

INDIANA HARBOR BELT RAILROAD COMPANY

BULLETIN ORDER NO. S-25
Effective 0001, Sunday, January 3, 2016

December 30, 2015
Last General Order in effect: 301

A) Operating Manuals1. Timetable Authority

IHB Timetable No. 3 dated January 5, 2014 in effect.

2. **NORAC Operating Rules Tenth Edition** dated November 6, 2011 in effect.

3. **2012 Emergency Response Guidebook** in effect.

4. **IHB 1, Rules For Equipment Operation and Handling** dated October 7, 2012 in effect.

5. **IHB Safety Rules and Procedures Transportation** dated January 1, 2013 in effect.

6. **United States Hazardous Materials Instructions for Rail** dated September 7, 2014 in effect.

7. **C.O.R.A. Guide 7th Edition** dated November 1, 2011 in effect.

B) Timetable Special Instructions1. Transportation Superintendent

Effective October 1, 2014, D.L. Packard is appointed Transportation Superintendent. Employees will correct the Timetable cover page in ink.

2. **NORAC Rule T: Reporting for Duty; On Call – Timetable Special Instruction T-1. – Added**

The following is added to timetable page 32.

Employees must report for duty at the designated time and place with necessary equipment to perform their duties. Employees must be ready to perform service at the beginning of their on duty period. They must spend their time on duty working only for the railroad. Continued failure by employees to protect their employment will be cause for dismissal.

3. **Timetable Special Instruction 104.a.-2, pp 46 is revised.**

Employees must strikethrough, in ink, entire special instruction 104.1.-2 and replace with inserts. Inserts will be available at the following locations: Gibson employees – West End Trainmaster office, Blue Island employees – Blue Island Trainmaster office, and Argo and Norpaul employees, distribution will be arranged at your respective yard offices.

104. a.-2 Verifying Switch or Derail Position, “Double Check” (revised)

After the route is secured, the employee in charge of operating all switches and derails within intended route must confirm with the engineer, before movement begins, all switches and derails are lined and “double checked”. The engineer must confirm all switches and derails are lined and “double checked” for intended route. Communication must be confirmed by radio when the employee in charge of the route is not within direct vision of the engineer.

The following items must be mentioned before movement begins:

1. Track name/number.
2. Position of derails for the route established. (Applied or Unapplied)
3. All switches and derails are “double checked”.
4. Direction of movement. (East/West)
5. Distance to be traveled when shoving, backing, or pushing a train or engine(s).

Example: “BA11 lined for 12 North, double checked, shove west, 20 cars over...” or “BA11 lined for 12 North, double checked, derail unapplied, shove west, 20 cars over...”

4. **Switches & Derails Equipped with High Security Locks – Timetable Special Instruction 104-20 New**

In addition to the requirements of rule 104, switches and derails equipped with high security locks must be locked when not in use.

5. **710-1 Radio Identification in the Yard – Added**

When using short identification, train crews may use job or run numbers. When using engine, job, or run number the entire number must be transmitted. Crews must include in a job briefing which form of short identification will be utilized. Employees must add the foregoing to timetable page 70.

6. **Timetable Special Instruction 16-5 Utility Employee(s) -added.**

Effective November 1, 2014, Timetable Special Instruction **16-5 Utility Employee(s) is added.** Transportation employees must obtain inserts to supplement IHB Timetable No. 3. Upon initial start as Utility Employee(s), employees must report to the trainmaster for instruction before performing duties as Utility Employee(s). Inserts will be available at the following locations: Gibson employees – West End Trainmaster office, Blue Island employees – Blue Island Trainmaster office, and Argo and Norpaul employees, distribution will be arranged at your respective yard offices.

7. Changes to IHB Timetable No. 3, p 7, note 7 and TTSI 98-2, p 43.

Blue Island East Yardmaster controls occupancy of the Industry Track between the Wireton switch, MP 16.22 and eastward home signal at CP 154. Trains, track cars, or other on-track equipment must not occupy, foul, or leave equipment in the Industry Track without permission of the Blue Island East Yardmaster. All movements requiring occupancy of the Industry Track must obtain permission before arriving at Wireton or CP 154. Strikethrough note 7 on page 7 of Timetable No. 3 and replace with the following:

Permission of the Blue Island East Yardmaster is required to occupy, foul, or leave equipment in the Industry Track. All movements requiring occupancy of the Industry Track must obtain permission in advance of arriving at Wireton or CP 154.

TTSI 98-2, page 43, add the following to the table:

<u>Track</u>	<u>Between</u>	<u>And</u>	<u>Permission</u>
Industry Track	Wireton Switch	Eastward Home Signal at CP 154	East Yardmaster Blue Island

Foreign Line Crews must make appropriate changes to page IHB-42 of the CORA Guide.

8. Changes to IHB Timetable No. 3, dated January 5, 2014

116-4 Shove Master Protection – Gibson Yard is revised adding **item 13** under **Crew Instructions**. Employees will make changes in ink to IHB Timetable No. 3, page 57.

13) Once a route is requested in the Shove Master System, wait until the route is established before movement begins. Input only one request, allowing time for confirmation. Multiple requests will delay line-up.

9. Changes to IHB Timetable No. 3, dated January 5, 2014

Employees must add the following to page 65 of IHB Timetable No. 3.

141-2. INACCESSABLE TRACK - RADIO REQUIREMENT (Added)

In addition to the requirements listed in NORAC 141, permission into working limits must be transmitted **via radio**. All movements needing access into working limits must contact the employee in charge **via radio** and confirmation must be received and understood by all crew members prior to entrance into the working limits. If movement stops within the working limits, employees must ask permission **via radio** from the foreman in charge before restarting in either direction. Once movement is clear of the working limits, employees must re-establish permission to re-enter.

10. IHB Timetable No. 3, Timetable Special Instructions – Locations Where Trains are Prohibited from Clearing Main Track

Trains and engines must continuously occupy main track or leave switch reverse while working at Illinois Brick industry switch located in Controlled Siding track at MP 25.70. Employees will add the following, in ink, to the applicable chart on page 10 of IHB Timetable No. 3:

<u>Track</u>	<u>MP Location</u>	<u>Switch</u>
Controlled Siding	25.70	Illinois Brick

11. IHB Timetable No. 3, Special Instruction 109-5, p 54 - Revise

All references to **E.O. 28** must be stricken from IHB Timetable No. 3 and replaced with **IHB Securement of Equipment Plan**. Employees must make changes in ink.

12. IHB Timetable No. 3, Special Instruction 138-10, page 63 – Revise

New highway crossing at grade and automatic warning devices now in service, at Avenue O, on the Hammond Connection Track. **Employees must make appropriate changes in ink to Timetable No. 3, page 63 as depicted below.**

<u>Track</u>	<u>Crossing(s)</u>	<u>Contact Employee</u>
Hammond Connection Track	Avenue O	Michigan Avenue Yardmaster

13. IHB Timetable No. 3, Special Instruction 98-2, page 43 – Revise

New Industrial track, Hammond Connection Track, is in service from the Azcon industry switch to NS property line south of 135th Street (approximately 2,050'), and under control of the Michigan Avenue Yardmaster. **Crews must add the following table and note 5 to; Timetable No. 3, Rule 98-2, page 43.**

Track	Between	And	Permission
Hammond Connection Track ****(Notes 5)	Azcon Lead Switch	South of 135 th Street at NS Property line	Michigan Ave Yardmaster

5. Hammond Connection Track

- NORAC Rule 98, special instructions 98-1, and 98-2 in effect.
- Normal position of the Azcon Lead Switch is lined and locked for the Hammond Connection Track.
- **Crews must not block Avenue O.**
- Crews operating from IHB to NS must obtain authority from the NS Cummings Drawbridge Operator (076-076) to occupy the SC&S (River Line) and hold at least 75 feet east of Avenue O without activating automatic warning devices, until such permission has been granted.
- Crews operating from NS to IHB must obtain authority from the Michigan Avenue Yardmaster to enter the Hammond Connection Track and hold north of the 126th Street Highway Crossing at grade, on the SC&S (River Line), until such permission has been granted.
- In accordance with the **City of Chicago's 911 Protocol**, **Avenue O** has been identified as a critical route for delivery of emergency services to the City of Chicago. When trains are stopped on or anticipated to be obstructing **Avenue O** crossing for more than **ten (10) minutes**, the train crew must notify the Michigan Avenue Yardmaster. The Michigan Avenue Yardmaster will notify the City of Chicago Office of Emergency Communications of the obstruction at a designated phone number. A crew member must notify the Michigan Avenue Yardmaster when the train is clear of the crossing.

14. Changes to IHB Timetable No. 3, January 5, 2014. Timetable Special Instruction 19-3 – Revised.

Avenue O, on the Hammond Connection Track, will require whistle signal 19(b). Employees will make the following changes to page 37 in IHB Timetable No. 3, January 5, 2014.

On the IHB RR, Within the State of Illinois, except in emergency, engineers are relieved of sounding engine whistle signal Rule 19(b) for public crossings that are protected by automatic warning devices, **except at the following locations:**

IHB Main Line:	Calumet Industrial Track:	Other than Main:
Indiana Ave. (MP 10.69)	Brainard Ave (MP 4.63)	Van Leer Lead: Pulaski Road
Western Ave. (MP 13.93)		Hammond Connection Track: Avenue O
Broadway (MP 14.91)		

15. Changes to IHB Timetable No. 3. Special Instruction C-2 Revised

Employees will make the following change in IHB Timetable No. 3, page 27.

C-2. Examinations – Operating Rules Classes (Revised)

In the application with Rule C, NORAC Operating Rules, train dispatchers and operators are required to attend an operating rules class no later than two years from their previous operating rules class. An employee failing to attend a scheduled operating rules class will not be qualified to perform service. Classes will be scheduled as directed by the Manager of Train Operations.

16. Changes to IHB Timetable No. 3, rule 280-1 to 297a, Signals Aspects Not in Conformity With the Typical Aspects in Service

Employees will add the following to page 67 in Timetable No. 3 effective January 5, 2014. Foreign line crews will add this instruction to the CORA Guide revised on January 5, 2014 on page IHB-25.

Indiana Harbor Belt Railroad will display CSXT advanced warning signs for temporary track restrictions if tracks are obstructed for maintenance or temporary speed restrictions are in effect at or between CP 154 and B. I. Jct. (CSXT tracks designated with mile posts D.I.H. only).

Advanced warning signs will be placed on IHB Main Line at Western Avenue (MP 13.93) for westbound movements and CP 173 (MP 17.25) for eastbound movements. CSXT Wayside Signs are located within the CSXT section of the CORA Guide. CSXT Operating Rules 304 – 305.8 will apply.

NOTE: Sign placement will be less than 2 miles from restricted area at Western Avenue (MP 13.93).

Employees and foreign line crews will contact the E.I.C. listed in CSXT Dispatcher Bulletins on radio channel 08-08.

C) Physical Characteristics Changes

1. IHB Main Line

CP 238 Physical Characteristics Change

Effective September 7, 2014 the eastward home signal cantilever governing movements on No.1 and No.2 tracks is replaced resulting in the signal aspects shifting **nine (9) feet** to the left of their former location.

2. Burnham Yard

Effective 08:00, Friday, September 26, 2014 newly constructed **No.8 Runner** adjacent to No.9 track at Burnham Yard is in service. Switches at both ends of this track are radio controlled. The DTMF codes for the switches at Burnham are: North End #88; South End #08

Both switches can be operated via the radio codes, push button, or hand pump. 109 locks are used to lock the push button and hand lever. After use, 109 locks must be restored to secure the switch. The foregoing must be added to timetable special instruction **104-9** on page 49.

3. IHB Main Line – Between BI Junction and CP 154 – Operational Change

1. Effective immediately, the CSX RA dispatcher assumes operational responsibility for IHB Main Tracks No. 1 and No. 2 between BI Junction and CP 154. All movements at and between BI Junction and CP 154 are governed by **CSX Operating Rules** and the **CSX Section of the CORA Guide** with the exception that IHB signal aspects and indications remain in effect.

2. Movements operating at and between BI Junction and CP 154 must have CSX dispatcher bulletins.

3. Movements operating at and between BI Junction and CP 154 will monitor radio channel 058-058 for IHB to IHB mainline movements. Movements which will require dispatcher assistance at and between BI Junction and CP 154 will contact the CSX RA dispatcher on channel 014-014 Tone 3.

4. Employees must make applicable changes to IHB Timetable page 7, note 5 (see below). **Both IHB and Foreign Line Crews must make applicable changes to page IHB-40 of the CORA Guide. Inserts will be available at on duty locations. Outpost locations must obtain inserts from the IHB Operations Center at Calumet City (708.832.2083) via fax or email.**

IHB Timetable page 7, note 5 shall be reworded as follows: CSX RA dispatcher controls CP 154, BI Jct., and IHB Main Tracks No. 1 and No. 2 between CP 154 and BI Jct. All movements at and between CP 154 and BI Jct. are governed by CSX Operating Rules and CSX Section of the CORA Guide with the exception that IHB signal aspects and indications remain in effect.

4. Physical Characteristics Change, Salt Creek MP 32.74 in Service

Station "Salt Creek", located at MP 32.74 (Salt Creek Bridge), in service. Eastward trains receiving an approach indication to, or required to be held at, CP 309 must stop not more than 500 feet east of Salt Creek and wait for an indication more favorable than stop at CP 309. **IHB employees must make applicable changes to IHB Timetable No. 3 page 8 and page 9 Note 11. Foreign line crews must make applicable changes to CORA Guide pages IHB-52 and IHB-53.**

D) On Track Safety Manual – Job Briefings – Supervision And Communication – Change

Engineering Department employees must make the following changes to On Track Safety Rules #3907 and # 3908: When conducting a Job Briefing as required in Rules #3907 and #3908 and when a roadway worker is assigned duties that require fouling a track, the employee will be provided with a Job Safety Briefing that includes:

- Information on the means by which On-Track safety is to be afforded and instruction on the On-Track safety procedures to be followed and:
- The nature of the work to be performed and the characteristics of the work location.
- Information about any adjacent tracks, and On-Track safety if required or deemed necessary by the Roadway Worker in Charge. (*continued on page 3*)
- Identification of any roadway maintenance machines that will foul any adjacent tracks.

E) Hazardous Materials Instructions For Rail – HM-1 – Changes

1. **Section 3 – Car Inspection, Item 2. Inspection Procedures, b. Inspecting Tank Cars, (4) Note:** is changed to read as follows. **NOTE:** *When heater coil caps are provided, they must be applied.* Employees must replace pages 15 and 16 in the September 7th, 2014 edition with replacement pages available at crew reporting locations.

2. **Hazardous Materials Instructions For Rail – HM-1 – New Section 10 High Hazard Flammable Trains (HHFT) Added, Effective Immediately**

Section 10 is added to HM-1 providing new definitions and operating instructions for trains carrying Class 3 flammable liquids. High Hazard Flammable Trains (HHFT) and High Hazard Flammable Unit Trains (HHFUT) will be defined in this section and will have certain operating instructions. Inserts will be made available at all terminals. For the Gibson Terminal inserts will be located at the West End Trainmaster's office, Blue Island Terminal in the trainmasters office, and Argo/Norpaul arrangements will be made for distribution. Employees governed by HM-1 will be responsible for obtaining this insert and placing this insert after page 50.

F) Transportation Department Safety Rules and Procedures –

1. **New Rule No. 28 – Added**

Transportation employees must add the following to **page 7** of the IHB Safety Rules and Procedures Transportation book. **Safety Rule No. 28** – The wearing of backpacks or any object that has the possibility of being caught or snagged by moving equipment, on or about tracks is prohibited while walking on or near tracks.

2. **Rule 1710 (k) Change**

Rule 1710 (k) is changed to read: "Cancel the protection **via radio communication** only after you are in the clear. Once the protection has been cancelled, you must establish it again before fouling equipment **as prescribed in item (e) of this rule**. Employees must make the foregoing change to page 25.

3. **Rule 1922 – Added**

Transportation employees must add the following to **page 40** of the IHB Safety Rules and Procedures Transportation book. **Safety Rule No. 1922** – Do not stick anything out of the Bay Window or Side Window of a locomotive unless in accordance with your duties and only when safe to do so.

G) C.O.R.A. Guide 7th Edition Dated November 1, 2011

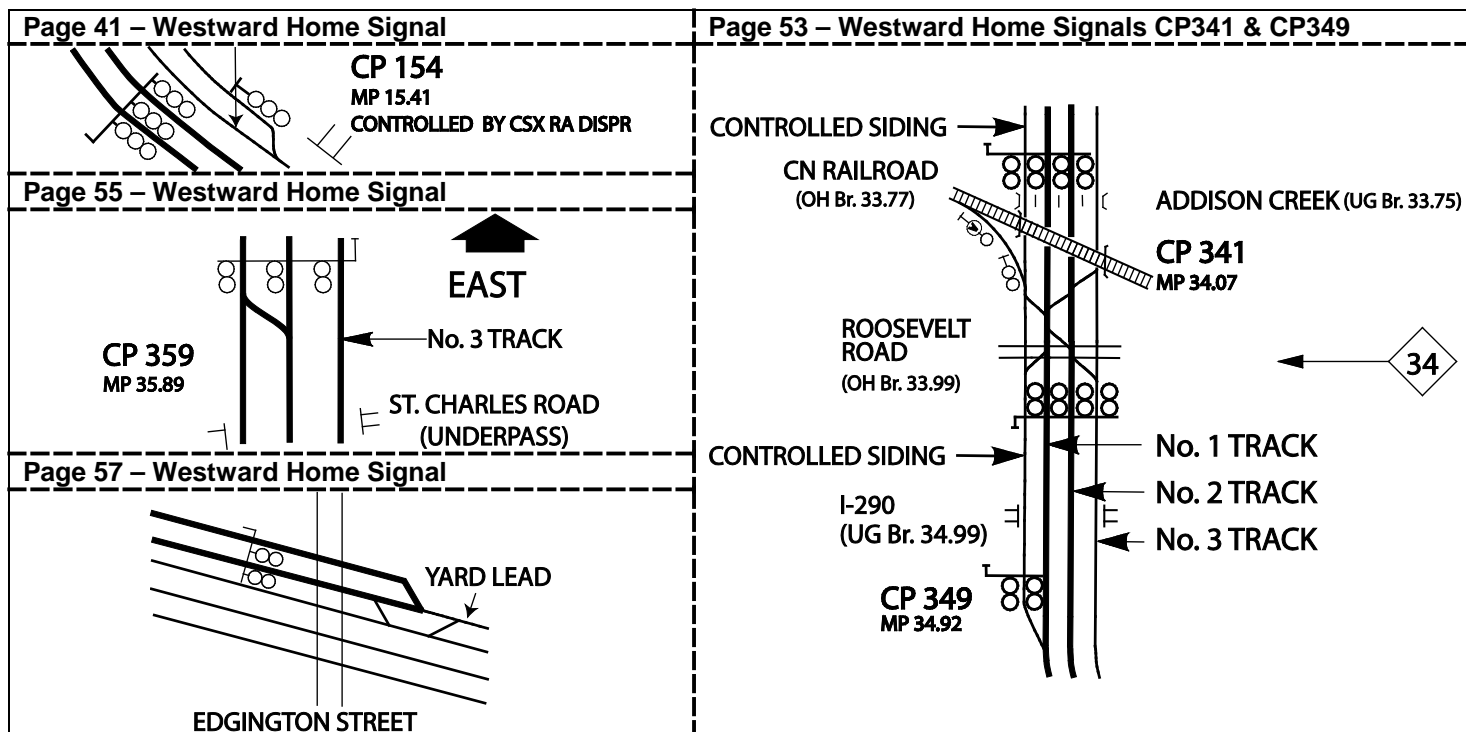
1. **NEW REVISED SECTIONS: CN, CSX, & IHB dated 2014 in effect.**

2. **241-1. Absent or imperfectly Displayed DWARF Signals – Instruction Revised**

Rule 242 is not in effect for dwarf signals unless all lights in the dwarf signal are out **or the signal is missing from its usual location**. If this occurs, the signal must be regarded as the most restrictive indication that can be given by that signal. When one or more lights are displayed, their indication will govern. **Foreign line crews** must make the foregoing change to **page IHB-14** of the **C.O.R.A. Guide**.

3. Map Changes – Signal Position Illustrations

The following illustrations represent changes to the map pages noted in the boxes below. **Foreign line crews** must make the following changes to **pages IHB-41, 53, 55, and 57.**



H) IHB-1 Rules for Equipment Operation and Handling - Revision

1. Rules L-202 and L-203 are revised with bold italicized print as indicated below. Employees must make the appropriate revisions to **pages 51 and 52.**

L-203. TESTING LOCOMOTIVE BRAKES

- (a) **When taking charge of locomotive(s) or** if the brake equipment on a locomotive or a locomotive consist is changed by: 1) uncoupling or coupling MU hoses, 2) adding one or more locomotives to the consist, or 3) removing other than the rear locomotive(s) from the consist, the following brake test must be performed after securing the locomotives with at least one hand brake:

1. BRAKE PIPE LEAKAGE TEST

- a. **Make a 10 PSI service brake pipe reduction.**
- b. **After brake pipe exhaust stops, cut out the automatic brake**
- c. **Measure brake pipe leakage to make certain that it does not exceed 5 PSI per minute.**

(Current items 1. and 2. become items 2. and 3. respectively.)

2. Rule L-239 Rule Change

Employees must change L-239 in the IHB-1 book with the following.

L-239. YARD SERVICE LOCOMOTIVES

SW1500 type locomotives will be handled as follows:

- (a) Must be used as lead when operated in road service in multiple due to not being equipped with dynamic brakes.

When this is not practical and locomotives equipped with dynamic brakes are in the lead, dynamic braking will not be used.

3. Securing Locomotives – L-236 – Revised

L-236 Securing Locomotives, item a), 7 is revised as follows. “Remove the reverser handle from the reverser slot on the control stand and ensure all reversers are removed from each locomotive in the head-end consist at all locations, including yard tracks, engine service facilities, etc. (Excluding DP remote locomotives on secured unattended trains.). Employees must add the foregoing revision to IHB-1 Rule L-236.

4. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012.

- a. L-202 is deleted in its entirety. Employees will strikethrough entire rule with an X in ink starting on page 51.
- b. L-240 is revised in its entirety and inserts will be distributed at on-duty locations titled L-240 (revised). Employees will strikethrough entire rule with an X in ink starting on page 79.
- c. L-241 is added and inserts will be distributed at on-duty locations titled L-241 (addition).

5. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012.

L-203 is revised in its entirety and inserts will be distributed at on-duty locations titled L-203 (revised 1/26/2015). Employees will strikethrough entire rule with an X in Ink starting on page 52. L-204 is added and inserts will be distributed at on-duty locations.

6. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012.

C-102 is revised to include a Section D, inserts will be distributed at on-duty locations titled "C-102 Equipment Left Unattended (Revision)". Employees will add insert of the new revision into the current IHB-1 after page 42.

C -102 Equipment Left Unattended (Revision)

D. When leaving a car(s) detached on a grade and you have more locomotive tonnage than car tonnage follow these steps:

1. Before detaching from cars, set the automatic brake.
2. Apply handbrakes on cars.
3. Adjust slack based on grade.
4. Release the automatic brake, leaving the locomotive brakes applied. If the slack does not adjust after 1 minute consider the handbrake(s) effective.

7. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012. Employees must make the following change to IHB-1, L-240 Taking Charge of Locomotive(s). Strike-through the segment as displayed below

3) If Re-crewing Locomotives/Trains in Route:

Job brief with the locomotive engineer on the crew being relieved, verify that Daily Inspection has been made, and make the inspection (brief walk around) at first opportunity when the train stops or train dispatcher gives permission to inspect at that location. However, if determined that the Daily Inspection has not been completed within that calendar day and if moving the train will cause the inspection to be overdue, inspect immediately. Notify delay to the train dispatcher.

8. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012. Employees will remove the current rule and add insert the new rule change into the current IHB-1 after page 40.

Effective immediately C-102 is changed in its entirety, inserts will be distributed at on-duty locations.

9. Changes to IHB-1 Rules for Equipment Operation and Handling, dated October 7, 2012.

Effective immediately A-13 is changed in its entirety, inserts will be distributed at on-duty locations titled A-13. Brake Test from Yard Test Plant. Employees will strike through the current rule and add insert the new rule change into the current IHB-1 after page 20.

**D. L. PACKARD
TRANSPORTATION SUPERINTENDENT**