AAR Embargo/OPSL Notes and Permit System User Guide

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List of Exhibits

Learning about the AAR Embargo/OPSL Notes and Permit System

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

- [Getting Started](#) describes how to access and log in to the system.

- [Working with Embargoes](#) describes how to perform common embargo tasks, such as issuing, searching, editing, deleting, and approving embargoes.

- [Managing Embargo Permits](#) describes how to obtain a permit to bypass an embargo.

- [Working with OPSL Notes](#) describes how to perform common OPSL Note tasks, such as issuing, searching, editing, deleting, and approving OPSL Notes.

- [Managing OPSL Note Permits](#) describes how to obtain a permit to bypass an OPSL Note.

- [Using Administrative Tools](#) describes tools available for working with embargoes and OPSL Notes, including contacts, subscriptions, geographic templates, FTP profiles, and an EDI 824 viewer.

A glossary and index follow the major sections.

Overview

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

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

  and

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

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

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

The AAR Embargo System enables railroads to issue, amend, and cancel an embargo. The system also enables a railroad user with assigned permissions to grant a permit (or multiple permits) for specific shipments to proceed to an embargoed destination. The system allows for search and

retrieval by embargo number and/or embargo attributes such as Standard Transportation Commodity Codes (STCCs), State/Province, Freight Station Accounting Codes (FSACs), City Locations, or Patron Names. Embargoes may be made effective immediately for severe conditions, but generally, embargoes require a 48-hour waiting period.

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

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

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

This user guide assists users in navigating the interface, performing system procedures, and understanding the meaning of fields.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the *Railinc UI Dictionary*.

Accessing the Railinc Customer Success Center

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

Getting Started

If you just want to *view* embargos and OPSL Notes and Permits, you do not need to log in to the application. Click here or you can also access it through the Railinc Portal > Products & Services > AAR Embargo System page in the **Related Links** section.

To use the system with more than view functionality, access the AAR Embargo System by using Railinc Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc Portal at https://public.railinc.com and select the **Customer Login** in the top right corner. Enter your user ID and password in the fields and select **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*. Once you have access to Railinc SSO, you must request access to the AAR Embargo System within SSO.

2. If you do not have access to the AAR Embargo System, request access by following instructions in the *Railinc Single Sign-On User Guide*. See Learning about User Roles below for information about the available levels of access. When you have received e-mail notification confirming your access, you can login and begin using the AAR Embargo System.

Learning about User Roles

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

Exhibit 1. SSO Request Permission

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

- **Embargo Officer – Non-Level 4** – Embargo officer who can issue an Embargo on behalf of his/her road.

- **Embargo Party to the Waybill** – Waybill Shipper, consignee, or care of party who needs to request permits.

- **Embargo Permit Officer – Non-Level 4** – Permit Officer of a road who can issue permits on behalf of his/her road.

- **OPSL Note Officer** – Equivalent to the Embargo Officer – Non-Level 4 role. This role can issue OPSL notes on behalf of his/her road and can maintain a list of contact persons who are notified when an OPSL note is issued.

- **OPSL Note Permit Officer** – Equivalent to the Embargo Permit Officer – Non-Level 4 role. This role can accept/reject/cancel permit requests for authorized roads; cancel permits for authorized roads; create/import/export Non-Level 4 permits for authorized roads; and view Level 4/Non-Level 4 permits for authorized roads.

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

Logging In

To log into the AAR Embargo System:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.

2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

3. Enter your User ID and Password. Select **Sign in**. The Railinc Launch Pad is displayed.

4. Under My Applications, select **AAR Embargo System**. The AAR Embargo System Home page is displayed (see Exhibit 2).

Logging Out

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

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

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

Viewing the Home Page

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

Exhibit 2. AAR Embargo System Home Page

Welcome to AAR Embargo/OPSL Notes And Permit System

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

Embargo and Permit Management

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

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

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

OPSL Note and Permit Management

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

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

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

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

Notes:

- Menu content may vary depending on your role-based permissions (see <u>Exhibit 1</u>).

- For detailed instructions about using the Railinc interface elements such as menus, calendar tools, and drop-down text boxes, refer to the *Railinc UI Dictionary*.

- Mandatory fields are marked with an asterisk (*).

Working with Embargoes

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

Exhibit 3. Embargoes Menu
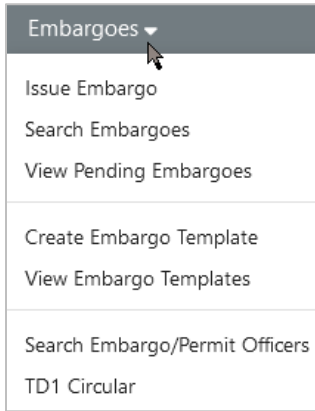
Exhibit 4 describes the tasks available on the Embargoes menu.

Exhibit 4. Embargoes Menu Items and Descriptions

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

Issuing Embargoes

Newly issued embargoes remain in **Pending** status until approved by the AAR Administrator.

The following general rules apply when issuing an embargo:

- Road embargo issuers can only issue embargoes for their own roads.
- An embargo administrator can issue non-level 4 embargoes for any road.
- The default **Request Date** is the date the embargo is issued. The **Effective Date** is an estimation and is calculated as 48 hours after the approval/request date. The default **Expiration Date** is one year from the current date and is editable for Embargo Officers and Admin. The **Expiration Date** must be more than 30 days, but one year or less from the **Request Date**.
- Embargo numbers are generated by the system at the time of issuance.

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

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

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

2. Complete the available described input fields:

   a. **Op Station Notice:** A pop-up box explains the Operating Station Notice. Select **OK** to close the pop-up. Checking this only serves as a notice of intent. No waybills are matched, or EDI 824 messages issued. An email is sent to affected parties.

   b. **Embargo Status:** The status for a new embargo is **New** until it is submitted for approval. When issued, the status becomes **Pending** unless it is saved as a **Draft**.

   c. **Issuing Road:** Use the drop-down to select the road issuing the embargo. Road embargo issuers can only issue embargoes for their own road.

   d. **Effective Immediately:** Check to make the embargo effective immediately following approval. By not checking the box, the embargo will become effective after 48 hours. Please note the following business rule regarding the proper use of this option:

      - Circular TD-1 statement on "effective immediately" in section IV-A.

      - An embargo declared as being effective immediately may not be issued for other physical impairments or for operational impairments of any kind.

      - An embargo declared as being effective immediately becomes effective as soon as the embargo administrator approves the embargo.

   e. **Effective Date:** The date the embargo becomes effective.

f.   **Request Date:** The date the embargo is requested; defaults to current date.

g.   **Expiration Date:** Non-editable field; defaults to one year from the current date.

h.   **Allow Permits:** To allow permits to the issued embargo, select **Yes**, otherwise select **No**. When **Yes** is selected, the **Permit Contact Email/Url** field appears.

i.   **Allow Admin Issued Permits:** Check this box to allow admin issued permits. This option is only available for users with Embargo Officer permissions for the issuing road and can be selected when **Allow Permits** is **No**.

j.   **Bypass Local Waybills:** Select **Yes** or **No** to determine if the embargo should bypass local waybills (originates and terminates on your road); no EDI 824 is issued.

k.   **Embargo Contact Email:** Enter the embargo contact's email address.

l.   **Permit Contact Email/URL:** Field appears when **Yes** is selected for Allow Permits. Enter the permit contact's email address or website link.

m.   **Include Empty Revenue Cars:** Select to include empty revenue car waybills in the embargo. If empty, the equipment is applied against the embargo just like a load.

l.   **Include All Empty Cars:** This is used only for specific circumstances such as weather conditions, derailment, bridge out of service, catastrophic events, spontaneous labor action, civil activism or congestion/accumulation. When this field is selected with **Congestion /Accumulation** as the **Cause**, the following are required to successfully issue an embargo:

- The embargo needs to target a specific customer and location. This means the **Geography** section (Exhibit 9) must have one or more **Destination** FSACs and/or one or more Interchanges. You cannot target all locations or target all interchanges.

- If a destination FSAC and an interchange are included, the **AND/OR** option in **Geography** must be set to **AND**.

- In the **Waybill Parties** section, at least one **CIF** must be included with waybill party designation of **Consignee** or **Care of Party**. When only an interchange is included in the **Geography** section, then **Target All Waybill Parties** can be selected. You cannot **Target All Waybill Parties** with exception CIF's.

m.   **Participating Roads:** Allows a road issuing an embargo to invite other roads to participate in the embargo. Enter one or more road marks. As needed, use the magnifying glass link to look up reporting marks.

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

n.   **Notes to Participating Roads:** Enter free form notes up to 4000 characters regarding invitation for roads to participate in created embargo. Notes to Participating Roads are emailed to "participating" roads when embargo is issued. Notes cannot be seen by any other roads.

o. **Min Car Allowed:** Allows you to specify the minimum car count allowed. No 824 is issued when number of cars is more than the specified number and all criteria is not matched.

p. **Max Car Allowed:** Allows you to specify the maximum car count allowed. No 824 is issued when number of cars is less than the specified number and all criteria is not matched.

q. **Min Car Allowed** and **Max Car Allowed**: When both fields are selected, no 824 is issued when number of cars is less or more than the specified numbers and all criteria is not matched.

r. **Cause:** Use the **Choose a Cause** drop-down field to select the required cause of the embargo (see Exhibit 6). When **Congestion/Accumulation** is selected with **Include All Empty Cars**, see Include All Empty Cars for requirements.

Exhibit 6. Embargo Cause Drop-down
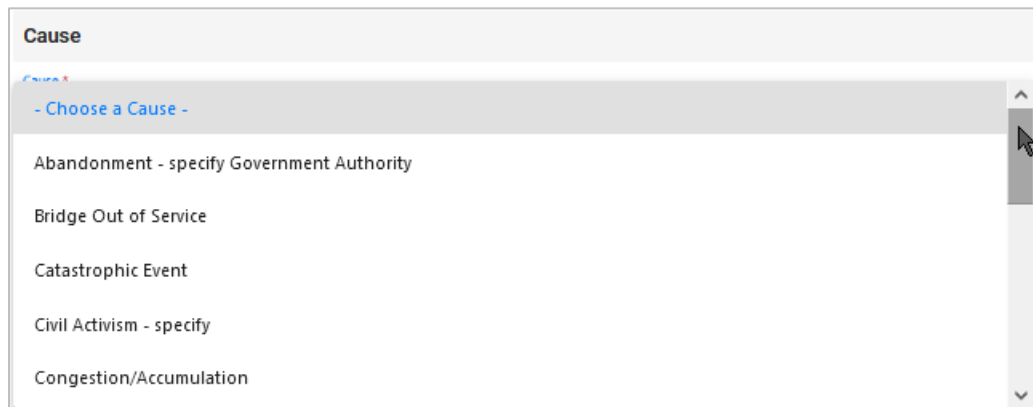
s. **Cause Details:** Use this field to further explain the reason for the issued embargo (up to 255 characters).
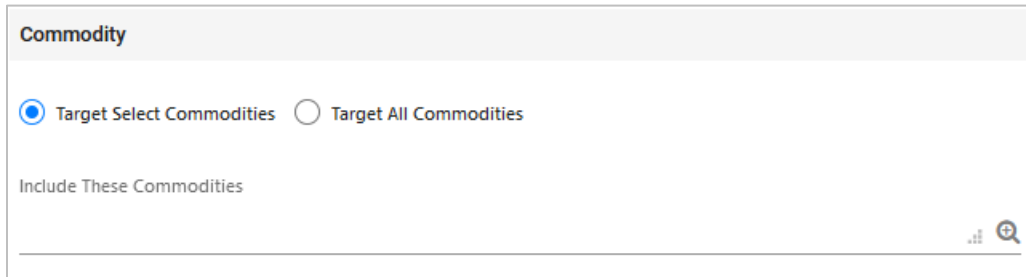
Note: Government, Other, Weather, and Weight must include an explanation in the **Cause Details** box.

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t. **Notes:** Use this field to further clarify the reasons for the issued embargo or to provide additional relevant information (up to 255 characters).

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

• **Target Select Commodities** (see Exhibit 7)
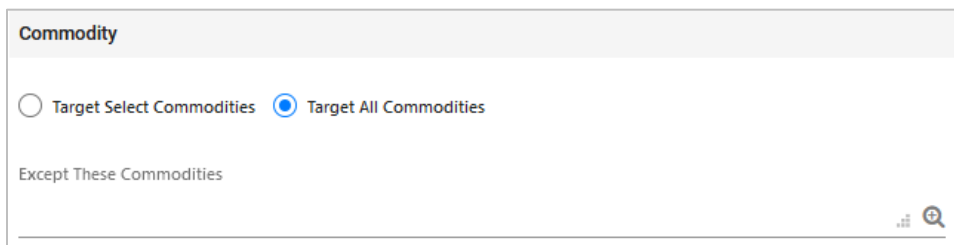
Exhibit 7. Target Select Commodities

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

- **Target All Commodities** (see Exhibit 8)

Exhibit 8. Target All Commodities

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

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

Exhibit 9. Create Embargo–Geography Section

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

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

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

As necessary use the plus and trash can icons to add additional entry fields and specify multiple Origin/Destination pairs:　＋　🗑

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

z. **Include These Interchanges:** The **Include These Interchanges** textbox allows you to define Interchange criteria that will be used when evaluating embargo traffic. At least one **Origin/Destination** location or one **Interchange** are required, however both can be

included. When using a combination of **Origin/Destination** locations and interchanges, the **AND/OR** option can be used to further define impacted traffic.

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

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

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

Select **Create a Geography Template** to initiate the process of creating a geography template (see Creating Geographic Templates).

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

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

Exhibit 10. Issue Embargo–Include These Umler Equipment Types

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

- If you select **Target Select Equipment Type Groups**, you can then select the specific listed equipment type groups to include by clicking the boxes for the groups you want to select (see Exhibit 11).

Exhibit 11. Issue Embargo–Target Select Equipment Type Groups

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

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

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

cc. **Total Weight on Rail:** By default, the drop-down indicates no weight restrictions. If you need to specify a weight restriction, use the drop-down to select Equal to or Greater than. Additional fields appear allowing you to specify a weight quantity, checkboxes allowing you to specify weight conditions (Gross Weight, Net Weight, etc.). An additional input field labeled "Except These Cars" allows you to indicate if certain cars should be exempt from the weight restriction. See Exhibit 13.

Exhibit 13. Issue Embargo–Total Weight on Rail

Equipment Characteristics

☐ Add Equipment Axle Count & Length Conditions to Restrict Movement

Total Weight on Rail: | Greater than or equal to ▼ | - Select a Quantity - ▼ | lbs.

Weight Conditions Used to Restrict Movement:

☑ Gross Weight   ☑ Net Weight   ☑ Estimated Weight   ☑ UMLER Total Weight On Rail

Except These Cars

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

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

Exhibit 14. Issue Embargo–Clearance Code

Clearance Code
- No Clearance Codes -

Plate A - and above

Plate B - and above

Plate C - and above

Plate D - and above

Plate E - and above

> ee. **Target Select / All Waybill Parties**: Select the **Target Select Waybill Parties** option if you want the embargo restricted to specified patrons (see Exhibit 15). When **Target Select Waybill Parties** is selected, choose to include or exclude waybills with missing waybill parties (waybills missing one or more CIFs).
>
> When **Target All Waybill Parties** is selected, an exception option appears, allowing you to embargo all waybill parties except certain specified parties.
>
> When **Include waybills with missing waybill parties (CIFs)** is selected, an additional set of radio buttons are required to either **Include City and State validation** or **Exclude City and State validation**.

Exhibit 15. Issue Embargo–Waybill Parties

Waybill Parties

🔘 Target Select Waybill Parties   ⚪ Target All Waybill Parties

🔘 Include waybills with missing waybill parties (CIFs)   ⚪ Exclude waybills with missing waybill parties (CIFs)

🔘 Include City and State validation   ⚪ Exclude City and State validation

Include Any ▼ of These Waybill Parties:

CIF 🔍   ➕ 🗑   ☐ Shipper ☐ Consignee ☐ Care of party ☐ Ship From ☐ Pick Up

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

Select to include **Any** or **All** CIFs listed.

3. Select **Issue Embargo**. If there are any errors, the system will provide message prompts at the top and point you to where changes are needed until all entries are valid. Once you've made changes, select **Issue Embargo** again. Once all your entries are valid, a message appears at the top of the page asking you to confirm your decision to issue the embargo (see Exhibit 16).

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

> ✅ Are you sure you wish to issue this embargo? Press Issue Embargo to continue or press Edit to go back and make additional changes.

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

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

Note: An **embargo number** is a 10-character, system-generated identifier that consists of the following components:
- Issuing railroad road mark (or AAR).
- 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of a new year.
- 2 digits for year.

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

Once approved, the Embargo becomes effective at midnight 48 hours later (see Exhibit 17).

Exhibit 17. You have successfully issued an embargo

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

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

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

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

Exhibit 18. Issue Embargo–Action Buttons

| Return | Show Audit Trail | Export As XML | Printable View | View Journal | Reject | Approve | Delete | Clone | Edit |
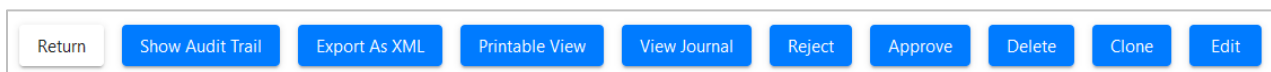
m. Select **Edit** to edit the embargo (see [Editing Embargoes](#)).

n. Select **Clone** to create a new embargo that closely resembles the one you just created (see [Cloning Embargoes](#)).

o. Select **Delete** to delete embargo (see [Deleting Embargoes](#)).

p. Select **Approve** to approve the embargo (see [Approving Embargoes](#)).

q. Select **Reject** to reject the embargo (see [Rejecting Embargoes](#)).

r. Select **View Journal** to view journal information or to create an entry in the journal for the embargo (see [Viewing and Creating Embargo Journal Entries](#)).

s. Select **Printable View** to display a printable version of the created embargo.

t. Select **Export as XML** to export the displayed embargo in XML format (see [Exporting Embargoes as XML](#)).

u. Select **Show Audit Trail** to view historical details of the embargo (see [Viewing the Audit Trail from Embargoes Search](#)).

v. Select **Return** to return to the previously displayed page.

Searching and Viewing Embargoes

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

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

Exhibit 19. Search Embargoes

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

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

3. Complete the available input fields:

Field	Description
Embargo No.	An **embargo number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of each new year. ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF012315
Issuing Road	Road mark that issued the embargo. Enter the road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created By	Single Sign-On User ID of the creator of the embargo.
State/Province	State/province affected by the embargo. From the drop down, choose a state/province.
Status	**All** – by checking this box, all embargoes that have been created and handled by the AAR Embargo Admin are returned regardless of their status. **Amended** – by checking this box, only approved and amended embargoes are returned. **Cancelled** – by checking this box, only embargoes approved and later cancelled by the road are returned. **Approved/Effective** – by checking this box (default), only approved and effective embargoes are returned. **Expired** – by checking this box, only embargoes that were approved and have expired are returned. **Re-issued** – by checking this box, only embargoes that were approved, expired, and then reissued are returned.

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

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

Exhibit 20. Search Embargo Results

5. Select the column header to sort the column in descending or ascending order. Arrow up is descending, and arrow down is ascending.

6. To adjust column width, hover over the line between the columns until you see double vertical lines with an arrow on either side and move it to the left or right to desired width:

7. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

8. Select the Download icon to open or save your search results in a spreadsheet.

9. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

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

Exhibit 21. Embargo Details

Embargo Details

General Embargo Information

Embargo No: BNSF001123

Request Date: 02-08-2023	**Expiration Date:** 02-08-2024	**Effective Immediately:** No
Status: Cancelled	**Issuing Road:** BNSF - BNSF RAILWAY COMPANY	
Allow Permits: Yes	**Allow Admin Issued Permits:** Yes	**Bypass Local Waybills:** No
Effective Date: 02-11-2023		
Include Empty Revenue Cars: No	**Include All Empty Cars:** No	**Min Car Allowed:**

Max Car Allowed:

Embargo Contact Email:
_____@railinc.com

Cancelled by: Brittney Kizer   **Cancelled Date:** 03-08-2023

Roads Invited to Participate:

Cause

Cause: Track Conditions

Cause Detail: Track out of service

Notes

Please reach out to our Customer Support for any questions on this embargo.

Commodity

Target All Commodities

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	**FSAC**	**Station Name**	**State/Province**	**N**	**Roadmark**	**FSAC**	**Station Name**	**State/Province**
	*				BNSF	00003	CHICAGO EXP	IL

Equipment

UMLER Equipment Types: Target All UMLER Equipment Types

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

Waybill Parties

Exclude waybills with missing waybill parties (CIFs)

Include Any of These Waybill Parties:

CIF	Patron Name	Address	City	State/Prov.	Patron Type
0052075350000	EAGLE HAIR CO		CHICAGO	IL	Shipper, Consignee

1 to 1 of 1 |< < Page 1 of 1 > >|
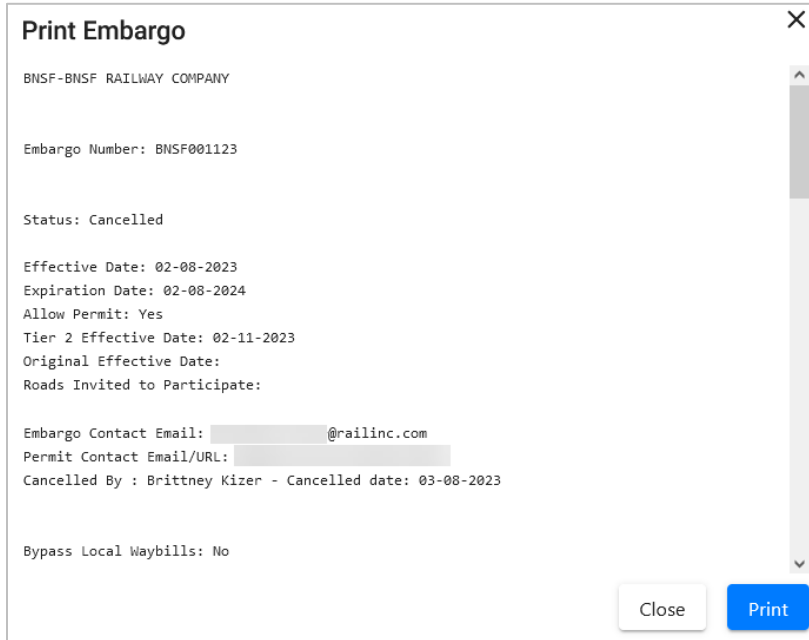
[Return] [Show Audit Trail] [Export As XML] [Printable View] [View Journal] [Resend XML] [Clone] [Clone OPSL Note]

11. From the Embargo Details page, perform one of the following actions:

a. Select **Clone** to create a new embargo that closely resembles the one you are viewing (see Cloning Embargoes).

b. Select **Clone OPSL Note** to clone the OPSL Notes applied to the displayed embargo record (see Cloning OPSL Notes).

c. Select **Printable View** to display a printable version of the embargo (see Exhibit 22).

Exhibit 22. Print Embargo

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

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

d. Select **Export As XML** to export the displayed embargo in XML format. See Exporting Embargoes as XML.

e. Select **Amend** to issue an amendment to the displayed embargo. See Amending Embargoes.

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

f. Select **Cancel** to cancel the embargo. See Cancelling Embargoes.

g. Select **Request Permit** to request a permit for the embargo. See Requesting Embargo Permits.

h. Select **Admin Issue Permit** to issue an embargo permit as an administrator. See Administering Embargo Permit Creation.

Note: This function is only available to administrators.

i. Select **Show Audit Trail** to view a history of the displayed embargo record. See Searching Audit Logs from the Tools Menu.

j. Select **View Journal** to display any journal entry associated with the embargo. See Viewing and Creating Embargo Journal Entries.

k. Select **Return** to return to the Search Embargo Results page. You can also use the back arrow in the browser to return to your search results.

l. **Operating Station Notice Details**: Exhibit 23 is an example of the Operating Station Notice Details screen. Operation Station Notice Details can be found by using the Advanced Search (Searching Embargoes – Advanced Search) and selecting **Yes** for **Op Station Notice** and the **Search** button. An operating station notice is informational only; no waybills are matched or EDI 824s issued.

Exhibit 23. Operating Station Notice

Operating Station Notice Details

General Embargo Information

Embargo No: CN001609

Request Date: 09-28-2009   **Expiration Date:** 09-28-2010   **Effective Immediately:** Yes

Status: Expired   **Issuing Road:** CN - CANADIAN NATIONAL RAILWAYS

Allow Permits: No   **Allow Admin Issued Permits:** No   **Bypass Local Waybills:** Yes

Effective Date: 09-28-2009

Include Empty Revenue Cars: No   **Include All Empty Cars:** No   **Min Car Allowed:**   **Max Car Allowed:**

Embargo Contact Email:

Roads Invited to Participate:

Cause

Cause: Other - specify

Cause Detail: Application to ALL bi-level and tri-level autocarriers. "Due to safety concerns, CN will no longer accept in interchange multilevel equipment loaded in the following configurations: -Bilevels - A deck empty, B deck loaded -Trilevels - A deck empty, B and/

Commodity

Target All Commodities

Geography

Interchanges: (Via Interchange junctions)

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

Equipment

UMLER Equipment Types: Include These Umler Equipment Type Groups

- V - Automobile Multi-levels

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

Waybill Parties

Target All Waybill Parties

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

Searching Embargoes – Advanced Search

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

1. Select **Embargoes > Search Embargoes**. The Embargoes Search page is displayed. Select the toggle button next to **Advanced Search** in the top right corner to reveal additional search options (see Exhibit 24).

   Note: Select the toggle button again to return to the Simple Search and hide the advanced search fields.

Exhibit 24. Search Embargoes – Advanced Search

2. Complete the available input fields:

Field	Description
Embargo No.	An **embargo number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of each new year. ▪ 2-digits for the last two numbers of the year. Here is an example of an embargo number: BNSF012315
Issuing Road	Road mark that issued the embargo. Enter the road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.

Field	Description
Effective Date Range	Use the calendar tools to specify a start and end date to filter for the Effective Start Date listed in the embargo.
Exclude Target All Results for Criteria	Select one or more sections of the embargo to remove Target All results from appearing in the search. For example, selecting Commodity may still include one or more commodities, but will not include any embargoes that target all commodities (where All appears in the Commodity column).
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
AAR Security Level 4 Embargoes Only	Check this to only see Level 4 embargoes.
Participating Roads Added Stations	Select **Yes** to show in the search results any embargo where the participating road has added a station to the embargo. Select **No** to show in the search results any embargo where the participating road has not added stations to the embargo. Select **Both** to show in the search results any embargo where the participating road has or has not added stations to the embargo.
Created by	Single Sign-On User ID of the creator of the embargo.
Cause	Choose a specific cause from the drop-down list.
Participating Road	Road invited to participate in the issued embargo.
Status	Check the appropriate box (All, Amended, Cancelled, Approved/Effective, Expired, or Re-issued).
Commodity	Enter up to three specific STCC's, or use the lookup feature by selecting the magnifying glass icon next to the text box.
Waybill Parties	Enter the specific CIF Numbers (all 13 characters) or use the lookup feature by selecting the magnifying glass icon next to the text box.

Field	Description
Umler Equipment Type Code	Choose one of these options:
	All Equipment Type Codes – Include all equipment types.
	Select Equipment Type Codes - Enter standard Umler Equipment Type Codes or use the lookup feature by selecting the magnifying glass icon next to the text box.
	Equipment Type Groups – Select the checkboxes for the equipment types that you want to include.
Geography	Choose one of these options:
	All FSAC and States – Include all geographic locations.
	FSAC – Choosing this option displays text boxes with the ability to enter up to three specific FSACs. Use the lookup feature by selecting the magnifying glass icon next to each text box.
	State/Province – Choosing this option displays a drop down with the ability to select a specific state/province.
	Interchange – Choosing this option displays text boxes that enable you to search for up to three specific interchanges. Use the lookup feature by selecting the magnifying glass icon next to each text box. Enter an asterisk (*) as a wildcard for either the origin or destination of the Junction Code.
Operating (Op) Station Notice	Choose whether to include operating station notices in your search results (Yes, No, or Both). The 'Both' option displays results for both operating station notices and regular embargoes.

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

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

Viewing Pending Embargoes

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

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

2. In the Status Filter drop-down, ensure **Pending** is selected. A list of embargoes in pending status is displayed (see Exhibit 25).

Exhibit 25. View Pending Embargoes

Road	Embargo Number	Issue Date	Last Modified Time	Status
CSXT	CSXT000320	09/01/2020	15:37:49	Pending
BNSF	BNSF000420	09/23/2020	09:46:57	Pending
UP	UP000920	04/06/2020	15:56:39	Pending
CALA	CALA002420	09/21/2020	09:26:37	Pending Reissue
CALA	CALA001220	02/16/2020	11:15:51	Pending
FXE	FXE000420	09/02/2020	10:47:53	Pending Amend
UP	UP000720	04/06/2020	15:46:44	Pending
UP	UP000820	04/06/2020	15:55:23	Pending
CPRS	CPRS000320	04/16/2020	14:21:42	Pending
CALA	CALA001520	04/06/2020	15:46:55	Pending
KCS	KCS000120	02/11/2020	13:14:53	Pending Amend
CALA	CALA001420	04/02/2020	14:39:47	Pending

Status Filter: Pending

Number of Pending Embargo(es): 12   Clear Filters

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Return

3. Select the column header to sort the column in descending or ascending order. Arrow up is descending and arrow down is ascending.

4. To adjust column width, hover over the line between the columns until you see double vertical lines with an arrow on either side and move it to the left or right to desired width:

5. To filter on a column, hover over a column header and select the three lines Status ≡ to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

6. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

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

Cloning Embargoes

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

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

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

2. Select the Embargo Number of the listed embargo that you want to clone. The Embargo Details page is displayed.

3. Select the **Clone** button. The Issue Embargo page is displayed with input fields pre-filled to match the selected embargo. The Embargo Number is blank, the Request Date is the current date, the Expiration Date is a year from the request date, and the Status is **New**. All other data are Cloned.

4. Complete or modify the available input fields (see Issuing Embargoes for additional information). Select the **Issue Embargo** button when complete.

Exporting Embargoes as XML

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

Use the following procedure to export an embargo as XML:

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

2. Select the Embargo Number of the embargo that you want to export as XML. The Embargo Details page is displayed.

3. Select **Export as XML**. A pop-up box is displayed asking if you want to save or open the file.

4. Select the application that you want to use to open the XML file or browse to the location where you want to save the output file.

Editing Embargoes

Use the following procedure to edit an embargo that is in **Pending** or **Draft** status:

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

2. Select the Embargo Number of the embargo that you want to edit. The Embargo Details page is displayed.

3. Select **Edit**. The embargo fields are opened for edits.

4. Complete any required edits. For embargoes in **Pending** status, select **Save Embargo**. For embargoes in **Draft** status, select either **Save Draft** or **Issue Embargo**.
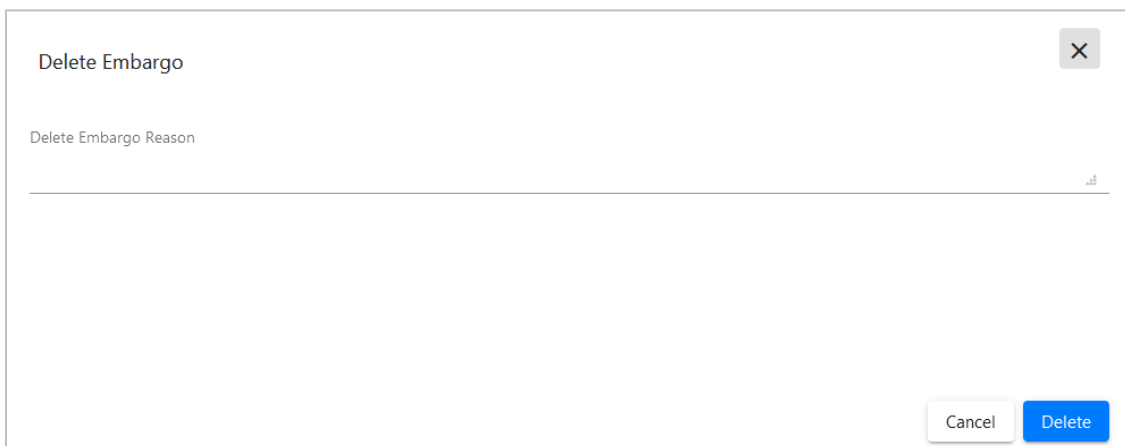
Deleting Embargoes

Note: Only Railinc Administrators have access to this function.

Use the following procedure to delete an embargo that is in **Pending** or **Draft** status:

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

2. Select the **Embargo Number** link of the embargo that you want to delete. The Embargo Details page is displayed.

3. Select **Delete**. A pop-up message is displayed asking you to specify the reason for deleting the embargo (see Exhibit 26).

Exhibit 26. Delete Embargo Reason Pop-up

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

Exhibit 27. Successfully Deleted Message

> ✓ You have successfully deleted an embargo/OPSL note request.
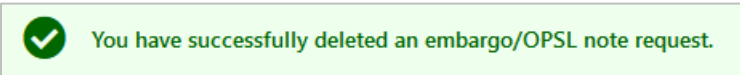
Approving Embargoes

Note: Only Railinc Administrators have access to this function.

Use the following procedure to approve an embargo that is in **Pending** status:

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

2. Select the Embargo Number of the embargo that you want to approve. The Embargo Details page is displayed.

3. Select **Approve**. A message is displayed informing you that the embargo has been approved (see Exhibit 28).

Exhibit 28. Successfully Approved Message

> ✓ You have successfully approved an embargo.
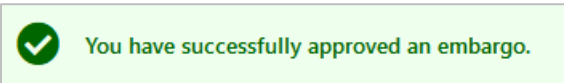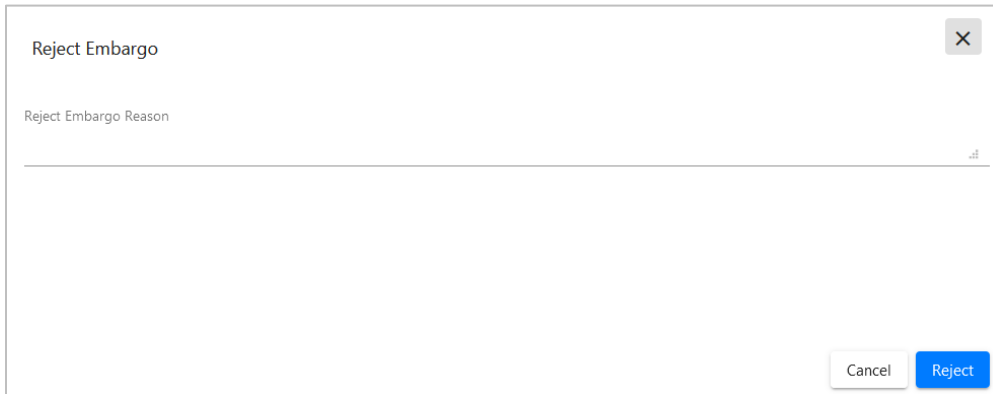
Rejecting Embargoes

Note: Only Railinc Administrators have access to this function.

Use the following procedure to reject an embargo that is in **Pending** status:

1. Select **Embargoes > View Pending Embargoes**. The Pending Embargo List page is displayed. Use the drop-down to select a **Pending** embargo.

2. Select the Embargo Number of the embargo that you want to reject. The Embargo Details page is displayed.

3. Select the **Reject** button. A pop-up box is displayed asking for you to explain the reason for the rejection (see Exhibit 29).

Exhibit 29. Reject Embargo Reason Pop-up

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

Exhibit 30. Successfully Rejected Message

Viewing the Audit Trail from Embargoes Search

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

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

Note: You can also search audit logs from the tool menu (see Searching Audit Logs from the Tools Menu).

1. Select **Embargoes > Search Embargoes**. The Search Embargoes page is displayed. Search for an embargo that you want to audit (see Searching and Viewing Embargoes).

2. Select the Embargo Number of the embargo that you want to audit. The Embargo Details page is displayed.

3. Select the **Show Audit Trail** button. The Search Audit Logs Results page is displayed (see Exhibit 31).

Exhibit 31. Search Audit Log Results

Change ma...	Change made on	Reason for change	Audit Log Type	Embargo No	Amendmen...	Audit Action	Road
CMORAL3S	01/13/2020 10:1...	Embargo request was approved by administrator.	Embargo Request	CALA000420	0	Approve	RAIL
CMORAL3S	01/13/2020 10:1...	Embargo was created after approved by administrator.	Embargo	CALA000420	0	Create	RAIL
CMORAL3S	01/13/2020 10:1...	Embargo request was created and submitted for approval.	Embargo Request	CALA000420	0	Create	RAIL

Number of Audit Log(s): 3   Clear Filters

1 to 3 of 3 |<   <   Page 1 of 1   >   >|

Return   Printable View

4. Select the column header to sort the column in descending or ascending order. Arrow up is descending and arrow down is ascending.

5. To adjust column width, hover over the line between the columns until you see double vertical lines with an arrow on either side and move it to the left or right to desired width.

6. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

7. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria.   Select the **Clear Filters** button to clear all filters.

8. Perform one of the following steps:

   a. Select a listed Embargo Number to view its details (see <u>Searching and Viewing Embargoes</u>).
   b. Select **Return** to return to the Embargo Details page.
   c. Select **Printable View** to view a print-ready version of the search results.

Viewing and Creating Embargo Journal Entries

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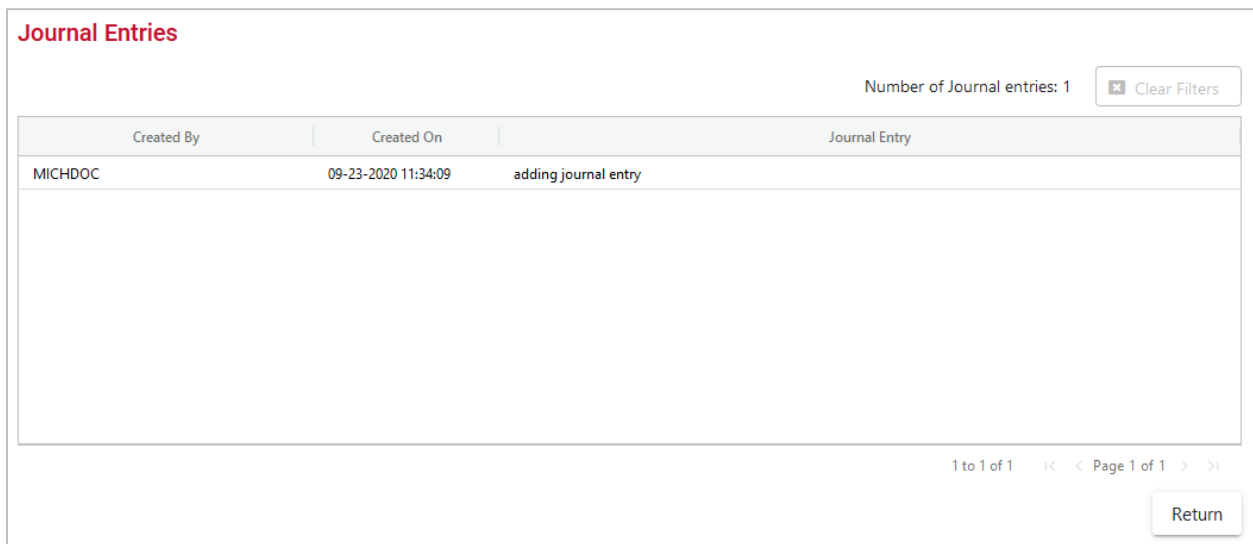
A journal entry is a free form text field that allows you to enter additional information about an embargo. You can only view journal entries for your own road.

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

1. Select **Embargoes > Search Embargoes**. The Search Embargoes page is displayed. Search for an embargo with a journal entry that you want to view, or search for an embargo for which you want to create a new journal entry.

2. Select the Embargo Number of the embargo with a journal entry that you want to view. The Embargo Details page is displayed.

3. Select the **View Journal** button. The Journal Entries page is displayed (see Exhibit 32).

Exhibit 32. Journal Entries

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

Exhibit 33. Add Journal Entry

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

Amending Embargoes

Use the following procedure to amend an effective embargo. The revised embargo is in **Pending** status and is forwarded for approval.

1. Select **Embargoes > Search Embargoes**. Perform a search for the effective embargo that you want to amend. The Search Embargo Results page is displayed.

2. Select the Embargo Number of the embargo that you want to amend. The Embargo Details page is displayed.

3. Select **Amend**. The Amend Embargo page is displayed with fields open for change (see Exhibit 34).

Exhibit 34. Amend Embargo

Waybill Parties

○ Target Select Waybill Parties ● Target All Waybill Parties

Except These Waybill Parties:

CIF 🔍 + 🗑 ☐ Shipper ☐ Consignee ☐ Care of party ☐ Ship From ☐ Pick Up

Current Amendment Reason

Amendment Reason *
- No Amendment Reason -   ▾

Amendment Detail

Amendment History

Amendment No.	Amendment Date/Ti...	Amendment Reason	Amendment Reason Detail	Roadmark	Officer
3	12/21/2022 11:16:42	Other-Specify	Updated cause note.	BNSF	B162886
2	12/21/2022 10:12:50	Other-Specify	Removed CIF and expanded to all automotive customers.	BNSF	B162886
1	11/18/2022 08:44:18	Remove CIF Customer		BNSF	B162886
0	11/17/2022 17:13:51			BNSF	B162886

[Issue Amendment]

4. Complete or modify the available input fields (see Issuing Embargoes on for additional information).

Note: Deselecting the **Allow Admin Issued Permits** checkbox when **Allow Permits** is "No" will cancel all active permits for this Embargo.

---

5. Use the Current Amendment Reason drop-down (see Exhibit 35) to select a suitable reason for the amendment. Use the free-form input field to elaborate the reason.

Exhibit 35. Current Amendment Reason

Current Amendment Reason

Amendment Reason *
- No Amendment Reason -   ▾

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

Exhibit 36. Successfully Amended Message

You have successfully amended the embargo.
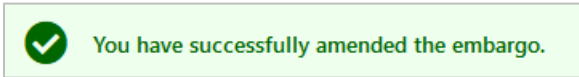
The submitted amendment reason appears at the bottom of the page in Amendment History (see Exhibit 37).

Exhibit 37. Amendment Reason

Amendment History

Amendment No.	Amendment Dat...	Amendment Reason	Amendment Reason Detail	Roadmark	Officer
1	01/08/2021 08:44:...	Add/Remove Stations by Participant		BNSF	B009919

Removing Geographic Locations from Embargoes

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

1. Select that you want to amend an embargo (see Amending Embargoes).

2. In the Geography section of the Amend Embargo page, select the corresponding magnifying glass with a minus sign on it next to the locations that you want removed (see Exhibit 38).

Exhibit 38. Magnifying Glass to Remove Stations

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

Exhibit 39. Remove Geography
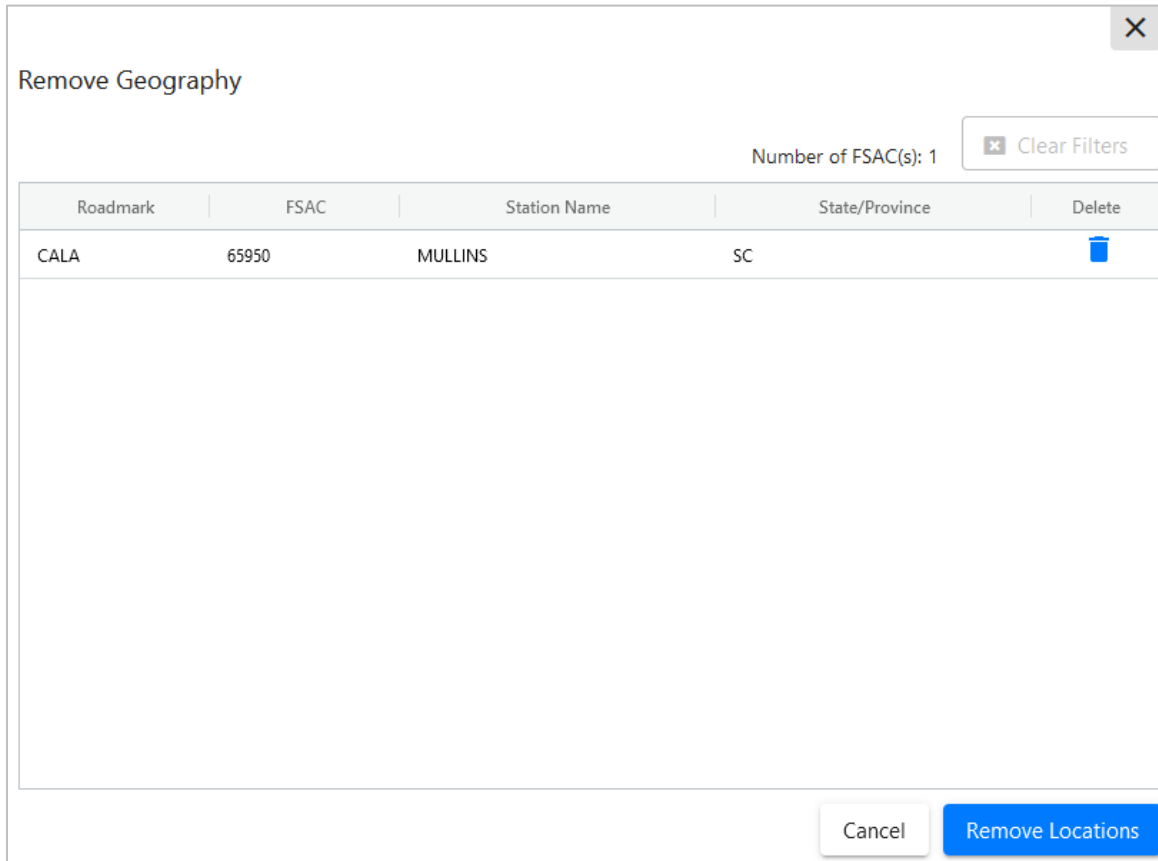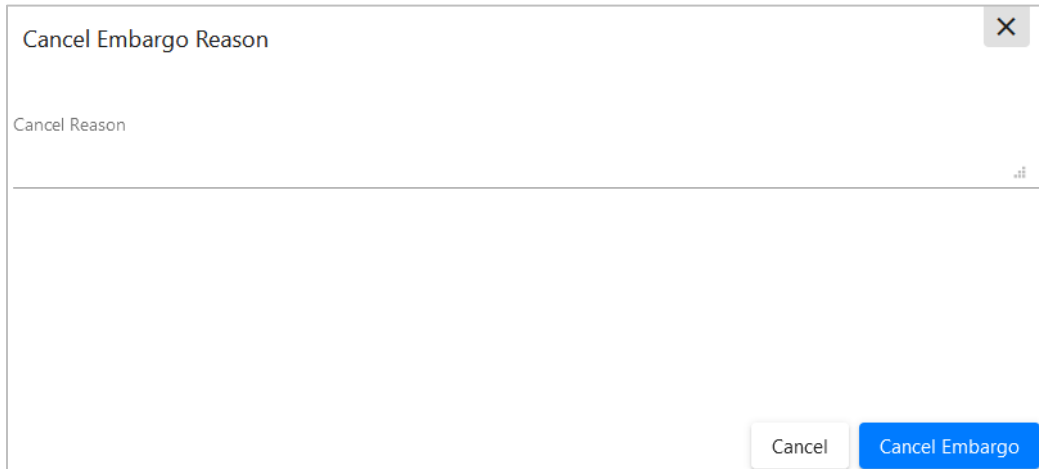
3. Select the trash can icon next to the location you want removed.

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

Cancelling Embargoes

Use the following procedure to cancel an embargo.

1. Select **Embargoes > Search Embargoes**. Perform a search for the effective embargo that you want to cancel. The Search Embargo Results page is displayed.

2. Select the Embargo Number of the embargo that you want to cancel. The Embargo Details page is displayed.

3. Select the **Cancel** button. The Cancel Embargo Reason pop-up box appears (see Exhibit 40).

Exhibit 40. Cancel Embargo Reason
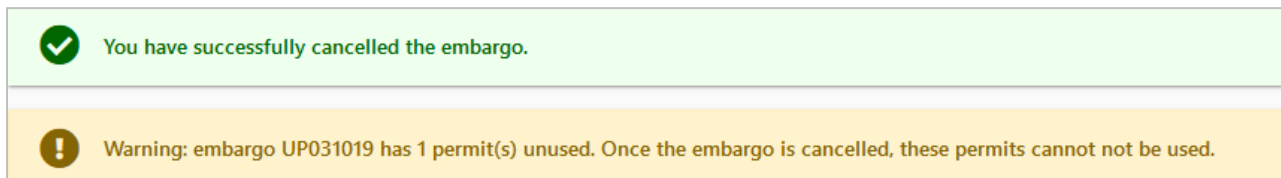
4. Enter a reason for the cancellation and select the **Cancel Embargo** button. Select **Close Screen** if you want to back out of the cancellation process. A message is displayed informing you that the embargo is cancelled. A warning is displayed if the cancelled embargo has any permits (see Exhibit 41).

Exhibit 41. Successful Cancel Message with Permit Warning

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

Re-issuing Embargoes

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

Notes:

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

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

1. Select **Embargoes > Search Embargoes**. Perform a search for the currently approved/effective embargo issued by your company that you want to re-issue. The Search Embargo Results page is displayed.

2. Select the Embargo Number of the embargo that you want to re-issue. The Embargo Details page is displayed.

3. Select the **Re-Issue** button. The Embargo Re-Issue Details page is displayed (see Exhibit 42).

Exhibit 42. Embargo Re-Issue Details

Embargo Re-Issue Details

General Embargo Information

Embargo No: CALA002420

Request Date: 09-21-2020

Expiration Date
09-21-2021

Status: Effective   Issuing Road: CALA   Allow Permits: No

Cancel   Re-Issue

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

Exhibit 43. Successfully Re-Issued Message with Notes Warning

✓ You have successfully re-issued an embargo.

❗ Please check all notes to make certain the notes still pertain to the new re-issued embargo.

A confirmation email is sent out to addresses that have been set up in a subscription list. A reissued embargo is created in **Pending** status and is sent for AAR approval.
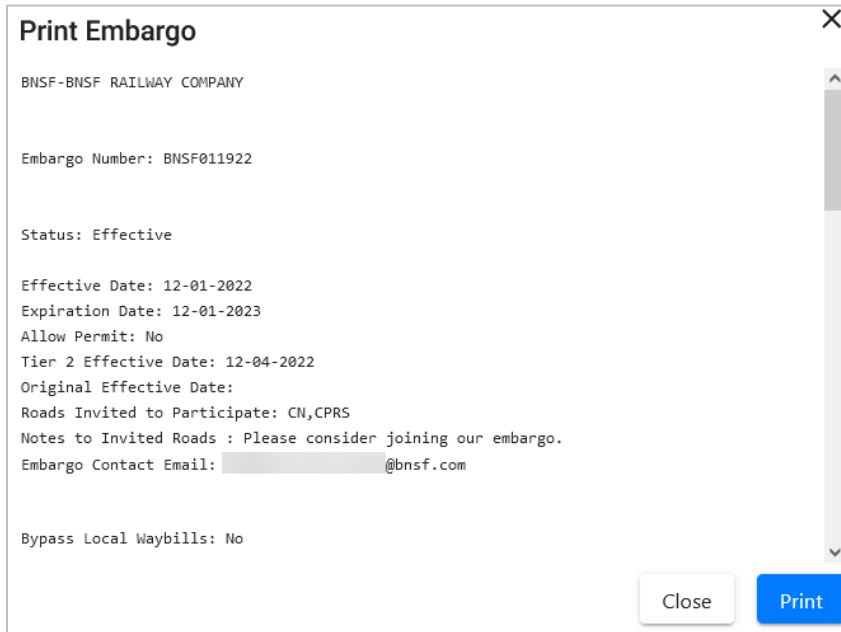
Printing Embargoes

Use the following procedure to print an embargo:

1. Select **Embargoes > Search Embargoes**. Perform a search for the embargo that you want to print. The Search Embargo Results page is displayed.

2. Select the Embargo Number of the embargo that you want to print. The Embargo Details page is displayed.

3. Select the **Printable View** button. A print-ready version of the embargo is displayed (see Exhibit 44).

Exhibit 44. Print Embargo View


```
Print Embargo                                              ✕

BNSF-BNSF RAILWAY COMPANY


Embargo Number: BNSF011922


Status: Effective

Effective Date: 12-01-2022
Expiration Date: 12-01-2023
Allow Permit: No
Tier 2 Effective Date: 12-04-2022
Original Effective Date:
Roads Invited to Participate: CN,CPRS
Notes to Invited Roads : Please consider joining our embargo.
Embargo Contact Email:                    @bnsf.com


Bypass Local Waybills: No
```

                                                             [Close] [**Print**]

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

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

Viewing and Completing Draft Embargoes

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

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

2. From the available drop-down, select **Draft**. A list of embargoes in draft status is displayed (see Exhibit 45).

Exhibit 45. View Pending Embargoes (Draft)

View Pending Embargoes

Road	Embargo Number	Issue Date	Last Modified Time	Status
CSXT	CSXT000320	09/01/2020	15:37:49	Pending
BNSF	BNSF000420	09/23/2020	09:46:57	Pending
UP	UP000920	04/06/2020	15:56:39	Pending
CALA	CALA002420	09/21/2020	09:26:37	Pending Reissue
CALA	CALA001220	02/16/2020	11:15:51	Pending
FXE	FXE000420	09/02/2020	10:47:53	Pending Amend
UP	UP000720	04/06/2020	15:46:44	Pending
UP	UP000820	04/06/2020	15:55:23	Pending
CPRS	CPRS000320	04/16/2020	14:21:42	Pending
CALA	CALA001520	04/06/2020	15:46:55	Pending
KCS	KCS000120	02/11/2020	13:14:53	Pending Amend
CALA	CALA001420	04/02/2020	14:39:47	Pending

Status Filter: Pending — Number of Pending Embargo(es): 12 — Clear Filters

1 to 12 of 12 |< < Page 1 of 1 > >|

Return

3. Select the column header to sort the column in descending or ascending order. Arrow up is descending; arrow down is ascending.

4. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

5. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria.   Select the **Clear Filters** button to clear all filters.

6. Select the **Embargo Number** link of the draft embargo that you want to view/complete. The Embargo Details page is displayed.

7. Select **Edit** to resume work on the displayed embargo. The General Embargo Information page is displayed allowing you to edit/complete the available fields.

8. Complete and edit the available fields (see Issuing Embargoes for additional information).

9. Perform one of the following steps:

    a. Select **Issue Embargo**. A message appears at the top of the page informing you that the embargo has been successfully issued. The system sends an email to the AAR to approve the request. If errors are found, then they must be corrected before the embargo can be issued. Errors appear at the top of the page.

      b.   Select **Save Draft** to save any changes made without submitting the embargo.

Creating an Embargo Template

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

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

Exhibit 46. Create Embargo Template

Create Embargo Template

General Embargo Template Information

Template Name *

Template Description *

☐ Op Station Notice

Issuing Road *

Allow Permits *
Yes

Bypass Local Waybills *

Embargo Contact Email *

Permit Contact Email/Url

☐ Include Empty Revenue Cars   ☐ Include All Empty Cars   (Only for causes of Weather Conditions, Derailment, Bridge Out of Service, Catastrophic Event, Spontaneous Labor Action, Civil Activism, or Congestion/Accumulation.)

Min Car Allowed

Max Car Allowed

Commodity

⦿ Target Select Commodities   ◯ Target All Commodities

Include These Commodities

Cause

Cause *
- Choose a Cause -

Cause Detail

Notes

Notes

Geography

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

⦿ Include These Locations   ◯ Target All Locations

Origin

FSAC

☐ Bi-Directional   Destination   FSAC   +   🗑

☐ Exclude These Locations

Origin

FSAC

☐ Bi-Directional   Destination   FSAC

⦿ Include These Interchanges   ◯ Target All Interchanges

OR

Choose a Geography Template.

AB FSACs
BC FSACs
FSRR
GREAT RIVER RAILROAD
Greenville Branch Ayer MA

[View Details]

[✓ Apply]

[Create Geography Template]

2. Complete the available described fields:

   a. **Template Name:** Unique name for the template (must be unique across road).

   b. **Template Description:** Description for the template.

3. See Issuing Embargoes for a description of all other fields.

4. Select **Create Embargo Template**. A message is displayed letting you know that the embargo template has been saved (see Exhibit 47).

Exhibit 47. You have successfully saved your Embargo Template message

See Viewing and Applying an Embargo Template for information about applying the template.

Viewing and Applying an Embargo Template

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

Note: See Creating an Embargo Template for instructions on creating an embargo template.

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

Exhibit 48. View Embargo Templates

View Embargo Templates

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

Number of Embargo Template(s): 90   Clear Filters   ⬇

Road	Template Name	Template Description
BNSF	Azteca Milling	Azteca Milling
BNSF	Temco Tacoma Wa	Temco
BNSF	Tacoma Wa	Temco
BNSF	Kalama Wa	Kalama Export
BNSF	CLD IRVING	Irving - Portland Or
BNSF	CLD ODOCK	CLD ODOCK - Portland Or
PHL	MORWAL	All traffic except pet coke
PHL	Pacific Coast Recycling - Jimco	All traffic including empties
PHL	LA Grain	all traffic except empties
CGR	Disaster Plan/Mobile Embargo	Disaster Plan/Mobile Embargo
TASD	Hurricane Full embargo	Hurricane Full embargo
TASD	Hurricane Inbound only Embargo	Hurricane Inbound only Embargo
TASD	Grain Embargo	Grain Embargo
PHL	MORWAL - DDG	MORWAL DDG inbounds
BNSF	United Harvest Vancouver Wa	UH Vancouver Wa

1 to 90 of 90 |<   <   Page 1 of 1   >   >|

Return

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

Exhibit 49. Embargo Template Details

Embargo Template Details			

General Embargo Template Information

Template Name: Seapacific   **Template Description:** Seapacific Congestion

Issuing Road: BNSF

Allow Permits: Yes   **Include Empty Revenue Cars:** Yes   **Include All Empty Cars:** No   **Min Car Allowed:**

Max Car Allowed: **Last modified By:**   **Email:**   **Last modified on:** 10-31-2011

Bypass Local Waybills: No

Embargo Contact Email:

Commodity

Target All Commodities

Cause

Cause: Congestions/Accumulation

Cause Detail: Congestion and accumulation.

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	FSAC	Station Name	State/Province	N	Roadmark	FSAC	Station Name	State/Province
	*				BNSF	01036	WILLISTON	ND

Equipment

UMLER Equipment Types: Target All UMLER Equipment Types

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

Waybill Parties

Exclude waybills with missing waybill parties (CIFs)

Include Any of These Waybill Parties:

CIF	Patron Name	Address	City	State/Prov.	Patron Type
9635098698000					Consignee, Care of party

Notes

Please contact Janet Zhang for permits at janetz@seapacific.com.

[Return] [Issue Embargo] [Clone] [Edit] [Delete]

3. To issue a new embargo based on the template, select the **Issue Embargo** button. Complete the available input fields (see <u>Issuing Embargoes</u> for additional information).

Searching for Embargo Officers

Use the following procedure to search for Embargo Officers:

1. Select **Embargoes > Search Embargo/Permit Officers**. The View Railroad Embargo and Permit Officers page is displayed (see <u>Exhibit 50</u>).

Exhibit 50. View Railroad Embargo and Permit Officers

2. Enter the **Roadmark** of the Embargo Officer (leave empty to view all roads).

3. Select to display **Only Embargo Officers**.

4. Select **Search**. The Search Embargo Officers Results page is displayed (see Exhibit 51).

Exhibit 51. Search Embargo Officers Results

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

Viewing AAR Circular TD-1

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

Exhibit 52. Circular TD-1

Association of American Railroads
Safety and Operations • Business Services
425 Third Street, SW • Washington, D.C. 20024

CIRCULAR NO. TD-1

IN EFFECT AS OF JANUARY 1, 2021
EXCEPT AS NOTED
CODE OF CAR SERVICE RULES/CODE OF CAR HIRE RULES

PREAMBLE
The Rules contained herein do not foreclose subscribers from entering into other agreements
which may differ from these rules.

Note: Substantive changes are highlighted in yellow.

TO: TRANSPORTATION OFFICERS--ALL RAILROADS

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

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

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

Managing Embargo Permits

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

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

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

Exhibit 53. Embargo Permits Menu

Embargo Permits ▾

Request Permit
Search Permit Number
Search Permits
Search Permit Requests
Admin Permit Create
Upload Permits
Search Embargo/Permit Officers
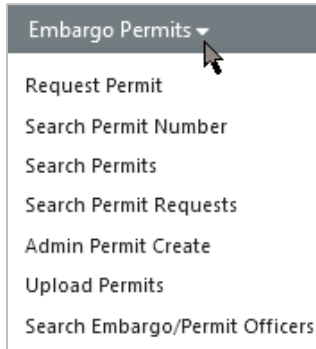
Exhibit 54 describes the tasks available on the Embargo Permits menu.

Exhibit 54. Embargo Permits Menu Items and Descriptions

Menu Item	Description
Request Permit	Enables you to request a permit to bypass an embargo.
Search Permit Number	Enables you to search for and view any embargo permit for which you have the permit number regardless of status.
Search Permits	Enables you to search and view all issued embargo permits.
Search Permit Requests	Enables you to search permit requests of different statuses.
Admin Permit Create	Enables a Railinc Administrator to issue a permit for an embargo (for example, if a shipper cannot access the Embargo/OPSL Notes System).
Search Embargo/Permit Officers	Enables you to search for embargo and permit officers for all marks.

Requesting Embargo Permits

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

Note: The following must be true:

- The embargo selected must allow permits.

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

Use the following procedure to request an embargo permit:

1. There are two ways to request an embargo permit:

   a. Search for the embargo to which you want to request to have a permit applied (see Searching and Viewing Embargoes). The Embargo Details page is displayed. Select the **Request Permit** button.

   b. Select **Embargo Permits > Request Permit**. With this path, you must specify the embargo number on the Create Permit Request page.

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

Exhibit 55. Create Permit Request

Create Permit Request	
Instructions:	After submission of your request, for issues with permits/ obtaining permit numbers, please contact the permit officer(s) for the issuing road. To access a listing of railroad permit officers, please select Permits drop down and choose Search Officers option.

Permit(s) for Embargo *

Status:	New	Requester ID:	
Requester Contact:			

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

Priority *	Number of Permits Needed *
Medium	1

Reason *

Permit Start Date	Permit End Date
08-26-2021	10-25-2021

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

Shipper CIF	Consignee CIF

Origin FSAC			**Destination FSAC**		
Road Mark	-	FSAC	Road Mark	-	FSAC

Free Form Commodity *

Return   Submit

2. Complete the available input fields:

Field	Description
*Permit(s) for Embargo	If entering the page directly from the menu (**Embargo Permits > Request Permit**), then this option enables you to specify the Embargo number to which the permit(s) should be applied.
*Priority	Select the priority (High, Medium, or Low).
*Reason	Free-form reason for the permit.
*Number of Permits Needed	Enter the number of permits required.
Permit Start Date	Must be equal to or after associated embargo start date; must be prior to associated embargo end date; must be prior to requested end date.
Permit End Date	Default is calculated as 60 working days after start date or set as the associated embargo end date, whichever comes first. May not be equal or prior to requested start date. May not be prior to associated embargo start date. May not be after associated embargo end date.
Shipper CIF	One per permit request. If the Shipper CIF is specified in the associated embargo, then the entered CIF must be one of those specified.
Consignee CIF	One per permit request. If Consignee CIF is specified in the associated embargo, then the entered CIF must be one of those specified.
Origin FSAC	Origin Freight Station Accounting Code. Enter Road Mark and then FSAC number.
Destination FSAC	Destination Freight Station Accounting Code. Enter Road Mark and then FSAC number.
*Free-form Commodity	Multiple commodities allowed per permit. If a STCC is specified in the associated embargo, the entered STCC must be one of those specified. Free-form text is allowed. You may enter STCC code(s) or description(s).

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

Searching and Viewing Embargo Permits

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

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

Exhibit 56. Search Permits

2. Complete the available input fields:

Field	Description
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
Embargo Number	10-character, system-generated identifier for created embargoes that consists of the following components: ▪ Issuing railroad road mark, ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of a new year, ▪ 2-digit year. Here is an example of an embargo number: BNSF011102
Embargo Issued By	Road mark that created the embargo. Select the magnifying glass to bring up the Road Mark Lookup page.
Equip ID	Reporting mark and number of rail equipment.

Field	Description
Start/End Date	Start and End Date Range for permits; select the calendar icon for assistance with date entry.
Waybill Number	Number associated with the waybill.
Waybill Date	Date waybill was created.
Permit Status	List of possible permit request statuses available for selection; multiple selections are allowed.

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

Exhibit 57. Search Permit Results

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

Exhibit 58. View Permit Details

5. Perform one of the following actions (the available actions vary depending on the status of the permit):

   a) Select the **Permit(s) for Embargo** link to view the embargo associated with the displayed permits.
   b) Select **Return** to return to the Search Permit Results page.
   c) Select **Printable View** to view a printable version of the permit.
   d) Select **Cancel Permit** to cancel the displayed permit (for "effective" permits).
   e) Select **View Audit Log** to audit a history of the displayed permit.
   f) Select **Export As XML** to export the displayed permit as XML.
   g) Select **Export As CSV** to export the displayed permit in CSV format.
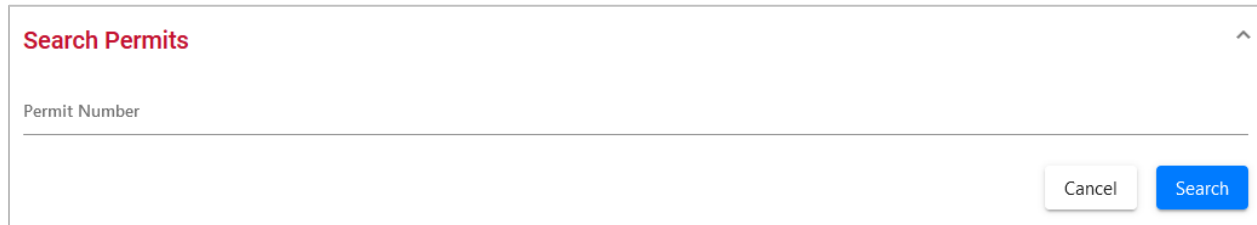
Searching by Embargo Permit Number

If you know the permit number, use the following procedure to view any single permit regardless of status:

1. Select **Embargo Permits > Search Permit Number**. The Search Permits page is displayed (see Exhibit 59).

Exhibit 59. Search Permits (By Permit Number)

2. Complete the **Permit Number** field. Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, CN120AA014).

3. Select **Search** to initiate the search for matching permits. The Search Permit Results page is displayed with the single matching permit (see Exhibit 60).

Exhibit 60. Search Permit Results

4. Review the information about the single permit. Perform one of the following tasks:

    a) Select the down arrow in the top right open Search Permits and enter another permit number and perform another search.

    b) Select the Download icon [icon] to open or save your search results in a spreadsheet.

Searching and Viewing Embargo Permit Requests

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

1. Select **Embargo Permits** > **Search Permit Requests**. The Search Permit Requests page is displayed (see Exhibit 61).

Exhibit 61. Search Permit Requests

2. Complete the available input fields:

Field	Description
Embargo Number	10-character, system-generated identifier for created embargoes that consists of the following components:
	▪ Issuing railroad road mark,
	▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of each new year,
	▪ 2 digits for the last two numbers of the year.
	Here is an example of an embargo number: BNSF011102
Embargo Issued By	Road mark that created the embargo. Select the magnifying glass to bring up the Road Mark Lookup page.
Start/End Date	Start and End Date range for permits; select the calendar icon for assistance with date entry.
Permit Status	List of possible permit request statuses available for selection; multiple selections are allowed.

3. Select the **Search** button. The Search Permit Request Results page is displayed (see Exhibit 62). Permit requests that are highlighted in yellow are high priority.

Exhibit 62. Search Permit Request Results

4. Select the **Request ID** link of the permit request that you want to view. The Permit Request Details page is displayed (see Exhibit 63).

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

Exhibit 63. Permit Request Details - Pending

Permit Request Details

Permit(s) for Embargo:	CALA000720	Request ID:	71427
Status:	Pending	Requester ID:	MICHDOC

Requester Contact:

Priority:	Medium	Reason:	priority delivery
Number of Permits Needed:	10		
Permit Start Date:	01-30-2020	Permit End Date:	10-06-2020

Waybill Parties:

Origin / Destination:

Free Form Commodity: all commodities

Instructions: For issues with permits/ obtaining permit numbers, please contact your permit officer listed below.

Permit officer name	Phone number	Email address

[Return] [Printable View] [Edit Request] [Reject Request] [Start Approval] [View Journal] [View audit log]

5. Perform one of the following actions:

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

   b) Select the **Permit(s) for Embargo** link to view the embargo associated with the displayed permits.

   c) Select **Return** to return to the Search Permit Request Results page.

   d) Select **Printable View** to view a printable version of the permit request.

   e) Select **Edit Request** to edit the permit request.

   f) Select **Reject Request** to reject the displayed permit request.

   g) Select **Start Approval** to start the approval process.

   h) Select **View Journal** to view journal entries associated with the permit request.

   i) Select **View Audit Log** to view audit log details on the displayed permit request.

Exhibit 64. Permit Request Details - Approved

Permit Request Details

Permit(s) for Embargo:	BNSF000323	Request ID:	86610
Status:	Pending	Requester ID:	
Requester Contact:	Michelle Ferrar		
	RAILINC CORPORATION		
Priority:	Medium	Reason:	permit reason
Number of Permits Needed:	1		
Permit Start Date:	01-17-2023	Permit End Date:	06-26-2023
Waybill Parties:			
Origin / Destination:			
Free Form Commodity:	butane gas		
Instructions:	**For issues with permits/ obtaining permit numbers, please refer to the original embargo for information on the permit officer.**		

Return | Printable View | Edit Request | Reject Request | Start Approval | View Journal | View audit log

6. For approved permit requests, perform one of the following actions:

a) Select **Return** to return to the Search Permit Request Results page.

b) Select **Printable View** to view a printable version of the permit request.

c) Select **View Permits** to view all permits for the permit request (Exhibit 65). This page also provides a **Printable View** to view a printable version of the permits for the request.

d) Select **View Journal** to view journal entries associated with the permit request.

e) Select **View Audit Log** to view audit log details on the displayed permit request.

Exhibit 65. View Permits

View All Permits For Permit Request

Permit(s) for Embargo:	NS000222	Request ID:	78013
Permit Start Date:	04-06-2022	Permit End Date:	07-04-2022
Number of Permits Needed:		Num of Permits Allowed Per Day:	1

Commodity

STCC	Description
4905788	BUTANE

Permits In Series

Permit Number	Used Date/ Time	Status	Equipment ID	Billing Road
NZL5570680		Cancelled		

Return   Printable View

Administering Embargo Permit Creation

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

1. Select **Embargo Permits > Admin Permit Create**. The Issue Permit page is displayed (see Exhibit 66).

Exhibit 66. Issue Permit

Issue Permit

Permit(s) for Embargo *

Status: New

☑ **Railinc Generated Permit Number(s)**

Number of Permits Needed *	Num of Permits Allowed Per Day
1	1

Permit Start Date	Permit End Date
06-03-2022	08-02-2022

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

◯ Include All Embargoed STCCs

Permit These STCC Commodities

Return   Issue Permit

2. Complete the available input fields:

Field	Description
*Permits for Embargo	Enter the embargo number of the embargo for which you want to issue a permit. An **embargo number** is a 10-character, system-generated identifier for created embargoes that consists of the following components: ▪ Issuing railroad road mark, ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of each new year, ▪ 2 digits for the last two numbers of the year. Here is an example of an embargo number: BNSF011102
*Number of Permits Needed	Enter the number of permits required.
Railinc Generated Permit Number(s)	If checked, Railinc assigns a random alpha-numeric Permit Number. If not checked, a text box appears allowing you to assign your own Permit Numbers. Separate multiple entries by commas.
Number of Permits Allowed Per Day	This automatically populates with the **Number of Permits Needed** but can be changed to a lesser number that is allowed per day.
Permit Start Date	Must be equal to or past associated embargo start date; must be prior to associated embargo end date; must be prior to the requested end date.
Include All Embargoed STCCs	An Embargo Number must be entered in the **Permit(s) for Embargo** field before this feature is active. Toggle on (blue) this feature to import all the STCC commodities associated with the embargo. Up to 112 STCCs appear below the toggle button. The form does not allow duplicate STCCs to be added to the list if this toggle is turned off and on again. Select the **Permit These STCC Commodities** field to edit or delete the STCCs.
Permit End Date	Default is calculated as 60 working days after the start date or set as the associated embargo end date, whichever comes first; may not be equal to or prior to the requested start date; may not be prior to the associated embargo start date; may not be after the associated embargo end date.

Field	Description
Permit These STCC Commodities	Multiple STCCs are allowed per permit; if STCC(s) are specified in the associated embargo, then the entered STCC must be one of those specified.

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

Approving Embargo Permit Requests

Note: This process is for Permit Officers.

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

Use the following procedure to approve embargo permit requests:

1. Perform a search for permit requests (see Searching and Viewing Embargo Permit Requests).

2. From the Permit Request Details page, select **Start Approval** to start the approval process. The Approve Permit Request page is displayed (see Exhibit 67).

Exhibit 67. Approve Permit Request

Approve Permit Request

Permit(s) for Embargo: BNSF000722   Status: Pending

Requester ID: BSMXF01   Requester Contact:

Note

Reason *
testing

Priority *   Number of Permits Needed *   Num of Permits Allowed Per Day
Medium   1   1

Permit Start Date   Permit End Date
04-21-2022   07-04-2022

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

Shipper CIF   Consignee CIF

Origin FSAC   **Destination FSAC**

Road Mark   -   FSAC   Road Mark   -   FSAC

Free Form Commodity: gas

⚪ Include All Embargoed STCCs

Permit These STCC Commodities

Return   Approve Permit

3.   Complete the available input fields:

Field	Description
Note	Free-form notes field.
***Reason**	Free-form field; reason for the embargo permit request.
***Priority**	Select the priority (High, Medium, or Low).
***Number of Permits Needed**	Enter the number of permits required.
Number of Permits Allowed per Day	Enter the number of permits allowed each day.

Field	Description
Permit Start Date	Must be equal to or past associated embargo start date; must be prior to associated embargo end date; must be prior to requested end date.
Permit End Date	May not be equal or prior to requested start date. May not be prior to associated embargo start date. May not be after associated embargo end date.
Shipper CIF	One per permit. If Shipper CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Consignee CIF	One per permit. If Consignee CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Origin FSAC	Origin Freight Station Accounting Code. Enter Road Mark and then FSAC number. Lookup available.
Destination FSAC	Destination Freight Station Accounting Code. Enter Road Mark and then FSAC number. Lookup available.
Include All Embargoed STCCs	Toggle on (blue) this feature to import all the STCC commodities associated with the embargo. Up to 112 STCCs appear below the toggle button. The form does not allow duplicate STCCs to be added to the list if this toggle is turned off and on again. Select the **Permit These STCC Commodities** field to edit or delete the STCCs.
Permit These STCC Commodities	Multiple STCC(s) are allowed per permit. If STCC(s) are specified in the associated embargo, then the entered STCC must be one of those specified.

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

Rejecting Embargo Permit Requests

Note: This process is for Permit Officers.

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

Use the following procedure to reject embargo permit requests:

1. Perform a search for permit requests (see <u>Searching and Viewing Embargo Permit Requests</u>).

2. From the Permit Request Details page, select **Reject Request**. The Permit Request Reject Reason Pop-up window is displayed (see Exhibit 68).

Exhibit 68. Permit Request Reject Reason

3. Enter a free-form rejection reason and select **Reject**. The system notifies the requestor. The permit request is now considered rejected and may not have waybills approved against it. The Permit Request Details page is displayed (see Exhibit 69).

Exhibit 69. Permit Request Successfully Rejected

Searching for Embargo Permit Officers

Use the following procedure to search for Embargo Permit Officers:

1. Select **Embargo Permits > Search Embargo/Permit Officers**. The View Railroad Embargo and Permit Officers page is displayed (see Exhibit 70).

Exhibit 70. View Railroad Embargo and Permit Officers

2.   Enter the **Roadmark** of the OPSL or Permit Officer (leave empty to view all roads).

3.   Select to display **Only Permit Officers**.

4.   Select **Search**. The Search Permit Officers Results page is displayed (see).

Exhibit 71. Search Permit Officers Results

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

Working with OPSL Notes

When you select **OPSL Notes** on an AAR Embargo System page, the OPSL Notes menu is displayed (see Exhibit 72).

Exhibit 72. OPSL Notes Menu
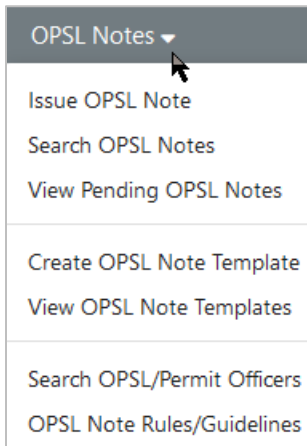
Exhibit 73 describes the tasks available on the OPSL Notes menu.

Exhibit 73. OPSL Notes Menu Items and Descriptions

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

Viewing OPSL Note Rules and Guidelines

To access basic overview rules and guidelines for the creation of OPSL Notes, select **OPSL Notes > OPSL Note Rules/Guidelines**. The OPSL Note Rules and Guidelines page is displayed (see Exhibit 74).

Exhibit 74. OPSL Note Rules and Guidelines

Searching OPSL Notes

Use the following procedure to search for OPSL Notes:

1. Select **OPSL Notes > Search OPSL Notes**. The Search OPSL Notes page is displayed (see [Exhibit 75](#)).

Exhibit 75. Search OPSL Notes

2. Complete the available input fields:

Field	Description
OPSL Note No.	An **OPSL tariff note number** is 10 characters in length and consists of the following components:

- Issuing railroad road mark
- OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition.
- 4-digit Tariff Note item number

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

Field	Description
Issuing Road	Enter road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Created By	Single Sign-On User ID of the creator of the OPSL Note.
State/Province	From the drop down choose a State/Province.
Status	**All** – by checking this box, all OPSL Notes that have been created and handled by the OPSL Admin are returned regardless of their status.
	Amended – by checking this box, only approved and amended OPSL Notes are returned.
	Cancelled – by checking this box, only OPSL Notes approved and later cancelled by the road are returned.
	Approved/Effective – by checking this box (default), only the approved and effective OPSL Notes are returned.

3. Select **Search**. The results of the specified search are displayed (see Exhibit 76).

Exhibit 76. Search OPSL Note Results

Search OPSL Notes Results

Number of OPSL Note(s): 201 — Clear Filters

Issuing Road	OPSL ...	Effecti...	Allow ...	Sta...	Cancell...	Info Only ...	Roads Inv...	Cause	Commo...	Origin	Destina...	State/...	Patrons
AKMD	AKMD...	07/27/...	YES	Effe...		NO		Weight restrictions	All	Any	AKMD-...	AR	Except 0...
AN	ANAG...	02/01/...	NO	Effe...		NO	CSXT	Other - specify	All	Any	AN-100...	FL	All
AO	AOAO...	10/12/...	NO	Effe...		NO		Other - specify	All	AO-784...	Any	WV	All
BGS	BGSAL...	07/19/...	NO	Effe...		NO		Commodity restrictions	480000...	Any	Any	Any	All
BNSF	BNSFA...	11/06/...	NO	Effe...		NO		Other - specify	All	Any	Any	TX, +	All
BNSF	BNSFA...	01/30/...	NO	Effe...		NO		Commodity restrictions	0119311	Any	Any	Any	All
BNSF	BNSFA...	05/24/...	NO	Effe...		NO		Other - specify	All	Any	BNSF-2...	MO	044573...

1 to 100 of 201   Page 1 of 3

4. Select the **OPSL Note No** link to view its full details. The OPSL Note Details page is displayed (see Exhibit 77).

Exhibit 77. OPSL Note Details

OPSL Note Details

General OPSL Note Information

OPSL Note No: AOAO2505

Effective Date: 10-12-2020   **Published Date:** 10-12-2020   **Supplement Number:**

Status: Effective   **Issuing Road:** AO - APPALACHIAN & OHIO RAILROAD INC

Allow Permits: No   **Allow Admin Issued Permits:** No   **Bypass Local Waybills:** No

Tier 2 Effective Date: 10-12-2020

Include All Empty Cars: Yes   **Min Car Allowed:**   **Max Car Allowed:**

OPSL Note Contact Email:

Roads Invited to Participate:

Cause

Cause: Other - specify

Cause Detail: Bridge out of Service

Commodity

Target All Commodities

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	**FSAC**	**Station Name**	**State/Province**	Y	**Roadmark**	**FSAC**	**Station Name**	**State/Province**
AO	70564	COWEN	WV			×		
AO	78420	EVERGREEN	WV					

Equipment

UMLER Equipment Types: Target All UMLER Equipment Types

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

Waybill Parties

Target All Waybill Parties

Return   Export As XML   Printable View   Resend XML

5. Perform one of the following actions (the available actions may vary depending on your permissions):

a) Select **Clone** to clone the displayed OPSL Note (see Cloning OPSL Notes).

Select **Printable View** to display a printable version of the OPSL Note (see Exhibit 78). Select **Print** to print out the displayed OPSL Note or select **Close** to cancel the printing.

Exhibit 78. Print OPSL Note

```
Print OPSL Note                                    ✕

BNSF-BNSF RAILWAY COMPANY

OPSL Note Number: BNSFAR1111


Status: Effective


Companion OPSL Note Number: None


Effective Date: 01-26-2023
OPSL Published Date: 01-26-2023


Allow Permit: Yes
Tier 2 Effective Date: 01-26-2023
Roads Invited to Participate:


OPSL Note Contact Email: _____@railinc.com
Permit Contact Email/URL: railinc.com


Bypass Local Waybills: No


Information Only: No


Include All Empty Cars: No

                                  Close      Print
```

b) Select **Export As XML** to export the displayed OPSL Note in XML format. See Exporting OPSL Notes as XML.

c) Select **Amend** to issue an amendment to the displayed OPSL Note. See Amending OPSL Notes.

d) Select **Cancel** to cancel the OPSL Note. See Cancelling OPSL Notes.

e) Select **Request Permit** to request a permit for the OPSL Note. See Requesting OPSL Note Permits.

f) Select **Admin Issue Permit** to issue an OPSL Note Permit as an administrator. See Review the information about the single permit. Perform one of the following tasks:

c) Select the down arrow in the top right open Search Permits and enter another permit number and perform another search.

d) Select the Download icon ⬇ to open or save your search results in a spreadsheet.

g) Administering OPSL Note Permit Creation.

h) Select **Show Audit Trail** to view a history of the displayed OPSL Note record. See Searching Audit Logs from the Tools Menu.

i) Select **View Journal** to display any journal entry associated with the OPSL Note (See View/Create a Journal Entry). See Viewing and Creating OPSL Note Journal Entries.

j) Select **Return** to return to the Search OPSL Notes Results page. You can also use the back button in your browser to return to your search results.

Searching OPSL Notes – Advanced Search

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

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Select the toggle button next to **Advanced Search** in the top right corner to reveal additional search options (see Exhibit 79).

    Note: Select the toggle button again to return to the Simple Search and hide the advanced search fields.

Exhibit 79. Search OPSL Notes – Advanced Search

2. Complete the available input fields:

Field	Description
OPSL Note No.	An **OPSL tariff note number** is 10 characters in length and consists of the following components:
	• Issuing railroad road mark
	• OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition.
	• 4-digit Tariff Note item number
	Example of a tariff note number: BNSF – AB – 3200
Issuing Road	Enter the road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Effective Date Range	Use the calendar tools to specify a start and end date to filter for the Effective Start Date listed in the OPSL Note.
Exclude Target All Results for Criteria	Select one or more sections of the OPSL Note to remove Target All results from appearing in the search. For example, selecting Commodity may still include one or more commodities, but will not include any OPSL Notes that target all commodities (where All appears in the Commodity column).
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
Created by	Single Sign-On User ID of the creator of the OPSL Note.
Cause	Choose a specific cause from the drop down.
Participating Road	Road invited to participate in the issued OPSL Note.
Participating Roads Added Stations	Select **Yes** to show in the search results any OPSL Note where the participating road has added a station to the OPSL Note.
	Select **No** to show in the search results any OPSL Note where the participating road has not added stations to the OPSL Note.
	Select **Both** to show in the search results any OPSL Note where the participating road has or has not added stations to the OPSL Note.

Field	Description
Status	Check the appropriate box (All, Amended, Cancelled, Approved/Effective).
Commodity	Enter up to three specific STCC's or use the lookup feature by selecting the magnifying glass icon next to the text box.
Waybill Parties	Enter the specific CIF Numbers (all 13 characters) or use the lookup feature by selecting the magnifying glass icon next to the text box.
Umler Equipment Type Code	Choose one of these options: **All Equipment Type Codes** – Include all equipment types. **Select Equipment Type Codes** - Enter standard Umler Equipment Type Codes or use the lookup feature by selecting the magnifying glass icon next to the text box. **Equipment Type Groups** – Select the checkboxes for the equipment types that you want to include.
Geography	Choose one of these options: **All FSAC and States –** Include all geographic locations. **FSAC** – Choosing this option displays text boxes with the ability to Enter up to three specific FSACs. Use the lookup feature by selecting the magnifying glass icon next to each text box. **State/Province** – Choosing this option displays a drop down with the ability to select a specific state/province. **Interchange** – Choosing this option displays text boxes that enable you to search for up to three specific interchanges. Use the lookup feature by selecting the magnifying glass icon next to each text box. Enter an asterisk (*) as a wildcard for either the origin or destination of the Junction Code.

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

Issuing OPSL Notes

Use the following procedure to issue a new OPSL Note:

1. Contact Railinc Product Support and request an OPSL number.

2. Select **OPSL Notes > Issue OPSL Note**. The Issue Restricted Movement OPSL Note page is displayed (see Exhibit 80).

Exhibit 80. Issue Restricted Movement OPSL Note

Equipment

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

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

Include These Umler Equipment Type Groups

☐ A - Equipped Box Cars   ☐ F - Flats   ☐ K - Equipped Hoppers   ☐ Q - Lower Profile Intermodal Flats   ☐ U - Intermodal Containers

☐ B - Unequipped Box Cars   ☐ G - Unequipped Gondolas   ☐ L - Special Types   ☐ R - Refrigerator/RBL's   ☐ V - Automobile Multi-levels

☐ C - Covered Hoppers   ☐ H - Unequipped Hoppers   ☐ P - Conventional Intermodal Flats   ☐ S - Stack Intermodal Flats   ☐ Z - Intermodal Trailers

☐ E - Equipped Gondolas   ☐ J - Gondola GT   ☐ T - Tanks

Equipment Characteristics

☐ Add Equipment Axle Count & Length Conditions to Restrict Movement

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

Clearance Code
[- No Clearance Codes - ▾]

Waybill Parties

● Target Select Waybill Parties   ○ Target All Waybill Parties

○ Include waybills with missing waybill parties (CIFs)   ● Exclude waybills with missing waybill parties (CIFs)

Include [Any ▾] of These Waybill Parties:

CIF [🔍]   ➕   🗑   ☐ Shipper   ☐ Consignee   ☐ Care of party   ☐ Ship From   ☐ Pick Up

[Save Draft]   [Issue OPSL Note]

3. Complete the available input fields:

Field	Description
OPSL Note No.	An **OPSL tariff note number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition. ▪ 4-digit Tariff Note item number provided by Railinc Corp Here is an example of a tariff note number: BNSF – AB – 3200

Field	Description
Information Only OPSL Note	A pop-up box explains this is an information only OPSL Note. Select **OK** to close the pop-up. Checking this only serves as a notice of intent. No waybills are matched, or EDI 824 messages issued. An email is sent to affected parties.
Issued By	Enter road mark or use the lookup feature by selecting the magnifying glass icon next to the text box.
Effective Date	Enter the effective date as it appears on the OPSL book or supplement where the note appears.
Published Date	Enter the published date (issued date) as it appears on the OPSL book or supplement where the note appears.
Supplement Number	If the note is published in an OPSL supplement, enter the supplement number in which it appears.
Allow Permits	To allow permits to the issued OPSL Note, select **Yes**, otherwise select **No**. When **Yes** is selected, the **Permit Contact Email/Url** field appears
Allow Admin Issued Permits	Check this box to allow admin issued permits. This option is only available for users with Embargo Officer permissions for the issuing road and can be selected when **Allow Permits** is **No**.
Bypass Local Waybills	Select **Yes** or **No** to determine if the OPSL Note should bypass local waybills.
OPSL Note Contact Email	Enter the OPSL note contact's email address.
Permit Contact Email/URL	Field appears when **Yes** is selected for Allow Permits. Enter the permit contact's email address or website link.
Include All Empty Cars	Select to include empty car waybills in the OPSL Note.

Field	Description
Participating Roads	Allows a road issuing an embargo to invite other roads to participate in the OPSL Note. Enter one or more road marks. As needed, use the magnifying glass link to look up reporting marks (see Exhibit 81).
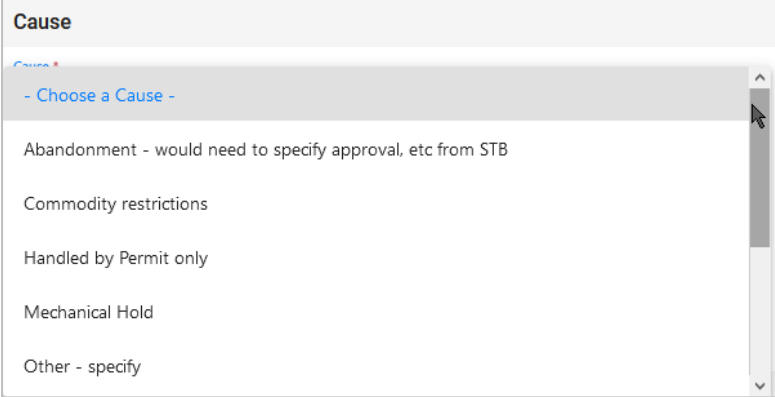
Exhibit 81. Roadmark Lookup

Notes to Participating Roads	Enter free form notes up to 4000 characters to invite roads to participate in the created OPSL Note. Notes to Participating Roads are emailed to "participating" roads when the OPSL Note is issued. Notes cannot be seen by any other roads.
Min Car Allowed	Allows you to specify the minimum car count allowed.
Max Car Allowed	Allows you to specify the maximum car count allowed.

Field	Description
*Cause	Use the drop-down field to select the required cause of the OPSL Note (see Exhibit 82).

Exhibit 82. Choose a Cause

Field	Description
Cause Details	Use this field to explain the reason for the issued embargo (4000 characters). Government, Other, Weather and Weight must have an explanation included in the **Cause Detail** box.
Notes	Enter exact verbiage in the Notes text box that is listed in the OPSL Note Directory (up to 255 characters). This is reviewed for accuracy by the AAR/Railinc Admin.

Field	Description
Commodity	Select either to target your OPSL Note for selected or all commodities (see Exhibit 83).

Exhibit 83. Target Select Commodities

Commodity

⦿ Target Select Commodities ◯ Target All Commodities

Include These Commodities

Target Select Commodities is the default option. Use this option to include only certain commodities. Specify the STCCs in the **Include These Commodities** field. Specify the 7-digit STCCs with a comma separating multiple entries. STCC ranges are entered with the beginning STCC entered, then a dash (-), followed by the ending STCC in the range. Select the magnifying glass to search for STCCs (see Exhibit 84).

Exhibit 84. Target All Commodities

Commodity

◯ Target Select Commodities ⦿ Target All Commodities

Except These Commodities

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

Field	Description
Geography	The Geography section provides you a variety of ways to specify the locations that need to be included in the OPSL Note (see Exhibit 85).

Exhibit 85. Geography

Geography

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

⦿ Include These Locations ◯ Target All Locations

Origin   Destination

FSAC ▾ [   ] ☐ Bi-Directional FSAC ▾ [   ] ✚ 🗑

☐ Exclude These Locations

Origin   Destination

FSAC [   ] ☐ Bi-Directional FSAC [   ]

⦿ Include These Interchanges ◯ Target All Interchanges

Choose a Geography Template.

OR ▾ [   ]

BNSF KC
FSRR
GREAT RIVER RAILROAD
Greenville Branch Ayer MA
Hurricane Gustav

⬈ View Details

✓ Apply

[Create Geography Template]

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

Include These Locations/ Target All Locations	Select one of these radio buttons to determine if the OPSL Note should target all locations except the ones you specify in the exclude section or specific FSACs or States. Selecting **Target All Locations** removes the options to specify Interchanges or a Geography Template.
Origin/ Destination	Use these fields to specify an origin and/or destination location (FSAC or State) for the OPSL Note. Select the Bi-Directional checkbox to have the specified locations applied as both origin and destination. Use the available magnifying glass icons to look up FSACS or State abbreviations.

As necessary use the plus and trash can icons to add additional entry fields to specify multiple Origin/Destination pairs. |
| **Exclude These Locations** | Mark this checkbox to specify FSAC locations that should be excluded from the OPSL Note. There are additional input fields here to specify origin and destination exceptions. Additionally, magnifying glass look icons are provided and a Bi-Directional checkbox is available. |

Include These Interchanges	This checkbox allows you to define the Interchange criteria that will be used when evaluating OPSL Note traffic. The OR option means that when waybills are compared against the OPSL Note the route will be considered along with the Origin and/or Destination (an Interchange can be entered without a Destination). If the waybill route indicates the specified interchange, the waybill will be stopped by this OPSL Note. The AND means a waybill must contain the Origin/Destination as specified on the OPSL Note and must contain the Interchange in its route in order to be stopped by the OPSL Note.
Choose a Geography Template	If you want to create an OPSL Note based on an established geography template, select one listed in the drop-down window. A geography template allows you to include locations related to other OPSL Notes. Select Create a Geography Template to initiate the process of creating a geography template (see Creating Geographic Templates).

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

Target Select Umler Equipment Types	Select the **Target Select Umler Equipment Types** radio button if the OPSL Note should target specific Umler Equipment Types. An input box appears allowing you to enter this information (see Exhibit 86).

Exhibit 86. Target Select Umler Equipment Types

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

Target Select Umler Equipment Type Groups	Select **Target Select Equipment Type Groups** to choose one or more equipment types from the listed groups (see Exhibit 87).

Exhibit 87. Include these Umler Equipment Type Groups

Target Select Umler Railcars	Select **Target Select Umler Railcars** to enter a specific railcar, a list of railcars, or a range of railcars that are restricted by this OPSL Note (see Exhibit 88). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 88. Target Select Umler Railcars

Target Select Intermodal	Select **Target Select Intermodal** in order to list a specific piece of Intermodal equipment, a list of Intermodal equipment, or a range of Intermodal equipment IDs that are restricted by this OPSL Note (see Exhibit 89). For example: UP10000 for a single car or UP10000-10020 for a range. Multiple cars must be separated by commas.

Exhibit 89. Target Select Intermodal

Target Select Umler Field/Status	If you select **Target Select Umler Field/Status**, you can then select the specific listed Umler Element. Then specify the status of the element (not qualified, qualified, or ultra-qualified). See Exhibit 90.

Exhibit 90. Target Select Umler Field/Status

Equipment		
◯ Target Select UMLER Equipment Types	◯ Target All UMLER Equipment Types	◯ Target Select UMLER Equipment Type (
◯ Target Select UMLER Railcars	◯ Target Select Intermodal Equipment	◉ Target Select UMLER Field/Status

UMLER Element Name	Code	Status
☐ Refrigeration Emission Standard For Box Cars	B345	Not Qualified ▼
☐ TC-PD-34 System Generated for Tank Cars	B527	Restricted ▼

Total Weight on Rail	By default, the drop-down indicates no weight restrictions. If you need to specify a weight restriction, use the drop-down to select Equal to or Greater than. Additional fields appear allowing you to specify a weight quantity, as well as checkboxes allowing you to specify weight conditions (Gross Weight, Net Weight, etc.). An additional input field labeled **Except These Cars** allows you to indicate if certain cars should be exempt from the weight restriction (see Exhibit 91).

Exhibit 91. Total Weight on Rail

Equipment Characteristics		
☐ Add Equipment Axle Count & Length Conditions to Restrict Movement		
Total Weight on Rail:	Greater than or equal to ▼	- Select a Quantity - ▼ lbs.

Weight Conditions Used to Restrict Movement:

☑ Gross Weight	☑ Net Weight	☑ Estimated Weight	☑ UMLER Tota

Except These Cars

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

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

| Target Select / All Embargo All Waybill Parties | Select the **Target Select Waybill Parties** option if you want the OPSL Note restricted to specified patrons (see Exhibit 92). When **Target Select Waybill Parties** is selected, choose to include or exclude waybills with missing waybill parties (waybills missing one or more CIFs).

With **Target All Waybill Parties** selected, an exception option appears, allowing you to embargo all waybill parties except certain specified parties. |

Exhibit 92. Target Select or All Waybill Parties

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

Select to include **Any** or **All** CIFs listed. When **All** is selected, all CIFs for each patron listed here must be listed on the waybill to receive an EDI 824 hold.

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

   If all validation rules pass after selecting to issue an OPSL Note, a confirmation message and a warning message are displayed (see Exhibit 93). The warning message is displayed alerting you of any roads that may need to be added as participants.

Exhibit 93. OPSL Note Confirmation and Warning Message

5. Perform one of the following steps:

   a) Select **Edit** to edit the OPSL Note prior to issuing it.
   b) Select **Issue OPSL Note** to issue the OPSL Note.
   c) Select **Return** to return to the previous page.

Viewing and Creating OPSL Note Journal Entries

Note: This process is for Permit Officers.

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

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

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

2. Select the OPSL Note Number of the OPSL Note with a journal entry that you want to view. The OPSL Note Details page is displayed.

3. Select the **View Journal** button. The Journal Entries page is displayed (see Exhibit 94).

Exhibit 94. Journal Entries
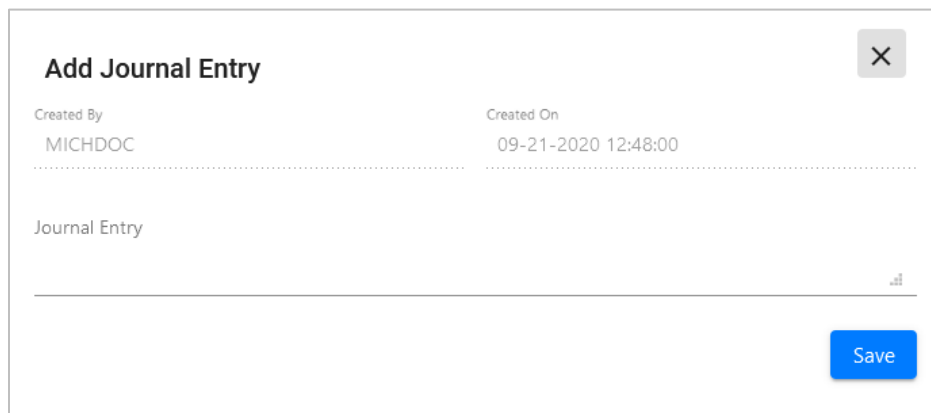
Journal Entries

		Number of Journal entries: 1	☒ Clear Filters
Created By	Created On	Journal Entry	
MICHDOC	09-23-2020 12:12:52	Adding journal entry	

1 to 1 of 1 |< < Page 1 of 1 > >|

Return

4. Select the **Add Journal Entry** button to add a new journal entry. A time stamped line is added to the journal allowing for input (see Exhibit 95).

Exhibit 95. OPSL Note Details Add Journal Entry

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

Amending OPSL Notes

Use the following procedure to amend an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Search for the OPSL Note that you want to amend (see Searching OPSL Notes).

2. Select the **OPSL Note No** link to view its full details. The OPSL Note Details page is displayed.

3. Select **Amend**. The Amend OPSL Note page is displayed (see Exhibit 96).

Exhibit 96. Amend OPSL Note

Amend OPSL Note

General OPSL Note Information

OPSL Note No: BNSFAK1115   ☐ **Information Only OPSL Note**   **Amendment No.:** 7   **Status:** Effective

Issuing Road: BNSF   **Effective Date:** 05-06-2016   **Published Date:** 05-06-2016   Supplement Number

Allow Permits
Yes ▾   ☑ Allow Admin Issued Permits   Bypass Local Waybills No ▾

OPSL Note Contact Email *   Permit Contact Email/Url

☑ **Include All Empty Cars**

Participating Roads 🔍   Notes to Participating Roads

☐ **Min Car Allowed**   ☐ **Max Car Allowed**

Cause	**Notes**
Cause * Other - specify ▾	Notes Due to track conditions, we are no longer able to deliver rail traffic to these stations.
track conditions	(Enter exact verbiage in the Notes text box that is listed in the OPSL Note Directory. This will be reviewed for accuracy by the AAR/Railinc Admin.)

Commodity

◯ Target Select Commodities   ⦿ Target All Commodities

Except These Commodities
🔍

4. Modify the OPSL Note as needed. Scroll through the available drop-down list and select an amendment reason (see Exhibit 97). Use the blank field below the list to elaborate, as needed.

Note: Deselecting the **Allow Admin Issued Permits** checkbox when **Allow Permits** is "No" will cancel all active permits for this Embargo.

Exhibit 97. OPSL Note Amendment Reason

Current Amendment Reason

Amendment Reason *

- No Amendment Reason -

Remove Total Weight On Rail

Add CIF Customer

Add Clearance Code

Add STCC

Add Total Weight On Rail

5.   Select the **Issue Amendment** button. A message is displayed informing you that the OPSL Note has been amended (see Exhibit 98).

Exhibit 98. OPSL Note Successfully Amended

✅ You have successfully amended an OPSL note - Your OPSL note will be effective on the specified effective date.
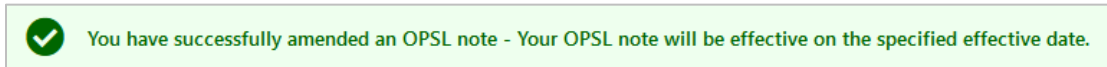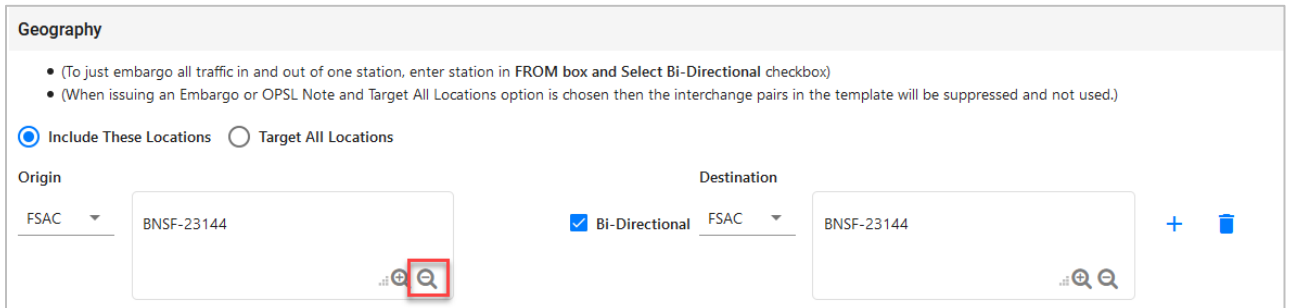
Removing Geographic Locations from OPSL Notes

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

1.   Select that you want to amend an OPSL Note (see Amending OPSL Notes).

2.   In the Geography section of the Amend OPSL Note page, select the corresponding magnifying glass with a minus sign on it next to the locations that you want removed (see Exhibit 99).

Exhibit 99. Magnifying Glass to Remove Stations

Geography

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

◉ Include These Locations   ○ Target All Locations

Origin   **Destination**

FSAC ▼   BNSF-23144   ☑ Bi-Directional FSAC ▼   BNSF-23144   +   🗑

The Remove Geography page is displayed (see Exhibit 100).

Exhibit 100. Remove Geography
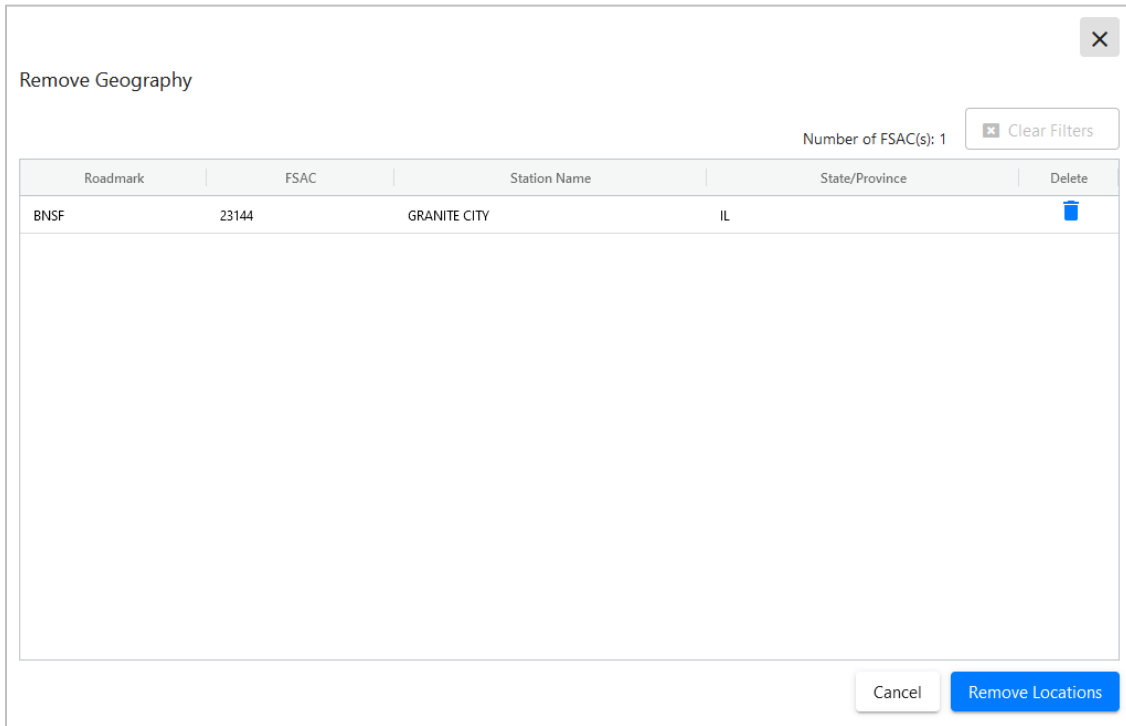
3. Select the trash can icon next to the location for the location you want removed.

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

Cancelling OPSL Notes

Use the following procedure to cancel an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed. Search for the OPSL Note that you want to amend (see Searching OPSL Notes).

2. Select the **OPSL Note No** link to view its full details. The OPSL Note Details page is displayed.

3. Select **Cancel**. A pop-up box displays asking for you to specify the reason for canceling the OPSL Note (see Exhibit 101).

Exhibit 101. Cancel OPSL Note Reason

4. Enter a reason for canceling the note. Select the **Cancel OPSL Note** button. A message is displayed letting you know that the OPSL Note has been cancelled (see Exhibit 102).

Exhibit 102. OPSL Note Successfully Cancelled
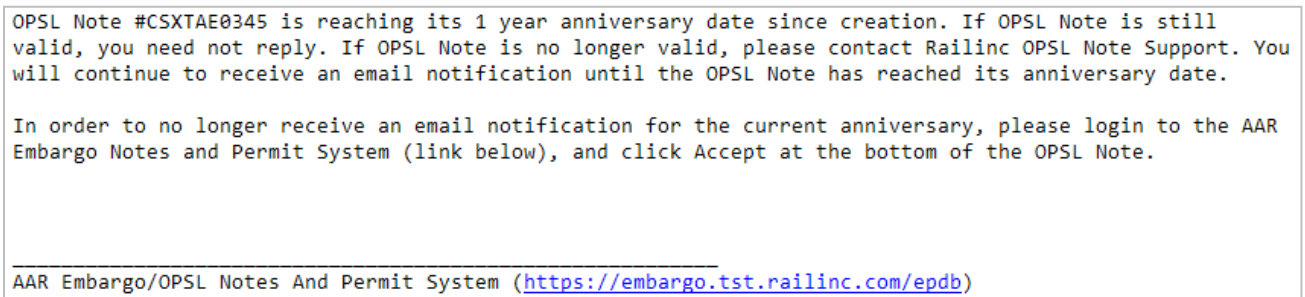
Accepting the Annual Renewal of OPSL Notes

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

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

1. From the received notification email, select the link to the embargo application and login (see Exhibit 103).

Exhibit 103. OPSL Note Annual Renewal Reminder Email

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

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


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

2. Find the specific OPSL Note (**OPSL Notes > Search OPSL Notes**).

3. From the Search OPSL Note Results page, select the hyperlink of the displayed OPSL Note to view its details. The OPSL Note Details page is displayed.

4. Review the OPSL Note to ensure that it remains accurate. If so, scroll to the bottom of the displayed note and select the **Accept** button.

Viewing Pending/Draft/Rejected OPSL Notes

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

1. Select **OPSL Notes > View Pending OPSL Notes**. The View Pending OPSL Notes page is displayed (see Exhibit 104).

Exhibit 104. View Pending OPSL Notes

Road	OPSL Note No	Issue Date	Last Modified Time	Status
BNSF	BNSFAK0112	02/29/2016	12:57:26	Pending Amend

2. By default, pending OPSL Notes are displayed. To view draft, rejected, or all OPSL Notes of these statuses, use the Status Filter drop down.

3. To view the details of a listed OPSL Note, select the **OPSL Note No** link of one listed. The OPSL Note Details page is displayed.

4. To complete and issue a draft or pending OPSL Note, select the **Edit** button. The fields become available for inputs and edits. Complete and edit the fields as needed.

5. To complete the issuing process, select the **Issue OPSL Note** button (see Issuing OPSL Notes). Select **Save Draft** to save any edits but not issue the OPSL Note.
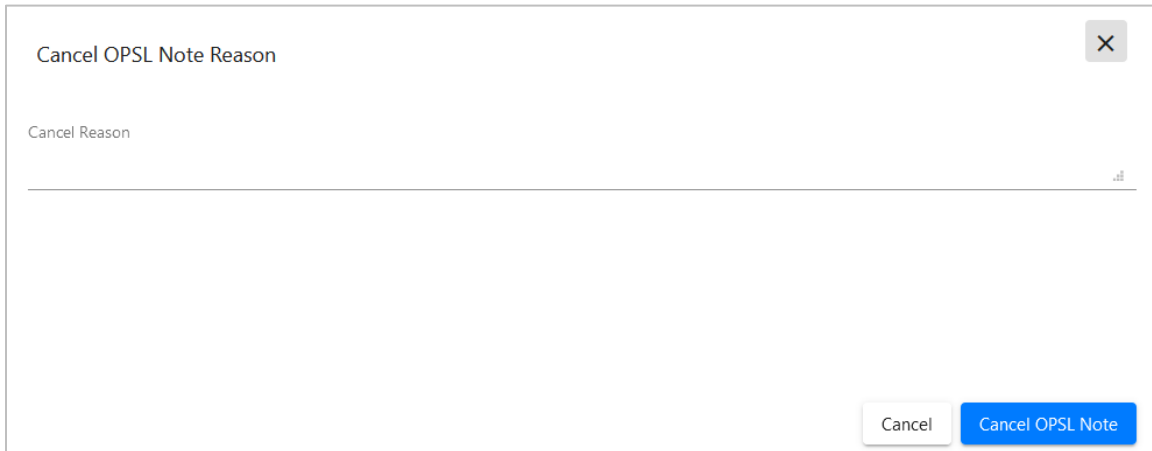
Cloning OPSL Notes

Use the following procedure to clone OPSL Notes:

1. Select **OPSL Notes > Search OPSL Notes**. The OPSL Notes Search page is displayed.

2. Select the **OPSL Note No** link for the one you want to clone. The OPSL Note Detail page is displayed.

3. Select the **Clone** button. The Issue Restricted Movement OPSL Note page is displayed with fields pre-filled with information from the selected OPSL Note (see Exhibit 105).

Exhibit 105. Issue Restricted Movement OPSL Note

Issue Restricted Movement OPSL Note

General OPSL Note Information

OPSL Note No: BNSF - AR -   ☐ Information Only OPSL Note   Status: New

Issuing Road *
BNSF ▼

Effective Date
04-26-2023

Published Date
04-26-2023

Supplement Number

Allow Permits
Yes ▼

☑ Allow Admin Issued Permits

Bypass Local Waybills
- Choose Yes/No - ▼

OPSL Note Contact Email *

Permit Contact Email/Url

☐ Include All Empty Cars

Participating Roads

Notes to Participating Roads

☐ Min Car Allowed

☐ Max Car Allowed

Cause

Cause *
- Choose a Cause - ▼

Cause Detail

Notes

Notes

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

Commodity

🔘 Target Select Commodities   ⚪ Target All Commodities

Include These Commodities

Geography

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

◉ Include These Locations ◯ Target All Locations

Origin   **Destination**

FSAC ▾   ☐ Bi-Directional   FSAC ▾   ➕   🗑

☐ Exclude These Locations

Origin   **Destination**

FSAC   ☐ Bi-Directional   FSAC

◉ Include These Interchanges ◯ Target All Interchanges

OR ▾

Choose a Geography Template.

AB FSACs
BC FSACs
FSRR
GREAT RIVER RAILROAD
Greenville Branch Ayer MA

[⧉ View Details]

[✓ Apply]

[Create Geography Template]

Equipment

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

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

Include These Umler Equipment Type Groups

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

Equipment Characteristics

☐ Add Equipment Axle Count & Length Conditions to Restrict Movement

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

Clearance Code
- No Clearance Codes - ▾

Waybill Parties

◉ Target Select Waybill Parties ◯ Target All Waybill Parties

◯ Include waybills with missing waybill parties (CIFs) ◉ Exclude waybills with missing waybill parties (CIFs)

Include Any ▾ of These Waybill Parties:

CIF 🔍   ➕ 🗑   ☐ Shipper ☐ Consignee ☐ Care of party ☐ Ship From ☐ Pick Up

[Save Draft]   [Issue OPSL Note]

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

Exporting OPSL Notes as XML

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

1. Select **OPSL Notes > Search OPSL Notes**. Perform a search for the OPSL Notes that you want to export as XML. The Search Embargo Results page is displayed.

2. Select the **OPSL Note No** link of the Note that you want to export in XML. The OPSL Note Details page is displayed.

3. Select **Export As XML**. A pop-up box is displayed asking if you want to save or open the file.

4. Select the application that you want to use to open the XML file or browse to the location where you want to save the output file.

Printing OPSL Notes

Use the following procedure to print an OPSL Note:

1. Select **OPSL Notes > Search OPSL Notes**. Perform a search for the OPSL Note that you want to print. The Search OPSL Note Results page is displayed.

2. Select the link of the listed OPSL Note that you want to print. The OPSL Note Detail page is displayed.

3. Select the **Printable View** button. A print-ready version of the OPSL Note is displayed (see Exhibit 106).

Exhibit 106. Print OPSL Note View
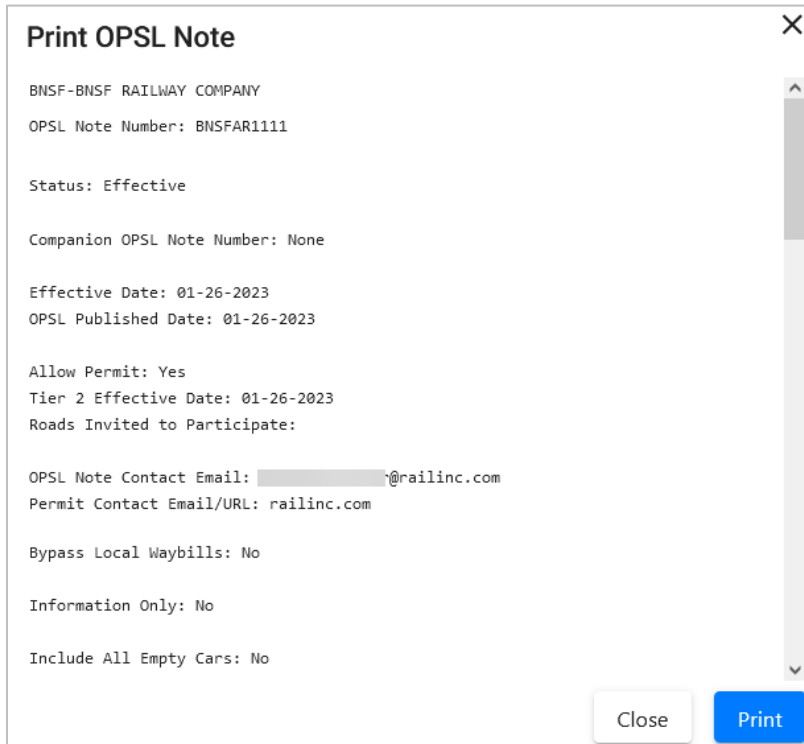
4. Select the **Print** button and select your printer from the displayed dialog box. Select **Close** if you want to cancel the printing.

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

Creating OPSL Note Templates

Use the following procedure to create an OPSL Note Template:

1. Select **OPSL Notes > Create OPSL Note Template**. The Create OPSL Note Template page is displayed (see).

Exhibit 107. Create OPSL Note Template

Create OPSL Note Template

General OPSL Notes Template Information

Template Name *

Template Description *

Issuing Road *
BNSF

Allow Permits *
Yes

Bypass Local Waybills *

OPSL Note Contact Email *

Permit Contact Email/Url

☐ Include All Empty Cars

Min Car Allowed

Max Car Allowed

Commodity

◉ Target Select Commodities   ○ Target All Commodities

Include These Commodities

Cause

Notes

Cause *
- Choose a Cause -

Notes

Cause Detail

⋮

1. Complete the available described fields:

   a. **Template Name:** Unique name for the template (must be unique across road).

   b. **Template Description:** Description for the template.

2. See Issuing OPSL Notes for a description of all other fields.

2. Select **Create OPSL Note Template**. A message is displayed letting you know that the OPSL Note template has been saved (see Exhibit 108).

Exhibit 108. OPSL Note Template Successfully Created
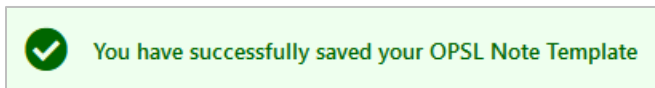
Viewing and Applying OPSL Note Templates

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

1. Select **OPSL Notes > View OPSL Note Templates**. The View OPSL Note Templates page is displayed (see Exhibit 109).

Exhibit 109. View OPSL Note Templates

Road	Template Name	Template Description
CPRS	Nelson Subdivision	Nelson Subdivision - Weight Restrictions
CPRS	PGR NESBIT	PGR NESBIT
CPRS	Columbia Subdivision	Columbia Subdivision - Weight Restriction
CPRS	Van Horne Subdivision	Van Van Horne Subdivision - Weight Restriction
CPRS	Havelock Subdivision	Havelock Subdivision - Weight Restriction
CPRS	Nephton Subdivision	Nephton Subdivision - Weight Restriction
CPRS	Waterloo Subdivision	Waterloo Subdivision - Weight Restrictions
CPRS	Glen Falls Subdivision	Glen Falls Subdivision - Weight Restrictions
CPRS	Eldridge Subdivision	Eldridge Subdivision - Weight Restriction
CPRS	Hartland Subdivision	Hartland Subdivision - Weight Restrictions
CPRS	Articulated Bi-levels	Control Articulated Bi-levels
CPRS	V295 cars at Bensenville/ Chgo	stop V295 cars at Bensenville/ CHGO
AGR	268K Weigt Restriction	Weight Restriction
CPRS	CRH Joliette	CRH Joliette
CPRS	Oak Point Spur Closure	Oak Point Spur Closure

Number of OPSL Note Template(s): 18

1 to 18 of 18 |< < Page 1 of 1 > >|

Return

2. Select the Template Name of the OPSL Note template that you want to view and/or apply. The OPSL Note Template Details page is displayed (see Exhibit 110).

Exhibit 110. OPSL Note Template Details

OPSL Note Template Details

General OPSL Note Template Information

Template Name: BNSF	**Template Description:** BNSF Empty Tank Cars Mech Hold in Oakland		
Issuing Road: BNSF			
Allow Permits: Yes	**Include All Empty Cars:** Yes	**Min Car Allowed:**	**Max Car Allowed:**
Last modified By: Michelle Ferrar	**Email:** michelle.ferrar@railinc.com	**Last modified on:** 04-27-2023	**Bypass Local Waybills:** Yes
OPSL Note Contact Email: joe.smith@railinc.com			

Commodity

Target All Commodities

Cause

Cause: Regulatory Hold

Geography

Include These Locations:

ORIGIN				Bi-Directional	DESTINATION			
Roadmark	**FSAC**	**Station Name**	**State/Province**	Y	**Roadmark**	**FSAC**	**Station Name**	**State/Province**
BNSF	11340	OAKLAND TTI	CA			*		
BNSF	11342	OAKLAND SSA	CA					
BNSF	11344	OAKLAND APL	CA					
BNSF	11346	OAKLAND CHARLES HOW	CA					
BNSF	11350	OAKLAND	CA					
BNSF	11351	OAKLAND IM EX	CA					
BNSF	11355	OAKLAND INT GATEWAY	CA					
BNSF	11372	OAKLAND BEN NUTTER	CA					
BNSF	11374	OAKLAND OUTER HARBO	CA					
BNSF	11376	OAKLAND TRAPAC	CA					
BNSF	11378	OAKLAND TRANSBAY	CA					
BNSF	11380	OAKLAND APMT	CA					

Equipment

UMLER Equipment Types: Include These Umler Equipment Type Groups

- T - Tanks

Total Weight on Rail: No Weight Restrictions

Clearance Code: No Clearance Code

Waybill Parties

Target All Waybill Parties

Return   Issue OPSL Note   Clone   Edit   Delete

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

Searching for OPSL Officers

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

1. Select **OPSL Notes > Search OPSL/Permit Officers**. The View Railroad OPSL Note and Permit Officers page is displayed (see Exhibit 111).

Exhibit 111. View Railroad OPSL Note and Permit Officers

View railroad OPSL note and permit officers

Roadmark

(Leave empty to view for all roads)

Display: ● Only OPSL note officers   ○ Only permit officers

Cancel   Search

2. Enter the **Roadmark** of the OPSL or Permit Officer (leave empty to view all roads). Select to display **Only OPSL Note Officers** or **Only Permit Officers**. Select **Search**. The Search OPSL Note Officers Results page is displayed (see Exhibit 112).

Exhibit 112. Search OPSL Note Officers Results

View railroad OPSL note and permit officers

Search OPSL note officers results

Number of OPSL Note Officer(s): 278   Clear Filters

Roadmark	Name	Phone number	Email address	Notes
ABS				
ABWR				
AGR				
AGR				
AKMD				
AKMD				
ALM				
ALM				
AN				
AN				
AOR				
AOR				
ARS				
ARZC				

1 to 100 of 278 |< < Page 1 of 3 > >|

Cancel

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

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

Managing OPSL Note Permits

When you select **OPSL Note Permits** on an AAR Embargo System page, the OPSL Note Permits menu is displayed (see Exhibit 113).

Exhibit 113. OPSL Note Permits Menu
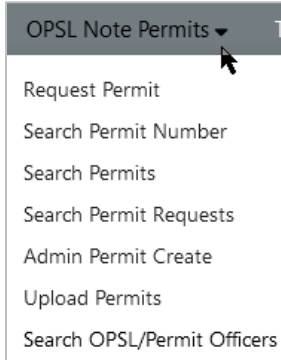
Exhibit 114 describes the tasks available on the OPSL Note Permits menu.

Exhibit 114. OPSL Note Permits Menu Items and Descriptions

Menu Item	Description
Request Permit	Enables you to request a permit to bypass an OPSL Note.
Search Permit Number	Enables you to search for and view any issued OPSL Note permit for which you have the permit number regardless of status.
Search Permits	Enables you to search and view all issued OPSL Note permits.
Search Permit Requests	Enables you to search permit requests of different statuses.
Admin Permit Create	Enables a Railinc Administrator to issue a permit for an OPSL Note.
Search OPSL/Permit Officers	Enables you to search for OPSL and permit officers for all marks.

Requesting OPSL Note Permits

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

1. Select **OPSL Note Permits > Request Permit**. The Create Permit Request page is displayed (see Exhibit 115).

Exhibit 115. Create Permit Request

Create Permit Request

| Instructions: | After submission of your request, for issues with permits/ obtaining permit numbers, please contact the permit officer(s) for the issuing road. To access a listing of railroad permit officers, please select Permits drop down and choose Search Officers option. |

Permit(s) for OPSL Note *

| Status: | New | | Requester ID: | |
| Requester Contact: | | | | |

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

Priority *
Medium

Number of Permits Needed *
1

Reason *

Permit Start Date
08-26-2021

Permit End Date
10-25-2021

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

Shipper CIF

Consignee CIF

Origin FSAC

Destination FSAC

Road Mark _ FSAC

Road Mark _ FSAC

Free Form Commodity *

Return   Submit

2. Complete the available input fields:

Field	Description
*Permit(s) for OPSL Note	Enter the OPSL Note for which you want to request a permit.
	An **OPSL tariff note number** is 10 characters in length and consists of the following components:
	▪ Issuing railroad road mark
	▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition.
	▪ 4-digit Tariff Note item number
	Here is an example of a tariff note number: BNSF – AB – 3200
*Priority	Select the priority (High, Medium, or Low).
*Reason	Free-form reason for the permit.
*Number of Permits Needed	Enter the number of permits required.
Requested Permit Start date	Must be equal to or after associated OPSL Note start date; must be prior to associated OPSL Note end date; must be prior to requested end date.
Requested Permit End Date	Default is calculated as 60 working days after start date or set as the associated OPSL Note end date, whichever comes first; may not be equal or prior to requested start date; may not be prior to associated OPSL Note start date; may not be after associated OPSL Note end date.
Shipper CIF	One per permit request; if Shipper CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Consignee CIF	One per permit request; if Consignee CIF(s) are specified in the associated embargo, then the entered CIF must be one of those specified.
Origin FSAC	Origin Freight Station Accounting Code. Enter Road Mark and then FSAC number.
Destination FSAC	Destination Freight Station Accounting Code. Enter Road Mark and then FSAC number.
*Free-form Commodity	Multiple commodities are allowed per permit. If a STCC is specified in the associated embargo, the entered STCC must be one of those specified. Free-form text is allowed. You may enter STCC code(s) or description(s).

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

Searching OPSL Note Permits

Use the following procedure to search OPSL Note Permits:

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

Exhibit 116. Search Permits

2. Complete the available input fields:

Field	Description
Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
OPSL Note Number	An **OPSL tariff note number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200

Field	Description
OPSL Note Issued By	Road mark that created the OPSL Note. Select the magnifying glass to bring up the Road mark Lookup page.
Equip ID	Reporting mark and number of rail equipment.
Start/End Date	Start and End Date Range for Permits; select the calendar icon for assistance with date entry.
Waybill Number	Number associated with the waybill.
Waybill Date	Date waybill was created.
Permit Status	List of possible permit request statuses available for selection; multi-selection is allowed.

3. Select the **Search** button. The Search Permit Results page is displayed. Permit requests that are highlighted in yellow are high priority.

Exhibit 117. Search Permit Results
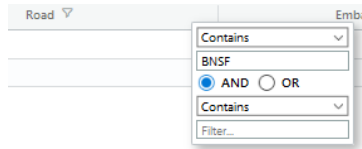

4. Select the column header to sort the column in descending or ascending order. Arrow up is descending, and arrow down is ascending.

5. To adjust column width, hover over the line between the columns until you see double vertical lines with an arrow on either side and move it to the left or right to desired width:

6. To filter on a column, hover over a column header and select the three lines [Status ≡] to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

7. Select the Download icon [↓] to open or save your search results in a spreadsheet.

8. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

9. Select the **Permit Number** link of a displayed permit to view its details (see Exhibit 118).

Exhibit 118. View Permit Details

View Permit Details

Permit(s) for OPSL Note: AKMDAF1280   Request ID: 71460   Status: Effective   Permit Number: NZR5797634

Used Date/ Time:

Requester ID: MICHDOC   Requester Contact: Michelle Ferrar RAILINC CORPORATION michelle.ferrar@railinc.com 9196515395

Priority: Medium   Note:

Waybill Parties:

Origin / Destination:

Permit Start Date: 07-27-2011   Permit End Date: 11-03-2020   Number of Permits Needed: 10   Num of Permits Allowed Per Day: 1

Waybill Number: 0   Waybill Date: Equipment ID: Billing Road:

Commodity

No Commodities Specified

Other Permits In Series

Permit Number	Used Date/ Time	Status	Waybill Number	Waybill Date	Equipment ID	Billing Road
SCT5797634		Effective	0			
LVV5797634		Effective	0			
UGU5797634		Effective	0			
HNN5797634		Effective	0			
JRN5797634		Effective	0			
FJS5797634		Effective	0			
HNG5797634		Effective	0			
JRO5797634		Effective	0			
YOX5797634		Effective	0			

[Return] [Printable View] [View Permit Request] [Cancel Permit] [View audit log] [Export As XML] [Export As CSV] [Resend XML]

10. Perform one of the following actions:

   a) Select the **Permit(s) for OPSL Note** link to display the OPSL Note associated with the permit.

   b) Select **Return** to redisplay the search results.

   c) Select **Printable View** to view the permit in a printable format.

   d) Select **View Permit Request** to view the permit request.

   e) Select **Cancel Permit** to cancel the permit request.

   f) Select **View Audit Log** to audit a history of the displayed permit.

   g) Select **Export As XML** to export the displayed permit as XML.

   h) Select **Export As CSV** to export the displayed permit in CSV format.

   i) Select **Resend XML** to resend the displayed permit as XML.

Searching OPSL Note Permit Requests

Use the following procedure to search OPSL Note Permit Requests:

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

Exhibit 119. Search Permit Requests

2. Complete the available input fields:

Field	Description
OPSL Note No.	Enter the OPSL Note for which you want to search for a requested permit. An **OPSL tariff note number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200
OPSL Note Issued By	Road mark that created the OPSL Note. Select the magnifying glass to bring up the Road mark Lookup page.
Permit Status	List of possible permit request statuses available for selection; multi-selection is allowed.

3. Select **Search**. The Search Permit Request Results page is displayed (see Exhibit 120). Permit requests that are highlighted in yellow are high priority.

Exhibit 120. Search Permit Request Results

4. Select the **Request ID** link of the permit request that you want to view. The Permit Request Details page is displayed (see Exhibit 121).

Exhibit 121. Permit Request Details

5. Perform one of the following actions (available actions may vary depending on your permissions and the current status):

a) Select the **Permit(s) for OPSL Note** link to display the OPSL Note associated with the permit.

b) Select **Return** to return to the Search Permit Request Results page.

c) Select **Printable View** to view a printable version of the permit request.

d) Select **Edit Request** to open the request for editing.

e) Select **Reject Request** to reject the request.

f) Select **Start Approval** to start the approval process.

g) Select **View Journal** to view journal entries associated with the permit request.

h) Select **View Audit Log** to view audit log details on the displayed permit request.

Searching by OPSL Note Permit Number

If you know the permit number, use the following procedure to view any single permit regardless of status:

1. Select **OPSL Note Permits > Search Permit Number**. The Search Permits page is displayed (see Exhibit 122).

Exhibit 122. Search Permits (By Permit Number)

2. Enter between one and one hundred **Permit Numbers** delimited by a comma. Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, LVJ9984317).

3. Select **Search** to initiate the search for a matching permit. The Search Permit Results page is displayed with the single matching permit (see Exhibit 123).

Exhibit 123. Search Permit Results

5. Review the information about the single permit. Perform one of the following tasks:

   e) Select the down arrow in the top right open Search Permits and enter another permit number and perform another search.

   f) Select the Download icon [icon] to open or save your search results in a spreadsheet.

Administering OPSL Note Permit Creation

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

1. Select **OPSL Note Permits > Admin Permit Create**. The Issue Permit page is displayed (see).

Exhibit 124. Issue Permit

2. Complete the available input fields:

Field	Description
* Permits for OPSL Note	Enter the OPSL Note for which you want to issue a permit.
	An **OPSL tariff note number** is 10 characters in length and consists of the following components:
	• Issuing railroad road mark
	• OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition.
	• 4-digit Tariff Note item number
	Here is an example of a tariff note number: BNSF – AB – 3200

Field	Description
* Number of Permits Needed	Enter the number of permits required.
Railinc Generated Permit Number(s)	If checked, Railinc assigns a random alpha-numeric Permit Number. If not checked, a text box appears allowing you to assign your own Permit Numbers. Separate multiple entries by commas.
Number of Permits Allowed Per Day	This field automatically populates with the **Number of Permits Needed** but can be changed to a lesser number.
Permit Start Date	Must be equal to or past the associated OPSL Note start date; must be prior to the associated OPSL Note end date; must be prior to the requested end date.
Permit End Date	Default is calculated as 60 working days after the start date or set as the associated OPSL Note end date, whichever comes first; may not be equal to or prior to the requested start date; may not be prior to the associated OPSL Note start date; may not be after the associated OPSL Note end date.
Include All Embargoed STCCs	An OPSL Note must be entered in the **Permit(s) for OPSL Note** field before this feature is active. Toggle on (blue) this feature to import all the STCC commodities associated with the embargo. Up to 112 STCCs appear below the toggle button. The form does not allow duplicate STCCs to be added to the list if this toggle is turned off and on again. Select the **Permit These STCC Commodities** field to edit or delete the STCCs.
Permit These STCC Commodities	Multiple STCCs are allowed per permit; if STCC(s) are specified in the associated OPSL Note, then the entered STCC must be one of those specified.

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

Searching for OPSL Note Permit Officers

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

1. Select **OPSL Note Permits > Search OPSL Note/Permit Officers**. The View Railroad OPSL Note and Permit Officers page is displayed (see Exhibit 70).

Exhibit 125. View Railroad OPSL Note and Permit Officers

View railroad OPSL note and permit officers

Roadmark

(Leave empty to view for all roads)

Display: ● Only OPSL note officers ○ Only permit officers

Cancel   Search

2. Enter the **Roadmark** of the OPSL Note or Permit Officer (leave empty to view all roads).

3. Select to display **Only Permit Officers**.

4. Select **Search**. The Search Permit Officers Results page is displayed (see Exhibit 71).

Exhibit 126. Search Permit Officers Results

View railroad OPSL note and permit officers

Search OPSL note officers results

Number of OPSL Note Officer(s): 6   ☒ Clear Filters   ⬇

Roadmark	Name	Phone number	Email address	Notes
BNSF				
BNSF				
BNSF				
BNSF				
BNSF				
BNSF				

1 to 6 of 6 |< < Page 1 of 1 > >|

Cancel

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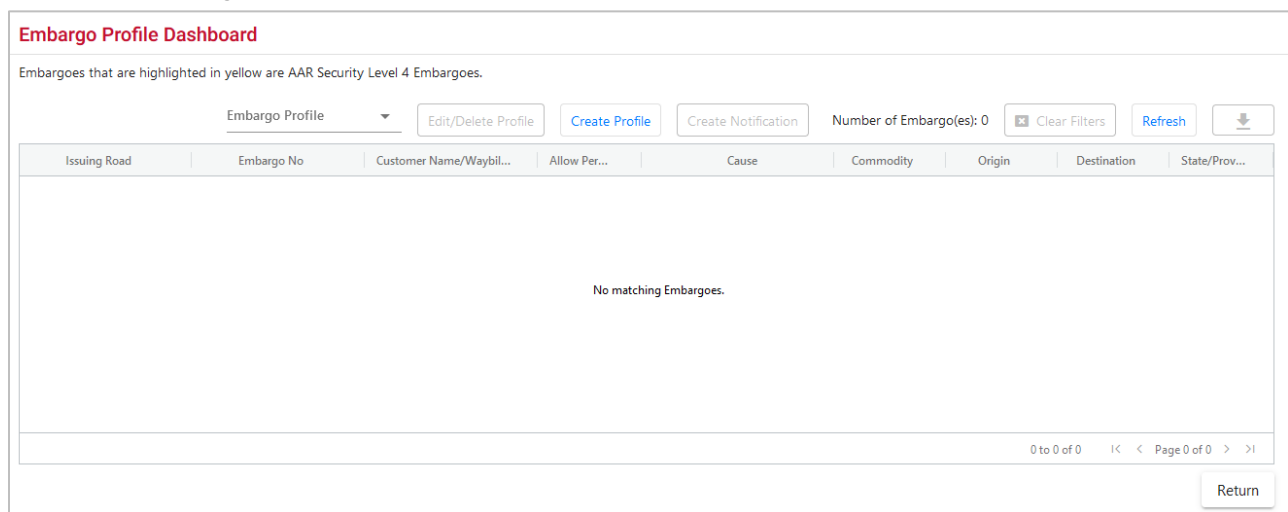
Profile Dashboard

Users with the Embargo Party to the Waybill role can create Embargo profiles that provides a list of embargos that can be used to set up notifications for pre-determined criteria like location, equipment types and the commodity being shipped.

Users with this role have access to the **Dashboard** menu item.

Creating Profiles

When you select **Dashboard** from the main menu, the Embargo Profile Dashboard is displayed. Initially, it will be empty until one or more profiles are created.

Exhibit 127. Embargo Profile Dashboard

Embargo Profile Dashboard

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

| | Embargo Profile ▼ | Edit/Delete Profile | Create Profile | Create Notification | Number of Embargo(es): 0 | ⊠ Clear Filters | Refresh | ⬇ |

Issuing Road	Embargo No	Customer Name/Waybil...	Allow Per...	Cause	Commodity	Origin	Destination	State/Prov...

No matching Embargoes.

0 to 0 of 0   I< < Page 0 of 0 > >I

Return

Creating a profile will automatically open the embargos that you're interested in viewing in the Dashboard. You can set up as many profiles as you want.

Use the following procedure to create one or more profiles of embargos that you want to view on a regular basis:

1. From the Embargo Profile Dashboard, select the **Create Profile** button. The Create Embargo Profile page is displayed.

2. Enter the **Embargo Profile Name**. This field is required. Determine the types of criteria you want to be notified about.

3. You have the option to exclude one or more target types like Commodity, Waybill Parties, Umler Equipment and/or Geography.

4. Select **Mark as Default Profile** to make this the default profile that automatically opens when you select Dashboard menu item. You will be prompted to select this for your first profile, but you can change your default at any time when more than one profile has been set up.

5. Use the search icons as needed to drill down in your search for various criteria. To search for a specific equipment type in the **Umler Equipment Type Code** section, choose **Equipment Type Groups**.

6. Select **Save**. The results of the profile are displayed.

Exhibit 128. Embargo Profile Dashboard Profile Results

7. Similar to Embargo and OPSL Note search results, select the column header to sort the column in descending or ascending order. Arrow up is descending, and arrow down is ascending.

8. To adjust column width, hover over the line between the columns until you see double vertical lines with an arrow on either side and move it to the left or right to desired width:

9. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

10. Select the Download icon to open or save your search results in a spreadsheet.

11. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

12. Select a link in the Embargo No column to view its full details. The Embargo or OPSL Note Details page is displayed.

Editing/Deleting Profiles

Use the following procedure to edit or delete a dashboard profile:

1. From the Embargo Profile Dashboard, select the **Edit/Delete Profile** button. The Edit Embargo Profile page is displayed.

2. To delete the profile, select **Delete** at the bottom of the page.

3. To edit the profile, make the appropriate updates and select **Save** at the bottom of the page.

4. To return to the dashboard without making updates, select **Cancel**.

Creating Notifications

From the Embargo Profile Dashboard page, select an **Embargo Profile** that has information that you would like to subscribe to. Select the **Create Notification** button and the data from your profile will auto-populate some of the data fields. See Creating Subscriptions (for yourself) for details.

Using Administrative Tools

When you select **Tools** on an AAR Embargo System page, the Tools menu is displayed (see Exhibit 129).

Exhibit 129. Tools Menu
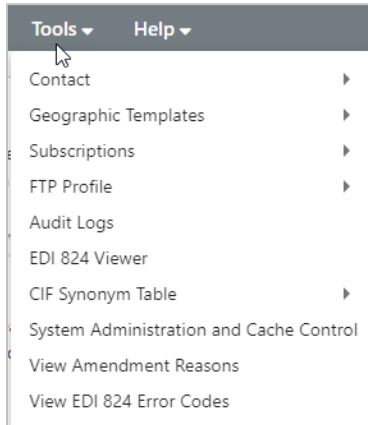
Exhibit 130 describes the tasks available on the Tools menu.

Exhibit 130. Tools Menu Items and Descriptions

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

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

Function	Who Can Perform
Creating Geographic Templates	Embargo and OPSL Officers
Viewing and Editing Geographic Templates	Embargo and OPSL Officers
Creating FTP Profiles	Railinc Administrators only

Function	Who Can Perform
Viewing and Editing FTP Profiles	Railinc Administrators only
Searching Audit Logs from the Tools Menu	Embargo and OPSL Officers
Viewing, Editing and Deleting My CIF Synonyms	Embargo Officers and OPSL Note Officers only
Creating CIF Synonyms	Embargo Officers and OPSL Note Officers only
Viewing Synonyms Created For All Roads	Embargo Officers and OPSL Note Officers only
View Amendment Reasons	Railinc Administrators only
Viewing EDI 824 Messages	Embargo and OPSL Officers
Viewing EDI 824 Error Codes and Descriptions	Embargo and OPSL Officers

Working with Contacts

This section describes how to create a contact for your mark to use with AAR Embargo System subscriptions so that they are notified when an embargo or OPSL Note is created or updated. See Creating Contacts.

As described in Searching Contacts, you can also search for existing Embargo and OPSL Notes system-specific contacts.

See Working with Subscriptions for more information about subscriptions.

Creating Contacts

Use the following procedure to create a contact:

1. Select **Tools > Contact > Create Contact** on the main navigation menu. The Create Contact page is displayed (see Exhibit 131).

Exhibit 131. Create Contact

Create Contact

For Roadmark *
BNSF

Contact Description *

First Name *

Last Name *

Company *

Phone Number
Intl Code   Area Cod...   Number *   Ext   (International Code is not required for users in USA or Canada Example: 919 6515000)

Delivery Type   **Email**   Destination *   CC   (Use comma to separate distinct email addresses)

Format *
Formatted Text

Select Subscriptions   Embargo/OPSL Note subscription
--No subscriptions--

Cancel   Save

2. Complete the available input fields:

For Roadmark	Defaults to the road signed in.
Contact Description	Free-form field to easily identify contact – nickname, etc.
First/Last Name	First and last name of contact.
Company	Company name of contact.
Phone Number	Telephone number of contact.
To/CC	Email addresses of contacts.
Format	Select "Formatted Text".
Select Subscriptions	From the list of existing subscriptions, select the ones that you want associated with the contact.

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

Exhibit 132. Contact Successfully Created

✓ Contact successfully created.   ✖

Contact Details

For Roadmark:	RAIL	Contact Description:	CSC
First Name:	Customer Success	Last Name:	Center
Company:	Railinc Corp	Phone Number:	919.651.5000
Email:	csc@railinc.com	Delivery Type:	Email
Format:	Formatted Text	Select Subscriptions:	RFH Embargo Subscription

Cancel   Printable View   Edit   Delete

Searching Contacts

Use the following procedure to search for a contact:

1. Select **Tools > Contact > Search Contacts** on the main navigation menu. The Search Contacts page is displayed (see Exhibit 133).

Exhibit 133. Search Contacts

Search Contact   ⌃

Contacts For Roadmark   Contact Description

First Name   Last Name

Company   Email

AAR Security Level 4 Notification: ● Both ○ AAR Security Level 4 Only ○ Non AAR Security Level 4 Only

Cancel   Search

2. Complete the available input fields. Select to search for AAR Security Level 4, Non-AAR Security Level 4, or both types of contacts. Select the **Search** button. The Search Contact Results page is displayed.

3. Select the name of a listed contact to view, edit or delete that person's contact information. The Contact Details page is displayed for the selected individual.

4. Select one of the following actions:

   Printable View   Displays a print-ready version of the selected contact.

   Return   Returns to the contact search results.

Edit	Edits the displayed contact. The Edit Contacts page is displayed. Make the necessary edits and then select **Save**. If you did not originally create the contact, you receive a "not authorized" message.
Delete	Deletes the displayed contact. A message appears informing you that the contact has been deleted.
Cancel	Closes the Contact Details page.

Working with Subscriptions

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

You can create a subscription for your individual SSO ID. See Creating Subscriptions (for yourself).

You can create a subscription for other contacts and agencies associated with a specific road mark. As a party to the waybill, shippers can create a subscription for their agency. See Creating Subscriptions (for contacts/agencies).

You can also view subscription information either for yourself or for other contacts/agencies associated with the selected road mark. See Viewing Subscriptions for more information.

Creating Subscriptions (for yourself)

Use the following procedure to create a subscription for yourself:

1. Select **Tools > Subscriptions > Create Subscription** on the main navigation menu. The Select Subscription Type page is displayed (see Exhibit 134).

Exhibit 134. Select Subscription Type

Select Subscription Type for Create

Subscription for:

○ another registered user _____

○ contacts/agencies associated with roadmark   BNSF ▼

● yourself

[Continue]

2. By default, the option to create a subscription for yourself is selected. Select **Continue**. The Create Subscription page is displayed (see Exhibit 135).

Exhibit 135. Create Subscription

3. Complete the available input fields.

Field	Description
Description	Unique description of the subscription.
CC Email	Additional email addresses.
Delivery Format	Formatted text.
Subscribe to	Select Embargo, OPSL Note, or Both.
Notify on All Conditions	Check this box if contact is to receive notifications pertaining to all embargo conditions. If this option is selected, then all other options are removed (see Exhibit 136). Deselect and the full page is displayed.

Exhibit 136. Notify on All Conditions

Field	Description
Embargoes	Select option to receive AAR Security Level 4 Only embargoes, Non-AAR Security Level 4 Only embargoes, or "Both" for both level 4 and non-level 4 embargo types.
Permits	Select to subscribe to only those embargoes that allow permits, those do not allow permits, or select "Both" to subscribe to both types.
Events to Notify	Check the appropriate box(es) to receive email notification for the specified embargo status.
Issuing Road Section	Default displays to subscribe for all road marks. To subscribe for selected road marks, select the labeled radio button. Enter selected road marks or select the magnifying glass icon next to the text box to bring up the Road Mark Lookup page.

Field	Description
Commodity Section	• Default value to embargo all commodities. • **Embargo Select Commodities:** Use this option to embargo only specific commodities. Use the available input field to specify the 7-digit STCC(s) with a comma separating multiple entries. Select the magnifying glass to search for STCCs.
Cause Section	Default display is to subscribe for all causes. Select Subscribe for Select causes, and then select specific causes from the available drop-down box to receive email notifications for only those specified causes.
Geography Section	Default display is to Subscribe for All Locations. Or select Subscribe for Select Locations to categorize the FSACs and/or Junctions as To, From and/or Via. To lookup FSACs and Junctions, select the magnifying glass icon next to the appropriate FSAC or Junction text box. The FSAC or Junction Lookup page is displayed.
Equipment Section	Default is to embargo all equipment types. The other selection is to embargo only select Equipment Types. To lookup equipment types, select the magnifying glass icon next to the text box. The Equipment Type Lookup page is displayed.
Clearance Code	The default selection is no clearance code. If desired, select the appropriate code from the drop down.
Total Weight on Rail	The default selection is no Weight Restrictions; if desired, select Equal to or Greater than from the drop-down. This opens the weight quantity field for the selection of weight (see Exhibit 137). If **Other** is chosen, a field is opened to input the weight.

Exhibit 137. Total Weight on Rail

Total Weight on Rail: Greater than or equal to — - Select a Quantity - lbs.

210000

263000

275000

286000

315000

Field	Description
Waybill Party Section	In the Waybill Parties section, the default is Embargo all Patrons. If specific Patrons/Waybill Parties are desired, select Embargo on Select Patrons and additional boxes appear.
	Select a Waybill Party from the drop-down.
	Enter a CIF Number; or, to lookup a CIF Number, select the magnifying glass to bring up the Patron CIF Lookup page.

4. Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.

5. Select **Edit** if you need to edit the displayed subscription; select **Cancel** if finished.

Creating Subscriptions (for contacts/agencies)

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

1. Select **Tools > Subscriptions > Create Subscription** on the main navigation menu. The Select Subscription Type page is displayed (see Exhibit 138).

Exhibit 138. Select Subscription Type

Select Subscription Type for Create

Subscription for:

- ○ another registered user _____

- ● contacts/agencies associated with roadmark   BNSF ▼

- ○ yourself

[Continue]

2. Select to create a subscription for contacts/agencies associated with a road mark. Select the desired road mark from the available drop down. Select **Continue**. The Create Subscription page is displayed (see Exhibit 139).

Exhibit 139. Create Subscription

3. Complete the available input fields.

Field	Description
Description	Unique description of the subscription.
Contacts	Lists all created contacts for company. Select which listed contacts you want added to the subscription. Select multiple listed contacts by holding down the CTRL key. Select a range of listed contacts by holding down the SHIFT key between the selection of the first and last in the range.
	Select the **Add a New Contact** link to enter the Create a Contact page.

Field	Description
Notify on All Conditions	Check this box if contact is to receive notifications pertaining to all embargo conditions. If this option is selected then all other options are removed (see Exhibit 140). Deselect and the full page is displayed.

Exhibit 140. Notify on All Conditions

4. Complete the remaining input fields. See Creating Subscriptions (for yourself) for definitions of the remaining fields.

5. Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.

6. Select **Edit** if you need to edit the displayed subscription; select **Cancel** if finished.

Viewing Subscriptions

Use the following procedure to view existing subscriptions:

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

Exhibit 141. Select Subscription Type

2. Select to either view subscription information for yourself or for other contacts/agencies associated with the selected road mark (select road mark from drop down). Select **Continue**. The View Subscriptions page is displayed (see Exhibit 142).

Exhibit 142. View Subscriptions

View Subscriptions for RAIL

Number of Subscription(s): 2   [x] Clear Filters

Description	Expiration Date	Status
RFH Embargo Subscription	08/27/2008	Expired
Railinc CSC	09/05/2009	Cancelled

1 to 2 of 2 |<   <   Page 1 of 1   >   >|

Cancel

3. Select the description of a displayed subscription to view details of the selected subscription (see Exhibit 143).

Exhibit 143. View Subscription Details

4. Perform one of the following actions:

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

Working with Geographic Templates

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

Creating Geographic Templates

Use the following procedure to create a geographic template:

1. Select **Tools > Geographic Templates > Create Template**. The Create Geography Template page is displayed (see Exhibit 144).

Exhibit 144. Create Geography Template

2. Enter a unique **Template Name** and **Template Description**. Specify the **Issuing Road**.

3. Enter three or more **FSACs** or **Junction Codes**. Select the associated magnifying glass icons to look up either FSAC or Junction codes.

4. Use the **Origin/Destination** fields to specify a range of locations.

5. Select **Save** to save the created geographic template or select **Cancel** to cancel the process. A message appears letting you know that the geographic template has been saved (see Exhibit 145).

Exhibit 145. Geographic Template Success Message
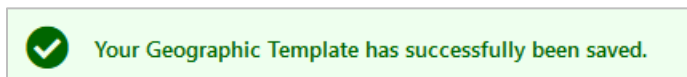
Viewing and Editing Geographic Templates

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

1. Select **Tools > Geographic Templates > View Templates**. The View Geography Templates page is displayed (see Exhibit 146).

Exhibit 146. View Geography Templates

View Geography Templates

Number of Geography Template(s): 14   [x] Clear Filters

Template Name	Template Description	Creation Date
Richmond Interchange	Restricted Interchange from NS	05-27-2008
WTA	WTA	03-18-2008
test	test	01-29-2008
Hurricane Gustav	Richburg, Ms. south to New Orleans	08-28-2008
KXHR Ethanol	Regal Only	10-07-2008
GREAT RIVER RAILROAD	EMBARGO	10-08-2008
South Richmond, VA	South Richmond I/C NS	02-10-2009
TIH 02-17-2009	TIH Interchange	02-17-2009
test	test	01-10-2011
FSRR	al sur de loma bonita	06-18-2012
Greenville Branch Ayer MA	Greenville Branch Ayer MA	02-13-2015
deslaves 1	deslaves ferrosur 1	10-06-2017
SKOL WINFIELD	BRIDGE OUT	01-19-2019
BNSF KC	BNSF at KC station	09-21-2020

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Return

2. Select the **Template Name** link that you want to view. The Geography Template Details page is displayed (see Exhibit 147).

Exhibit 147. Geography Template Details

Geography Template Details

General Geography Template Information

Template Name: test   Template Description: test   Issuing Road: RAIL

Geography

Include These Locations

ORIGIN	DESTINATION	Bi-Directional
NENE-80088		N
NENE-80061		N
NENE-80040		N
NENE-80068		N
NENE-80083		N
NENE-80035		N
NENE-80047		N
NENE-80074		N
NENE-80078		N
NENE-80055		N

Return   Edit Geography Template   Delete Geography Template

3. Perform one of the following actions:

   a. Select **Edit Geography Template** to edit the geography template (see Creating Geographic Templates for field descriptions).

   b. Select **Delete Geography Template** to delete the displayed geography template.

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

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

Working with FTP Profiles

Only Railinc Administrators have access to this function.

The FTP Profile determines how routing information is transmitted.

Creating FTP Profiles

Only Railinc Administrators have access to this function.

Use the following procedure to create FTP profiles:

1. Select **Tools** > **FTP Profile** > **Create FTP Profile**. The Create FTP Profile page is displayed (see Exhibit 148).

Exhibit 148. Create FTP Profile

2. Complete the available fields:

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

Field	Description
Allows Permit Notification	Check to have permit messages sent in XML to specified mailbox road mark.

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

Viewing and Editing FTP Profiles

Only Railinc Administrators have access to this function.

Use the following procedure to create FTP profiles:

1. Select **Tools > FTP Profile > View FTP Profile**. The View FTP Profiles page is displayed (see Exhibit 149).

Exhibit 149. View FTP Profiles

View FTP Profiles

Number of FTP Profile(s): 7   ☒ Clear Filters

Roadmark	Mailbox Name	Contact Email	Allow Embargo Notification	Allow Permit Notification
BNSF		Embargo@railinc.com	Y	Y
UP		Embargo@railinc.com	Y	Y
CSXT		Embargo@railinc.com	Y	Y
PAL			Y	Y
TFM			N	N
CN			N	N
CSO			N	N

Return

2. Select the hyperlink of a listed roadmark to edit a listed FTP Profile. The Edit FTP Profile page is displayed (see Exhibit 150).

Exhibit 150. Edit FTP Profile

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

Searching Audit Logs from the Tools Menu

Only users with Officer permission have access to this function.

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

1. Select **Tools > Audit Logs**. The Search Audit Logs page is displayed (see Exhibit 151).

Exhibit 151. Search Audit Logs

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

Here are the input fields for embargo audit log search:

Field	Description
Embargo Number	10-character, system-generated identifier for created embargoes that consists of the following components: ▪ Issuing railroad road mark ▪ 4-digit sequence number starting with 0001. The sequence number is reset to 0001 at the beginning of a new year ▪ 2 digits for year Here is an example of an embargo number: BNSF011102
Change Made by	Specify the user name of the individual for whom you are looking for audit log records.
From Date/To Date	Specify date range for the audit log records that you want to search.

This input field differs for OPSL Notes audit log search:

OPSL Note No.	An **OPSL tariff note number** is 10 characters in length and consists of the following components: ▪ Issuing railroad road mark ▪ OPSL issue indicator; the second digit of the alpha code is incremented by the next letter of the alphabet for each year. "AB" equals the 2007 edition, "AC" equals the 2008 edition, and "AJ" equals the 2015 edition. ▪ 4-digit Tariff Note item number Here is an example of a tariff note number: BNSF – AB – 3200

These input fields differ for a Permit audit log search:

Permit Number	Permit numbers are 10 characters in length and consist of a randomly generated combination of letters and numbers (for example, A887659944).
Permit Request Number	Random system-generated number assigned to permit request.

3. Select the **Search** button. The Search Audit Logs Results page is displayed (see).

Exhibit 152. Search Audit Logs Results

Change made by	Change made on	Reason for change	Audit Log Type	Embargo No	Amendment No	Audit Action	Road
CMORAL3S	09/21/2020 13:14:54	Add Total Weight On Rail: added weight	Embargo Request	KCS000120	1	Amend	KCS
MICHDOC	09/21/2020 13:11:33	reason	Embargo	NS000220	0	Cancel	RAIL
MICHDOC	09/21/2020 10:27:17	Embargo was re-issued for approval.	Embargo Request	CALA002420	0	Reissue	RAIL
MICHDOC	09/21/2020 10:24:20	cancel example	Embargo	UP031019	0	Cancel	RAIL
MICHDOC	09/21/2020 10:12:59	reject embargo example	Embargo Request	UP000520	0	Reject	RAIL
MICHDOC	09/21/2020 10:09:29	Embargo request was approved by administrator.	Embargo Request	CALA001720	0	Approve	RAIL
MICHDOC	09/21/2020 10:09:29	Embargo was created after approved by administrator.	Embargo	CALA001720	0	Create	RAIL
MICHDOC	09/21/2020 10:01:27	Embargo request was deleted from system.	Embargo Request	CSXT003418	0	Delete	RAIL
BSAXK03	09/21/2020 09:26:38	Embargo request was created and submitted for approval.	Embargo Request	CALA002420	0	Create	RAIL
BSAXK03	09/21/2020 09:26:22	Embargo request was approved by administrator.	Embargo Request	CALA002420	0	Approve	RAIL
BSAXK03	09/21/2020 09:26:22	Embargo was created after approved by administrator.	Embargo	CALA002420	0	Create	RAIL
BSAXK03	09/21/2020 09:24:19	Embargo request was approved by administrator.	Embargo Request	CALA002320	0	Approve	RAIL
BSAXK03	09/21/2020 09:24:19	Embargo was created after approved by administrator.	Embargo	CALA002320	0	Create	RAIL
BSAXK03	09/21/2020 09:23:57	Embargo request was created and submitted for approval.	Embargo Request	CALA002320	0	Create	RAIL
BSAXK03	09/21/2020 09:22:01	Embargo request was approved by administrator.	Embargo Request	CALA002220	0	Approve	RAIL

Number of Audit Log(s): 17 Clear Filters

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Printable View

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

Working with CIF Synonyms

Only users with Embargo Officer or OPSL Note Officer permission have access to use synonyms.

CIF synonyms provide Embargo Officers and OPSL Note Officers with the ability to better control traffic movements when restrictions are warranted.

Viewing, Editing and Deleting My CIF Synonyms

Only users with Embargo Officer or OPSL Note Officer permission have access to view, edit and delete CIF synonyms. To view synonyms created for all roads, see Viewing Synonyms Created For All Roads.

Use the following procedure to view, edit or delete CIF synonyms from the Tools menu:

1. Select **Tools** > **CIF Synonym Table** > **My Road's CIF Synonyms**. The My Road's CIF Synonyms page is displayed.

2. Enter the mark for the road you represent in the **Road** field to view your road's synonyms.

Exhibit 153. My Road's CIF Synonyms

3. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

4. Select the Download icon 　⬇　 to open or save your search results in a spreadsheet.

5. When there are two or more pages of results, use the arrows in the bottom right to page through all the results.

6. To create a new synonym, select **Create New Synonym** and follow the steps in Creating CIF Synonyms.

7. To edit an existing synonym, select inside the cell and update the text. Once you've made updates to one or more synonyms, select **Save**. All officers from the road entered will receive an email alerting them of the update.

8. To delete one or more existing synonyms, select **Delete**. A confirmation pop-up will ask you if you are sure that you want to delete the selected synonym(s). Select **Yes** to delete the synonym(s) or **No** to return without deleting. All officers from the road entered will receive an email alerting them of the delete.

Creating CIF Synonyms

Only users with Embargo Officer or OPSL Note Officer permission have access to create CIF synonyms.

Use the following procedure to create a new synonym from the Tools menu:

1. Select **Tools > CIF Synonym Table > Create New Synonym**. The Create New Synonym page is displayed. Your road is automatically entered.

Exhibit 154. Create New Synonym

2. Enter a **CIF** number. Use the search icon and enter a **Patron** name or **CIF** number to search and select a checkbox and select the **Select** button. The selected CIF is added to the page.

3. Select the + plus sign to add additional CIF numbers and use the delete icon to remove them.

4. Enter one or more synonyms into the box on the right, each on a separate line.

5. Select **Save** to save the synonym(s). The My Road's CIF Synonyms page displays, and the new synonym appears in the list for the road.

Viewing Synonyms Created For All Roads

Only users with Embargo Officer or OPSL Note Officer permission have access to view synonyms that were created for all roads.

Use the following procedure to view synonyms created for all roads from the Tools menu:

1. Select **Tools** > **CIF Synonym Table** > **View Synonyms**. The View Synonyms page is displayed.

Exhibit 155. View Synonyms

2. The **CIF Number** and the **Patron Name** are the first two columns.

3. Only 3 synonyms appear per CIF number. If more are available, an arrow appears in the bottom right corner of the **Synonyms** box. Select the arrow to see the full set of synonyms.

4. The **City** and **State** are the location associated with the Patron Name.

5. The **Synonyms Created By** column shows the roads that created each synonym for the CIF.

6. To filter on a column, hover over a column header and select the three lines to the right of the column header and use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** button to clear all filters.

7. Select the Download icon ⬇ to open or save the list of synonyms a spreadsheet.

8. Select **Refresh** to close any open Synonym boxes and refresh the page.

View Amendment Reasons

Only Railinc Administrators have access to this function.

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

1. Select **Tools > View Amendment Reasons**. The Amendment Reasons Details page is displayed (see Exhibit 156).

Exhibit 156. Amendment Reasons Details

Amendment Reasons Details

Number of Amendment Reason(s): 22   ☒ Clear Filters

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

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Cancel   **Add Amendment Reason**

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

2. Select a listed Amendment Reason Code to edit that code. The Edit Amendment Reason page is displayed (see Exhibit 157).

Exhibit 157. Edit Amendment Reason

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

EDI 824 All Clear Messages

If a waybill has been called in that received an 824 hold, and if within 21 days the embargo is amended or canceled, the 417 is reevaluated to see if the embargo still applies to it and if there are no holds from any embargo, then an 824 All Clear Message is sent out (900000000GA).

Exhibit 158. EDI 824 All Clear

Viewing EDI 824 Messages

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

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

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

1. Select **Tools > EDI 824 Viewer**. The Search Outbound 824 Messages page is displayed (see Exhibit 159).

Exhibit 159. Search Outbound 824 Messages

Search Outbound 824 Messages

Embargo/ OPSL Note Number

Receiving Road

Example: XYZ000111 (for Embargo) or XYXAF0111 (for OPSL Note)

Lead Car

Initial

Number

Waybill

Number

Date

Sender Road

Billed Road

Date Range

From
11-02-2021

To
11-03-2021

Cancel   Search

2. Complete the available input fields. Select **Search** to initiate the search. The Search Outbound 824 Results page is displayed (see Exhibit 160).

Exhibit 160. Search Outbound 824 Results

Message...	Embargo Number	Waybill Nu...	Waybill ...	Lead Car Initial	Lead Car Number	Transmission Date	Synony... ↓	824 Cont...
1251349	EARY000123 , EARY000223	565660	11-14-2023	CCBX	57638	11-14-2023 10:27:39	Yes	View
1251348	EARY000123 , EARY000223	565659	11-14-2023	CCBX	57638	11-14-2023 10:27:21	Yes	View
1251295	EARY000223 , EARY000123	653124	11-14-2023	CCBX	57638	11-14-2023 10:02:58	Yes	View
1251457	BNSF001923	455288	11-14-2023	TTGX	255884	11-14-2023 12:30:43	No	View
1251456	CSXT003023	872390	11-14-2023	CSXT	495601	11-14-2023 12:25:57	No	View
1251455	KCSM002723	258	11-14-2023	SHPX	222933	11-14-2023 12:21:17	No	View

Search Outbound 824 Messages

Search Outbound 824 Results

Number of Outbound 824 Result(s): 1067   Clear Filters   Refresh ↓

1 to 100 of 1,067 |< < Page 1 of 11 > >|

3. Use the bottom scroll bar to scroll to the right and select the **View** hyperlink of a listed 824 record to view its full details. The EDI 824 Details page is displayed (see Exhibit 161).

Exhibit 161. EDI 824 Details

EDI 824 Details ✕

EARY000223 - 955003030GE: Commodity embargoed-Waybill requires permit
EARY000223 - 921001010GE: Destination station embargoed
EARY000223 - 922004040GE: Party to Waybill embargoed-Waybill requires permit
EARY000223 - ACE HARDWARE SHOP: CIF Synonym Logic Used
EARY000123 - 955003030GE: Commodity embargoed-Waybill requires permit
EARY000123 - 921001010GE: Destination station embargoed
EARY000123 - 922004040GE: Party to Waybill embargoed-Waybill requires permit
EARY000123 - ACE HARDWARE SHOP: CIF Synonym Logic Used

Message Id: 1251348

EDI Recipients: EARY, UP

Email Recipients:

EDI 824 Message:

#RREP   0000SWAYB002311141027EARY   /233181027/RREP   67132311141027/
GS*WB*RREP*EARY*20231114*1027*141027050*X*008030RAIL
ST*824*141027050
BGN*00*417*20231114*1027
OTI*TE*EQ*CCBX057638*****35861*0001**008030
REF*WY*565659
DTM*WAY*20231114
LM*AR*RGUIDE
LQ*STF*955003030GE
RED*EARY000223*RP
LQ*STF*921001010GE
RED*EARY000223*RP
LQ*STF*922004040GE
RED*EARY000223*RP
LQ*STF*955003030GE
RED*EARY000123*RP
LQ*STF*921001010GE
RED*EARY000123*RP

Close   **Print**

4. Error codes and their descriptions appear at the top for each embargo listed.

- Select **Print** to print the details page.

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

Viewing EDI 824 Error Codes and Descriptions

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

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

Exhibit 162. EDI 824 Error Codes and Descriptions

EDI 824 Error Codes And Descriptions

Number of Error Code(s): 36   ☒ Clear Filters

Error Code	Description
900000000GA	All Clear Notification
905001010GE	More than one Embargo Number given in the Waybill
905001011GE	More than one Permit Number given in the Waybill
905001012GE	Permit number is required if Embargo Number is given
905001013GE	Embargo number is required if Permit Number is given
905002020GE	Embargo Number provided in the Waybill is not found in the Database
905002021GE	Permit Number provided in the Waybill is not found in the Database
905002022GE	Permit Number provided is not for the Embargo
905002023GE	Attributes of the Waybill do not match the conditions specified in the Embargo
905002024GE	Permit Expired
905002025GE	Permit already used
905002026GE	Permit not allowed as Embargo is in effect

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Cancel

2. Use the scroll bar to view the full list of error codes.

3. Select **Cancel** to close the EDI 824 Error Codes and Descriptions page.

Appendix A. User Access Rights

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

Public – anyone who visits the site without logging in

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

Party to Waybill – any valid party to the waybill

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

Road Embargo Officer – embargo officer of a road

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

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

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

- Issue (request for) non-level 4 embargoes on behalf of a railroad (issue, amend, cancel, reissue, edit, approve, reject, view, clone, export, print)

- View audit log

- View journal

- Create/view embargo templates

- Create/view geographic templates

- Maintain embargo officers

- View permit officers

- Subscribe to embargo and tariff note notifications

- View subscriptions

- Create/view contacts

- Maintain FTP profile

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

- Perform all non-level 4 functions (except for the commodity list)

- Perform level-4 embargo functions (issue, amend, cancel, reissue, view without commodities, clone, export, print)

- View audit log

- View journal

- Create embargo templates

- View embargo templates

- Create geographic templates

- View geographic templates

- Edit and delete issued level 4 embargoes prior to approval by the Level 4 AAR Embargo Administrator

- View embargo and permit officers

- Subscribe to embargo and tariff note notifications

- View subscriptions

- Create/view contacts

Level 4 AAR Embargo Administrator – AAR Embargo Officer

- Perform all non-level 4 and level 4 functions (except for the commodity list)

- Approve level 4 embargoes

- Amend or cancel existing level 4 embargoes

- Delete expired level 4 embargoes

- Maintain embargo officers

- View permit officers

- Subscribe to embargo and tariff note notifications

- View subscriptions

- Create/view contacts

- Maintain FTP profile

Railroad Permit Officer – Permit Officer of a Road

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes and tariff notes

- Accept/reject and cancel permit requests for authorized roads

- View, create, import, export non-level 4 permits for authorized roads

- View level 4 permits for authorized road

- View audit log

- View embargo and permit officers

Non-Level 4 Permit Administrator – Railinc Permit Administrator

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes and tariff notes

- View, accept/reject and cancel non-level 4 permit requests sent to any road

- View, create, cancel, import, export, non-level 4 permits issued by any road

- View audit log

- View embargo and permit officers

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

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes and tariff notes

- Accept/reject permit requests for level 4 embargoes for which he/she is the permit officer

- Cancel level 4 permit requests for which he/she is the permit officer

- Create a permit for level 4 embargoes

- View all level 4 permits

- View audit log

- View embargo and permit officers

Level 4 STCC Viewer – Valid party to Waybill

- View commodity list on level 4 embargoes

- Search and view embargoes and tariff notes

OPSL Tariff Notes Officer - Tariff Notes Officer of a Road

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes

- Maintain tariff notes for own road (issue, amend, cancel, expire, view, clone, export, print)

- View audit log

- View journal

- View and create tariff note templates

- View and create geographic template

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

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes

- Maintain tariff notes for all roads (issue, amend, cancel, expire, edit, view, clone, export, print)

- View audit log

- View journal

- View and create tariff note templates

- View and create geographic templates

OPSL Tariff Notes Permit Officer - Permit Officer of a road

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes and tariff notes

- OPSL Tariff Notes Permit Admin can only act on permits from its own road (approve, create, reject, cancel, request)

- View permits

- View permit requests

- Edit own permit requests (clone, export, import, print)

- View audit log

- View embargo officers

OPSL Tariff Notes Permit Admin – Railinc personnel

- View all the fields in a level 4 embargo (except for the commodity list)

- Search and view embargoes and tariff notes

- OPSL Tariff Notes Permit Admin can act on permits from any road (approve, create, reject, cancel, request)

- View permits

- View permit requests

- Edit own permit requests (clone, export, import, print)

- View audit log

- View embargo officers

Read-only User - Railinc CSC support personnel

- Level 4 Embargoes (view without commodities, export, print, view audit log, view journal, view embargo template, view geographic templates)

- Level 4 Embargo Permits (view permit, view permit request, export, print, view audit log)

- Embargoes (view, export, print, view audit log, view journal, view embargo templates, view geographic templates)

- OPSL Tariff Notes (view, export, print, view audit log, view journal, view tariff note templates)

- Embargo Permits (view permit, view permit request, export, print, view audit log)

- Tariff Note Permits (view permit, view permit request, export, print, view audit log)

- View embargo and permit officers

- View embargo and tariff note subscriptions

- View contacts

- View FTP profiles

Glossary

AAR—Association of American Railroads.

ARB—Arbitration and Rules Committee.

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

CBA—Counter Billing Authorities.

CRB—Car Repair Billing Committee.

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

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

DV—Depreciated Value.

EOT Device—End of Train Device.

FSAC—Freight Station Accounting Code.

ICD—Interchange Delivery.

ICR—Interchange Receipt.

JIC—Joint Inspection Certificate.

LCS—Liability Continuity System.

RCH—Railroad Clearinghouse.

SPLC—Standard Point Location Code.

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

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