

AAR Embargo/OPSL Notes and Permit System User Guide



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Learning about the AAR Embargo/OPSL Notes and Permit System

This document describes how to use the AAR Embargo and Open & Prepay Station List (OPSL) Notes and Permit Management System (AAR Embargo System) through the following major sections:

- “[Getting Started](#)” on page 3 describes how to access and log in to the system.
- “[Working with Embargoes](#)” on page 8 describes how to perform common embargo tasks, such as issuing, searching, editing, deleting, and approving embargoes.
- “[Managing Embargo Permits](#)” on page 40 describes how to obtain a permit to bypass an embargo.
- “[Working with OPSL Notes](#)” on page 55 describes how to perform common OPSL Note tasks, such as issuing, searching, editing, deleting, and approving OPSL Notes.
- “[Managing OPSL Note Permits](#)” on page 91 describes how to obtain a permit to bypass an OPSL Note.
- “[Using Administrative Tools](#)” on page 102 describes tools available for working with embargoes and OPSL Notes, including contacts, subscriptions, geographic templates, FTP profiles, and an EDI 824 viewer.

A glossary and index follow the major sections.

Overview

The AAR Embargo System supports the following two important rail industry functions:

- **Embargo and Permit Management**, which is covered under best business practices in AAR Circular TD-1. This circular, accessible through the Embargoes menu, governs the issuance of embargoes and should be reviewed by railroad embargo officers when issuing a new embargo or amending an existing embargo.

and

- **OPSL Notes and Permit Management**, which has its own set of rules and guidelines (accessible through the OPSL Notes menu).

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

Note: Embargoes expire after one year. A carrier can reissue an embargo if the issue is not resolved within a year; however, an OPSL Note is a better option for long-term issues.

The AAR Embargo System enables railroads to issue, amend, and cancel an embargo. The system also enables a railroad user with assigned permissions to grant a permit (or multiple permits) for specific shipments to proceed to an embargoed destination. The system allows for search and retrieval by embargo number and/or embargo attributes such as Standard Transportation Commodity Codes (STCCs), State/Province, Freight Station Accounting Codes (FSACs), City Locations, or Patron Names. Embargoes may be made effective immediately for severe conditions, but generally, embargoes require a 48-hour waiting period.

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 AAR Embargo System enables a railroad to issue, amend, and cancel an OPSL Note. The system also enables a railroad user with assigned permissions to grant a permit(s) for specific shipments to proceed to a station with notes in the OPSL.

Note: All OPSL Notes are *not* created and maintained in the AAR Embargo System. This system does not include all notes published in the “Official Railroad Station List”, but only includes those notes that impact rail shipment movement associated with operational issues such as bridge, clearance, or weight restrictions. OPSL Notes are not Embargoes.

This user guide and the online help (available through the Help menu) assist users in navigating the interface, performing system procedures, and understanding the meaning of fields.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center


The Railinc Customer Success Center provides reliable and timely high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877- RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

If you just want to *view* embargos and OPSL Notes and Permits, you do not need to log in to the application. Simply access the Railinc portal at <http://www.railinc.com> and select [Embargoes](#) in the “Popular Links” section.

To use the system with more than view functionality, access the AAR Embargo System by using Railinc Single Sign On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <http://www.railinc.com> and log into SSO by entering your user ID and password in the fields at the top right of the page and then selecting **Log In**.

Notes:

1. If you do not already have a Railinc SSO user ID and password, refer to the [Railinc Single Sign On User Guide](#), which is available on <http://www.railinc.com> by selecting the  icon below the Sign In button in the Account Access pane. Once you have access to Railinc SSO, you must request access to the AAR Embargo System within SSO.
2. If you do not have access to the AAR Embargo System, request access by following instructions in the [Railinc Single Sign On User Guide](#). See “[Learning about User Roles](#)” on page 3 for information about the available levels of access. When you have received e-mail notification confirming your access, you can log on and begin using the AAR Embargo System.

Learning about User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign On interface (see [Exhibit 1](#)).

Exhibit 1. SSO Request Permission

The screenshot shows the 'Request Permission' page for the AAR Embargo/OPSL Permit System. At the top, there is a navigation bar with the RAILINC logo, 'User Services', and links for 'WRITER : RAIL - RAILINC CORPORATION', 'Launch Pad', 'Contact Us', and 'Sign Out'. Below the navigation bar, the breadcrumb 'User Services > Request Permission' is visible. The main content area is titled 'AAR Embargo/OPSL Permit System' and contains a section labeled '* Select Role'. This section lists five roles, each with a checkbox and a description:

- Embargo Officer - Non Level 4 (company required)**
Embargo officer who can issue an Embargo on behalf of his/her road.
- Embargo Party to the Waybill**
Waybill Shipper, consignee or care of party who need to request permits.
- Embargo Permit Officer-NonLv4 (company required)**
Permit Officer of a road who can issue permits on behalf of his/her road.
- OPSL Note Officer (company required)**
Same as the role Road Embargo Issuer. Issue (request for) OPSL note on behalf of his/her road; Maintain a list of contact persons, who would be notified when a OPSL note is issued.
- OPSL Note Permit Officer (company required)**
Same as Railroad Permit Officer role. Accept/reject/cancel permit requests for authorized road; Cancel permits for authorized road; Create/import/export Non-Level 4 Permits for authorized road; View Level 4/Non-Level 4 permits for authorized road.

Below the role list, there is a search section labeled '* Company Id' with an input field and a 'Search' button. Underneath is an 'Enter Comment' field. At the bottom right of the form, there are 'Submit' and 'Return' buttons.

The following user roles can be assigned to users of the AAR Embargo System:

- **Embargo Officer - Non Level 4** – Embargo officer who can issue an Embargo on behalf of his/her road.
- **Embargo Party to the Waybill** – Waybill Shipper, consignee, or care of party who needs to request permits.
- **Embargo Permit Officer - Non Level 4** – Permit Officer of a road who can issue permits on behalf of his/her road.
- **OPSL Note Officer** – Equivalent to the Embargo Officer - Non Level 4 role. This role can issue OPSL notes on behalf of his/her road, and can maintain a list of contact persons who are notified when an OPSL note is issued.
- **OPSL Note Permit Officer** – Equivalent to the Embargo Permit Officer - Non Level 4 role. This role can accept/reject/cancel permit requests for authorized roads; cancel permits for authorized roads; create/import/export Non-Level 4 permits for authorized roads; and view Level 4/Non-Level 4 permits for authorized roads.

Note: Level 4 refers to an emergency or very severe issue as directed by the AAR. Level 4 access is restricted to authorized personnel.

Logging In

To log into the AAR Embargo System:

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right).
4. Under the Your Applications heading, select the link for the AAR Embargo System.
5. The AAR Embargo System Home page is displayed (see [Exhibit 2](#)).

Logging Out

Select the **Sign Out** link to end an AAR Embargo System session and return to the SSO Login Page.

If multiple SSO applications are open (in separate browser windows), and you want to close only one, close the unwanted session window by selecting the “x” at the top right of the window or pressing **Alt +F4**. Do NOT select the **Sign Out** link—this would end the entire Single Sign On session (and *all* open SSO applications).

If the user session has been idle for more than 30 minutes, a warning message is displayed and you must log back in.

Viewing the Home Page

The Home page is displayed once you successfully log in to the AAR Embargo System (see [Exhibit 2](#)).

Exhibit 2. AAR Embargo System Home Page

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

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

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 Application Menu, shown at the top of each AAR Embargo System page, provides access to the following functions:

Menu Item	Function
Home	Navigate to the AAR Embargo System Home page.
Embargoes	Issue embargoes, search for embargoes, view pending embargoes, create and view embargo templates, search for and view embargo and permit officers, and view the TD1 Circular (which governs the placing and handling of embargoes).
Embargo Permits	Request and search embargo permits, search embargo permit requests, administer and create embargo permits, upload embargo permits, and search for and view embargo and permit officers.
OPSL Notes	Issue OPSL Notes, search for OPSL Notes, view pending OPSL Notes, create and view OPSL Note templates, search for and view OPSL Note and permit officers, and view the OPSL Note rules and guidelines.
OPSL Note Permits	Request and search OPSL Note permits, search OPSL Note permit requests, administer and create OPSL Note permits, upload OPSL Note permits, and search for and view OPSL Note and permit officers.
Tools	Create and search for contacts, create and view geographic templates, create and view subscriptions, search and view audit logs, search and view outbound EDI 824 messages, and view EDI 824 error codes and descriptions.
Help	Access the online documentation, including the user guide (this document), a list of frequently asked questions, and a listing of EDI 824 error codes and descriptions.

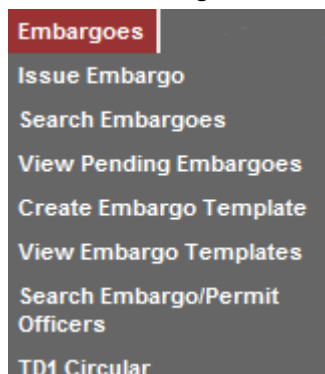
Notes:

- Menu content may vary depending on your role-based permissions (see [Exhibit 1](#)).
- For detailed instructions about using the Railinc interface elements such as menus, calendar tools, and drop-down text boxes, refer to the [Railinc UI Dictionary](#).
- Any mandatory fields are shown in **red**.

Working with Embargoes

When you select **Embargoes** on an AAR Embargo System page, the Embargoes menu is displayed (see [Exhibit 3](#)).

Exhibit 3. Embargoes Menu



[Exhibit 4](#) describes the tasks available on the Embargoes menu.

Exhibit 4. Embargoes Menu Items and Descriptions

Menu Item	Description
Issue Embargo	Enables you to create an embargo that temporarily restricts rail traffic from a specified area. Embargoes are not in effect until they are approved by the AAR.
Search Embargo	Enables you to search for existing embargoes. Once results are located, you can perform additional functions.
View Pending Embargoes	Enables you to view a list of draft, pending, and rejected embargoes for your mark.
Create Embargo Template	Enables you to create an embargo template that is prepopulated with regularly used information.
View Embargo Templates	Enables you to view and apply the embargo templates that you have created.
Search Embargo/Permit Officers	Enables you to search for embargo officers for all marks.
TD1 Circular	Enables you to view the AAR Circular TD-1, which governs the placing and handling of embargoes.

Issuing Embargoes

Newly issued embargoes remain in “pending” status until approved by the AAR Administrator.

The following general rules apply when issuing an embargo:

- Road embargo issuers can only issue embargoes for their own roads.
- An embargo administrator can issue non-level 4 embargoes for any road.

Working with Embargoes

- The default **effective date** is the date the embargo is issued. The default **expiration date** is one year from the current date.
- Embargo numbers are generated by the system at the time of issuance.

Use the following procedure to issue a new non-level 4 embargo:

1. Select **Embargoes>Issue Embargo**. The Issue Embargo page is displayed (see [Exhibit 5](#)).

Exhibit 5. Issue Embargo (top and bottom of page)

The screenshot shows the 'Issue Embargo' page in the AAR Embargo System. The page is titled 'Issue Embargo' and contains several sections:

- General Embargo Information:** Includes fields for Embargo No., Issuing Road (set to RAIL), Effective Date (01-14-2013), and Expiration Date (01-14-2014). It also has checkboxes for 'Op Station Notice', 'Effective Immediately', 'Include Empty Revenue Cars', and 'Include All Empty Cars' (with a note: '(Only for causes Weather conditions Or Derailment Or Bridge Out of service)').
- Commodity:** Includes radio buttons for 'Target Select Commodities' (selected) and 'Target All Commodities'. It also has a list box for 'Include These Commodities'.
- Cause:** Includes a dropdown for '*Cause:' (set to '- Choose a Cause -') and a text area for 'Cause Detail'.
- Notes:** Includes a text area for 'Notes to Participating Roads'.

The page also features a navigation bar with links: Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, Help. The header includes the RAILINC logo and 'AAR Embargo System'.

The screenshot shows a web interface for configuring embargoes. It is divided into two main sections: 'Equipment' and 'Waybill Parties'.

Equipment Section:

- Targeting options:
 - Target Select UMLER Equipment Types
 - Target All UMLER Equipment Types
 - Target Select UMLER Equipment Type Groups
- Field/Status: 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: - No Weight Restrictions - - Select a Quantity - lbs.
 - Clearance Code: - No Clearance Codes -

Waybill Parties Section:

- Targeting options:
 - Target Select Waybill Parties
 - Target All Waybill Parties
- Include These Waybill Parties:
 - CF:
 - Shipper
 - Consignee
 - Care of party
 - Ship From
 - Pick Up
- Buttons:

2. Complete the available described input fields:

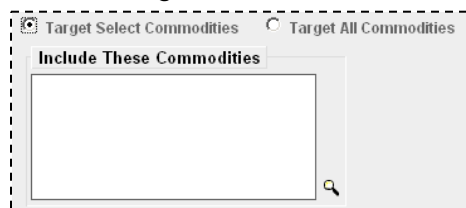
- a. **Op Station Notice:** Operating station notice, only serves as a notice of intent. No waybills are matched or EDI 824 messages issued. An email is sent to affected parties.
- b. **Embargo Status:** The status for a new embargo is “new” until it is submitted for approval. When issued, the status becomes “pending” unless it is saved as a “draft.”
- c. **Issuing Road:** Use the drop-down to select the road issuing the embargo. Road embargo issuers can only issue embargoes for their own road.
- d. **Effective Immediately:** Check to make the embargo effective immediately following approval. By not checking the box, the embargo will become effective after 48 hours. Please note the following business rule regarding the proper use of this option:
 - Embargo officers declare an embargo as being effective immediately if the embargo is required because of 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, etc.), or the imminent occurrence of such a physical impairment (e.g., approaching hurricane, rising floodwaters, etc.).
 - An embargo declared as being effective immediately may not be issued for other physical impairments or for operational impairments of any kind.
 - An embargo declared as being effective immediately becomes effective as soon as the embargo administrator approves the embargo.
- e. **Effective Date:** The date the created embargo becomes effective; defaults to current date.

- f. **Expiration Date:** Non-editable field; defaults to one year from the current date.
- g. **Allow Permits:** Check this box to allow permits to the issued embargo.
- h. **Permit Officer:** Field appears if “yes” is selected for Allow Permits. Select a specific Permit Officer from the available drop-down list to allow the selected officer to create permits on the embargo. By default this is set to “any”.
- i. **Bypass Local Waybills:** Select “yes” or “no” to determine if the embargo should bypass local waybills (originates and terminates on your road); no EDI824 is issued.
- j. **Include Empty Revenue Cars:** Select to include empty revenue car waybills in the embargo. If empty, the equipment is applied against the embargo just like a load.
- k. **Include All Empty Cars:** Only for causes weather conditions or derailment or bridge out of service.
- l. **Participating Roads:** Allows a road issuing an embargo to invite other roads to participate in the embargo. Enter one or more road marks. As needed, use the magnifying glass link to look up reporting marks.

For the selected Participating Road(s), a button is added to the details of the embargo. The Participating Road will select the Add/Remove Stations button and a popup window will appear allowing the Participating Road to search for and enter their own FSACs to be added to the embargo.

- m. **Notes to Participating Roads:** Enter free-form notes regarding invitation for roads to participate in created embargo. Notes to Participating Roads are emailed to “participating” roads when embargo is issued. Notes cannot be seen by any other roads.
- n. **Max Car Allowed:** Allows you to specify the maximum car count allowed. With multi-car waybills, if less than the specified number, no 824 is issued.
- o. **Commodity:** Select either to target your embargo for selected or all commodities
 - **Target Select Commodities** (see [Exhibit 6](#))

Exhibit 6. Target Select Commodities



This is the default option. Use this option to embargo only certain commodities. Specify the STCCs in the “Include These Commodities” field. Specify the 7-digit STCCs. Use commas to separate multiple entries. Specify a range of STCC numbers by entering the beginning STCC, then a dash (-), then the ending STCC in the range. Select the magnifying glass to search for STCCs.

- **Target All Commodities** (see [Exhibit 7](#))

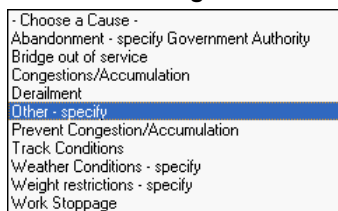
Exhibit 7. Target All Commodities



Use this option to embargo all commodities or all except those specified by STCC in the “Except These Commodities” field. Use the available input field to specify the 7-digit STCCs. Use commas to separate multiple entries. Specify a range of STCC numbers by entering the beginning STCC, then a dash (-), then the ending STCC in the range. Select the magnifying glass to search for STCCs.

- p. **Cause:** Use the “Choose a Cause” drop down field to select the required cause of the embargo (see [Exhibit 8](#)).

Exhibit 8. Embargo Cause Drop-down



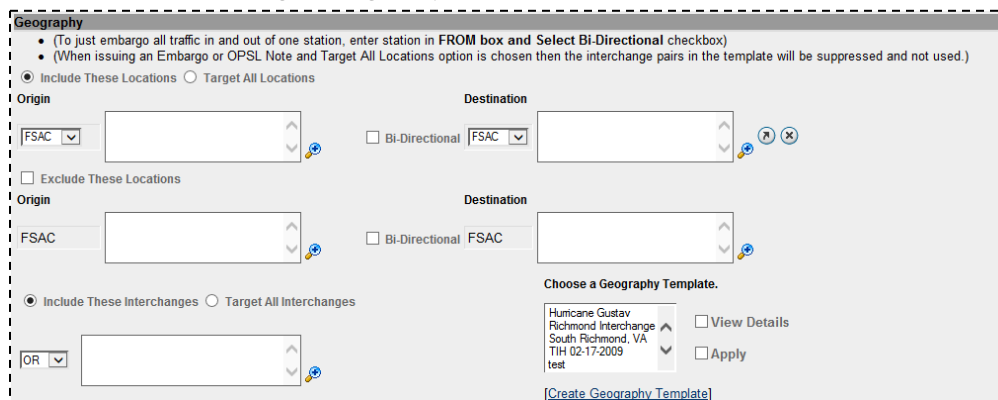
- q. **Cause Details:** Use this field to further explain the reason for the issued embargo.

Note: Government, Other, Weather, and Weight must have an explanation included in the “Cause Details” box.

- r. **Notes:** Use this field to further clarify the reasons for the issued embargo or to provide additional relevant information.

- s. **Geography:** The Geography section provides you a variety of ways to specify the locations that need to be embargoed (see [Exhibit 9](#)).

Exhibit 9. Create Embargo–Geography Section



Note: For instructions on using the magnifying glass with a minus sign on it (also used to remove equipment applied to an embargo), see “[Removing Geographic Locations from Embargoes](#)” on page 31.

- t. **Include These Locations/Target All Locations:** Select one of these radio buttons to determine if the embargo 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: Embargoes on all locations is not supported. You must add at least one exception location in the Exclude section.

- u. **Origin/Destination:** Use these fields to specify an origin and/or destination location (FSAC or State) for the embargo. 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.

- v. **Exclude These Locations:** Mark this checkbox to specify FSAC locations that should be excluded from the embargo. 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.
- w. **Include These Interchanges:** The Include These Interchanges checkbox allows you to define the Interchange criteria that will be used when evaluating embargo traffic.

The OR option means that when waybills are compared against the embargo. 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 embargo.

The AND means 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.

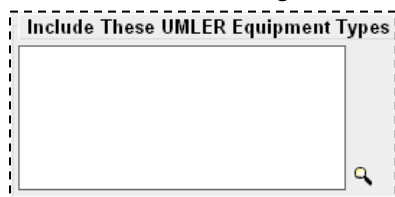
- x. **Choose a Geography Template:** If you want to create an embargo based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other embargoes.

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

- y. **Target Select Umler Equipment Types /Target All Umler Equipment Types /Target Select Umler Equipment Type Groups / Target Select Equipment Type Groups / Target Select Intermodal / Target Select Umler Field/Status:** Select one of these radio buttons within the below field to determine if the embargo should include specific Umler equipment types, all Umler equipment types, or specific Umler equipment type groups.

- If you select **Target Select Umler Equipment Types**, an input box appears allowing you to specify the Umler equipment types to include (see [Exhibit 10](#)).

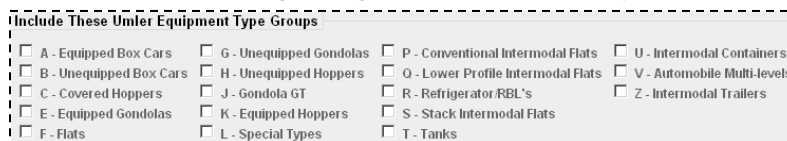
Exhibit 10. Issue Embargo—Include These Umler Equipment Types



Select the magnifying glass to display the Equipment Type Lookup pop-up box to help your search.

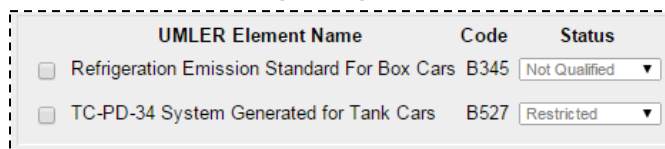
- If you select **Target Select Equipment Type Groups**, you can then select the specific listed equipment type groups to include by placing a check in the box associated with that listed group (see [Exhibit 11](#)).

Exhibit 11. Issue Embargo—Target Select Equipment Type Groups



- If you select **Target Select Umler Field/Status**, you can select the specific listed Umler Element. See [Exhibit 12](#).

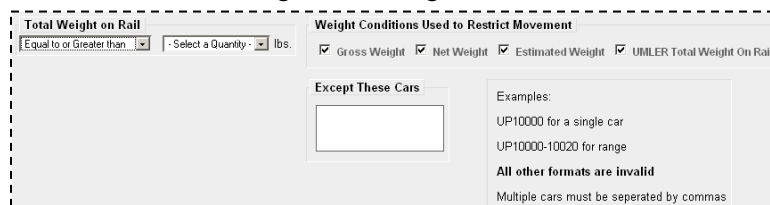
Exhibit 12. Issue Embargo—Target Select Umler Field/Status



You can also specify the status of the element (“not qualified”, “qualified”, or “ultra-qualified”).

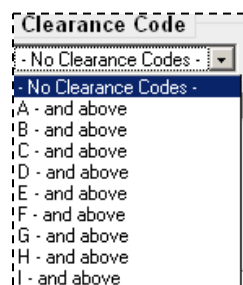
- z. **Total Weight on Rail:** By default, the drop-down indicates no weight restrictions. If you need to specify a weight restriction, use the drop-down to select Equal to or Greater than. Additional fields appear allowing you to specify a weight quantity, checkboxes allowing you to specify weight conditions (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 13](#)”.

Exhibit 13. Issue Embargo—Total Weight on Rail



- aa. **Clearance Code:** Select a listed clearance code from the available drop-down, if needed (see [Exhibit 14](#)).

Exhibit 14. Issue Embargo–Clearance Code



- bb. **Target Select / All Embargo All Waybill Parties:** Select the Target Select Waybill Parties option if you want the embargo restricted to specified patrons (see [Exhibit 15](#)).

Exhibit 15. Issue Embargo–Target Select / All Embargo All Waybill Parties

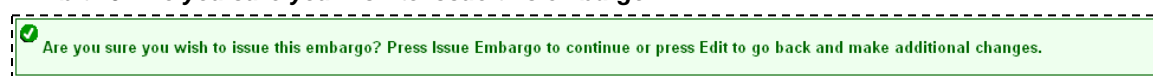


Specify the type of waybill party (shipper, consignee, care of party, ship from, or pick up) then enter the specific **CIF** for that patron in the available field. Use the arrow or **X** icons to add or remove additional waybill parties.

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

3. Select **Issue Embargo**. A message appears at the top of the page asking you to confirm your decision to issue an embargo (see [Exhibit 16](#)).

Exhibit 16. Are you sure you wish to issue this embargo?



4. Select **Issue Embargo** to proceed or select **Edit** to make edits to the embargo prior to issuing it.

When issued, a second message is displayed informing you that the embargo has been successfully issued and an embargo number is assigned.

Note: An **embargo number** is a 10-character, system-generated identifier that consists of the following components:

- Issuing railroad road mark (or AAR).
- 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.

BNSF011102 is an example of a non-level 4 embargo number.

Once approved, the Embargo becomes effective on the specified effective date (see [Exhibit 17](#)).

Exhibit 17. You have successfully issued an embargo

 You have successfully issued an embargo - Once approved by the AAR, your Embargo will become effective on the specified effective date.

If errors are found then they must be corrected before the embargo can be issued. Errors appear at the top of the Issue Embargo page.

Note: At any time in the creation of an embargo you can select **Save Draft** to save your work in progress. See “[Viewing and Completing Draft Embargoes](#)” on page 34 for information on how to resume work on a saved draft embargo.

5. Perform one of the following additional steps based on the available action buttons (see [Exhibit 18](#)):

Exhibit 18. Issue Embargo—Action Buttons



- a. Select **Clone** to create a new embargo that closely resembles the one you just created (see “[Cloning Embargoes](#)” on page 24).
- b. Select **Printable View** to display a printable version of the created embargo.
- c. Select **Export as XML** to export the displayed embargo in XML format (see “[Exporting Embargoes as XML](#)” on page 25).
- d. Select **Edit** to edit the embargo (see “[Editing Embargoes](#)” on page 25).
- e. Select **Approve** to approve the embargo (see “[Approving Embargoes](#)” on page 26).
- f. Select **Reject** to reject the embargo (see “[Rejecting Embargoes](#)” on page 26).
- g. Select **Delete** to delete embargo (see “[Deleting Embargoes](#)” on page 25).
- h. Select **Show Audit Trail** to view historical details of the embargo (see “[Viewing the Audit Trail from Embargoes Search](#)” on page 27).
- i. Select **View Journal** to view journal information or to create an entry in the journal for the embargo (see “[Viewing and Creating Embargo Journal Entries](#)” on page 28).
- j. Select **Return** to return to the previously displayed page.

Searching and Viewing Embargoes

Use the following procedure to search for and view embargoes. Options for working with displayed embargoes vary depending on your level of assigned access.

1. Select **Embargoes>Search Embargoes**. The Search Embargoes page is displayed (see [Exhibit 19](#)).

Exhibit 19. Search Embargoes

2. Enter a specific Embargo Number, the road mark of the issuing company (select the magnifying glass icon to look up road marks), Created By, and/or select a State/Province. Optionally, select one or more of the available Embargo Status indicators (All, Amended, Cancelled, Approved/Effective (default), Expired, or Re-issued).

Note: See “[Searching Embargoes – Advanced Query](#)” on page 21 for information on how to perform a search with additional options.

3. Complete the available input fields:

Field	Description
Embargo No.	An embargo number is 10 characters in length and 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 each new year. ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF012315
Issued By	Road mark that issued the embargo. Key in the road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created By	Single Sign On User ID of the creator of the embargo.
State/Province	State/province affected by the embargo. From the drop down, choose a state/province.

Field	Description
Status	<p>All – by checking this box, all embargoes that have been created and handled by the AAR Embargo Admin are returned regardless of their status.</p> <p>Amended – by checking this box, only approved and amended embargoes are returned.</p> <p>Cancelled – by checking this box, only embargoes approved and later cancelled by the road are returned.</p> <p>Approved/Effective – by checking this box (default), only approved and effective embargoes are returned.</p> <p>Expired – by checking this box, only embargoes that were approved and have expired are returned.</p> <p>Re-issued – by checking this box, only embargoes that were approved, expired, and then reissued are returned.</p>

- Select **Search**. The results of the specified search are displayed (max 500 records). See [Exhibit 20](#).

Note: Level 4 embargoes are highlighted in yellow. For level 4 embargoes, only registered users with the proper assigned rights can see the full details of the embargo.

Exhibit 20. Search Embargo Results

Issuing Road	Embargo No	Amendment No	Effective Date	Expiration Date	Allow Permits	Status	Last Amended Date	Cancelled Date	Op. Station Notice	Roads Invited to Participate	Cause
BNSF	BNSF000714	0	10/20/2014	10/20/2015	NO	Effective			NO		Bridge Out of Service
BNSF	BNSF000614	3	08/04/2014	08/03/2015	NO	Effective	08/04/2014		NO		Weather Conditions - specify
BNSF	BNSF000314	0	04/21/2014	04/21/2015	NO	Effective			NO		Bridge Out of Service
BNSF	BNSF000414	0	04/21/2014	04/21/2015	NO	Effective			NO		Bridge Out of Service
BNSF	BNSF000214	0	04/10/2014	04/10/2015	NO	Effective			NO		Congestion/Accumulation
CALA	CALA000415	0	03/09/2015	03/09/2016	YES	Effective			NO		Derailment
CALA	CALA000315	0	02/13/2015	02/13/2016	NO	Effective			NO		Work Stoppage
CALA	CALA000215	0	02/12/2015	02/12/2016	YES	Effective			NO		Other - specify
CALA	CALA000115	0	01/20/2015	01/20/2016	YES	Effective			NO		Work Stoppage
CALA	CALA001314	0	08/01/2014	08/01/2015	YES	Effective			NO		Derailment
CALA	CALA001214	0	07/28/2014	07/28/2015	YES	Effective			NO		Derailment
CALA	CALA000814	0	07/01/2014	07/01/2015	YES	Effective			NO		Congestion/Accumulation
CALA	CALA001014	0	06/29/2014	06/29/2015	NO	Effective			NO		Bridge Out of Service
CALA	CALA001114	0	06/29/2014	06/29/2015	NO	Effective			NO		Bridge Out of Service
CALA	CALA000914	0	06/27/2014	06/27/2015	YES	Effective			NO		Congestion/Accumulation

- Select the embargo number of a displayed record to view its full details. The Embargo Details page is displayed (see [Exhibit 21](#)).

Exhibit 21. Embargo 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

Embargo Details

General Embargo Information

Embargo No: BNSF000714
 Effective Date: 10-20-2014
 Status: Effective
 Allow Permits: No
 Expiration Date: 10-20-2015
 Issuing Road: BNSF - BNSF RAILWAY COMPANY
 Tier 2 Effective Date: 10-20-2014
 Effective Immediately: Yes
 Max Car Allowed:
 Bypass Local Waybills: No
 Original Requester: Douglas Freeman
 Email: douglas.freeman@bnsf.com
 Phone Number: 1.8175931043

Commodity

Target All Commodities

Cause

Cause: Bridge Out of Service
 Cause Detail: Bridge fire

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
	*			N	BNSF	23690	IRWINDALE	CA

Equipment

UMLER Equipment Types: Target All UMLER Equipment Types
 Total Weight on Rail: No Weight Restrictions
 Clearance Code: No Clearance Code

Waybill Parties

CIF	Patron Name	Address	City	State/Prov.	Patron Type
0999920260000	MILLERCOORS LLC		IRWINDALE	CA	Care of party
0999920260000	MILLERCOORS LLC		IRWINDALE	CA	Consignee
0999920269001	MILLER BREWING CO		IRWINDALE	CA	Care of party
0999920269001	MILLER BREWING CO		IRWINDALE	CA	Consignee

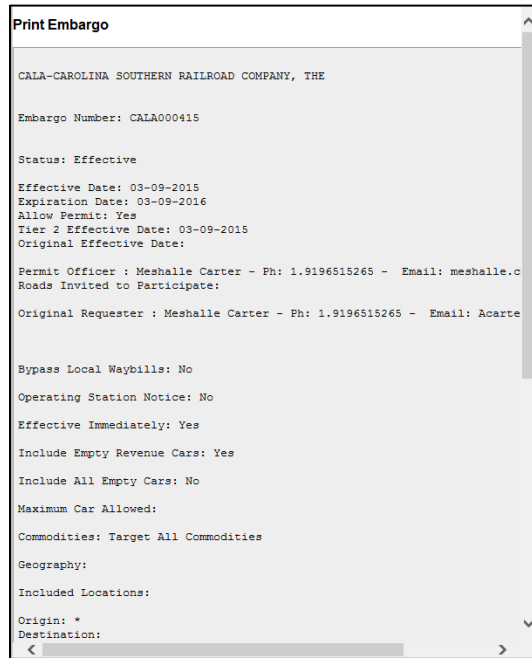
Notes

Embargo Testing in EDI 7010 version

Clone Clone OPSL Note Printable View Export As XML Amend Cancel Resend XML Show Audit Trail View Journal Return

6. From the Embargo Details page, perform one of the following actions:
 - a) Select **Clone** to create a new embargo that closely resembles the one you are viewing (see “[Cloning Embargoes](#)” on page 24).
 - b) Select **Clone OPSL Note** to clone the OPSL Notes applied to the displayed embargo record (see “[Cloning OPSL Notes](#)” on page 78).
 - c) Select **Printable View** to display a printable version of the embargo (see [Exhibit 22](#)).

Exhibit 22. Print Embargo



Select **Print** to print out the displayed embargo, or select **Close** to cancel the printing.

Note: You may need to scroll to the bottom of the page to see the Print and Close buttons.

- d) Select **Export As XML** to export the displayed embargo in XML format. See “[Exporting Embargoes as XML](#)” on page 25.
- e) Select **Amend** to issue an amendment to the displayed embargo. See “[Amending Embargoes](#)” on page 29.

Note: If the displayed embargo already has existing amendments, you can select the hyperlink of an amendment number to view that version of the embargo.

- f) Select **Cancel** to cancel the embargo. See “[Cancelling Embargoes](#)” on page 32.
- g) Select **Request Permit** to request a permit for the embargo. See “[Requesting Embargo Permits](#)” on page 40.
- h) Select **Admin Issue Permit** to issue an embargo permit as an administrator. See “[Administering Embargo Permit Creation](#)” on page 48.

Note: This function is only available to administrators.

- i) Select **Show Audit Trail** to view a history of the displayed embargo record. See “[Searching Audit Logs from the Tools Menu](#)” on page 117.
- j) Select **View Journal** to display any journal entry associated with the embargo. See “[Viewing and Creating Embargo Journal Entries](#)” on page 28.
- k) Select **Return** to return to the previously displayed page.

Note: [Exhibit 23](#) shows an example of a Detail screen for an operating station notice. An operating station notice is informational only, no waybills are matched or EDI824s issued.

Exhibit 23. Operating Station Notice

Operating Station Notice Details

General Embargo Information

Embargo No: CN001808
 Effective Date: 09-26-2008
 Status: Expired
 Allow Permits: No
 Include Empty Revenue Cars: No
 Original Requester: Betty Kuch
 Roads Invited to Participate:

Expiration Date: 09-26-2009
 Issuing Road: CN - CANADIAN NATIONAL RAILWAYS
 Tier 2 Effective Date: 09-29-2008
 Include All Empty Cars: No
 Email: BettyAnn.Kuch@cn.ca

Effective Immediately: No
 Max Car Allowed:
 Phone Number: 1.2049348304
 Bypass Local Waybills: Yes

Commodity
 Target All Commodities

Cause
 Cause: Other - specify
 Cause Detail: This is a reissue of CN 001507. This Operational notice is to address safety concerns.

Geography
 Interchanges: (Via Interchange junctions)

Origin Road	Interchange	Destination Road
*	BUFF - BUFFALO, NY	CN
*	CHGO - CHICAGO, IL	CN
*	DET - DETROIT, MI	CN
*	HUNT - HUNTINGDON, PQ	CN
*	MEMPH - MEMPHIS, TN	CN
*	TOLED - TOLEDO, OH	CN

Equipment
 UMLER Equipment Types: Include These Umler Equipment Type Groups
 • V - Automobile Multi-levels
 Total Weight on Rail: No Weight Restrictions
 Clearance Code: No Clearance Code

Waybill Parties
 Target All Waybill Parties

Notes
 Application to ALL bi-level and tri-level autocarriers. "Due to safety concerns, CN will no longer accept in interchange multilevel equipment loaded in the following

Printable View Export As XML
 Return

Searching Embargoes – Advanced Query

Use the following procedure to search and view Embargoes using advanced query options to narrow the parameters of the search:

1. Select **Embargoes > Search Embargoes**. The Embargoes Search page is displayed. Select **Advanced Query** to reveal additional search options (see [Exhibit 24](#)).

Note: You can hide the advanced query fields by selecting the **Simple Query** button.

Exhibit 24. Search Embargoes – Advanced Query

2. Complete the available input fields:

Field	Description
Embargo No.	An embargo number is 10 characters in length and 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 each new year. ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF012315
Issued by	Road mark that issued the embargo. Key in the road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created by	Single Sign On User ID of the creator of the embargo.
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
AAR Security Level 4 Embargoes Only	Check this to only see Level 4 embargoes.
Cause	Choose a specific cause from the drop down.
Participating Road	Road invited to participate in the issued embargo.
Status	Check the appropriate box (All, Amended, Cancelled, Approved/Effective, Expired, or Re-issued).

Field	Description
Commodity	Key in up to three specific STCC's, or use the lookup feature by selecting the magnifying glass icon next to the text box.
Waybill Parties	Key in the specific CIF Numbers (all 13 characters), or use the lookup feature by selecting the magnifying glass icon next to the text box.
Umler Equipment Type Code	Key in standard Umler Equipment Type Codes, or use the lookup feature by selecting the magnifying glass icon next to the text box.
Geography	Choose one of these options: All FSAC and States – Include all geographic locations. FSAC – Choosing this option displays text boxes with the ability to key in up to three specific FSACs. You can also use the lookup feature by selecting the magnifying glass icon next to each text box. State/Province – Choosing this option displays a drop down with the ability to select a specific state/province.
Operating (Op) Station Notice	Choose whether to include operating station notices in your search results (Yes, No, or Both). The 'both' option displays results for both operating station notices and regular embargoes.

3. Select **Search**. The results of the specified search are displayed (max 500 records).

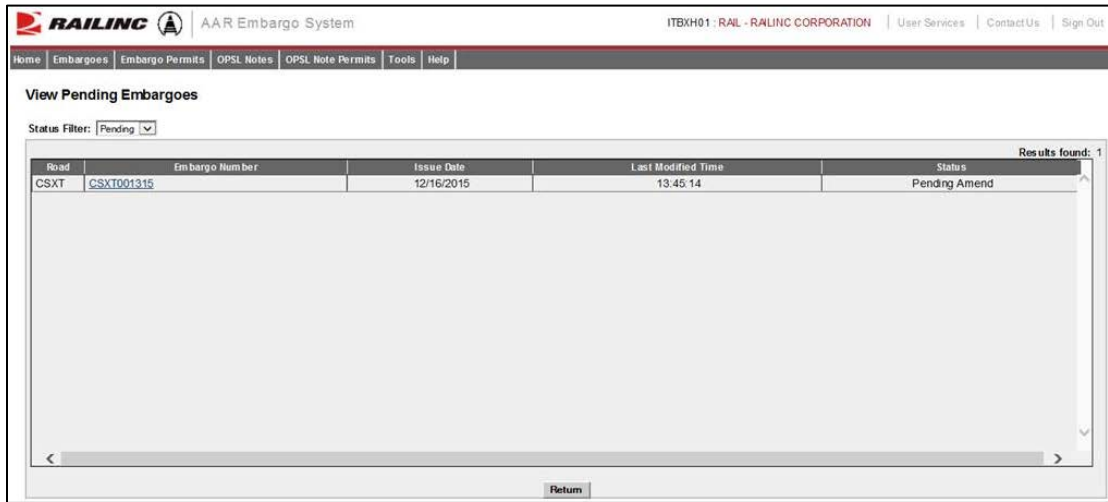
Note: Level 4 embargoes are highlighted in yellow. For level 4 embargoes, only registered users with the proper assigned rights can see the full details of the embargo.

Viewing Pending Embargoes

Pending embargoes are embargoes that have been submitted, but not yet approved. Use the following procedure to view pending embargoes:

1. Select **Embargoes > View Pending Embargoes**. The View Pending Embargoes page is displayed.
2. In the Status Filter drop-down, ensure "Pending" is selected. A list of embargoes in pending status is displayed (see [Exhibit 25](#)).

Exhibit 25. View Pending Embargoes



3. Select the Embargo Number link of the pending embargo that you want to view. The Embargo Details page is displayed showing the details of the pending embargo.

Cloning Embargoes

Use the following procedure to clone an embargo from an existing embargo. The new issued embargo is assigned a new embargo number, appears in “pending” status, and is forwarded for approval.

1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed.

Note: You can also clone an embargo by selecting the available **Clone** button that is displayed after an embargo has been created or from embargoes with other statuses, such as “draft”.

2. Select the Embargo Number of the listed embargo that you want to clone. The Embargo Details page is displayed.
3. Select the **Clone** button. The Issue Embargo page is displayed with input fields pre-filled to match the selected embargo. The Embargo Number is blank, the Effective Date is the current date, the Expiration Date is a year from the effective date, and the Status is “new”. All other data are “cloned”.
4. Complete or modify the available input fields (see “[Issuing Embargoes](#)” on page 8 for additional information). Select the **Issue Embargo** button when complete.

Exporting Embargoes as XML

You can export an embargo as an XML file that can then be used in another system.

Use the following procedure to export an embargo as XML:

1. Select **Embargoes > Search Embargoes** to perform a search for the active embargo that you want to export as XML. The Search Embargo Results page is displayed.
2. Select the Embargo Number of the embargo that you want to export as XML. The Embargo 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.

Editing Embargoes

Use the following procedure to edit an embargo that is in “pending” or “draft” status:

1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed.
2. Select the Embargo Number of the embargo that you want to edit. The Embargo Details page is displayed.
3. Select **Edit**. The embargo fields are opened for edits.
4. Complete any required edits. For embargoes in “pending” status, select **Save Embargo**. For embargoes in “draft” status, select either **Save Draft** or **Issue Embargo**.

Deleting Embargoes

Note: Only Railinc Administrators have access to this function.

Use the following procedure to delete an embargo that is in “pending” or “draft” status:

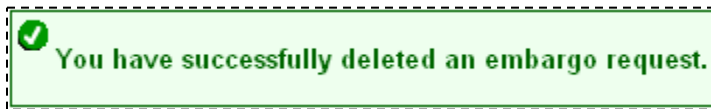
1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed. Use the drop-down to select draft or pending embargoes.
2. Select the Embargo Number of the embargo that you want to delete. The Embargo Details page is displayed.
3. Select **Delete**. A pop up message is displayed asking you to specify the reason for deleting the embargo (see [Exhibit 26](#)).

Exhibit 26. Delete Embargo Reason Pop-up



4. Enter a reason for deleting the embargo. Select **Delete**. A message is displayed informing you that the embargo has been deleted (see [Exhibit 27](#)).

Exhibit 27. You have successfully deleted an embargo request message



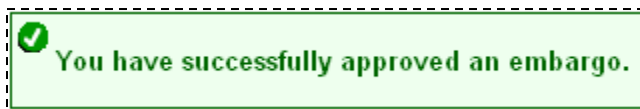
Approving Embargoes

Note: Only Railinc Administrators have access to this function.

Use the following procedure to approve an embargo that is in “pending” status:

1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed. Use the drop-down to select “draft” or “pending” embargoes.
2. Select the Embargo Number of the embargo that you want to approve. The Embargo Details page is displayed.
3. Select **Approve**. A message is displayed informing you that the embargo has been approved (see [Exhibit 28](#)).

Exhibit 28. You have successfully approved an embargo message



Rejecting Embargoes

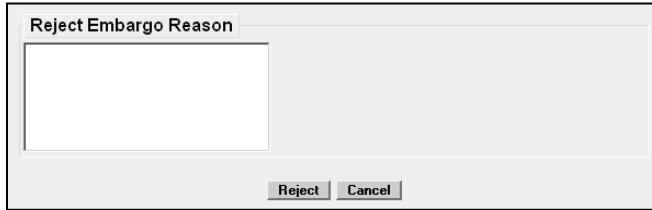
Note: Only Railinc Administrators have access to this function.

Use the following procedure to reject an embargo that is in “pending” status:

1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed. Use the drop-down to select “draft” or “pending” embargoes.

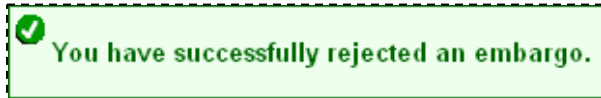
2. Select the Embargo Number of the embargo that you want to reject. The Embargo Details page is displayed.
3. Select the **Reject** button. A pop-up box is displayed asking for you to explain the reason for the rejection (see [Exhibit 29](#)).

Exhibit 29. Reject Embargo Reason Pop-up



4. Enter a reason for the rejection and select the **Reject** button. A message is displayed informing you that the embargo has been rejected (see [Exhibit 30](#)).

Exhibit 30. You have successfully rejected an embargo message



Viewing the Audit Trail from Embargoes Search

Embargo Officers can view the audit trail of an embargo and see the history of the embargo, including the ID that created the embargo and the dates, reasons, and types of any changes.

Use the following procedure to view the audit trail of an embargo from the embargoes search option:

Note: You can also search audit logs from the tool menu (see “[Searching Audit Logs from the Tools Menu](#)” on page 117).

1. Select **Embargoes > Search Embargoes**. The Search Embargoes page is displayed. Search for an embargo that you want to audit (see “[Searching and Viewing Embargoes](#)” on page 16).
2. Select the Embargo Number of the embargo that you want to audit. The Embargo Details page is displayed.
3. Select the **Show Audit Trail** button. The Search Audit Logs Results page is displayed (see [Exhibit 31](#)).

Exhibit 31. Search Audit Log Results

Change made by	Change made on	Reason for change	Audit Log Type	Embargo No	Amendment No	Audit Action	Road
Role04	10/24/2012 16:46:38	Embargo request was approved by administrator.	Embargo Request	BNSF000712	0	Approve	RAIL
Role04	10/24/2012 16:46:38	Embargo was created after approved by administrator.	Embargo	BNSF000712	0	Create	RAIL
Role04	10/24/2012 16:33:25	Embargo request was created and submitted for approval.	Embargo Request	BNSF000712	0	Create	RAIL

Results found: 3

Return Printable View

4. Perform one of the following steps:
 - a. Select a listed Embargo Number to view its details (see “[Searching and Viewing Embargoes](#)” on page 16).
 - b. Select **Return** to return to the Embargo Details page.
 - c. Select **Printable View** to view a print-ready version of the search results.

Viewing and Creating Embargo Journal Entries

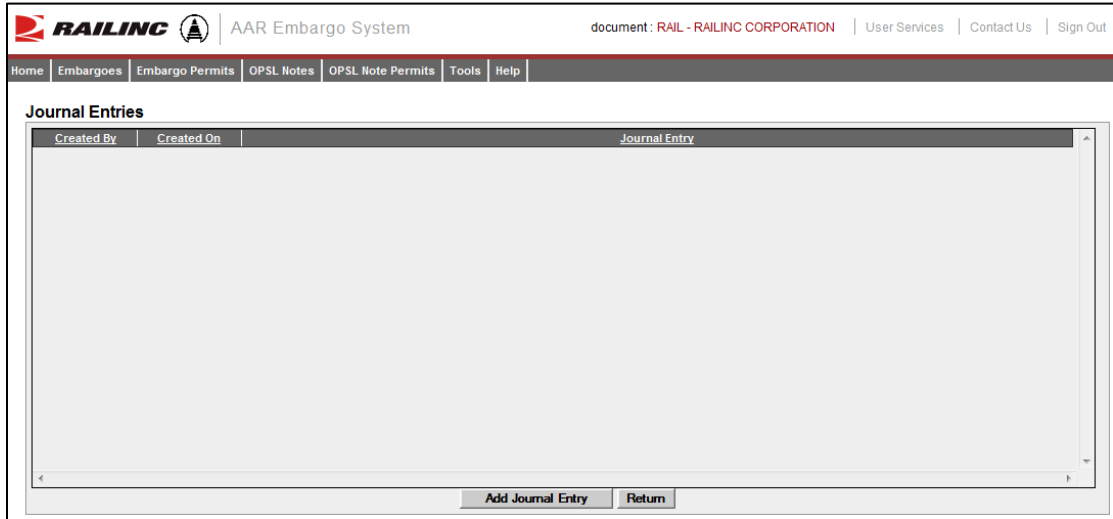
Note: This process is for Permit Officers.

A journal entry is a free form text field that allows you to enter additional information about an embargo. You can only view journal entries for your own road.

Use the following procedure to view the journal and create a journal entry for an embargo:

1. Select **Embargoes > Search Embargoes**. The Search Embargoes page is displayed. Search for an embargo with a journal entry that you want to view, or search for an embargo for which you want to create a new journal entry.
2. Select the Embargo Number of the embargo with a journal entry that you want to view. The Embargo Details page is displayed.
3. Select the **View Journal** button. The Journal Entries page is displayed (see [Exhibit 32](#)).

Exhibit 32. Journal Entries



4. Select the **Add Journal Entry** button to add a new journal entry. A time stamped line is added to the journal allowing for input (see [Exhibit 33](#)).

Exhibit 33. Journal Entries–New Entry



5. Complete the journal entry and select **Save**.

Amending Embargoes

Use the following procedure to amend an effective embargo. The revised embargo is in “pending” status and is forwarded for approval.

1. Select **Embargoes > Search Embargoes**. Perform a search for the effective embargo that you want to amend. The Search Embargo Results page is displayed.
2. Select the Embargo Number of the embargo that you want to amend. The Embargo Details page is displayed.
3. Select **Amend**. The Amend Embargo page is displayed with fields open for change (see [Exhibit 34](#)).

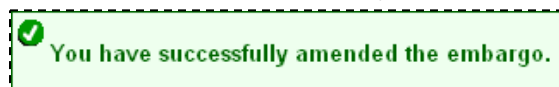
Exhibit 34. Amend Embargo

4. Complete or modify the available input fields (see “[Issuing Embargoes](#)” on page 8 for additional information).
5. Use the Current Amendment Reason drop-down (see [Exhibit 35](#)) to select a suitable reason for the amendment. Use the free-form input field to elaborate the reason.

Exhibit 35. Current Amendment Reason

6. Select **Issue Amendment** when complete. If the amended embargo passes all business rules, a message is displayed informing you that the embargo has been successfully amended (see [Exhibit 36](#)). This confirmation is sent out to all addresses that have been set up in a subscription list. A new amendment number is assigned to the embargo by the system. A revision of the embargo is created in “pending” status and is sent for approval.

Exhibit 36. You have successfully amended the embargo message



The submitted amendment reason appears at the bottom of the page (see [Exhibit 37](#)).

Exhibit 37. Submitted Amendment Reason

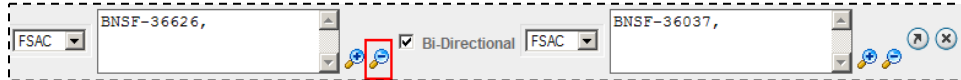


Removing Geographic Locations from Embargoes

Use the following procedure to remove geographic locations from an embargo:

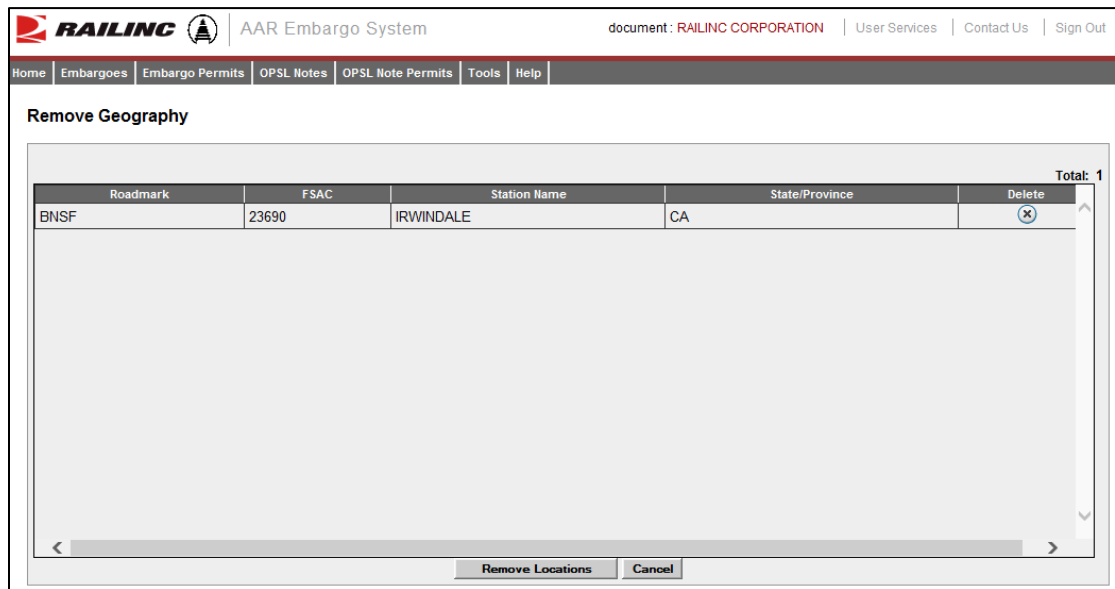
1. Select that you want to amend an embargo (see “[Amending Embargoes](#)” on page 29).
2. In the Geography section of the Amend Embargo page, select the corresponding magnifying glass with a minus sign on it next to the locations that you want removed (see [Exhibit 38](#)).

Exhibit 38. Magnifying Glass to Remove Stations



The Remove Geography page is displayed (see [Exhibit 39](#)).

Exhibit 39. Remove Geography



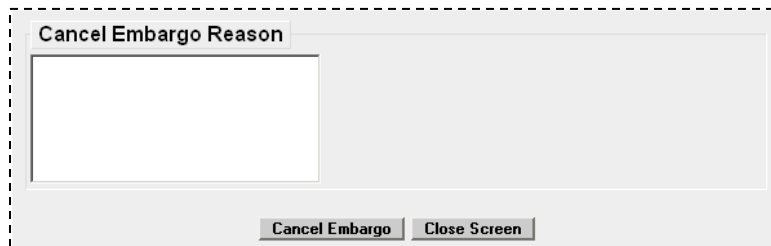
3. Select the delete icon next to the location you want removed.
4. Confirm your choice to remove any selected locations by selecting the **Remove Locations** button. The Embargo page is redisplayed with the indicated locations removed. Select **Cancel** if you want to cancel the removal process.

Cancelling Embargoes

Use the following procedure to cancel an embargo. The cancellation request is forwarded to the AAR for approval.

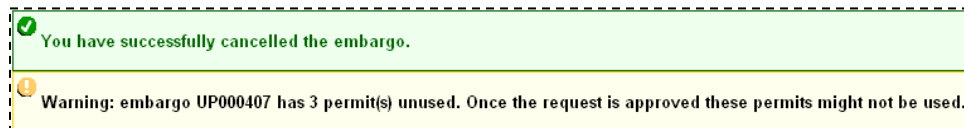
1. Select **Embargoes > Search Embargoes**. Perform a search for the effective embargo that you want to cancel. The Search Embargo Results page is displayed.
2. Select the Embargo Number of the embargo that you want to cancel. The Embargo Details page is displayed.
3. Select the **Cancel** button. The Cancel Embargo Reason pop-up box appears (see [Exhibit 40](#)).

Exhibit 40. Cancel Embargo Reason



4. Enter a reason for the cancellation and select the **Cancel Embargo** button. Select **Close Screen** if you want to back out of the cancellation process. A message is displayed informing you that the embargo is cancelled. A warning is displayed if the cancelled embargo has any permits (see [Exhibit 41](#)).

Exhibit 41. Cancel Embargo Message with Permit Warning



Note: When an embargo is cancelled, all pending permit requests associated with the embargo are also cancelled.

Re-issuing Embargoes

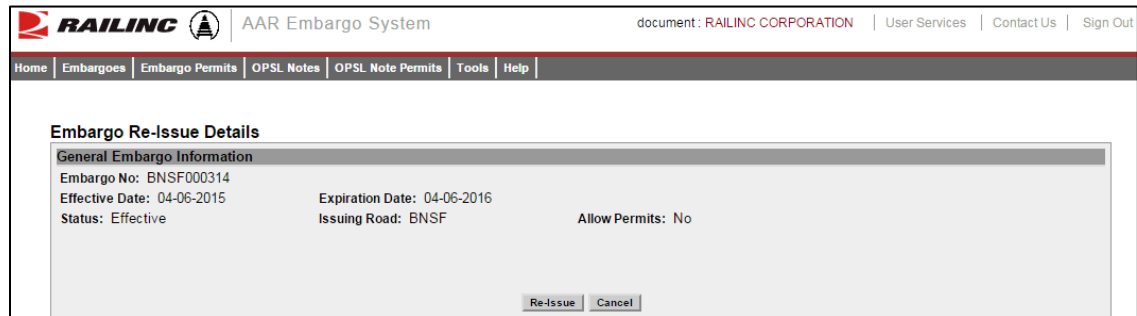
Use the following procedure to re-issue an embargo when the original embargo is about to expire. The re-issued embargo is in “Pending” status and is forwarded for approval.

Notes:

- In order to be able to re-issue an embargo the expiration must be within 30 days of the current date. For example, if an embargo is set to expire on 11/11/15 then the application will not allow the embargo to be re-issued until 10/12/15 or later. An embargo cannot be re-issued after the expiration date.

- The application sends out an email “tickler” notice to all affected subscriptions 30 days prior to the posted expiration date of the embargo
1. Select **Embargoes > Search Embargoes**. Perform a search for the currently approved/effective embargo issued by your company that you want to re-issue. The Search Embargo Results page is displayed.
 2. Select the Embargo Number of the embargo that you want to re-issue. The Embargo Details page is displayed.
 3. Select the **Re-Issue** button. The Embargo Re-Issue Details page is displayed (see [Exhibit 42](#)).

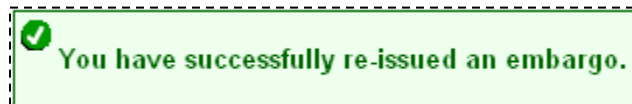
Exhibit 42. Embargo Re-Issue Details



The screenshot shows the RAILINC AAR Embargo System interface. The top navigation bar includes the RAILINC logo, a home icon, and the text 'AAR Embargo System'. On the right, it says 'document: RAILINC CORPORATION' and has links for 'User Services', 'Contact Us', and 'Sign Out'. Below this is a secondary navigation bar with links for 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The main content area is titled 'Embargo Re-Issue Details' and contains a 'General Embargo Information' section with the following details: Embargo No: BNSF000314, Effective Date: 04-06-2015, Status: Effective, Expiration Date: 04-06-2016, Issuing Road: BNSF, and Allow Permits: No. At the bottom of this section are two buttons: 'Re-Issue' and 'Cancel'.

4. Select the **Re-Issue** button. A confirmation message is displayed stating that the embargo has been successfully re-issued (see [Exhibit 43](#)).

Exhibit 43. You have successfully re-issued an embargo message



A confirmation email is sent out to addresses that have been set up in a subscription list. A reissued embargo is created in “pending” status and is sent for AAR approval.

Printing Embargoes

Use the following procedure to print an embargo:

1. Select **Embargoes > Search Embargoes**. Perform a search for the embargo that you want to print. The Search Embargo Results page is displayed.
2. Select the Embargo Number of the embargo that you want to print. The Embargo Details page is displayed.
3. Select the **Printable View** button. A print-ready version of the embargo is displayed (see [Exhibit 44](#)).

Exhibit 44. Print Embargo View

Print Embargo
AGR-ALABAMA & GULF COAST RAILWAY LLC
Embargo Number: AGR000308
Status: Effective
Companion Embargo Number: None
Effective Date: 01-17-2008
Expiration Date: 01-17-2009
Allow Permit: Yes
Tier 2 Effective Date: 01-20-2008
Permit Officer : larry o'neal - Ph: 1.919.6515040 - Email: larry.oneal@railinc.com
Requester : Seetharaman Sundaram - Ph: 1.919.6515162 - Email: seetharaman.sundaram@railinc.com
Bypass Local Waybills: No
Operating Station Notice: No
Effective Immediately: No
Include Empty Car: Yes
Maximum Car Allowed:
Commodities: Target All Commodities
Geography:
FSAC(s):To Stations
AGR - 95874 - MOBILE, AL
Umler Equip. Type Group :
V - Automobile Multi-levels
Car Weight: No Weight Restrictions
Clearance Code: No Clearance Code
Waybill Parties: Target All Waybill Parties
Cause: Derailment
Cause Detail:
Note:
Jeffrey J. Usher
Asst. Vice President-Business Services
Association of American Railroads

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.

Viewing and Completing Draft Embargoes

Draft embargoes are embargoes that have been started and saved, but not submitted. Use the following procedure to view draft embargoes, and then complete and submit them:

1. Select **Embargoes > View Pending Embargoes**. The View Pending Embargoes page is displayed.
2. From the available drop-down, select "Draft". A list of embargoes in draft status is displayed (see [Exhibit 45](#)).

Exhibit 45. View Pending Embargoes (draft)

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 is titled "View Pending Embargoes" and includes a "Status Filter" dropdown set to "Draft". Below this is a table with 11 results found. The table has columns for Road, Embargo Number, Issue Date, Last Modified Time, and Status. All embargoes listed are in "Draft" status.

Road	Embargo Number	Issue Date	Last Modified Time	Status
BNSF	BNSF000510	06/18/2010	16:55:07	Draft
BNSF	BNSF000511	04/11/2011	11:38:51	Draft
NS	NS000110	02/25/2010	16:42:49	Draft
NS	NS001111	09/13/2011	21:54:39	Draft
NS	NS000111	01/04/2011	08:06:46	Draft
RAIL	RAIL000115	01/12/2015	17:48:57	Draft
NS	NS000311	02/28/2011	09:28:16	Draft
NS	NS000113	01/02/2013	15:58:34	Draft
NS	NS000411	04/14/2011	11:24:08	Draft
NS	NS000511	04/14/2011	11:42:14	Draft
BNSF	BNSF001309	08/17/2009	12:23:47	Draft

At the bottom of the table area, there is a "Return" button.

3. Select the Embargo Number link of the draft embargo that you want to view/complete. The Embargo Details page is displayed.
4. Select **Edit** to resume work on the displayed embargo. The General Embargo Information page is displayed allowing you to edit/complete the available fields.
5. Complete and edit the available fields (see “[Issuing Embargoes](#)” on page 8 for additional information).
6. Perform one of the following steps:
 - a. Select **Issue Embargo**. A message appears at the top of the page informing you that the embargo has been successfully issued. The system sends an email to the AAR to approve the request. If errors are found then they must be corrected before the embargo can be issued. Errors appear at the top of the page.
 - b. Select **Save Draft** to save any changes made without submitting the embargo.

Creating an Embargo Template

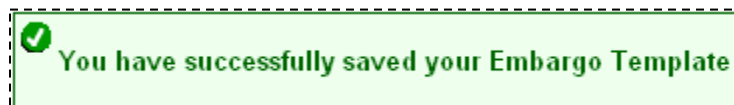
If you plan on creating a number of embargoes, you can save time by creating an embargo template, which allows you to save and reuse information. Use the following procedure to create an embargo template:

1. Select **Embargoes > Create Embargo Template**. The Create Embargo Template page is displayed (see [Exhibit 46](#)).

Exhibit 46. Create Embargo Template

2. Complete the available described fields:
 - a. **Template Name:** Unique name for the template (must be unique across road).
 - b. **Template Description:** Description for the template.
3. See “[Issuing Embargoes](#)” on page 8 for a description of all other fields.
4. Select **Create Embargo Template**. A message is displayed letting you know that the embargo template has been saved (see [Exhibit 47](#)).

Exhibit 47. You have successfully saved your Embargo Template message



See “[Viewing and Applying an Embargo Template](#)” on page 37 for information about applying the template.

Viewing and Applying an Embargo Template

Use the following procedure to view and apply an embargo template:

Note: See “[Creating an Embargo Template](#)” on page 35 for instructions on creating an embargo template.

1. Select **Embargoes > View Embargo Templates**. The View Embargo Templates page is displayed (see [Exhibit 48](#)).

Exhibit 48. View Embargo Templates

The screenshot shows the 'View Embargo Templates' page in the RAILINC AAR Embargo System. The page header includes the RAILINC logo, 'AAR Embargo System', and document information. A navigation menu is visible below the header. The main content area displays a table of embargo templates. The table has three columns: 'Road', 'Template Name', and 'Template Description'. There are four rows of data, with the first two rows highlighted in yellow. A 'Return' button is located at the bottom of the table area.

Road	Template Name	Template Description
BNSF	Galveston Tx	ADM Grain
BNSF	San Bernardino	LPG
BNSF	test	test
BNSF	DCF Template	Test DE_1395

2. Select the Template Name of the embargo template that you want to view and/or apply. The Embargo Template Details page is displayed (see [Exhibit 49](#)).

Exhibit 49. Embargo 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

Embargo Template Details

General Embargo Template Information

Template Name: Bakken Transload Template Description: BAKKENTRALLC - Ross
 Operating Station Notice: N Issuing Road: BNSF

Allow Permits: Yes Include Empty Revenue Cars: No Include All Empty Cars: No Max Car Allowed: Bypass Local Waybills: No

Last modified By: Email: Last modified on: 10-17-2011

Commodity

Target All Commodities

Cause

Cause: Congestion/Accumulation
 Cause Detail: Accumulation and congestion of terminal.

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
*				N	BNSF	00978	ROSS	ND

Equipment

UMLER Equipment Types: Include These Umler Equipment Type Groups
 Total Weight on Rail: No Weight Restrictions
 Clearance Code: No Clearance Code

Waybill Parties

CIF	Patron Name	Address	City	State/Prov.	Patron Type
A000746280000	BAKKEN TRANSLOAD LLC		ROSS	ND	Care of party
A000746280000	BAKKEN TRANSLOAD LLC		ROSS	ND	Consignee
A000746288000	BAKKEN TRANSLOAD LLC		BERTHOLD	ND	Care of party
A000746288000	BAKKEN TRANSLOAD LLC		BERTHOLD	ND	Consignee

Notes

Please contact Andres Osomo email andres.osomo@halliburton.com for permits.

Issue Embargo Clone Edit Delete
 Return

- To issue a new embargo based on the template, select the **Issue Embargo** button. Complete the available input fields (see “[Issuing Embargoes](#)” on page 8 for additional information).

Searching for Embargo Officers

Use the following procedure to search for Embargo Officers:

- Select **Embargoes > Search Embargo/Permit Officers**. The View Railroad Embargo and Permit Officers page is displayed (see [Exhibit 50](#)).

Exhibit 50. View Railroad Embargo 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 embargo and permit officers

Roadmark: (Leave empty to view for all roads)

Display: Only embargo officers Only permit officers

Search Cancel

2. Enter the **Roadmark** of the Embargo Officer (leave empty to view all roads).
3. Select to display **Only Embargo Officers**.
4. Select **Search**. The Search Embargo Officers Results page is displayed (see [Exhibit 51](#)).

Exhibit 51. Search Embargo Officers Results

Roadmark	Name	Phone number	Email address	Notes
BNSF	Douglas Freeman	1.8175931043	douglas.freeman@bnsf.com	
BNSF	Chad Hanna	9196515031	chad.hanna@railinc.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	
CALA	Meshalle Carter	1.9196515265	Acarter419@aol.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	
CSO	Road Embargo Issuer Role	1.9196515368	cole.koffi@railinc.com	
CSXT	Anthony Will	1.9196515285	anthony.will@railinc.com	
KCS	Paul Ransdell	1.9196515077	paul.ransdell@railinc.com	
NS	Anthony Will	1.9196515285	Anthony.Will@railinc.com	
NS	Granny Honora	4046683404	granny.honora@nscorp.com	

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

Viewing AAR Circular TD-1

To view AAR Circular TD-1, which governs the placing and handling of embargoes, select **Embargoes > TD1 Circular**. The Circular TD-1 page is displayed (see [Exhibit 52](#)).

Exhibit 52. Circular TD-1

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

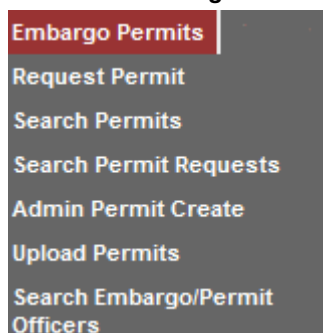
Managing Embargo Permits

A railroad user can request a permit (or multiple permits) for specific shipments to proceed to an embargoed destination.

A railroad user with assigned Embargo Permit Officer permissions can grant a permit (or multiple permits) for specific shipments to proceed to an embargoed destination.

When you select **Embargo Permits** on an AAR Embargo System page, the Embargo Permits menu is displayed (see [Exhibit 53](#)).

Exhibit 53. Embargo Permits Menu



[Exhibit 54](#) describes the tasks available on the Embargo Permits menu.

Exhibit 54. Embargo Permits Menu Items and Descriptions

Menu Item	Description
Request Permit	Enables you to request a permit to bypass an embargo.
Search Permits	Enables you to search and view all issued embargo 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 embargo (for example, if a shipper cannot access the Embargo/OPSL Notes System).
Upload Permits	Enables you to select and upload permit requests for review by an administrator.
Search Embargo/Permit Officers	Enables you to search for embargo and permit officers for all marks.

Requesting Embargo Permits

Any AAR Embargo and OPSL Notes System user may request an embargo permit.

Note: The following must be true:

- The embargo selected must allow permits.
- The embargo selected is in approved status and is not expired or cancelled.

Managing Embargo Permits

Use the following procedure to request an embargo permit:

1. There are two ways to request an embargo permit:
 - a. Search for the embargo to which you want to request to have a permit applied (see “[Searching and Viewing Embargoes](#)” on page 16). The Embargo Details page is displayed. Select the **Request Permit** button.
 - or
 - b. Select **Embargo Permits > Request Permit**. With this path, you must specify the embargo number on the Create Permit Request page.

The Create Permit Request page is displayed (see [Exhibit 55](#)).

Exhibit 55. Create Permit Request

The screenshot shows the 'Create Permit Request' page in the RAILINC AAR Embargo System. The page header includes the RAILINC logo, the system name 'AAR Embargo System', and navigation links for 'document: RAILINC CORPORATION', 'User Services', 'Contact Us', and 'Sign Out'. A secondary navigation bar contains links for 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The main content area is titled 'Create Permit Request' and contains the following fields and instructions:

- Instructions:** After submission of your request, for issues with permits/ obtaining permit numbers, please contact the permit officer(s) for the issuing road. To access a listing of railroad permit officers, please select Permits drop down and choose Search Officers option.
- *Permit(s) for Embargo:** [Text input field]
- Status:** New
- Requester ID:** document
- Requester Contact:** Anthony Will, RAILINC CORPORATION, Anthony.Will@railinc.com, 1.9196515285. (Please ensure your email address is correct, if not, update it first in SSO and then re-try operation)
- *Priority:** Medium [Dropdown menu]
- *Reason:** [Text area with scrollbars]
- *Number of Permits Needed:** 1 [Text input field]
- Permit Start Date:** 04-09-2015 [Calendar icon]. In most cases, the Permit Start Date should be the same as the Waybill Date
- Permit End Date:** 04-23-2015 [Calendar icon]
- Shipper CIF:** [Text input field with search icon]
- Consignee CIF:** [Text input field with search icon]
- Road Mark FSAC:** [Text input field]
- Origin FSAC:** [Text input field] - [Text input field] [Search icon]
- Destination FSAC:** [Text input field] - [Text input field] [Search icon]
- *Free Form Commodity:** [Text area with scrollbars]

At the bottom right of the form are 'Return' and 'Submit' buttons.

2. Complete the available input fields:

Field	Description
Permit(s) for Embargo	If entering the page directly from the menu (Embargo Permits > Request Permit), then this option enables you to specify the Embargo number to which the permit(s) should be applied.
Priority	Select the priority (High, Medium, or Low).
Reason	Free-form reason for the permit.
Number of Permits Needed	Enter the number of permits required.
Permit Start Date	Must be equal to or after associated embargo start date; must be prior to associated embargo end date; must be prior to requested end date.
Permit End Date	Default is calculated as 10 working days after start date or set as the associated embargo end date, whichever comes first. May not be equal or prior to requested start date. May not be prior to associated embargo start date. May not be after associated embargo end date.
Shipper CIF	One per permit request. If the Shipper CIF is specified in the associated embargo then the entered CIF must be one of those specified.
Consignee CIF	One per permit request. If Consignee CIF is 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 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 the **Submit** button. The system sets the status of the request to “Pending” and stores the request as a permit request. Permit requests have a status of “Pending” until a permit officer either approves or denies the request, as long as the embargo is effective.

Searching and Viewing Embargo Permits

Use the following procedure to search and view existing embargo permits:

1. Select **Embargo Permits > Search Permits**. The Search Permits page is displayed (see [Exhibit 56](#)).

Exhibit 56. 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).
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. <p>Here is an example of an embargo number: BNSF011102</p>
Embargo Issued By	Road mark that created the embargo. 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.

Field	Description
Permit Status	List of possible permit request statuses available for selection; multiple selections are allowed.

3. Select **Search** to initiate the search for matching permits. The Search Permit Results page is displayed [Exhibit 57](#).

Exhibit 57. Search Permit Results

Permit Number	Status	Used Date/ Time	Cancelled Date/ Time	Embargo Number	Start Date	End Date	Waybill Number	Waybill Date	Equipment ID	Billing Road
GRY1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
CSQ1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
BJK1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
CJ11538762	Expired			NS000108	10-16-2008	11-30-2008	0			
RBB1538762	Used	12-18-2008		NS000108	10-16-2008	11-30-2008	363752	11-26-2008	UTLX66857	TDCC
XGQ1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
CRC1538762	Used	12-18-2008		NS000108	10-16-2008	11-30-2008	363750	11-26-2008	UTLX66941	TDCC
NIP1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
LEJ1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
UXP1538762	Expired			NS000108	10-16-2008	11-30-2008	0			
CSQ3410417	Expired			NS000108	09-08-2008	10-08-2008	0			
NIP3410417	Expired			NS000108	09-08-2008	10-08-2008	0			
CJ13410417	Expired			NS000108	09-08-2008	10-08-2008	0			
LEJ3410417	Expired			NS000108	09-08-2008	10-08-2008	0			
XGQ3410417	Expired			NS000108	09-08-2008	10-08-2008	0			
BJK3410417	Expired			NS000108	09-08-2008	10-08-2008	0			
ISS5196616	Expired			NS000612	08-28-2012	11-23-2012	0			

4. Select the Permit Number of a displayed permit to view its details. The View Permit Details page is displayed (see [Exhibit 58](#)).

Exhibit 58. View Permit Details

View Permit Details

Permit(s) for Embargo: [NS000108](#)

Status: Used

Permit Number: CRC1538762

Used Date/ Time: 12-18-2008

Permit Start Date: 10-16-2008

Permit End Date: 11-30-2008

Number of Permits Needed: 10

Num of Permits Allowed Per Day: 2

Waybill Number: 363750

Waybill Date: 11-26-2008

Equipment ID: UTLX66941

Billing Road: TDCC

Commodity
No Commodities Specified

Other Permits In Series

Permit Number	Used Date/ Time	Status	Waybill Number	Waybill Date	Equipment ID	Billing Road
BJK1538762		Expired	0			
GRY1538762		Expired	0			
LEJ1538762		Expired	0			
CSQ1538762		Expired	0			
NIP1538762		Expired	0			
UXP1538762		Expired	0			
RBB1538762	12-18-2008	Used	363752	11-26-2008	UTLX66857	TDCC
XGQ1538762		Expired	0			
CJ11538762		Expired	0			

Printable View Return View audit log Export As XML Export As CSV

5. Perform one of the following actions (the available actions vary depending on the status of the permit):
 - a) Select **Printable View** to view a printable version of the permit.
 - b) Select **Return** to return to the Search Permit Results page.
 - c) Select **Cancel Permit** to cancel the displayed permit (for “effective” permits).
 - d) Select **View Permit Request** to view the permit request details.
 - e) Select **View Audit Log** to audit a history of the displayed permit.
 - f) Select **Export As XML** to export the displayed permit as XML.
 - g) Select **Export As CSV** to export the displayed permit in CSV format.

Searching and Viewing Embargo Permit Requests

Use the following procedure to search for existing embargo permit requests:

1. Select **Embargo Permits > Search Permit Requests**. The Search Permit Requests page is displayed (see [Exhibit 59](#)).

Exhibit 59. Search Permit Requests

2. Complete the available input fields:

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 each new year, ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF011102
Embargo Issued By	Road mark that created the embargo. Select the magnifying glass to bring up the Road Mark Lookup page.
Start/End Date	Start and End Date range for permits; select the calendar icon for assistance with date entry.
Permit Status	List of possible permit request statuses available for selection; multiple selections are allowed.

3. Select the **Search** button. The Search Permit Request Results page is displayed (see [Exhibit 60](#)). Permit requests that are highlighted in yellow are high priority.

Exhibit 60. Search Permit Request Results

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

Home Embargoes Embargo Permits OPSL Notes OPSL Note Permits Tools Help

Search Permit Request Results
Permit requests that are highlighted in yellow are high priority.

[Show Search Criteria](#)

Results found: 1

Request ID	Embargo Number	Number of Permits	Permit Request Date	Permit Start Date	Permit End Date	Origin	Destination	Status	Priority
60255	CALA000215	1	03/12/2015	02/12/2015	03/26/2015			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 61](#)).

Note: The embargo associated with a permit can be viewed by selecting the Embargo Number corresponding with the listed permit.

Exhibit 61. Permit Request 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

Permit Request Details

Permit(s) for Embargo: [CALA000215](#)

Request ID: 60255

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: 02-12-2015

Permit End Date: 03-26-2015

Waybill Parties:

Origin / Destination:

Free Form Commodity: TEST

Instructions: For issues with permits/ obtaining permit numbers, please refer to the original embargo for information on the permit officer.

[Printable View](#) [Return](#)

5. Perform one of the following actions:

Note: The actions available may vary depending on the status and your permissions.

- a) Select the Embargo Number to view the embargo associated with the displayed permit.

- b) Select **Printable View** to view a printable version of the permit request.
- c) Select **Return** to return to the Search Permit Request Results page.
- d) Select **Edit Request** to edit the permit request.
- e) Select **Reject Request** to reject the displayed permit request.
- f) Select **Start Approval** to start the approval process.
- g) Select **View Journal** to view journal entries associated with the permit request.
- h) Select **View Audit Log** to view audit log details on the displayed permit request.

Administering Embargo Permit Creation

Use the following procedure to administer the creation of an Embargo Permit:

1. Select **Embargo Permits > Admin Permit Create**. The Issue Permit page is displayed (see [Exhibit 62](#)).

Exhibit 62. Issue Permit

The screenshot shows the 'Issue Permit' form within the RAILINC AAR Embargo System. The page header includes the RAILINC logo, 'AAR Embargo System', and user information: 'document: RAILINC CORPORATION | User Services | Contact Us | Sign Out'. A navigation menu contains: Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, and Help. The form fields are as follows:

- *Permit(s) for Embargo:** [Empty text box]
- Status:** New
- *Number of Permits Needed:** [1]
- Railinc Generated Permit Number(s):**
- Num of Permits Allowed Per Day:** [1]
- Permit Start Date:** [07-10-2015] In most cases, the Permit Start Date should be the same as the Waybill Date
- Permit End Date:** [07-24-2015]
- Permit These STCC Commodities:** [Empty text area with scrollbars]

At the bottom of the form are two buttons: **Return** and **Issue Permit**.

2. Complete the available input fields:

Field	Description
* Permits for Embargo	Enter the embargo number of the embargo for which you want to issue a permit. An embargo number is a 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 each new year, ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF011102
* 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.
Permit Start Date	Must be equal to or past associated embargo start date; must be prior to associated embargo 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 embargo end date, whichever comes first; may not be equal to or prior to the requested start date; may not be prior to the associated embargo start date; may not be after the associated embargo end date.
Permit These STCC Commodities	Multiple STCCs are allowed per permit; if STCC(s) are specified in the associated embargo, 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 embargo permit request. Permit requests have a status of “Pending” until the permit officer either approves or denies the request, as long as the embargo is effective.

Approving Embargo Permit Requests

Note: This process is for Permit Officers.

As a Permit Officer, you can perform a search to find embargo permit requests waiting for your approval. You can then select a permit request and provide approval. Requests may be approved if their current status is “Pending”. The embargo associated with the permit must be approved and active.

Use the following procedure to approve embargo permit requests:

1. Perform a search for permit requests (see “[Searching and Viewing Embargo Permit Requests](#)” on page 45).
2. From the Permit Request Details page, select **Start Approval** to start the approval process. The Approve Permit Request page is displayed (see [Exhibit 63](#)).

Exhibit 63. Approve Permit Request

RAILINC | AAR Embargo System

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

Approve Permit Request

Permit(s) for Embargo: CALA000215

Status: Pending

Requester ID: document

Requester Contact: Anthony Will
RAILINC CORPORATION
Anthony.Will@railinc.com
1.9198515285

Note:

*Reason: TEST

*Priority: Medium

*Number of Permits Needed: 1

Num of Permits Allowed Per Day: 1

Permit Start Date: 02-12-2015 In most cases, the Permit Start Date should be the same as the Waybill Date

Permit End Date: 03-26-2015

Shipper CIF:

Consignee CIF:

Road Mark FSAC

Origin FSAC: -

Destination FSAC: -

Free Form Commodity: TEST

Permit These STCC Commodities:

[Return](#) [Approve Permit](#)

3. Complete the available input fields:

Field	Description
Note	Free-form notes field.
* Reason	Free-form field; reason for the embargo permit request.
* Priority	Select the priority (High, Medium, or Low).
* Number of Permits Needed	Enter the number of permits required. Note that if you issue 100 permits, only 10 may be able to be used per day.
Number of Permits Allowed per Day	Enter the number of permits allowed each day.
Permit Start Date	Must be equal to or past associated embargo start date; must be prior to associated embargo end date; must be prior to requested end date.
Permit End Date	Default is calculated as 10 working days after start date or set as the associated embargo end date, whichever comes first. May not be equal or prior to requested start date. May not be prior to associated embargo start date. May not be after associated embargo end date.
Shipper CIF	One per permit. 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. 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. Lookup available.
Destination FSAC	Destination Freight Station Accounting Code. Enter Road Mark and then FSAC number. Lookup available.
Permit These STCC Commodities	Multiple STCC(s) are allowed per permit. If STCC(s) are specified in the associated embargo, then the entered STCC must be one of those specified.

4. Select **Approve Permit**. The system notifies the requestor. The permit request is now considered approved and a request id is assigned.

Rejecting Embargo Permit Requests

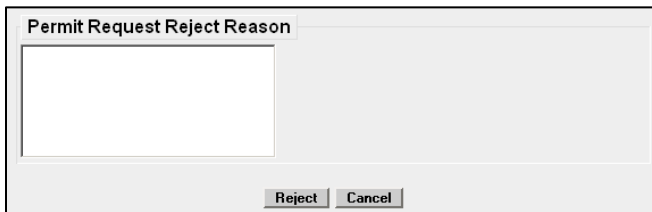
Note: This process is for Permit Officers.

As a Permit Officer, you can perform a search to find permit requests waiting for approval. You can then select a permit request and reject it. Requests may be rejected by a Permit Officer if its current status is “Pending”.

Use the following procedure to reject embargo permit requests:

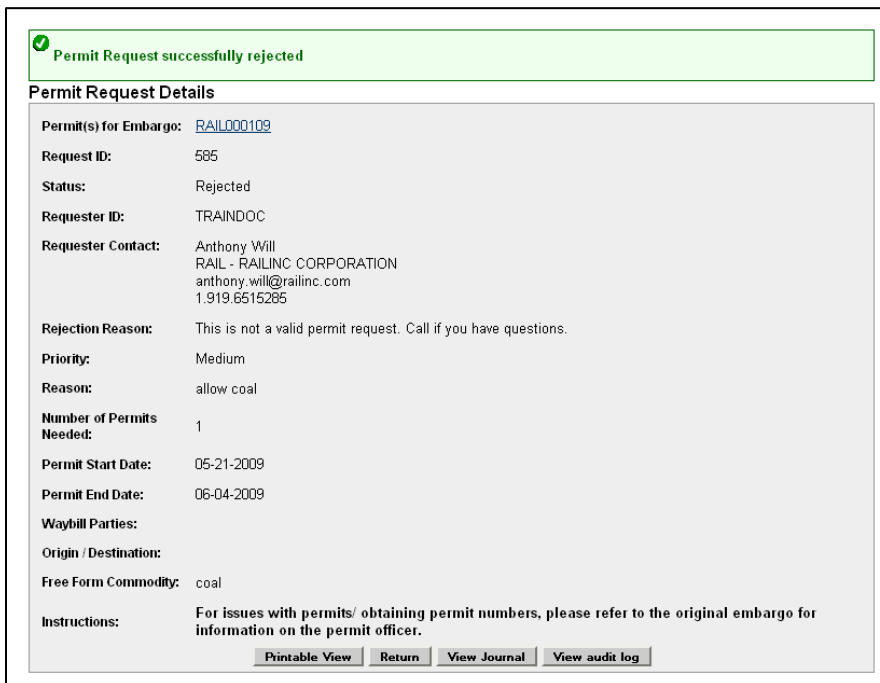
1. Perform a search for permit requests (see “[Searching and Viewing Embargo Permit Requests](#)” on page 45).
2. From the Permit Request Details page, select **Reject Request**. The Permit Request Reject Reason Pop-up window is displayed (see [Exhibit 64](#)).

Exhibit 64. Permit Request Reject Reason



3. Enter a free-form rejection reason and select **Reject**. The system notifies the requestor. The permit request is now considered rejected and may not have waybills approved against it. The Permit Request Details page is displayed (see [Exhibit 65](#)).

Exhibit 65. Permit Request Successfully Rejected




Permit Request Successfully Rejected	
Permit Request Details	
Permit(s) for Embargo:	RAIL000109
Request ID:	585
Status:	Rejected
Requester ID:	TRAINDOC
Requester Contact:	Anthony Will RAIL - RAILINC CORPORATION anthony.will@railinc.com 1.919.6515285
Rejection Reason:	This is not a valid permit request. Call if you have questions.
Priority:	Medium
Reason:	allow coal
Number of Permits Needed:	1
Permit Start Date:	05-21-2009
Permit End Date:	06-04-2009
Waybill Parties:	
Origin / Destination:	
Free Form Commodity:	coal
Instructions:	For issues with permits/ obtaining permit numbers, please refer to the original embargo for information on the permit officer.
Printable View Return View Journal View audit log	

Uploading Embargo Permit Requests

Use the following procedure to upload embargo permit requests:

1. Select **Embargo Permits > Upload Permits**. The Upload Permits page is displayed (see [Exhibit 66](#)).

Exhibit 66. Upload Permits



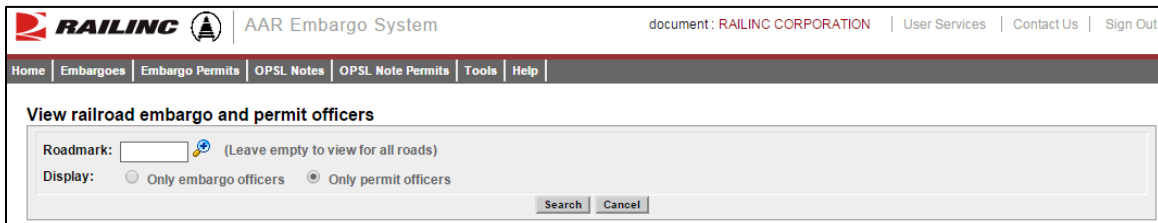
2. Select the **Browse** button. Using the displayed dialog box, browse to the location of the permit request that you want to upload.
3. Select the **Import** button.

Searching for Embargo Permit Officers

Use the following procedure to search for Embargo Permit Officers:

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

Exhibit 67. View Railroad Embargo and Permit Officers



2. Enter the **Roadmark** of the OPSL 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 68. Search Permit Officers Results

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

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

Search permit officers results

[Show Search Criteria](#)

Total Items: 25 | Export: [csv](#)

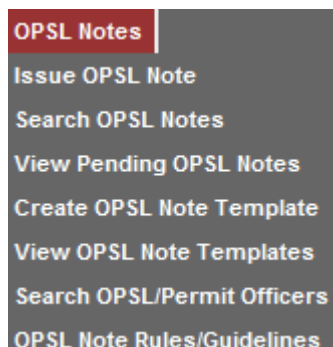
Roadmark	Name	Phone number	Email address
BNSF	Douglas Freeman	1.8175931043	douglas.freeman@bnsf.com
BNSF	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com
CALA	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com
CALA	Meshalle Carter	1.9196515265	Acarter419@aol.com
CN	Betty Kuch	204-934-8304	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
KCS	Paul Ransdell	1.9196515077	paul.ransdell@railinc.com
MMA	Sara Osborne	207-848-4208	slosborne@mmarail.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	Parmallee Hakey	9196515282	parmallee.hakey@railinc.com
RAIL	Anthony Will	1.9196515285	Anthony.Will@railinc.com

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

Working with OPSL Notes

When you select **OPSL Notes** on an AAR Embargo System page, the OPSL Notes menu is displayed (see [Exhibit 69](#)).

Exhibit 69. OPSL Notes Menu



[Exhibit 70](#) describes the tasks available on the OPSL Notes menu.

Exhibit 70. OPSL Notes Menu Items and Descriptions

Menu Item	Description
Issue OPSL Note	Enables you to create an OPSL Note that permanently restricts rail traffic from a specified area. OPSL Notes are not in effect until they are approved by the AAR.
Search OPSL Notes	Enables you to search for and view OPSL Notes. Once results are located, you can perform additional functions.
View Pending OPSL Notes	Enables you to view a list of draft, pending, and rejected OPSL Notes for your mark.
Create OPSL Note Template	Enables you to create an OPSL Note template that is prepopulated with regularly used information.
View OPSL Note Template	Enables you to view and apply OPSL Note templates that you have created.
Search OPSL/Permit Officers	Enables you to search for OPSL and permit officers for all marks.
OPSL Note Rules/Guidelines	Enables you to view basic rules and guidelines for creating OPSL Notes.

Viewing OPSL Note Rules and Guidelines

To access basic overview rules and guidelines for the creation of OPSL Notes, select **OPSL Notes > OPSL Note Rules/Guidelines**. The OPSL Note Rules and Guidelines page is displayed (see [Exhibit 71](#)).

Exhibit 71. OPSL Note Rules and Guidelines

The screenshot shows the RAILINC AAR Embargo System website. The header includes the RAILINC logo, the text "AAR Embargo System", and links for "document : RAILINC CORPORATION", "User Services", "Contact Us", and "Sign Out". A navigation bar contains links for "Home", "Embargoes", "Embargo Permits", "OPSL Notes", "OPSL Note Permits", "Tools", and "Help". The main content area is titled "OPSL Note Definition" and contains the following text:

What is the OPSL?
The Official Railroad Station List, known in the rail industry as the OPSL, is a rail industry governing geographical publication, an authoritative and highly up-to-date rail station directory.

What are OPSL Notes?
OPSL Notes in this application are unique characteristics attributable to a specific station which describe operational factors impacting traffic movements. Note numbers are displayed in parentheses adjacent to a station name in the Alphabetical and Geographical sections of the OPSL. The text of the notes themselves is displayed in the Notes Section under the appropriate note number.

OPSL Effective Dates
The OPSL Reissue and each OPSL Supplement carry 'issue' dates on their covers. These show the dates the publications are published. Also shown on the covers are effective dates. This date indicates everything in effect as of that point in time.

Subscribing to the OPSL
For information on how to subscribe to the OPSL visit us at our web site: www.railinc.com
Or contact:
Railinc
Customer Service Center
7001 Weston Parkway, Suite 200
Cary, NC 27513
TEL 800-544-7245
FAX 919-651-5410

Searching OPSL Notes

Use the following procedure to search for OPSL Notes:

1. Select **OPSL Notes > Search OPSL Notes**. The Search OPSL Notes page is displayed (see [Exhibit 72](#)).

Exhibit 72. Search OPSL Notes

The screenshot shows the RAILINC AAR Embargo System website with the "Search OPSL Notes" form. The header and navigation bar are identical to Exhibit 71. The form is titled "Search OPSL Notes" and includes a "Simple Query" section with the following fields and options:

OPSL Note No: Issuing Road: Created By: State/Province:

Status: All Amended Cancelled Approved/Effective Expired

Buttons: Search, Advanced Query, Cancel

2. Complete the available input fields:

Field	Description
OPSL Note No.	<p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
Issued By	Key in road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created By	Single Sign On User ID of the creator of the OPSL Note.
State/Province	From the drop down choose a State/Province.
Status	<p>All – by checking this box, all OPSL Notes that have been created and handled by the OPSL Admin are returned regardless of their status.</p> <p>Amended – by checking this box, only approved and amended OPSL Notes are returned.</p> <p>Cancelled – by checking this box, only OPSL Notes approved and later cancelled by the road are returned.</p> <p>Approved/Effective – by checking this box (default), only the approved and effective OPSL Notes are returned.</p> <p>Expired – by checking this box, only the OPSL Notes that were approved and have expired are returned.</p>

3. Select **Search**. The results of the specified search are displayed (see [Exhibit 73](#)).

Exhibit 73. Search OPSL Note Results

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

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

Search OPSL Note Results

Results found: 109

Issuing Road	OPSL Note No	Amendment No	Effective Date	Allow Permits	Status	Last Amended Date	Cancelled Date	Info Only OPSL Note	Roads Invited to Participate	Cause
AKMD	AKMDAF1280	3	07/27/2011	YES	Effective	09/14/2011		NO		Weight Restriction
AN	ANAG0448	0	02/01/2012	NO	Effective			NO	CSXT	Other - specify
BNSF	BNSFAI2310	0	10/08/2014	NO	Effective			NO		Other - specify
BNSF	BNSFAI5525	0	07/21/2014	NO	Effective			NO		Other - specify
BNSF	BNSFAH0442	0	10/30/2013	NO	Effective			NO		Other - specify
BNSF	BNSFAH1850	0	01/31/2013	YES	Effective			NO		Weight Restriction
BNSF	BNSFAH1860	0	01/31/2013	YES	Effective			NO		Weight Restriction
BNSF	BNSFAG1011	1	06/04/2012	NO	Effective	06/04/2012		NO	KCS, UP	Other - specify
BNSF	BNSFAG1300	4	05/09/2012	YES	Effective	08/10/2012		NO		Weight Restriction
BNSF	BNSFAF0111	2	06/06/2011	NO	Effective	07/12/2011		NO		Commodity restrictions
BNSF	BNSFAE0090	0	08/23/2010	NO	Effective			NO		Other - specify

[Return](#)

- Select the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details page is displayed (see [Exhibit 74](#)).

Exhibit 74. OPSL Note Details

AAR Embargo System

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OPSL Note Details

General OPSL Note Information

OPSL Note No: BNSFAI5525	Published Date: 07-21-2014	Supplement Number:
Effective Date: 07-21-2014	Issuing Road: BNSF - BNSF RAILWAY COMPANY	
Status: Effective	Tier 2 Effective Date: 07-21-2014	
Allow Permits: No	Max Car Allowed:	Bypass Local Waybills: No
Include All Empty Cars: Yes	Email: douglas.freeman@bnsf.com	Phone Number: 1 8175931043
Original Requester: Douglas Freeman		
Roads Invited to Participate:		

Commodity

Target All Commodities

Cause

Cause: Other - specify
Cause Detail: TC-PD-34 restriction

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
	*			N	BNSF			AB
					BNSF			BC
					BNSF			MB
					BNSF			SK

Equipment

Total Weight on Rail: No Weight Restrictions
Clearance Code: No Clearance Code
UMLER elements: Include These UMLER Element(s)
Umler Element Status: B527 - Restricted

Waybill Parties

Target All Waybill Parties

Notes

TC-PD-34 restriction

Clone Printable View Export As XML Amend Cancel Resend XML Show Audit Trail View Journal
Return

5. Perform one of the following actions (the available actions may vary depending on your permissions):
 - a) Select **Clone** to clone the displayed OPSL Note (see “[Cloning OPSL Notes](#)” on page 78).
 - b) Select **Printable View** to display a printable version of the OPSL Note (see [Exhibit 75](#)).

Exhibit 75. Print OPSL Note

Print OPSL Note
BNSF-BNSF RAILWAY COMPANY
OPSL Note Number: BNSFAI5525
Status: Effective
Companion OPSL Note Number: None
Effective Date: 07-21-2014
OPSL Published Date: 07-21-2014
Allow Permit: No
Tier 2 Effective Date: 07-21-2014
Roads Invited to Participate:
Original Requester : Douglas Freeman - Ph: 1.8175931043 - Email:
Bypass Local Waybills: No
Information Only: No
Include All Empty Cars: Yes
Maximum Car Allowed:
Commodities: Target All Commodities

Select **Print** to print out the displayed OPSL Note, or select **Close** to cancel the printing.

- c) Select **Export As XML** to export the displayed OPSL Note in XML format. See [“Exporting OPSL Notes as XML”](#) on page 80.
- d) Select **Amend** to issue an amendment to the displayed OPSL Note. See [“Amending OPSL Notes”](#) on page 72.
- e) Select **Cancel** to cancel the OPSL Note. See [“Cancelling OPSL Notes”](#) on page 75.
- f) Select **Expire** to expire the displayed OPSL Note. See [“Expiring OPSL Notes”](#) on page 76.
- g) Select **Request Permit** to request a permit for the OPSL Note. See [“Requesting OPSL Note Permits”](#) on page 91.
- h) Select **Admin Issue Permit** to issue an OPSL Note Permit as an administrator. See [“Administering OPSL Note Permit Creation”](#) on page 98.
- i) Select **Show Audit Trail** to view a history of the displayed OPSL Note record. See [“Searching Audit Logs from the Tools Menu”](#) on page 117.
- j) Select **View Journal** to display any journal entry associated with the OPSL Note (See View/Create a Journal Entry). See [“Viewing and Creating OPSL Note Journal Entries”](#) on page 71.
- k) Select **Return** to return to the previously displayed page.

Searching OPSL Notes – Advanced Query

Use the following procedure to search and view OPSL Notes using advanced query options to narrow the parameters of the search:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Select **Advanced Query** to reveal additional search options (see [Exhibit 76](#)).

Note: At any point, the advanced query fields can be hidden by selecting the **Simple Query** button.

Exhibit 76. Search OPSL Notes – Advanced Query

2. Complete the available input fields:

Field	Description
OPSL Note No.	<p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
Issued by	Key in road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created by	Single Sign On User ID of the creator of the OPSL Note.

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).
Cause	Choose a specific cause from the drop down.
Participating Road	Road invited to participate in the issued OPSL Note.
Status	Check the appropriate box (All, Amended, Cancelled, Approved/Effective, Expired, or Re-issued).
Commodity	Key in up to three specific STCC's, or use the lookup feature by selecting the magnifying glass icon next to the text box.
Waybill Parties	Key in the specific CIF Numbers (all 13 characters), or use the lookup feature by selecting the magnifying glass icon next to the text box.
Umler Equipment Type Code	Key in standard Umler Equipment Type Codes, or use the lookup feature by selecting the magnifying glass icon next to the text box.
Geography	Choose one of these options: All FSAC and States – Include all geographic locations. FSAC – Choosing this option displays text boxes with the ability to key in up to three specific FSACs. You can also use the lookup feature by selecting the magnifying glass icon next to each text box. State/Province – Choosing this option displays a drop down with the ability to select a specific state/province.

3. Select **Search**. The results of the specified search are displayed.

Issuing OPSL Notes

Use the following procedure to issue a new OPSL Note:

1. Contact Railinc Product Support and request an OPSL number.
2. Select **OPSL Notes > Issue OPSL Note**. The Issue Restricted Movement OPSL Note page is displayed (see [Exhibit 77](#)).

Exhibit 77. Issue Restricted Movement OPSL Note

AAR Embargo System

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Issue Restricted Movement OPSL Note

General OPSL Note Information

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

Issuing Road: Effective Date: Published Date: Supplement Number:

Allow Permits: Bypass Local Waybills:

Include All Empty Cars

Participating Roads: Notes to Participating Roads:

Max Car Allowed

Commodity

Target Select Commodities Target All Commodities

Include These Commodities:

Cause **Notes**

*Cause: (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:

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

Exclude These Locations

Origin

Destination

Bi-Directional

Destination

Bi-Directional

Include These Interchanges Target All Interchanges

OR

Choose a Geography Template.

Hurricane Gustav Richmond Interchange South Richmond, VA TIH 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 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:

CIF: Shipper Consignee Care of party Ship From Pick Up

3. Complete the available input fields:

Field	Description
OPSL Note No.	<p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 provided by Railinc Corp <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
Information Only OPSL Note	<p>Operating station notice; only serves as a notice of intent. No waybills are matched or EDI 824 messages issued. An email is sent to affected parties.</p>
Issued By	<p>Key in road mark, or use the lookup feature by selecting the magnifying glass icon next to the text box.</p>
Effective Date	<p>Enter the effective date as it appears on the OPSL book or supplement where the note appears.</p>
Published Date	<p>Enter the published date (issued date) as it appears on the OPSL book or supplement where the note appears.</p>
Supplement Number	<p>If the note is published in an OPSL supplement, enter the supplement number in which it appears.</p>
Allow Permits	<p>Check this box to allow permits to the issued OPSL Note.</p>
Bypass Local Waybills	<p>Select “yes” or “no” to determine if the OPSL Note should bypass local waybills.</p>
Include All Empty Cars	<p>Select to include empty car waybills in the OPSL Note.</p>

Field	Description
Participating Roads	Allows a road issuing an embargo to invite other roads to participate in the OPSL Note. Enter one or more road marks. As needed, use the magnifying glass link to look up reporting marks (see Exhibit 78).

Exhibit 78. Roadmark Lookup

Roadmark Lookup

- Minimum characters required for fields: Roadmark 2, Description 3
- Roadmark matches are exact. Use * wildcard when uncertain. (example: BNSF, BNS*)

Roadmark: Description:
Owner:

Roadmark	Description	Ownr
Search for Roadmarks		

Results found: 0

Notes to Participating Roads	Enter free-form notes regarding invitation for roads to participate in created OPSL Note. Notes to Participating Roads are emailed to “participating” roads when OPSL Note is issued. Notes cannot be seen by any other roads.
Max Car Allowed	Allows you to specify the maximum car count allowed.

Field	Description
Commodity	Select whether to target your OPSL Note for selected or all commodities (see Exhibit 79).

Exhibit 79. 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 80](#)).

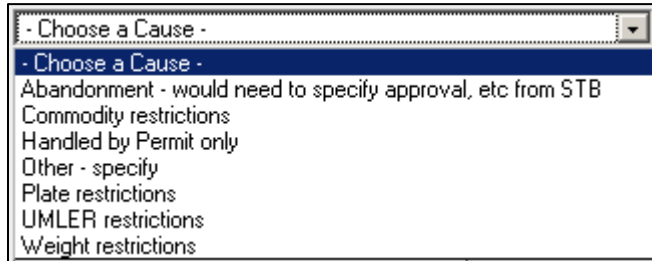
Exhibit 80. Target All Commodities



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

Field	Description
* Cause	Use the drop down field to select the required cause of the OPSL Note (see Exhibit 81).

Exhibit 81. Choose a Cause



Cause Details Use this field to explain the reason for the issued embargo.

Government, Other, Weather and Weight must have an explanation included in the **Cause Detail** box.

Notes Enter exact verbiage in the Notes text box that is listed in the OPSL Note Directory. This is reviewed for accuracy by the AAR/Railinc Admin.

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 82](#)).

Exhibit 82. Geography

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.

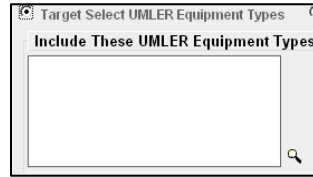
Select Create a Geography Template to initiate the process of creating a geography template (see "[Creating Geographic Templates](#)" on page 112).

Select one of the radio buttons below to determine the equipment to be affected by the OPSL Note:

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 83](#)).

Exhibit 83. 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 84](#)).

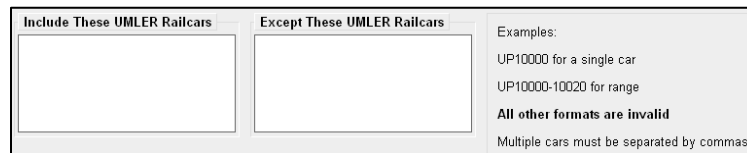
Exhibit 84. Include these Umler Equipment Type Groups



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 85](#)). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 85. Target Select Umler Railcars



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 86](#)). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 86. Target Select Intermodal

<p>Include These Intermodal Equipment</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Except These Intermodal Equipment</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Examples: UP10000 for a single car UP10000-10020 for range All other formats are invalid Multiple cars must be separated by commas</p>
--------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 87](#).

Exhibit 87. 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 88](#)).

Exhibit 88. Total Weight on Rail

<p>Total Weight on Rail</p> <p>Equal to or Greater than ▼ - Select a Quantity - lbs.</p>	<p>Weight Conditions Used to Restrict Movement</p> <p><input checked="" type="checkbox"/> Gross Weight <input checked="" type="checkbox"/> Net Weight <input checked="" type="checkbox"/> Estimated Weight <input checked="" type="checkbox"/> UMLER Total Weight On Rail</p>
<p>Except These Cars</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<p>Examples: UP10000 for a single car UP10000-10020 for range All other formats are invalid Multiple cars must be separated by commas</p>

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 89](#)).

Exhibit 89. Target Select or All Waybill Parties



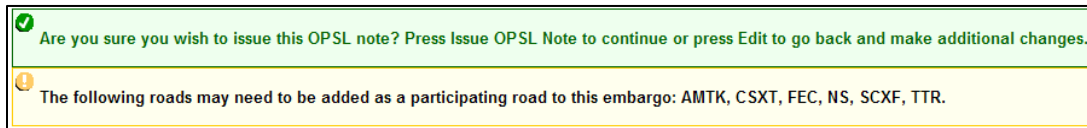
Specify the type of waybill party (shipper, consignee, care of party, ship from, or pick up) then enter the specific **CIF** for that patron in the available field. Use the arrow or X icons to add or remove additional waybill parties.

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

4. Select **Issue OPSL Note** to issue the OPSL Note. Or, select **Save A Draft** to save your work in progress.

If all validation rules pass after selecting to issue an OPSL Note, a confirmation message and a warning message are displayed (see [Exhibit 90](#)). The warning message is displayed alerting you of any roads that may need to be added as participants.

Exhibit 90. OPSL Note Confirmation and Warning Message



5. Perform one of the following steps:
 - a) Select **Edit** to edit the OPSL Note prior to issuing it.
 - b) Select **Issue OPSL Note** to issue the OPSL Note.
 - c) Select **Return** to return to the previous page.

Viewing and Creating OPSL Note Journal Entries

Note: This process is for Permit Officers.

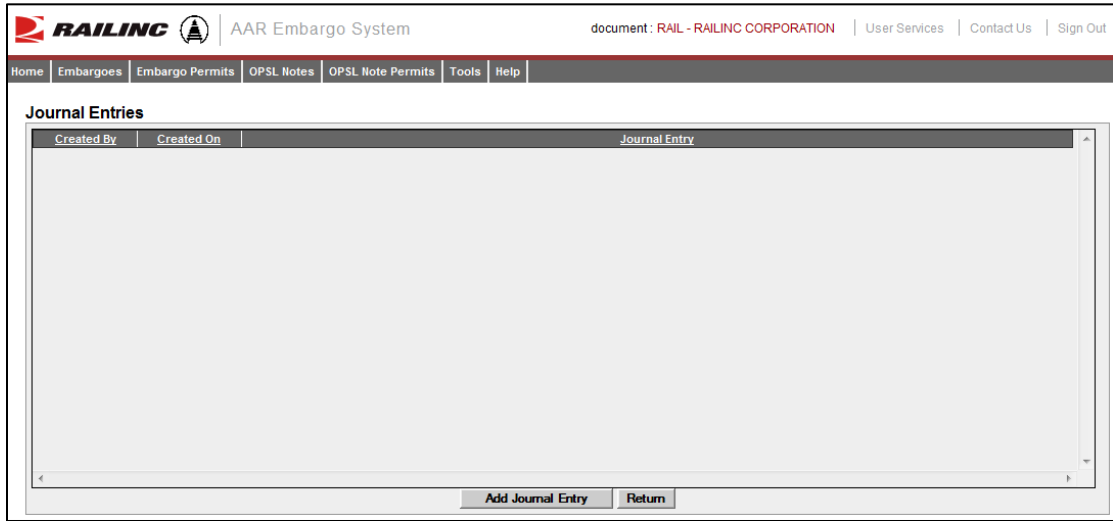
A journal entry is a free form text field that allows you to enter additional information about an OPSL Note. You can only view journal entries for your own road.

Use the following procedure to view the journal and create a journal entry for an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. The Search OPSL Notes page is displayed. Search for an OPSL Note with a journal entry that you want to view, or search for an OPSL Note for which you want to create a new journal entry.
2. Select the OPSL Note Number of the OPSL Note with a journal entry that you want to view. The OPSL Note Details page is displayed.

3. Select the **View Journal** button. The Journal Entries page is displayed (see [Exhibit 91](#)).

Exhibit 91. Journal Entries



4. Select the **Add Journal Entry** button to add a new journal entry. A time stamped line is added to the journal allowing for input (see [Exhibit 92](#)).

Exhibit 92. Journal Entries–New Entry



5. Complete the journal entry and select **Save**.

Amending OPSL Notes

Use the following procedure to amend 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 **Amend**. The Amend OPSL Note page is displayed (see [Exhibit 93](#)).

Exhibit 93. Amend OPSL Note

Amend OPSL Note

General OPSL Note Information

OPSL Note No:	BNSFAI2310	<input type="checkbox"/> Information Only OPSL Note	Amendment No.: 1	Status: Effective
Issuing Road:	BNSF	Effective Date:	10-08-2014	Published Date: 10-08-2014
Allow Permits:	<input type="text" value="No"/>	Bypass Local Waybills:	<input type="text" value="No"/>	Supplement Number: <input type="text"/>

Include All Empty Cars

Participating Roads:

Max Car Allowed

Notes to Participating Roads:

Commodity

Target Select Commodities Target All Commodities

Except These Commodities:

Cause

*Cause:

Cause Detail:

Notes

Testing for 7010 EDI upgrade.

(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.)

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:

Exclude These Locations

Origin:

Include These Interchanges Target All Interchanges

OR:

Destination:

Bi-Directional

Destination:

Bi-Directional

Choose a Geography Template.

Hurricane Gustav Richmond Interchange South Richmond, VA TIH 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:

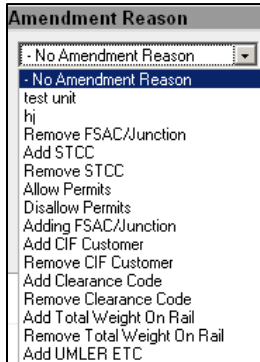
ClF: Shipper Consignee Care of party Ship From Pick Up

Current Amendment Reason

- No Amendment Reason

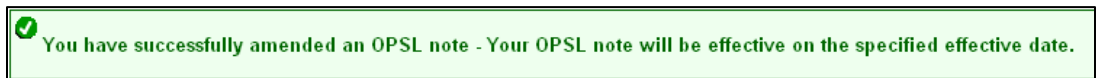
4. Modify the OPSL Note as needed. Use the available drop-down to provide an amendment reason (see [Exhibit 94](#)). Use the blank field below the drop-down to elaborate, as needed.

Exhibit 94. OPSL Note Amendment Reason



5. Select the **Issue Amendment** button. A message is displayed informing you that the OPSL Note has been amended (see [Exhibit 95](#)).

Exhibit 95. OPSL Note Successfully Amended

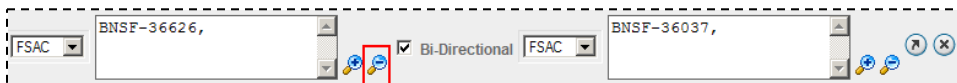


Removing Geographic Locations from OPSL Notes

Use the following procedure to remove geographic locations from an OPSL Note:

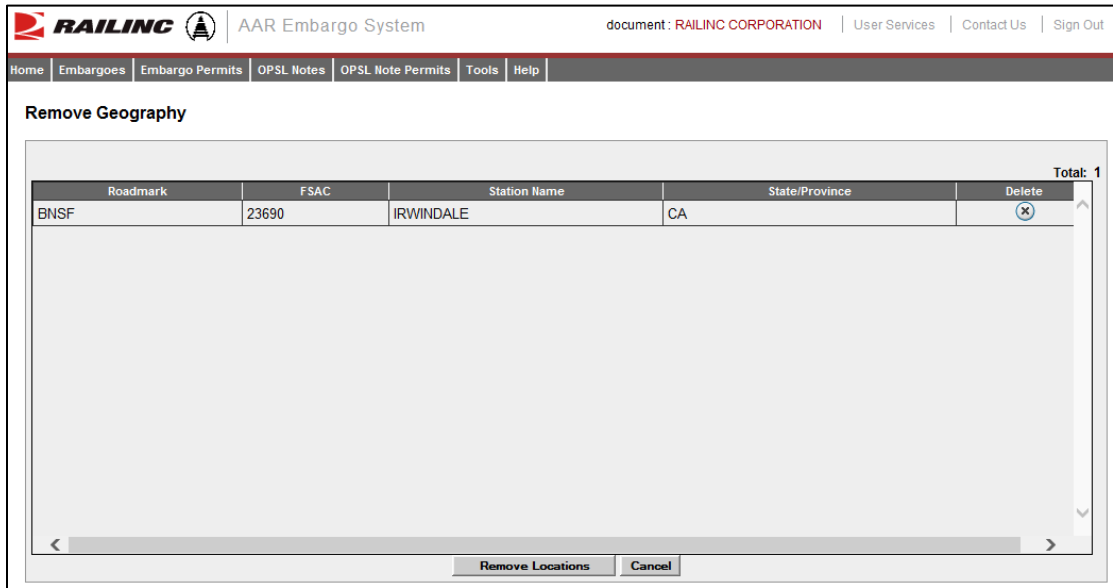
1. Select that you want to amend an OPSL Note (see “[Amending OPSL Notes](#)” on page 72).
2. In the Geography section of the Amend OPSL Note page, select the corresponding magnifying glass with a minus sign on it next to the locations that you want removed (see [Exhibit 96](#)).

Exhibit 96. Magnifying Glass to Remove Stations



The Remove Geography page is displayed (see [Exhibit 97](#)).

Exhibit 97. Remove Geography



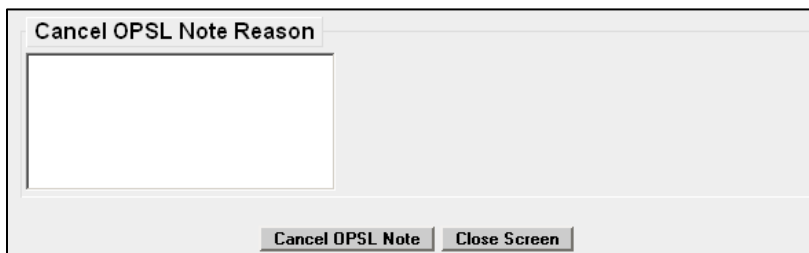
3. Select the delete icon next to the location you want removed.
4. Confirm your choice to remove any selected locations by selecting the **Remove Locations** button. The OPSL Note page is redisplayed with the indicated locations removed. Select **Cancel** if you want to cancel the removal process.

Cancelling OPSL Notes

Use the following procedure to cancel an OPSL Note:

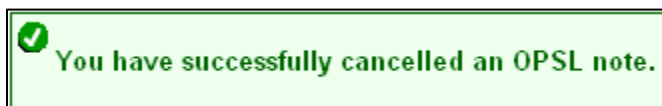
1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Search for the OPSL Note that you want to amend (see [“Searching OPSL Notes”](#) on page 56).
2. Select the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details page is displayed.
3. Select **CANCEL**. A pop up box is displayed asking for you to specify the reason for canceling the OPSL Note (see [Exhibit 98](#)).

Exhibit 98. Cancel OPSL Note Reason



4. Enter a reason for canceling the note. Select the **Cancel OPSL Note** button. A message is displayed letting you know that the OPSL Note has been cancelled (see [Exhibit 99](#)).

Exhibit 99. OPSL Note Successfully Cancelled

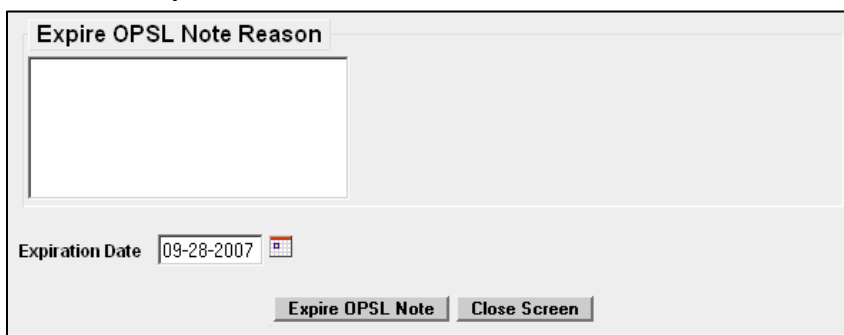


Expiring OPSL Notes

Use the following procedure to cancel an OPSL Note:

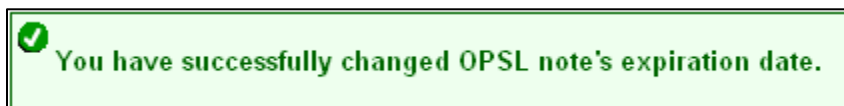
1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Search for the OPSL Note that you want to amend (see "[Searching OPSL Notes](#)" on page 56).
2. Select the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details page is displayed.
3. 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

A screenshot of a web-based dialog box titled "Expire OPSL Note Reason". The dialog has a light gray background. At the top, the title is displayed in a dark gray box. Below the title is a large, empty white rectangular area for entering a reason. At the bottom left, there is a label "Expiration Date" followed by a text input field containing "09-28-2007" and a small calendar icon to its right. At the bottom center, there are two buttons: "Expire OPSL Note" and "Close Screen", both with a light gray background and dark text.

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>)

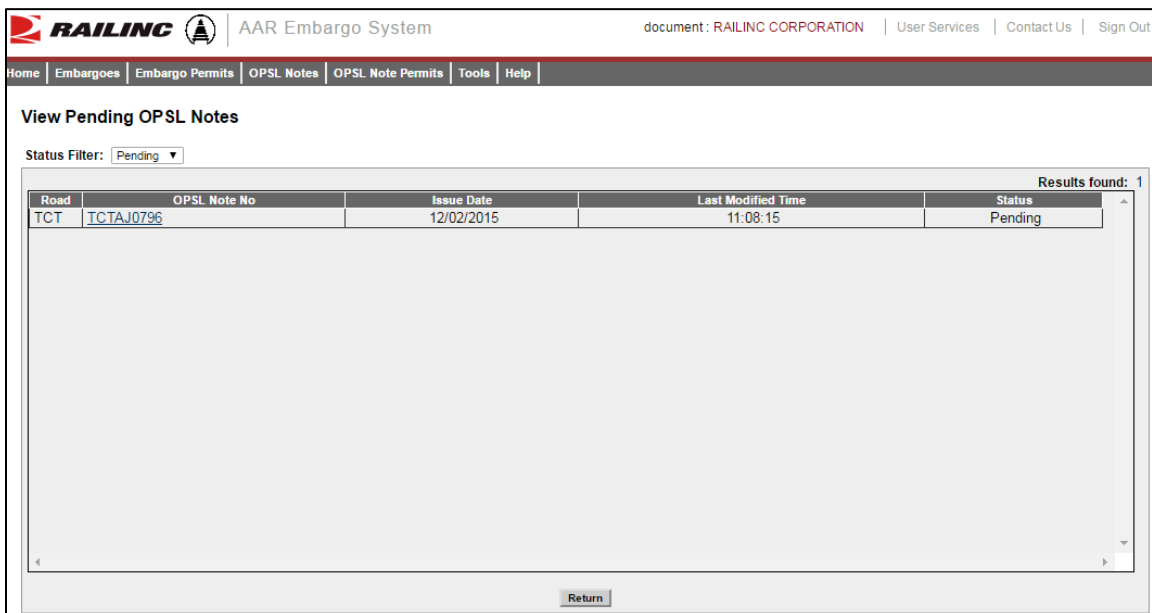
2. Find the specific OPSL Note (**OPSL Notes > Search OPSL Notes**).
3. From the Search OPSL Note Results page, select the hyperlink of the displayed OPSL Note to view its details. The OPSL Note Details page is displayed.
4. Review the OPSL Note to ensure that it remains accurate. If so, scroll to the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



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

AAR Embargo System

document: RAILINC CORPORATION | [User Services](#) | [Contact Us](#) | [Sign Out](#)

Home
Embargo
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

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:

Max Car Allowed

Status: New

Notes to Participating Roads:

Commodity

Target Select Commodities Target All Commodities

Except These Commodities:

Cause

*Cause: Other - specify

Cause Detail: TC-PD-34 restriction

Notes

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.)

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

Exclude These Locations

Origin

FSAC

Include These Interchanges Target All Interchanges

OR

Destination

Bi-Directional STATE BC, AB, MB, SK

Bi-Directional FSAC

Choose a Geography Template.

Hurricane Gustav Richmond Interchange South Richmond, VA TIH 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:

CIF: Shipper Consignee Care of party Ship From Pick Up

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

FSAC

Exclude These Locations

Origin

FSAC

Include These Interchanges Target All Interchanges

OR

Destination

Bi-Directional FSAC

Destination

FSAC

Choose a Geography Template.

Hurricane Gustav
Richmond Interchange
South Richmond, VA
TIH 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 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:

CIF: Shipper Consignee Care of party Ship From Pick Up

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

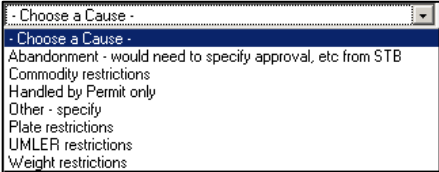
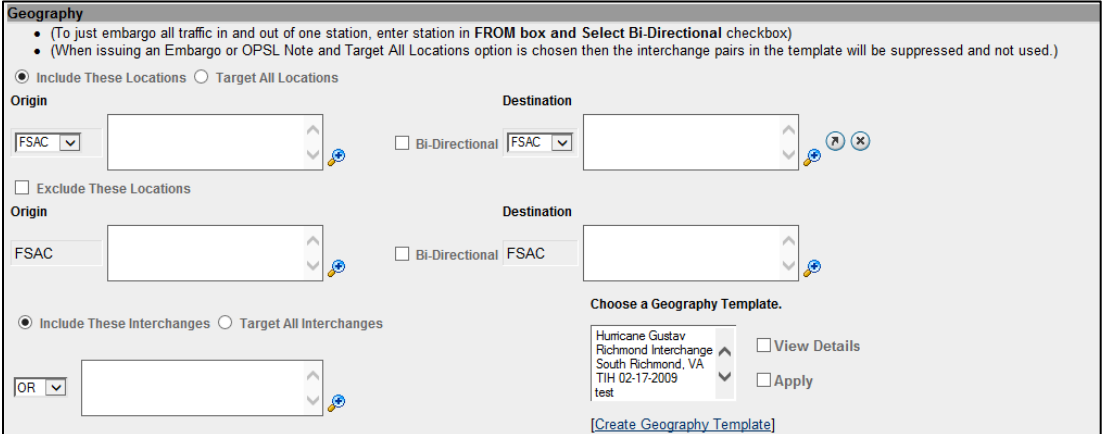
Field	Description
	<p>“Except These Commodities” field. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Select the magnifying glass 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	<p>Use this field to explain the reason for the issued OPSL Note.</p>
Notes	<p>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.</p>
Geography	<p>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).</p>

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 Bi-Directional **Destination**

FSAC Bi-Directional FSAC

Exclude These Locations

Origin **Destination**

FSAC Bi-Directional FSAC

Include These Interchanges Target All Interchanges

Choose a Geography Template.

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

View Details
 Apply

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

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.

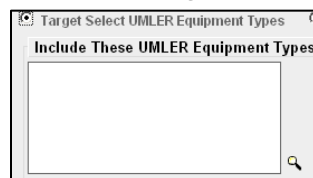
The AND means a waybill must contain the Origin/Destination as specified on the OPSL Note, and must contain the Interchange in its route in order to be stopped by the OPSL Note.

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](#)).

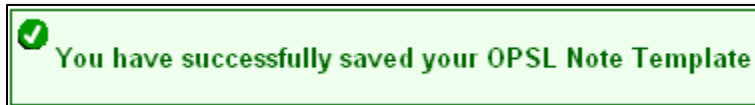
Exhibit 117. Target Select or All Waybill Parties

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

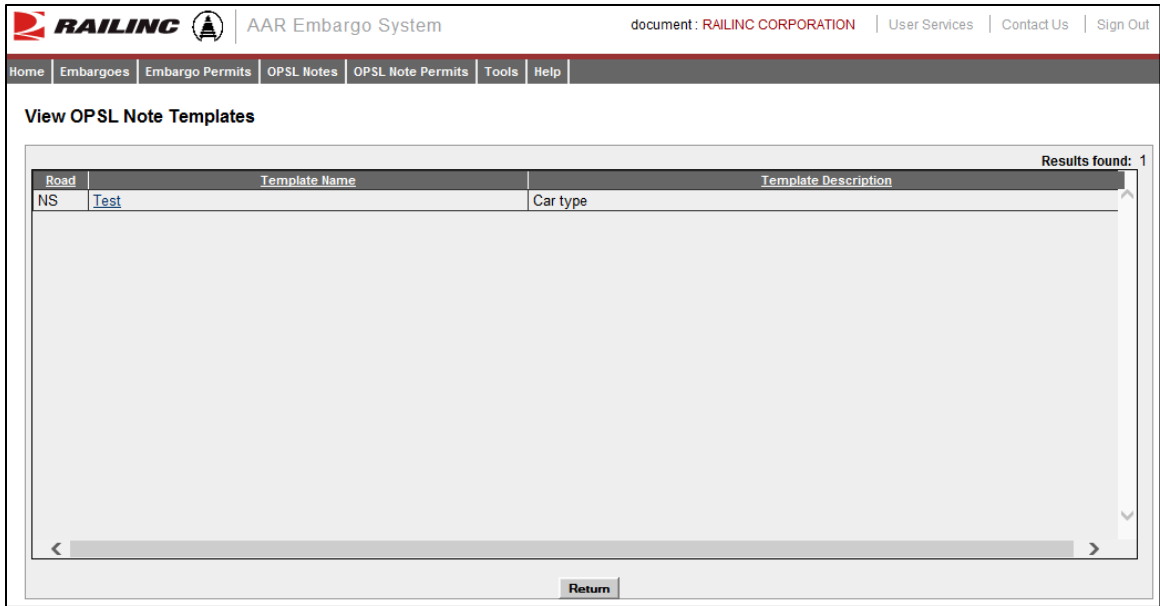


Viewing and Applying OPSL Note Templates

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@mmarail.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	Cameron Bumaqmar	9196515184	cameron.bumaqmar@railinc.com	

Cancel

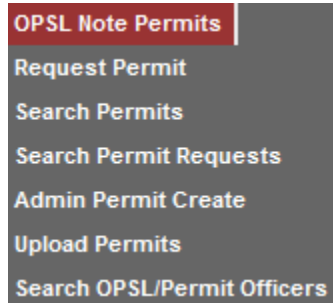
Railinc administrators can indicate a Primary Officer or add Notes (such as additional contact information) about the displayed OPSL Note Officers.

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	<p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
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.

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: [BNSFAD0125](#)

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 Resend 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

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. Below this is a search form titled "Search Permit Requests". The form contains the following fields and options:

- OPSL Note No.: [Text Input]
- OPSL Note Issued By: [Text Input]
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Permit Status: All Approved Rejected Pending
- Buttons: Search, Cancel

2. Complete the available input fields:

Field	Description
OPSL Note No.	<p>Enter the OPSL Note for which you want to search for a requested permit.</p> <p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>

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 displays the 'Search Permit Request Results' page in the RAILINC AAR Embargo System. The page header includes the RAILINC logo and navigation links. A breadcrumb trail shows the user is in 'OPSL Note Permits'. Below the header, there is a navigation menu with options like Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, and Help. The main content area is titled 'Search Permit Request Results' and includes a note: 'Permit requests that are highlighted in yellow are high priority.' There is a link for 'Show Search Criteria'. A table displays the search results, with one result found. The table has columns for Request ID, OPSL Note No, Number of Permits, Permit Request Date, Permit Start Date, Permit End Date, Origin, Destination, Status, and Priority. The single result is for Request ID 60274, OPSL Note No BNSFAH1850, with 1 permit, requested on 04/09/2015, starting on 01/31/2013, and ending on 05/23/2015. The status is Pending and the priority is Medium.

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 Services | 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 is titled 'Permit Request Details' and lists the following information:

- 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	<p>Enter the OPSL Note for which you want to issue a permit.</p> <p>An OPSL tariff note number is 10 characters in length and consists of the following components:</p> <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 <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
* 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 the RAILINC logo, a bell icon, and the text "AAR Embargo System". To the right, there are links for "document : RAILINC CORPORATION", "User Services", "Contact Us", and "Sign Out". Below this is a secondary navigation bar with links for "Home", "Embargoes", "Embargo Permits", "OPSL Notes", "OPSL Note Permits", "Tools", and "Help". The main content area is titled "View railroad OPSL note and permit officers". It contains a "Roadmark:" input field with a dropdown arrow and a note "(Leave empty to view for all roads)". Below this is a "Display:" section with two radio buttons: "Only OPSL note officers" (unselected) and "Only permit officers" (selected). At the bottom right 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 RAILINC AAR Embargo System interface displaying search results. At the top, there is a navigation bar with the RAILINC logo, a bell icon, and the text "AAR Embargo System". To the right, there are links for "document : RAILINC CORPORATION", "User Services", "Contact Us", and "Sign Out". Below this is a secondary navigation bar with links for "Home", "Embargoes", "Embargo Permits", "OPSL Notes", "OPSL Note Permits", "Tools", and "Help". The main content area is titled "Search OPSL note permit officers results". It contains a link "Show Search Criteria". Below this is a table with 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 center of the table area is a "Cancel" button.

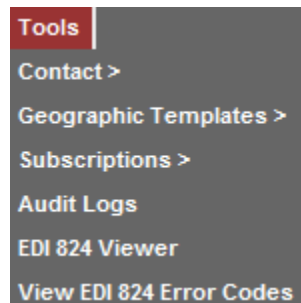
Roadmark	Name	Phone number	Email address
BNSF	Douglas Freeman	1.8175931043	douglas.freeman@bnsf.com
BNSF	Anthony Will	1.9196515285	Anthony.Will@railinc.com
CN	Betty Kuch	204-934-8304	bettyann.kuch@cn.ca
CN	Serge Poulin	204-934-8309	serge.poulin@cn.ca
CPRS	RON GUZMAN	1.2049477667	ron_guzman@cpr.ca
CPRS	Gary Simard	2049478203	gary_simard@cpr.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	Parmallee Hakey	9196515282	parmallee.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	larryonealnc@gmail.com
RAIL	Meshalle Carter	1.9196515265	meshalle.carter@railinc.com
RAIL	Robert Draw	1.9196515156	robert.draw@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
Contact	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.
Geographic Templates	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.
Subscriptions	Enables you to set up subscriptions to be notified in the event of a new or updated embargo or OPSL Note.
Audit Logs	Enables you to search and view the audit logs of embargo, permit, or OPSL Note transactions.
EDI 824 Viewer	Enables you to view the details of EDI 824 messages up to 90 days old.
View EDI 824 Error Codes	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
Creating Geographic Templates	Embargo and OPSL Officers
Viewing and Editing Geographic Templates	Embargo and OPSL Officers
Creating FTP Profiles	Railinc Administrators only
Viewing and Editing FTP Profiles	Railinc Administrators only
Searching Audit Logs from the Tools Menu	Embargo and OPSL Officers
Viewing Amendment Reasons	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

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.

- 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 RAILINC AAR Embargo System interface. At the top, there is a navigation bar with the RAILINC logo and a user menu containing 'User Services', 'Contact Us', and 'Sign Out'. Below the navigation bar is a secondary menu with 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. A green notification box displays a checkmark and the text 'Contact successfully created.' Below this is the 'Contact Details' section, which lists 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: (empty). At the bottom of the details section 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 'Search Contacts' page in the RAILINC AAR Embargo System. The interface includes the same navigation and user menus as Exhibit 139. The main content area is titled 'Search Contacts' and contains several input 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 these fields are radio buttons for 'AAR Security Level 4 Notification' with options: 'Both' (selected), 'AAR Security Level 4 Only', and 'Non AAR Security Level 4 Only'. At the bottom are 'Search' and 'Cancel' buttons.

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 the AAR Embargo System interface. At the top, there is a header with the RAILINC logo and the text 'AAR Embargo System'. Below the header is a navigation menu with the following items: Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, Tools, and Help. The 'Tools' item is highlighted. Below the navigation menu is a form titled 'Select Subscription Type For Create'. The form contains two radio button options: 'contacts/agencies associated with roadmark' (which is selected) and 'yourself' (which is unselected). There is also a dropdown menu for 'RAIL' with a downward arrow. At the bottom right of the form is a 'Continue' button.

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.

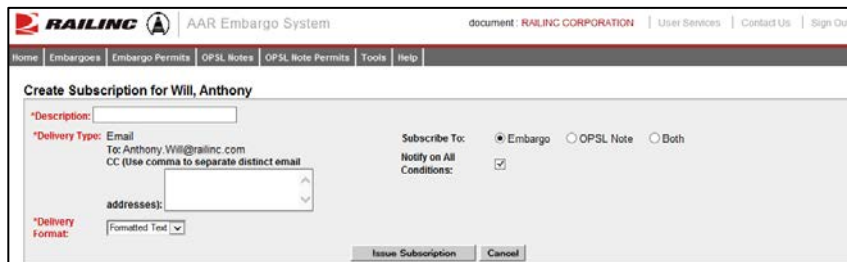
Waybill Parties
 Embargo on All Patrons Embargo on Select Patrons

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

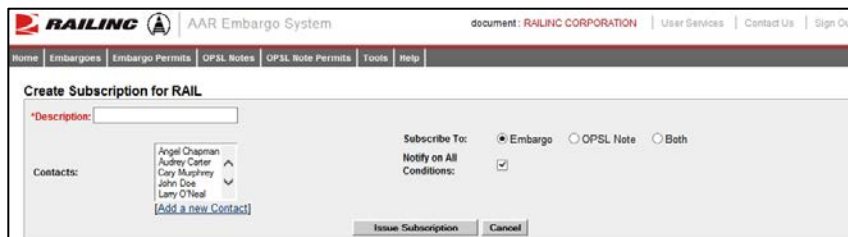
2. Select to create a subscription for contacts/agencies associated with a road mark. Select the desired road mark from the available drop down. Select **Continue**. The Create Subscription page is displayed (see [Exhibit 146](#)).

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

		Results found: 4
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

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 Subscription for RAIL

Subscription Expires: 08-01-2015 Status: Effective
 Description: Auditor Testing Notification

Contacts: Audrey Carter

Subscribe To: Both
 Notify on All Conditions: No
 Embargoes: No
 Permits: Both
 Events to Notify: Cancelled

Roadmark	Description
CALA	CAROLINA SOUTHERN RAILROAD COMPANY, THE

Commodity
Embargo All Commodities

Cause
Subscribe for all causes

Geography
Subscribed for All Locations.

Equipment
UMLER Equipment Types: Subscribe for All Umler Equipment Types

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

Waybill Parties
Embargo on All Patrons

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

The screenshot shows the 'Create Geography Template' form. The top navigation bar includes the RAILINC logo, 'AAR Embargo System', and links for 'document: RAILINC CORPORATION', 'User Services', 'Contact Us', and 'Sign Out'. The main navigation bar has links for 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', 'Tools', and 'Help'. The form title is 'Create Geography Template'. The 'General Geography Template Information' section contains three fields: '*Template Name:', '*Template Description:', and '*Issuing Road:' (with a dropdown menu set to 'RAIL'). The 'Geography' section contains 'Origin' and 'Destination' fields, each with an 'FSAC' dropdown and a text input field. A 'Bi-Directional' checkbox is located between the origin and destination fields. Below these fields is an 'Include These Interchanges' section with a text input field. At the bottom right of the form are 'Save' and 'Cancel' buttons.

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 | OPSL Notes | OPSL 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 | OPSL Notes | OPSL 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-80088		N
NENE-80083		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 the 'Create FTP Profile' page in the AAR Embargo System. The page header includes the Railinc logo and navigation links. The form contains the following fields and options:

- *Roadmark:** A text input field.
- *Mailbox Name:** A text input field.
- Contact Email:** A text input field.
- Allow Embargo Notification:** A checkbox.
- Allow Permit Notification:** A checkbox.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

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 <p>Here is an example of an embargo number: BNSF011102</p>
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.

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
RP	Removed participating railroad(s) 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 RAILINC AAR Embargo System interface. At the top, there is a navigation bar with the RAILINC logo, a home icon, and the text "AAR Embargo System". On the right side of the navigation bar, there are links for "Contact Us" and "Sign In". Below the navigation bar, there is a menu with "Home", "Embargoes", "OPSL Notes", and "Help". The main content area is titled "Search Outbound 824 Messages" and contains several input fields for searching. These include: "Embargo/ OPSL Note Number:" with a text box; "Receiving Road:" with a text box; "Example: XYZ000111 (for Embargo) or XYXAF0111 (for OPSL Note)"; "Lead Car" section with "Initial:" and "Number:" text boxes; "Waybill" section with "Number:" and "Date:" text boxes; "Date Range" section with "From:" and "To:" date pickers (showing 04-15-2015 and 04-16-2015); and "Sender Road:" and "Billed Road:" text boxes. At the bottom of the search area, there 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

RAILINC AAR Embargo System Contact Us | Sign In

Home | Embargoes | OPSL Notes | Help

Search Outbound 824 Results

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

Results Found: 56

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 11:13:23		View	BNSF	View	BNSF	BNSF

[Return](#)

3. 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

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
 BN****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

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

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
908000000GE	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

- 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

- 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)

- 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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