



NATIONAL TRANSPORTATION SAFETY BOARD  
**Investigative Hearing**

Washington Metropolitan Area Transit Authority Metrorail train 302 that encountered heavy smoke in the tunnel between the L'Enfant Plaza Station and the Potomac River Bridge on January 12, 2015

<b>GROUP</b>	<b>B</b>
<b>EXHIBIT</b>	
<b>3.3</b>	

Agency / Organization

NTSB

Title

**Mechanical Group Factual Report  
Appendix 3 – WMATA Internal Email**

**From:** [Kakkar, Sachit](#)  
**To:** [Kakkar, Sachit](#)  
**Subject:** FW: EV Procedure  
**Date:** Wednesday, April 08, 2015 2:29:55 PM  
**Attachments:** [HVAC Emergency Shutdown Procedure 2-5-15.docx](#)

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E-mail for NTSB (Mike Hiller).



***Sachit K Kakkar, P.E.***

Deputy Chief, Vehicle Program Services  
Office of Vehicle Program Services  
Department of Transit, Infrastructure & Engineering Services  
WMATA  
600 5th Street, NW  
Washington, DC 20001

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**From:** Barkie, Yonas A.  
**Sent:** Thursday, February 05, 2015 1:05 PM  
**To:** Kakkar, Sachit  
**Cc:** Holland, Diane  
**Subject:** RE: EV Procedure

Sachit,

Attached is the revised EV procedure.

Thanks,  
Yonas

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**From:** Kakkar, Sachit  
**Sent:** Thursday, February 05, 2015 11:51 AM  
**To:** Barkie, Yonas A.  
**Cc:** Holland, Diane  
**Subject:** EV Procedure

Yonas:

When can I have the revised EV procedure?

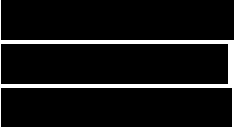
Thanks.



***Sachit Kakkar, P.E.***

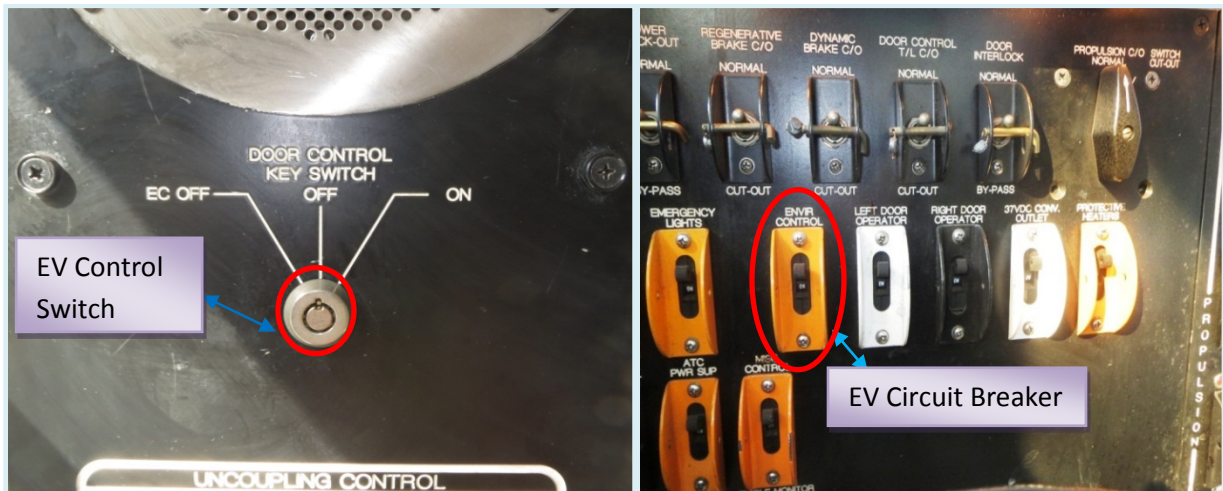
Deputy Chief, Vehicle Program Services

Vehicle Program Services



## (Revised) HVAC Emergency Shutdown Procedure

1. When instructed by ROCC to shut down the Environmental (EV) system, STOP THE TRAIN.
2. Make an announcement to customers informing them of your actions.
3. Key down the train
4. Place Door Key in the EV control Switch on the Auxiliary Control Panel.
5. Turn Key to EC off position momentarily. (Note: If the Operator occupied car is a 5000 series rail car, wait until the EV shuts down after turning the key to EC off position as there is a delay up to two minutes due to the HVAC application).
6. Trip the EV circuit breaker on the Operator's Circuit breaker Panel.



Auxiliary Control Panel

Operator's Circuit Breaker Panel

7. Key up the console and resume schedule per ROCC instruction
8. When authorized by OCC and clear of smoke area, turn ON the EV system by resetting the EV Circuit Breaker on the Operator's Circuit Breaker panel.

**From:** [Kakkar, Sachit](#)  
**To:** [Kakkar, Sachit](#)  
**Subject:** FW: Revised EV procedure  
**Date:** Wednesday, April 08, 2015 2:26:10 PM

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Copy of the email for Mike Hiller (NTSB)



***Sachit K Kakkar, P.E.***

Deputy Chief, Vehicle Program Services  
Office of Vehicle Program Services  
Department of Transit, Infrastructure & Engineering Services  
WMATA  
600 5th Street, NW  
Washington, DC 20001



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**From:** Kakkar, Sachit  
**Sent:** Thursday, February 05, 2015 1:19 PM  
**To:** Ballard, Hercules  
**Cc:** England, Byron J.; Dزيدuch, Charles; Reynolds, Joseph  
**Subject:** Revised EV procedure

Hercules:

Please see enclosed revised procedure.

Thanks.



***Sachit Kakkar, P.E.***

Deputy Chief, Vehicle Program Services  
Vehicle Program Services



