

# Loading Authority (OT-5) Internet Application User Guide



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## Learning about the Loading Authority (OT-5) Internet Application

The Loading Authority (OT-5) system is a web-based tool for submitting and approving Loading Authority (OT-5) applications. Private equipment owners use this system to submit equipment for loading onto railroads, and railroads use this system to approve or reject applications for the loading of private equipment.

This document describes how to use the Loading Authority (OT-5) system through the following major sections:

- [“Overview”](#) on page 2 provides basic information about the system.
- [“Getting Started”](#) on page 5 describes how to access and log in to the system.
- [“Creating a Loading Authority \(OT-5\) Pre-Authorization Application”](#) on page 10 describes how to complete a pre-authorization application, which enables you to obtain preliminary authorization for a Loading Authority (OT-5) application.
- [“Creating a Loading Authority \(OT-5\) Application”](#) on page 15 describes how to complete a Loading Authority (OT-5) application.
- [“Working with Existing Loading Authority \(OT-5\) Applications”](#) on page 21 describes how to search for, edit, clone, and delete Loading Authority (OT-5) applications.
- [“Approving and Rejecting Applications–Railroads Only”](#) on page 30 describes how a railroad can approve or reject Loading Authority (OT-5) applications.
- [“Downloading Reports”](#) on page 32 describes how to download reports that list applications by submitter and equipment owner.
- [“Accessing Links to other Systems”](#) on page 34 describes how to access other related Railinc systems from within the Loading Authority (OT-5) system.
- [“Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail”](#) on page 35 describes how railroad reviewers and approvers set up their FindUs.Rail contact information so they can work with the Loading Authority (OT-5) system.
- [“Appendix B. Frequently Asked Questions”](#) on page 37 provides Loading Authority (OT-5) information in a question and answer format.

A glossary and index follow the major sections.

**Note:** To access the Loading Authority (OT-5) system documentation (i.e., this user guide) at any time, simply select the **Documentation** menu item from the application menu.

## Overview

The Loading Authority (OT-5) system provides a centralized, paperless process for submitting and approving Loading Authority (OT-5) applications. It is a web-based communication system that facilitates the potential placement of private freight equipment at specified loading locations on a railroad. Rail equipment must be approved for potential loading on a railroad by submitting a Loading Authority (OT-5) application to the line haul carrier for the loading location. Refer to the [Association of American Railroads Circular OT-5 for Rules Governing the Assignment of Reporting Marks, Mechanical Designations, and Application for the Use of Private Equipment](#) for more information.

The Loading Authority (OT-5) system features a pre-authorization application, which allows submitters to gain preliminary authorization for a Loading Authority (OT-5) application, and a web-based interface for approving and rejecting applications. In addition, the Loading Authority (OT-5) system supports data integrity by receiving automated updates from Railinc's Customer Identification File (CIF), the Centralized Station Master (CSM), and Umler®.

The use of a secure and confidential Loading Authority (OT-5) database assists all parties in a collaborative effort to ensure needs are met while protecting the railroads' network. Under existing Loading Authority (OT-5) business rules, private equipment may be loaded at various authorized shipper locations and on more than one railroad. The leveraging of other applications such as Umler and RAMP-ED offers both railroads and car owners/shippers the ability to accurately define equipment subject to Loading Authority (OT-5), as well as a ready means to move empty equipment that falls outside of empty reverse routing to another authorized loading location.

This application makes use of the Railinc Industry Reference Files (IRF) and the data in Umler to validate that the cars being submitted in the application are registered and have no critical errors associated with the registration. IRF offers validation of loading locations, shipper name and address information, and commodity information.

## General Business Rules

The following general business rules apply to the Loading Authority (OT-5) System:

- Car Owners, Lessees, Shippers, and approved agents/third parties may have access to create a Loading Authority (OT-5) Application. Single Sign On rights must be granted that allow access to the Loading Authority (OT-5) system.
- Only railroads may approve or deny a submitted application; and only for an application submitted to them where they are the originating or serving carrier.
- Information on a freight car's age is not available through the system. Cars that are over age **should not be** added to an application.
- A freight car may only be on **one** active Loading Authority (OT-5) at a time for a specific carrier.
- Information listed in an application it must be valid; the Railinc Industry Reference Files will be used for validation.

- A Loading Authority (OT-5) application can stay in effect for up to **ten years**.
- If there is a change to CIF, Umler, or CSM details such as a Freight Station Accounting Code (FSAC) on an existing application, the system automatically places the application in System Updated status to allow the submitter to review and resubmit if desired. Notification is sent to the submitter after **45 days** and again after **60 days** if the application has not been approved. After 60 days, the application is automatically reverted to the previous status to reflect the removal of the invalid CIF, FSAC, or equipment.
- When an application is submitted, a tickler is sent to the approver informing them that an application is available for review.
- Expired Loading Authority (OT-5) applications are retained for **seven years**.
- Applications can be resubmitted even if all loading locations have not had action taken against them. With this feature, an application can be resubmitted to the requesting parties even if one of the locations is in submitted status.
- Applications can be resubmitted to individual carriers rather than submitting to all parties on the application at one time.
- Comments can be entered for a specific carrier.
- An expiration date and effective date can be entered for each carrier's loading locations. Therefore, the effective date and expiration date may vary across a single application.
- Logic in the commodity section does not check to see if a 28, 29 series STCC is bridged to a Hazmat 48, 49 STCC. The system allows the submission even if the 28, 29 is bridged.

## System Interface Notes

The following system interface notes apply to the Loading Authority (OT-5) System:

- All screen fields in **red** (also marked with an asterisk \*) are mandatory. Items that do not have an entry box next to them are display only and are populated as the mandatory data is entered. Field definitions for mandatory fields are available when the mouse hovers over the field name.
- Certain fields have a corresponding magnifying glass icon . You may select the magnifying glass to search for valid data for the corresponding field. Industry Reference File data lookups also use (\*) wildcarding to assist users in looking up data.
- Hovering the mouse over a required field in the system displays a description of that field.
- The system is available 24/7 except for scheduled maintenance.

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## System Requirements

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

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## Accessing Railinc Customer Support

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

## Getting Started

Access the Loading Authority (OT-5) application by using Railinc Single Sign On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <http://www.railinc.com> and log into SSO by entering your user ID and password in the fields at the top right of the page and then selecting **Sign In**.

### Notes:

1. If you do not already have a Railinc SSO user ID and password, refer to the [Railinc Single Sign On User Guide](#), which is available on <http://www.railinc.com> by selecting the  icon below the Sign In button in the Account Access pane. Once you have access to Railinc SSO, you must request access to Loading Authority (OT-5) within SSO.
2. If you are a line haul carrier employee who will be reviewing and/or approving Loading Authority (OT-5) preauthorizations or applications, you need to be setup in the FindUs.Rail database with your e-mail contact information. Within FindUs.Rail, there is a Loading Authority (OT-5) approver/reviewer setup per line haul carrier and per equipment type. If this contact information is not setup, then your company will not receive a notification that an OT-5 preauthorization or application has been submitted for your approval. If you are not already registered in the FindUs.Rail contact database, go to <http://www.railinc.com> to request permission after establishing your SSO account. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 35 for additional information. Refer to the [FindUs.Rail User Guide](#) for complete instructions on using the FindUs.Rail system.
3. If you do not have access to the Loading Authority (OT-5) application, request access to Loading Authority (OT-5) by following instructions in the [Railinc Single Sign On User Guide](#). See “[Learning about User Roles](#)” on page 5 for information about the available levels of access. When you have received e-mail notification confirming your access to Loading Authority (OT-5), you can log on and begin using Loading Authority (OT-5).

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## Learning about User Roles

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



### Exhibit 1. SSO Request Permission

RAILINC | User Services | CHRPAT : RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

User Services > Manage User Permissions > Request Permission

Loading Authority (OT-5)

\* Select Role

- ☐ **Loading Authority (OT-5) Approver** (company required)  
Allows the user to approve/reject OT-5 applications/pre-authorizations submitted to their road for approval. Approver permissions are only needed by Railroads and they will not be granted along with Reviewer permissions.
- ☐ **Loading Authority (OT-5) Reviewer** (company required)  
Allows the user to review and enter comments on OT-5 applications/pre-authorizations submitted for approval. Reviewer permissions are only needed by Railroads and they will not be granted along with Approver permissions.
- ☐ **Loading Authority (OT-5) Submitter** (company required)  
Allows the user to submit OT-5 applications for themselves or on behalf of others. The only users that need Submitter permissions are controlling entities and will not be granted along with Approver or Reviewer permissions.

\* Company Id

Comment

Role applicable for car owners, lessees, shippers, and approved agents/third parties:

- **Submitter** – Allows the user to submit Loading Authority (OT-5) applications and/or pre-authorizations to the line haul carrier for approval to load private equipment. To become a Loading Authority (OT-5) submitter, complete the following steps:
  - 1) Set up a Railinc.com user profile (only if a current profile does not exist).
  - 2) Request access to Loading Authority (OT-5).

Roles applicable for railroads/origin carriers:

- **Reviewer** – Allows the user to review and enter comments on Loading Authority (OT-5) applications/pre-authorizations submitted for approval. Reviewer permissions are only needed by railroads. A single user cannot have both Reviewer and Approver permissions.
- **Approver** – Allows the user to approve/reject Loading Authority (OT-5) applications/pre-authorizations submitted to their road for approval. Approver permissions are only needed by railroads. A single user cannot have both Reviewer and Approver permissions.

#### Notes for Reviewers and Approvers:

- Loading Authority (OT-5) reviewers and approvers receive both Loading Authority (OT-5) applications and/or pre-authorizations that are submitted through the Railinc Loading Authority (OT-5) system.
- Each line haul carrier may have multiple reviewers and approvers. It is recommended that each line haul carrier set up a primary and a backup approver.

- The reviewer role enables the Loading Authority (OT-5) user to add comments to an application or pre-authorization application. The reviewer role does not have the ability to approve an application or pre-authorization.

To become a Loading Authority (OT-5) reviewer or approver, complete the following steps:

- 1) Set up a Railinc.com user profile (only if a current profile does not exist).
- 2) Request access to Loading Authority (OT-5).
- 3) Request access to FindUs.Rail.
- 4) Create a FindUs.Rail profile.

**Note:** Railroad/origin carrier notified parties are managed through FindUs.Rail rather than through SSO permissions. Contact and category information in FindUs.Rail determines who is notified for Loading Authority (OT-5) applications for different equipment types. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 35 for more information.

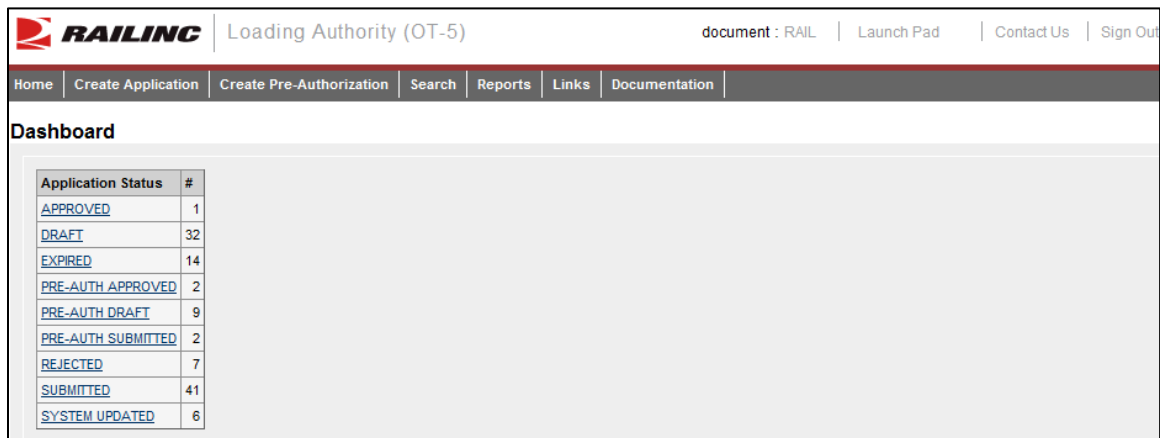
---

## Logging In

To log into Loading Authority (OT-5):

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right). The Railinc Launch Pad is displayed.
4. Select **Loading Authority (OT-5)**. The Loading Authority (OT-5) Dashboard page is displayed ([Exhibit 2](#)).

**Exhibit 2. Loading Authority (OT-5) Dashboard Page**



|                                    |                    |                          |        |                 |            |               |          |
|------------------------------------|--------------------|--------------------------|--------|-----------------|------------|---------------|----------|
| <b>RAILINC</b>                     |                    | Loading Authority (OT-5) |        | document : RAIL | Launch Pad | Contact Us    | Sign Out |
| Home                               | Create Application | Create Pre-Authorization | Search | Reports         | Links      | Documentation |          |
| <b>Dashboard</b>                   |                    |                          |        |                 |            |               |          |
| Application Status                 | #                  |                          |        |                 |            |               |          |
| <a href="#">APPROVED</a>           | 1                  |                          |        |                 |            |               |          |
| <a href="#">DRAFT</a>              | 32                 |                          |        |                 |            |               |          |
| <a href="#">EXPIRED</a>            | 14                 |                          |        |                 |            |               |          |
| <a href="#">PRE-AUTH APPROVED</a>  | 2                  |                          |        |                 |            |               |          |
| <a href="#">PRE-AUTH DRAFT</a>     | 9                  |                          |        |                 |            |               |          |
| <a href="#">PRE-AUTH SUBMITTED</a> | 2                  |                          |        |                 |            |               |          |
| <a href="#">REJECTED</a>           | 7                  |                          |        |                 |            |               |          |
| <a href="#">SUBMITTED</a>          | 41                 |                          |        |                 |            |               |          |
| <a href="#">SYSTEM UPDATED</a>     | 6                  |                          |        |                 |            |               |          |

5. Continue by selecting a Loading Authority (OT-5) application menu item or an application status link (approved, draft, etc.).

## Managing Multiple Companies

Some Loading Authority (OT-5) System users, especially those who work for larger agencies, manage more than one company.

**Note:** If you manage one company, your company is automatically selected – you do not need to select a company to manage – and the Loading Authority (OT-5) System Dashboard page appears when you log in (see “[Viewing the Loading Authority \(OT-5\) Dashboard Page](#)” on page 9).

After you have successfully been set up in Railinc’s Single Sign On with the appropriate role assigned, you can then manage more than one company. To do this you must first select the company that you want to manage when you logon. If you’re involved with a single company, you can request access based on your role. If you’re involved with more than one company, you can request access based on your specific role for each company for which you provide services.

---

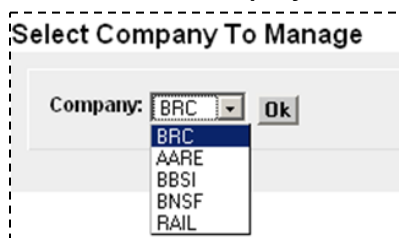
**Note:** After selecting a listed company, you can only see and manage information for that selected entity until you select another company.

---

If you manage more than one company, use the following procedure to select the company that you want to manage when you login:

1. Log on to the Loading Authority (OT-5) System. The Select Company to Manage page is displayed (see [Exhibit 3](#)).

**Exhibit 3. Select Company to Manage**



2. From the **Company** drop-down, select the company that you want to manage.
3. Select **OK**. The Dashboard page for the selected company is displayed allowing you to manage that company (see [Exhibit 4](#)).

**Exhibit 4. Dashboard Page for Selected Company**

| Application Status                 | #  |
|------------------------------------|----|
| <a href="#">APPROVED</a>           | 1  |
| <a href="#">DRAFT</a>              | 32 |
| <a href="#">EXPIRED</a>            | 14 |
| <a href="#">PRE-AUTH APPROVED</a>  | 2  |
| <a href="#">PRE-AUTH DRAFT</a>     | 9  |
| <a href="#">PRE-AUTH SUBMITTED</a> | 2  |
| <a href="#">REJECTED</a>           | 7  |
| <a href="#">SUBMITTED</a>          | 41 |
| <a href="#">SYSTEM UPDATED</a>     | 6  |

You can change the company that you are managing at any point while using the Loading Authority (OT-5) System. Simply select the company link as indicated in [Exhibit 4](#) and choose another company.

**Note:** If you cannot find the company Standard Carrier Alpha Code (SCAC) in the dropdown list, contact the Railinc Customer Service Center for assistance.

## Viewing the Loading Authority (OT-5) Dashboard Page

The Loading Authority (OT-5) Dashboard page is displayed immediately following a successful login to the system. From here you can work with existing applications by selecting the application status links (approved, draft, etc.). You may also perform any of the other system functions by selecting the application menu items. The Dashboard page appears slightly different depending on your role: submitter (see [Exhibit 5](#)), approver, or reviewer. You can return to the Dashboard page at any time by selecting the **Home** menu item.

**Exhibit 5. Loading Authority (OT-5) Dashboard Page (Submitter)**

| Application Status                 | #  |
|------------------------------------|----|
| <a href="#">APPROVED</a>           | 1  |
| <a href="#">DRAFT</a>              | 32 |
| <a href="#">EXPIRED</a>            | 14 |
| <a href="#">PRE-AUTH APPROVED</a>  | 2  |
| <a href="#">PRE-AUTH DRAFT</a>     | 9  |
| <a href="#">PRE-AUTH SUBMITTED</a> | 2  |
| <a href="#">REJECTED</a>           | 7  |
| <a href="#">SUBMITTED</a>          | 41 |
| <a href="#">SYSTEM UPDATED</a>     | 6  |

## Creating a Loading Authority (OT-5) Pre-Authorization Application

You may want to receive pre-authorization approval before submitting a completed Loading Authority (OT-5) application for approval. While not a required step, creating a pre-authorization application enables you to communicate your intention of requesting authorization for loading authority for rail equipment. The origin carrier can use this information for planning purposes.

The following notes apply to the creation of pre-authorization Loading Authority (OT-5) applications:

- Car Owners, Lessees, Shippers, and approved agents/third parties have access to create a Loading Authority (OT-5) pre-authorization application (or an application). Single Sign On rights must be granted that allow access to the Loading Authority (OT-5) system.
- Railroads are the only entities that may approve pre-authorization applications (or applications). Railroads must enter their approvers in FindUs.Rail in order to be notified that an application is waiting for their approval. If no approvers are found for the specified origin carrier, a message is displayed and an e-mail is sent to Railinc. The submitter should work with Railinc to assure that the approver is identified and added to the system. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 35 for more information.
- Pre-authorization applications do not require complete loading location information to be entered. Origin Carrier is the only mandatory field in the Loading Locations section.
- Pre-authorization applications are only valid for **six months**.
- Equipment Initial and Number are not mandatory on a pre-authorization application. However, if the specific car numbers are not known, enter as much information as possible in the General Physical Attributes field.
- You can save a pre-authorization application as a draft and then later edit it and convert it into a regular Loading Authority (OT-5) application. You can then submit the application to the appropriate parties for review.

Use the following procedure to create a Loading Authority (OT-5) pre-authorization application:

1. From the application menu, select the **Create Pre-Authorization** menu item. The New Loading Authority (OT-5) Pre-Auth Application page is displayed with the input fields for Part 1 (see [Exhibit 6](#)).

**Exhibit 6. New Loading Authority (OT-5) Pre-Auth. Application (Part 1)**

2. Complete the input fields for which you have available information. The three fields required for a pre-authorization application are highlighted in **red**.
  - **Equipment Type** – Use the drop-down list to select the specific type of equipment being placed on the application (boxcar, hopper, etc.). Assign only one equipment type per application from the dropdown menu. All cars on the application must be the same Car Type. Reviewing the first letter of the Car Type Code on the car(s) can help you determine which Equipment Type to choose for the application.
  - **Equipment Count** – Enter the total count of equipment associated with the identified Equipment Type. The maximum for this entry field is **500** freight cars per application. When you submit the application, the Loading Authority (OT-5) system verifies and updates the count. If the initial count differs from the actual number of equipment on the application, you receive a yellow warning message that the count was initially incorrect. Select **Submit** a second time to successfully process the application.

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**Note:** Equipment information is retrieved upon submission and may be viewed by selecting the Equipment Information tab at the top of the application.

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- **General Physical Attributes** – Enter free-form comments on the physical attributes of the equipment on the application.
- **Modify Equipment Numbers/Range** – Enter the equipment you wish to add separated by a space or a comma, and then select **Add**. If deleting equipment, enter the equipment

you wish to delete separated by a comma or space and then select **Delete**. When entering car numbers, leading zeros are accepted but are not required.

- The check box “Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement.” must be selected in order for an application to be submitted, but is not required for a pre-authorization application.
- **Commodity(s) to be Shipped** – Use this section to identify the commodities that may be loaded at the specific Loading Locations identified in the bottom of the Part 1 tab. There is no limit on how many commodities can be listed. Use the magnifying glass look-up tool even if you know the STCC number. This ensures that the STCC is valid and present in Railinc’s Industry Reference Files (IRF) database. Because of the strict labeling of hazmat commodities, select all three “Commodity Types to Include” checkboxes when searching for a STCC.
- **Loading Locations** – Use this section to identify locations where the equipment on the application will be loaded. You do not need to be concerned with the full route of the equipment; only the location(s) where the equipment will be loaded. There is no limit on how many loading locations can be listed.
  - **Originating Carrier** – Identifies the origin carrier (railroad) that is the recipient of the Loading Authority (OT-5) application. This should be the road on which the equipment will be loaded. If you do not know the origin carrier’s SCAC, select the magnifying glass icon to search for it. To enter additional loading locations, select the **Add** button in the Loading Locations section. You can use the **Copy** icon  to copy an entire line except the Adequate Storage and the Status columns.
  - **Serving Carrier** – Identifies a switch carrier picking up the equipment, if applicable.
  - **FSAC Station** – Identifies the five-digit Freight Station Accounting Code of the originating carrier. Choose the FSAC closest to the loading location. Use the magnifying glass to aid in your search. When searching, be aware that the “Station Name” does *not* always match the city name. You may use the asterisk as a wildcard in searches.
  - **CIF Number** – If known, enter the nine-character Customer Identification File number; otherwise, select the magnifying glass to use the lookup. You can use asterisk (\*) wildcarding to help look up information. Choose a CIF number that matches the *exact physical address* of where the equipment is being loaded. Do not choose the “next closest” address. If you cannot find the correct CIF number, email [csc@railinc.com](mailto:csc@railinc.com) and provide the following information: Company Name, Physical Address, and Phone number. This is the minimum information required to create a CIF number. Railinc will email the new (or existing if one is found) CIF number to you. A response typically takes **one** business day (Monday – Friday from 8:00 am to 5:00 pm).
  - **Adequate Storage** – Use this check box to the right of each loading location listed on an application to indicate that you, as the submitter, have adequate

storage for the cars should it be needed. Many carriers reject applications when only this box is checked and no further information is provided in the comments field on the Part 2 tab. It is a best practice for you to supply as much information as possible related to how the cars will be stored at each loading location. If you do not select the Adequate Storage checkbox, you will receive a yellow warning message when you submit the application. The application can still be submitted, but you should be aware that inadequate storage is one of the reasons why an application can be rejected. However, only check the box if you actually do have adequate storage. As submitter, you are responsible for providing accurate storage information to the carriers.

3. As needed, select the **Part 2** tab to complete additional input fields (see [Exhibit 7](#)).

### Notes:

- You can enter an expiration date and effective date for each loading location group to accommodate each carrier's needs.
- The "Submitted By" fields on the Part 2 tab are populated from the submitting user's contact information in SSO. To change this information, edit the contact information in SSO.

### Exhibit 7. New Loading Authority (OT-5) Pre-Auth. Application (Part 2)

**RAILINC** Loading Authority (OT-5) document : RAIL | Launch Pad | Contact Us | Sign Out

Home | Create Application | Create Pre-Authorization | Search | Reports | Links | Admin | Documentation

#### New Pre-Auth Application

Part 1 | **Part 2** | Equipment Information

**Application-Carrier Information**

Originating Carrier | Comments (CONFIDENTIAL) | Effective Date | Expiration Date

**Submitted By (submitting user's SSO account profile information)**

|       |                        |          |                  |         |                            |
|-------|------------------------|----------|------------------|---------|----------------------------|
| Name  | John Smith             | Title    | Doc              | Company | RAIL - RAILINC CORPORATION |
| Email | john.smith@railinc.com | Address  | 7001 Weston Pkwy | City    | Durham                     |
| State | NC                     | Zip Code | 27704            | Phone   | 9197654321                 |

**Controlling Entity (Party responsible for providing disposition on equipment)**

|                          |      |         |       |       |
|--------------------------|------|---------|-------|-------|
| Same As Submitter?       | Name | Company | Email | Phone |
| <input type="checkbox"/> |      |         |       |       |

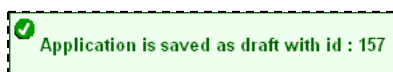
**Comments: (NOT CONFIDENTIAL)**

Comments History:

| Version No | Date | User | User's Email | User's Phone | Company | Comment |
|------------|------|------|--------------|--------------|---------|---------|
|            |      |      |              |              |         |         |

Save As Draft | Submit | Turn Into Application | Cancel

4. Perform one of the following actions.
  - a. Select **Save As Draft** to save the new Loading Authority (OT-5) pre-authorization application in draft status. If successful, a message is displayed with the newly assigned draft application number. You will receive specific error messages for any mandatory fields that are left blank or that contain unrecognizable data.





- b. Select **Submit** to submit a completed new Loading Authority (OT-5) pre-authorization application. If successful, a message is displayed with the newly assigned application number and an indication that an e-mail has been sent to the approver.



- c. Select **Turn Into Application** to transfer the information entered on the pre-authorization application into an actual Loading Authority (OT-5) application (see [Creating a Loading Authority \(OT-5\) Application](#)). This function should be used at the point in time that a submitter is ready to complete a Loading Authority (OT-5) application for railroad approval, with the additional data needed by the railroad to complete its approval process.
- d. Select **Cancel** to cancel the creation of the Loading Authority (OT-5) pre-authorization application.

## Creating a Loading Authority (OT-5) Application

The following notes apply to the creation of Loading Authority (OT-5) applications:

- Car Owners, Lessees, Shippers, and approved agents/third parties have access to create a Loading Authority (OT-5) application. Single Sign On rights must be granted that allow access to the Loading Authority (OT-5) system.
- Railroads are the only entities that may approve applications. Railroads must enter their approvers in FindUs.Rail in order to be notified that an application is waiting for their approval. If no approvers are found for the specified origin carrier, a message is displayed and an e-mail is sent to Railinc. The submitter should work with Railinc to assure that the approver is identified and added to the system. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 35 for more information.
- Applications are effective for up to ten years.

Use the following procedure to create a Loading Authority (OT-5) application for approval for potential use of private freight cars at a specific loading location on a railroad:

1. From the application menu, select the **Create Application** menu item. The New Loading Authority (OT-5) Application page is displayed with the input fields for Part 1 (see [Exhibit 8](#)).

**Exhibit 8. New Loading Authority (OT-5) Application (Part 1)**

The screenshot shows the 'New Application' page for 'Loading Authority (OT-5)' in the RAILINC system. The page is divided into several sections:

- Equipment Entry:** Includes a dropdown for 'Equipment Type' (highlighted in red), a text field for 'Equipment Count', and a large text area for 'Equipment Numbers/Range'. A note states: 'Equipment Numbers/Range pairs can be added singly (ABCX 123456, DEFXY) or as a range (CCXX1-CCXX11, CCAX 123456-234567, EEXX1-EEXX11, XXXXX4-73) with a comma delimiter. No special characters allowed. Max equipment = 500.'
- General Physical Attributes:** A section for additional equipment details.
- Modify Equipment Numbers/Range:** A section for modifying existing equipment ranges.
- Commodity(s) To Be Shipped:** Includes a table with columns for 'STCC', 'Commodity Name', and 'Hazard/Maximal'. The 'STCC' field is highlighted in red.
- Loading Locations:** A table with columns for 'Originating Carrier', 'Serving Carrier', 'FSAC Station', 'Location Station', 'Location State', 'CF Number', 'CF Address', 'Industry', 'Adequate Storage', and 'Status'. The 'Originating Carrier' and 'CF Number' fields are highlighted in red.

At the bottom of the form, there are buttons for 'Save As Draft', 'Submit', and 'Cancel'.

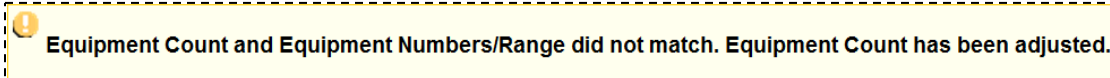
2. Complete the available input fields. The fields required for submitting a Loading Authority (OT-5) application are highlighted in **red**.
  - **Equipment Type** – Use the drop-down list to select the specific type of equipment being placed on the application (boxcar, hopper, etc.). Assign only one equipment type per application from the dropdown menu. All cars on the application must be the same Car

Type. Reviewing the first letter of the Car Type Code on the car(s) can help you determine which Equipment Type to choose for the application.

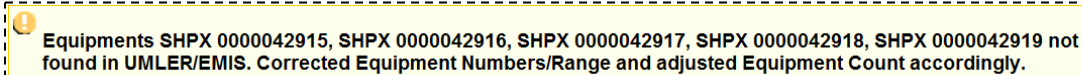
- **Equipment Count** – Enter the total count of equipment associated with the identified Equipment Type. The maximum for this entry field is **500** freight cars per application. When you submit the application, the Loading Authority (OT-5) system verifies and updates the count. If the initial count differs from the actual number of equipment on the application, you receive a yellow warning message that the count was initially incorrect. Select **Submit** a second time to successfully process the application.
- **General Physical Attributes** – Enter free-form comments on the physical attributes of the equipment on the application.
- **Modify Equipment Numbers/Range** – Enter the equipment you wish to add separated by a space or a comma and then select **Add**. If deleting equipment, enter the equipment you wish to delete separated by a comma or space and then select **Delete**. When entering car numbers, leading zeros are accepted but are not required.

**Note:** The Equipment Count must equal the number of equipment entered in the Modify Equipment Numbers/Range field. If submitting a range of equipment and the number actually available in Umler is less than the specified count, then a verification message is displayed and the count is corrected to take into account the missing equipment (see [Exhibit 9](#)). If an equipment range is entered and items in that range are not in Umler then a message is displayed, the listed equipment is updated to only show valid equipment, and the equipment count is also updated (see [Exhibit 10](#)). After entering the desired amount of equipment, select the **Add** button to enter equipment into the equipment list above the Modify Equipment Numbers/Range field. If any piece of equipment was entered in error or needs to be removed from the equipment list, re-enter it into the Modify Equipment Numbers/Range field and select the **Delete** button to remove it from the equipment list.

*Exhibit 9. Warning Message for Adjusted Equipment Count*



*Exhibit 10. Warning Message for Adjusted Equipment Range*



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**Note:** Equipment information is retrieved upon submission and may be viewed by selecting the Equipment Information tab at the top of the application.

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- **Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the Loading Authority (OT-5) safety and mechanical requirement.** This box must be checked to confirm compliance with applicable requirements.
- **STCC** – Use the Commodity(s) to be Shipped section to identify the commodities that may be loaded at the specific Loading Locations identified in the bottom of the Part 1 tab.

There is no limit on how many commodities can be listed. Use the magnifying glass look-up tool even if you know the STCC number. This ensures that the STCC is valid and present in Railinc's Industry Reference Files (IRF) database. You can use (\*) wildcards to help look up commodity information. To enter multiple STCCs, you can select many commodity codes from the lookup or you can enter them individually by selecting the **Add** button in the commodity section. Because of the strict labeling of hazmat commodities, select all three "Commodity Types to Include" checkboxes when searching for a STCC.

- **Loading Locations** – Use this section to identify locations where the equipment on the application will be loaded. You do not need to be concerned with the full route of the equipment; only the location(s) where the equipment will be loaded. There is no limit on how many loading locations can be listed.
  - **Originating Carrier** – Identifies the origin carrier (railroad) that is the recipient of the Loading Authority (OT-5) application. This should be the road on which the equipment will be loaded. If you do not know the origin carrier's SCAC, select the magnifying glass icon to search for it. To enter additional loading locations, select the **Add** button in the Loading Locations section. You can use the **Copy** icon  to copy an entire line except the Adequate Storage and the Status columns.
  - **Serving Carrier** – Identifies a switch carrier picking up the equipment, if applicable.
  - **FSAC Station** – Identifies the five-digit Freight Station Accounting Code of the originating carrier. Choose the FSAC closest to the loading location. Use the magnifying glass to aid in your search. When searching, be aware that the "Station Name" does *not* always match the city name. You may use the asterisk (\*) as a wildcard in searches. If the originating carrier is entered prior to selecting the magnifying class, the system auto-populates the FSAC field.
  - **CIF Number** – If known, enter the nine-character Customer Identification File number; otherwise, select the magnifying glass to use the lookup. You can use asterisk (\*) wildcarding to help look up information. Choose a CIF number that matches the *exact physical address* of where the equipment is being loaded. Do not choose the "next closest" address. If you cannot find the correct CIF number, email [csc@railinc.com](mailto:csc@railinc.com) and provide the following information: Company Name, Physical Address, and Phone number. This is the minimum information required to create a CIF number. Railinc will email the new (or existing if one is found) CIF number to you. A response typically takes **one** business day (Monday – Friday from 8:00 am to 5:00 pm).
  - **Adequate Storage** – Use this check box to the right of each loading location listed on an application to indicate that you, as the submitter, have adequate storage for the cars should it be needed. Many carriers reject applications when only this box is checked and no further information is provided in the comments field on the Part 2 tab. It is a best practice for you to supply as much information as possible related to how the cars will be stored at each loading location. If you do not select the Adequate Storage checkbox, you will receive a yellow warning message when you submit the application. The application can still be submitted,

but you should be aware that inadequate storage is one of the reasons why an application can be rejected. However, only check the box if you actually do have adequate storage. As submitter, you are responsible for providing accurate storage information to the carriers.

3. Select the **View Contacts** button in the Loading Locations section to view full contact information for the listed contacts (see [Exhibit 11](#)).

**Exhibit 11. Loading Location Contacts**

| Contacts       |            |           |          |           |       |          |
|----------------|------------|-----------|----------|-----------|-------|----------|
| Origin Carrier | First Name | Last Name | Phone No | Mobile No | Email | Category |

4. Select the **Part 2** tab to display and complete additional input fields (see [Exhibit 12](#)).

### Notes:

- You can enter an expiration date and effective date for each loading location group to accommodate each carrier's needs.
- The "Submitted By" fields on the Part 2 tab are populated from the submitting user's contact information in SSO. To change these fields, edit the information in SSO.

**Exhibit 12. New Loading Authority (OT-5) Application (Part 2)**

- **Effective Date** – The date the application is effective. The default is the current date.
- **Expiration Date** – The date the application will expire. This date cannot be greater than **10 years** after the effective date.
- **Controlling Entity** – The party responsible for providing disposition on equipment. Select the **Save as Submitter** checkbox if the creator of the application and the controlling entity are the same. The input fields are automatically populated.

5. Select the **Equipment Information** tab. The New Loading Authority (OT-5) Application (Equipment Information tab) is displayed listing details of the equipment included in the application (see [Exhibit 13](#)).

**Exhibit 13. New Loading Authority (OT-5) Application (Equipment Information Tab)**

| Initial | Number     | Type Code | Mechanical Designation | Cubic Capacity | Length Over Couplers | Extreme Width & Height | Height of Extreme Width | TC | TCC | Lessee Mail |
|---------|------------|-----------|------------------------|----------------|----------------------|------------------------|-------------------------|----|-----|-------------|
| BNSF    | 0000001000 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001001 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001002 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001003 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001004 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001005 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001006 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001007 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001008 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |
| BNSF    | 0000001009 | D127      | D                      |                | 73' 02"              | W: 10' 03" H: 16' 00"  |                         |    |     |             |

Buttons: Save As Draft, Submit, Cancel

6. As needed, select either the **Part 1** or **Part 2** tab to return to that portion of the New Loading Authority (OT-5) Application page.
7. Perform one of the following actions:
  - a. Select **Save as Draft** to save the new Loading Authority (OT-5) application as a draft. If successful, a message is displayed with the newly assigned draft application number.

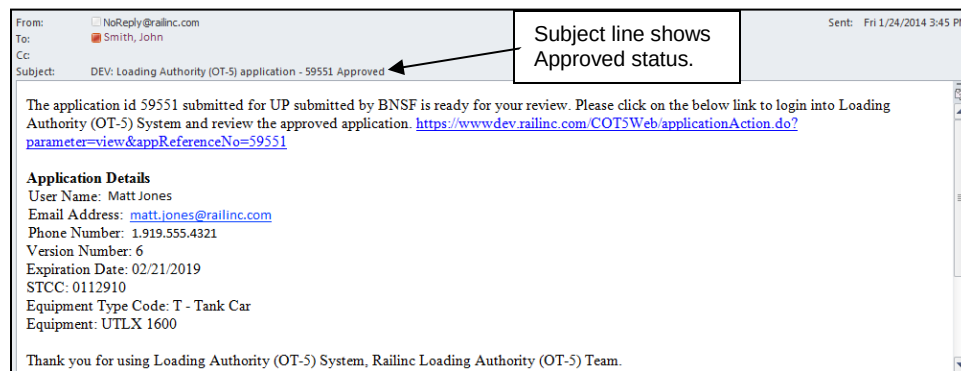
✓ Application is saved as draft with id : 157

- b. Select **Submit** to submit a completed new Loading Authority (OT-5) application. If successful, a message is displayed with the newly assigned application number and an indication that an e-mail has been sent to the approver. Your information selected for mandatory fields (identified as red text), must pass editing rules and match valid entries in the Railinc Industry Reference Files for MARK, FSAC, STCC, and CIF Files. Freight cars entered are validated against Umler. This process ensures that the equipment actually exists in Umler and that the specified equipment type matches. This process also validates that the specified equipment is not already assigned to another application.

✓ Application 156 is successfully submitted. An email will be sent to approver(s).

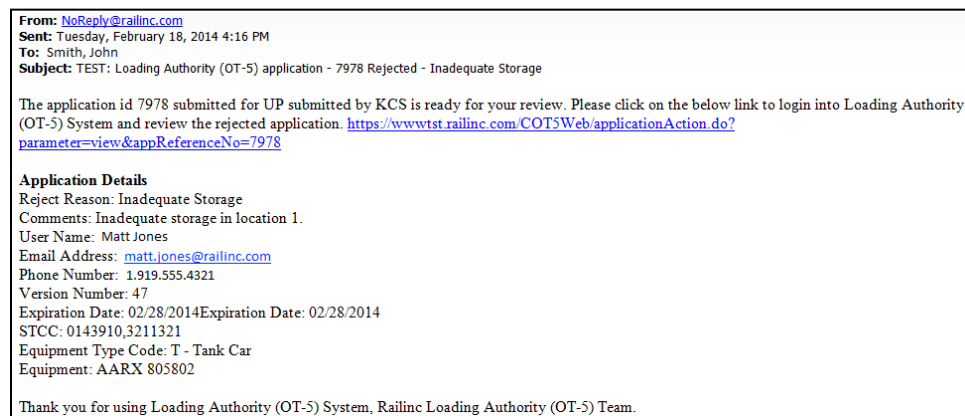
Once an application is submitted, an e-mail is sent to the FindUs.Rail approvers for the submitting origin road. When an application has been approved, an e-mail is returned similar to the example shown in [Exhibit 14](#).

### Exhibit 14. Example of Approved Application E-mail Notification



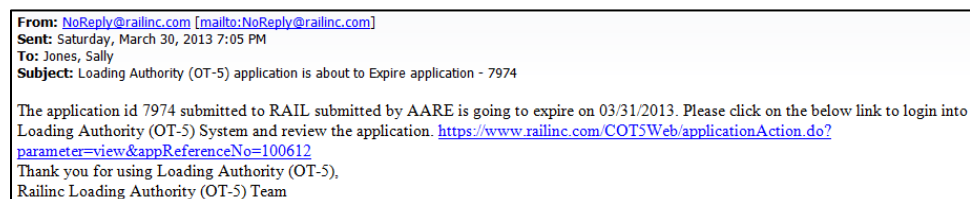
If the application is rejected, an e-mail is returned similar to the example shown in [Exhibit 15](#).

### Exhibit 15. Example of Rejected Application E-mail Notification



The system automatically sends e-mail notification messages when applications are about to expire. E-mail notices are sent to submitters 45 days, 15 days, and the day before the application expires. See [Exhibit 16](#) for an example of a pending expiration email.

### Exhibit 16. Example of Application About to Expire E-mail Notification



- c. Select **Cancel** to cancel the creation of the Loading Authority (OT-5) application. This button can be selected at any time prior to the actual submission of the application for approval by the railroad. Using this button does not save your work as a draft. Select the **Save as Draft** button if you intend to save your work and return to the application at another time.

## Working with Existing Loading Authority (OT-5) Applications

See the following sections for information about tasks you can perform on existing Loading Authority (OT-5) Applications:

- “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 21
- “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23
- “[Editing a Loading Authority \(OT-5\) Application](#)” on page 24
- “[Cloning a Loading Authority \(OT-5\) Application](#)” on page 27
- “[Exporting Search Results into a CSV File](#)” on page 28
- “[Viewing the History of Loading Authority \(OT-5\) Records](#)” on page 29
- “[Deleting Draft Loading Authority \(OT-5\) Applications](#)” on page 29

## Searching for Loading Authority (OT-5) Applications

Use the following procedure to search for Loading Authority (OT-5) Applications:

1. From the application menu, select the **Search** menu item. The Search Loading Authority (OT-5) Application page is displayed (see [Exhibit 17](#)).

**Exhibit 17. Search Loading Authority (OT-5) Application**

The screenshot shows the 'Search Application' page in the RAILINC system. The page has a top navigation bar with the RAILINC logo and links for Home, Create Application, Create Pre-Authorization, Search, Reports, Links, Admin, and Documentation. Below this is a search form with the following fields:

|                        |                      |                          |                      |
|------------------------|----------------------|--------------------------|----------------------|
| App. Reference No.     | <input type="text"/> | Old App. Reference No.   | <input type="text"/> |
| Equipment Range/Number | <input type="text"/> | Originating Carrier      | <input type="text"/> |
| Status                 | <input type="text"/> | Submitter Company        | <input type="text"/> |
| Equipment Type         | <input type="text"/> | Number of days to Expire | <input type="text"/> |

At the bottom of the form are two buttons: **Search** and **Clear**.

2. Complete one or more of the available input fields.
  - **App. Reference Number** – the number automatically assigned to an application when it was created.
  - **Old App. Reference Number** – if a road uploads data it will have their original application number on it, available as a search option.



- **Equipment Range/Number** – specific equipment initial and number or range of equipment. Here are sample acceptable formats: ABCX 123456, AAAX1, CCCX1-CDDX11, XX 123456-234567, EEEX1-EEEX11, MMMX4-73).
  - **Originating Carrier** – originating carrier of the application.
  - **Status** – Displays the status of the pre-authorization or regular application (Pre-Auth Draft, Pre-Auth Submitted, Pre-Auth Approved, Pre-Auth Rejected, Expired, Draft, Submitted, Approved, Rejected, or System Updated). The status that is seen by the submitter may vary based on the search criteria. This is because an application may have a different status for each carrier. A specific carrier can only see the status of their portion of the application.
  - **Submitter Company** – Company that submitted the application.
  - **Equipment Type** – Identifies the type of rail equipment included in the listed application. Codes are defined in Ummler.
  - **Number of days to Expire** – Number of days before the set expiration date for applications.
3. Select **Search** to initiate the search. The results are displayed below the input fields (see [Exhibit 18](#)). As necessary, select **Clear** to erase the search criteria entered.

**Exhibit 18. Search Results Loading Authority (OT-5) Application**

The screenshot shows the RAILINC Loading Authority (OT-5) Search Application interface. The search criteria input fields are as follows:

|                        |                          |
|------------------------|--------------------------|
| App. Reference No.     | Old App. Reference No.   |
| Equipment Range/Number | Originating Carrier      |
| Status                 | Submitter Company        |
| Equipment Type         | Number of days to Expire |

Search results navigational options.

Export to CSV Page: 1 of 4 (1-50) Total Items: 191 Next Last

| App. Reference No. | Version No. | Submitted By Company       | Equipment Range/Number  | Equipment Type          | Equipment Count | Originating Carrier | Status             | Effective Date | Modified Date | Old App. Reference No. |
|--------------------|-------------|----------------------------|-------------------------|-------------------------|-----------------|---------------------|--------------------|----------------|---------------|------------------------|
| P56749             | 1           | RAIL - RAILINC CORPORATION |                         |                         | 0               |                     | PRE-AUTH DRAFT     | 09/06/2011     | 03/06/2012    |                        |
| P56046             | 1           | RAILINC                    |                         | C - Covered Hopper      | 1               | BNSF                | PRE-AUTH DRAFT     | 09/06/2011     | 09/06/2011    |                        |
| P57326             | 1           | RAILINC                    | AEEX200051              | A - Box Car, Unequipped | 1               |                     |                    |                | 06/22/2011    |                        |
| P56411             | 1           | RAIL - RAILINC CORPORATION |                         |                         | 0               | BNSF                | PRE-AUTH DRAFT     | 12/13/2010     | 12/13/2010    |                        |
| P55111             | 2           | RAILINC                    |                         | T - Tank Car            | 3               | NS                  | PRE-AUTH SUBMITTED | 11/15/2010     | 11/15/2010    |                        |
| P55039             | 1           | RAILINC                    | AGPX 200065-200069      | T - Tank Car            | 2               | NS                  | PRE-AUTH SUBMITTED | 11/10/2010     | 11/10/2010    |                        |
| P55030             | 1           | RAILINC                    | AGPX 200047-AGPX 200049 | T - Tank Car            | 2               | NS                  | PRE-AUTH SUBMITTED | 11/10/2010     | 11/10/2010    |                        |
| P55032             | 1           | RAIL - RAILINC CORPORATION | AGPX 200066-200069      | T - Tank Car            | 2               | NS                  | PRE-AUTH SUBMITTED | 11/10/2010     | 11/10/2010    |                        |
| P55036             | 3           | RAILINC                    | AGPX 200066-200069      | T - Tank Car            | 2               | NS                  | PRE-AUTH SUBMITTED | 11/10/2010     | 11/10/2010    |                        |
| P55035             | 2           | RAILINC                    |                         | T - Tank Car            | 0               | NS                  | PRE-AUTH SUBMITTED | 11/10/2010     | 11/10/2010    |                        |

\* Please click on the App. Reference No. to view all equipment entered.

The following additional fields are included in the search results:

- **Version Number** – specifies the version of the application, increments with each update.
  - **Submitted by Company** – Person and the company that submitted the application.
- Note:** The Submitted by Company field remains empty until the application is submitted.
- **Equipment Count** – Identifies the number of railcars included in the listed application.
  - **Effective Date** – Displays the first date on which the application is effective.
  - **Modified Date** – Displays the last date on which the application was changed.

4. Perform one of the following actions.
  - a. Use the search results navigational options to move between multiple pages of search results. Select a page number from the drop-down; select **Next** to move to the next page; select **Last** to move to the last page.
  - b. Select the **Export to CSV** link to export the search results to a CSV file. See “[Exporting Search Results into a CSV File](#)” on page 28 for details.
  - c. Select a listed **App. Reference No.** link to view the details of that Loading Authority (OT-5) Application. See “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23 for more information.

## Viewing Loading Authority (OT-5) Applications

To view the details of an existing Loading Authority (OT-5) Application, first search for an application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 21, and then select a listed **App. Reference No.** link from the search results. The View Loading Authority (OT-5) Application page is displayed (see [Exhibit 19](#)).

**Exhibit 19. View Loading Authority (OT-5) Application**

View Application

Application

Equipment Information

| App. Reference No. | Version No. | Submitted Date | Last Modified Date  |
|--------------------|-------------|----------------|---------------------|
| 7984               | 3           | 01/09/2014     | 01/09/2014 16:40:08 |

Submitted By (submitting user's \$50 account profile information)

| Name                   | Title               | Business Analyst | Company | RAIL - RAILINC CORPORATION |
|------------------------|---------------------|------------------|---------|----------------------------|
| John Smith             |                     |                  |         |                            |
| Email                  | Address             | City             | State   | Phone                      |
| john.smith@railinc.com | 555 New Address Way | Raleigh          | NC      | 919-555-1234               |
| Zip Code               |                     |                  |         |                            |
| 27617                  |                     |                  |         |                            |

Equipment Entry

Equipment Type: J - Gondola Car-GT  
Equipment Count: 1  
Modify Equipment Numbers/Range: AEPK 11050

☒ Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement.

Commodity(s) To Be Shipped

| STCC    | Commodity Name                                                                                       | Hazard                   | Hazmat                   |
|---------|------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 2041922 | GRAIN MILL FEED, EXC. WHEAT, VIZ. BRAN, MIDDINGS OR SHORTS, OR A PHYSICAL MIXTURE OF ANY TWO OR MORE | <input type="checkbox"/> | <input type="checkbox"/> |
| 3262120 | BEER MUGS                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |

Loading Locations

| Originating Carrier | Serving Carrier | F&S Station | Location Station | Location State | CIF Number | CIF Address                                | Industry        | Adequate Storage                    | Status    | Effective Date | Expiration Date | Approved Date | Rejected Date |
|---------------------|-----------------|-------------|------------------|----------------|------------|--------------------------------------------|-----------------|-------------------------------------|-----------|----------------|-----------------|---------------|---------------|
| BNSF                |                 | 00003       | CHICAGO EXPORT   | IL             | 001213214  | 5559 LAS COLINAS BLVD IRVING, TX 750394202 | EXXONMOBIL CORP | <input checked="" type="checkbox"/> | SUBMITTED | 01/09/2014     | 01/09/2024      |               |               |
| NS                  |                 | 10506       | BURNHAM          | IL             | 001213214  | 5559 LAS COLINAS BLVD IRVING, TX 750394202 | EXXONMOBIL CORP | <input checked="" type="checkbox"/> | APPROVED  | 01/09/2014     | 01/09/2024      | 01/09/2014    |               |
| KCS                 |                 | 04001       | CHICAGO          | IL             | 001213214  | 5559 LAS COLINAS BLVD IRVING, TX 750394202 | EXXONMOBIL CORP | <input checked="" type="checkbox"/> | SUBMITTED | 01/09/2014     | 01/09/2024      |               |               |

Controlling Entity (Party responsible for providing disposition on equipment)

| Name       | Company                    | Email                  | Phone        |
|------------|----------------------------|------------------------|--------------|
| John Smith | RAIL - RAILINC CORPORATION | john.smith@railinc.com | 919-555-1234 |

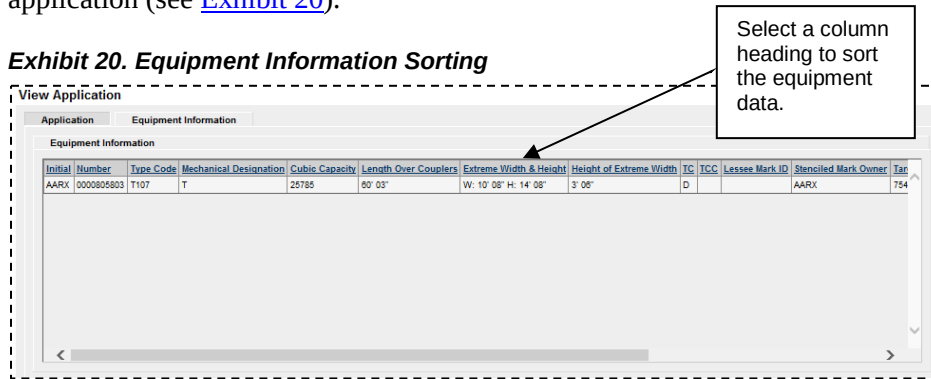
Comments History

| Version No. | Date                | User       | User's Email           | User's Phone # | Company | Comment                          |
|-------------|---------------------|------------|------------------------|----------------|---------|----------------------------------|
| 3           | 01/09/2014 16:40:08 | John Smith | john.smith@railinc.com | 919-555-1234   | BNSF    | BNSF COMMENT... FIRST ADDED HERE |
| 2           | 01/09/2014 16:30:12 | John Smith | john.smith@railinc.com | 919-555-1234   | NS      | Approve as NS                    |
| 1           | 01/09/2014 16:27:13 | John Smith | john.smith@railinc.com | 919-555-1234   | NS      | NS Comment                       |
| 1           | 01/09/2014 16:27:13 | John Smith | john.smith@railinc.com | 919-555-1234   | KCS     | KCS Comment                      |
| 1           | 01/09/2014 16:27:13 | John Smith | john.smith@railinc.com | 919-555-1234   | KCS     | Global Comment                   |

[Edit](#)
[Clone](#)
[View History](#)
[Return to Search Results](#)

The View Loading Authority (OT-5) Application page displays information about an existing application. Select the **Equipment Information** tab to view equipment details for the displayed application (see [Exhibit 20](#)).

**Exhibit 20. Equipment Information Sorting**



View Application

Application    Equipment Information

Equipment Information

| Initial | Number     | Type Code | Mechanical Designation | Cubic Capacity | Length Over Couplers | Extreme Width & Height | Height of Extreme Width | TC | Lessee Mark ID | Stenciled Mark Owner | Tag |
|---------|------------|-----------|------------------------|----------------|----------------------|------------------------|-------------------------|----|----------------|----------------------|-----|
| AARX    | 0000805803 | T107      | T                      | 25785          | 80' 03"              | W: 10' 08" H: 14' 08"  | 3' 06"                  | D  |                | AARX                 | 754 |

Select any column heading to sort the equipment data in ascending order. Select the same column heading again to have it sorted in descending order.

Continue with one of the following tasks:

- [“Editing a Loading Authority \(OT-5\) Application”](#) on page 24
- [“Cloning a Loading Authority \(OT-5\) Application”](#) on page 27
- [“Viewing the History of Loading Authority \(OT-5\) Records”](#) on page 29
- [“Deleting Draft Loading Authority \(OT-5\) Applications”](#) on page 29
- Return to the search results by selecting **Return to Search Results**

---

## Editing a Loading Authority (OT-5) Application

When editing a Loading Authority (OT-5) application, you can make carrier-specific changes or global changes, which apply to all carriers. See [“Making Carrier-Specific Changes”](#) on page 25 and [“Making Global Changes”](#) on page 27 for more information.

**Note:** If your OT-5 application is rejected, view the rejected application by selecting the App. Reference No. within OT-5. Next, review the originating carrier’s reason for rejection, select the **Edit** button, and make the necessary changes to the application. Once you have completed the updates, select the checkbox of the originating carrier who initially rejected the application, and then select the **Resubmit to Carriers** button. Make sure you change the effective date on Part 2 of the application to the current date.

If you make any changes to the Equipment or STCC, select the **Submit** button at the bottom of the application without selecting any of the Resubmit to Carriers checkboxes.

## Making Carrier-Specific Changes

Use the following procedure to make carrier-specific changes to a Loading Authority (OT-5) application. This process includes steps to send updates to only select loading locations.

1. Search for the application that you want to edit. See [“Working with Existing Loading Authority \(OT-5\) Applications”](#) on page 21 for details.
2. View the application as described in [“Viewing Loading Authority \(OT-5\) Applications”](#) on page 23.
3. From the View Loading Authority (OT-5) Application page, select the **Edit** button. The Edit Loading Authority (OT-5) Application page is displayed (see [Exhibit 21](#)).

**Exhibit 21. Edit Loading Authority (OT-5) Application**

**Edit Application**

Part 1   Part 2   Equipment Information

**Equipment Entry**

Equipment Numbers/Range pairs can be added singly (ABCX 123456, DEFXY1) or as a range (CCCX1-CCCX11, CCAX 123456-234567, EEEY1-EEEX11, MMMX4-73) with a comma delimiter. No special characters allowed. Max equipment = 500.

Equipment Type: H - Hopper, Unequipped

Equipment Count: 4

ACCX 4000, ACCX 4001, ACCX 4003, ACCX 4005

**General Physical Attributes**

general physical attrib comments

**Modify Equipment Numbers/Range**

Add   Delete

☒ Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy requirements.

**Commodity(s) To Be Shipped**

| STCC    | Commodity Name                                                                                                                               |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 2044210 | RICE MEAL                                                                                                                                    |
| 0113211 | CORN (NOT POPCORN) OR MAIZE (NOT POPCORN), IN THE EAR, NOT SHELLED, DRIED, ORGANICALLY GROWN FREE OF FERTILIZER AND OR PESTICIDE APPLICATION |

Add

**Loading Locations**

| Originating Carrier | Serving Carrier | FSAC Station | Location Station | Location State | CIF Number | CIF Address                               | Industry                            | Adequate Storage                    | Status    |
|---------------------|-----------------|--------------|------------------|----------------|------------|-------------------------------------------|-------------------------------------|-------------------------------------|-----------|
| NS                  |                 | 00031        | DALLAS           | TX             | 135201242  | 8000 W LAKE MEAD PKWY HENDERSON, NV 89015 | LHOIST NORTH AMERICA OF ARIZONA INC | <input checked="" type="checkbox"/> | REJECTED  |
| NS                  |                 | 00032        | WYLLIE           | TX             | 055405146  | 2905 S WESTERN CHICAGO, IL 60608          | AMERICAN SUGAR REFINING CO          | <input checked="" type="checkbox"/> | REJECTED  |
| BNSF                |                 | 43300        | BRADY            | TX             | 012783973  | 345-57 GRAND AVE JOHNSON CITY, NY 13790   | DOUGLAS BUILDING SUPPLIES INC       | <input checked="" type="checkbox"/> | APPROVED  |
| CSXT                |                 | 45004        | PORTLAND         | TN             | 259991578  | 785 PETROLIA LINE CORUNNA, ON N0N 1G0     | NOVA CHEMICALS (CANADA) LTD         | <input checked="" type="checkbox"/> | SUBMITTED |

View Contacts   Add

Submit   Clone   Cancel

**The Copy icon.**

**Select View Contacts to see full contact details for the listed loading location.**

4. Make updates to any of the desired fields. To enter additional loading locations, select the **Add** button in the Loading Locations section. You can use the **Copy** icon  to copy all the contents of a line except the Adequate Storage and the Status columns.
5. Select the **Part 2** tab to edit the second part of the application. The Edit Loading Authority (OT-5) Application (Part 2) page is displayed (see [Exhibit 22](#)).

**Exhibit 22. Edit Loading Authority (OT-5) Application (Part 2)**

**Edit Application**

Part 1    Part 2    Equipment Information

| App. Reference No. | Version No | Submitted Date | Last Modified Date  |
|--------------------|------------|----------------|---------------------|
| 54255              | 12         | 05/19/2010     | 07/26/2011 10:47:15 |

Application-Carrier Information

| Originating Carrier | Comments (CONFIDENTIAL) | Effective Date | Expiration Date | Status    | Resubmit to Carrier(s)   |
|---------------------|-------------------------|----------------|-----------------|-----------|--------------------------|
| NS                  |                         | 05/22/2010     | 05/02/2020      | REJECTED  | <input type="checkbox"/> |
| BNSF                |                         | 05/21/2010     | 05/01/2020      | APPROVED  | <input type="checkbox"/> |
| CSTX                |                         | 05/23/2010     | 05/03/2020      | SUBMITTED | <input type="checkbox"/> |

Submitted By (submitting user's SSO account profile information)

| Name       | Title | Doc | Company                    | City   | Phone      |
|------------|-------|-----|----------------------------|--------|------------|
| John Smith |       |     | RAIL - RAILINC CORPORATION | Durham | 9197654321 |

Controlling Entity (Party responsible for providing disposition on equipment)

| Same As Submitter?       | Name          | Company                  | Email                 | Phone      |
|--------------------------|---------------|--------------------------|-----------------------|------------|
| <input type="checkbox"/> | B1Rail C1Rail | RAIL - RAILINC CORPORATI | ted.jones@railinc.com | 9192314567 |

Comments: (NOT CONFIDENTIAL)

| Version No | Date                | User                    | User's Email          | User's Phone # | Company | Comment                                                      |
|------------|---------------------|-------------------------|-----------------------|----------------|---------|--------------------------------------------------------------|
| 12         | 07/26/2011 10:47:15 | COTS                    |                       |                |         | CF Number - 9331060230000 has been modified to 9127839730000 |
| 11         | 07/21/2011 10:44:18 | COTS                    |                       |                |         | CF Number - 1134045110000 has been modified to 9331060230000 |
| 10         | 05/19/2010 14:17:41 | COTS                    |                       |                |         | System automatically updated the application                 |
| 9          | 05/18/2010 13:49:08 | COTS                    |                       |                |         | Equipment(s) ACCX-000004052 deleted from Application.        |
| 8          | 05/19/2010 13:25:10 | B4RAApprove C4RAApprove | ted.jones@railinc.com | 9192314567     | NS      | NS comments - reject for Safety                              |

6. Make changes to any of the fields you want to update.
7. If making updates to the loading locations or if you want to send a message to one of the listed loading locations, then perform the following steps in the Application-Carrier Information portion of the page (see [Exhibit 23](#)).

**Exhibit 23. Application-Carrier Information**

Application-Carrier Information

| Originating Carrier | Comments (CONFIDENTIAL) | Effective Date | Expiration Date | Status | Resubmit to Carrier(s)   |
|---------------------|-------------------------|----------------|-----------------|--------|--------------------------|
| KCS                 | comment KCS version 2   | 05/28/2009     | 05/28/2019      | DRAFT  | <input type="checkbox"/> |
| NS                  | comment NS version 2    | 05/28/2009     | 05/28/2019      | DRAFT  | <input type="checkbox"/> |

Resubmit to Carrier(s)

- a. Use the comments field to enter a message to one or more of the listed loading locations. A different message can be sent to each location in this same process.
- b. Make edits to the **Effective and Expiration Dates** as needed.
- c. Select the **Resubmit** checkbox for one or more of the listed locations if you want to resubmit to them the updated application. Updates are only sent to the selected roads.
- d. Select **Resubmit to Carrier(s)** to send loading location updates to the selected carriers.

**Note:** You can also select **Cancel** to cancel the edits to the Loading Authority (OT-5) application or select **Clone** to create a new Loading Authority (OT-5) application based on the currently displayed application. See [“Cloning a Loading Authority \(OT-5\) Application”](#) on page 27 for more information.

## Making Global Changes

If you change a global value that is the same for every carrier in the application, such as commodity, then the application has to be resubmitted to everyone using the regular **Submit** button.

Use the following procedure to make global changes to a Loading Authority (OT-5) Application:

1. Search for the application that you want to edit. See “[Working with Existing Loading Authority \(OT-5\) Applications](#)” on page 21 for details.
2. View the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23.
3. From the View Loading Authority (OT-5) Application page, select the **Edit** button. The Edit Loading Authority (OT-5) Application page is displayed (see [Exhibit 21](#)).
4. Complete edits to any of the other application fields.
5. Perform one of the following actions:
  - a. Select **Submit** to submit the edited Loading Authority (OT-5) application. If successful, a message is displayed with the newly assigned application number and an indication that an e-mail has been sent to the approver. Your information selected for mandatory field (identified as red text) must pass editing rules and match valid entries in the Railinc Industry Reference Files for MARK, FSAC, STCC, and CIF Files. Freight cars associated with the application are validated against Umler. This process checks to make sure that the equipment actually exists in Umler and verifies that the specified equipment type matches. This process also validates that the specified equipment is not already assigned to another application.
  - b. Select **Clone** to create a new Loading Authority (OT-5) application based on the currently displayed application. See “[Cloning a Loading Authority \(OT-5\) Application](#)” on page 27 for more information.
  - c. Select **Cancel** to cancel the edits to the Loading Authority (OT-5) application.

---

## Cloning a Loading Authority (OT-5) Application

You can create a new Loading Authority (OT-5) application based on an existing application. This is referred to as “cloning” an application.

To clone an application, first search for an application to clone as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 21. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23. From the View Loading Authority (OT-5) Application page, select **Clone** to create a new application based on the currently viewed application.

All the input fields remain the same except for the effective date, which defaults to the current date, and the “Submitted by” fields, which are automatically populated with the current user’s information.

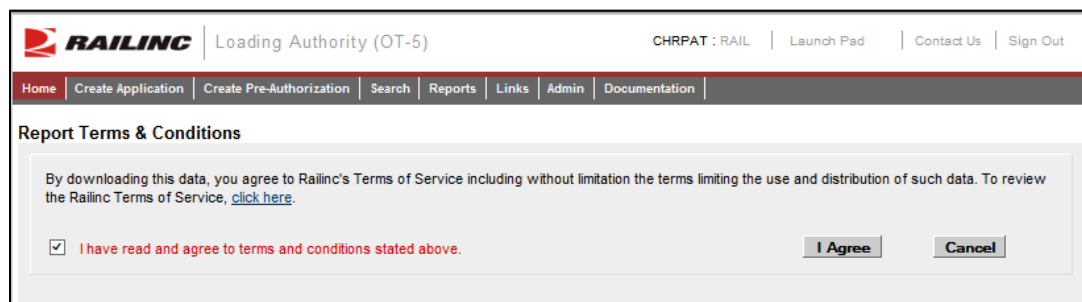
## Exporting Search Results into a CSV File

You can export search results into a CSV file. This allows you to save and manipulate data independent of the application in programs like Microsoft Excel.

Use the following procedure to export search results into a CSV file:

1. From the Search Loading Authority (OT-5) Application results page, select the **Export to CSV** link. The Report Terms & Conditions page is displayed (see [Exhibit 24](#)).

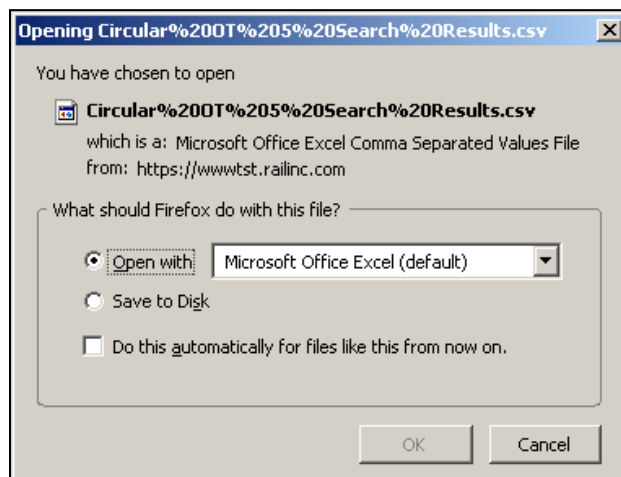
**Exhibit 24. Report Terms & Conditions**



The screenshot shows the Railinc Loading Authority (OT-5) web application. The header includes the Railinc logo, the page title "Loading Authority (OT-5)", and navigation links: CHRPAT : RAIL, Launch Pad, Contact Us, and Sign Out. A secondary navigation bar contains links: Home, Create Application, Create Pre-Authorization, Search, Reports, Links, Admin, and Documentation. The main content area is titled "Report Terms & Conditions". It contains a paragraph of terms and conditions with a "click here" link. Below the text is a checkbox labeled "I have read and agree to terms and conditions stated above." which is checked. To the right of the checkbox are two buttons: "I Agree" and "Cancel".

2. You must agree to the terms prior to downloading the data. Review the terms through the available “click here” link. Select the “I have read and agree to terms and conditions stated above” check box. Select the **I Agree** button. A dialog box appears asking if you would like to open or save the file (see [Exhibit 25](#)).

**Exhibit 25. Open Loading Authority (OT-5) CSV File Dialog Box**



The screenshot shows a Firefox dialog box titled "Opening Circular%20OT%20Search%20Results.csv". The message inside says "You have chosen to open" followed by a file icon and the filename "Circular%20OT%20Search%20Results.csv". Below this, it states "which is a: Microsoft Office Excel Comma Separated Values File" and "from: https://www.tst.railinc.com". The main question is "What should Firefox do with this file?". There are three options: "Open with" (selected with a radio button), "Save to Disk" (unselected), and "Do this automatically for files like this from now on." (unselected checkbox). The "Open with" option has a dropdown menu showing "Microsoft Office Excel (default)". At the bottom are "OK" and "Cancel" buttons.



3. If you want to open the file in Excel (the default option on many computers), select **OK**. The displayed search results are opened in separate columns within Excel (see [Exhibit 26](#)).

**Exhibit 26. CSV File Opened in Excel**

| A1        | B                  | C         | D                                          | E        | F        | G          | H       | I  | J    | K     | L         | M        | N         | O         | P        | Q        |           |    |
|-----------|--------------------|-----------|--------------------------------------------|----------|----------|------------|---------|----|------|-------|-----------|----------|-----------|-----------|----------|----------|-----------|----|
| App. Refe | Old App. F Version | Submitter | Submitter Equipmer                         | Equipmer | Equipmer | Originatin | Serving | Ct | FSAC | Stati | Location  | S        | CIF Numb  | CIF Addre | Industry | Status   | Effective | Ex |
| 1         | P7938              | 1         | Danielle C RAIL - RAILINC CORP A - Box Ca  | 20       | BNSF     |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 2         | P7930              | 1         | Sara Mapl RAIL - RAILINC CORP B - Box Ca   | 6        | UP       |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 3         | P7914              | 1         | Dan Stron RAIL - CCAX 1234 A - Box Ca      | 0        |          |            |         |    |      | 0     |           |          |           |           |          |          |           |    |
| 4         | P7904              | 1         | Dan Stron RAIL - EEEX201-EH - Hoppe        | 0        |          |            |         |    |      | 0     |           |          |           |           |          |          |           |    |
| 5         | P7870              | 1         | Mamatha RAIL - RAIL 200601-20 J - Gondol   | 5        | BNSF     | CN         |         |    |      | 93660 | GLEN ALLE | 9.29E+08 |           |           |          | PRE-AUTH | 00:00.0   |    |
| 6         | P7869              | 1         | Mamatha RAIL - RAILINC CORP H - Hoppe      | 20       | BNSF     |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 7         | P7446              | 1         | Anthony V RAIL - RAILINC CORP A - Box Ca   | 2        | UP       |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 8         | P6173              | 2         | Mark Alde RAIL - RAILINC CORP A - Box Ca   | 10       | NS       |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 9         | P521               | 2         | Mark Alde RAIL - RAILINC CORP T - Tank Ci  | 10       | KCS      |            |         |    |      | 0     |           |          |           |           |          | PRE-AUTH | 00:00.0   |    |
| 10        | P296               | 3         | Murali Mu RAIL - RAILINC CORP B - Box Ca   | 1        | CN       |            |         |    |      | 0     |           |          |           |           |          | EXPIRED  | 00:00.0   |    |
| 11        | P294               | 3         | Prabhakar RAIL - RAIL SHPX 000C C - Covere | 1        | KCS      |            |         |    |      | 128   | PITTSBUR  | 4.55E+11 | 200 S WIL | EASTMAN   |          | PRE-AUTH | 00:00.0   |    |
| 12        | P127               | 1         | Nichole F RAIL - RAILINC CORP F - Flat Cai | 300      | KCS      |            |         |    |      | 0     |           |          |           |           |          | EXPIRED  | 00:00.0   |    |

4. Utilize the tools within Excel to manipulate the output data.

## Viewing the History of Loading Authority (OT-5) Records

You can view previous versions of Loading Authority (OT-5) applications. This is helpful if you want to see information that you may have removed from your current version.

To view record history, first search for an application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 21. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23. From the View Loading Authority (OT-5) Application page, select **View History** to view the history of Loading Authority (OT-5) records that have been edited previously. The Search Loading Authority (OT-5) Application page displays a listing for each of the multiple versions of the application.

## Deleting Draft Loading Authority (OT-5) Applications

You can delete draft applications that you no longer need.

To delete a draft application, first search for a draft application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 21. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 23. From the View Loading Authority (OT-5) Application page, select **Delete Draft** if the viewed application is a draft that is no longer needed.

A message appears asking you to confirm that you want to delete the draft application. After you confirm, a message is displayed indicating the successful deletion of the draft.



**Note:** The **Delete Draft** button is not displayed on the View Loading Authority (OT-5) Application page if the viewed application is not in a draft status.



## Approving and Rejecting Applications – Railroads Only

These functions are used to approve or reject a submitted Loading Authority (OT-5) application, and can only be used by a railroad.

---

**Note:** This process requires “approver” access rights. Only railroads approve or reject a submitted application and only for an application submitted to them where they are the originating carrier. A person must be assigned the approver role through Railinc’s Single Sign On. Sharing of User ID’s or passwords is not permissible.

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**Note:** Loading locations are grouped by carrier on the Part 2 tab of the New Application page. The Loading Authority (OT-5) system allows the resubmission of loading locations grouped by carrier even when a carrier group is in “submitted” status. This allows the submission of loading locations by carrier for approval or rejection. If an application is updated with a new location, that application can be submitted to the originating carrier only and is not sent to everyone on the application. If something changes other than the loading location, the application is sent to all carriers on the application, because the application has changed at a high level and not at the location level. This also provides the ability to add comments grouped by carrier, which are only submitted to that carrier.

---

[Exhibit 27](#) shows an example of an e-mail notification that an application has been submitted.

### *Exhibit 27. Example of Submitted Application E-mail Notification*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>From:</b> NoReply@railinc.com<br/><b>Sent:</b> Thursday, August 22, 2013 5:10 PM<br/><b>To:</b> Jones, Ted<br/><b>Subject:</b> TEST: Loading Authority (OT-5) application - 7949 Approved</p> <p>The application id 7949 submitted for KCS submitted by GATX is ready for your review. Please click on the below link to login into Loading Authority (OT-5) System and review the approved application.<br/><a href="https://www.tst.railinc.com/COT5Web/applicationAction.do?parameter=view&amp;appReferenceNo=7949">https://www.tst.railinc.com/COT5Web/applicationAction.do?parameter=view&amp;appReferenceNo=7949</a></p> <p><b>Application Details</b><br/>Version Number: 4<br/>Expiration Date: 03/16/2013<br/>STCC: 3262120,2899952,2911135,4904577<br/>Equipment Type Code: J - Gondola Car-GT<br/>Equipment: AEPX 11055,AEPX 11056,AEPX 11057</p> <p>Thank you for using Loading Authority (OT-5) System, Railinc Loading Authority (OT-5) Team.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Use the following procedure to approve/reject a Loading Authority (OT-5) application:

1. Either select the “Submitted” link on the Loading Authority (OT-5) Dashboard page or perform a query for applications with a status of “Submitted” (see “[Working with Existing Loading Authority \(OT-5\) Applications](#)”).
2. From the Search Loading Authority (OT-5) Application results page, select the **App. Reference No.** link for the application that you want to approve or reject. The Approve/Reject Loading Authority (OT-5) Application page is displayed (see [Exhibit 28](#)).

## Exhibit 28. Approve/Reject Loading Authority (OT-5) Application

Approve/Reject Application

Application

Equipment Information

App. Reference No.

Version No.

Submitted Date

Last Modified Date

7968

5

07/23/2013

07/31/2013 10:46:39

Submitted By (submitting user's SSO account profile information)

Name

John Smith

Title

Business Analyst

Company

BNSF - BNSF RAILWAY COMPANY

Email

john.smith@railinc.com

Address

555 This is a place way

City

Raleigh

State

NC

Zip Code

27617

Phone

9195551234

Equipment Entry

Equipment Type

T - Tank Car

Equipment Count

33

Modify Equipment Numbers/Range

UTLX 660701 UTLX 660703 UTLX 660707 UTLX 660708 UTLX 660709 UTLX 660710 UTLX 660711 UTLX 660712 UTLX 660713 UTLX 660714 UTLX 660718 UTLX 660719 UTLX 660721 UTLX 660723 UTLX 660724 UTLX 660725 UTLX 660726 UTLX 660727 UTLX 660728 UTLX 660729 UTLX 660731 UTLX 660734 UTLX 660735 UTLX 660736 UTLX 660737 UTLX 660738 UTLX 660739 UTLX 660740 UTLX 660741 UTLX 660744

☐ Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement.

Commodity(s) To Be Shipped

STOC

Commodity Name

Hazard/Hazmat

0113310 OATS

☐

2041968 OATS, CRUSHED OR GROUND

☐

Loading Locations

| Originating Carrier | Serving Carrier | FSAC Station | Location Station | Location State | CIF Number | CIF Address                         | Industry    | Adequate Storage                    | Status    | Effective Date | Expiration Date | Approved Date |
|---------------------|-----------------|--------------|------------------|----------------|------------|-------------------------------------|-------------|-------------------------------------|-----------|----------------|-----------------|---------------|
| KCS                 | KCS             | 00006        | KANSAS CITY      | KS             | 177195566  | 1100 SW 57TH ST<br>TOPEKA, KS 66609 | TARGET CORP | <input checked="" type="checkbox"/> | SUBMITTED | 07/23/2013     | 01/23/2014      |               |

Controlling Entity (Party responsible for providing disposition on equipment)

Name

Company

Email

Phone

Jimmy Jim Boo

chrsp73@me.com

9496815378

Comments History

| Version No. | Date                | User            | Company | Comment                              |
|-------------|---------------------|-----------------|---------|--------------------------------------|
| 5           | 07/31/2013 10:46:39 | Chris Patterson | KCS     | I am reviewing this in pre-prod test |
| 4           | 07/23/2013 08:52:16 | Chris Patterson | KCS     | Reviewer comments section (from KCS) |
| 3           | 07/23/2013 08:48:54 | Chris Patterson | KCS     | KCS Comments                         |
| 2           | 07/23/2013 08:48:54 | Chris Patterson | BNSF    | Non-Confidential Comments            |

Approver Comments:

Comments

Reject Reason

Approve

Reject

View History

Return to Search Results

3. Review the submitted application.
  4. Enter **Comments** appropriate to your decision about an approval or rejection.
- 
- Note:** These comments can only be viewed by the commenting road and the submitter – not by other roads on the application.
- 
5. For rejections, use the **Reject Reason** drop-down to specify a reason (Safety, Inadequate Storage, or Mechanical Factors). If the application is rejected, the submitter may edit the rejected application and resubmit to the rejecting railroad for a new review.
  6. Perform one of the following actions:
    - a. Select **Approve** to approve the application. A message informs you that the application has been approved. An e-mail is sent to the submitter indicating approval.
    - b. After supplying a rejection reason, select **Reject** to reject the application. A message is displayed informing you that the application has been rejected. An e-mail is sent to the submitter to let them know of its rejection.
    - c. Select **View History** to see a history of the application. The Search Loading Authority (OT-5) Application page displays a listing for each version of the application.

## Downloading Reports

The Loading Authority (OT-5) System provides some helpful reports that are available to submitters of Loading Authority (OT-5) applications. The reports can be viewed from a submitter or equipment owner perspective. The reports can also be viewed based on application status (Submitted, Approved, and Rejected).

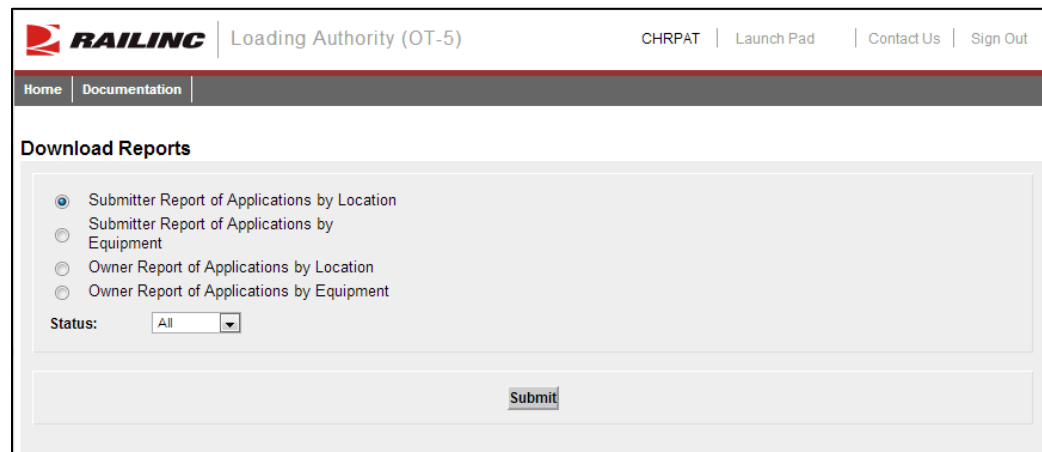
Reports are available for applications by location and equipment in two varieties:

- **Submitter Level** -Shows information associated with the currently logged-in Loading Authority (OT-5) submitter.
- **Owner Level** - The system uses the submitter's login mark/company ID to locate all marks owned by the submitter and show all information for that equipment owner.

Use the following procedure to download a Loading Authority (OT-5) report:

1. From the application menu, select the **Reports** menu item. The Download Loading Authority (OT-5) Reports page is displayed (see [Exhibit 29](#)).

**Exhibit 29. Download Loading Authority (OT-5) Reports**



2. Select the report you want to download (Submitter/Location, Submitter/Equipment, Owner/Location, or Owner/Equipment).
3. Use the **Status** drop-down to select the status of the applications to appear in the report (All, Submitted, Approved, or Rejected).
4. Select **Submit**. The Report Terms & Conditions page is displayed (see [Exhibit 24](#)).
5. You must agree to the terms prior to downloading the data. Review the terms through the available “click here” link. Select the “I have read and agree to terms and conditions stated above” check box. Select the **I Agree** button. A dialog box appears prompting you to open or save the report. By default, the report opens in MS Excel on most computers (see [Exhibit 30](#)).

**Exhibit 30. Loading Authority (OT-5) Submitter Report of Applications by Equipment Report**

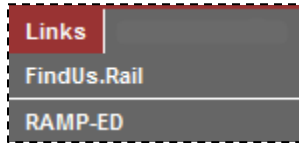
|    | A      | B         | C        | D         | E                          | F | G |
|----|--------|-----------|----------|-----------|----------------------------|---|---|
| 1  | APP ID | EQUIP INI | EQUIP NO | ORIGIN CA | CONTROLLING COMPANY        |   |   |
| 2  | 6183   | GBRX      | 113021   | KCS       | RAIL - RAILINC CORPORATION |   |   |
| 3  | 6240   | ACFX      | 77541    | KCS       | RAIL - RAILINC CORPORATION |   |   |
| 4  | 6240   | UTLX      | 2619     | KCS       | RAIL - RAILINC CORPORATION |   |   |
| 5  | 6247   | SHPX      | 207638   | KCS       | RAIL - RAILINC CORPORATION |   |   |
| 6  | 6248   | UTLX      | 579      | KCS       | RAIL - RAILINC CORPORATION |   |   |
| 7  | 6251   | ACFX      | 77541    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 8  | 6251   | ACFX      | 79414    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 9  | 6251   | ACFX      | 79415    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 10 | 6251   | ACFX      | 79416    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 11 | 6251   | ACFX      | 79418    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 12 | 6251   | ACFX      | 79419    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 13 | 6251   | ACFX      | 79420    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 14 | 6251   | ACFX      | 79422    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 15 | 6251   | ACFX      | 79423    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 16 | 6251   | ACFX      | 79425    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 17 | 6251   | ACFX      | 86545    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 18 | 6251   | ACFX      | 86712    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 19 | 6251   | ACFX      | 87884    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 20 | 6251   | GATX      | 70533    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 21 | 6251   | GATX      | 70806    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 22 | 6251   | GLNX      | 23054    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |
| 23 | 6251   | GLNX      | 23055    | CN,CPRS,C | RAIL - RAILINC CORPORATION |   |   |

6. Use the tools within Excel to save or further manage the output data as needed.

## Accessing Links to other Systems

The Loading Authority (OT-5) System provides direct links to other related Railinc systems. Select the **Links** menu item to access related systems (see [Exhibit 31](#)).

*Exhibit 31. Links Menu*



The Loading Authority (OT-5) System provides direct links to the following systems:

- **FindUs.Rail** – A centralized Railinc database that allows users to review their company’s contact information via the web. As the rail industry’s one stop contact list, FindUs.Rail helps reduce time spent by railroad departments, private car owners, and leasing companies as they search for rail industry contact information. Users are able to query contacts, agency relationships for a category, and the MARK-parent relationship. Entry into FindUs.Rail is required for Loading Authority (OT-5) approvers.

If you are an approver or reviewer, see “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 35 for information about configuring FindUs.Rail to work with the Loading Authority (OT-5) system.

Here is a direct link to the FindUs.Rail system: <http://www.railinc.com/findusrail/>

Here is a link to the FindUs.Rail User Guide:  
[https://www.railinc.com/rportal/documents/18/260623/FindUsRail\\_UG.pdf](https://www.railinc.com/rportal/documents/18/260623/FindUsRail_UG.pdf)

- **RAMP-ED** – The Rail Asset Management Process – Exception Disposition (RAMP-ED) system enables railroads, equipment owners, and leasing companies to send electronic disposition movement instructions. This promotes a more efficient movement of railroad and private freight cars to a contract shop, storage, a new lease, a new assignment, or to their home location. Cars moving under RAMP-ED instructions are exception cars – that is, empty car disposition movements that fall outside of AAR Car Service Rules or private cars returning empty per tariff authority.

Private car owners, shippers or leasing companies have the option of using RAMP-ED to disposition their private cars to approved Loading Authority (OT-5) loading locations for their equipment if they are signatories to the RAMP-ED Multiparty Agreement.

Here is a link to the RAMP-ED User Guide:  
[https://www.railinc.com/rportal/documents/18/260759/RAMP-ED\\_UG.pdf](https://www.railinc.com/rportal/documents/18/260759/RAMP-ED_UG.pdf)

Please contact the [Railinc Customer Support Center](#) for additional details on the use of RAMP-ED and the Multiparty Agreement.

## Appendix A. Adding Loading Authority (OT-5) Contact Information to FindUs.Rail

FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles.

FindUs.Rail does not determine your authority as an approver or reviewer within the Loading Authority (OT-5) system; this is determined by your SSO role. Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the Loading Authority (OT-5) system; these are also determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry. Every Loading Authority (OT-5) reviewer or approver should be listed as a reviewer or approver in FindUs.Rail.

Use the following procedure to add a Loading Authority (OT-5) contact into FindUs.Rail.

**Note:** This procedure requires that you are already set up with a Railinc Single Sign On (SSO) User ID and already have a FindUs.Rail account. See the notes in "[Getting Started](#)" on page 5 to access information about SSO.

1. Go to <http://www.railinc.com> and login under Account Access in the upper right hand side of the page.
2. Navigate to FindUs.Rail.
3. Once inside FindUs.Rail, select the **Contacts** menu, and then select the **Add Contact** link. The Add Contact page is displayed, with the Contact section at the top of the page (see [Exhibit 32](#)) and the Categories section at the bottom of the page (see [Exhibit 33](#)).

**Exhibit 32. FindUs.Rail Add Contact Page Showing the Contact Section**

| Contact           |                        | Company           |                        |
|-------------------|------------------------|-------------------|------------------------|
| Company ID/MARK   | RAIL                   | Company           | RAILINC CORPORATION    |
| First Name        | <input type="text"/>   | Company Reference | <input type="text"/>   |
| Last Name         | <input type="text"/>   | Website URL       | <input type="text"/>   |
| Title/Position    | <input type="text"/>   | Notes             | <div><div></div></div> |
| Email             | <input type="text"/>   |                   |                        |
| Phone - Primary   | <input type="text"/>   |                   |                        |
|                   | Intl. Area Number Ext. |                   |                        |
| Phone - Secondary | <input type="text"/>   |                   |                        |
|                   | Intl. Area Number Ext. |                   |                        |
| Fax               | <input type="text"/>   |                   |                        |
|                   | Intl. Area Number Ext. |                   |                        |
| Address           | <input type="text"/>   |                   |                        |
|                   | <input type="text"/>   |                   |                        |
|                   | <input type="text"/>   |                   |                        |
| City              | <input type="text"/>   |                   |                        |
| St./Prv.          | <input type="text"/>   |                   |                        |
| Postal Code       | <input type="text"/>   |                   |                        |

4. In the Contact section, complete all the mandatory fields (shown in red).

5. In the Categories section, select **Loading Authority (OT-5)** in the drop-down list box. The Categories section expands to show all of the approver and reviewer equipment types available for Loading Authority (OT-5) (see [Exhibit 33](#)).

**Exhibit 33. FindUs.Rail Add Contact Page Showing the Categories Section**

The screenshot shows a web application window titled "Category". Inside, there's a dropdown menu for "Loading Authority (OT-5)". Below it, the "Category Role" is set to "Primary". The "Category Functions" section is expanded, showing a list of equipment types with checkboxes for selection. The list includes various roles like Approver, Reviewer, Railinc Admin, and Submitter, each with multiple equipment types (e.g., Box Car Equipped, Box Car Unequipped, Covered Hopper, Flat Car, Gondola Car GT, Gondola Equipped, Gondola Unequipped, Hopper Equipped, Hopper Unequipped, Intermodal Conventional, Intermodal Light Vlt Low Profile, Refrigerator Car, Special Type Car, Stack Car, Tank Car, Vehicular Flat Car). At the bottom, there are buttons for "Categories", "Add", "Delete", "Save", and "Cancel".

6. Check all the equipment types for which you as approver or reviewer are responsible.

**Notes:**

- If you are a reviewer, you may want to check all of the “reviewer” equipment type checkboxes, unless there are specific equipment types that you are certain you will not need to review.
  - If you are an approver, you may want to check all of the “approver” equipment type checkboxes, unless there are specific equipment types that you are certain you will not need to approve.
7. Select the **Add** button.
  8. Select the **Save** button. The new FindUs.Rail contact information is added. If you receive an error message stating that only one primary contact can exist for a company, select **Secondary** as the Category Role.

## Appendix B. Frequently Asked Questions

This appendix addresses frequently asked questions (FAQs) associated with the Loading Authority (OT-5) system.

### **What is Loading Authority (OT-5) and why do I have to fill out a Loading Authority (OT-5) application?**

Loading Authority (OT-5) governs the use of private equipment. Loading Authority (OT-5) requires that controlling entities (owners or lessees) of Private Tank Cars and Private Cars Other Tank Cars apply for loading authority which helps aid in capacity planning for each railroad. The Loading Authority (OT-5) web application allows users to submit an application for each car to as many railroads as required, and include all of the commodity and loading location information required by the AAR in Circular OT-5-K.

### **Who should submit Loading Authority (OT-5) applications?**

This is outlined by the actual circular printed by the AAR. It states that “The controlling entity (owner or lessee) must apply for loading authority.” Controlling entity has been interpreted by some as meaning the party in the best position to know the movement information of the equipment. For this reason shippers may be the ones registering cars. Only one of these parties must register the equipment on a Loading Authority (OT-5) application.

### **What SSO permissions are needed or allowed in Loading Authority (OT-5)?**

Submitters are only given the Loading Authority (OT-5) Submitter permissions. Submitters are never granted Approver or Reviewer access. Submitters are car owners, lessees, or shippers. Submitter marks are always either private marks (ending in X, example: GATX, NATX, etc.) or company IDs (created by Railinc for organizations that do not qualify for a private mark).

Approvers and reviewers are Railroads. Any mark other than those ending in X (private marks) or U (container marks) or a Railinc Company ID (ex. C123) is a railroad mark. Railroads determine who needs to analyze what is on a Loading Authority (OT-5) application. There may be multiple users at each road that need to look at one single application from a Submitter. Railroad users can be granted either Approver or Reviewer access but not both.

There are no company admins in Loading Authority (OT-5).

### **Is there a fee or contract for the use of Loading Authority (OT-5)?**

No, but a company ID is required if a user does not have a mark. The fee for a Company ID is \$525. Contact the Railinc Customer Support Center at 877- RAILINC (1-877-724-5462) or send an email directly to [csc@railinc.com](mailto:csc@railinc.com) for more information.

### **Why is a company ID required? Who handles processing the forms and how should cases be assigned?**

Company IDs are used as identifiers across all Railinc applications. It is important to note that obtaining a company ID is separate from the use of the Loading Authority (OT-5) application, and is required in a broader sense to take part in many railroad industry processes. A company ID is a non-equipment owner identifier and is used as an ID for all electronic interfaces between railroads, their customers, and Railinc systems and files.



### **When should I create a pre-authorization instead of a normal Loading Authority (OT-5) application?**

If a submitter has not yet leased cars but is thinking of leasing or may soon be leasing, they can submit a pre-authorization ahead of time. Pre-Auths do not require submitters to specify equipment information, only the count. If an approved Pre-Auth is on file and the cars are later leased, submitters can turn the pre-auth into a real Loading Authority (OT-5) application and submit.

### **Should cars shipped to more than one destination be registered for all destinations?**

Loading Authority (OT-5) requires that shipment origins be provided. Destinations are not required.

### **When information on the registration changes, how is the registration updated?**

Applications that have been approved by the carriers can be amended and resubmitted. Changes in Umler or the Customer Identification File will result in automatic changes to the application. See "[Editing a Loading Authority \(OT-5\) Application](#)" on page 24 for more information.

### **Who should complete the registration for sub-leased cars?**

The circular states, "The controlling entity (owner or lessee) must apply for loading authority." The entity with the best knowledge of how the cars will be loaded should complete the loading application.

### **Do third party agents need the Railinc ID of the controlling entity to register cars?**

Railinc recommends that ID's not be shared. Third party agents can register for a Railinc ID. If a third party wants to register under the company for which they are agent, the third party will need a Letter of Authority or a contact in FindUs.Rail listing them as the agent. There is no requirement that the controlling entity's ID be used in the registration process.

### **Does Loading Authority (OT-5) apply to Class II and III railroads?**

Yes, Loading Authority (OT-5) applies to all subscribers to the Car Service and Car Hire Rules.

### **Does Loading Authority (OT-5) apply to shippers located in Canada and Mexico?**

Yes, Loading Authority (OT-5) applies to all subscribers to the Car Service and Car Hire Rules. Shippers in Canada and Mexico must request loading authority.

### **How can cars be registered if specific loading points are not known?**

Cars should be registered for the possible loading points.

### **How will existing registration data be entered into the Loading Authority (OT-5) system?**

Carriers have the option of loading existing data into the Loading Authority (OT-5) system. There is no expectation that shippers or car owners will enter existing data into the Loading Authority (OT-5) system.

### **What will happen if a car is loaded without the proper registration?**

The occasional loading of a private car or private tank car that is not listed on a Loading Authority (OT-5) application will be left up to the parties involved. Applicable tariffs or agreements should govern this circumstance.

### **How should fleets with a variety of lease expiration dates be handled?**

Either a single registration can be completed to encompass all the cars involved without regard to lease expiration or a separate registration can be completed for each lease. A single registration will require more frequent updates to reflect lease expiration. Separate registrations will require the completion of more than one registration.

### **How frequently should Loading Authority (OT-5) applications be completed?**

A Loading Authority (OT-5) application once submitted and approved by a railroad can stay in effect up to ten years. A calendar feature that is available when a submitter logs onto the application form allows the submitter to pick a start and end date, as long as it is not greater than ten years in duration.

### **Can cars loaded at more than one location served by more than one carrier and used to ship more than one commodity be registered on a single application?**

Yes, the Loading Authority (OT-5) system will accommodate multiple commodities, loading locations, and carriers in a single application.

### **Can a car be on more than one application at a time?**

A car can only be on one application in the Loading Authority (OT-5) system for a carrier at a time. The requirement means that as cars change service, the Loading Authority (OT-5) application needs to be updated.

### **Should the Loading Authority (OT-5) application be changed to reflect changes in how a car will be used? For example changes in the loading point or commodity?**

Yes, permanent changes should be reflected in the Loading Authority (OT-5) applications.

### **Can data provided through the Loading Authority (OT-5) process be viewed by parties other than the submitter and the approving carrier?**

No, only the parties to the application can view the application.

### **What should I enter for an Expiration Date on the Part 2 Tab?**

Loading Authority (OT-5) was originally created to coincide with lease agreements so the expiration date would be set to match the expiration date on the lease agreement for the cars being placed on the application by a Lessee. If the date is set further out, the next lessee could not submit an application because there would be an active application in the system with the same equipment and potentially the same originating carriers. If an application is being submitted by an Equipment Owner, they may want to set a date of ten years, the maximum allowable, if they plan to own the car for ten years or more.

**Note:** If a user is trying to expire a Loading Authority (OT-5) application, they can use the same date in both the effective date and expiration date fields. It then typically takes 24-48 hours for the application to move to an expired status.

### **What is the difference between the Comments (Confidential) at the top and the Comments (Not Confidential) at the bottom of the Part 2 tab?**

The confidential comments boxes at the top of the Part 2 tab can be used if the submitter has comments that are meant for only specific originating carriers. Submitters can enter storage information for each carrier here.

The non-confidential comments boxes are considered “global comments” and if entered, will be sent to ALL carriers listed on the application.

### **Who should be listed as the “Controlling Entity” on a Loading Authority (OT-5) application?**

The controlling entity should be the party in the best position to know the movement information of the equipment. This is often the same as the person submitting the application, but there are times where the controlling entity can be different.

### **What is the Equipment Information tab used for?**

This tab, when clicked, makes a call to Umler to display some of the basic equipment information of the equipment listed. There are no fields to populate on this tab and it is displayed for informational purposes. It may take a few seconds to load the information. Submitters can also use this tab to verify the equipment type and the owner/lessee information.

### **What is the difference between the Submit and Resubmit to Carriers buttons?**

The Submit button at the bottom of the Part 2 tab should be used when changes are made to either equipment or commodity information on an application. These changes are considered “global” changes and all carriers listed on the application need to know about them. The submitter has to click Submit without checking any Resubmit to Carriers checkboxes when making changes to equipment or commodity information. The Resubmit to Carriers button is used in conjunction with the Resubmit to Carriers checkboxes when the submitter is making changes other than commodity or equipment information such as effective/expiration dates.

Anytime a submitter receives the error “Equipment or Commodity Information has not changed.....” it means that they HAVE to check one or more of the Resubmit the Carriers checkboxes and then click the Resubmit to Carriers Button in the middle of the page and not click Submit at the bottom of the page.

### **Why am I getting an “Equipment is not a Private Car” error when submitting an application, but the cars are private cars?**

This occurs either when a submitter is trying to register a railroad-marked car on a Loading Authority (OT-5) application or a private car that has a railroad mark listed in the Lessee field in Umler. In those cases, even though the car is a private car, in terms of Loading Authority (OT-5), it is considered “railroad-controlled” and is not able to be registered on a Loading Authority (OT-5) application.

### **What are the reasons that a Loading Authority (OT-5) application can be rejected?**

There are ONLY three reasons why a Loading Authority (OT-5) application can be rejected: Safety, Inadequate Storage Space, and Mechanical Factors. If a submitter has questions as to why their application was rejected, they should directly contact the originating carrier who rejected the application. If the application has multiple loading locations for different carriers and one carrier

rejects, but the others approve, the entire application is NOT rejected; only the portion related to the rejecting carrier.

### **What should I do if my OT-5 application is rejected?**

If your OT-5 application is rejected, view the rejected application by selecting the App. Reference No. within OT-5. Next, review the originating carrier's reason for rejection, select the **Edit** button, and make the necessary changes to the application. Once you have completed the updates, select the checkbox of the originating carrier who initially rejected the application, and then select the **Resubmit to Carriers** button. Make sure you change the effective date on Part 2 of the application to the current date.

**Note:** If you make any changes to the Equipment or STCC, select the **Submit** button at the bottom of the application without selecting any of the Resubmit to Carriers checkboxes.

### **What happens if an application is moved to system updated status and I don't review the application and resubmit?**

If an application is moved to System Updated status automatically by the application, an email is sent to the submitter. Applications may be moved to System Updated status from Approved or Submitted by the system when a car is deleted in Umler or restenciled, or when there is a change to STCC, SCAC, FSAC, or CIF records referenced on the application. Emails are sent at zero, twenty, and forty days. At sixty days, the system automatically moves the application back to the previous status, having removed the information affected. Another email is sent to the submitter after this happens after the sixty day time period to let them know this has happened.

### **When a car is restenciled, what happens to the Loading Authority (OT-5) application?**

When a car is restenciled in Umler, the original car mark and number is automatically removed from any Loading Authority (OT-5) applications it is on. The new car mark and number, however, does not automatically get added. It is up to the submitter to add the new car mark and number to the Loading Authority (OT-5) application.

### **If a CIF, FSAC, or STCC is expired, will the Loading Authority (OT-5) application automatically update with the new number?**

No. If a CIF, FSAC, or STCC is expired, the Loading Authority (OT-5) system is "notified" and any applications containing those numbers are moved to System Updated status for 60 days. An email is sent to the submitter at zero, twenty, and forty days. During that time, it is the responsibility of the submitter to add the new, active numbers to their Loading Authority (OT-5) applications. At sixty days, the system automatically moves any affected applications back to their previous status, having removed the expired CIF, FSAC, or STCC if not already done by the submitter. Another email is then sent letting the submitter know this has happened.

If only the name associated with a CIF, FSAC, or CIF is changed, this WILL automatically be updated within any Loading Authority (OT-5) applications containing those numbers.

### **Why are there missing versions in my Comments History?**

If an Approver or Reviewer is viewing a Loading Authority (OT-5) application, they only see comments that were sent either globally or to their road specifically. This may cause "gaps" in their Comments History, but this is normal.

### **Who receives Loading Authority (OT-5) Approver and Reviewer notifications?**

Approver and Reviewer notifications go to those who are set up in FindUs.Rail under the Railroad mark in question. Users can set up their contacts by equipment type so that they only receive notifications for applications that are submitted for a specific type of equipment (i.e., hoppers, tank cars, etc.).

### **How is the Submitted By information populated in the Part 2 tab?**

The Submitted By information is populated based on what is in the user's SSO profile. If any of the information is wrong in the application, the user needs to update their profile in SSO and then resubmit the application. The new information is NOT populated in the application until it is resubmitted.

## Glossary

**AAR**—Association of American Railroads. The standard setting organization for North America's railroads.

**CIF**—Customer Identification File. Carriers use CIF codes to identify customer locations where price and other contract terms apply; to provide accurate delivery instructions; and to improve shipment reservation, booking, and equipment ordering processes.

**CSM**—Centralized Station Master. A geographic location file that contains data about North American rail and motor carrier point stations. Railroads use this file primarily to plan efficient freight movements from origin to destination.

**IRF**—Industry Reference Files. These are the North American railroad industry's official code tables that are used to ensure consistency in data interpretation and facilitate communication among industry partners.

**FindUs.Rail**—A web-based database of essential rail industry contacts that enables users to review and manage their contact information, enabling railroad departments, private car owners, and leasing companies to communicate effectively.

**FSAC**—Freight Station Accounting Code. A five-digit code assigned to a station.

**Mark**—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

**RAMP-ED**—Rail Asset Management Process – Exception Disposition. A system that enables railroads, equipment owners, and leasing companies to use a uniform industry process to submit movement and billing instructions when moving railroad and private freight cars to shop, new lease, next lease, or new points of assignment. Cars moving under RAMP-ED instructions are exception cars; that is, empty car movements that fall outside of AAR Car Service Rules or private cars returning empty per tariff authority.

**SCAC**—Standard Carrier Alpha Code. A two-to-four-letter code used to identify transportation companies.

**SPLC**—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

**SSO**—Single Sign On. The portal for signing into various Railinc applications.

**STCC**—Standard Transportation Commodity Code. A seven-digit numeric code used to identify a commodity on waybills and other shipping documents.

**Umler**—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

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