

AAR Embargo/OPSL Notes and Permit System User Guide

CONFIDENTIALITY

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Welcome to the AAR Embargo/OPSL Notes and Permit System

System Overview

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 a controlled movement of traffic to an embargoed destination.

The **AAR Embargo/OPSL Notes and Permit System** allows railroads to issue, amend and cancel an embargo. The system also allows 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 like Standard Transportation Commodity Codes (STCCs), State/Province, Freight Station Accounting Codes (FSACs), City Locations, or Patron Names.

OPSL Notes can also be created in an electronic format. This does not include all notes published in the “Official Railroad Station List”, but only those notes which impact rail shipment movement associated to operational issues such as, bridge, clearance or weight restrictions. These notes are not embargoes.

The AAR Embargo/OPSL Notes and Permit System **User Guide and online help** (available through the [Help](#) link on the top-right corner of each page) assist users to navigate the interface, to perform system procedures, and to understand the meaning of screen fields.

For specific information on embargo rules, refer to the AAR Embargo Circular TD-1 (included both in the AAR Embargo/OPSL Notes and Permit System and in this manual). This circular governs the issuance of embargoes and should be reviewed by railroad embargo officers when issuing a new embargo or amending an existing embargo.

For more specific questions or additional support, please contact: embargo@railinc.com or call the Railinc Customer Support Center at 1-877-RAILINC (1-877-724-5462).

User Access Rights

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

Embargo Number

An **embargo number** is a 10 character, system-generated identifier for created embargoes 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

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

Embargo Status

The status of a created embargo changes as it moves throughout the embargo lifecycle. Here is a list of possible embargo statuses:

NEW – Initial status when the *Issue Embargo* screen is first accessed and before the embargo is issued

DRAFT – Status when an embargo has been saved as a draft/incomplete embargo, but it has not been transmitted to the AAR Administrator

PENDING – Status when the user has issued the embargo for the first time and is awaiting approval from the AAR Administrator

PENDING AMEND – Status when the user has amended an embargo, has issued it and is awaiting for approval from the AAR Administrator

PENDING RE-ISSUE – Status when the user has re-issued an embargo and is waiting for approval from the AAR Administrator

PENDING CANCEL – Status when the user has cancelled an embargo, has issued the cancellation, and is awaiting for approval from the AAR Administrator

APPROVED – Status of an embargo that has been approved by the AAR Administrator, but the effective date is in the future

EFFECTIVE – Status of an embargo that has been approved by the AAR Administrator and the current date is between the embargo's effective date and expiration date

EXPIRED – Status of an embargo that has passed its expiration date

Operating Station Notice (OSN)

An Operating Station Notice serves as a notice of intent. The only difference between an Embargo and an Operating Station Notice (OSN) is that an OSN is not subject to the Tier II EDI 824 edit process. No waybills are matched against the OSN. The notifications to others are sent via the subscription process.

Permit Number

Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers. An example of two permit numbers generated one after the other could be:

A887659944

A997543199

Carriers can also assign permit numbers based upon their own numbering system. The number must be 10 characters. Permit numbers assigned by carriers should be left-padded with zeroes.

OPSL Tariff Notes

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 that are entered into this system are intended to aid shippers, consignees and railroad transportation personnel in the electronic exchange of waybills and permits (if needed) that are associated with operational issues defined by the railroad that has entered the OPSL note in the Official Railroad Station List.

OPSL Tariff Notes are published in the back of the Official Railroad Station List (OPSL). The numbers are used to cross-reference the note text. Notes may restrict access to the station, or explain its facilities, or provide instructions for waybilling to that station.

In the Embargo & Permit System an **OPSL tariff note number** is 10 characters in length and consists of the following components:

- Issuing railroad road mark
- OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year; 'AB' equals the 2007 edition; 'AC' equals the 2008 edition.
- 4 digit Tariff Note item number

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

Mapping Tool

The AAR Embargo/OPSL Notes and Permit System uses a mapping interface which provides the following functionality:

- Define an embargoed area by selecting specific areas on the map
- Define geographic templates by selecting specific areas on the map
- Display a map of embargoed stations with a list of the stations

System Requirements

The AAR Embargo/OPSL Notes and Permit System requires users to have a recent web browser and a reasonably fast connection. The application supports Internet Explorer 6 and Firefox 1.5 or higher. While the system will most likely appear correctly with a newer version of a Netscape browser, we do not officially support its use.

It is recommended that users connect to the application using a broadband Internet connection (e.g., T1, cable modem or DSL). Even though users are able to access the application using a dial-up connection, the behavior of the system can be unpredictable due to slower response time.

Web Browser

In order to ensure the optimum performance of the AAR Embargo/OPSL Notes and Permit System, it is important to make sure to use a supported version of Internet Explorer or Firefox.

- Here is where you can download Internet Explorer for free:
<http://www.microsoft.com/windows/products/winfamily/ie/default.msp>
- Here is where you can download Firefox for free:
<http://www.mozilla.com/en-US/firefox/>

NOTE: The AAR Embargo/OPSL Notes and Permit System uses popup windows. Because of this, users of the system must disable popup blocking software.

Railinc Contacts

The Railinc Customer Support Center (CSC) is a free service to users, operational twenty-four hours a day, every day of the year. Users are invited to call **1-877-RAILINC (1-877-724-5462)** or email **csc@railinc.com** at any time to report problems. Password, User ID and other issues related to access will be solved as soon as possible.

NOTE: Questions related to embargoes can be emailed here: embargo@railinc.com

Latest Updates

Here is an overview of changes for the system in 2011.

Here are the updates for the most recent releases.

- Improved performance for the Traffic Compliance Report
- Access to Embargo 824 error codes and corresponding descriptions from the Tools menu option

AAR CIRCULAR TD-1

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

REVISED CIRCULAR TD-1 ASSOCIATION OF AMERICAN RAILROADS

Effective: July 1, 2010

TO: Transportation Officers - All Railroads

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

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

I. DEFINITIONS

A. An embargo is a method of controlling Traffic movements when, in the judgment of the serving railroad, an actual or threatened Physical or Operational Impairment, **of a temporary nature**, warrants restrictions against such movements.

B. For the purpose of this Circular, "Traffic" is defined as **loaded and revenue empty** freight cars, trailers and/or containers. In the case of disasters the definition of "Traffic" can be expanded to include embargo of empty freight cars. Empty equipment may be embargoed only in the case of a disaster in which damage or destruction of railroad facilities such as bridge fires, accidents, or the imminent occurrence of such a Physical Impairment (e.g., approaching hurricane, rising floodwaters). This shall include carrier and privately owned or leased freight cars, trailers and/or containers.

II. PROHIBITIONS

A. It is prohibited to issue embargoes:

1. As a permanent measure to control traffic
2. At the request of a consignee.
3. As a commercial measure to control the routing of Traffic to or via any particular gateway, railroad or destination which is not related to the existence of the impairment.
4. Against acceptance of Traffic on specified days.
5. Limiting the amount of Traffic to be accepted daily or periodically.
6. Against Traffic consigned to the United States Government, its authorized agents or officers, except when the Physical or Operational impairment prevents movement of such Traffic.
7. Against a consignor or consignee for failure to pay freight charges and/or demurrage.
8. Enforce terms of a contract or interchange agreement between railroads.
9. De-market traffic.
10. Restrict business growth.

B. It shall not be permissible to maintain an embargo against:

1. Traffic for railroads or parts thereof, or stations, which are being abandoned or to which service is being discontinued, except as a temporary measure, to be kept in effect only until appropriate revisions of pricing documents of affected stations can be accomplished.

2. Acceptance of Traffic by reason of weight or clearance limitations, except as a temporary measure, pending publication of restrictions in Official List of Open and Prepay Stations / Railinc Centralized Station Master Notes.

III. PROCEDURE

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

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

IV. EFFECTIVE DATE

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

A. An embargo may be "effective immediately" only if it is due to the issuance of a security alert requiring an embargo; the sudden occurrence of a Physical Impairment that would make the rendering of service impossible or highly impracticable (e.g., natural disasters, damage or destruction of railroad facilities such as bridge fires, accidents); or the imminent occurrence of such a Physical Impairment (e.g., approaching hurricane, rising floodwaters). An "effective immediately" embargo may not be issued for other Physical Impairments or for Operational Impairments of any kind.

1. An "effective immediately" embargo shall become effective at the time it is made available to other railroads on the AAR Embargo and Permit System (the "Effective Time").

2. An origin road may not accept Traffic to or via an embargoed location after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.

3. The serving road is not obligated to accept loaded or revenue empty traffic from connections which is intended for interchange to the serving road after the Effective Time. This does not preclude bilateral agreements between carriers that could allow traffic to move using an alternate route.

B. An Embargo other than an "Effective Immediately Embargo" becomes effective 11:59 P.M. of the date specified and no Traffic will be accepted for movement except as specified in Paragraph IV-B-1 below:

1. An origin road will accept loaded traffic for movement to or via embargoed locations not to exceed 48 hours after the effective date of the embargo and then only for Traffic loaded or in the process of loading prior to the effective date of the embargo. Empty cars, trailers, and/or containers en-route to shippers' loading facilities do not qualify as being in the process of loading.

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

V. AMENDMENTS AND CANCELLATIONS

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

A. When an embargo is amended, the portions of the original restrictions remaining in effect shall be considered continuous in application. Amendments shall be consecutively numbered and in each case shall state the reason for the change.

B. Railroads will cancel embargoes immediately upon removal of cause for which embargo was issued.

VI. PERMITS

A. An embargo may contain provision for a permit system to provide controlled movement of Traffic, including permits for special emergency situations where there is public necessity for special transportation relief. Where a permit system is used, the embargo will contain the name and contact information for the party responsible for the issuance of permits

B. Railinc, acting as the agent for the Association of American Railroads and for the railroads submitting embargoes will maintain an electronic AAR Embargo and Permit

System to forward Embargo Numbers and Embargo Permit Numbers reported in an EDI 417 Transportation Waybill to railroads listed in the routing.

C. When a permit number is used to move a shipment; the shipper is required to furnish the Embargo Number and Permit Number in accordance with ANSI EDI 404 (Bill of Lading) Guidelines. The Embargo Number must be transmitted in the N901 EN Qualifier and the Permit Number must be transmitted in the N902 EB Qualifier. Failure to provide this information will result in shipments being held or billing rejected.

VII. WATER CARRIERS

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

VIII. REISSUANCE

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

Yours very truly,
Jeffrey J. Usher



Asst. VP - Business Services
Association of American Railroads

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

Embargo Management

Login to the AAR Embargo/OPSL Notes and Permit System

Described here are the steps to login to the AAR Embargo/OPSL Notes and Permit System. You must first be a registered user of the system. See the Railinc *Single Sign On User Guide* for details.

> To LOGIN to the AAR Embargo/OPSL Notes and Permit System

- 1) Enter the URL for the AAR Embargo/OPSL Notes and Permit System (<http://aarembargo.railinc.com>) into your browser. The AAR Embargo/OPSL Notes and Permit System screen is displayed.

NOTE: It's possible to search for existing embargoes and to search for Embargo Officers without entering login credentials into the system (see [Search/View Embargoes](#) or [Search Embargo/Permit Officers](#) for information). Any access rights that may have been assigned to you by an administrator are not be available until you log in.

RAILINC AAR Embargo/OPSL Notes And Permit System [sign in](#) | [help](#) | [contact us](#)

Home Embargoes OPSL Notes

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.

The guidelines associated with OPSL Notes can be located via the OPSL Notes TAB. OPSL Notes are published in the Railinc "Official Railroad Station List". The intended use of the OPSL Notes TAB is to include OPSL Notes and associated permit management in an electronic format which includes electronic exchange of permits. This does not include all notes published in the "Official Railroad Station List", but only those notes which impact rail shipment movement associated to operational issues such as, bridge, clearance or weight restrictions. These notes are not embargoes.

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.

[View Map](#) →

- 2) Click on the [sign-in](#) link in the top-right corner of the screen. The AAR Embargo/OPSL Notes and Permit System Welcome screen is displayed.



Welcome

AAR Embargo/OPSL Notes and Permit System allows a railroad to issue, amend and cancel an embargo or OPSL Note. It allows to search by Embargo or OPSL Note Number and attributes like Commodities (STCC), State/Province, Stations (FSAC), locations etc.

News and Updates

REMINDER: Invite other Roads to Participate in an Embargo
 Before issuing a new embargo, carriers should consider the traffic pattern of the restricted locations to determine if other roads may be affected, and should be invited to participate in the embargo. By doing this, one embargo can simply meet the need of several roads. To invite other roads to participate in an embargo, enter the SCAC in the box designated for Participating Roads and provide any additional comments in the Notes to Participating Roads box. An email notification will automatically be sent to the embargo officers at the Participating Roads, allowing carriers the opportunity to add their own stations to the embargo. For additional questions, please contact the Railinc Customer Support Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com

Embargo Maintenance Release #4 – Highlights – as of October 1, 2009
 Level 4 Embargo – Addition of High Threat Urban Areas

- Search by Participating Road
- Embargo Maps – New figures to represent Embargoes and OPSL Notes
- Permits – Reusable on Corrected Waybills
- Notification for Embargoes/OPSL Notes that contain expired stations

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- 3) Enter your **User Id** and **Password** in the available fields. Click the **Sign In** button. The Welcome to AAR Embargo/OPSL Notes and Permit System screen is displayed.

AAR Embargo/OPSL Notes And Permit System
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user document is signed in for RAIL - RAILINC CORPORATION

Home
Embargoes
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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.

The guidelines associated with OPSL Notes can be located via the OPSL Notes TAB. OPSL Notes are published in the Railinc "Official Railroad Station List". The intended use of the OPSL Notes TAB is to include OPSL Notes and associated permit management in an electronic format which includes electronic exchange of permits. This does not include all notes published in the "Official Railroad Station List", but only those notes which impact rail shipment movement associated to operational issues such as, bridge, clearance or weight restrictions. These notes are not embargoes.

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.

NOTE: Menu options that are displayed vary based on the level of your assigned access to the application.

- 4) Use the available menu options to perform an application function.

NOTE: Click the **View Map** graphic to view a map of all current embargos (See the [Mapping Tool Section](#) for details).

Search/View Embargoes

Here is how to search and view embargoes. Options for working with displayed embargoes vary depending on the level of assigned access.

> To SEARCH/VIEW Embargoes

- 1) Click on **EMBARGOES > SEARCH EMBARGOES** on the main navigation bar. The Search Embargoes screen is displayed.

- 2) Enter a specific **Embargo Number**, the road mark of the **Issued by** company (click on the magnifying glass icon to look up road marks), **Created By** (what's this), 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 [Search Embargoes – Advanced Query](#) for information on how to perform a search with additional options.

Here are screen field descriptions:

SCREEN 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
Issued by	Road mark that issued the embargo. Key in road mark or use the lookup feature by clicking 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.

SCREEN FIELD
Embargo Status

DESCRIPTION

Check the appropriate box (All, Amended, Cancelled, Approved/Effective, Expired, Re-issued).

All – by checking this box, all embargoes that have been created and handled by the AAR Embargo Admin, no matter the status, are returned.

Amended – by checking this box, only approved and amended embargoes are returned.

Cancelled – by checking this box, only embargoes approved and later cancelled by the road are returned.

Approved/Effective – by checking this box (default), only approved and effective embargoes are returned.

Expired – by checking this box, only embargoes that were approved and have since expired are returned.

Re-issued – by checking this box, only embargoes that were approved, expired and then reissued are returned.

- 3) Click **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.

Search Embargo Results

Embargoes that are highlighted in yellow are AAR Security Level 4 Embargoes.

Results found: 16

Issuing Road	Embargo No	Amendment No	Effective Date	Expiration Date	Allow Permits	Status	Last Amended Date	Cancelled Date	Op Station Notice	Participating Roads	Cause
BNSF	BNSF003310	0	06/18/2010	06/17/2011	NO	Effective			NO		Other - specify
BNSF	BNSF003410	0	06/18/2010	06/17/2011	NO	Effective			NO		Other - specify
BNSF	BNSF003510	0	06/18/2010	06/17/2011	NO	Effective			NO		Other - specify
BNSF	BNSF003610	1	06/18/2010	06/18/2011	YES	Effective	06/18/2010		NO		Weather Conditions - specify
BNSF	BNSF003710	0	06/18/2010	06/18/2011	NO	Effective			NO		Weather Conditions - specify
BNSF	BNSF003810	0	06/18/2010	06/18/2011	NO	Effective			NO		Weather Conditions - specify
BNSF	BNSF003110	0	05/24/2010	05/24/2011	NO	Effective			NO		Weather Conditions -

[Return](#)

- 4) Click on a listed embargo number link to display the details of that selected embargo or click **RETURN** to return to the Search Embargoes screen.



Embargo Details

General Embargo Information									
Embargo No: RAIL000109			Expiration Date: 05-21-2010			Amendment No.: 1			
Effective Date: 05-21-2009			Issuing Road: RAIL - RAILINC CORPORATION			Effective Immediately: Yes			
Status: Effective			Tier 2 Effective Date: 05-21-2009						
Allow Permits: Yes			Max Car Allowed:			Bypass Local Waybills: No			
Include Empty Revenue Cars: No			Email:			Phone Number:			
Permit Officer:			Email: anthony.will@railinc.com			Phone Number: 1.919.6515285			
Original Requester: Anthony Will									
Participating Roads:									
Commodity									
Target All Commodities									
Cause									
Cause: Bridge Out of Service									
Geography									
Include These Locations:									
FROM				Bi-Directional	TO				
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province	
RAIL			NC	N	RAIL			VA	
[Map Geography]									
Equipment									
UMLER Equipment Types: Target All UMLER Equipment Types									
Total Weight on Rail: No Weight Restrictions									
Clearance Code: No Clearance Code									
Waybill Parties									
Target All Waybill Parties									
Amendment History									
Amendment No.	Amendment Date/Time	Amendment Reason	Amendment Reason Detail	Roadmark	Officer				
1 (Current)	05/21/2009 09:52:48	Allow Permits	permits needed	BNSF	TRAINDOC				
Clone	Printable View	Export As XML	Amend	Cancel	Request Permit	Admin Issue Permit	Show Audit Trail	View Journal	Return

- 5) From the Embargo Details screen, perform one of the following actions:
 - a) Click the [Map Geography](#) link to view a map of the embargo (See the [Mapping Tool Section](#) for details).
 - b) Click **CLONE** to create a new embargo that closely resembles the one you are viewing (see [Clone Embargo](#)).
 - c) Click **CLONE OPSL NOTE** to clone the OPSL Notes applied to the displayed embargo record (see [Clone OPSL Notes](#)).
 - d) Click **PRINTABLE VIEW** to display a printable version of the created embargo.
 - e) Click **EXPORT as XML** to export the displayed embargo in XML format (See [Export an Embargo as XML](#)).
 - f) Click **AMEND** to issue an amendment to the displayed embargo (See [Amend Embargo](#)). (**NOTE:** if the displayed embargo already has existing amendments, you can click on a hyperlink of the amendment number to view that selected version of the embargo).
 - g) Click **CANCEL** to cancel the embargo (See [Cancel Embargo](#)).
 - h) Click **REQUEST PERMIT** to request a permit for the embargo (See [Request a Permit](#)).
 - i) Click **ADMIN ISSUE PERMIT** to issue a permit as an administrator.
 - j) Click **SHOW AUDIT TRAIL** to view a history of the displayed embargo record (See [Show Audit Trail](#)).
 - k) Click **SHOW JOURNAL** to display any journal entries associated with the embargo (See [View/Create a Journal Entry](#)).
 - l) Click **RETURN** to return to the previously displayed screen.

NOTE: Here is an example of an Embargo Detail screen for an Operating Station Notice. An operating station notice is informational only, no waybills are matched or EDI824s issued.

The screenshot shows the RAILINC AAR Embargo/OPSL Notes And Permit System interface. At the top, there is a navigation bar with links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. The user is logged in as 'document' for RAIL - RAILINC CORPORATION. The main content area is titled 'Operating Station Notice Details' and contains the following information:

General Embargo Information

Embargo No: BNSF001008
 Effective Date: 09-22-2008
 Status: Cancelled
 Allow Permits: No
 Include Empty Revenue Cars: No
 Original Requester: NonLevel 4 Embargo Admin Role
 Cancelled by: Douglas Freeman
 Participating Roads:

Expiration Date: 09-22-2009
 Issuing Road: BNSF - BNSF RAILWAY COMPANY
 Tier 2 Effective Date: 09-22-2008
 Max Car Allowed:
 Email: meenal.chandra@railinc.com
 Cancelled Date: 06-24-2009

Effective Immediately: Yes
 Bypass Local Waybills: Yes
 Phone Number: 1.919.6515368

Commodity
 Target All Commodities

Cause
 Cause: Bridge Out of Service

Geography
 Include These Locations:

FROM				Bi-Directional	TO			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
	*			N				
				N		*		

[Map Geography]

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

Waybill Parties
 Target All Waybill Parties

Cancel Embargo Reason
 Cleaning up Test Environment

Navigation buttons: Clone, Clone OPSL Note, Printable View, Export As XML, Show Audit Trail, View Journal, Return.

Search Embargoes – Advanced Query

Here is how to search and view embargoes using advanced query options to better define the parameters for an embargo search.

> To SEARCH/VIEW Embargoes with Advanced Query Options

- 1) Click on **EMBARGOES > SEARCH EMBARGOES** on the main navigation bar. The Search Embargoes screen is displayed. Click on the **ADVANCED QUERY** button to reveal additional search options.

NOTE: At any point, the advanced query fields can be hidden by clicking the **SIMPLE QUERY** button.



Search Embargoes

Advanced Query

Embargo No: <input type="text"/>	Issuing Road: <input type="text"/>	Created By: <input type="text"/>	
Permit Number: <input type="text"/>	AAR Security Level 4 Embargoes Only: <input type="checkbox"/>		
Cause: <input type="text" value="Any Cause"/>	Participating Road: <input type="text"/>		
Status: <input type="checkbox"/> All <input type="checkbox"/> Amended <input type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Approved/Effective <input type="checkbox"/> Expired <input type="checkbox"/> Re-issued			
Commodity: <input type="text"/>	<input type="text"/>	<input type="text"/>	
Waybill Parties: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UMLER Equipment Type Code: <input type="text"/>	<input type="text"/>	<input type="text"/>	
Geography: <input checked="" type="radio"/> All FSAC and States <input type="radio"/> FSAC <input type="radio"/> State/Province			
Op Station Notice: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both			
<input type="button" value="Search"/> <input type="button" value="Simple Query"/> <input type="button" value="Cancel"/>			

2) Complete the available input fields.

Here are screen field descriptions:

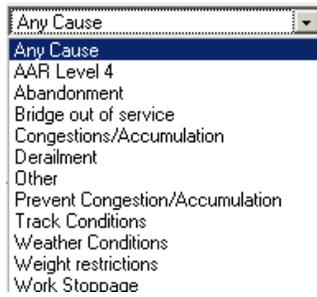
SCREEN FIELD	DESCRIPTION
Embargo Number	<p>10 character, system-generated identifier for created embargoes that consists of the following components:</p> <ul style="list-style-type: none"> ▪ Issuing railroad road mark, ▪ 4 digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of each new year, ▪ 2 digits for the last two numbers of the year. <p>Here is an example of an embargo number: BNSF011102</p>
Issued by	Key in road mark or use the lookup feature by clicking 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.

SCREEN FIELD

DESCRIPTION

Cause

Choose a specific cause from the drop down.



Participating Road

Road invited to participate in the issued Embargo.

Embargo Status

Check the appropriate box (All, Amended, Cancelled, Approved/Effective, Expired, Re-issued).

All – by checking this box, all embargoes that have been created and handled by the AAR Embargo Admin, no matter the status, are returned.

Amended – by checking this box, only approved and amended embargoes are returned.

Cancelled – by checking this box, only embargoes approved and later cancelled by the road are returned.

Approved/Effective – by checking this box (default), only approved and effective embargoes are returned.

Expired – by checking this box, only embargoes that were approved and have since expired are returned.

Re-issued – by checking this box, only embargoes that were approved, expired and then reissued are returned.

Commodity

Key in up to three specific STCC's or use the lookup feature by clicking the magnifying glass icon next to one of the text boxes.

Waybill Parties

Key in the specific CIF Numbers (all 13 characters) or use the lookup feature by clicking 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 clicking 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 FSAC's. You can also use the lookup feature by clicking 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.

SCREEN FIELD	DESCRIPTION
Operating (Op) Station Notice	Select if you want to include operating station notices in your search results (Yes, No, or Both). The 'both' option displays results for operating station notices and regular embargoes.

3) Click **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.

Using the Magnifying Glass Lookup

Here is how to lookup references while completing input fields within the application. Clicking on one of the corresponding magnifying glass icons  displays a relevant lookup screen. The lookup for commodities is explained in this procedure. The available input fields vary depending on the type of lookup screen displayed.

NOTE: For instructions on using the magnifying glass with a minus sign on it  (used to remove equipment applied to an embargo or OPSL Note), see [Remove Geography](#).

> To USE the Magnifying Glass Lookup

1) Click on the magnifying glass icon next to the commodity input field. The Commodity Lookup screen is displayed.



Commodity Lookup

- Minimum characters required for STCC is 2
- Minimum characters required for Commodity (Description) is 3
- Commodity (Description) matches are exact. Use * wildcard when uncertain.
- Examples: STCC- 011*, *011* Commodity (Description)-Coal*,*Coal*

STCC: Description:

Include Hazmat?:

STCC	Description
Search for Commodities.	

Results found: 0

- 2) Enter a specific STCC number or product description.

Rules about input criteria are displayed on each lookup screen. In this case, the following rules and examples apply:

- Minimum characters required for STCC is 2
- Minimum characters required for Commodity (Description) is 3
- Commodity (Description) matches are exact. Use * wildcard when uncertain.
- Examples: STCC- 011*, *011* Commodity (Description)-Coal*, *Coal*

- 3) Click the **SEARCH** button to initiate the search. The results of the specified search are displayed.
- 4) Select the found search result that you wish to use in your IRF Lookup by clicking the corresponding check box. You can select all listed results by clicking on the Select All link or, click Unselect All to unselect all previously selections. Click **SELECT**. The previously displayed screen is re-displayed with the selected IRF Lookup selections appearing in the field that corresponds with the clicked magnifying glass icon.

Search Embargo/Permit Officers

Here is how to search for Embargo and Permit Officers.

NOTE: You must be logged into the system to search for Permit Officers. When not logged in you can only search for Embargo Officers.

> To SEARCH Embargo/Permit Officers

- 1) Click on **EMBARGOES > SEARCH EMBARGO/PERMIT OFFICERS**. The View Railroad Embargo and Permit Officers screen is displayed.

NOTE: If not logged in then the View Railroad Embargo Officers screen is displayed. This procedure depicts the process from the View Railroad Embargo and Permit Officers screen for a user logged into the system.

- 2) Enter the **Road mark** for an embargo or permit officer. Leave blank to have all embargo or permit officers displayed. If desired, click on the magnifying glass icon to bring up the Road mark Lookup screen.
- 3) Use the **display** field to select if you want the results to show embargo officers or permit officers.

- 4) Click the **SEARCH** button. The Search Permit (or Embargo) Officers Results screen is displayed. This screen allows you to indicate primary contacts and to add details, such as a schedule of availability.

The screenshot shows the user interface for the AAR Embargo/OPSL Notes And Permit System. At the top, there is a navigation bar with the RAILINC logo and the text "AAR Embargo/OPSL Notes And Permit System". Below this, a red banner indicates the user is signed in as "user document" for "RAIL - RAILINC CORPORATION". A navigation menu includes links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. The main content area is titled "Search embargo officers results" and contains a table of search results. The table has columns for Roadmark, Name, Phone number, Email address, and Notes. There are 12 items listed. A "Show Search Criteria" link is visible at the top left of the results area, and a "Cancel" button is at the bottom center. The text "Total Items: 12 | Export: csv" is located at the top right of the table area.

Roadmark	Name	Phone number	Email address	Notes
RAIL	Tracy Brewer	1.919.6515000	Tracy.Brewer@Railinc.com	
RAIL	Deanna Dye	1.919.6515126	deanna.dye@railinc.com	
RAIL	Lane Mangum	1.919.6515093	lane.mangum@railinc.com	
RAIL	Rafal Kulinski	1.919.5551212	rafal.kulinski@perficient.com	
RAIL	Larry O'Neal	1.919.5578208	larryonealnc@gmail.com	
RAIL	Dustin Graham	1.919.6515069	dustin.graham@railinc.com	
RAIL	Michael Silverstein	1.919.669x5906	mike.silverstein@railinc.com	
RAIL	Anthony Will	1.919.6515285	Anthony.Will@railinc.com	
RAIL	Tracy Brewer	1.919.6515204	tracy.brewer@Railinc.com	
RAIL	Larry O'Neal	1.919.6515040	larry.oneal@railinc.com	
RAIL	Shawn Madden	1.919.6515099	shawn.madden@railinc.com	
RAIL	Robert Heise	1.919.6515096	Robert.Heise@railinc.com	

- 5) Perform one of the following actions:
 - a) Click the **CSV** link to save an output of the listed officers as a CSV file.
 - b) Click the **CANCEL** button to close the results screen.

View Pending/Rejected Embargoes

Here is how to view embargoes that are awaiting AAR approval, embargo drafts or embargoes that have been rejected.

> To VIEW Pending/Rejected Embargoes

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES** from the main navigation bar. The View Pending Embargoes screen is displayed. By default, pending embargoes are displayed.

user **document** is signed in for RAIL - RAILINC CORPORATION

Home Embargoes Embargo Permits OPSL Notes OPSL Note Permits Tools

View Pending Embargoes

Status Filter: Pending

Results found: 3

Road	Embargo Number	Issue Date	Status
PAL	PAL000110	02/18/2010	Pending Amend
BNSF	BNSF003210	06/03/2010	Pending
UP	UP001610	05/05/2010	Pending Amend

Return

- To view a list of rejected embargoes, draft embargoes or all (pending, draft, rejected), use the available Status Filter drop down to select the desired filter criteria.



- Click on the **Embargo Number** link of the pending embargo that you want to view. The Embargo Details screen is displayed.



user **document** is signed in for RAIL - RAILINC CORPORATION

- Home
- Embargoes
- Embargo Permits
- OPSL Notes
- OPSL Note Permits
- Tools

Embargo Details

General Embargo Information									
Embargo No: PALD00110		Amendment No.: 1							
Effective Date: 02-18-2010	Expiration Date: 02-18-2011	Effective Immediately: Yes							
Status: Pending Amend	Issuing Road: PAL - PADUCAH & LOUISVILLE RAILWAY								
Allow Permits: No									
Include Empty Revenue Cars: No	Include All Empty Cars: No	Max Car Allowed:	Bypass Local Waybills: No						
Original Requester: Deanna Dye	Email: deanna.dye@railinc.com	Phone Number: 1.919.6515126							
Participating Roads: BNSF									
Commodity									
Target All Commodities									
Cause									
Cause: Congestion/Accumulation									
Geography									
Include These Locations:									
FROM				Bi-Directional	TO				
Roadmark	FSAC	Station Name	State/Province	Y	Roadmark	FSAC	Station Name	State/Province	
PAL	10042	SHIVELY	KY						
PAL	10101	WAVERLY HILL	KY				*		
PAL	10120	VALLEY	KY						
PAL	10154	MEADOWLAWN	KY						
Map Geography									
Equipment									
UMLER Equipment Types: Target All UMLER Equipment Types									
Total Weight on Rail: No Weight Restrictions									
Clearance Code: No Clearance Code									
Waybill Parties									
Target All Waybill Parties									
Amendment History									
Amendment No.	Amendment Date/Time	Amendment Reason	Amendment Reason Detail	Roadmark	Officer				
1 (Current)	02/16/2010 15:54:05	Remove FSAC/Junction	test		DDPP2008				
<input type="button" value="Printable View"/> <input type="button" value="Export As XML"/> <input type="button" value="Add/Remove Stations"/> <input type="button" value="Show Audit Trail"/>									
<input type="button" value="Return"/>									

- 4) Perform one of the following additional steps:
- a) Click the [Map Geography](#) link to view a map of the embargo (See the [Mapping Tool Section](#) for details).
 - b) Click **CLONE** to create a new embargo that closely resembles the one you just created (see [Clone Embargo](#)).
 - c) Click **PRINTABLE VIEW** to display a printable version of the created embargo (see [Print Embargo](#)).
 - d) Click **EXPORT as XML** to export the displayed embargo in XML format (see [Export as XML](#)).
 - e) Click **EDIT** to edit a draft embargo (see [Edit an Embargo](#)).
 - f) Click **APPROVE** to approve an embargo (see [Approve an Embargo](#)).
 - g) Click **REJECT** to reject an embargo (see [Reject an Embargo](#)).
 - h) Click **DELETE** to delete a draft embargo (see [Delete an Embargo](#)).
 - i) Click **SHOW AUDIT TRAIL** to view historical details of the embargo (see [Show Audit Trail](#)).
 - j) Click **VIEW JOURNAL** to view or create an entry in the journal for this embargo (see [View/Create a Journal Entry](#)).
 - k) Click **RETURN** to return to the previously displayed screen.

Issue an Embargo

Here is how to issue a new non-level 4 embargo. Newly issued embargoes remain in “pending status” until approved by the AAR Administrator.

Here are general rules for 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
- The default **effective date** is the date the embargo is issued. The default **expiration date** is one year from the current date.

> To ISSUE an Embargo

- 1) Click on **EMBARGOES > ISSUE EMBARGO**. The Issue Embargo screen is displayed.



Issue Embargo

General Embargo Information

Embargo No: Op Station Notice **Status:** New
Issuing Road: BNSF Effective Immediately **Effective Date:** 06-29-2010 **Expiration Date:** 06-29-2011
Allow Permits: - Choose Yes/No - **Bypass Local Waybills:** - Choose Yes/No -
 Include Empty Revenue Cars Include All Empty Cars (Only for causes Weather conditions Or Derailment Or Bridge Out of service)

Participating Roads: **Notes to Participating Roads:**
 Max Car Allowed

Commodity

Target Select Commodities Target All Commodities
Include These Commodities

Cause

***Cause:** - Choose a 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.)
[\[Map\]](#)
 Include These Locations Target All Locations

From Bi-Directional **To**
 Exclude These Locations
From Bi-Directional **To**
 Include These Interchanges
OR

Choose a Geography Template.
 FRED WILLIAMS TEST
 Gulf
 Houston, TX
 Jacksonville
 Kate Test 217
[\[Create Geography Template\]](#)

Equipment

Target Select UMLER Equipment Types Target All UMLER Equipment Types Target Select UMLER Equipment Type Groups
 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"/> O - 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

Total Weight on Rail: - No Weight Restrictions - - Select a Quantity - lbs.

Clearance Code
 - No Clearance Codes -

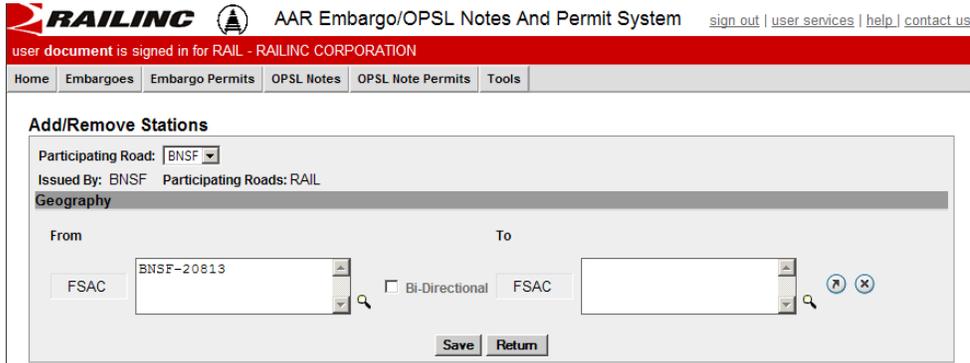
Waybill Parties

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

2) Complete the available described input fields:

SCREEN FIELD	DESCRIPTION
Embargo Number	<p>10 character, system-generated identifier for created embargoes that consists of the following components:</p> <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. <p>Here is an example of an embargo number: BNSF011102</p>
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.
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”.
Issued by	<p>Indicates the road mark issuing the embargo.</p> <p>NOTE: Road embargo issuers can only issue embargoes for their own road. An AAR Embargo Administrator can issue embargoes for any road.</p>
Effective Immediately	<p>Check to make embargo effective immediately following approval. By not checking the box, the 48 hour rule is in effect. Please note the following business rule regarding the proper use of this option:</p> <ul style="list-style-type: none"> ▪ 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 effective immediately embargo 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.
Effective Date	The date the created embargo becomes effective; defaults to current date.
Expiration Date	Non-editable field; defaults to one year from the current date.
Allow Permits	Check this box to allow permits to the issued embargo.
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’.

SCREEN FIELD	DESCRIPTION
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.
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.
Include All Empty Cars	Only for causes weather conditions or derailment or bridge out of service.
Participating Roads	<p>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.</p> <p>For the selected Participating Road(s), a button is added to the details of the embargo. The Participating Road will click 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.</p>
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.
Maximum 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.



SCREEN FIELD DESCRIPTION

Commodity Select either to target your embargo for selected or all commodities:

▪ **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. Click on the magnifying glass to search for STCCs.

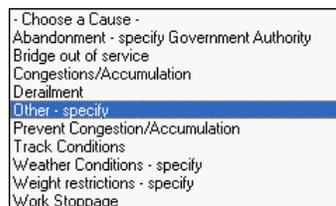
▪ **Target All Commodities**



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. Click on the magnifying glass to search for STCCs.

*** Cause**

Use the Choose a cause drop down field to select the required cause of the embargo:



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.

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

SCREEN FIELD DESCRIPTION

Geography The Geography section provides you a variety of ways to specify the locations that need to be embargoed.

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.)

[Map]

Include These Locations Target All Locations

From To Bi-Directional

Exclude These Locations

From To Bi-Directional

Include These Interchanges

Choose a Geography Template.

AA Template
Abandonment
Anaheim CI2
CHICAGOA
CLOBAR

[Create Geography Template](#)

NOTE: Please see the “Embargo Webinar” presentation for detailed examples on utilizing the Geography section to customize embargo parameters.

NOTE: For instructions on using the magnifying glass with a minus sign on it  (used to remove equipment applied to an embargo or OPSL Note), see [Remove Geography](#).

Map This link invokes the mapping tool, allowing you to select stations from the map to be included in the embargo (See the [Mapping Tool Section](#) for details).

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.

From/To Use these fields to specify a From and/or To location (FSAC or State) for the embargo. Select the ‘Bi-Directional’ check box 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 (pictured here) to add additional entry fields to specify multiple From/To pairs.

Exclude These Locations From/To

Mark this check box to specify FSAC locations that should be excluded from the embargo. There are additional input fields here for From/To to specify origin and destination exceptions. Additionally magnifying glass look icons are provided and a Bi-Directional check box is available.

Include These Interchanges

The 'Include These Interchanges' check box allows the user 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.

Choose a Geography Template

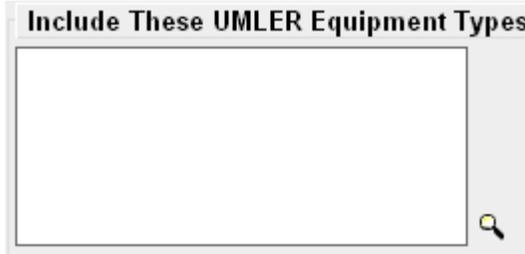
If you want to create an embargo based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other embargoes.

Click on [Create a Geography Template](#) to initiate the process of creating a geography template (see [Create a Geographic Template](#)).

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.

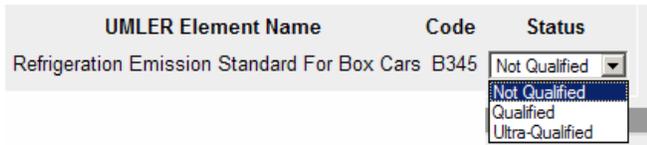
- If you select **Target Select UMLER Equipment Types**, an input box appears allowing you to specify the UMLER equipment types to include. Click the magnifying glass to display the Equipment Type Lookup pop-up box to help your search.



- 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.

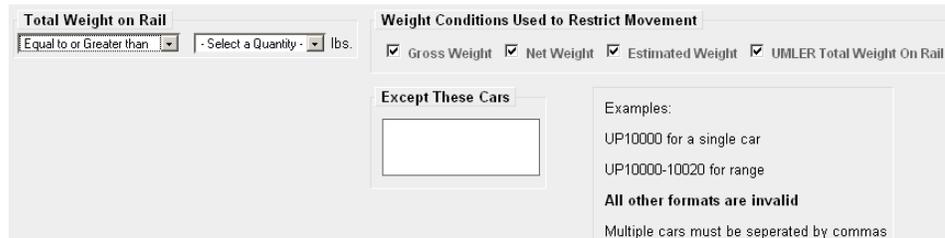


- If you select **Target Select UMLER Field/Status**, you can then select the specific listed Umler Element (at this time Refrigeration Emission Standard for box cars—B345 only). You can then specify the status of the element (not qualified, qualified or ultra-qualified).



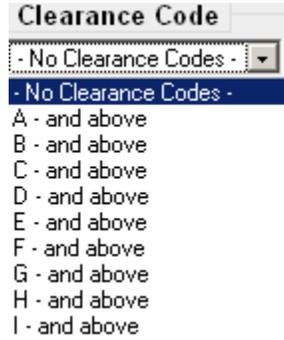
Total Weight on Rail

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, check boxes 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.



Clearance Code

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



Target Select / All Embargo All Waybill Parties

Click the Target Select Waybill Parties option if you want the embargo restricted to specified patrons.



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.

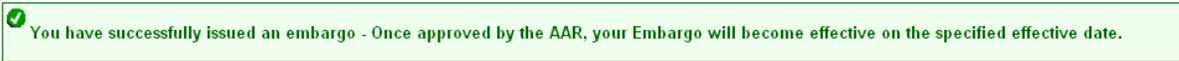
NOTE: With Target All Waybill Parties selected an exception box appears, allowing you to embargo all waybill parties except certain specified parties.

- 3) Click **ISSUE EMBARGO**. A message appears at the top of the screen asking you to confirm your decision to issue an embargo.



Click the **ISSUE EMBARGO** button to proceed. Click the **EDIT** button 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. Once approved, the Embargo becomes 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 screen.

NOTE: At any time in the creation of an embargo you can click the **SAVE DRAFT** button to save your work in progress (See [View/Complete Draft Embargoes](#) for information on how to resume work on a saved draft embargo).

- 4) Perform one of the following additional steps:



- a) Click the [map](#) link to invoke the mapping tool, allowing you to select stations from the map to be included in the embargo (See the [Mapping Tool Section](#) for details).
- b) Click **CLONE** to create a new embargo that closely resembles the one you just created (see [Clone Embargo](#)).
- c) Click **PRINTABLE VIEW** to display a printable version of the created embargo.
- d) Click **EXPORT as XML** to export the displayed embargo in XML format (see [Export as XML](#)).
- e) Click **EDIT** to edit the embargo (see [Edit an Embargo](#)).
- f) Click **APPROVE** to approve the embargo (see [Approve an Embargo](#)).
- g) Click **REJECT** to reject the embargo (see [Reject an Embargo](#)).
- h) Click **DELETE** to delete embargo (see [Delete an Embargo](#)).
- i) Click **SHOW AUDIT TRAIL** to view historical details of the embargo (see [Show Audit Trail](#)).
- j) Click **VIEW JOURNAL** to view journal information or to create an entry in the journal for the embargo (see [View/Create a Journal Entry](#)).
- k) Click **RETURN** to return to the previously displayed screen.

Clone Embargo

Here is how 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.

> To CLONE an Embargo

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES** from the main navigation menu. The Pending Embargo List screen 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.

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View Pending Embargoes

Status Filter: Pending

Results found: 16

Road	Embargo Number	Issue Date	Status
PTRA	PTRA000309	04/22/2009	Pending
BNSF	BNSF001409	02/06/2009	Pending
PTRA	PTRA000109	04/20/2009	Pending Amend
BNSF	BNSF002809	04/20/2009	Pending
BNSF	BNSF000409	01/21/2009	Pending
BNSF	BNSF001009	02/06/2009	Pending
RAIL	RAIL000109	05/14/2009	Pending
BNSF	BNSF001609	02/19/2009	Pending
BNSF	BNSF003009	04/24/2009	Pending Amend
BNSF	BNSF000209	01/21/2009	Pending
BNSF	BNSF001309	02/06/2009	Pending
BNSF	BNSF002709	04/20/2009	Pending
BNSF	BNSF001709	03/04/2009	Pending
BNSF	BNSF003109	05/04/2009	Pending Amend
BNSF	BNSF000809	02/05/2009	Pending
UP	UP003609	04/15/2009	Pending Amend

[Return](#)

- 2) Select the listed embargo that you want to clone by clicking on its Embargo Number. The Embargo Details screen is displayed.

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Embargo Details

General Embargo Information

Embargo No: BNSF004709
 Effective Date: 06-29-2009 Expiration Date: 06-29-2010 Effective Immediately: Yes
 Status: Pending Issuing Road: BNSF - BNSF RAILWAY COMPANY
 Allow Permits: No
 Include Empty Revenue Cars: No Max Car Allowed: Bypass Local Waybills: No
 Original Requester: Katie Baker Email: kathryn.baker@bnsf.com Phone Number: 1.817.5934265
 Participating Roads: UP,CSO

Commodity
 Target All Commodities

Cause
 Cause: Derailment

Geography
 Include These Locations:

FROM				Bi-Directional	TO				
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province	
BNSF	25300	KANSAS CITY	MO	N		*			
CSO	20263	NEWINGTON	CT		Y		*		
CSO	20257	BERLIN	CT						
CSO	20256	MERIDEN	CT						

[Map Geography](#)

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

Waybill Parties
 Target All Waybill Parties

[Clone](#) [Printable View](#) [Export As XML](#) [Show Audit Trail](#) [View Journal](#)
[Return](#)

- 3) Click the **CLONE** button. The Issue Embargo screen 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 [Issue an Embargo](#) if you have any questions). Click the **ISSUE EMBARGO** button when complete.

Export an Embargo as XML

Here is how to export an Embargo in XML format.

> To EXPORT an Embargo as XML

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. Perform a search for the active embargo that you want to export as XML. The Search Embargo Results screen is displayed.
- 2) Click on the Embargo Number of the embargo that you want to export as XML. The Embargo Details screen is displayed.
- 3) Click on **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.

Edit an Embargo

Here is how to edit an embargo which is in ‘Pending’ or ‘Draft’ status.

> To EDIT an Embargo

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES**. The View Pending Embargoes screen is displayed. Use the drop-down to select ‘draft or ‘pending’ embargoes.
- 2) Click on the Embargo Number of the embargo that you want to edit. The Embargo Details screen is displayed.
- 3) Click on **EDIT**. The embargo fields are opened for edits.
- 4) Complete any required edits. For embargoes with a ‘Pending’ status, click **SAVE EMBARGO**. For embargoes with a draft status, click either **SAVE DRAFT** or **ISSUE EMBARGO**.

Delete an Embargo

Here is how to delete an embargo which is in ‘Pending’ or ‘Draft’ status.

> To DELETE an Embargo

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES**. The View Pending Embargoes screen is displayed. Use the drop-down to select 'draft or 'pending' embargoes.
- 2) Click on the Embargo Number of the embargo that you want to delete. The Embargo Details screen is displayed.
- 3) Click on **DELETE**. A pop up message is displayed asking you to specify the reason for deleting the embargo.

- 4) Enter a reason for deleting the embargo. Click **DELETE**. A message is displayed letting you know that the embargo has been deleted.



Approve an Embargo

Here is how to approve an embargo which is in 'Pending' status.

> To APPROVE an Embargo

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES**. The View Pending Embargoes screen is displayed.
- 2) Click the Embargo Number of the embargo that you want to approve. The Embargo Details screen is displayed.
- 3) Click the **APPROVE** button. A message is displayed informing you that the embargo has been approved.



Reject an Embargo

Here is how to reject an embargo which is in 'Pending' status.

> To REJECT an Embargo

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES**. The View Pending Embargoes screen is displayed.
- 2) Click the Embargo Number of the embargo that you want to reject. The Embargo Details screen is displayed.
- 3) Click the **REJECT** button. A message is displayed asking for you to explain the reason for the rejection.

- 4) Enter a reason for the rejection and click the **REJECT** button.
- 5) A message is displayed informing you that the embargo has been rejected.



Show Audit Trail from Embargoes Search

Here is how to show the audit trail of an embargo from the embargoes search option.

NOTE: Audit logs can also be searched from the tool menu (see [Search Audit Logs from Tools Menu](#)).

> To SHOW the Audit Trail of an Embargo

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. The Search Embargoes screen is displayed. Search for an embargo that you want to audit (see [Search/View Embargoes](#)).
- 2) Click the Embargo Number of the embargo that you want to audit. The Embargo Details screen is displayed.
- 3) Click the **SHOW AUDIT TRAIL** button. The **Search Audit Logs Results** screen is displayed.



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Search Audit Logs Results

Change made by	Change made on	Reason for change	Audit Log Type	Embargo No	Amendment No	Audit Action	Road
STAYLOR1	05/07/2010 16:54:20	Embargo request was approved by administrator.	Embargo Request	UP001610	1	Approve	UP
STAYLOR1	05/07/2010 16:54:20	Embargo was created after approved by administrator.	Embargo	UP001610	1	Create	UP
SMKT205	05/05/2010 14:56:31	Embargo request was created and submitted for approval.	Embargo Request	UP001610	0	Create	UP
Role04	05/05/2010 15:17:48	Embargo request was approved by administrator.	Embargo Request	UP001610	0	Approve	UP
Role04	05/05/2010 15:17:48	Embargo was created after approved by administrator.	Embargo	UP001610	0	Create	UP
B360746	05/07/2010 16:33:22	Add/Remove Stations by Participant	Embargo Request	UP001610	1	Edit	BNSF

Results found: 7

Return Printable View

- 4) a) Click a listed Embargo Number to view its details.
- b) Click **RETURN** to return to the Embargo Details screen.
- c) Click **PRINTABLE VIEW** to view a print-ready version of the search results.

View/Create a Journal Entry

Here is how to use the journal feature.

> To VIEW/CREATE a Journal Entry

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. The Search Embargoes screen is displayed. Search for an embargo with a journal entry that you want to view or an embargo to which you want to create a new journal entry.
- 2) Click the Embargo Number of the embargo with a journal entry that you want to view. The Embargo Details screen is displayed.
- 3) Click the **VIEW JOURNAL** button. The Journal Entries screen is displayed.

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Journal Entries

Created By	Created On	Journal Entry
document	10-22-2007 15:23:31	This embargo needs to be reviewed prior to submission. Check with Al Daniels. He'll be in next week.

- 4) Click the **ADD JOURNAL ENTRY** button to add a new journal entry. A time stamped line is added to the journal allowing for input.

Journal Entries

Created By	Created On	Journal Entry
document	09-14-2007 17:17:07	

- 5) Complete the journal entry and click **SAVE**.

Amend Embargo

Here is how to amend an effective embargo. The revised embargo is in 'Pending' status and is forwarded for approval.

> To AMEND an Embargo

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. Perform a search for the effective embargo that you want to amend. The Search Embargo Results screen is displayed.
- 2) Click on the Embargo Number of the embargo that you want to amend. The Embargo Details screen is displayed.
- 3) Click the **AMEND** button. The Amend Embargo screen is displayed with fields open for change.



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Amend Embargo

General Embargo Information

Embargo No:	RAIL000109	<input type="checkbox"/> Op Station Notice	Amendment No.:	2	Status:	Effective
Issuing Road:	RAIL	<input checked="" type="checkbox"/> Effective Immediately	Effective Date:	05-21-2009	Expiration Date:	05-21-2010
Allow Permits:	<input type="text" value="Yes"/>	Bypass Local Waybills:	<input type="text" value="No"/>	<input type="checkbox"/> Include Empty Revenue Cars		
Permit Officer:	<input type="text" value="Any"/>	Participating Roads:		Notes to Participating Roads:		
<input type="text"/>		<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Max Car Allowed						

Commodity

Target Select Commodities Target All Commodities

Except These Commodities

Cause

Cause:	Notes
<input type="text" value="Bridge Out of Service"/>	<input type="text"/>
Cause Detail:	<input type="text"/>
<input type="text"/>	<input type="text"/>

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.)

[Map](#)

Include These Locations Target All Locations

From		To			
<input type="text" value="NC"/>	<input type="checkbox"/> Bi-Directional	<input type="text" value="VA"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
FSAC	<input type="checkbox"/> Bi-Directional	FSAC	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Include These Interchanges					
<input type="text" value="OR"/>					

Choose a Geography Template.

FRED WILLIAMS TEST

Gulf

Houston, TX

Jacksonville

Katie Test 217

[Create Geography Template](#)

Equipment

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

Except These UMLER Equipment Types

Total Weight on Rail

lbs.

Clearance Code

Waybill Parties

Target Select Waybill Parties Target All Waybill Parties

Except These Waybill Parties:

CF: Shipper Consignee Care of party Ship From Pick Up

Current Amendment Reason

Amendment History

Amendment No.	Amendment Date/Time	Amendment Reason	Amendment Reason Detail	Roadmark	Officer
1	05/21/2009 09:52:48	Allow Permits	permits needed	BNSF	TRAINDOC

[Issue Amendment](#)

- 4) Complete or modify the available input fields (see [Issue an Embargo](#) if you have any questions).
- 5) Use the **Amendment Reason** drop-down to select a suitable reason for the amendment. Use the free-form input field to elaborate the reason.

- 6) Click the **ISSUE AMENDMENT** button when complete. If the amended embargo passes all business rules, a message is displayed informing you that the embargo has been successfully amended. 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.



The amendment reason appears at the bottom of the screen.

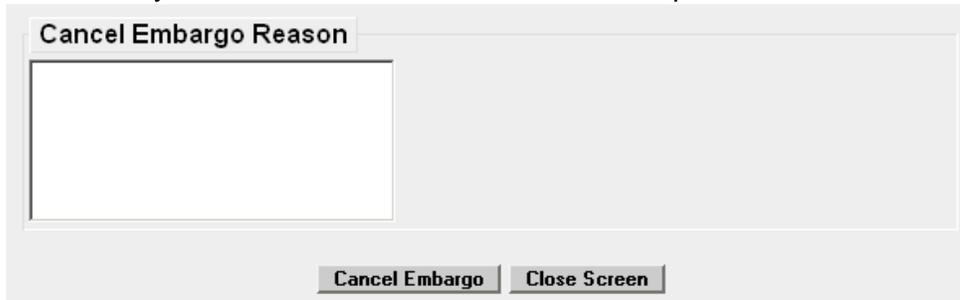
Cancel Embargo

Here is how to cancel an embargo. The cancellation request is forwarded to the AAR for approval.

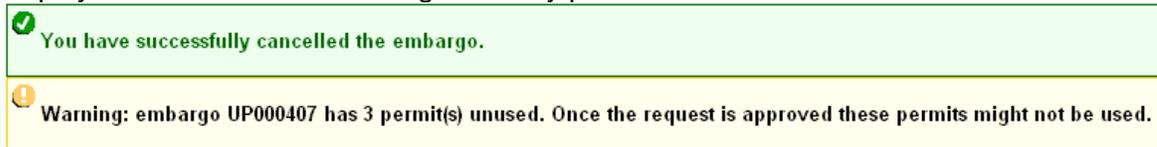
> To CANCEL an Embargo

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. Perform a search for the effective embargo that you want to cancel. The Search Embargo Results screen is displayed.
- 2) Click on the Embargo Number of the embargo that you want to cancel. The Embargo Details screen is displayed.

- 3) Click the **CANCEL** button. The Cancel Embargo Reason pop-up box appears. Enter a reason for the cancellation and click the **CANCEL EMBARGO** button. Click **CLOSE SCREEN** if you want to back out of the cancellation process.



- 4) A message is displayed informing you that the embargo is cancelled. A warning is displayed if the cancelled embargo has any permits.



The system sends an email to the AAR to approve the request. A new revision of the embargo is created in 'Cancelled' status and waits for approval.

NOTE: When an embargo is cancelled all pending permit requests associated with the embargo are cancelled too.

Re-Issue Embargo

Here is how 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.

Note: 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 11/11/09 then the application will not allow the embargo to be re-issued until 10/12/09 or later. An embargo cannot be re-issued after the expiration date.

Note: The application sends out an email "tickler" notice to all affected subscriptions 30 days prior to the posted expiration date of the embargo.

> To RE-ISSUE an Embargo

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. Perform a search for the active embargo issued by your company that you want to re-issue. The Search Embargo Results screen is displayed.
- 2) Click on the Embargo Number of the embargo that you want to re-issue. The Embargo Details screen is displayed.
- 3) Click the **RE-ISSUE** button. The Embargo Re-Issue Details screen is displayed.

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Embargo Re-Issue Details

General Embargo Information			
Embargo No: CSXT002606	Expiration Date: 10-24-2008	Amendment No.: 2	
Effective Date: 10-25-2007	Issued By: CSXT	Allow Permits: Yes	
Status: Effective			
		<input type="button" value="Re-Issue"/>	<input type="button" value="Cancel"/>

- 4) Enter the new **Expiration Date** for the re-issued embargo.
- 5) Click the **RE-ISSUE** button. A confirmation message is displayed stating that the embargo has been successfully re-issued.



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.

Print Embargo

Here is how to print an embargo in formatted text.

> To PRINT an Embargo

- 1) Click on **EMBARGOES > SEARCH EMBARGOES**. Perform a search for the embargo that you want to print. The Search Embargo Results screen is displayed.
- 2) Click on the Embargo Number of the embargo that you want to print. The Embargo Details screen is displayed.
- 3) Click the **PRINTABLE VIEW** button.

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

Print **Close**

- 4) Click the **PRINT** button and select your printer from the displayed dialog box. Click **CLOSE** if you want to cancel the printing.

NOTE: There is an option to print all superseded embargoes along with the current embargo selected. The AAR admin signature is added at the bottom of the print out.

View/Complete Draft Embargoes

Here is how registered users can view embargoes that have been started and then saved as drafts. Saved draft embargoes can be completed and then submitted.

> To VIEW/COMPLETE Draft Embargoes

- 1) Click on **EMBARGOES > VIEW PENDING EMBARGOES** from the main navigation bar. The View Pending Embargoes screen is displayed.
- 2) From the available drop down select "draft". A list of embargoes in draft status is displayed.

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View Pending Embargoes

Status Filter:

Results found: 1

Road	Embargo Number	Issue Date	Status
RAIL	RAIL000108	06/24/2008	Draft

[Return](#)

- Click on the Embargo Number link of the draft embargo that you want to view/complete. The Embargo Details screen is displayed.

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Embargo Details

General Embargo Information													
Embargo No: RAIL000108													
Effective Date: 06-24-2008		Expiration Date: 06-24-2009		Effective Immediately: No									
Status: Draft		Issuing Road: RAIL - RAILINC CORPORATION											
Allow Permits: No													
Include Empty Revenue Cars: No		Max Car Allowed:		Bypass Local Waybills: No									
Original Requester: Michael Leary		Email: michael.leary@railinc.com		Phone Number: 1.919.6515250									
Participating Roads:													
Commodity													
Cause													
Cause: Bridge Out of Service													
Geography													
Include These Locations:													
FROM				Bi-Directional	TO								
Roadmark	FSAC	Station Name	State/Province	N	Roadmark	FSAC	Station Name	State/Province					
						*							
Condition: OR													
Interchanges: (Via Interchange junctions)													
From Road		Interchange			To Road								
BNSF		57687 - ,			UP								
[Map Geography]													
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						
0564866730000	RESCAR INC				CEDAR RAPIDS	IA	Shipper						
0696116550000	THE QUAKER OATS CO				CEDAR RAPIDS	IA	Consignee						
0760938790000	UNION PACIFIC RAILROAD COMPANY INC				CEDAR RAPIDS	IA	Consignee						
0780938790000	UNION PACIFIC RAILROAD COMPANY INC				CEDAR RAPIDS	IA	Shipper						
Clone		Printable View		Export As XML		Edit		Delete		Show Audit Trail		View Journal	
Return													

- Click on **EDIT** to resume work on the displayed embargo. The General Embargo Information screen is displayed allowing you to edit/complete the available fields.

- 5) Complete and edit the available fields (see [Issue Embargo](#)).
- 6) Click **ISSUE EMBARGO**. A message appears at the top of the screen informing you that the embargo has been successfully issued. The system sends an email to the AAR to approve the request.

 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 screen.

You can also click **SAVE DRAFT** to save any changes made without submitting the embargo.

Create an Embargo Template

Here is how to create a new embargo template.

> To CREATE an Embargo Template

- 1) Click on **EMBARGOES > CREATE EMBARGO TEMPLATE** from the main navigation bar. The Create Embargo Template screen is displayed.

- 2) Complete the available described input fields:

SCREEN FIELD	DESCRIPTION
*Template Name	Unique name for the template (must be unique across road).
*Template Description	Description for the template.
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.
* Issued by	Indicates who is issuing the embargo. NOTE: Road embargo issuers can only issue embargoes for their own road; an AAR Embargo Administrator can issue embargoes for any road.
Allow Permits	Check this box to allow permits to the issued embargo.
Bypass Local Waybills	Select 'yes' or 'no' to determine if the embargo should bypass local waybills.
Include Empty Revenue Car	Select to include empty revenue car waybills in the embargo.
Max Car Allowed	Allows you to specify the maximum car count allowed.

SCREEN FIELD

DESCRIPTION

Commodity

Select either to target your embargo for selected or all commodities:

▪ **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 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. Click on the magnifying glass to search for STCCs.

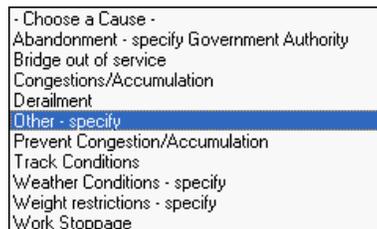
▪ **Target All Commodities**



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 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. Click on the magnifying glass to search for STCCs.

*** Cause**

Use the drop-down field to select the required cause of the embargo:



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

Use this field to further clarify the reasons for the issued embargo or to provide additional relevant information.

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.)

[Map]

Include These Locations Target All Locations

From To

Bi-Directional

 Bi-Directional

Exclude These Locations

From To

Include These Interchanges

OR

 OR

Choose a Geography Template.

- AA Template
- Abandonment
- Anaheim CI2
- CHICAGO
- CLOBAR

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

NOTE: Please see the “Embargo Webinar” presentation for detailed examples on utilizing the Geography section to customize embargo parameters.

NOTE: For instructions on using the magnifying glass with a minus sign on it  (used to remove equipment applied to an embargo or OPSL Note), see [Remove Geography](#).

Map

This link invokes the mapping tool, allowing you to select stations from the map to be included in the embargo (See the [Mapping Tool Section](#) for details).

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.

From/To

Use these fields to specify a From and/or To location (FSAC or State) for the embargo. Select the ‘Bi-Directional’ check box 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 (pictured here) to add additional entry fields to specify multiple From/To pairs.

Exclude These Locations From/To

Mark this check box to specify FSAC locations that should be excluded from the embargo. There are additional input fields here for From/To to specify origin and destination exceptions. Additionally magnifying glass look icons are provided and a Bi-Directional check box is available.

Include These Interchanges

The 'Include These Interchanges' check box allows the user 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.

Choose a Geography Template

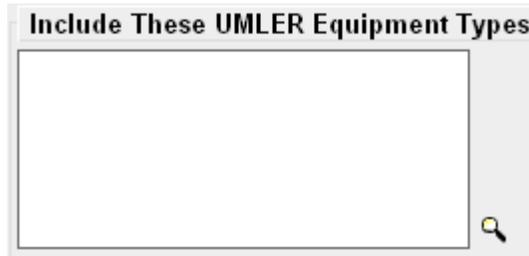
If you want to create an embargo based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other embargoes.

Click on [Create a Geography Template](#) to initiate the process of creating a geography template (see [Create a Geographic Template](#)).

Target Select / All UMLER Equip.

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.

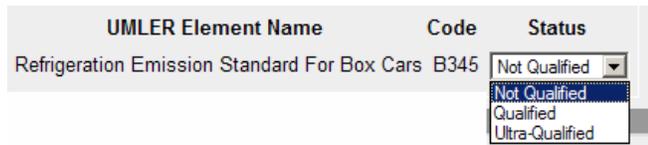
- If you select **Target Select UMLER Equipment Types**, an input box appears allowing you to specify the UMLER equipment types to include. Click the magnifying glass to display the Equipment Type Lookup pop-up box to help your search.



- 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.



- If you select **Target Select UMLER Field/Status**, you can then select the specific listed Umler Element (at this time Refrigeration Emission Standard for box cars—B345 only). You can then specify the status of the element (not qualified, qualified or ultra-qualified).



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 check boxes 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.

Clearance Code

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

Total Weight on Rail

Use the drop-down field to specify a weight qualifier (e.g., greater than) and then use the available input field to specify the desired weight in pounds. If "Other" is selected a weight must be entered in the additional field that appears. Weight cannot contain commas.

Target Select / All Waybill Parties

Click the Target Select Waybill Parties option if you want the embargo restricted to specified patrons.

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) Click **CREATE EMBARGO TEMPLATE**. A message is displayed letting you know that the embargo template has been saved.



View/Apply Embargo Template

Here is how to search for and apply an existing embargo template.

> To VIEW/APPLY Embargo Template

- 1) Click on **EMBARGOES > VIEW EMBARGO TEMPLATES** from the main navigation bar. The View Embargo Templates screen is displayed.



View Embargo Templates

Embargo Templates that are highlighted in yellow are AAR Security Level 4 Embargo Templates.

Results found: 2

Road	Template Name	Template Description
BNSF	Galveston Tx	ADM Grain
BNSF	San Bernardino	LPG

Return

- 2) Click on the Template Name of the embargo template the you want to view/apply. The Embargo Template Details screen is displayed.



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Embargo Template Details

General Embargo Template Information								
Template Name: San Bernardino		Template Description: LPG						
Operating Station Notice: N		Issuing Road: BNSF						
Allow Permits: Yes		Include Empty Revenue Cars: No		Max Car Allowed: 30		Bypass Local Waybills: No		
Last modified By:		Email:		Last modified on: 10-01-2007				
Commodity								
Commodities:								
STCC	Description			To STCC (if range)	Description			
2821143	PLASTICS, RESINS OR GUMS, NEC, LIQUID							
Cause								
Cause: Congestion/Accumulation								
Geography								
Include These Locations:								
FROM				Bi-Directional	TO			
Roadmark	FSAC	Station Name	State/Province	N	Roadmark	FSAC	Station Name	State/Province
<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>
Roadmark	FSAC	Station Name	State/Province	N	Roadmark	FSAC	Station Name	State/Province
<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>
[Map Geography]								
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	
1806367140000	ADVANTAGE-CROWN SALES & MARKETING LLC			1400 S DOUGLASS RD 200	ANAHEIM	CA	Consignee	
<input type="button" value="Issue Embargo"/> <input type="button" value="Clone"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>								
<input type="button" value="Return"/>								

- 3) To issue a new embargo based on the template, click the **ISSUE EMBARGO** button. Complete the available input fields (see [Issue an Embargo](#)).

Create a Geographic Template

Here is how to create geographic template.

> To CREATE a Geographic Template

- 1) Click on **TOOLS > GEOGRAPHIC TEMPLATES > CREATE TEMPLATE** from the main navigation bar. The Create Geography Template screen is displayed.

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Create Geography Template

General Geography Template Information

'Template Name: 'Template Description:

'Issuing Road:

Geography

From To

Bi-Directional

Include These Interchanges

[\[Map\]](#)

- 2) Enter a unique **Template Name** and **Template Description**. Specify the **Issued By** SCAC
- 3) Enter 3 or more **FSACs** or **Junction Codes**. Click on the associated magnifying glass icons to look up either FSAC or Junction codes.
- 4) Use the From/To fields to specify a range of locations.
- 5) Optionally click the [Map](#) link to use the Mapping Tool to create the template by selecting points on the map (See the [Mapping Tool Section](#) for details).
- 6) Click **SAVE** to save the created geographic template or click **CANCEL** to cancel the process. A message appears letting you know that the geographic template has been saved.



View/Edit Geographic Template

Here is how to modify a geographic template by adding or removing geographic locations.

> To CREATE a Geographic Template

- 1) Click on **TOOLS > GEOGRAPHIC TEMPLATES > VIEW TEMPLATES** from the main navigation bar. The View Geography Templates screen is displayed.

The screenshot shows the RAILINC AAR Embargo/OPSL Notes And Permit System interface. The user is signed in as 'document' for RAIL - RAILINC CORPORATION. The navigation menu includes Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. The main content area is titled 'View Geography Templates' and displays a table with 15 results. The table has three columns: Template Name, Template Description, and Creation Date. The 'Utah to Texas by State' template is highlighted.

Template Name	Template Description	Creation Date
jason test	test for otis orchards	10-09-2006
jason tests 2	post falls	10-09-2006
Test 10-17	test in boardroom	10-17-2006
Gulf	Gulf 4	09-26-2007
TESTFORFRED	fred	09-19-2006
FRED WILLIAMS TEST	TESTING	10-09-2006
Houston, TX	Fuel Oil inbound	10-09-2007
ramesh - test	test	10-10-2007
test10-10	test	10-10-2006
jason tests	ok	10-17-2006
test	test	10-02-2006
New Orleans	Test New Orleans	10-02-2006
Utah to Texas by State	Utah to Texas by State	04-17-2009
Jacksonville	West Jax Yard	05-08-2008
testy	tester	10-23-2006

Results found: 15

Return

- 2) Click the Template Name that you want to view. The Geography Template Details screen is displayed.

The screenshot shows the 'Geography Template Details' screen for the 'Utah to Texas by State' template. The 'Issuing Road' is BNSF. The 'Include These Locations' table shows the following details:

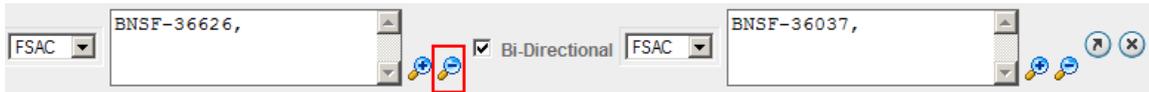
FROM	TO	Bi-Directional
UT	TX	N

Buttons: [Map Geography](#), [Edit Geography Template](#), [Delete Geography Template](#), [Return](#)

- 3) Perform one of the following actions:
- Click the Map Geography link to view a map of the embargo template (See the [Mapping Tool Section](#) for details).
 - Click **EDIT GEOGRAPHY TEMPLATE** to edit the geography template.
 - Click **DELETE GEOGRAPHY TEMPLATE** to delete the displayed geography template.
NOTE: You can only delete geographic templates which belong to your road. If the selected geography template is referred to by any embargo template then the 'delete' action is not allowed. You have to remove the geography template from the embargo template first and then delete the geography template.
 - Click **RETURN** to return to the list of geography templates.

Remove Geography

Once stations have been added to an embargo/OPSL Note, they can be removed through the use of a magnifying glass with a minus sign on it.



> To REMOVE Geography

- 1) From the geography section of an embargo or an OPSL/Note, select the corresponding magnifying glass with a minus sign on it  next to the locations that you want removed. The Remove Geography page is displayed.



Remove Geography

Roadmark	FSAC	Station Name	State/Province	Delete	Total: 1
BNSF	36037	LEIGHTON	LA		

- 2) Click the delete icon  next to the location you want removed. It will be removed from the displayed list.
- 3) Confirm your choice to remove any selected locations by clicking the **Remove Locations** button. The Embargo/OPSL Note screen is redisplayed with the indicated locations removed. Click **Cancel** if you wish to cancel the removal process.

Contacts and Subscriptions

Create a Contact

Here is how to create a contact.

> To CREATE a Contact

- 1) Click on **TOOLS > CONTACT > CREATE CONTACT** on the main navigation menu. The Create Contact screen is displayed.

- 2) Complete the available input fields:

SCREEN FIELD	DESCRIPTION
For Road mark	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 either “Formatted Text” or “XML”.

SCREEN FIELD

DESCRIPTION

Select Subscriptions

From the list of existing subscriptions, select the ones that you want associated with the contact.

- 3) Click the **SAVE** button. When successfully created, the details of the created record appear with a notification.

The screenshot shows the RAILINC system header with the user logged in as 'document' for RAIL - RAILINC CORPORATION. The navigation menu includes Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. A green notification box states 'Contact successfully created.' Below this, the 'Contact Details' section displays the following information:

For Roadmark:	BNSF	Contact Description:	Office Manager
First Name:	Allen	Last Name:	Daniels
Company:	BNSF		
Phone Number:	777.7777777		
Email:	allen@bnf.com		
Delivery Type:	Email		
Format:	XML		
Select Subscriptions:			

Buttons for 'Printable View', 'Edit', 'Delete', and 'Cancel' are located at the bottom of the contact details section.

Search Contacts

Here is how to search for a contact.

> To SEARCH Contacts

- 1) Click on **TOOLS > CONTACT > SEARCH CONTACTS** on the main navigation menu. The Search Contacts screen is displayed.

The screenshot shows the 'Search Contacts' form in the RAILINC system. The form includes the following fields and options:

- Contacts for Roadmark:** A dropdown menu with 'BNSF' selected.
- Contact Description:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Company:** A text input field.
- Email:** A text input field.
- AAR Security Level 4 Notification:** Radio buttons for 'Both' (selected), 'AAR Security Level 4 Only', and 'Non AAR Security Level 4 Only'.

'Search' and 'Cancel' buttons are located at the bottom of the form.

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

4) Perform one of the following actions:



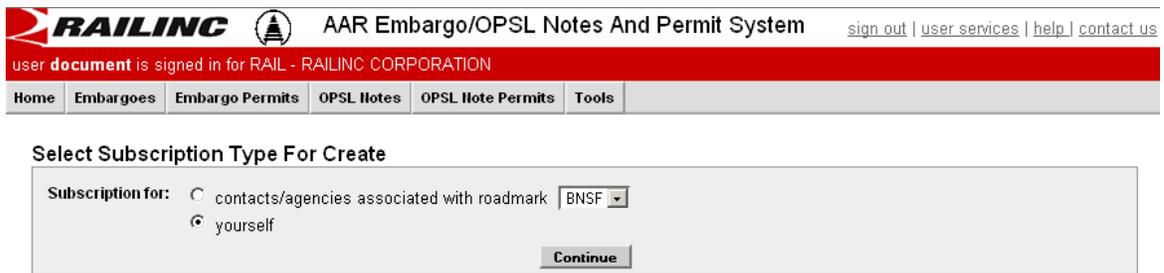
- a) Click **PRINTABLE VIEW** to display a print-ready version of the selected contact.
- b) Click **EDIT** if you want to edit the displayed contact. The Edit Contacts screen is displayed. Make the necessary edits and then click **SAVE**. If you did not originally create the contact, you receive a not authorized message.
- c) Click **DELETE** if you want to delete the displayed contact. A message appears informing you that the contact has been deleted.
- d) Click **RETURN** to return to the contact search results.
- e) Click **CANCEL** to close the Contact Details screen.

Create a Subscription (for yourself)

Here is how to create a subscription for yourself.

> To CREATE a Subscription for yourself

1) Click on **TOOLS > SUBSCRIPTIONS > CREATE SUBSCRIPTION** on the main navigation menu. The Select Subscription Type screen is displayed.



2) By default the option to create a subscription for yourself is selected. Click **CONTINUE**. The Create Subscription screen is displayed.



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

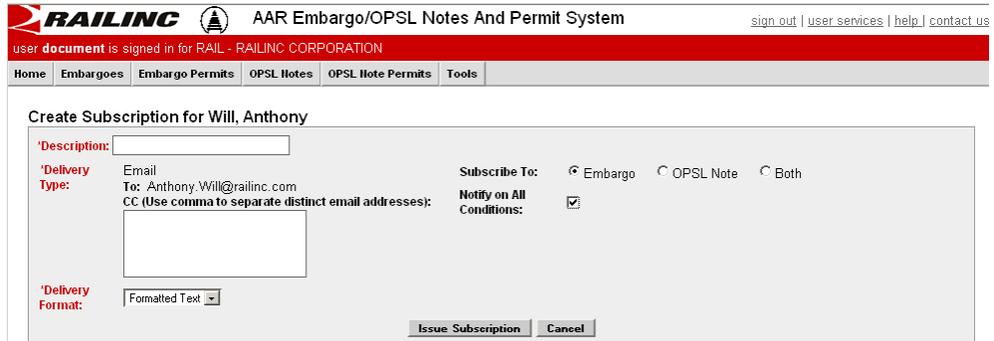
Embargo on All Patrons Embargo on Select Patrons

3) Complete the available input fields.

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

SCREEN 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. Deselect and the full screen is displayed.



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, click on the labeled radio button. Key in selected road marks, or click on the magnifying glass icon next to the text box to bring up the Road Mark Lookup screen.

Commodity Section

- 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. Click on the magnifying glass to search for STCCs.

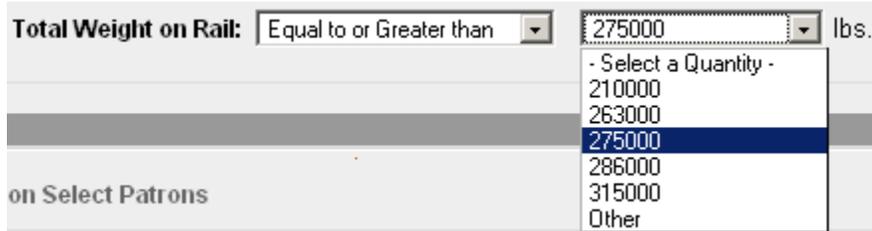
Cause Section Default display is to subscribe for all causes; select Subscribe for Select causes and then select specific causes from the available drop-down box to receive email notifications for only those specified causes.

Geography Section Default display is to Subscribe for All Locations. Or, select Subscribe for Select Locations to categorize the FSACs and/or Junctions as To, From and/or Via. To lookup FSACs and Junctions, click on the magnifying glass icon next to the appropriate FSAC or Junction text box. The FSAC or Junction Lookup screen is displayed.

Equipment Section Default is to embargo all equipment types. The other selection is to embargo only select Equipment Types. To lookup equipment types, click on the magnifying glass icon next to the text box. The Equipment Type Lookup screen is displayed.

Clearance Code The default selection is no clearance code. If desired, select the appropriate code from the drop down.

SCREEN FIELD	DESCRIPTION
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. If 'other' is chosen, a field is opened to input the weight.



Waybill Party Section	<p>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.</p> <p>Select a Waybill Party from the drop-down.</p> <p>Key in a CIF Number; or, to lookup a CIF Number, click on the magnifying glass to bring up the Patron CIF Lookup screen.</p>
------------------------------	--

- 4) Click **ISSUE SUBSCRIPTION**. The View Subscription screen is displayed along with a message that the subscription has been successfully created.



- 5) Click **EDIT** if you need to edit the displayed subscription; click **CANCEL** if finished.

Create a Subscription (for contacts/agencies)

This describes how to create a subscription for other contacts and agencies associated with a specific roadmark.

> To CREATE a Subscription for others

- 1) Click on **TOOLS > SUBSCRIPTIONS > CREATE SUBSCRIPTION** on the main navigation menu. The Select Subscription Type screen is displayed.

Select Subscription Type For Create

Subscription for: contacts/agencies associated with roadmark yourself

BNSF

Continue

- 2) Select to create a subscription for **contacts/agencies associated with road mark**. Select the desired road mark from the available drop down.
- 3) Click **CONTINUE**. The Create Subscription screen is displayed.

Create Subscription for BNSF

Description:

Contacts:

[Add a new Contact](#)

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

Issue Subscription Cancel

- 4) Complete the available input fields.

SCREEN FIELD DESCRIPTION

Description Unique description of the subscription.

SCREEN FIELD	DESCRIPTION
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. Click the Add a New Contact link to enter the Create a Contact screen.
Restriction Type	Select Embargo, OPSL Note, or Both.
Notify on All Conditions	Check box if contact is to receive notifications pertaining to all embargo conditions. If this option is selected then all other options are removed. Deselect and the full screen is displayed.

- 5) Complete the remaining screen input fields. See [Create a Subscription \(for yourself\)](#) for definitions of the remaining fields.
- 6) Click **SUBSCRIBE**. The View Subscription screen is displayed along with a message that the subscription has been successfully created.



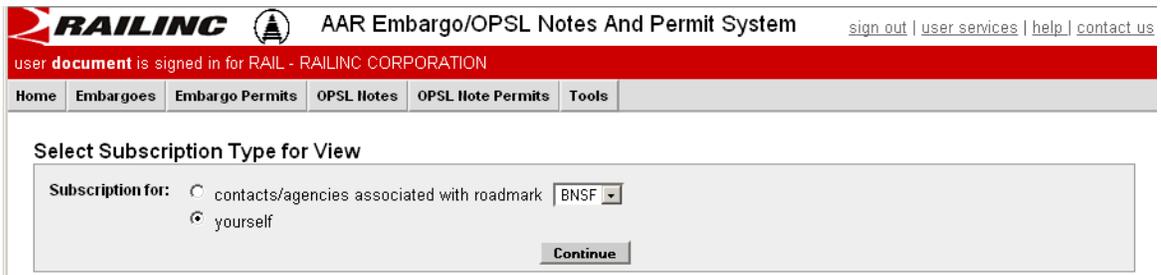
- 7) Click **EDIT** if you need to edit the displayed subscription; click **CANCEL** if finished.

View Subscriptions

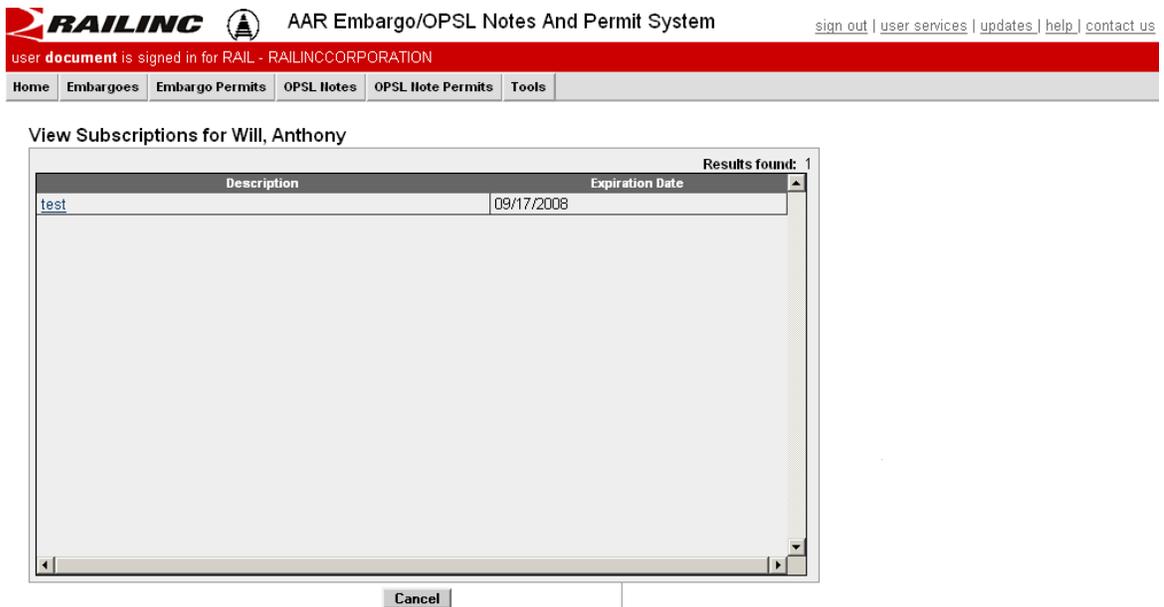
Here is how to view existing subscriptions.

> To VIEW Subscriptions

- 1) Click on **TOOLS > SUBSCRIPTIONS > VIEW SUBSCRIPTIONS** on the main navigation menu. The Select Subscription Type screen is displayed.



- 2) Select to either view subscription information for yourself or for other contacts/agencies associated with road mark (select road mark from drop down). Click **CONTINUE**. The View Subscriptions screen is displayed.



- 3) Click on the description of a displayed subscription to view details of the selected subscription.

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View Subscription for Will, Anthony

Subscription Expires: 09-17-2008		Restriction Type: Embargo	
Description: test		Notify on All Conditions: Yes	
Delivery Type: Email	To: anthony.will@railinc.com	Embargoes: Both	Permits: Both
	CC (Use comma to separate distinct email addresses):	Events to Notify: Amended, Cancelled, Expired, Approved	
Delivery Format: Formatted Text			

Issuing Road
Subscribe for all roadmarks

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

[Edit](#) [Cancel Subscription](#) [Renew Subscription](#) [Return](#) [Cancel](#)

- 4) Perform one of the following actions:
- a) Click **EDIT** to edit the subscription.
 - b) Click **CANCEL SUBSCRIPTION** to remove the contact from the subscription.
 - c) Click **RENEW SUBSCRIPTION** to renew the subscription for the contact.
 - d) Click **RETURN** to return to the subscription search results.
 - e) Click **CANCEL** to close the View Subscription screen without making any changes.

Embargo Permit Management

Request an Embargo Permit

Users may search for existing permit requests.

NOTE: The following must be true:

- An embargo that allows permits has been selected
- The embargo selected is approved and not expired or cancelled

> 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 [Search/View Embargoes](#)). The Embargo Details screen is displayed. Click the **REQUEST PERMIT** button.
 - or
 - b. Click on **EMBARGO PERMITS > REQUEST PERMIT**. With this path you must specify the embargo number on the Create Permit Request screen.

The Create Permit Request screen is displayed.

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Create Permit Request

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:**

Status: New

Requester ID: TRAINDOC

Requester Contact: Anthony Will
RAIL - RAILINC CORPORATION
anthony.will@railinc.com
1.919.6515285 (Please ensure your email address is correct, if not, update it first in SSO and then re-try operation)

***Priority:** Medium

***Reason:**

***Number of Permits Needed:**

Permit Start Date: 05-20-2009

Permit End Date: 06-03-2009

Shipper CIF:

Consignee CIF:

Road Mark: FSAC

Origin FSAC: -

Destination FSAC: -

***Free Form Commodity:**

2) Complete the available input fields:

SCREEN FIELD	DESCRIPTION
Permit(s) for Embargo	If entering the screen directly from the menu (EMBARGO PERMITS > REQUEST PERMIT), then this option is available to specify the Embargo number to which the permit(s) should be applied.
Priority	List provided for user selection; valid priorities are: High, Medium, 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 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 STCC is specified in the associated embargo, entered STCC must be one of those specified. Free-form text is allowed. User may enter STCC code(s) or description(s).

3) Click 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 permit officer either approves or denies the request, as long as the embargo is effective.

Search & View Embargo Permit Requests

Here is how to search for existing embargo permit requests.

> To SEARCH Embargo Permit Requests

- 1) Click **EMBARGO PERMITS > SEARCH PERMIT REQUESTS**. The Search Permit Requests screen is displayed.

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Search Permit Requests

Embargo No: Embargo Issued By:

Permit Status: All Approved Rejected Pending

- 2) Complete the available input fields:

SCREEN 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. Click the magnifying glass to bring up the Road Mark Lookup screen.
Permit Status	List of possible permit request statuses available for user selection; multiple selections are allowed.

- 3) Click the **SEARCH** button. The Search Permit Request Results screen is displayed. Permit requests that are highlighted in yellow are high priority.

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

[Show Search Criteria](#) Results found: 2

Request ID	Embargo Number	Number of Permits	Permit Start Date	Permit End Date	Status	Priority
625	BNSF004109	1	06/12/2009	06/26/2009	Approved	Medium
605	BNSF004109	1	06/12/2009	06/26/2009	Pending	Medium

- 4) Click on the Request ID of the permit request that you want to view. The Permit Request Details screen is displayed.

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

The screenshot shows the RAILINC AAR Embargo/OPSL Notes And Permit System interface. At the top, there is a navigation bar with links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. Below this is a red banner indicating the user is signed in for RAIL - RAILINC CORPORATION. The main content area displays the 'Permit Request Details' for permit BNSF004109. The details include: Request ID: 625, Status: Approved, Requester ID: B2170282, Requester Contact: Katie Baker (BNSF - BNSF RAILWAY COMPANY, kathryn.baker@bnsf.com, 1.817.5934265), Priority: Medium, Reason: TEST, Number of Permits Needed: 1, Permit Start Date: 06-12-2009, Permit End Date: 06-26-2009, Waybill Parties: Origin / Destination, Free Form Commodity: TEST, and Instructions: For issues with permits/ obtaining permit numbers, please contact your permit officer listed below. A table lists the permit officer name, phone number, and email address for Katie Baker. At the bottom of the details box are buttons for Printable View, Return, and View Permits.

Permit officer name	Phone number	Email address
Katie Baker	1.817.5934265	kathryn.baker@bnsf.com

- 5) Perform one of the following actions:
 - a) Click the Embargo Number to view the embargo associated with the displayed permit.
 - b) Click **PRINTABLE VIEW** to view a printable version of the permit request.
 - c) Click **RETURN** to return to the Search Permit Request Results screen.
 - d) Click **EDIT REQUEST** to edit the permit request.
 - e) Click **REJECT REQUEST** to reject the displayed permit request.
 - f) Click **START APPROVAL** to start the approval process.
 - g) Click **VIEW JOURNAL** to view a journal entries associated with the permit request.
 - h) Click **VIEW AUDIT LOG** to view audit log details on the displayed permit request.

Search & View Embargo Permits

Here is how to search and view existing embargo permits.

> To SEARCH Embargo Permits

- 1) Click **EMBARGO PERMITS > SEARCH PERMITS**. The Search Permits screen is displayed.

- 2) Complete the available input fields:

SCREEN 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. Here is an example of an embargo number: BNSF011102
Embargo Issued By	Road mark that created the embargo. Click the magnifying glass to bring up the Road Mark Lookup screen.
Equip ID	Reporting mark and number of rail equipment.
Start/End Date	Start and End Date Range for Permits; Click 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 user selection; multiple selections are allowed.

- 3) Click **SEARCH** to initiate the search for matching permits. The Search Permit Results screen is displayed.

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Search Permit Results

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

Results found: 1794

Permit Number	Status	Used Date/ Time	Cancelled Date/ Time	Embargo Number	Start Date	End Date	Waybill Number	Waybill Date	Equipment ID	Billing Road
TQC9703887	Expired			BNSF000107	01-04-2007	01-18-2007	0			
ZBP7542314	Cancelled	09-24-2008	09-24-2008	BNSF000607	09-24-2008	10-08-2008	620037	09-24-2008	FXE911125	TDCC
MAP1950411	Expired			BNSF000407	09-30-2007	10-14-2007	0			
MAP2840254	Expired			BNSF000407	09-30-2007	10-14-2007	0			
UJC1779247	Expired			BNSF000607	10-02-2008	10-16-2008	0			
VJN1779247	Expired			BNSF000607	10-02-2008	10-16-2008	0			
HUC1779247	Expired			BNSF000607	10-02-2008	10-16-2008	0			
ATF1779247	Expired			BNSF000607	10-02-2008	10-16-2008	0			
LPY1779247	Expired			BNSF000607	10-02-2008	10-16-2008	0			
UJC1890611	Expired			BNSF001408	10-02-2008	10-16-2008	0			
HUC1890611	Expired			BNSF001408	10-02-2008	10-16-2008	0			
VJN1890611	Expired			BNSF001408	10-02-2008	10-16-2008	0			
ATF1890611	Expired			BNSF001408	10-02-2008	10-16-2008	0			
LPY1890611	Expired			BNSF001408	10-02-2008	10-16-2008	0			
ATF1825949	Expired			BNSF001208	10-02-2008	10-16-2008	0			
HUC1825949	Expired			BNSF001208	10-02-2008	10-16-2008	0			

- 4) Click on the Permit Number of a displayed permit to view its details. The View Permit Details screen is displayed.

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View Permit Details

Permit(s) for Embargo: [BNSF000607](#)

Status: Cancelled

Permit Number: ZBP7542314

Used Date/ Time: 09-24-2008

Permit Cancel Reason: cancel

Permit Start Date: 09-24-2008

Permit End Date: 10-08-2008

Number of Permits Needed: 1

Num of Permits Allowed Per Day: 1

Waybill Number: 620037

Waybill Date: 09-24-2008

Equipment ID: FXE911125

Billing Road: TDCC

Commodity
 No Commodities Specified

Other Permits In Series
 No Other Permits

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

- 5) Perform one of the following actions (the available action vary depending on the status of the permit):
- Click **PRINTABLE VIEW** to view a printable version of the permit.
 - Click **RETURN** to return to the Search Permit Results screen.
 - Click **CANCEL PERMIT** to cancel the displayed permit (for 'effective' permits).
 - Click **VIEW PERMIT REQUEST** to view the permit request details.
 - Click **VIEW AUDIT LOG** to audit a history of the displayed permit.
 - Click **EXPORT AS XML** to export the displayed permit as XML.
 - Click the **EXPORT AS CSV** option to export the displayed permit in csv format.

Approve Embargo Permit Requests

You can perform a search to find embargo permit requests waiting for approval. You can then select a permit request and provide approval. Requests may be approved if their current status is "Pending". This process is for Permit Officers. The embargo associated with the permit must be approved and active.

> To APPROVE Embargo Permit Requests

- 1) Perform a search for permit requests (see [Search & View Permit Requests](#)).
- 2) From the Permit Request Details screen, click **START APPROVAL** to start the approval process. The Approve Permit Request screen is displayed.


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Create Permit Request

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:**

Status: New

Requester ID: TRAINDOC

Requester Contact: Anthony Will
RAIL - RAILINC CORPORATION
anthony.will@railinc.com
1.919.6515285

(Please ensure your email address is correct, if not, update it first in SSO and then re-try operation)

***Priority:**

***Reason:**

***Number of Permits Needed:**

Permit Start Date:

Permit End Date:

Shipper CIF:

Consignee CIF:

Road Mark FSAC:

Origin FSAC: -

Destination FSAC: -

***Free Form Commodity:**

3) Complete the available input fields:

SCREEN FIELD	DESCRIPTION
Note	Free-form notes field.
* Reason	Free-form field; reason for the embargo permit request.
* Priority	List provided for user selection; valid priorities are: High, Medium, and Low.
* Number of Permits Needed	Enter the number of permits required.
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) were specified in the associated embargo, then entered CIF must be one of those specified.
Consignee CIF	One per permit. If Consignee CIF(s) were specified in the associated embargo, then 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 allowed per permit. If STCC(s) were specified in the associated embargo then entered STCC must be one of those specified.

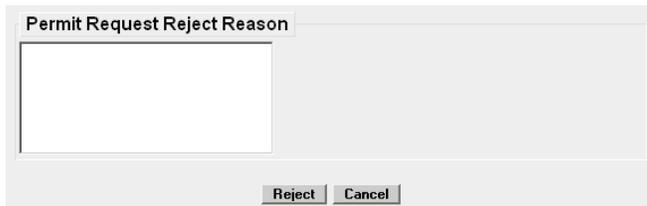
4) Click **APPROVE PERMIT**. The system notifies the requestor. The permit request is now considered approved and a request id is assigned.

Reject Embargo Permit Requests

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".

> To REJECT Embargo Permit Requests

- 1) Perform a search for permit requests (see [Search & View Permit Requests](#)).
- 2) From the Permit Request Details screen, click **REJECT REQUEST**. The Permit Request Reject Reason Pop-up window is displayed.



The image shows a pop-up window titled "Permit Request Reject Reason". It contains a large, empty text input field for entering a rejection reason. At the bottom of the window, there are two buttons: "Reject" and "Cancel".

- 3) Enter a free-form rejection reason. Click **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 screen is displayed.



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 **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](#)

Upload Embargo Permit Requests

Here is how to upload embargo permit requests.

> To **UPLOAD** Embargo Permit Requests

- 1) Click on **EMBARGO PERMITS > UPLOAD PERMITS**. The Upload Permits screen is displayed.

The screenshot shows the RAILINC AAR Embargo/OPSL Notes And Permit System interface. At the top, there is a navigation bar with the RAILINC logo, a user profile icon, and the text 'AAR Embargo/OPSL Notes And Permit System'. To the right of the navigation bar are links for 'sign out', 'user services', 'updates', 'help', and 'contact us'. Below the navigation bar, a red banner indicates that 'user document' is signed in for 'RAIL - RAILINCCORPORATION'. A horizontal menu contains the following items: 'Home', 'Embargoes', 'Embargo Permits', 'OPSL Notes', 'OPSL Note Permits', and 'Tools'. The 'Embargo Permits' item is selected. Below the menu, the 'Upload Permits' section is visible. It features a text input field labeled 'Import File:' followed by a 'Browse...' button. At the bottom of this section are two buttons: 'Import' and 'Done'.

- 2) Select the **BROWSE** button. Using the displayed dialog box, browse to the location of the permit request that you want to upload.
- 3) Click the **IMPORT** button.

OPSL Note Management

View OPSL Note Rules/Guidelines

Here is how to access basic overview rules and guidelines to the creation of OPSL Notes.

> To VIEW OPSL Note Rules/Guidelines

- 1) Click on **OPSL NOTES > OPSL NOTE RULES/GUIDELINES**. The OPSL Note Definition screen is displayed.



OPSL Note Definition

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 919-851-5410

Search OPSL Notes

Here is how to search for OPSL Notes.

> To SEARCH OPSL Notes

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. The OPSL Notes Search screen is displayed.




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Search OPSL Notes

Simple Query

OPSL Note No: Issued By:  Created By: State/Province:

Status: All Amended Cancelled Approved/Effective Expired

2) Complete the available described input fields:

SCREEN 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. ▪ 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 clicking 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 no matter the status are returned.</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) Click **SEARCH**. The results of the specified search are displayed.

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Search OPSL Note Results

Results found: 84

Issuing Road	OPSL Note No	Amendment No	Effective Date	Allow Permits	Status	Last Amended Date	Cancelled Date	Info Only OPSL Note	Participating Roads	Cause
AGR	AGRAC0511	0	01/16/2008	NO	Cancelled		01/16/2008	NO		UMLER restrictions
AGR	AGRAC2754	0	01/16/2008	NO	Cancelled		01/16/2008	NO		Commodity restrictions
AGR	AGRAC2222	0	01/15/2008	YES	Cancelled		01/15/2008	NO		Handled by Permit only
AGR	AGRAB0790	0	11/08/2007	NO	Cancelled		12/27/2007	NO		Plate restrictions
AGR	AGRAB1234	0	10/30/2007	NO	Cancelled		11/01/2007	NO		Plate restrictions
AGR	AGRAB1111	0	10/17/2007	YES	Cancelled		11/01/2007	NO		Plate restrictions
AGR	AGRAB1232	0	10/17/2007	NO	Cancelled		10/17/2007	NO		UMLER restrictions
AGR	AGRAB3344	1	10/17/2007	NO	Cancelled	10/17/2007	10/17/2007	NO		Weight Restriction
AGR	AGRAC3344	2	10/17/2007	NO	Cancelled		01/17/2008	NO		Weight Restriction
AGR	AGRAB0001	0	09/27/2007	YES	Cancelled		09/27/2007	NO		Handled by Permit only
AGR	AGRab1944	0	09/26/2007	NO	Cancelled		11/01/2007	NO		Other - specify
BNSF	BNSFAE0425	0	02/02/2010	NO	Cancelled		02/02/2010	NO		Weight Restriction

[Return](#)

- 4) Click on the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details screen is displayed.

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OPSL Note Details

General OPSL Note Information

OPSL Note No: BNSFAD1802

Effective Date: 06-29-2009 Published Date: 06-29-2009 Supplement Number:

Status: Effective Issuing Road: BNSF - BNSF RAILWAY COMPANY

Allow Permits: No Tier 2 Effective Date: 06-29-2009

Include Empty Revenue Cars: No Max Car Allowed: Bypass Local Waybills: No

Original Requester: Katie Baker Email: kathryn.baker@bnsf.com Phone Number: 1.817.5934265

Participating Roads:

Commodity

Target All Commodities

Cause

Cause: Mechanical Hold

Geography

Include These Locations:

FROM				Bi-Directional	TO			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
BNSF	62000	KANSAS CITY	KS	Y		*		

[\[Map Geography\]](#)

Equipment

Include These Intermodal Equipment: PBCE519115

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

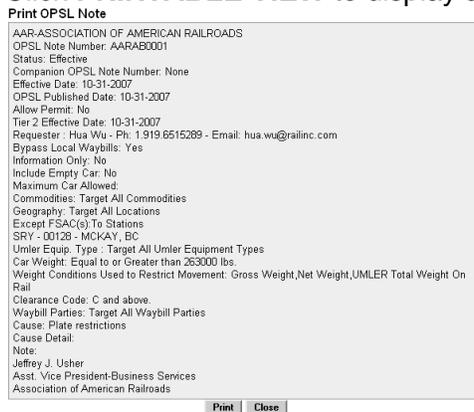
Waybill Parties

Target All Waybill Parties

[Clone](#) [Printable View](#) [Export As XML](#) [Amend](#) [Cancel](#) [Show Audit Trail](#) [View Journal](#)
[Return](#)

5) Perform on of the following actions:

- a) Click the [Map Geography](#) link to view a map of the OPSL Note (See the [Mapping Tool Section](#) for details).
- b) Click **CLONE** to clone the displayed OPSL Note (See [Clone OPSL Note](#)).
- c) Click **PRINTABLE VIEW** to display a printable version of the OPSL Note.



Click **PRINT** to print out the displayed OPSL Note or click **CLOSE** to cancel the printing.

- d) Click **EXPORT AS XML** to export the displayed OPSL Note in XML format (See [Export an OPSL Note as XML](#)).
- e) Click **AMEND** to issue an amendment to the displayed OPSL Note (See [Amend OPSL Note](#)).
- f) Click **CANCEL** to cancel the OPSL Note (See [Cancel OPSL Note](#)).
- g) Click **EXPIRE** to expire the displayed OPSL Note (See [Expire OPSL Note](#)).
- h) Click **REQUEST PERMIT** to request a permit for the OPSL Note (See [Request an OPSL Note Permit](#)).
- i) Click **ADMIN ISSUE PERMIT** to issue an OPSL Note Permit as an administer (See [OPSL Note Admin Permit Create](#)).
- j) Click **SHOW AUDIT TRAIL** to view a history of the displayed OPSL Note record (See [Show Audit Trail](#)).
- k) Click **VIEW JOURNAL** to display any journal entry associated with the OPSL Note (See [View/Create a Journal Entry](#)).
- l) Click **RETURN** to return to the previously displayed screen.

Search OPSL Notes – Advanced Query

Here is how to search and view OPSL Notes using advanced query options to narrow the parameters of the search.

> To SEARCH/VIEW OPSL Notes with Advanced Query Options

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES** on the main navigation bar. The OPSL Notes Search screen is displayed. Click on **ADVANCED QUERY** to reveal additional search options.

NOTE: At any point, the advanced query fields can be hidden by clicking the **SIMPLE QUERY** button.



Search OPSL Notes

Advanced Query

OPSL Note No: Issuing Road: Created By:

Permit Number:

Cause: Participating Road:

Status: All Amended Cancelled Approved/Effective Expired

Commodity:

Waybill Parties:

UMLER Equipment Type Code:

Geography: All FSAC and States FSAC State/Province

2) Complete the available input fields:

SCREEN FIELD

DESCRIPTION

OPSL Note No.

An **OPSL tariff note number** is 10 characters in length and consists of the following components:

- Issuing railroad road mark
- OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year; ‘AB’ equals the 2007 edition; ‘AC’ equals the 2008 edition.
- 4 digit Tariff Note item number

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

Issued by

Key in road mark or use the lookup feature by clicking the magnifying glass icon next to the text box.

Created by

Single Sign On User ID of the creator of the OPSL Note.

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, Re-issued).

Commodity

Key in up to three specific STCC’s or use the lookup feature by clicking 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 clicking the magnifying glass icon next to the text box.

SCREEN FIELD	DESCRIPTION
UMLER Equipment Type Code	Key in standard Umler Equipment Type Codes or use the lookup feature by clicking the magnifying glass icon next to the text box.
Geography	<p>Choose one of these options:</p> <p>All FSAC and States – Include all geographic locations.</p> <p>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 clicking the magnifying glass icon next to each text box.</p> <p>State/Province – Choosing this option displays a drop down with the ability to select a specific state/province.</p>

- 3) Click **SEARCH**. The results of the specified search are displayed.

Issue OPSL Notes

Here is how to issue a new OPSL Note.

> To ISSUE OPSL Notes

- 1) Click on **OPSL NOTES > ISSUE OPSL NOTE**. The Issue Restricted Movement OPSL Note screen is displayed.

Issue Restricted Movement OPSL Note

General OPSL Note Information

OPSL Note No: Information Only OPSL Note Status: New

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

Allow Permits: Bypass Local Waybills: Include Empty Revenue 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

From: Bi-Directional To:

Exclude These Locations

From: Bi-Directional To:

Include These Interchanges

OR:

Choose a Geography Template:

- FRED WILLIAMS TEST
- Gulf
- Houston, TX
- Jacksonville
- Katie Test 217

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

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

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"/> O - 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	

Total Weight on Rail

lbs.

Clearance Code

Waybill Parties

Target Select Waybill Parties Target All Waybill Parties

Include These Waybill Parties:

CF: Shipper Consignee Care of party Ship From Pick Up

- 2) Complete the available described input fields:

SCREEN 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. ▪ 4 digit Tariff Note item number <p>Here is an example of a tariff note number: BNSF – AB – 3200</p>
Information Only OPSL Note	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.
Issued By	Key in road mark or use the lookup feature by clicking the magnifying glass icon next to the text box.
Effective Date	Enter the effective date as it appears on the OPSL book or supplement where the note appears.
Published Date	Enter the published date (issued date) as it appears on the OPSL book or supplement where the note appears.
Supplement Number	If the note is published in an OPSL supplement, enter the supplement number in which it appears.
Allow Permits	Check this box to allow permits to the issued OPSL Note.
Bypass Local Waybills	Select 'yes' or 'no' to determine if the OPSL Note should bypass local waybills.
Include All Empty Cars	Select to include empty car waybills in the OPSL Note.
Participating Roads	<p>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.</p> <p>For the selected Participating Road(s), a button is added to the details of the OPSL Note. The Participating Road will click 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 OPSL Note.</p>

SCREEN FIELD	DESCRIPTION
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.
Commodity	Select either to target your OPSL Note for selected or all commodities:

- **Target Select Commodities**



This 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. Click on the magnifying glass to search for STCCs.

- **Target All Commodities**



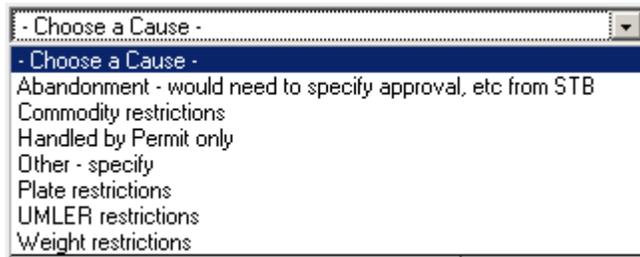
Use this option to include all commodities or all except those specified by STCC in the “Except These Commodities” field. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Click on the magnifying glass to search for STCCs.

SCREEN FIELD

DESCRIPTION

*** Cause**

Use the drop down field to select the required cause of the OPSL Note:



Cause Details

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

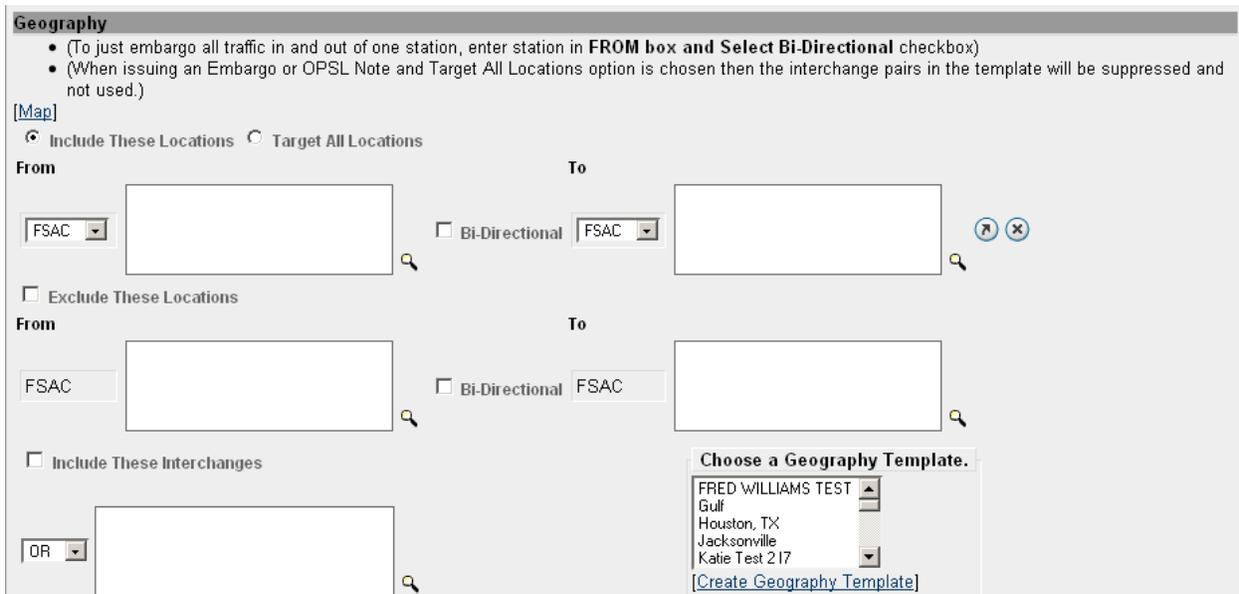
Government, Other, Weather and Weight must have an explanation included in the **Cause Detail** box.

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.



NOTE: Please see the “Embargo Webinar” presentation for detailed examples on utilizing the Geography section to customize OPSL Note parameters.

NOTE: For instructions on using the magnifying glass with a minus sign on it  (used to remove equipment applied to an embargo or OPSL Note), see [Remove Geography](#).

Map

This link invokes the mapping tool, allowing you to select stations from the map to be included in the OPSL Note (See the [Mapping Tool Section](#) for details).

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.

From/To

Use these fields to specify a From and/or To location (FSAC or State) for the OPSL Note. Select the 'Bi-Directional' check box 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 (pictured here) to add additional entry fields to specify multiple From/To pairs.

Exclude These Locations From/To

Mark this check box to specify FSAC locations that should be excluded from the OPSL Note. There are additional input fields here for From/To to specify origin and destination exceptions. Additionally magnifying glass look icons are provided and a Bi-Directional check box is available.

Include These Interchanges

The 'Include These Interchanges' check box allows the user 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

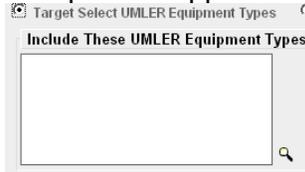
If you want to create an OPSL Note based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other OPSL Notes.

Click on Create a Geography Template to initiate the process of creating a geography template (see [Create a Geographic Template](#)).

Target Select Umler Equipment Types / Target All UMLER Equipment Types / Target Select UMLER Equipment Type Groups / Target Select UMLER Railcars / Target Select Intermodal / Target Select UMLER Field/Status

Select one of these radio buttons within the below field to determine the equipment to be affected by the OPSL NOTE.

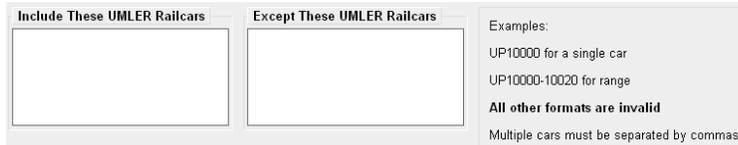
- Use the **Target Select UMLER Equipment Types** radio button if the OPSL Note should target specific UMLER Equipment Types. An input box appears allowing you to enter this information.



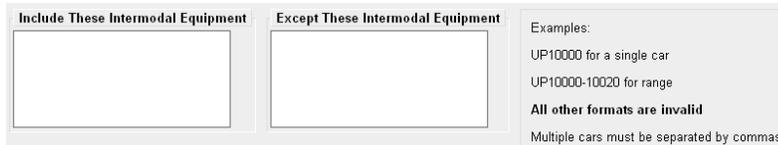
- Select **Target All UMLER Equipment Types** to include all equipment types. An input box is displayed allowing you to specify any exceptions.
- Select **Target Select Equipment Type Groups** to choose one or more equipment types from the listed groups.



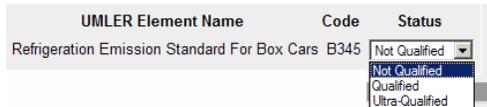
- Select **Target Select UMLER Railcars** to enter a specific railcar, a list of railcars or a range of railcars that are restricted by this OPSL Note. Here are some examples: UP10000 for a single car; UP10000-10020 for a range. Multiple cars must be separated by commas.



- 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 that are restricted by this OPSL Note. Here are some examples: UP10000 for a single car; UP10000-10020 for a range. Multiple cars must be separated by commas.

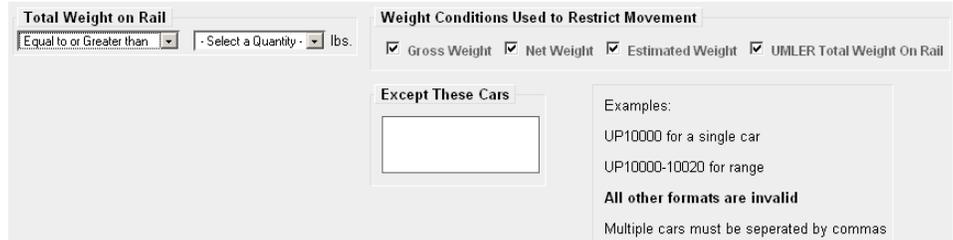


- If you select **Target Select UMLER Field/Status**, you can then select the specific listed Umler Element (at this time Refrigeration Emission Standard for box cars—B345 only). You can then specify the status of the element (not qualified, qualified or ultra-qualified).



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 check boxes 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.



Clearance Code

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

Target Select / All Embargo All Waybill Parties

Click the Target Select Waybill Parties option if you want the OPSL Note restricted to specified patrons.

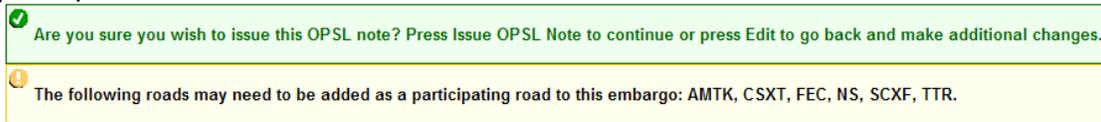


Specify the type of waybill party (shipper, consignee, care of party, ship from, or pick up) then enter the specific **CIF** for that patron in the available field. Use the arrow or X icons to add or remove additional waybill parties.

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

- 3) Click **ISSUE OPSL NOTE** to issue the OPSL Note. Or, click **SAVE A DRAFT** to save your work in progress.

If all validation rules pass, a confirmation screen is displayed after selecting to issue to OPSL Note with a confirmation and a warning message displayed. The warning message is displayed alerting you of any roads that may need to be added as participants.



- 4) Perform one of the following steps:
 - a) Click the Map Geography link to view a map of the OPSL Note (See the Mapping Tool Section for details).
 - b) Click **EDIT** to edit the OPSL Note prior to issuing it.
 - c) Click **ISSUE OPSL NOTE** to issue the OPSL Note.
 - d) Click **RETURN** to return to the previous screen.

Amend OPSL Note

Here is how to amend an OPSL Note.

> To AMEND an OPSL Note

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. The OPSL Notes Search screen is displayed. Search for the OPSL Note that you want to amend (see [Search OPSL Notes](#)).
- 2) Click on the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details screen is displayed.
- 3) Click **AMEND**. The Amend OPSL Notes screen is displayed.

Amend OPSL Note

General OPSL Note Information							
OPSL Note No:	BNSFAD1802	<input type="checkbox"/> Information Only OPSL Note	Amendment No.:	1	Status:	Effective	
Issuing Road:	BNSF	Effective Date:	06-29-2009	Published Date:	06-29-2009	Supplement Number:	<input type="text"/>
Allow Permits:	<input type="text" value="No"/>	Bypass Local Waybills:	<input type="text" value="No"/>	<input type="checkbox"/> Include Empty Revenue Cars			
Participating Roads:	<input type="text"/>		Notes to Participating Roads:	<input type="text"/>			
<input type="checkbox"/> Max Car Allowed							
Commodity							
<input type="radio"/> Target Select Commodities <input checked="" type="radio"/> Target All Commodities Except These Commodities <input type="text"/>							
Cause			Notes				
'Cause:	<input type="text" value="Mechanical Hold"/>		(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:	<input type="text"/>						
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.)							
[Map] <input checked="" type="radio"/> Include These Locations <input type="radio"/> Target All Locations							
From	<input type="text" value="BNSF - 62000"/>	To	<input type="text"/>	<input checked="" type="checkbox"/> Bi-Directional <input type="checkbox"/> FSAC			
<input type="checkbox"/> Exclude These Locations From <input type="text"/> To <input type="text"/> <input type="checkbox"/> Bi-Directional <input type="checkbox"/> FSAC							
<input type="checkbox"/> Include These Interchanges OR <input type="text"/>							
Choose a Geography Template. FRED WILLIAMS TEST Gulf Houston, TX Jacksonville Kate Test 217 [Create Geography Template]							
Equipment							
<input type="radio"/> Target Select UMLER Equipment Types <input type="radio"/> Target All UMLER Equipment Types <input type="radio"/> Target Select UMLER Equipment Type Groups <input type="radio"/> Target Select UMLER Railcars <input checked="" type="radio"/> Target Select Intermodal Equipment							
Include These Intermodal Equipment <input type="text" value="PBCES19115"/>			Except These Intermodal Equipment <input type="text"/>		Examples: UP10000 for a single car UP10000-10020 for range All other formats are invalid Multiple cars must be separated by commas		
Waybill Parties							
<input type="radio"/> Target Select Waybill Parties <input checked="" type="radio"/> Target All Waybill Parties							
Except These Waybill Parties: CIF: <input type="text"/> <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee <input type="checkbox"/> Care of party <input type="checkbox"/> Ship From <input type="checkbox"/> Pick Up							
Current Amendment Reason							
<input type="text" value="- No Amendment Reason"/> <input type="text"/>							
<input type="button" value="Issue Amendment"/>							

- 4) Modify the OPSL Note as needed. Use the available drop-down to provide an amendment reason. Use the blank field below the drop-down to elaborate, as needed.

- 5) Click the **ISSUE AMENDMENT** button. A message is displayed informing you that the OPSL Note has been amended.

 You have successfully amended an OPSL note - Your OPSL note will be effective on the specified effective date.

Cancel OPSL Note

Here is how to cancel an OPSL Note.

> To CANCEL an OPSL Note

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. The OPSL Notes Search screen is displayed. Search for the OPSL Note that you want to cancel (see [Search OPSL Notes](#)).
- 2) Click on the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details screen is displayed.
- 3) Click **CANCEL**. A pop up box is displayed asking for you to specify the reason for canceling the OPSL Note.

- 4) Enter a reason for canceling the note. Click the **CANCEL OPSL NOTE** button. A message is displayed letting you know that the OPSL Note has been cancelled.



Expire OPSL Note

Here is how to change the expiration date of an OPSL Note.

> To CHANGE the Expiration Date of an OPSL Note

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. The OPSL Notes Search screen is displayed. Search for the OPSL Note that you want to expire (see [Search OPSL Notes](#)).
- 2) Click on the OPSL Note No. of a displayed record to view its full details. The OPSL Note Details screen is displayed.
- 3) Click **EXPIRE**. A pop up box is displayed asking for you to specify the reason for expiring the OPSL Note.

 A screenshot of a web application pop-up window titled "Expire OPSL Note Reason". The window has a light gray background. At the top, there is a large, empty rectangular text area for entering a reason. Below this area, 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 of the window, there are two buttons: "Expire OPSL Note" and "Close Screen".

- 4) Enter a reason for expiring the OPSL Note. Specify an **Expiration Date**.
- 5) Click the **EXPIRE OPSL NOTE** button. A message is displayed informing you that you have successfully changed the expiration date of the selected OPSL Note.



Accept 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 will stop the sending of emails until the following year.

> To ACCEPT the Annual Renewal of an OPSL Note

- 1) From the received notification email, click the link to the embargo application and login.

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 screen, click the hyperlink of the displayed OPSL Note to view its details. The OPSL Note Details screen is displayed.
- 4) Review the OPSL Note to ensure that it remains accurate. If so, scroll to the bottom of the displayed note and click the **ACCEPT** button.

View Pending/Draft/Rejected OPSL Notes

Here is how to view pending, draft and rejected versions of OPSL Notes.

> To VIEW Pending/Draft/Rejected OPSL Notes

- 1) Click on **OPSL NOTES > VIEW PENDING OPSL NOTES**. The View Pending OPSL Notes screen is displayed.

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View Pending OPSL Notes

Status Filter:

Results found: 7

Road	OPSL Note No	Issue Date	Status
CN	CNAC0010	10/02/2008	Pending
UP	UPAD0234	03/03/2009	Pending
UP	UPAD0123	03/03/2009	Pending
CSXT	CSXTAD3000	04/07/2009	Pending
CSXT	CSXTAD3001	04/07/2009	Pending
CSXT	CSXTAD3002	04/07/2009	Pending
CSO	CSOAD5555	05/21/2009	Pending

- 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, click the OPSL Note Number of one listed. The OPSL Note Details screen is displayed.
- 4) To complete and issue a draft or pending OPSL Note, click on the **EDIT** button. The screen fields become available for inputs and edits. Complete and edit the screen fields as needed.
- 5) To complete the issuing process, click the **ISSUE** button (see [Issue OPSL Notes](#)). Click **SAVE DRAFT** to save any edits but not issue the OPSL Note.

Clone OPSL Notes

Here is how to clone OPSL Notes.

> To CLONE OPSL Notes

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. The OPSL Notes Search screen is displayed.
- 2) Search for the OPSL Note that you want to clone. On the results screen, click on the link of the listed OPSL Note that you want to clone. The OPSL Note Detail screen is displayed.
- 3) Click on the **CLONE** button. The Issue Restricted Movement OPSL Note screen is displayed with fields pre-filled with information from the selected OPSL Note.


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Issue Restricted Movement OPSL Note

General OPSL Note Information

OPSL Note No: Information Only OPSL Note Status: New
 Issuing Road: Effective Date: Published Date: Supplement Number:
 Allow Permits: Bypass Local Waybills: Include Empty Revenue Cars
 Participating Roads: Notes to Participating Roads:
 Max Car Allowed

Commodity

Target Select Commodities Target All Commodities
 Except These Commodities:

Cause

*Cause:
 Cause Detail:

Notes

(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.)

[\[Map\]](#)

Include These Locations Target All Locations

From:

Exclude These Locations

From:

Include These Interchanges

OR:

To: Bi-Directional

To: Bi-Directional

Choose a Geography Template.
 FRED WILLIAMS TEST
 Gulf
 Houston, TX
 Jacksonville
 Kable Test 217
[\[Create Geography Template\]](#)

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

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. Click the **ISSUE OPSL NOTE** button to issue the cloned OPSL Note.

Export an OPSL Note as XML

Here is how to export an OPSL Note in XML format.

> To EXPORT an OPSL Note as XML

- 1) Click on **OPSL NOTES > SEARCH OPSL NOTES**. Perform a search for the OPSL Notes that you want to export as XML. The Search Embargo Results screen is displayed.
- 2) Click on the OPSL Note Number of the Note that you want to export in XML. The OPSL Note Details screen is displayed.
- 3) Click on **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.

Create OPSL Note Template

Here is how to create OPSL Note Template.

> To CREATE OPSL Note Template

- 1) Click on **OPSL NOTES > CREATE OPSL NOTE TEMPLATE**. The Create OPSL Note Template screen is displayed.



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Create OPSL Note Template

General OPSL Note Template Information

'Template Name: 'Template Description:

'Issuing Road:

Allow Permits: Bypass Local Waybills:

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.)

[\[Map\]](#)

Include These Locations Target All Locations

From

Bi-Directional

Exclude These Locations

From

Bi-Directional

Include These Interchanges

To

Bi-Directional

To

Bi-Directional

Choose a Geography Template.

FRED WILLIAMS TEST

Gulf

Houston, TX

Jacksonville

Katie Test 2 I7

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

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

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	

Total Weight on Rail

lbs.

Clearance Code

Waybill Parties

Target Select Waybill Parties Target All Waybill Parties

Include These Waybill Parties:

CF: Shipper Consignee Care of party Ship From Pick Up

2) Complete the available described input fields:

SCREEN 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 either to target your OPSL Notes for selected or all commodities:

- **Target Select Commodities**



This is the default option. Use this option to have the OPSL Notes affect 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. Click on the magnifying glass to search for STCCs.

- **Target All Commodities**



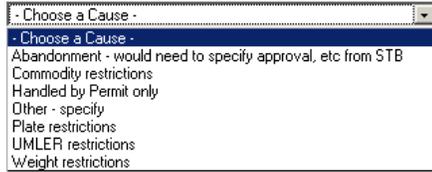
Use this option to have the OPSL Notes affect all commodities or all except those specified by STCC in the “Except These Commodities” field. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Click on the magnifying glass to search for STCCs.

SCREEN FIELD

DESCRIPTION

*** Cause**

Use the drop-down field to select the required cause of the OPSL Note:



Cause Details

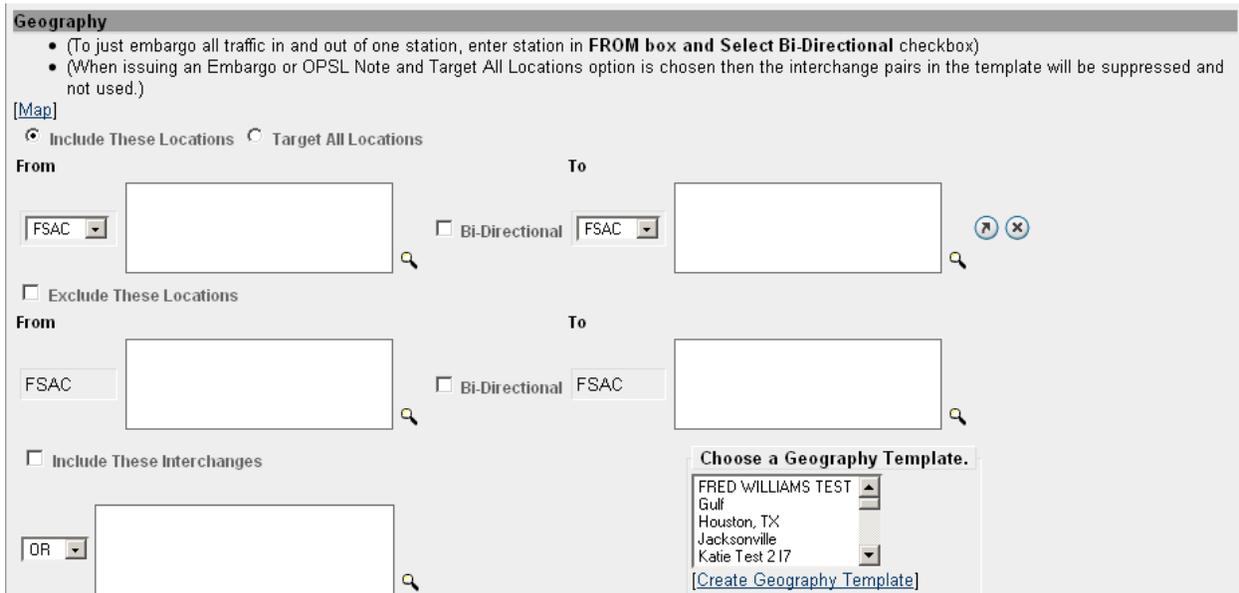
Use this field to explain the reason for the issued OPSL Note.

Notes

Use this field to further clarify the reasons for the OPSL Note or to provide additional relevant information. This should be base text for publication in the OPSL.

Geography

The Geography section provides you a variety of ways to specify the locations that need to be included in the OPSL Note.



NOTE: Please see the “Embargo Webinar” presentation for detailed examples on utilizing the Geography section to customize OPSL Note parameters.

NOTE: For instructions on using the magnifying glass with a minus sign on it  (used to remove equipment applied to an embargo or OPSL Note), see [Remove Geography](#).

Map

This link invokes the mapping tool, allowing you to select stations from the map to be included in the OPSL Note (See the [Mapping Tool Section](#) for details).

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.

From/To

Use these fields to specify a From and/or To location (FSAC or State) for the OPSL Note. Select the 'Bi-Directional' check box 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 (pictured here) to add additional entry fields to specify multiple From/To pairs.

Exclude These Locations From/To

Mark this check box to specify FSAC locations that should be excluded from the OPSL Note. There are additional input fields here for From/To to specify origin and destination exceptions. Additionally magnifying glass look icons are provided and a Bi-Directional check box is available.

Include These Interchanges

The 'Include These Interchanges' check box allows the user 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.

Click on Create a Geography Template to initiate the process of creating a geography template (see [Create a Geographic Template](#)).

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 the equipment to be affected by the OPSL NOTE.

- Use 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.

- Select **Target All UMLER Equipment Types** to include all equipment types. An input box is displayed allowing you to specify any exceptions.
- Select **Target Select Equipment Type Groups** to choose one or more equipment types from the listed groups.

- 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. Here are some examples: UP10000 for a single car; UP10000-10020 for a range. Multiple cars must be separated by commas.

- 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 that are restricted by this OPSL Note. Here are some examples: UP10000 for a single car; UP10000-10020 for a range. Multiple cars must be separated by commas.

- If you select **Target Select UMLER Field/Status**, you can then select the specific listed Umler Element (at this time Refrigeration Emission Standard for box cars—B345 only). You can then specify the status of the element (not qualified, qualified or ultra-qualified).

UMLER Element Name	Code	Status
Refrigeration Emission Standard For Box Cars	B345	<input type="button" value="Not Qualified"/> <input type="button" value="Qualified"/> <input type="button" value="Ultra-Qualified"/>

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 check boxes 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.



Clearance Code

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

Target Select / All Waybill Parties

Click the Target Select Waybill Parties option if you want the OPSL Notes restricted to specified patrons.



Specify the type of waybill party (care of party, consignee or shipper) 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.

- 3) Click **CREATE OPSL NOTE TEMPLATE**. A message is displayed letting you know that the OPSL Note template has been saved.



View OPSL Note Template

Here is how to view OPSL Note Template.

> To View OPSL Note Template

- 1) Click on **OPSL NOTES > VIEW OPSL NOTE TEMPLATES**. The View OPSL Note Templates screen is displayed.

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View OPSL Note Templates

Results found: 2

Road	Template Name	Template Description
AGR	aasdfasdf	asdfasdfasdf
BNSF	My OPSL Notes	Template used for OPSL Notes

Return

- Click on the Template Name of the OPSL Note template the you want to view/apply. The Embargo Template Detail screen is displayed.

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OPSL Note Template Details

General OPSL Note Template Information

Template Name: My OPSL Notes Template Description: Template used for OPSL Notes
 Issuing Road: BNSF
 Allow Permits: Yes Include Empty Revenue Cars: No Max Car Allowed: Bypass Local Waybills: No
 Last modified By: Email: Last modified on: 05-22-2009

Commodity
 Target All Commodities

Cause
 Cause: Weight Restriction

Geography
 Include These Locations:

FROM				Bi-Directional	TO			
Roadmark	FSAC	Station Name	State/Province		Roadmark	FSAC	Station Name	State/Province
BNSF	20821	ROBB	CO	N		*		

[\[Map Geography\]](#)

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

Waybill Parties
 Target All Waybill Parties

Issue OPSL Note Clone Edit Delete

Return

- To issue an OPSL Note based on the template, click the **ISSUE OPSL NOTE** button. Complete the available input fields (see [Issue an OPSL Note](#)).

Search OPSL Officers

Here is how to search for OPSL Officers.

> To SEARCH OPSL Officers

- 1) Click on **OPSL NOTES > SEARCH OPSL/PERMIT OFFICERS**. The View Railroad OPSL Note and Permit Officers screen is displayed.

- 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**. Click **SEARCH**. The Search OPSL note officers results screen is displayed.

Roadmark	Name	Phone number	Email address	Primary Officer	Notes
BNSF	PERRY ANDERSON	1.817.5934255	PERRY.ANDERSON@BNSF.COM	<input type="checkbox"/>	
BNSF	Katie Baker	1.817.5934265	kathryn.baker@bnsf.com	<input type="checkbox"/>	
BNSF	Douglas Freeman	1.817.5934225	douglas.freeman@bnsf.com	<input type="checkbox"/>	
BNSF	Kevin Thomas	1.800.2349396x5	GrnOrdersDesk@bnsf.com	<input type="checkbox"/>	
BNSF	Deanna Test BNSF	1.919.6515126	deanna.dye@railinc.com	<input type="checkbox"/>	
BNSF	William Schmidt	1.817.5934241	william.schmidt@bnsf.com	<input type="checkbox"/>	
BNSF	Heather Booth	1.817.3520427	heather.booth@bnsf.com	<input type="checkbox"/>	
BNSF	Anthony Will	1.919.6515285	Anthony.Will@railinc.com	<input type="checkbox"/>	
BNSF	RAMESH VAIDYANATHAN	1.817.3520786	ramesh.vaidyanathan@bnsf.com	<input type="checkbox"/>	
BNSF	Roger Higdon	1.817.5934117	roger.higdon@bnsf.com	<input type="checkbox"/>	

- 3) Indicate a **Primary Officer** or add **Notes** (such as additional contact information) about the displayed OPSL Note Officers.
- 4) Click **SAVE CHANGES** to save any changes; click **CLEAR** to clear any changes made without saving changes; click **CANCEL** to exit the screen without saving changes.

OPSL Note Permit Management

Search OPSL Note Permits

Here is how to search OPSL Note Permits.

> To SEARCH Permits

- 1) Click on **OPSL NOTE PERMITS > SEARCH PERMITS**. The Search Permits screen is displayed.

- 2) Complete the available input fields:

SCREEN FIELD	DESCRIPTION
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers, for example A887659944.
OPSL Note Number	An OPSL tariff note number is 10 characters in length and consists of the following components: <ul style="list-style-type: none"> ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year; 'AB' equals the 2007 edition; 'AC' equals the 2008 edition. ▪ 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. Click the magnifying glass to bring up the Road mark Lookup screen.
Equip ID	Reporting mark and number of rail equipment.
Start/End Date	Start and End Date Range for Permits; Click calendar icon for assistance with date entry.
Waybill Number	Number associated with the waybill.
Waybill Date	Date waybill was created.

SCREEN FIELD DESCRIPTION

Permit Status List of possible permit request statuses available for user selection; multi-selection is allowed.

- 3) Click the **SEARCH** button. The Search Permit Request Results screen is displayed. Permit requests that are highlighted in yellow are high priority.

Search Permit Results

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

Results found: 71

Permit Number	Status	Used Date/ Time	Cancelled Date/ Time	OPSL Note No	Start Date	End Date	Waybill Number	Waybill Date	Equipment ID	Billing Road
HDD5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
DNO5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
IYV5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
CJM5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
UPZ5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
PKF5696740	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
MBA5696741	Used	10-24-2007		BNSFAA0015	10-23-2007	11-06-2007	200236	10-22-2007	UP14120	UP
HQV5696741	Expired			BNSFAA0015	10-23-2007	11-06-2007	0			
LPY1269496	Expired			BNSFAC0005	10-02-2008	10-16-2008	0			
HUC1269496	Expired			BNSFAC0005	10-02-2008	10-16-2008	0			
UIC1269496	Expired			BNSFAC0005	10-02-2008	10-16-2008	0			
VJN1269496	Expired			BNSFAC0005	10-02-2008	10-16-2008	0			
ATF1269496	Expired			BNSFAC0005	10-02-2008	10-16-2008	0			
QIC1485076	Expired			BNSFAD0009	01-05-2009	01-19-2009	0			
ATF1226010	Expired			BNSFAC0004	10-02-2008	10-16-2008	0			
VJN1226010	Expired			BNSFAC0004	10-02-2008	10-16-2008	0			

- 4) Perform one of the following actions
 - a) Click the [Export As CSV](#) link to initiate the process of downloading the displayed list to a CVS file.
 - b) Click the [Permit Number](#) hyperlink of a displayed permit to view its details.



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View Permit Details

Permit(s) for OP SL Note: [BNSFAA0015](#)

Status: Expired

Permit Number: HDD5696741

Used Date/ Time:

Permit Start Date: 10-23-2007

Permit End Date: 11-06-2007

Number of Permits Needed: 8

Num of Permits Allowed Per Day: 3

Waybill Number: 0

Waybill Date:

Equipment ID:

Billing Road:

Commodity

No Commodities Specified

Other Permits In Series

Permit Number	Used Date/ Time	Status	Waybill Number	Waybill Date	Equipment ID	Billing Road
HQV5696741		Expired	0			
IYV5696741		Expired	0			
DNG5696741		Expired	0			
CJM5696741		Expired	0			
MBA5696741	10-24-2007	Used	200236	10-22-2007	UP14120	UP
UPZ5696741		Expired	0			
PKF5696740		Expired	0			

- 5) Perform one of the following actions:
 - a) Click the OPSL Note hyperlink to display the OPSL Note associated with the permit.
 - b) Click **PRINTABLE VIEW** to view the permit in a printable format.
 - c) Click **RETURN** to redisplay the search results.

Request an OPSL Note Permit

Here is how to request a new OPSL Note Permit.

> To REQUEST a Permit

- 1) Click on **OPSL NOTE PERMITS > REQUEST PERMIT**. The Create Permit Request screen is displayed.



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Create Permit Request

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 OPSL Note:

Status: New

Requester ID: document

Requester Contact: Anthony Will
RAIL - RAILINC CORPORATION
anthony.will@railinc.com
1.919.6515285

(Please ensure your email address is correct, if not, update it first in SSO and then re-try operation)

'Priority:

'Reason:

'Number of Permits Needed:

Permit Start Date:

Permit End Date:

Shipper CIF:

Consignee CIF:

Road Mark: FSAC

Origin FSAC: -

Destination FSAC: -

'Free Form Commodity:

2) Complete the available input fields:

SCREEN 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. ▪ 4 digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
Priority	List provided for user selection; valid priorities are: High, Medium, and Low.
Reason	Free-form reason for the permit.
Number of Permits Needed	Enter the number of permits required.

SCREEN FIELD	DESCRIPTION
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) 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) 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 STCC(s) specified in the associated embargo, entered STCC must be one of those specified; free-form text is allowed; user may enter STCC code(s) or description(s).

- 3) Click **SUMBIT** to submit the permit request.

Search OPSL Note Permit Requests

Here is how to search OPSL Note Permit requests.

> To SEARCH OPSL Note Permit Requests

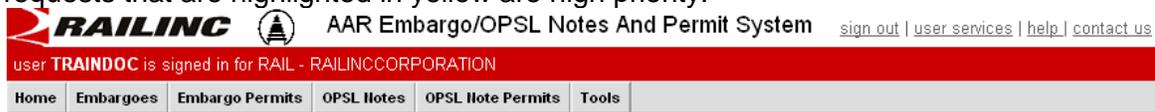
- 1) Click on **OPSL NOTE PERMITS > SEARCH PERMIT REQUESTS**. The Search Permits screen is displayed.

- 2) Complete the available input fields:

SCREEN FIELD	DESCRIPTION
--------------	-------------

SCREEN 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. ▪ 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. Click the magnifying glass to bring up the Road mark Lookup screen.
Permit Status	List of possible permit request statuses available for user selection; multi-selection is allowed.

3) Click **SEARCH**. The Search Permit Request Results screen is displayed. Permit requests that are highlighted in yellow are high priority.



Search Permit Request Results

Permit requests that are highlighted in yellow are high priority.

[Show Search Criteria](#) Results found: 3

Request ID	OPSL Note No	Number of Permits	Permit Start Date	Permit End Date	Status	Priority
261	BNSFAA0011	5	10/12/2007	11/26/2007	Pending	Medium
505	BNSFAD0009	1	01/05/2009	01/19/2009	Approved	Medium
305	BNSFAA0015	1	11/01/2007	11/15/2007	Pending	Medium

4) Click on the Request ID of the permit request that you want to view. The Permit Request Details screen is displayed.



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Permit Request Details

Permit(s) for OPSL Note:	BNSFAA0011
Request ID:	261
Status:	Pending
Requester ID:	ramesh_v
Requester Contact:	RAMESH VAIDYANATHAN BNSF - BNSF RAILWAY COMPANY ramesh.vaidyanathan@bnsf.com 1.817.3520786
Priority:	Medium
Reason:	test
Number of Permits Needed:	5
Permit Start Date:	10-12-2007
Permit End Date:	11-26-2007
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.

[Printable View](#) | [Return](#) | [Edit Request](#) | [Reject Request](#) | [Start Approval](#) | [View Journal](#) | [View audit log](#)

- 5) Perform one of the following actions:
- Click **PRINTABLE VIEW** to view a printable version of the permit request.
 - Click **RETURN** to return to the Search Permit Request Results screen.
 - Click **EDIT REQUEST** to open the request for editing.
 - Click **REJECT REQUEST** to reject the request.
 - Click **START APPROVAL** to start the approval process.
 - Click **VIEW JOURNAL** to view a journal entries associated with the permit request.
 - Click **VIEW AUDIT LOG** to view audit log details on the displayed permit request.

Administer OPSL Note Permit Creation

Here is how to administer the creation of an OPSL Note Permit.

> To ADMIN Permit Creation

- Click on **OPSL NOTE PERMITS > ADMIN PERMIT CREATE**. The Issue Permit screen is displayed.

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Issue Permit

'Permit(s) for OPSL Note:

Status: New

'Number of Permits Needed:

Railinc Generated Permit Number(s):

Num of Permits Allowed Per Day:

Permit Start Date:  **In most cases, the Permit Start Date should be the same as the Waybill Date**

Permit End Date: 

Permit These STCC Commodities:

2) Complete the available input fields:

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

SCREEN FIELD	DESCRIPTION
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.
Permit These STCC Commodities	Multiple STCC allowed per permit; if STCC(s) were specified in the associated OPSL Note then entered STCC must be one of those specified.

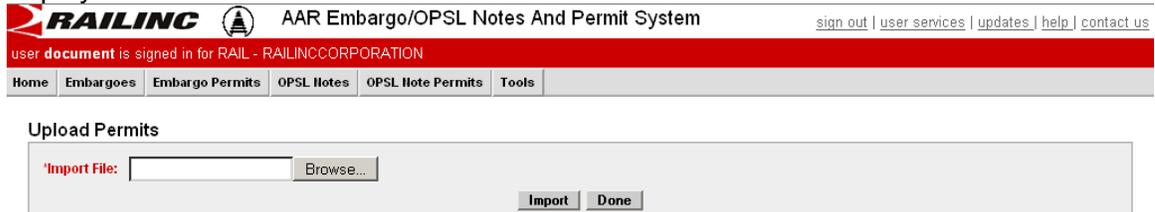
- 3) Click the **SUBMIT** button. The system sets the status of the request to “Pending” and stores the request as an OPSL Note permit request. Permit requests have a status of “Pending” until the permit officer either approves or denies the request, as long as the OPSL Note is effective.

Upload OPSL Note Permits

Here is how to upload OPSL Note Permit requests.

> To UPLOAD OPSL Note Permits

- 1) Click on **OPSL NOTE PERMITS > UPLOAD PERMITS**. The Upload Permits screen is displayed.



- 2) Select the **BROWSE** button. Using the displayed dialog box, browse to the location of the permit request that you want to upload.
- 3) Click the **IMPORT** button.

Administrative Tools

Create FTP Profiles

Here is how to create FTP profiles.

NOTE: regular users can't see this function

> To CREATE FTP Profiles

- 1) Click on **TOOLS > FTP PROFILE > CREATE FTP PROFILE**. The Create FTP Profile screen is displayed.

The screenshot shows the 'Create FTP Profile' web interface. At the top, there is a navigation bar with the RAILINC logo and the text 'AAR Embargo/OPSL Notes And Permit System'. Below this, a red banner indicates the user is signed in as 'user document' for 'RAIL - RAILINCCORPORATION'. A menu bar contains links for Home, Embargoes, Embargo Permits, OPSL Notes, OPSL Note Permits, and Tools. The main content area is titled 'Create FTP Profile' and includes a note: '(The notification will be in XML format):'. 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.

- 2) Complete the available fields:

SCREEN 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) Click **SAVE** to save the created FTP profile.

View/Edit FTP Profiles

Here is how to view/edit FTP profiles.

> To VIEW/EDIT FTP Profiles

- 1) Click on **TOOLS > FTP PROFILE > VIEW FTP PROFILE**. The View FTP Profile screen is displayed.

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View FTP Profiles

Roadmark	Mailbox Name	Contact Email	Allow Embargo Notification	Allow Permit Notification
AGR	EPDB1		N	N
BNSF	BNSFTEST	hua.wu@railinc.com	Y	Y
CSXT	CSXTTEST	hua.wu@railinc.com	Y	Y
TFM	EPDB1		N	N
UP	UPTTEST	hua.wu@railinc.com	Y	Y

Results found: 5

[Return](#)

- Click the hyperlink of a listed roadmark to edit a listed FTP Profile. The Edit FTP Profile screen is displayed.

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Edit FTP Profile

(The notification will be in XML format):

'Roadmark: 'Mailbox Name:

Contact Email:

Allow Embargo Notification:

Allow Permit Notification:

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

- Complete any required edits to the displayed FTP profile. Click **SAVE** to save updates.

Search Audit Logs from Tools Menu

This describes how to show the audit logs of embargo, permit, or OPSL Note transactions from the tools menu.

> To SHOW the Audit Trail of an Embargo (from the Tool Menu)

- Click on **TOOLS > AUDIT LOGS**. The Search Audit Logs screen is displayed.

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Search Audit Logs

Choose function, enter criteria in fields provided and press Search to display audit logs.

Select a function to view logs:

Embargo No:

Change made by:

From Date:

To Date:

- 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:

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

This input field differs for OPSL Notes audit log search:

OPSL Note No.	An OPSL tariff note number is 10 characters in length and consists of the following components: <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. ▪ 4 digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
----------------------	--

These input fields differ for a Permit audit log search:

SCREEN 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.

Permit Request Number

Random system-generated number assigned to permit request.

- 3) Click the **SEARCH** button. The **Search Audit Logs Results** screen is displayed.

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Search Audit Logs Results Results found: 232

Change made by	Change made on	Reason for change	Audit Log Type	OPSL Note No	Amendment No	Audit Action	Road
sdrxt01	06/10/2009 22:03:38	OPSL Note request was created and submitted for approval.	OPSL Note Request	CSOAD0032	0	Create	CSO
sdrxt01	06/10/2009 22:14:20	OPSL Note request was approved by administrator.	OPSL Note Request	CSOAD0032	0	Approve	CSO
sdrxt01	06/10/2009 22:14:20	OPSL Note was created after approved by administrator.	OPSL Note	CSOAD0032	0	Create	CSO
B2170282	06/11/2009 08:45:50	OPSL Note request was created and submitted for approval.	OPSL Note Request	BNSFAD2201	0	Create	BNSF
B2170282	06/15/2009 14:50:35	because i wanted to	OPSL Note Request	BNSFAD2201	1	Amend	BNSF
B2170282	06/15/2009 14:52:21	OPSL Note request was approved by administrator.	OPSL Note	BNSFAD2201	1	Approve	BNSF

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

- 4) Click a listed Embargo Number to view its details. Click **RETURN** to return to the Embargo Details screen. Click **PRINTABLE VIEW** to view a print-ready version of the audit log results.

EDI 824 Viewer

Here is how to access the EDI 824 Viewer. Records are displayed back 90 days from the present. This feature is only available to Railinc Administrators.

> To VIEW the EDI 824 Records

- 1) Click on **TOOLS > EDI 824 VIEWER**. The Search Outbound 824 Messages screen is displayed.

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Search Outbound 824 Messages

Embargo/ OPSL Note Number: Receiving Road:

Lead Car
 Initial: Number:

Waybill
 Number: Date:

Date Range
 From: To:

Sender Road: Billed Road:

- 2) Complete the available input fields. Click **SEARCH** to initiate the search. The Search Outbound 824 Results screen is displayed.

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Search Outbound 824 Results

[Show Search Criteria](#) Results Found: 14

Message Id	Transmission Date	Embargo Number	Receiving Road	Waybill Number	Waybill Date	Waybill Reported By	Waybill Billed To	Lead Car Initial	Lead Car Number	Correction Date	824 Content
18014	10-09-2007 00:00:00	CND05507	UP	528946	10-09-2007	UP	UP	DBUX	0000301060		View
18013	10-09-2007 00:00:00	CND05507	UP	529101	10-09-2007	UP	UP	DBUX	0000208801		View
18012	10-09-2007 00:00:00	CND05507	UP	529135	10-09-2007	UP	UP	DBUX	0000208815		View
46	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	BNSF	431056		View
45	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	CSXT	450899		View
44	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	CSXT	911125		View
43	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	CSXT	911125		View
42	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	CSXT	911125		View
41	09-13-2007 00:00:00	CSXT002806	CMMXNCVA	979897	08-18-2007	CMMX	NCVA	CSXT	911125		View

- 3) Click the View hyperlink of a listed 824 record to view its full details. The EDI 824 Details screen is displayed.

EDI 824 Details

Message Id: 47

Recipients: CMMXNCVA

EDI 824 Message:

```
#RREP 0000SWAYB000801141909CMMXNCVA/080141909/RREP 87740801141909/
GS*WB*RREP*CMMXNCVA*20080114*1909*141909001*X*005030RAIL
ST*824*141909001
BGN*00*417*20080114*1909
OTI*TE*EQ*UP 160445****5339*53390001**005030
REF*WY*979897
DTM*WAY*20080116
LM*AR*RGUIDE
LQ*STF*905002032GE
RED*AAR003606*RP
LQ*STF*955003030GE
RED*AAR003606*RP
SE*11*141909001
GE*1*141909001
$0001EOMe
```

Corresponding EDI 417 Message:

```
RRDC 0172SWBOL000601220926CN /060220926/CMMXNCVA/87740601220926/
GS*WB*AGR*RRWS*20070515*0657*5339*X*005030
ST*417*53390001
BX*04*R*NR**BNSF*L*B*N
BNX***S
N9*BM*N/S**20070515*0657*CT
N7*UP*160445*0*G*****RR****5705*M
N8*979897*20080116
F9**WEST PULLMAN*IL
D9*95874*CALUMET PARK*IL
N1*SH*AZCO STEEL CO*C5*A000367660000
N3*1641 NEW MARKET AVE
N4*SOUTH PLAINFIELD*NJ
R2*AGR*S
LX*1
L5*1*WHEAT, FEED, NEC*4905773*T
LD*1****13660*N***1*CLD
SE*17*53390001
GE*1*5339
$0001EOM.
```

Print Close

- 4) Click **CLOSE** to close the details screen.

Traffic Compliance Report

Here is how to create the Traffic Compliance Report. This report helps trace equipment that is still moving despite an issued EDI 824. This feature is only available to roads in the route of the waybill.

> To CREATE Traffic Compliance Report

- 1) Click on **TOOLS > TRAFFIC COMPLIANCE REPORT**. The View Traffic Compliance Report Details screen is displayed.

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View Traffic Compliance Report Details

Date Range
 From: 09-23-2007 To: 10-23-2007
 Search Cancel

- 2) Provide a date range for the report. Click **SEARCH**. The report results are displayed below the date input fields.

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View Traffic Compliance Report Details

Date Range
 From: 01-18-2008 To: 02-14-2008
 Search Cancel

Event From Road	Event Timestamp	Embargo Number	Equipment ID	Event To Road	Event Reporting Road	Event Interchange Location	Event City	Event State	Waybill Destination City	Waybill Destination State
CFNR	01-18-2008	UP000208	UTLX0000661645	UP	CFNR		DAVIS	CA	HOUSTON	TX
CFNR	01-18-2008	UP000208	GATX0000064583	UP	CFNR		DAVIS	CA	HOUSTON	TX
CFNR	01-18-2008	UP000208	GATX0000064583	UP	UP		DAVIS	CA	HOUSTON	TX
CFNR	01-18-2008	UP000208	UTLX0000661645	UP	UP		DAVIS	CA	HOUSTON	TX
SHOP	01-18-2008	UP005807	TILX0000252229	UP	UP	TELCT	TEXAS ELECT	TX	HARVEY	LA
UP	01-18-2008	UP006807	CGOX0000001009	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000001160	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000003017	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000003027	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000003090	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000003110	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGOX0000003111	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001870	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001824	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001780	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001594	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001293	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA
UP	01-18-2008	UP006807	CGEX0000001484	ALS	ALS	VLYJC	VALLEY JCT	IL	LONG BEACH	CA

Results Found: 18

View Amendment Reasons

Here is how to view the list of amendment reasons. This feature is only available to AAR/Railinc Administrators.

> To VIEW Amendment Reasons

- 1) Click on **TOOLS > VIEW AMENDMENT REASONS**. The Amendment Reasons Details screen is displayed.

Code	Description
AC	Add CIF Customer
CC	Add Clearance Code
AS	Add STCC
AW	Add Total Weight On Rail
AU	Add UMLER ETC
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
RW	Remove Total Weight On Rail
RU	Remove UMLER ETC

- 2) Click on a listed Amendment Reason Code to edit that code. The Edit Amendment Reason screen is displayed.

Code	Description
AP	Allow Permits

- 3) Edit the Code Description as needed and click **SAVE** to save the updates.

View EDI 824 Error Codes and Descriptions

Here is how to view the list of EDI 824 error codes and descriptions.

> To VIEW EDI 824 Error Codes and Descriptions

- 1) Click on **TOOLS > VIEW EDI 824 ERROR CODES AND DESCRIPTIONS**. The EDI 824 Error Codes and Descriptions screen is displayed.

The screenshot shows the AAR Embargo System interface. At the top, there is a navigation bar with the RAILINC logo and the text 'AAR Embargo System'. 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 displays a window titled 'EDI 824 Error Codes And Descriptions'. This window contains a table with two columns: 'Error Code' and 'Description'. The table lists 20 error codes and their descriptions. A 'Cancel' button is located at the bottom center of the window.

Error Code	Description
905001010GE	More than one Embargo Number given in the Waybill
905001011GE	More than one Permit Number given in the Waybill
905001012GE	Permit number is required if Embargo Number is given
905001013GE	Embargo number is required if Permit Number is given
905002020GE	Embargo Number provided in the Waybill is not found in the Database
905002021GE	Permit Number provided in the Waybill is not found in the Database
905002022GE	Permit Number provided is not for the Embargo
905002023GE	Attributes of the Waybill do not match the conditions specified in the Embargo
905002024GE	Permit Expired
905002025GE	Permit already used
905002026GE	Permit not allowed as Embargo is in effect
905002027GE	Corrected Waybill must provide the original Permit Number
905002028GE	Permit limit for the day reached
905002029GE	Permit limit for the week reached
905002030GE	Permit 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
908001000GE	Waybill embargoed due to Date Restrictions

- 2) Use the scroll bar to view the full list of error codes.
- 3) Click **CANCEL** to close the EDI 824 Error Codes and Descriptions page.

Mapping Tool

Overview

The Embargo Mapping Tool provides a way to view and manage Embargoes and OPSL Notes through an interactive map display with dashboard controls. This tool allows you to view Embargo and OPSL Note geography and create Origin/Destination pairs using map.

Viewing the Map

The Embargo home page contains an image that is a clickable link to the Dashboard Map. Clicking on the 'View Map' image will open a new browser window showing a map of North American embargoed stations and states.

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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.

The guidelines associated with OPSL Notes can be located via the OPSL Notes TAB. OPSL Notes are published in the Railinc "Official Railroad Station List". The intended use of the OPSL Notes TAB is to include OPSL Notes and associated permit management in an electronic format which includes electronic exchange of permits. This does not include all notes published in the "Official Railroad Station List" but only those notes which impact rail shipment movement associated to operational issues such as, bridge, clearance or weight restrictions. These notes are not embargoes.

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.

Here is an example of how the map looks when the 'View Map' image is clicked. It displays all current embargoes in North America (indicated with red dots), OPSL Notes (indicated with a blue square) or stations with both (indicated with a green triangle). Embargoed states and provinces are shaded gray.

RAILINC There are 1970 stations, 20 states/provinces, and 10 HTUA regions displayed. Search

Navigating the Map

Here are instructions on how to use some of the interface elements found within the mapping tool.

Panning

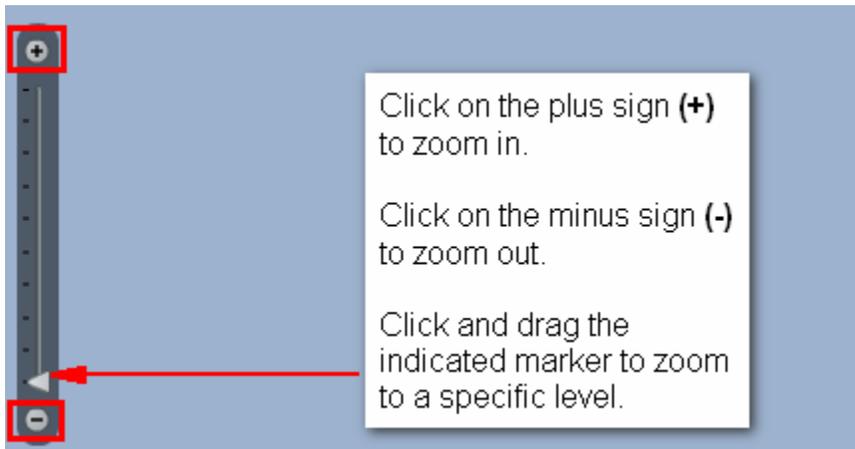
Panning allows you to move around the map in order to change the viewable area. Click and hold down the mouse (which changes the hand icon from an opened to a closed fist, pictured below) and then with the mouse held down drag in the direction that you want to pan.



NOTE: the arrow keys on the keyboard can also be used to pan the map.

Zooming

In order to see the details of specific stations or to select them for inclusion in an embargo, you must first zoom down to a more detailed view of a select region on the map. There are a couple of different ways to zoom



NOTE: The plus sign (+) and minus sign (-) on the keyboard can also be used to zoom in and out. Additionally the roller ball on a mouse can be used for zooming.

Searching the Map

You can perform a basic search from the map when it is accessed from the link on the home page.

Click the **Search** button at the top of the map.



The Search pop-up is displayed.

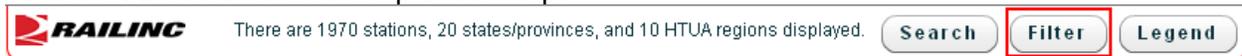


Use the **Search by** drop-down to select the desired search option. Then enter the search criteria into the available input field. Search results are displayed in the rows below. As needed, click the **Clear Search** button to remove the displayed results and initiate a new search. Click the **X** to close the Search pop-up.

Filtering the Map

You can filter the displayed embargoes on the map when it is accessed from the link on the home page link.

Click the **Filter** button at the top of the map.



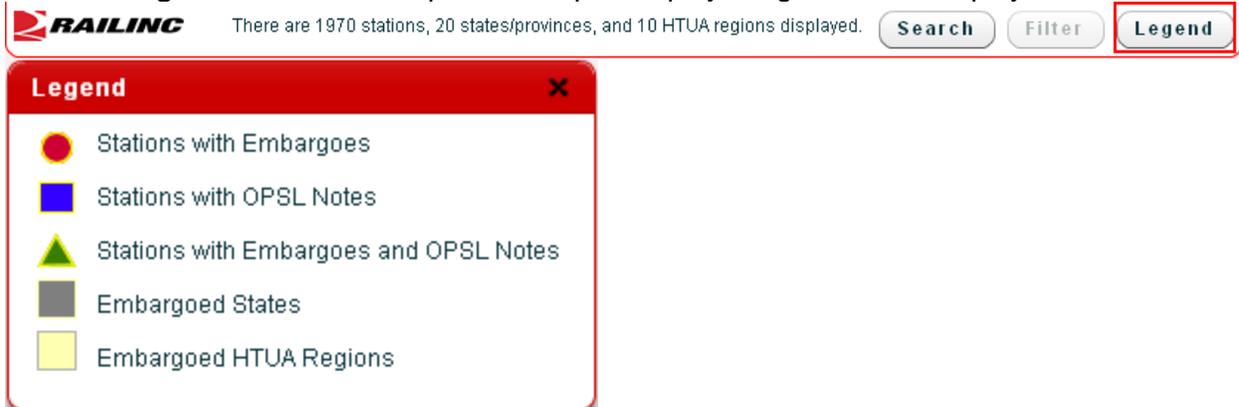
The Filter pop-up is displayed.



Use the **Filter by Road** drop-down to select a particular Road. The map is refreshed to only show embargoes originated by that select road. You can use the **Or Filter by Cause** drop-down to further filter by a specific embargo reason. Or you can use the **Or Filter by Type** drop-down to select Embargo, OPSL/Notes or both. Click the **X** to close the Filter pop-up.

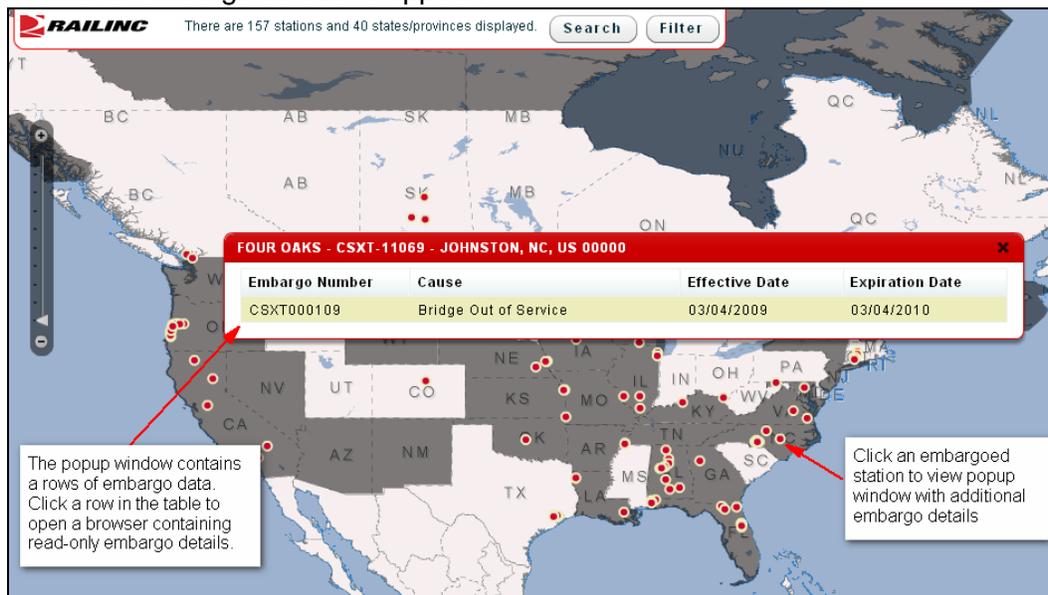
Viewing the Map Legend

Click the **Legend** button at the top of the map to display a legend of the map symbols.

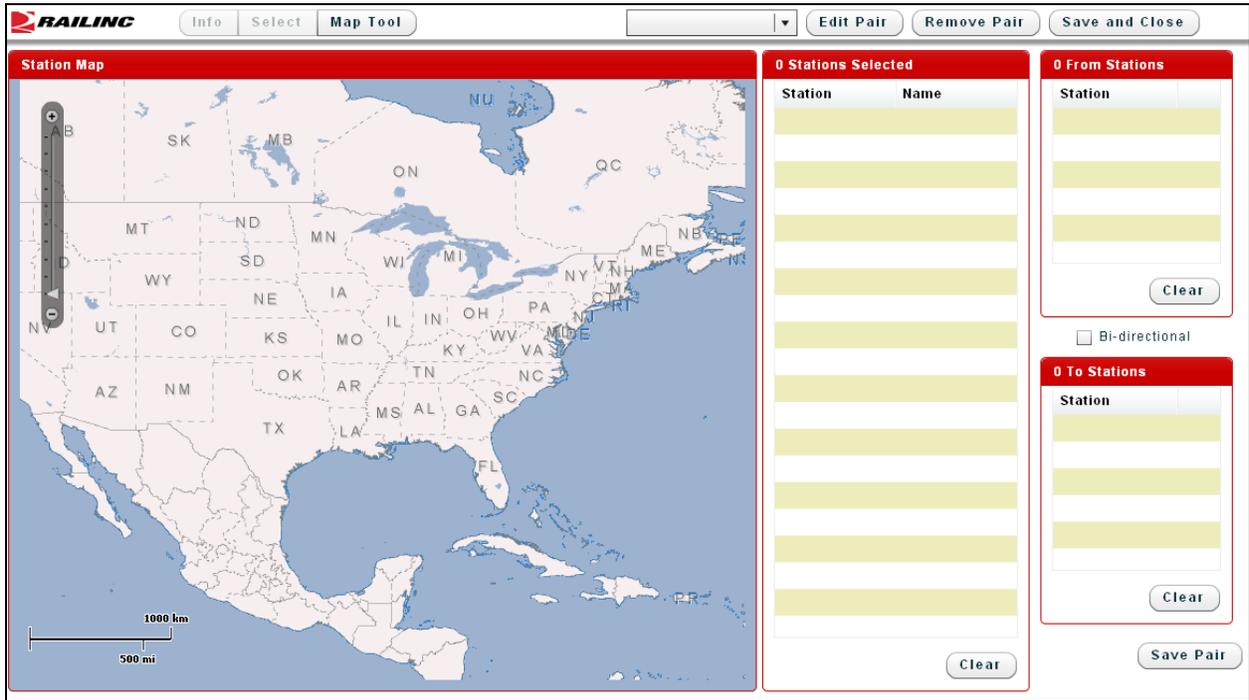


Viewing Embargo Details on the Map

You can click on an embargoed station or state which will cause a popup window containing additional embargo details to appear.

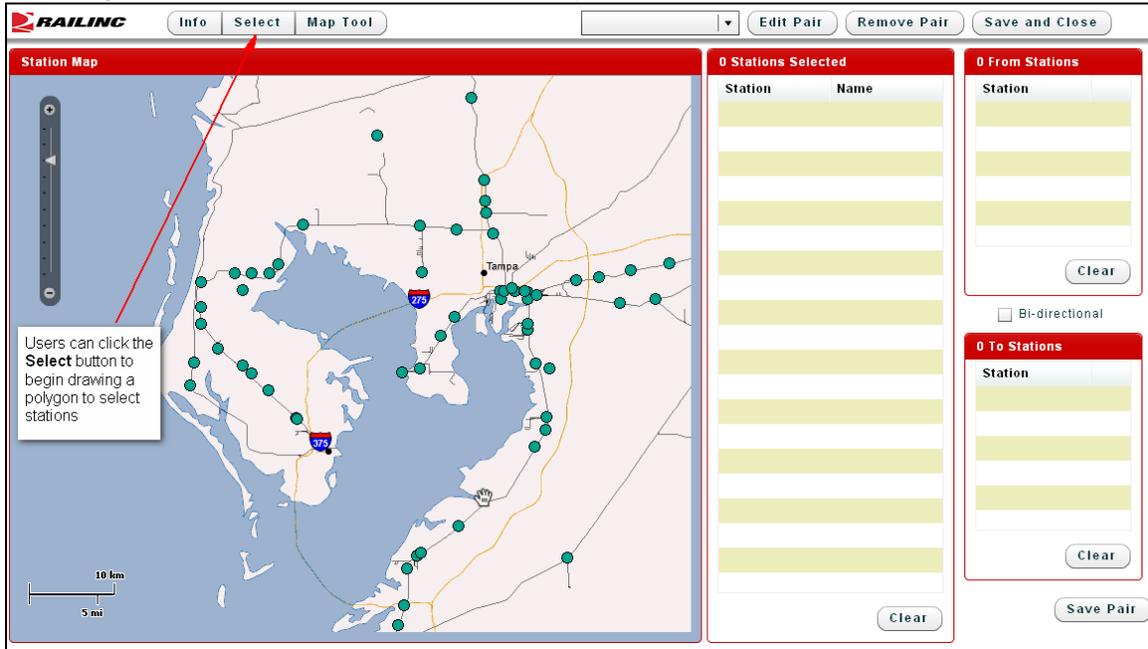


- Clicking on an embargoed station or state allows a popup window containing additional embargo details to appear.
- If multiple embargoes exist for the station or state, the popup window will show each embargo as a row of data in the table.
- Clicking on a station with an OPSL Note opens a similar popup window with details.
- Each row within the table is clickable, meaning that it can be clicked to open a browser window showing the read-only details of the embargo.

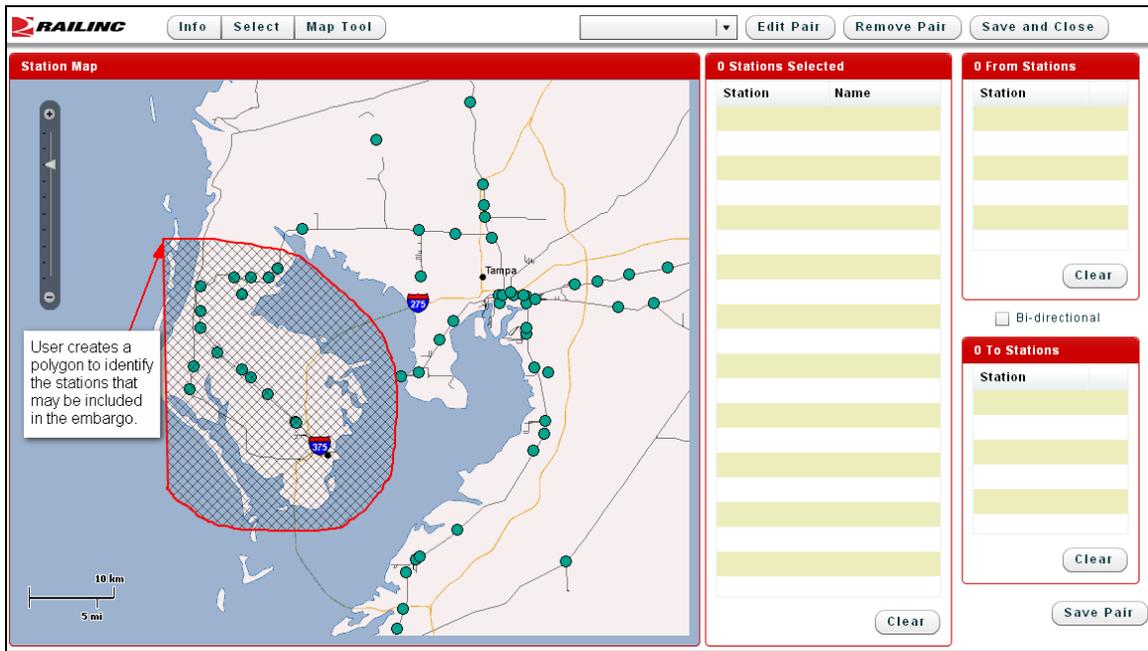


After the Map link is clicked on the Issue Embargo screen, the interactive map appears in a new browser window. You can zoom in and search for the stations that you want to include in the embargo. Selecting stations using the map will cause the issue embargo screen geography section to populate with the selected station information. Embargo Officers can use the map to select stations or they can manually enter stations.

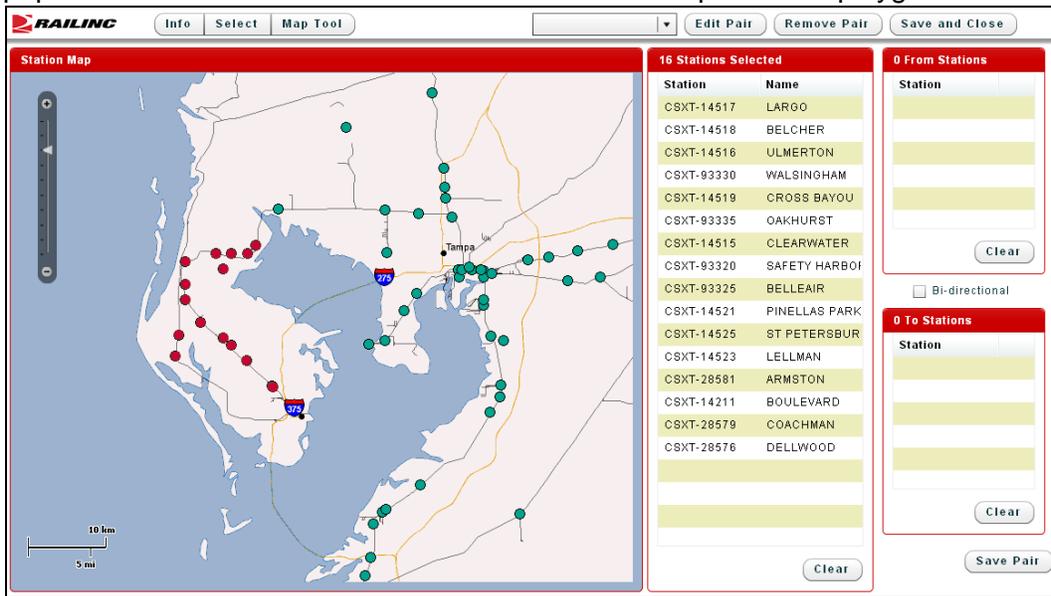
Zooming in on the interactive map will allow you to search for stations to include in the embargo.



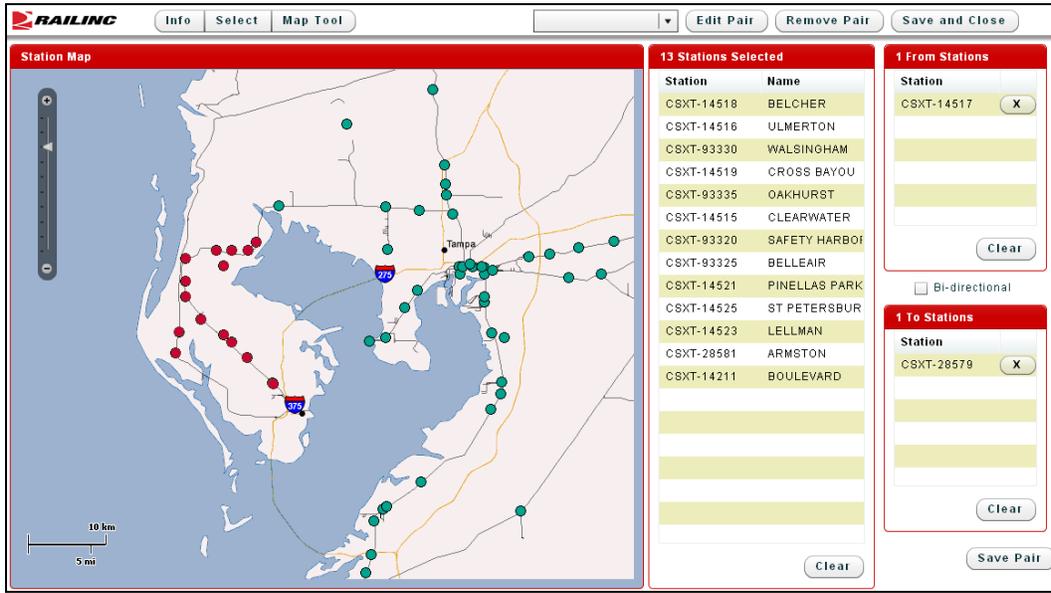
Once you have located the stations that are in the area that you would like to embargo, the **Select** button is clicked to indicate that you are ready to start selecting stations.



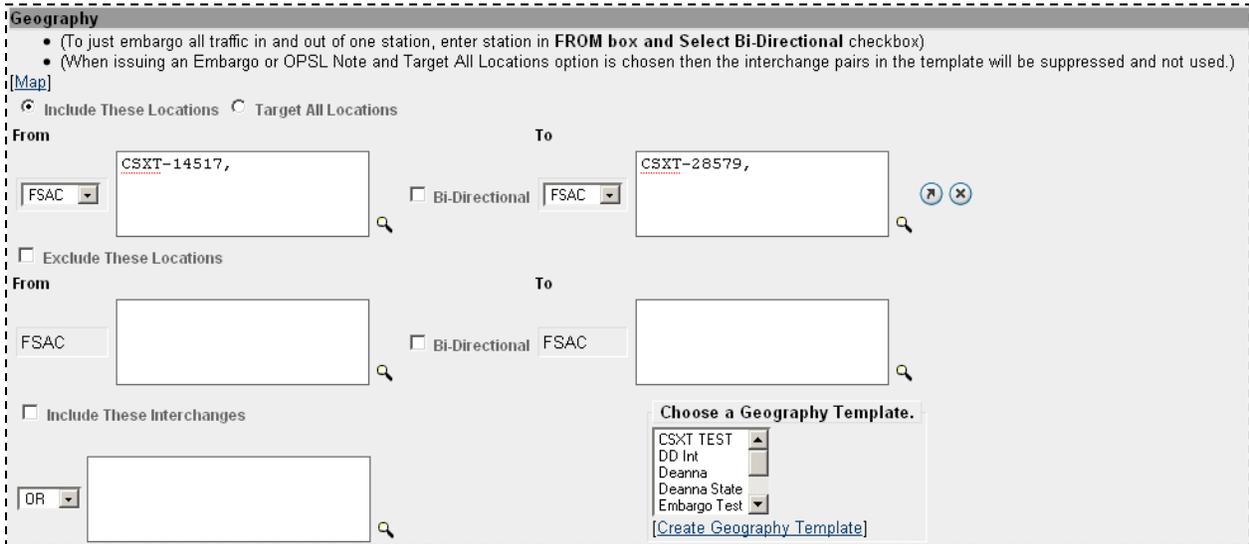
You begin by drawing a polygon around the stations that you would like to consider as part of the embargo. Once you complete drawing the polygon, the station list next to the map will populate with the stations that have been selected as part of the polygon.



The station list next to the map will populate with the stations that have been selected as part of the polygon.



- Stations in the Station List can be clicked and dragged to the **From** and **To** Station lists to create Origin/Destination pairs
- A Bi-directional check box between the **From** and **To** station lists can be clicked to indicate bi-directional.
- When the Origin/Destination pair has been defined, the **Save Pair** button can be clicked to save the pair to the Origin/Destination Pair list.
- After the **Save Pair** button has been selected, the From and To Station lists clear to allow you to define a new Origin/Destination pair using the stations available in the Station List.
- When you have completed creating Origin/Destination pairs using the map, the **Save and Close** button is clicked to transfer the Origin/Destination pairs to the Issue Embargo screen.



When you have completed creating Origin/Destination pairs using the map, the **Save and Close** button is clicked to transfer the Origin/Destination pairs to the Issue Embargo screen.