1.0 Purpose

To establish requirements for workers switching railcars within rack areas.

2.0 Personal Protective Equipment

- Hard Hat
- Hearing Protection
- Hi-Visibility FRC Clothing
- Safety Glasses
- Gloves
- Safety Boots

3.0 Hazards and Precautions

The table below lists job hazards and the precautions that should be taken for safety, environmental, quality, ergonomics, before beginning this procedure.

Hazard	Precaution
Property Damage	Clearance beside tracks/ racks
Person Injury	Slips/ trips/ falls,
Collision – Train/Vehicle/Pedestrian	Clearance beside tracks/ racks
Traffic	Road signs

4.0 Definitions

Rack Areas – Area beginning at the derailer and ending at the bumper unless otherwise defined in site specific procedure.

5.0 Prior to Entering Rack Area

WARNING – When railcars have loading spouts, arms, or landings inside, near or against any railcar, entering into a rack area is strictly prohibited.

5.1 Clearing Racks

5.1.1 Verify blue flag and derailers are de-active.

5.1.1.1 Notify crew leader/ supervisor if blue flag or derailers are active.

5.1.2 At no time shall a switchman remove any energy isolation device or barricade unless defined otherwise in the site specific policy.

5.1.3 Verify clear travel path for railcars prior to entering rack area.

5.1.4 Verify obstructions (i.e. chocks, ramps, grounding cables, loading arms, landings, workers, etc.) are not attached to any railcar or may be struck by the railcar prior to entering rack area.

5.1.5 Entire rack area shall be walked and cleared prior to entering rack.

6.0 Entering Rack Area (Employee Positioning)

6.1 Entering rack area with overhead fall protection

6.1.1 It is prohibited to ride a railcar into or out of a loading rack.

6.1.1.1 These beams may be close to the railroad track and may severely injure an employee if caught between the beams and a moving train.

6.1.2 The employee shall guide the train consist into the rack area past the fall protection beams from the ground.

6.2 Entering rack area NOT equipped with overhead fall protection

6.2.1 It is prohibited to ride a railcar into or out of a loading rack.

6.3 Use Restricted Speed.

6.3.1 Stay alert for pedestrians, overhead equipment or equipment near rack areas.

6.3.2 Be prepared to immediately stop train movement to avoid any property damage or personal injury.

6.4 Controlling Switchman shall confirm the verification of deactivated derailers, barricades, blue flags and/or any other device used to protect rack area against rail movement.

6.4.1. Controlling Switchman will instruct Engineer to stop 1-car length from the orange cone in order to remove the cone and confirm any device used to protect the rack area against rail movement has been removed.

6.5 During times of inclement weather (i.e. heavy rain, fog) stop all work and contact supervision for direction.

7.0 Pulling Racks

7.1 When pulling racks, employee shall be positioned at ground level.

7.2 100% point protection is required for all shoving movements.

7.3 Verify blue flag and derailers are down. Notify crew leader/ supervisor if blue flag or derailers are active. This MUST be completed prior to entering a rack.

7.4 At no time shall a switchman remove any energy isolation device or barricade unless defined otherwise in the site specific policy.

7.5 Verify clear travel path for railcars prior to entering rack area.

7.6 Verify foreign objects (i.e. chocks, ramps, grounding cables, loading arms, landings, workers, etc.) are not attached to any railcar or may be struck by the railcar prior to entering rack area.

7.7 Remove handbrakes prior to pulling cars from rack area, unless handbrakes are being used to control slack and wheels are not sliding.

8.0 Spotting Racks

8.1 When spotting racks, employee shall be positioned at ground level.

8.2 100% point protection is required for all shoving movements.

8.3 All railcar defects shall be reported to crew leader/ supervisor.

8.4 Railcars identified as having defects to the braking system shall not be spotted at a rack unless otherwise defined in rack site specific procedure listed below.

8.4.1. Never spot a railcar with a defective brake on the bumper or end of a rack.

8.5 Refer to rack site specific procedures listed below for spotting guidelines.

NOTE: When entering all racks to spot cars, the consist shall come to a complete stop one railcar length before the designated spot area and a minimum of one handbrake applied. This will improve stopping power and controllability of the consist.

9.0 Chemical Rack Operations – Mobil Chemical Complex (MCC)

9.1 A, B & D Racks

WARNING: MCC tracks are dead-end tracks and bumper cars are spotted very close to the bumpers. Proceed at slowest speed possible and use EXTERME CAUTION.

NOTE: Train speed not to exceed 5 mph inside the MCC plant.

9.1.1 Prior to traveling to MCC

- Conductor obtain paper work from MCC Shift Supervisor
- Conductor update PSC switch list to show position to spot cars
- Conductor will notify MCC Security that the train crew is headed to switch MCC Plant
- Conductor will request permission from the KCS to enter mainline.

9.1.2 Removing Railcars on MCC Track.

- Pull racks in accordance with section 7.0 of this procedure.
- Place removed railcars according to switch list destination

9.1.3 Spotting Railcars on MCC Tracks

9.1.3.1. "A" Track has 5 spots and will be spotted as follows:

- A-1 – spotted with ladder centered on the ramp closest to the bumper
- A-2 – spotted with the ladder centered at the A-2 spot sign
- A-3 – spotted with the ladder centered at the A-3 spot sign
- A-4 – spotted with the ladder centered at the A-4 spot sign
- A-5 – spotted with the ladder centered at the A-5 spot sign

9.1.3.2. "B" Track has 4 spots and will be spotted as follows:

- B-1 – spotted with ladder centered on the ramp closest to the bumper
- B-2 – spotted with the ladder centered at the B-2 spot sign
- B-3 – spotted with the ladder centered at the B-3 spot sign
- B-4 – spotted with the ladder centered at the B-4 spot sign

9.1.3.3. "D" Track has one spot. D-1 will be spotted roughly five (5) feet from the bumper on the track

9.1.4 Switch crew will set hand brake on each railcar or cut of railcars prior to uncoupling.

9.1.5 After movement is completed.

- Place pulled cars in storage area
- Conductor will inform MCC Security that switching is complete
- Conductor will notify KCS when PSC is clear of mainline
- Conductor will update PSC switch list identifying new position of railcars

10.0 BP Track Operations – Lube Plant

10.1. BP 7 Track – Pig Trap

WARNING: 7 Track (Pig Trap) is a dead-end track and very slippery. Proceed at slowest speed possible and use EXTERME CAUTION.

10.1.1 Prior to Traveling to 7 Track

- Conductor will obtain paperwork from Ryder
- Conductor will update PSC switch list to show position to spot cars
- Conductor or designee will ensure all lights are illuminated.
    - ALL lights shall be activated prior to train consist entering rack area

10.1.2 7 TRACK (PIG TRAP) PULLING PROCEDURE

- Pull racks in accordance with section 7.0 of this procedure.
- Derails will stay up after operators call until we are physically stopped at the safety stop minimum distance of 1 car length or 60 feet, then the operators will proceed to drop derails.
- Once derail has been dropped rack will be confirmed clear by walking on the right (west) side of the first spot (spot 20) to check the first SRL, hoses, cables and chocks clear. For the remaining portion of the rack prior to the first breezeway you must walk around the tanks following the stenciled walking path and down the access points to the next SRLs and confirm that they are out of the way along with all chocks, hoses, and cables. Following rack clearing procedure for the remaining portion of the rack, and remove cone once confirmed clear.
- While switchman is clearing the rack, they will turn on flashing red lights and place signs up at the breezeways. Once both red lights are on, all signs are placed in the middle of each side of breezeways and the rack is confirmed clear the switchman will call the train to the first couple (See Attachment 1 for signs).
- **Rack will be pulled without air until it has passed the crossing the train MUST be stopped, and cars can be laced up**

10.1.3 7 TRACK (PIG TRAP) SPOTTING PROCEDURE

- When spotting pig trap the following guideline MUST be followed in this order. Left (East) and right (West) side is determined by facing the end of the rack from the road crossing. If rack was pulled and we leave the area rack clearing procedure must be followed to ensure the rack continues to be clear.
- Once crossing is occupied and train movement has stopped switchman is to turn on flashing red lights at both breezeways and place signs in the middle of each side of the breezeways (See Attachment 1 for signs).
- During this process the switchman must stay stationary while calling the train to them, **at no time should the switchman be walking down the rack while the train is in movement**. Once both red lights are on with all signs placed at the breezeways. The first switchman will call the train to the first breezeway and then relay it to the second switchman at the next breezeway.

- When spotting cars, you are permitted to cross over to the left (east) side **ONLY TO CLOSE ANGLES COCKS AND THEN CROSS BACK OVER TO THE RIGHT (WEST) SIDE PRIOR TO ANY MOVEMENT OF THE TRAIN. AT NO POINT SHOULD AN EMPLOYEE BE ON THE LEFT (EAST) SIDE PAST THE FIRST BREEZEWAY DURING TRAIN MOVEMENT. Watch your footing and any steam coming out of pipes on the left (east) side.**
- Switching personnel are not permitted to walk alongside moving equipment in the pig trap rack.
- Spot railcars as designated by switch list
- Wait on Loader to give direction on where to spot railcars
    - 7-1 Spot – spotted roughly 10 feet from bumper (Use Extreme Caution)
    - 7-20 Spot – spotted closest to the derailer
    - Rail skates are present at the bumper end of track 7. These skates are positioned roughly 5 feet from the spotted position of the wheel set nearest the bumper. The rail skate's purpose is to allow the wheels to ride up on the tongue causing resistance that will bunch up slack and slow/stop the train, if an engineer feels the resistance from a rail skate, they are to immediately throw the train into emergency and wait for further instructions (See Attachment 2 for SK8).
- Set hand brake on each railcar or cut of railcars prior to uncoupling

10.1.4 After Movement is Complete

- Place pulled card in correct storage area
- Conductor or designee will ensure all lights are off
- Conductor will update PSC switch list identifying new position of railcars

10.2. BP 8/ 9 Tracks

WARNING: 8/ 9 Loading Racks are dead-end tracks and very slippery. Proceed at slowest speed possible and use EXTERME CAUTION.

10.2.1 Prior to Traveling to 8/ 9 Tracks

- Conductor will obtain paperwork from Loader
- Conductor will update PSC switch list to show position to spot cars

10.2.2 While Removing Railcars from 8/ 9 Rack Area

- Pull racks in accordance with section 7.0 of this procedure.
- Place removed railcars according to switch list destination

10.2.3 Spotting Railcars on 8/ 9 Tracks

- Block railcars as designated by switch list
- Spot railcars as designated by switch list

NOTE: Locomotive shall not enter loading bay of either 8 or 9 track

- Cars will be spotted with ladder on center of ramp.
  - 8-1 – spotted at ramp closest to bumper of 8 track
  - 8-2 – spotted at middle ramp or 8 track
  - 8-3 – spotted at ramp furthest from bumper of 8 track
  - 9-1 – spotted at ramp closest to bumper of 9 track
  - 9-2 – spotted at ramp furthest from bumper of 9 track
  - 9-3 – spotted at ramp furthest from bumper of 9 track
- Rail skates are present at the bumper end of track 8 & 9. These skates are positioned roughly 5 feet from the spotted position of the wheel set nearest the bumper. The rail skate's purpose is to allow the wheels to ride up on the tongue causing resistance that will bunch up slack and slow/stop the train, if an engineer feels the resistance from a rail skate they are to immediately throw the train into emergency and wait for further instructions (See Attachment 2 for SK8).
- Set hand brake on each railcar or cut of railcars prior to uncoupling

10.2.4 After Movement is Complete

- Place pulled cars into storage area
- Conductor will update PSC switch list identifying new position of railcars

10.3. BP 10 Track

WARNING: 10 Track is a dead-end track. Proceed at slowest speed possible and use EXTERME CAUTION.

10.3.1 Prior to Traveling to 10 Track

- Conductor will call the BP Control Room to request clearance prior to entering 10 Track
- Conductor will obtain paperwork from Ryder
- Conductor will update PSC switch list to show position to spot cars

10.3.2 While Removing Railcars from 10 Track Area

- Pull racks in accordance with section 7.0 of this procedure.
- Place removed railcars according to switch list destination

10.3.3 Spotting Railcars on 10 Track

- Block railcars as designated by switch list
- Spot railcars as designated by switch list
  - 10-1 – spotted roughly 10 feet from bumper
  - 10-2 – spotted with ladder off-center of the 10-2 spot sign
  - 10-3 – spotted with ladder off-center of the 10-3 spot sign
  - 10-4 – spotted with ladder centered on the 10-4 spot sign
  - 10-7 – spotted with ladder centered on the 10-7 spot sign
  - 10-8 – spotted with ladder centered on the 10-8 spot sign
  - 10-9 – spotted with ladder centered on the 10-9 spot sign
  - 10-10 – railcars to be cleaned can be spotted on any of these empty spots; over the grating and under fall protection
- Set hand brake on each railcar or cut of railcars prior to uncoupling

10.3.4 After Movement is Complete

- Place pulled cars into storage area
- Conductor will update PSC switch list identifying new position of railcars

10.4. BP Repair Track

WARNING: Repair Track is a dead-end track. Proceed at slowest speed possible and use EXTERME CAUTION.

10.4.1 Prior to Traveling to Repair Track

- Conductor will obtain paperwork from Repair Crew
- Conductor will update PSC switch list to show position to spot cars
- Conductor will verify will repair leadership that the crew is ready for the switch

10.4.2 Removing Railcars from Repair Track

- Pull racks in accordance with section 7.0 of this procedure.
- Place removed railcars according to switch list destination

10.4.3 Spotting Railcars on Repair Track

- Block railcars as designated by switch list
- Spot railcars as designated by switch list
  - Rep-1 – spotted roughly 10 feet from bumper
  - Rep-2 – spotted roughly 10 feet from the end of Rep-1
  - Rep-3 – spotted roughly 10 feet from the end of Rep-2
  - Rep-4 – spotted roughly 10 feet from the end of Rep-3
- Set hand brake on each railcar or cut of railcars prior to uncoupling
  - If hand brake does not function properly
    - Leave connected to another railcar
    - Notify PSC leadership
    - Notify Repair crew leadership

10.4.4 After Movement is Complete

- Place pulled cars to storage area
- Conductor will update PSC switch list identifying new position of railcars

Attachment 1 – Track 7 (Pig Trap) Breezeway Signs

Attachment 2 – Rail Skate (SK8)

Document History: Below are at least the last three revisions of this document, including all revisions within the last three months

Revision	Date	By	Description
1	01/11/18	Craig Domingue	• Replaced Exel with Ryder • Removed reference to Pipe Steel and Wax racks • Simplified statements re: riding railcars into/ out of loading racks
2	11/26/19	Elizabeth Fisher	Updated logo and template
3	3/1/23	L. Romero	Updated header/footer with no changes to content.
4	05/01/2023	Joshua Danna	Updated Note section 8 to one hand brake applied. Removed Refinery Plant Rack Ops 3 Rack, 10 Rack Removed BP Track Ops BP2 Track, BP 4 Track, BP 6 Track, Head of 7 Track, Head of 10 Track, Head of 11 Track-Hill Track Overhaul of BP 7 Track, Added Rail Skates to BP8/9, Added Attachments 1 & 2