


Standard Operating Procedure		UTA  FRONT RUNNER
No. #.4	Effective Date: 8/29/13	Supersedes: N/A
Title: Track Access Coordination- Contractor Procedure		
Issued By: Andres A Alarcon	Page: 1 of 3	

Purpose:

To establish a procedure in which contractors can establish working parameters with UTA and the UTA Operational Group in this case Warm Springs-FrontRunner Operations.


Working on or around UTA Railroad Property:

UTA has prepared a website to inform contractors and others requesting to work on or around UTA railroad property of the required steps and provided information for each step of the process. The website can be found at www.rideuta.com under Doing Business > Property Management:

www.rideuta.com/propertymanagement

Track Access Permits:

- **Submitting Permits:**
 - Before submitting a Track Access Permit, in most cases a Right of Entry (ROE) or letter of authorization must first be obtained from UTA Property Management. Visit the website listed above for ROE information.
 - An initial site visit or meeting is required with UTA Maintenance of Way Track Manager and UTA FrontRunner Track Access Coordinator. (This visit determines: Dates, Time, Work Conditions, Work Limits, Description of Work and Level of on Track Safety. This visit also reviews the Contractor Procedure and is documented using the Contractor Action Report.)
 - When submitting permits, please email them and cc all three Track Access Coordinators.
 - **Permits for the following week (Sunday – Saturday) are required to be submitted by 11:00 AM Thursday.** We ask that permits be in by 11:00 AM Wednesday if possible to allow sufficient time for processing.
 - Major activities such as Track out of Service and Form B requests and projects that may impact revenue service during the following week (Sunday – Saturday) must be brought for discussion at the Track Access Meeting (Wednesday 11:00 AM at UTA Warm Springs Rail Service Center).
- **Modifying Permits:**
 - Requests to modify permits must be made through the Track Access Coordinators (not the Controllers). An exception: If the Permit Holder name and number needs to change contact Rail Traffic Control (RTC).
 - The deadline for major modifications to permits is the same as the submission deadline for new permits. Track Access Coordinators at their discretion may on a limited basis

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authorize minor changes to permits under the short notice deadline (that is used for graffiti removal and utility companies).


- **Activating/Deactivating Permits:**

- **UTA’s Rail Operations run 24/7 and have priority in UTA’s railroad corridors.** The Controllers have authority over all movements and activities in UTA’s railroad corridors and determine what activities can safely take place at any given time based on real-time information and conditions. **Until an on-duty Rail Traffic Control (RTC) Controller has activated a permit, work crews and equipment are not allowed on the Right of Way (ROW), regardless of what is stated on the permit.**
- The on-site permit holder must:
 - Be on site at all times and reachable by the FrontRunner Rail Traffic Control (RTC).
 - Have all required paperwork (a copy of the processed permit, proof of Roadway Worker Protection training/certification, Right of Entry paperwork, etc.)
 - Call RTC by phone to activate the permit before work starts and before any workers access the ROW.
 - **Delay of Start Time.** If a delay occurs the Permit Holder/Contractor will call Rail Traffic Control (RTC) within 30 minutes or the permit will be void.
 - **Voiding a permit.** If the permit is no longer needed the Permit Holder/Contractor will call Rail Traffic Control and void the permit.
 - Call RTC to deactivate the permit after work is done **and** crews are clear of the ROW.

- **Safety and Rules Compliance:**

UTA personnel can stop work, expel workers from the railroad Right of Way and/or cancel permits as needed to facilitate safety, rules compliance and/or Rail Operations. Some examples of reasons why this may occur:

- Not following the UTA Roadway Worker Protection guidelines (e.g. not wearing safety vest, watchman lookout on phone/distracted, conducting work/activities in an unsafe manner, etc.).
- Not able to produce required paperwork.
- Not following the Track Access guidelines (working outside of authorized limits, not following conditions stated on the permit, conducting work that has not been authorized, etc.).
- To facilitate rail operations and movements necessary to ensure FrontRunner revenue operations are safe, reliable and not adversely impacted.

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- **Graffiti Removal & Utility Company Permits:**

While those applying for permits must make every effort to comply with the Thursday permit deadline stated above, it is important that graffiti be removed as soon as possible after it is discovered. Additionally, utility companies may need to access their existing infrastructure to address unforeseen urgent needs. Track Access Coordinators may allow for limited short notice permits under the following deadlines:

- Permits for Tuesday, Wednesday, Thursday and Friday submitted by 11:00 AM of the prior business day.
- Permits for Saturday, Sunday and Monday submitted by 11:00 AM Thursday.

Calling the FrontRunner Rail Traffic Control (RTC):

For safety reasons, distractions to Controllers must be minimized. The FrontRunner Rail Traffic Control should only be called to activate and close permits, and for current activities or situations that impact Rail Operations (e.g. placing/removing derails, an emergency on the alignment or in close proximity to the alignment, etc.). **Calls for general Track Access requests or information (e.g. how to obtain a permit, status of a permit that has been requested, requesting modifications to an existing permit, etc.) are to be addressed with the Track Access Coordinators. Individuals calling RTC for general Track Access requests or information will be redirected by the Controllers to the Track Access Coordinators.**

Track Access Coordinators:

The 3 FrontRunner Track Access Coordinators are assigned other projects, responsibilities, and shift duties. Track Access is a secondary responsibility to those primary assignments.

- Track Access coverage will be provided **Monday thru Thursday** from roughly **6:00 AM to 12:00 PM** when there are no conflicts with primary assignments.
- **Outside of those hours, Track Access Coordinators are fulfilling other duties or are off and will only be available on an emergency basis.**
- Other UTA personnel will provide 24/7 Track Access oversight (activation permits, on-site inspections, etc.) in addition to their other duties during their normal work hours.
- Calls and emails may not be immediately answered or returned. Track Access Coordinators are often performing a safety sensitive assignments (such as duties in a train cab or on the alignment), in a meeting, etc. **Please leave a message if the call is not answered.** Calls/emails will be returned as soon as it is safe and possible to do so.
- Track Access Coordinator contact information is listed on the Track Access Permits, and also on the website referenced at the top of the first page.