
Priority	Select the priority (High, Medium, or Low).
Reason	Free-form reason for the permit.

Field	Description
Number of Permits Needed	Enter the number of permits required.
Requested Permit Start date	Must be equal to or after associated OPSL Note start date; must be prior to associated OPSL Note end date; must be prior to requested end date.
Requested Permit End Date	Default is calculated as 10 working days after start date or set as the associated OPSL Note end date, whichever comes first; may not be equal or prior to requested start date; may not be prior to associated OPSL Note start date; may not be after associated OPSL Note end date.
Shipper CIF	One per permit request; if Shipper CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Consignee CIF	One per permit request; if Consignee CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Origin FSAC	Origin Freight Station Accounting Code. Enter Road Mark and then FSAC number.
Destination FSAC	Destination Freight Station Accounting Code. Enter Road Mark and then FSAC number.
Free-form Commodity	Multiple commodities are allowed per permit. If a STCC is specified in the associated embargo, the entered STCC must be one of those specified. Free-form text is allowed. You may enter STCC code(s) or description(s).

3. Select **Submit** to submit the permit request.

Searching OPSL Note Permits

Use the following procedure to search OPSL Note Permits:

1. Select **OPSL Note Permits > Search Permits**. The Search Permits page is displayed (see [Exhibit 126](#)).

Exhibit 126. Search Permits

2. Complete the available input fields:

Field	Description
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
OPSL Note Number	An OPSL tariff note number is 10 characters in length and consists of the following components: <ul style="list-style-type: none"> ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. “AB” equals the 2007 edition, “AC” equals the 2008 edition, and “AJ” equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
OPSL Note Issued By	Road mark that created the OPSL Note. Select the magnifying glass to bring up the Road mark Lookup page.
Equip ID	Reporting mark and number of rail equipment.
Start/End Date	Start and End Date Range for Permits; select the calendar icon for assistance with date entry.
Waybill Number	Number associated with the waybill.
Waybill Date	Date waybill was created.
Permit Status	List of possible permit request statuses available for selection; multi-selection is allowed.

3. Select the **Search** button. The Search Permit Results page is displayed (see [Exhibit 127](#)). Permit requests that are highlighted in yellow are high priority.

Managing OPSL Note Permits

Exhibit 127. Search Permit Results

document : RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help

Search Permit Results

[Show Search Criteria](#)
[Export As CSV](#)

Results found: 1

Permit Number	Status	Used Date/Time	Cancelled Date/Time	OPSL Note No	Start Date	End Date	Waybill Number	Waybill Date	Equipment ID	Billing Road
JRH0754516	Used	10-31-2013		BNSFAD0125	10-30-2013	11-14-2013	105625	10-31-2013	GATX201456	BNSF

4. Perform one of the following actions:

- a) Select the Export As CSV link to initiate the process of downloading the displayed list to a CSV file.
- b) Select the Permit Number hyperlink of a displayed permit to view its details (see [Exhibit 128](#)).

Exhibit 128. View Permit Details

document : RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help

View Permit Details

Permit(s) for OPSL Note: [BNSFA00125](#)

Status: Used

Permit Number: [JRH0754516](#)

Used Date/Time: 10-31-2013

Permit Start Date: 10-30-2013

Permit End Date: 11-14-2013

Number of Permits Needed: 1

Num of Permits Allowed Per Day: 1

Waybill Number: 105625

Waybill Date: 10-31-2013

Equipment ID: GATX201456

Billing Road: BNSF

Commodity
No Commodities Specified

Other Permits in Series
No Other Permits

[Printable View](#) | [Return](#) | [View audit log](#) | [Export As XML](#) | [Export As CSV](#) | [Reset XML](#)

5. Perform one of the following actions:
 - a) Select the OPSL Note hyperlink to display the OPSL Note associated with the permit.
 - b) Select **Printable View** to view the permit in a printable format.
 - c) Select **Return** to redisplay the search results.
 - d) Select **View Audit Log** to audit a history of the displayed permit.
 - e) Select **Export As XML** to export the displayed permit as XML.
 - f) Select **Export As CSV** to export the displayed permit in CSV format.
 - g) Select **Resend XML** to resend the displayed permit as XML.

Searching OPSL Note Permit Requests

Use the following procedure to search OPSL Note Permit Requests:

1. Select **OPSL Note Permits > Search Permit Requests**. The Search Permit Requests page is displayed (see Exhibit 129).

Exhibit 129. Search Permit Requests

2. Complete the available input fields:

Field	Description
OPSL Note No.	Enter the OPSL Note for which you want to search for a requested permit. An OPSL tariff note number is 10 characters in length and consists of the following components: <ul style="list-style-type: none"> ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. “AB” equals the 2007 edition, “AC” equals the 2008 edition, and “AJ” equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200

Field	Description
OPSL Note Issued By	Road mark that created the OPSL Note. Select the magnifying glass to bring up the Road mark Lookup page.
Permit Status	List of possible permit request statuses available for selection; multi-selection is allowed.

3. Select **Search**. The Search Permit Request Results page is displayed (see [Exhibit 130](#)). Permit requests that are highlighted in yellow are high priority.

Exhibit 130. Search Permit Request Results

The screenshot shows the 'Search Permit Request Results' page in the RAILINC AAR Embargo System. The page header includes the RAILINC logo and navigation links. The main content area displays the search results for the query. A table lists the results, with one entry highlighted in yellow. The table columns are: Request ID, OPSL Note No, Number of Permits, Permit Request Date, Permit Start Date, Permit End Date, Origin, Destination, Status, and Priority. The results found are 1.

Request ID	OPSL Note No	Number of Permits	Permit Request Date	Permit Start Date	Permit End Date	Origin	Destination	Status	Priority
60274	BNSFAH1850	1	04/09/2015	01/31/2013	05/23/2015			Pending	Medium

4. Select the Request ID of the permit request that you want to view. The Permit Request Details page is displayed (see [Exhibit 131](#)).

Exhibit 131. Permit Request Details

The screenshot displays the 'Permit Request Details' page in the RAILINC AAR Embargo System. The page header includes the RAILINC logo, the system name 'AAR Embargo System', and user information: 'document: RAILINC CORPORATION | User: Samcas | Contact Us | Sign Out'. A navigation menu contains links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, and Help. The main content area lists the following details:

Permit(s) for OPSL Note:	BNSFAH1850
Request ID:	60274
Status:	Pending
Requester ID:	document
Requester Contact:	Anthony Will RAILINC CORPORATION Anthony.Will@railinc.com 1.9196515285
Priority:	Medium
Reason:	Test
Number of Permits Needed:	1
Permit Start Date:	01-31-2013
Permit End Date:	05-23-2015
Waybill Parties:	
Origin / Destination:	
Free Form Commodity:	Test
Instructions:	For issues with permits/ obtaining permit numbers, please refer to the original OPSL note for information on the permit officer.

At the bottom of the details section, there are two buttons: 'Printable View' and 'Return'.

5. Perform one of the following actions (available actions may vary depending on your permissions and the current status):
 - a) Select **Printable View** to view a printable version of the permit request.
 - b) Select **Return** to return to the Search Permit Request Results page.
 - c) Select **Edit Request** to open the request for editing.
 - d) Select **Reject Request** to reject the request.
 - e) Select **Start Approval** to start the approval process.
 - f) Select **View Journal** to view journal entries associated with the permit request.
 - g) Select **View Audit Log** to view audit log details on the displayed permit request.

Administering OPSL Note Permit Creation

Use the following procedure to administer the creation of an OPSL Note Permit:

1. Select **OPSL Note Permits > Admin Permit Create**. The Issue Permit page is displayed (see [Exhibit 132](#)).

Exhibit 132. Issue Permit

2. Complete the available input fields:

Field	Description
* Permits for OPSL Note	Enter the OPSL Note for which you want to issue a permit. An OPSL tariff note number is 10 characters in length and consists of the following components: <ul style="list-style-type: none"> • Issuing railroad road mark • OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. “AB” equals the 2007 edition, “AC” equals the 2008 edition, and “AJ” equals the 2015 edition. • 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
* Number of Permits Needed	Enter the number of permits required.
Railinc Generated Permit Number(s)	If checked, Railinc assigns a random alpha-numeric Permit Number. If not checked, a text box appears allowing you to assign your own Permit Numbers. Separate multiple entries by commas.
Number of Permits Allowed Per Day	Enter the number of permits allowed each day.

Field	Description
Permit Start Date	Must be equal to or past the associated OPSL Note start date; must be prior to the associated OPSL Note end date; must be prior to the requested end date.
Permit End Date	Default is calculated as 10 working days after the start date or set as the associated OPSL Note end date, whichever comes first; may not be equal to or prior to the requested start date; may not be prior to the associated OPSL Note start date; may not be after the associated OPSL Note end date.
Permit These STCC Commodities	Multiple STCCs are allowed per permit; if STCC(s) are specified in the associated OPSL Note, then the entered STCC must be one of those specified.

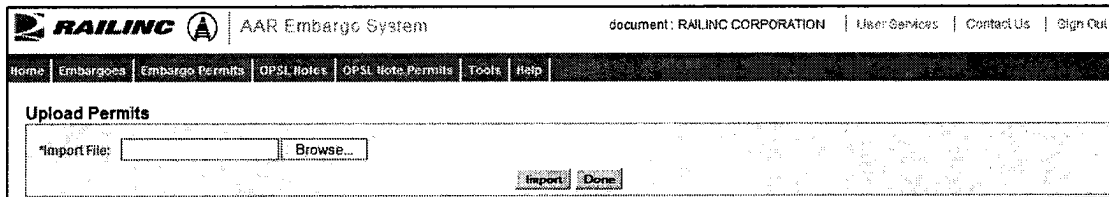
3. Select the **Submit** button. The system sets the status of the request to “Pending” and stores the request as an OPSL Note permit request. Permit requests have a status of “Pending” until the permit officer either approves or denies the request, as long as the OPSL Note is effective.

Uploading OPSL Note Permits

Use the following procedure to upload OPSL Note Permit Requests:

1. Select **OPSL Note Permits > Upload Permits**. The Upload Permits page is displayed (see [Exhibit 133](#)).

Exhibit 133. Upload Permits



2. Select the **Browse** button. Using the displayed dialog box, browse to the location of the permit request that you want to upload.
3. Select the **Import** button.

Searching for OPSL Note Permit Officers

Use the following procedure to search for OPSL Note Permit Officers:

1. Select **OPSL Note Permits > Search OPSL Note/Permit Officers**. The View Railroad OPSL Note and Permit Officers page is displayed (see [Exhibit 67](#)).

Exhibit 134. View Railroad OPSL Note and Permit Officers

The screenshot shows the RAILINC AAR Embargo System interface. At the top, there is a navigation bar with 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. Below this is a search form titled 'View railroad OPSL note and permit officers'. The form includes a 'Roadmark' input field with a dropdown arrow and a note '(Leave empty to view for all roads)'. Below the input field is a 'Display' section with two radio buttons: 'Only OPSL note officers' (unselected) and 'Only permit officers' (selected). At the bottom of the form are 'Search' and 'Cancel' buttons.

2. Enter the **Roadmark** of the OPSL Note or Permit Officer (leave empty to view all roads).
3. Select to display **Only Permit Officers**.
4. Select **Search**. The Search Permit Officers Results page is displayed (see Exhibit 68).

Exhibit 135. Search Permit Officers Results

The screenshot shows the 'Search OPSL note permit officers results' page. At the top, there is a navigation bar with 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. Below this is a table of search results. The table has four columns: 'Roadmark', 'Name', 'Phone number', and 'Email address'. The table contains 18 rows of data. At the top right of the table area, it says 'Total Items: 18 | Export: csv'. At the bottom of the table area is a 'Cancel' button.

Roadmark	Name	Phone number	Email address
BNSF	Douglas Freeman	1.8175931043	douglas.freeman@bnsf.com
BNSF	Anthony Will	1.9196515285	Anthony.Will@railinc.com
CN	Betty Kuch	204-934-8304	bettyann.kuch@cn.ca
CN	Serge Poulin	204-934-8309	serge.poulin@cn.ca
CPRS	RON GUZMAN	1.2049477667	ron.guzman@cp.ca
CPRS	Gary Simard	2049478203	gary.simard@cp.ca
CSXT	Anthony Will	1.9196515285	anthony.will@railinc.com
NS	Gregory Honore	4046583404	gregory.honore@nscorp.com
NS	Jeannie Kuller	404-658-3159	jeannie.kuller@NSCorp.com
RAIL	Asset IT	1.9191234567	aar_it_support@railinc.com
RAIL	Brandon Wohlford	9196155445	brandon.wohlford@railinc.com
RAIL	Parmalee Hakey	9196515282	parmalee.hakey@railinc.com
RAIL	Murali Muthyam	1.919561x5072	murali.muthyam@railinc.com
RAIL	Paul Ransdell	1.9196515077	paul.ransdell@railinc.com
RAIL	Larry O'Neal	9196515137	larryoneal@gmail.com
RAIL	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com
HP	Robert Drew	1.9196515156	robert.drew@railinc.com

The Search Permit Officers Results page enables you to view the names, phone numbers, and email addresses for OPSL Note Permit Officers. Select **Cancel** to exit the page.

Using Administrative Tools

When you select **Tools** on an AAR Embargo System page, the Tools menu is displayed (see Exhibit 136).

Exhibit 136. Tools Menu

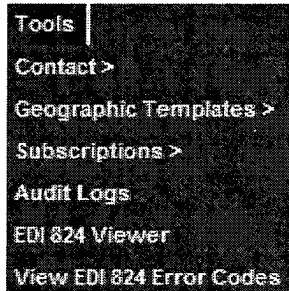


Exhibit 137 describes the tasks available on the Tools menu.

Exhibit 137. Tools Menu Items and Descriptions

Menu Item	Description
<u>Contact</u>	Enables you to create and search for Embargo and OPSL Notes system-specific contacts to be notified in the event of a new or updated embargo or OPSL Note.
<u>Geographic Templates</u>	Enables you to create and view templates that can be used as shortcuts when creating embargoes or OPSL Notes with common origins and/or destinations.
<u>Subscriptions</u>	Enables you to set up subscriptions to be notified in the event of a new or updated embargo or OPSL Note.
<u>Audit Logs</u>	Enables you to search and view the audit logs of embargo, permit, or OPSL Note transactions.
<u>EDI 824 Viewer</u>	Enables you to view the details of EDI 824 messages up to 90 days old.
<u>View EDI 824 Error Codes</u>	Enables you to view a list of EDI 824 error codes and descriptions.

The following table lists all of the functions detailed in this section.

Function	Who Can Perform
<u>Creating Geographic Templates</u>	Embargo and OPSL Officers
<u>Viewing and Editing Geographic Templates</u>	Embargo and OPSL Officers
<u>Creating FTP Profiles</u>	Railinc Administrators only
<u>Viewing and Editing FTP Profiles</u>	Railinc Administrators only
<u>Searching Audit Logs from the Tools Menu</u>	Embargo and OPSL Officers
<u>Viewing Amendment Reasons</u>	Railinc Administrators only

Function	Who Can Perform
Viewing EDI 824 Messages	Embargo and OPSL Officers
Viewing EDI 824 Error Codes and Descriptions	Embargo and OPSL Officers

Working with Contacts

This section describes how to create a contact for your mark to use with AAR Embargo System subscriptions so that they are notified when an embargo or OPSL Note is created or updated. See “[Creating Contacts](#)” on page 103.

As described in “[Searching Contacts](#)” on page 104, you can also search for existing Embargo and OPSL Notes system-specific contacts.

See “[Working with Subscriptions](#)” on page 105 for more information about subscriptions.

Creating Contacts

Use the following procedure to create a contact:

1. Select **Tools > Contact > Create Contact** on the main navigation menu. The Create Contact page is displayed (see [Exhibit 138](#)).

Exhibit 138. Create Contact

The screenshot shows the 'Create Contact' form within the RAILINC AAR Embargo System. The form is titled 'Create Contact' and includes the following fields and options:

- *For Roadmark:** A dropdown menu with 'RAIL' selected.
- *Contact Description:** A text input field.
- *First Name:** A text input field.
- *Last Name:** A text input field.
- *Company:** A text input field.
- Intl Code Area Code Number Ext:** Four separate text input fields for phone number components.
- *Phone Number:** A label for the phone number fields.
- *Delivery Type:** A dropdown menu with 'Email' selected.
- *Destination:** A text input field.
- CC (Use comma to separate distinct email addresses):** A text input field with a dropdown arrow.
- *Format:** A dropdown menu with 'Formatted Text' selected.
- Select Subscriptions:** A list of checkboxes for: Auditor Subscription for Not Their Road, Auditor Testing Notification, RPH Embargo Subscription, Railinc CSC, and --No subscriptions--.

At the bottom of the form are 'Save' and 'Cancel' buttons.

2. Complete the available input fields:

- For Roadmark** Defaults to the road signed in.
- Contact Description** Free-form field to easily identify contact – nickname, etc.
- First/Last Name** First and last name of contact.

Using Administrative Tools

Company	Company name of contact.
Phone Number	Telephone number of contact.
To/CC	Email addresses of contacts.
Format	Select "Formatted Text".
Select Subscriptions	From the list of existing subscriptions, select the ones that you want associated with the contact.

3. Select **Save**. When successfully created, the details of the created record appear with a notification (see [Exhibit 139](#)).

Exhibit 139. Contact Successfully Created

The screenshot shows the AAR Embargo System interface. At the top, there is a navigation bar with the RAILINC logo and the text 'AAR Embargo System'. To the right of the logo, there are links for 'document: RAILINC CORPORATION', 'User Services', 'Contact Us', and 'Sign Out'. Below the navigation bar, there is a menu with options: 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The main content area displays a notification: 'Contact successfully created.' Below the notification, there is a section titled 'Contact Details' with the following information: 'For Roadmark: RAIL', 'Contact Description: Technical Writer', 'First Name: Cary', 'Last Name: Murphrey', 'Company: Railinc', 'Phone Number: 919.6515555', 'Email: cary@railinc.com', 'Delivery Type: Email', 'Format: Formatted Text', and 'Select Subscriptions:'. At the bottom of the 'Contact Details' section, there are buttons for 'Printable View', 'Edit', 'Delete', and 'Cancel'.

Searching Contacts

Use the following procedure to search for a contact:

1. Select **Tools > Contact > Search Contacts** on the main navigation menu. The Search Contacts page is displayed (see [Exhibit 140](#)).

Exhibit 140. Search Contacts

The screenshot shows the AAR Embargo System interface. At the top, there is a navigation bar with the RAILINC logo and the text 'AAR Embargo System'. To the right of the logo, there are links for 'document: RAILINC CORPORATION', 'User Services', 'Contact Us', and 'Sign Out'. Below the navigation bar, there is a menu with options: 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The main content area displays a section titled 'Search Contacts' with the following form fields: 'Contacts for Roadmark:' with a dropdown menu set to 'RAIL', 'Contact Description:' with a text input field, 'First Name:' with a text input field, 'Last Name:' with a text input field, 'Company:' with a text input field, and 'Email:' with a text input field. Below the form fields, there are radio buttons for 'AAR Security Level 4 Notification': 'Both' (selected), 'AAR Security Level 4 Only', and 'Non AAR Security Level 4 Only'. At the bottom of the form, there are buttons for 'Search' and 'Cancel'.

2. Complete the available input fields. Select to search for AAR Security Level 4, Non AAR Security Level 4, or both types of contacts. Select the **Search** button. The Search Contact Results page is displayed.
3. Select the name of a listed contact to view, edit or delete that person's contact information. The Contact Details page is displayed for the selected individual.

4. Select one of the following actions:

- Printable View** Displays a print-ready version of the selected contact.
- Return** Returns to the contact search results.
- Edit** Edits the displayed contact. The Edit Contacts page is displayed. Make the necessary edits and then select **Save**. If you did not originally create the contact, you receive a “not authorized” message.
- Delete** Deletes the displayed contact. A message appears informing you that the contact has been deleted.
- Cancel** Closes the Contact Details page.

Working with Subscriptions

This section describes how to subscribe to and view AAR Embargo System notifications.

You can create a subscription for your individual SSO ID. See “[Creating Subscriptions \(for yourself\)](#)” on page 105.

You can create a subscription for other contacts and agencies associated with a specific road mark. As a party to the waybill, shippers can create a subscription for their agency. See “[Creating Subscriptions \(for contacts/agencies\)](#)” on page 108.

You can also view subscription information either for yourself or for other contacts/agencies associated with the selected road mark. See “[Viewing Subscriptions](#)” on page 110 for more information.

Creating Subscriptions (for yourself)

Use the following procedure to create a subscription for yourself:

1. Select **Tools > Subscriptions > Create Subscription** on the main navigation menu. The Select Subscription Type page is displayed (see [Exhibit 141](#)).

Exhibit 141. Select Subscription Type

The screenshot shows a web interface for the AAR Embargo System. At the top, there is a header with the RAILINC logo and the text 'AAR Embargo System'. To the right of the header, there are links for 'document: RAILINC CORPORATION', 'User Services', 'Contact Us', and 'Sign Out'. Below the header is a navigation bar with links for 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The main content area is titled 'Select Subscription Type For Create' and contains two radio button options: 'contacts/agencies associated with roadmark' (with a dropdown menu showing 'RAIL') and 'yourself' (which is selected). A 'Continue' button is located at the bottom right of the form.

2. By default the option to create a subscription for yourself is selected. Select **Continue**. The Create Subscription page is displayed (see [Exhibit 142](#)).

Exhibit 142. Create Subscription

RAILINC AAR Embargo System document: RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OPSL Notes | OPSL Note Permits | Tools | Help

Create Subscription for Will, Anthony

*Description:

*Delivery Type: Email
 To: Anthony.Will@railinc.com
 CC (Use comma to separate distinct email addresses):

*Delivery Format:

Subscribe To: Embargo OPSL Note Both

Notify on All Conditions:

Embargoes: AAR Security Level 4 Only Non-AAR Security Level 4 Only Both

Permits: Permits Allowed Only Permits Not Allowed Only Both

Events to Notify: Approved Cancelled Amended Expired All

Issuing Road
 Subscribe for all roadmarks Subscribe for Select roadmarks

Commodity
 Embargo All Commodities Embargo Select Commodities

Cause
 Subscribe for all causes Subscribe for Select causes

Geography
 Subscribe for All Locations Subscribe for Select Locations

Equipment
 Subscribe for All Umler Equipment Types Subscribe for Select Umler Equipment Types

Clearance Code: Total Weight on Rail: lbs.

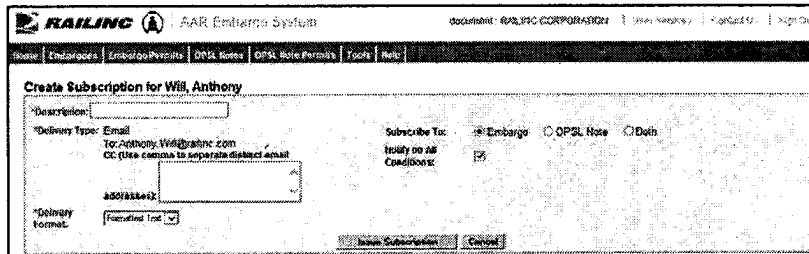
Waybill Parties
 Embargo on All Patrons Embargo on Select Patrons

3. Complete the available input fields.

Field	Description
Description	Unique description of the subscription.
CC Email	Additional email addresses.
Delivery Format	Formatted text.
Subscribe to	Select Embargo, OPSL Note, or Both.

Field	Description
Notify on All Conditions	Check this box if contact is to receive notifications pertaining to all embargo conditions. If this option is selected then all other options are removed (see Exhibit 143). Deselect and the full page is displayed.

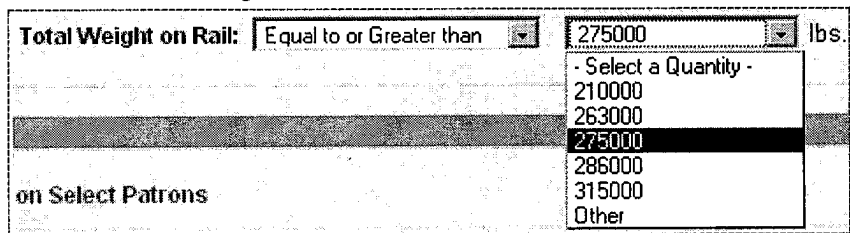
Exhibit 143. Notify on All Conditions



Embargoes	Select option to receive AAR Security Level 4 Only embargoes, Non-AAR Security Level 4 Only embargoes, or “Both” for both level 4 and non-level 4 embargo types.
Permits	Select to subscribe to only those embargoes that allow permits, those do not allow permits, or select “Both” to subscribe to both types.
Events to Notify	Check the appropriate box(es) to receive email notification for the specified embargo status.
Issuing Road Section	Default displays to subscribe for all road marks. To subscribe for selected road marks, select the labeled radio button. Key in selected road marks, or select the magnifying glass icon next to the text box to bring up the Road Mark Lookup page.
Commodity Section	<ul style="list-style-type: none"> • Default value to embargo all commodities. • Embargo Select Commodities: Use this option to embargo only specific commodities. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. Select the magnifying glass to search for STCCs.
Cause Section	Default display is to subscribe for all causes. Select Subscribe for Select causes, and then select specific causes from the available drop-down box to receive email notifications for only those specified causes.
Geography Section	<p>Default display is to Subscribe for All Locations.</p> <p>Or, select Subscribe for Select Locations to categorize the FSACs and/or Junctions as To, From and/or Via. To lookup FSACs and Junctions, select the magnifying glass icon next to the appropriate FSAC or Junction text box. The FSAC or Junction Lookup page is displayed.</p>

Field	Description
Equipment Section	Default is to embargo all equipment types. The other selection is to embargo only select Equipment Types. To lookup equipment types, select the magnifying glass icon next to the text box. The Equipment Type Lookup page is displayed.
Clearance Code	The default selection is no clearance code. If desired, select the appropriate code from the drop down.
Total Weight on Rail	The default selection is no Weight Restrictions; if desired, select Equal to or Greater than from the drop-down. This opens the weight quantity field for the selection of weight (see Exhibit 144). If "other" is chosen, a field is opened to input the weight.

Exhibit 144. Total Weight on Rail



Waybill Party Section In the Waybill Parties section the default is Embargo all Patrons. If specific Patrons/Waybill Parties are desired, select Embargo on Select Patrons and additional boxes appear.

Select a Waybill Party from the drop-down.

Key in a CIF Number; or, to lookup a CIF Number, select the magnifying glass to bring up the Patron CIF Lookup page.

4. Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.
5. Select **Edit** if you need to edit the displayed subscription; select **Cancel** if finished.

Creating Subscriptions (for contacts/agencies)

Use the following procedure to create a subscription for other contacts and agencies associated with a specific roadmark:

1. Select **Tools > Subscriptions > Create Subscription** on the main navigation menu. The Select Subscription Type page is displayed (see [Exhibit 145](#)).

Exhibit 145. Select Subscription Type

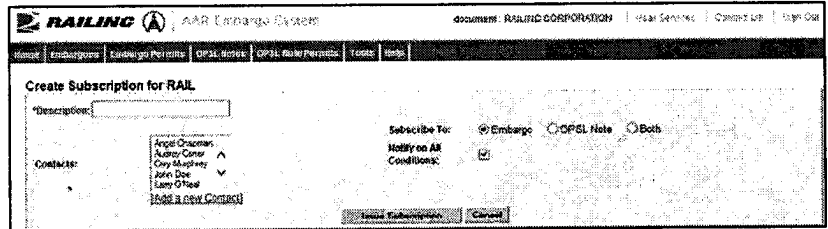
2. Select to create a subscription for contacts/agencies associated with a road mark. Select the desired road mark from the available drop down. Select **Continue**. The Create Subscription page is displayed (see Exhibit 146).

Exhibit 146. Create Subscription

- Complete the available input fields.

Field	Description
Description	Unique description of the subscription.
Contacts	Lists all created contacts for company. Select which listed contacts you want added to the subscription. Select multiple listed contacts by holding down the CTRL key. Select a range of listed contacts by holding down the SHIFT key between the selection of the first and last in the range. Select the Add a New Contact link to enter the Create a Contact page.
Notify on All Conditions	Check this box if contact is to receive notifications pertaining to all embargo conditions. If this option is selected then all other options are removed (see Exhibit 147). Deselect and the full page is displayed.

Exhibit 147. Notify on All Conditions



- Complete the remaining input fields. See “[Creating Subscriptions \(for yourself\)](#)” on page 105 for definitions of the remaining fields.
- Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.
- Select **Edit** if you need to edit the displayed subscription; select **Cancel** if finished.

Viewing Subscriptions

Use the following procedure to view existing subscriptions:

- Select **Tools > Subscriptions > View Subscriptions** on the main navigation menu. The Select Subscription Type page is displayed (see [Exhibit 148](#)).

Exhibit 148. Select Subscription Type

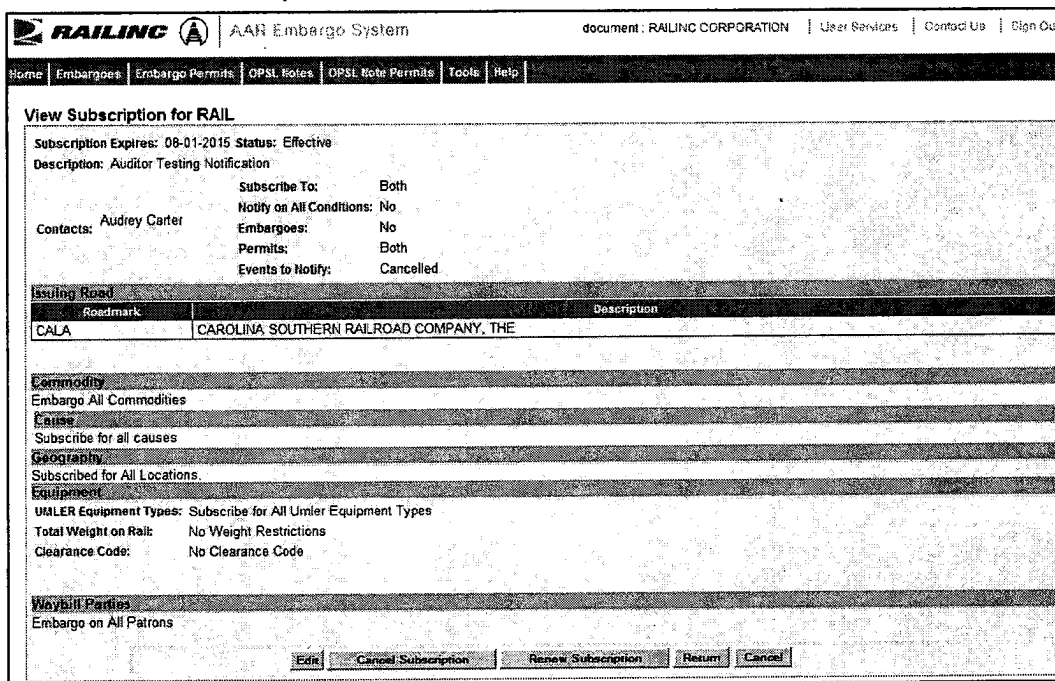
2. Select to either view subscription information for yourself or for other contacts/agencies associated with the selected road mark (select road mark from drop down). Select **Continue**. The View Subscriptions page is displayed (see [Exhibit 149](#)).

Exhibit 149. View Subscriptions

Description	Expiration Date	Status
Auditor Subscription for Not Their Road	07/30/2015	Effective
Auditor Testing Notification	08/01/2015	Effective
RFH Embargo Subscription	08/27/2008	Expired
Railinc CSC	09/05/2009	Cancelled

3. Select the description of a displayed subscription to view details of the selected subscription (see [Exhibit 150](#)).

Exhibit 150. View Subscription Details



4. Perform one of the following actions:

- Edit** Edits the subscription.
- Cancel Subscription** Removes the contact from the subscription.
- Renew Subscription** Renews the subscription for the contact.
- Return** Returns to the subscription search results.
- Cancel** Closes the View Subscription page without making any changes.

Working with Geographic Templates

A geographic template enables you to create templates that can be used as shortcuts when creating embargoes or OPSL Notes with common origins and/or destinations.

Creating Geographic Templates

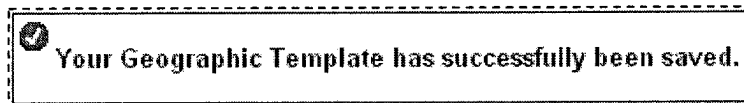
Use the following procedure to create a geographic template:

1. Select **Tools > Geographic Templates > Create Template**. The Create Geography Template page is displayed (see [Exhibit 151](#)).

Exhibit 151. Create Geography Template

2. Enter a unique **Template Name** and **Template Description**. Specify the **Issuing Road**.
3. Enter three or more **FSACs** or **Junction Codes**. Select the associated magnifying glass icons to look up either FSAC or Junction codes.
4. Use the Origin/Destination fields to specify a range of locations.
5. Select **Save** to save the created geographic template or select **Cancel** to cancel the process. A message appears letting you know that the geographic template has been saved (see [Exhibit 152](#)).

Exhibit 152. Your Geographic Template has successfully been saved message



Viewing and Editing Geographic Templates

Use the following procedure to view and edit a geographic template:

1. Select **Tools > Geographic Templates > View Templates**. The View Geography Templates page is displayed (see [Exhibit 153](#)).

Exhibit 153. View Geography Templates

document : RAIL - RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OP&L Notes | OP&L Note Permits | Tools | Help

View Geography Templates

Results found: 3

Template Name	Template Description	Creation Date
FRED WILLIAMS TEST	TESTING	07-06-2009
ramesh - test	test	10-10-2007
Utah to Texas by State	Utah to Texas by State	04-17-2009

Return

2. Select the Template Name that you want to view. The Geography Template Details page is displayed (see Exhibit 154).

Exhibit 154. Geography Template Details

document : RAILINC CORPORATION | User Services | Contact Us | Sign Out

Home | Embargoes | Embargo Permits | OP&L Notes | OP&L Note Permits | Tools | Help

Geography Template Details

General Geography Template Information

Template Name: test Template Description: test

Issuing Road: RAIL

Geography

Include These Locations

ORIGIN	DESTINATION	BI-Directional
NENE-80068		N
NENE-80063		N
NENE-80061		N
NENE-80074		N
NENE-80040		N
NENE-80078		N
NENE-80035		N
NENE-80068		N
NENE-80047		N
NENE-80055		N

Edit Geography Template Delete Geography Template Return

3. Perform one of the following actions:
 - a. Select **Edit Geography Template** to edit the geography template (see “[Creating Geographic Templates](#)” on page 112 for field descriptions).
 - b. Select **Delete Geography Template** to delete the displayed geography template.

Note: You can only delete geographic templates that belong to your road. If the selected geography template is referred to by any embargo template, then the delete action is not allowed. You must remove the geography template from the embargo template first and then delete the geography template.

- c. Select **Return** to return to the list of geography templates.

Creating FTP Profiles

Note: Only Railinc Administrators have access to this function.

The FTP Profile determines how routing information is transmitted.

Use the following procedure to create FTP profiles:

1. Select **Tools > FTP Profile > Create FTP Profile**. The Create FTP Profile page is displayed (see [Exhibit 155](#)).

Exhibit 155. Create FTP Profile

The screenshot shows a web browser window with the RAILINC logo and 'AAR Embargo System' title. The page is titled 'Create FTP Profile' and includes a sub-header '(The notification will be in XML format:'. The form contains the following fields: '*Roadmark' (text input), '*Mailbox Name' (text input), 'Contact Email' (text input), 'Allow Embargo Notification' (checkbox), and 'Allow Permit Notification' (checkbox). At the bottom right, there are 'Save' and 'Cancel' buttons.

2. Complete the available fields:

Field	Description
*Road mark	Enter the road mark abbreviation of the railroad for whom you want to create an FTP profile.
*Mailbox Name	Road identified FTP location where system generated messages are stored.
Contact Email	Road contact for FTP matters.
Allow Embargo Notification	Check to have embargo messages sent in XML to specified mailbox road mark.
Allows Permit Notification	Check to have permit messages sent in XML to specified mailbox road mark.

3. Select **Save** to save the created FTP profile.

Viewing and Editing FTP Profiles

Note: Only Railinc Administrators have access to this function.

Use the following procedure to create FTP profiles:

1. Select **Tools > FTP Profile > View FTP Profile**. The View FTP Profiles page is displayed (see [Exhibit 156](#)).

Exhibit 156. View FTP Profiles

Roadmark	Mailbox Name	Contact Email	Allow Embargo Notification	Allow Permit Notification
BNSF	qbnsf21	Embargo@railinc.com	Y	Y
UP	qup0021	Embargo@railinc.com	Y	Y
CSXT	qcsxt21	Embargo@railinc.com	Y	Y
AGR	EPDB1	meshalle.carter@railinc.com	N	N
IFM	EPDB1		N	N
CN	epdbcn	Louis.Ouellet@cn.ca	N	N
CSO	EPDB1	cole.koffi@railinc.com	N	N

Results found: 7

[Return](#)

2. Select the hyperlink of a listed roadmark to edit a listed FTP Profile. The Edit FTP Profile page is displayed (see [Exhibit 157](#)).

Exhibit 157. Edit FTP Profile

Edit FTP Profile
(The notification will be in XML format:)

*Roadmark: *Mailbox Name:

Contact Email:

Allow Embargo Notification:

Allow Permit Notification:

[Save](#) [Cancel](#)

3. Complete any required edits to the displayed FTP profile. Select **Save** to save updates.

Searching Audit Logs from the Tools Menu

Note: Only users with Officer permission have access to this function.

Use the following procedure to search and view the audit logs of embargo, permit, or OPSL Note transactions from the tools menu:

1. Select **Tools > Audit Logs**. The Search Audit Logs page is displayed (see [Exhibit 158](#)).

Exhibit 158. Search Audit Logs

2. Use the Select a Function to View Logs drop-down to select the type of audit log that you want to view (Embargoes, OPSL Notes, or Permits). The displayed input fields change depending on which type of audit log you select.

Here are the input fields for embargo audit log search:

Field	Description
Embargo Number	10-character, system-generated identifier for created embargoes that consists of the following components: <ul style="list-style-type: none"> ▪ Issuing railroad road mark ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of a new year ▪ 2 digits for year Here is an example of an embargo number: BNSF011102
Change Made by	Specify the user name of the individual for whom you are looking for audit log records.
From Date/To Date	Specify date range for the audit log records that you want to search.

Field Description

This input field differs for OPSL Notes audit log search:

- OPSL Note No.** An **OPSL tariff note number** is 10 characters in length and consists of the following components:
- Issuing railroad road mark
 - OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. “AB” equals the 2007 edition, “AC” equals the 2008 edition, and “AJ” equals the 2015 edition.
 - 4-digit Tariff Note item number

Here is an example of a tariff note number: BNSF – AB – 3200

These input fields differ for a Permit audit log search:

Permit Number Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).

Permit Request Number Random system-generated number assigned to permit request.

3. Select the **Search** button. The Search Audit Logs Results page is displayed (see [Exhibit 159](#)).

Exhibit 159. Search Audit Logs Results

Change made by	Change made on	Reason for change	Audit Log Type	Embargo No.	Amendment No.	Audit Action	Role
Mccarter3	10/20/2014 13:50:51	Embargo request was approved by administrator.	Embargo Request	BNSF000714	0	Approve	RAIL
Mccarter3	10/20/2014 13:50:51	Embargo was created after approved by administrator.	Embargo	BNSF000714	0	Create	RAIL
B360746	10/20/2014 13:16:25	Embargo request was created and submitted for approval.	Embargo Request	BNSF000714	0	Create	BNSI

4. Select a listed Embargo Number to view its details. Select **Return** to return to the Embargo Details page. Select **Printable View** to view a print-ready version of the audit log results.

Viewing Amendment Reasons

Note: Only Railinc Administrators have access to this function.

Use the following procedure to view the list of amendment reasons.

1. Select **Tools > View Amendment Reasons**. The Amendment Reasons Details page is displayed (see [Exhibit 160](#)).

Exhibit 160. Amendment Reasons Details

Code	Description
RW	Remove Total Weight On Rail
AC	Add CIF Customer
CC	Add Clearance Code
AS	Add STCC
AW	Add Total Weight On Rail
AU	Add UMLER ETC
EF	Add/Remove Stations by Participant
AF	Adding FSAC/Junction
AP	Allow Permits
DP	Disallow Permits
OT	Other-Specify
RC	Remove CIF Customer
CR	Remove Clearance Code
RF	Remove FSAC/Junction
RS	Remove STCC
RU	Remove UMLER ETC
DD	Damaged participating railroad/set from embargo

From the Amendment Reasons Details page, you can edit an existing reason code or select **Add Amendment Reason** to create a new amendment reason code.

2. Select a listed Amendment Reason Code to edit that code. The Edit Amendment Reason page is displayed (see [Exhibit 161](#)).

Exhibit 161. Edit Amendment Reason

Code	Description
AP	Allow Permits

3. Edit the Code Description as needed and select **Save** to save the updates.

Viewing EDI 824 Messages

The AAR Embargo System receives waybill information via EDI 417 messages from the Forward and Store application. The AAR Embargo System analyzes the waybill to determine if there are any active embargoes or OPSL Notes associated with waybill parameters. If there are active embargoes or OPSL Notes that apply to the waybill, the AAR Embargo System sends an EDI 824 message back to the billing road or the sender of the EDI 417/waybill about the existence of an embargo or OPSL Note.

There are a variety of error codes that can be contained in an EDI 824 message. These error codes are described in “Viewing EDI 824 Error Codes and Descriptions” on page 123.

Use the following procedure to access the EDI 824 Viewer. Records are displayed back 90 days from the present.

1. Select **Tools > EDI 824 Viewer**. The Search Outbound 824 Messages page is displayed (see Exhibit 162).

Exhibit 162. Search Outbound 824 Messages

The screenshot shows the 'Search Outbound 824 Messages' page in the RAILINC AAR Embargo System. The page has a header with the RAILINC logo and 'AAR Embargo System' text, along with 'Contact Us' and 'Sign In' links. Below the header is a navigation bar with 'Home', 'Embargoes', 'OPSL Notes', and 'Help' tabs. The main content area is titled 'Search Outbound 824 Messages' and contains several input fields: 'Embargo/OPSL Note Number' with an example 'XYZ000111 (for Embargo) or XYXAF0111 (for OPSL Note)', 'Receiving Road', 'Lead Car' (with sub-fields for 'Initial' and 'Number'), 'Waybill' (with sub-fields for 'Number' and 'Date'), 'Date Range' (with 'From' and 'To' date pickers), 'Sender Road', and 'Billed Road'. At the bottom of the form are 'Search' and 'Cancel' buttons.

2. Complete the available input fields. Select **Search** to initiate the search. The Search Outbound 824 Results page is displayed (see Exhibit 163).

Exhibit 163. Search Outbound 824 Results

Message ID	Embargo Number	Waybill Number	Waybill Date	Lead Car Initial	Lead Car Number	Transmission Date	Correction Date	824 Content	EDI Receiving Road	Email Receiving Road	Waybill Reported By	Waybill Billed To
221769	BNSFAI2310	228441	04-16-2015	BNSF	793725	04-16-2015 14:37:26		View	NS, BNSF	View	NS	TDCC
221768	BNSFAI2310	100641	04-16-2015	NSCX	2019	04-16-2015 11:16:50		View	BNSF	View	BNSF	BNSF
221767	BNSFAI2310	887832	04-16-2015	TTPX	81471	04-16-2015 11:13:23		View	KCS, BNSF	View	BNSF	BNSF
221766	BNSFAI2310	887830	04-16-2015	TTPX	81468	04-16-2015 11:13:23		View	KCS, BNSF	View	BNSF	BNSF
221765	BNSFAI2310	601266	04-16-2015	BNSF	793657	04-16-2015 11:13:23		View	BNSF	View	BNSF	BNSF
221764	BNSFAI2310	375227	04-16-2015	BNSF	793651	04-16-2015 11:13:23		View	KCS, BNSF	View	BNSF	BNSF
221763	BNSFAI2310	887830	04-16-2015	TTPX	81465	04-16-2015 11:13:23		View	KCS, BNSF	View	BNSF	BNSF
221762	BNSFAI2310	887830	04-16-2015	NSCX	2019	04-16-2015 11:13:23		View	KCS, BNSF	View	BNSF	BNSF
221761	BNSFAI2310	225380	04-16-2015	BNSF	793660	04-16-2015		View	BNSF	View	BNSF	BNSF

- Select the View hyperlink of a listed 824 record to view its full details. The EDI 824 Details page is displayed (see Exhibit 164).

Exhibit 164. EDI 824 Details

AAR Embargo System - Microsoft Internet Explorer provided by Railinc

EDI 824 Details

Message Id: 221769 EDI Recipients: NS, BNSF

Email Recipients:

EDI 824 Message:

```
#RREP 0000SWAYB001504161437NS /151061437/RREP 71451504161437/
GS*WB*RREP*NS*20150416*1437*161437071*X*007010RAIL
ST*824*161437071
BGN*00*417*20150416*1437
OTI*TE*EQ*BNSF793725*****16285*162850001**007010
REF*WY*228441
DTM*WAY*20150416
LM*AR*RGUIDE
LQ*STF*921001010GE
RED*BNSFAI2310*RP
SE*9*161437071
GE*1*161437071
$0001EOMæ
```

Corresponding EDI 417 Message:

```
RRDC 0001SWAYB001504161437RRWS /151061437/NS TDCC71451504161437/
GS*WB*NS*RRWS*20150416*1437*16285*X*007010
ST*417*162850001
BX*00*R*NR**NS*L*E
BNX***S
N9*BM*NONE**20150416*1437
N9*CN*6543130873-01
N7*BNSF*793725***105400*****RR****7202*A
N8*228441*20150416
F9*72275*CHAPMAN*PA
D9*12143*PASCO*WA
N1*SH*AGENT
N1*CN*JRSIMPLO
R2*NS*A*STRTR
R2*BNSF*1
LX*1
L5*1*EMPTY LAST CONTAINED*2037361*L
L5*1*VEGTBLE FRZN
SE*000017*162850001
GE*1*16285
$0001EOMæ
```

Print Close

4. Select **Close** to close the details page.

Viewing EDI 824 Error Codes and Descriptions

Use the following procedure to view the list of EDI 824 error codes and descriptions. This information is useful when determining why a waybill has received a notice of embargo or OPSL Note.

1. Select **Tools > View EDI 824 Error Codes**. The EDI 824 Error Codes and Descriptions page is displayed (see Exhibit 165).

Exhibit 165. EDI 824 Error Codes and Descriptions

The screenshot shows the RAILINC AAR Embargo System interface. At the top, there is a navigation bar with links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, and Help. The main content area displays a window titled "EDI 824 Error Codes And Descriptions". This window contains a table with two columns: "Error Code" and "Description". The table lists 20 error codes and their descriptions. A scroll bar is visible on the right side of the table, and a "Cancel" button is located at the bottom center of the window.

Error Code	Description
905001010GE	More than one Embargo Number given in the Waybill
905001011GE	More than one Permit Number given in the Waybill
905001012GE	Permit number is required if Embargo Number is given
905001013GE	Embargo number is required if Permit Number is given
905002020GE	Embargo Number provided in the Waybill is not found in the Database
905002021GE	Permit Number provided in the Waybill is not found in the Database
905002022GE	Permit Number provided is not for the Embargo
905002023GE	Attributes of the Waybill do not match the conditions specified in the Embargo
905002024GE	Permit Expired
905002025GE	Permit already used
905002026GE	Permit not allowed as Embargo is in effect
905002027GE	Corrected Waybill must provide the original Permit Number
905002028GE	Permit limit for the day reached
905002029GE	Permit limit for the week reached
905002030GE	Permit Canceled
905002031GE	Commodities in the Waybill do not match or is not a Subset of the commodities allowed in the Permit
905002032GE	Level 4 Embargo in effect
908000000GE	Waybill Embargoed On Number Of Cars
908000001GE	Waybill Embargoed due to Date Restrictions

2. Use the scroll bar to view the full list of error codes.
3. Select **Cancel** to close the EDI 824 Error Codes and Descriptions page.

Appendix A. User Access Rights

The AAR Embargo System is structured to provide different levels of access to users depending on their assigned roles. The following list identifies the existing roles and their associated privileges.

Public – anyone who visits the site without logging in

- Search and view level 4 embargoes (except for the commodity list)
- Search and view embargoes and tariff notes
- Search and view embargo officers

Party to Waybill – any valid party to the waybill

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- Embargo permits (request, view, edit own permit requests)
- Tariff note permits (request, view, edit own permit requests)
- View embargo and permit officers
- Subscribe to embargo and tariff note notifications

Road Embargo Officer – embargo officer of a road

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- Issue (request for) and maintain non-level 4 embargoes on behalf of his/her road (issue, amend, cancel, reissue, view, clone, export, print)
- View audit log
- View journal
- Create/view embargo templates
- Create/view geographic templates
- View embargo and permit officers
- Subscribe to embargo and tariff note notifications
- View subscriptions
- Maintain a list of contacts to be notified when an embargo or tariff note is issued

Non-Level 4 Embargo Administrator – Railinc Embargo Administrators validate embargo information before it reaches the public.

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes

Appendix A. User Access Rights

- Issue (request for) non-level 4 embargoes on behalf of a railroad (issue, amend, cancel, reissue, edit, approve, reject, view, clone, export, print)
- View audit log
- View journal
- Create/view embargo templates
- Create/view geographic templates
- Maintain embargo officers
- View permit officers
- Subscribe to embargo and tariff note notifications
- View subscriptions
- Create/view contacts
- Maintain FTP profile

Level 4 AAR Embargo Officer – AAR Embargo Officer or designated administrator

- Perform all non-level 4 functions (except for the commodity list)
- Perform level-4 embargo functions (issue, amend, cancel, reissue, view without commodities, clone, export, print)
- View audit log
- View journal
- Create embargo templates
- View embargo templates
- Create geographic templates
- View geographic templates
- Edit and delete issued level 4 embargoes prior to approval by the Level 4 AAR Embargo Administrator
- View embargo and permit officers
- Subscribe to embargo and tariff note notifications
- View subscriptions
- Create/view contacts

Level 4 AAR Embargo Administrator – AAR Embargo Officer

- Perform all non-level 4 and level 4 functions (except for the commodity list)
- Approve level 4 embargoes
- Amend or cancel existing level 4 embargoes
- Delete expired level 4 embargoes
- Maintain embargo officers

Appendix A. User Access Rights

- View permit officers
- Subscribe to embargo and tariff note notifications
- View subscriptions
- Create/view contacts
- Maintain FTP profile

Railroad Permit Officer – Permit Officer of a Road

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- Accept/reject and cancel permit requests for authorized roads
- View, create, import, export non-level 4 permits for authorized roads
- View level 4 permits for authorized road
- View audit log
- View embargo and permit officers

Non-Level 4 Permit Administrator – Railinc Permit Administrator

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- View, accept/reject and cancel non-level 4 permit requests sent to any road
- View, create, cancel, import, export, non-level 4 permits issued by any road
- View audit log
- View embargo and permit officers

Level 4 AAR Permit Administrator – AAR Embargo Officer or designated administrator

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- Accept/reject permit requests for level 4 embargoes for which he/she is the permit officer
- Cancel level 4 permit requests for which he/she is the permit officer
- Create a permit for level 4 embargoes
- View all level 4 permits
- View audit log
- View embargo and permit officers

Level 4 STCC Viewer – Valid party to Waybill

- View commodity list on level 4 embargoes
- Search and view embargoes and tariff notes

OPSL Tariff Notes Officer - Tariff Notes Officer of a Road

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes
- Maintain tariff notes for own road (issue, amend, cancel, expire, view, clone, export, print)
- View audit log
- View journal
- View and create tariff note templates
- View and create geographic template

OPSL Tariff Notes Admin - Specifically assigned to personnel from Railinc to validate the tariff note information before it reaches the public

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes
- Maintain tariff notes for all roads (issue, amend, cancel, expire, edit, view, clone, export, print)
- View audit log
- View journal
- View and create tariff note templates
- View and create geographic templates

OPSL Tariff Notes Permit Officer - Permit Officer of a road

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- OPSL Tariff Notes Permit Admin can only act on permits from its own road (approve, create, reject, cancel, request)
- View permits
- View permit requests
- Edit own permit requests (clone, export, import, print)
- View audit log
- View embargo officers

OPSL Tariff Notes Permit Admin – Railinc personnel

- View all the fields in a level 4 embargo (except for the commodity list)
- Search and view embargoes and tariff notes
- OPSL Tariff Notes Permit Admin can act on permits from any road (approve, create, reject, cancel, request)

Appendix A. User Access Rights

- View permits
- View permit requests
- Edit own permit requests (clone, export, import, print)
- View audit log
- View embargo officers

Read-only User - Railinc CSC support personnel

- Level 4 Embargoes (view without commodities, export, print, view audit log, view journal, view embargo template, view geographic templates)
- Level 4 Embargo Permits (view permit, view permit request, export, print, view audit log)
- Embargoes (view, export, print, view audit log, view journal, view embargo templates, view geographic templates)
- OPSL Tariff Notes (view, export, print, view audit log, view journal, view tariff note templates)
- Embargo Permits (view permit, view permit request, export, print, view audit log)
- Tariff Note Permits (view permit, view permit request, export, print, view audit log)
- View embargo and permit officers
- View embargo and tariff note subscriptions
- View contacts
- View FTP profiles

Glossary

AAR—Association of American Railroads

ARB—Arbitration and Rules Committee

Car Hire—Car Hire is a usage charge paid to car owners by railroads for the use of freight cars and appurtenances.

CBA—Counter Billing Authorities.

CRB—Car Repair Billing Committee.

Damaged Car—A damaged car is one governed by Interchange Rule 107. Such cars are badly damaged or destroyed.

Defective Car—A defective car is one governed by Interchange Rule 108. Such cars require general repairs in excess of 36 hours including trucks or 25 hours excluding trucks.

DV—Depreciated Value.

EOT Device—End of Train Device.

FSAC—Freight Station Accounting Code.

ICD—Interchange Delivery.

ICR—Interchange Receipt.

JIC—Joint Inspection Certificate.

LCS—Liability Continuity System.

RAMP-ED—Rail Asset Management Process-Exception Disposition (RAMP-ED) system

RCH—Railroad Clearinghouse.

SPLC—Standard Point Location Code.

Umler—formerly the Universal Machine Language Equipment Register [UMLER]

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Frequently Asked Questions (FAQ)

This document lists questions and answers for the AAR Embargo/OPSL Notes and Permit System (AAR Embargo System). The questions are divided into the following categories: Embargoes, Permits, and OPSL Notes. For additional information, refer to the [AAR Embargo System](#) web page.

Embargoes

When can I issue an embargo?

Please refer to AAR Circular TD-1, Section II Prohibitions. The Circular does not establish standards for determining whether or not an embargo is lawful or unlawful. However, the party placing the embargo is responsible for compliance with applicable laws or regulations.

Can all railroads issue an embargo?

Yes, all railroads that are signatories to the Association of American Railroads Car Service and Car Hire Agreement (See AAR Circular OT-10) have the authority to issue embargoes. Before a railroad can issue an embargo through the AAR Embargo System, they must assign an Embargo Officer through Railinc's Single Sign-On (SSO) Application.

Can a non-railroad issue an embargo?

No. Only railroads may issue an embargo, though railroads will work with customers to regulate traffic in and out of their facility for such reasons as accumulation, track damage, etc. Please note, under the provisions of AAR TD-1 Circular, a water carrier may also issue an embargo. If a water carrier listed in the AAR Circular OT-10 wishes to issue an embargo, it would need to have a valid Standard Carrier Alpha Code (SCAC) in order to do so. For help with this contact Railinc's Customer Success Center at 1-800-544-7245 or email csc@railinc.com.

How long can an embargo be in effect?

Embargoes are temporary in nature and are initially created with an expiration date of one year from the issue/effective date. It is possible to re-issue embargoes after one year, but this should not be considered a long term solution based on the cause of the embargo. For situations that require a longer standing solution, an OPSL Note might be more appropriate.

When can I make my embargo effective immediately?

The TD-1 Circular in Section IV – Effective Date – outlines the rules around this. But generally embargoes that are for emergency type situations (flooding, bridge or track out, etc.) can be set up to be Effective Immediately. In such circumstances, the Embargo Officer submitting the embargo can check the Effective Immediately check box. Embargoes issued for Congestion/Accumulation should not be set to Effective Immediately.

Can I embargo all stations on my railroad by state?

Yes, an Embargo Officer has the ability to Embargo By State. This allows for maximum coverage of an embargo with fewer data entry steps. When the Embargo Officer is specifying the Geography information for an embargo, the 'Include These Locations' radio button should be selected allowing the user to define the locations that should be embargoed. The **STATE** option should be selected from the drop down menu next to the 'From' or 'To' text areas to indicate that State values will be entered. A state value can be entered allowing the Embargo Officer to quickly refer to all of the stations for their road within the given state to be embargoed.

Is an Operating Station Notice (OSN) an embargo?

The only difference between an embargo and an Operating Station Notice (OSN) is that an OSN is not subject to the Tier II EDI 824 edit process. No waybills will be matched against the OSN. The only notification to others will be via the email subscription process.

What is a Serving Switch Handling Carrier embargo?

The former Companion Embargo concept has been replaced with Serving Switch Handling Carrier functionality. This new functionality allows for Carrier-to-Carrier collaboration on embargo creation. This reduces the need for companion embargoes and reduces the overall number of embargoes. When the originating road issues an embargo that they want other carriers to participate in, the roadmarks for each of those roads is entered into the Participating Roads text area. Special instructions for the Participating Roads can be entered into the 'Notes to Participating Roads' text area. When the issuing carrier issues the embargo, an email notification is sent to each of the Participating Roads who have been invited to collaborate on this embargo. Each Participating Road is only allowed to add and remove their own FSAC information; all other details of the embargo are editable only by the origin road.

Can the Issuing Road delete the Serving Switch Handling Carrier from the existing embargo?

Yes, the Issuing Road can edit or amend a Serving Switch Handling Carrier embargo and delete a road listed in the Participating Roads text area.

Can I be notified when an embargo is issued?

Users with a valid Railinc Single Sign On account can subscribe to the AAR Embargo System. The subscription will allow users to receive notification via an email each time an embargo is created, approved, cancelled, amended or expires. Subscriptions are effective for one year. Subscribers will receive an email reminder one week prior to the subscription expiration date for a chance to renew it.

What does 'Bypass Local Waybills' mean?

If a road does not want their local waybills – originating and terminating on one road – that are submitted to Railinc's Forward and Store (F&S) System to be matched against embargoes or OPSL Notes, then this box is checked.

What does 'Tier II Effective Date' mean?

This is the date used to start matching submitted waybills to F&S against an effective embargo or OP&S Note. See Circular TD-1 section IV, Effective Date.

If I check the 'Include Empty Revenue Cars' box, will all empties be caught in the embargo?

If a waybill is submitted to Forward and Store (F&S) with an EDI 417 (where BX07 is E, 1, X and the 'Include Empty Revenue Cars' box is checked) then the application will attempt to match against the Embargo database and embargo the revenue empties. However, if the box is not checked then all empty revenue cars will bypass the edit process and they will not be embargoed.

When should I use the 'Max Car Allowed' option?

The numeric value the Embargo Officer enters in the text box indicates the number of equipment in a unit train that can be shipped without the need to obtain a permit to ship to an embargoed destination. If a unit train contains more than the number of equipment specified in the Max Car field, the train will be subject to the embargo.

What do the AND/OR values mean in the 'Include these Interchanges' section within Geography?

When the 'Include These Interchanges' check box is selected, it allows the Embargo Officer to define the Interchange criteria that will be used when evaluating embargo traffic. This means that when waybills are compared against the embargo, the route will be considered along with the Origin and Destination as criteria to stop traffic. There is a drop down field containing the values 'AND' and 'OR' next to the Interchanges text area. If the 'AND' option has been selected, a waybill must contain the Origin/Destination as specified on the embargo, and must contain the Interchange in its route in order to be stopped by the embargo. If the 'OR' option has been selected, the Origin and Destination do not have to match the embargo criteria, just the Interchange criteria needs to be matched. This means that regardless of the Origin/Destination, if the waybill is destined to pass through the specified interchange, traffic will be stopped by this embargo.

What does the 'Bi-Directional' check box mean within Geography?

When the Bi-Directional check box is selected, it means that that embargo is set up for two-way traffic. When an embargo needs to be set up to stop traffic from 'A' to 'B' and from 'B' to 'A', location 'A' would be entered into the 'From' text area, location 'B' would be entered in the 'To' text area, and the Bi-Directional check box would be selected. If traffic needs to be stopped from and to one location, the location would be entered into the 'From' text area, and the Bi-Directional check box selected.

I need to use a weight that is not listed in the 'Total Weight on Rail' drop down, what should I do?

Choose the 'Other' Option. An additional text box will then be displayed to input a weight other than those offered by default. Weights should always be in pounds and Total Weight on Rail.

What should I do if I cannot locate my customer using the patron CIF lookup by name?

If the patron name is not specified exactly as it is listed in the CIF database, the CIF record will not be returned. To optimize searching capability, the wildcard (*) feature should be used. When searching for a patron by name, specify the first three letters of the patron name, and then append the asterisk (*). This allows the search query to be as flexible as possible so that search results will be optimized.

If searching for the patron is not successful, it is possible that the patron does not exist in the CIF database. If the patron is not present in the CIF database, a request needs to be issued to have the patron added to the CIF database. Please contact CSC for additional instruction.

Will equipment that is not in Umler match an embargo?

If a piece of equipment listed on a waybill is not registered in Umler, the application assumes that equipment is invalid and therefore the waybill is not matched against any embargoes.

Are there any exceptions allowed for embargo weight restricted traffic?

When an embargo officer creates an embargo and specifies weight restrictions, the officer will have the option to specify the exception cars to these weight criteria by specifying the car initial and number. An individual car, a list of cars, or range of cars may be specified in the 'Except these Cars' text area.

Permits

Who can issue or approve a Permit?

Permit officers and administrators can approve embargo permits. Customers can request a permit, or a road can request a permit on behalf of a customer.

What does 'Permits Allowed Per Day' or 'Daily Allowance' mean?

This is the number of permits that the system will allow to be matched or used against a waybill during a 24 hour period. Anything over this number and the system will issue an 824 stating "Permit Limit for the day reached." The railroad embargo or OPSL Notes Permit Officer controls how many permits will be granted to shippers at the time of approval.

How many times can I use a permit?

Once a permit has been associated with a waybill, that permit number may not be used for any other shipment.

Will my shipment be allowed to move to destination if it is subject to more than one embargo and I have a permit?

In cases involving more than one embargo in a waybill route, the Tier II EDI 824 edit process will allow the waybill to pass through if the waybill has a permit for **EACH** matching embargo.

I have a multi-car waybill; how many permits will I need?

A permit for an embargo is issued against a waybill. Only one permit is needed for each waybill that is transmitted via EDI. So regardless of the equipment count within the waybill, the permit applies to the embargo listed on that waybill.

OPSL Notes

Note: For issues related to OPSL Notes, also review the embargo explanations as they are much the same.

Why should I input an OPSL Note and not an embargo?

Embargoes are only temporary in nature – short term – while OPSL Notes are for an indefinite period of time. Before an OPSL Notes Officer can enter a Note into the application, the Note must have been assigned an OPSL Notes number and have been made effective. It also must be published in the Railinc Centralized Station Master (CSM) Industry Reference File. Only OPSL Notes that are operational in nature are intended to be entered into the AAR Embargo System.

What does 'Information Only OPSL Note' mean?

See the explanation for Operating Station Notice provided for Embargo OSN. The process works the same as an Embargo Operating Station Notice, with no EDI 824 messages generated.

Error Codes and Descriptions

This document lists error codes and descriptions for the AAR Embargo/OPSL Notes and Permit System (AAR Embargo System). For additional information, refer to the [AAR Embargo System](#) web page.

Error Code	Description
905001010GE	More than one Embargo Number given in the Waybill
905001011GE	More than one Permit Number given in the Waybill
905001012GE	Permit number is required if Embargo Number is given
905001013GE	Embargo number is required if Permit Number is given
905002020GE	Embargo Number provided in the Waybill is not found in the Database
905002021GE	Permit Number provided in the Waybill is not found in the Database
905002022GE	Permit Number provided is not for the Embargo
905002023GE	Attributes of the Waybill do not match the conditions specified in the Embargo
905002024GE	Permit Expired
905002025GE	Permit already used
905002026GE	Permit not allowed as Embargo is in effect
905002027GE	Corrected Waybill must provide the original Permit Number
905002028GE	Permit limit for the day reached
905002029GE	Permit limit for the week reached
905002030GE	Permit Cancelled
905002031GE	Commodities in the Waybill do not match/ or is not a Subset of the commodities allowed in the Permit
905002032GE	Level 4 Embargo in effect
908000000GE	Waybill Embargoed On Number Of Cars
908001010GE	Waybill embargoed due to Plate Restrictions
908003030GE	Waybill embargoed due to weight
908003031GE	Waybill embargoed due to gross weight
908003032GE	Waybill embargoed due to net weight
908003033GE	Waybill embargoed due to estimated weight
908003034GE	Waybill embargoed due to total weight

Error Code	Description
908024241GE	Car Type embargoed
908024242GE	Multi-car Waybills not supported for Level 4 Embargo
908024243OE	Rail equipment subject to OPSL Note restriction
918201010GE	Waybill date prior to permit effective date
920001010GE	Origin station embargoed
920005050GE	Origin Junction Settlement Carrier station is embargoed
921001010GE	Destination station embargoed
921005050GE	Destination Junction Settlement Carrier station is embargoed
922004040GE	Party to Waybill embargoed-Waybill requires permit
947003030GE	Junction in route embargoed
955003030GE	Commodity embargoed-Waybill requires permit



Welcome to AAR Embargo/OPSL Notes And Permit System

Welcome to the AAR Embargo and Open & Prepay Station List (OPSL) Permit Management Systems. This website is intended for two unique functions in the rail industry. One function is Embargo and Permit Management that is covered under best business practices in AAR Circular TD-1 which can be located under the Embargo TAB. The second and unique function is Open & Prepay Station (OPSL) Notes and Permit Management.

Embargo and Permit Management

An Embargo is a temporary method of controlling traffic movements when in the judgment of the serving railroad threatens congestion, accumulation or other interference with operations such as track, bridge or other physical impairments that warrant restrictions. Embargoes may contain a provision for a permit to provide a controlled movement of traffic to an embargoed destination.

The Embargo and Permit functions will allow a railroad to issue, amend and cancel an embargo. Another feature of the Embargo Permit Database System will allow a railroad user with assigned permissions to grant a permit(s) for specific shipments to proceed to an embargoed destination.

The database allows for search and retrieval by Embargo Number and/or embargo attributes like Standard Transportation Commodities (STCC), State/Province, Freight Station Accounting Code(s) (FSAC), City Locations or Patron Names, etc. For specific information on Embargo procedures click on the link to AAR Embargo Circular. You may also access HELP text and the Embargo Permit Database Users Manual for additional information. For specific questions contact csc@railinc.com or call Railinc Customer Support at 1-800-544-7245.

OPSL Note and Permit Management

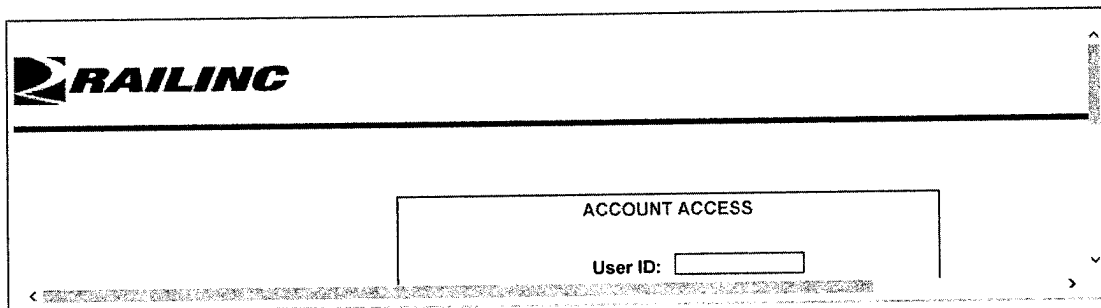
An OPSL Note is a permanent method of identifying stations which, due to operational issues such as clearance, weight, capacity, etc., require controlled traffic movement. OPSL Notes may contain a provision for a permit to provide a controlled movement of traffic to a specific station.

The OPSL Note and Permit functions will allow a railroad to issue, amend and cancel an OPSL Note. Another feature of the OPSL Note Permit Database System will allow a railroad user with assigned permissions to grant a permit(s) for specific shipments to proceed to a station notes in the OPSL.

The notes in displayed in this website are not associated to AAR Embargoes; and are not governed by AAR Circular TD-1 Rules Governing the Placing and Handling of Embargoes. The notes included herein or entered into this system in OPSL Notes and Permit Management are intended to aid shippers, consignees and railroad transportation personnel in the electronic exchange of waybills and permits (if needed) associated with operational issues defined by the railroad that has entered the note in the "Official Railroad Station List" (OPSL).

The database allows for search and retrieval by OPSL Number and/or OPSL attributes like Standard Transportation Commodities (STCC), State/Province, Freight Station Accounting Code(s) (FSAC), City Locations or Patron Names, etc. For specific information on OPSL procedures click on the link to OPSL Note and Rules Guidelines. You may also access HELP text and the Embargo and OPSL/ Notes Permit Database Users Manual for additional information. For specific questions contact csc@railinc.com or call Railinc Customer Support at 1-800-544-7245.

News and Updates





Verob.
July 2010

Replaces Tab 7
In Ernest
Hume Porter

REVISED CIRCULAR TD-1

ASSOCIATION OF AMERICAN RAILROADS

Effective July 1, 2010

TO: Transportation Officers - All Railroads

The following instructions shall govern the placing and handling of embargoes:

I. DEFINITIONS

- A. An embargo is a method of controlling traffic movements when, in the judgement of the serving railroad, an actual or threatened Physical or Operational Impairment, of a temporary nature, warrant restrictions against such movements.
- B. For the purpose of this Circular, "Traffic" is defined as loaded and revenue empty freight cars, trailers and/or containers. In the case of disasters the definition of "Traffic" can be expanded to include embargo of empty freight cars. Empty equipment may be embargoed only in the case of a disaster in which damage or destruction of railroad facilities such as bridge fires, accidents, or the imminent occurrence of such a Physical Impairment (e.g., approaching hurricane, rising floodwaters). This shall include carrier and privately owned or leased freight cars, trailers and/or containers.

II. PROHIBITIONS

- A. It is prohibited to issue embargoes:
1. As a permanent measure to control traffic.
 2. At the request of a consignee.
 3. As a commercial measure to control the routing of Traffic to or via any particular gateway, railroad or destination which is not related to the existence of the impairment.
 4. Against acceptance of Traffic on specified days.
 5. Limiting the amount of Traffic to be accepted daily or periodically.
 6. Against Traffic consigned to the United States Government, its authorized agents or officers, except when the Physical or Operational impairment prevents movement of such Traffic.
 7. Against a consignor or consignee for failure to pay freight charges and/or demurrage.
 8. Enforce terms of a contract or interchange agreement between railroads.
 9. De-market traffic.
 10. Restrict business growth
- B. It shall not be permissible to *maintain* an embargo against:
1. Traffic for railroads or parts thereof, or stations, which are being abandoned or to which service is being discontinued, except as a temporary measure, to be kept in effect only until appropriate revisions of pricing documents of affected stations can be accomplished
 2. Acceptance of Traffic by reason of weight or clearance limitations, except as a temporary measure, pending publication of restrictions in Official List of Open and Prepay Stations / Railinc Centralized Station Master Notes.

III. PROCEDURE

When necessary to restrict traffic movements, for periods in excess of 24 hours, an embargo must be used. It is the responsibility of a Railroad experiencing an Operational or Physical Impairment to place its own embargo rather than wait for such action by its connections. An embargo placed against an individual consignee is applicable to Traffic consigned, re-consigned or intended, as well as Traffic billed "shippers order", for that consignee.

- A. Carriers placing, amending, or canceling an embargo must notify the AAR and use the AAR Embargo and Permit System. The Association of American Railroads will transmit via email or XML notices of embargoes

placed, amended, or cancelled to each full member railroad's designated embargo officer named in the AAR electronic Embargo Officer Registration File, to the Surface Transportation Board and the American Short Line and Regional Railroad Association. The AAR will provide an electronic subscription service for daily embargoes to other interested parties upon request. Instructions to submitters are contained in www.aar.org under RR Industry Info - Embargoes site.

- B. Each railroad shall designate an officer to issue and receive embargoes, whose name, title and address must be published in The Official Railway Equipment Register and the AAR electronic Embargo Office Registration File. Each railroad shall maintain a file of applicable embargoes for the information of the public, and the AAR will maintain an Embargo and Permit System containing all effective, cancelled and expired embargoes for three years. The AAR Embargo and Permit System is located at www.aar.org.
- C. Embargoes against a consignee shall be placed by the railroad performing the switching service or by a connecting road haul carrier for traffic it delivers to the switching carrier for that consignee. If served by more than one road, a consignee may be embargoed by each such road.
- D. If in the judgment of the Association of American Railroads an emergency exists, it may issue an embargo without a prior request by the serving or switching carrier(s) involved. The AAR will contact the affected railroads in advance of issuing the embargo.
- E. The Association of American Railroads will issue an embargo, at the request of the Surface Transportation Board.
- F. Embargoes will remain in effect until cancelled but, unless cancelled, will automatically expire one year after effective date of issuance. No expiration date shall be stated in the embargo. (See VIII. Re-issuance).
- G. An embargo shall contain the following information, as necessary to ensure the embargo will be properly applied: (i) if the embargo is station specific, a list of the affected stations, by Freight Station Accounting Code as defined in the Railinc Centralized Station Master (CSM); (ii) if the embargo is directed at a gateway or territory, a description of the affected gateway or territory by city, state or province, (iii) commodities embargoed and their Standard Transportation Code(s) (or state "all commodities"); (iv) if the embargo is customer specific the railroad embargo officer must supply by Customer Identification File (CIF) Number, the customers consigned, re-consigned or intended to be embargoed; (v) embargo cause; and (vi) any exceptions to the embargo.

IV. EFFECTIVE DATE

The body of the embargo shall state a specific date, not earlier than date submitted via the AAR Embargo and Permit System to the Association of American Railroads, on which the embargo is to become effective.

- A. An embargo may be "effective immediately" only if it is due to the issuance of a security alert requiring an embargo; the sudden occurrence of a Physical Impairment that would make the rendering of service impossible or highly impracticable (e.g., natural disasters, damage or destruction of railroad facilities such as bridge fires, accidents); or the imminent occurrence of such a Physical Impairment (e.g., approaching hurricane, rising floodwaters). An "effective immediately" embargo may not be issued for other Physical Impairments or for Operational Impairments of any kind.
 - A. An "effective immediately" embargo shall become effective at the time it is made available to other railroads on the AAR Embargo and Permit System (the "Effective Time").
 - B. An origin road may not accept Traffic to or via an embargoed location after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.
 - C. The serving road is not obligated to accept loaded or revenue empty traffic from connections which is intended for interchange to the serving road after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.
- B. An Embargo other than an "Effective Immediately Embargo" becomes effective 11:59 P.M. of the date specified and no Traffic will be accepted for movement except as specified in Paragraph IV-B-1 below:
 - A. An origin road will accept loaded traffic for movement to or via embargoed locations not to exceed 48 hours after the effective date of the embargo and then only for Traffic loaded or in the process of loading prior to the effective date of the embargo.

Empty cars, trailers, and/or containers en-route to shippers' loading facilities do not qualify as being in the process of loading.

- B. The serving road will accept loaded Traffic from connections which was originated in accordance with the provisions of Paragraph IV-B-1.

V. AMENDMENTS AND CANCELLATIONS

Amendments or parts thereof reducing restrictions and embargo cancellations become effective immediately on submission to the Association of American Railroads, and reviewed by the AAR administrator unless otherwise specified therein. Amendments or parts thereof increasing restrictions will have an effective date subject to Section IV-A or IV-B (as applicable) of this Circular.

- A. When an embargo is amended, the portions of the original restrictions remaining in effect shall be considered continuous in application. Amendments shall be consecutively numbered and in each case shall state the reason for the change.
- B. Railroads will cancel embargoes immediately upon removal of cause for which embargo was issued.

VI. PERMITS

- A. An embargo may contain provision for a permit system to provide controlled movement of Traffic, including permits for special emergency situations where there is public necessity for special transportation relief. Where a permit system is used, the embargo will contain the name and contact information for the party responsible for the issuance of permits.
- B. Railinc, acting as the agent for the Association of American Railroads and for the railroads submitting embargoes will maintain an electronic AAR Embargo and Permit System to forward Embargo Numbers and Embargo Permit Numbers reported in an EDI 417 Transportation Waybill to railroads listed in the routing.
- C. When a permit number is used to move a shipment, the shipper is required to furnish the Embargo Number and Permit Number in accordance with ANSI EDI 404 (Bill of Lading) Guidelines. The Embargo Number must be transmitted in the N901 EN Qualifier and the Permit Number must be transmitted in the N902 EB Qualifier. Failure to provide this information will result in shipments being held or billing rejected.

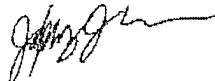
VII. WATER CARRIERS

Water carriers listed in Appendix "A" of the Association of American Railroads Circular TD-1 printed in the current issue of The Official Railway Equipment Register, have agreed to transmit embargoes, amendments or cancellations thereof, issued by them to the Association of American Railroads and to connecting rail carriers. In turn, the Association of American Railroads shall transmit embargo notices to the water carriers. Water carrier embargo notices transmitted to the Association of American Railroads shall be issued in the name of the originating water carrier. Embargoes issued by such water carrier will be observed by the railroads in the same manner as those issued by railroads. In the event of failure of the water carrier to receive Traffic currently, and to issue formal embargo notice, it shall be incumbent on connecting rail carriers to issue individual embargoes covering the Traffic involved, in the same manner as against individual receivers.

VIII. REISSUANCE

Each embargo will automatically expire one year after the effective date of issuance unless request is made to the Association of American Railroads for re-issuance. Re-issuance request must include a new number in accordance with Paragraph III-F.

Yours very truly,



Jeffrey J. Usher
Asst. Vice President-Business Services
Association of American Railroads

NOTE 1: Changes in Appendix 'A' listing water carriers, are made regularly and may be found in current issues of *The Official Railway Equipment Register*.

CIRCULAR TD-1 – APPENDIX A
WATER CARRIERS WHICH HAVE AGREED TO EXCHANGE EMBARGO
INFORMATION THROUGH EMBARGO HEADQUARTERS

Jeffrey J. Usher
Asst. Vice President-Business Services,
Association of American Railroads
50 F St., N.W.
Washington, D.C. 20001
csc@railinc.com

NAME OF LINE, TITLE OF DESIGNATED EMBARGO OFFICER AND ADDRESS

Arnold Transit Company
Paul W. Brown, President
P.O. Box 220
Mackinac Island, MI 49757

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AAR CIRCULAR TD-1

Click on the AAR TD1 CIRCULAR option on the navigation menu at any time to display the full text of the circular, which is included here in full for easy reference.

REVISED CIRCULAR TD-1 ASSOCIATION OF AMERICAN RAILROADS

Effective: February 15, 2007

TO: Transportation Officers - All Railroads

The following instructions shall govern the placing and handling of embargoes:

This circular provides instructions for the placing of embargoes and for the handling of embargoed traffic. It does not establish standards for determining whether an embargo is lawful or unlawful. The party placing an embargo is responsible for compliance with all applicable laws and regulations.

I. DEFINITIONS

- A. An embargo is a method of controlling Traffic movements when, in the judgment of the serving railroad, an actual or threatened Physical or Operational Impairment, **of a temporary nature**, warrants restrictions against such movements.
- B. For the purpose of this Circular, "Traffic" is defined as loaded and revenue empty freight cars, trailers and/or containers. This shall include carrier and privately owned or leased freight cars, trailers and/or containers.

II. PROHIBITIONS

- A. It is prohibited to issue embargoes:
 - 1. As a permanent measure to control traffic
 - 2. At the request of a consignee.
 - 3. As a commercial measure to control the routing of Traffic to or via any particular gateway, railroad or destination which is not related to the existence of the impairment.
 - 4. Against acceptance of Traffic on specified days.
 - 5. Limiting the amount of Traffic to be accepted daily or periodically.
 - 6. Against Traffic consigned to the United States Government, its authorized agents or officers, except when the Physical or Operational impairment prevents movement of such Traffic.
 - 7. Against a consignor or consignee for failure to pay freight charges and/or demurrage.
 - 8. Enforce terms of a contract or interchange agreement between railroads.
 - 9. De-market traffic.
 - 10. Restrict business growth.
- B. It shall not be permissible to maintain an embargo against:
 - 1. Traffic for railroads or parts thereof, or stations, which are being abandoned or to which service is being discontinued, except as a temporary measure, to be kept in effect only until appropriate revisions of pricing documents of affected stations can be accomplished.
 - 2. Acceptance of Traffic by reason of weight or clearance limitations, except as a temporary measure, pending publication of restrictions in Official List of Open and Prepay Stations / Railinc Centralized Station Master Notes.

III. PROCEDURE

When necessary to restrict Traffic movements, for periods in excess of 24 hours, an embargo must be used. It is the responsibility of a Railroad experiencing an Operational or Physical Impairment to place its own embargo rather than wait for such action by its connections. An embargo placed against an individual consignee is applicable to Traffic consigned, re-consigned or intended, as well as Traffic billed "shippers order", for that consignee.

A. Carriers placing, amending, or canceling an embargo must notify the AAR and use the AAR Embargo and Permit System. The Association of American Railroads will transmit via email or XML notices of embargoes placed, amended, or cancelled to each full member railroad's designated embargo officer named in the AAR electronic Embargo Officer Registration File, to the Surface Transportation Board and the American Short Line and Regional Railroad Association. The AAR will provide an electronic subscription service for daily embargoes to other interested parties upon request. Instructions to submitters are contained in www.aar.org under RR Industry Info - Embargoes site.

B. Each railroad shall designate an officer to issue and receive embargoes, whose name, title and address must be published in The Official Railway Equipment Register and the AAR electronic Embargo Office Registration File. Each railroad shall maintain a file of applicable embargoes for the information of the public, and the AAR will maintain an Embargo and Permit System containing all effective, cancelled and expired embargoes for three years. The AAR Embargo and Permit System is located at www.aar.org.

C. Embargoes against a consignee shall be placed by the railroad performing the switching service or by a connecting road haul carrier for traffic it delivers to the switching carrier for that consignee. If served by more than one road, a consignee may be embargoed by each such road.

D. If in the judgment of the Association of American Railroads an emergency exists, it may issue an embargo without a prior request by the serving or switching carrier(s) involved. The AAR will contact the affected railroads in advance of issuing the embargo.

E. The Association of American Railroads will issue an embargo, at the request of the Surface Transportation Board.

F. Embargoes will remain in effect until cancelled but, unless cancelled, will automatically expire one year after effective date of issuance. No expiration date shall be stated in the embargo. (See VIII. Re-issuance).

G. An embargo shall contain the following information, as necessary to ensure the embargo will be properly applied: (i) if the embargo is station specific, a list of the affected stations, by Freight Station Accounting Code as defined in the Railinc Centralized Station Master (CSM); (ii) if the embargo is directed at a gateway or territory, a description of the affected gateway or territory by city, state or province, (iii) commodities embargoed and their Standard Transportation Code(s) (or state "all commodities"); (iv) if the embargo is customer specific the railroad embargo officer must supply by Customer Identification File (CIF) Number, the customers consigned, re-consigned or intended to be embargoed; (v) embargo cause; and (vi) any exceptions to the embargo.

IV. EFFECTIVE DATE

The body of the embargo shall state a specific date, not earlier than date submitted via the AAR Embargo and Permit System to the Association of American Railroads, on which the embargo is to become effective.

A. An embargo may be "effective immediately" only if it is due to the issuance of a security alert requiring an embargo; the sudden occurrence of a Physical Impairment that would make the rendering of service impossible or highly impracticable (e.g., natural disasters, damage or destruction of railroad facilities such as bridge fires, accidents); or the imminent occurrence of such a Physical Impairment (e.g., approaching hurricane, rising floodwaters). An "effective

immediately" embargo may not be issued for other Physical Impairments or for Operational Impairments of any kind.

1. An "effective immediately" embargo shall become effective at the time it is made available to other railroads on the AAR Embargo and Permit System (the "Effective Time").
 2. An origin road may not accept Traffic to or via an embargoed location after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.
 3. The serving road is not obligated to accept loaded or revenue empty traffic from connections which is intended for interchange to the serving road after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.
- B. An Embargo other than an "Effective Immediately Embargo" becomes effective 11:59 P.M. of the date specified and no Traffic will be accepted for movement except as specified in Paragraph IV-B-1 below:
1. An origin road will accept loaded traffic for movement to or via embargoed locations not to exceed 48 hours after the effective date of the embargo and then only for Traffic loaded or in the process of loading prior to the effective date of the embargo. Empty cars, trailers, and/or containers en-route to shippers' loading facilities do not qualify as being in the process of loading.
 2. The serving road will accept loaded Traffic from connections which was originated in accordance with the provisions of Paragraph IV-B-1.

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Yours very truly,

Jeffrey J. Usher

Asst. VP - Business Services

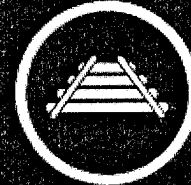
Association of American Railroads

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[View as a webpage](#)

NETWORK UPDATE



Dear xxx,

December 12, 2018

As we previously communicated, due to the unprecedented volume of railcars in Vancouver, we have to implement a permit process to control the flow of traffic to this highly congested area.

We will be limiting the number of permits issued over the next 24-72 hours for merchandise traffic. Unit train traffic will be regulated by CN's Bulk Operations team. There will be no impact on Intermodal business in Vancouver with this process.

We truly apologize for the inconvenience and we remain actively engaged in our efforts to get back to our normal operations.

If you require a permit, please click the Request Permit button below to complete the permit request form.

- The form must be completed by 15:00MT/17:00ET for any shipments waybilled (EDI 404/Shipping Instructions) for the following day.
- For shipments scheduled for Saturday/Sunday/Monday, please submit the form on the previous Friday by 15:00MT/17:00ET.
- One permit per railcar will be issued. Permits will be valid for that ship date only (24 hours).
- Once a permit number has been granted, the Embargo Number and Permit Number must be included in your EDI 404/Shipping Instructions.

[Request Permit](#)

Once you receive the Permit Number and are ready to ship

If you use EDI 404 - Here's how to submit the Embargo and Permit numbers:
N9*EN*Enter Embargo number here
N9*EB*Enter Embargo permit number here





If you use Shipping Instructions - Here's how to submit the Embargo and Permit numbers:

Shipment References							
Embargo Number	Code	Select Type of Reference	Code				
Permit Number	Code	Select Type of Reference	Code				
Select Type of Reference	Code	Select Type of Reference	Code			More	
ZTS Reference							

The **Embargo number is CN005018** we'll need to include that in the email and on the form.

We are continuing to work with our partner railroads to increase the capacity of the interchange. We apologize for this inconvenience, and appreciate your patience as work toward improving the situation.

Thank you,
CN Corporate Marketing & Service Delivery

Contact Us Sales Center 1-888-MOVIN-CN eBusiness 1-800-361-0198 Service Delivery 1-888-926-7245 Intermodal Logistics 1-866-896-6601	Quick Links eBusiness Login Customer Center Customer Safety Our Business	   
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CN, 935 de La Gauchetière West Montreal, Quebec, H3B 2M9, Canada



Customer Station Bulletin

Customer Advisory – Vancouver Traffic Embargo

Due to congestion at the CN interchange serving the North Shore in Vancouver, and the interchange at New Westminster BC, CP will be issuing an embargo application for specific consignees and commodities in manifest service in an effort to proactively manage the traffic into this congested area. CP is working to minimize impacts to our customers through blocking traffic for CN to help expedite their recovery.

This embargo applies to:

- Ray-Mont Logistics Vancouver, Global Agriculture Trans-Loading, Lynn Terminals Eastgate, KM Canada Marine Terminal, Euro Asia Transload and Fibreco Exports receiving the following commodities - canola, canola meal, flaxseed, special crops and pulp products.
- This embargo will go into effect at 0001, Thursday December 13th. The embargo can be rescinded at any time.
- Please note, this will not impact unit train service.

For up-to-date information on specific impacts to your shipments or other problem resolution inquiries please contact Customer Service at 1-888-333-8111. You can also reach Customer Service through the Log an Issue tool on Customer Station or via email at customer_service@cpr.ca

CP will continue to monitor the situation and provide updates, we appreciate your patience and support.