

# ATTACHMENT M

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## Standard Operating Procedures TRV Track Protection and CSX Property Access

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*Addendum No. 8*



# STANDARD OPERATING PROCEDURES

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## TRV TRACK PROTECTION AND CSX PROPERTY ACCESS

### Document Revision History

Date	Version	Notes
1/24/24	2.0	Revision
1/26/24	2.1	Update
7/17/24	2.2	Update
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Document Owner: \_\_\_\_\_

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## **Purpose of this Document:**

This standard operating procedure has been developed to provide guidance to contractors or outside parties making requests for CSXT right of way protection in support of approved construction projects and activities on CSX railroad property. This SOP provides a high-level overview of the process and requirements for obtaining right of entry, requesting track protection appropriate for the work being performed, and the roles and responsibilities of the parties involved. CSX reserves the ultimate right to determine required training and track protection for all parties on CSX property above FRA or any regulatory requirements.

This process will generally only be applicable for the CSXT Right of Way as it pertains to the Transforming Rail in Virginia projects on the RF&P subdivision. The potential protection provided refers to any CSXT employee or representative of the railroad who is assigned to protect contractors, consultants, sub-consultants, inspectors, utilities or anyone performing work on a railroad right of way as defined below. Various requirements and qualifications for the staff or representative in charge of protection exist based on the type of activity and distance from the rail. This information can be found in the CSX Guide for Contractor Safety and Compliance and the current CSX Roadway Worker Protection (RWP) Contractor Handbook.

## **Definitions/Assumptions**

### **CSXT Right of Way Protection Request Parameters**

<b>Protection Classification</b>	<b>Minimum Requirement/Work Type</b>	<b>Required Trainings</b>
Flagman (High Risk and High Risk FRA)	On the track or utilizing equipment fouling or with the potential to foul track (Boring, on track equipment, equipment crossing or fouling, limited site distance areas, etc.)	Requires RWP and ISNetworld
Watchman/Lookout (High Risk)	On the track with no mechanical equipment using TAW (Train Approach Warning). Crews will need to clear with 15 seconds to spare from approaching trains (utility investigations, survey, no mechanical equipment, etc.)	Requires RWP and ISNetworld
FCI – Field Construction Inspector (Not High Risk)	Outside the foul of the track but on railroad property with no potential to foul the track, must be outside of 15’ of tracks at all times (boundary survey, utility investigations, walking inspections outside 15’, etc.)	Require RWP within 25 ft. of track

In general, activities and protection requests should conform with only one level of the above classifications. For any activities that may only incidentally be below minimum requirements (i.e., traveling to a site, repositioning between sites, crossing the track, etc.) **the strictest form of protection classification will apply**. Site specific conditions may also apply, such as the need for sufficient sight distance per CSX Guide for Contractor Safety and Compliance and the current CSX Roadway Worker Protection (RWP) Contractor Handbook (i.e., not in a curve), ability to have safe locations clear of the rail, etc. The requestor should be familiar with the location and nature of their activity to ensure the proper classification of protection is sought. All crew members of contractors must complete CSX's contractor safety training and qualification program prior to accessing the work site to perform work. The CSX contractor safety program for Engineering includes Roadway Worker Protection (RWP) training and is required annually.

CSXT Contractors that are working onsite are required to subscribe to ISNetworld ("ISN") and complete the CSX Contractor Safety Program process which includes:

- Connect to a CSX department (i.e., Engineering, Mechanical, etc.). This step associates the required safety training for the contractor's employees (i.e., RWP);
- Complete and upload company information (contact information, safety performance, written programs, etc.); and
- Ensure each employee that will perform work on CSXT property is fully safety qualified prior to conducting work. This includes safety training and E-Verify (background checks).

For additional information:

- ISN – Visit [ISN | ISNetworld | Official Site](#)
- CSX's Contractor Safety Program – Review the CSX Guide for Contractor Safety & Compliance available on CSX.com [Doing Business With Us - CSX.com](#)

## Contacts/Responsibilities

<b>PROCESS STEP</b> (Highlighted rows focus on this process memo)	<b>ENTITY</b>				
	CSXT Staff	CSXT Representative	CSXT PM/CM	CSXT Contractor	Outside Party
1. Assure right of entry.				<b>X</b>	<b>X</b>
2. Initiate Request				<b>X</b>	<b>X</b>
3. Compile Requests			<b>X</b>		
4. Optimize Requests			<b>X</b>		
5. Coordinate with CSXT	<b>X</b>	<b>X</b>	<b>X</b>		
6. Identify Staff Coverage Availability	<b>X</b>	<b>X</b>	<b>X</b>		
7. Communicate/Confirm Protection Offered	<b>X</b>	<b>X</b>	<b>X</b>		
8. Receive Confirmation/Arrive Onsite				<b>X</b>	<b>X</b>
9. Comply with Safety Requirements	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
10. Communicate with Onsite Team		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**CSXT Staff:** Includes Design/Construction Manager, Flagging Request Coordinator, Track Supervisor, Flagman Personnel

**CSXT Representative:** Third Party Staff Coordinator, Third Party Watchman/Lookout or FCI Individual

**CSXT PM/CM:** Michael Baker (MBI) and Patrick Engineering staff functioning in the CSX TRV Program Manager roles

**CSXT Contractor:** Design GEC and any subconsultants, Site Investigation Contractor

**Outside Party:** State (VPRA) Officials, State Investigation Contractor, Utility Interest, other stakeholders



## Overall Program Procedures

### INITIATE A REQUEST

CSXT Contractor or Outside Party should have an accepted Right of Entry permit approved prior to submitting a request through this process.

CSXT Contractor or Outside Party should fill out a Flagger Request Form (see Attachment A) providing the following information:

- (1) AFE or OPT number for the project (when relevant)
- (2) Name of the contact person in charge (provide RWP ID number)
- (3) Contact information
- (4) Size of crew (have the list of RWP ID numbers on file for CSX reference)
- (5) Scope of work
  - (a) If work requires excavation a dig ticket/boring list will need to be submitted with the request to clear utilities. A dig ticket can be obtained through the CSX Property Portal
- (6) Limits of work (Milepost to milepost)
- (7) Daily duration of work activities (M-F and specific hours each day)
- (8) Type of support needed (Flagger, Watchman/Lookout or FCI)
- (9) Flexibility to work off hours or weekends

PM/CM Project Request should be emailed to [brandy.eckert@rina.org](mailto:brandy.eckert@rina.org) and copy [flagging\\_csx\\_pmcm@mbakerintl.com](mailto:flagging_csx_pmcm@mbakerintl.com)

Outside party request should be emailed to [brandy.eckert@rina.org](mailto:brandy.eckert@rina.org) and copy [TRV\\_Flagging@mbakercorp.com](mailto:TRV_Flagging@mbakercorp.com)

Request needs to be submitted to the above email distribution **no later than Monday COB of the week prior** to the activity occurring.

Last-minute requests or changes that are needed will be fulfilled at the discretion of CSXT and subject to available protection resources.

### COORDINATE WITH CSXT, IDENTIFY COVERAGE, CONFIRM/COMMUNICATE PROTECTION

Specific activity details must accompany requests – namely dig tickets and boring list details. CSXT will review activity details for potential impact to CSXT infrastructure. Additional on-site CSXT staff may need to be present for activities near critical system components.

An individual email will be sent for each request.

CSXT PM/CM to coordinate need and formally submit this to:

PM/CM Project requests – [brandy.eckert@rina.org](mailto:brandy.eckert@rina.org) and copy [flagging\\_csx\\_pmcm@mbakerintl.com](mailto:flagging_csx_pmcm@mbakerintl.com)

Outside party requests - [brandy.eckert@rina.org](mailto:brandy.eckert@rina.org) and copy [TRV\\_Flagging@mbakercorp.com](mailto:TRV_Flagging@mbakercorp.com)

The CSXT PM/CM will work with CSXT Contractors and Outside Parties to gain further insight (based on project schedules, timelines, etc.) to provide an advanced look ahead (3-4 weeks prior) to aid CSXT Staff and CSXT Representatives to mobilize any available resources with sufficient lead time to be ready at the time of activity need.

The CSXT PM/CM will communicate with CSXT Contractors / Outside Parties on the status of their request and once confirmed or denied by CSXT no later than 1300 hours the Friday prior to the start of work operations. For protection request denials, the CSXT PM/CM will work with the requestor to determine the next available dates for work activity to occur.

If sudden availability should occur (i.e. planned activity could not be performed, work completed early, etc.), the CSXT PM/CM will contact any entity with a standing and unfilled CSXT Right of Way Protection request to determine if it could be accommodated on short notice. The classification of protection offered would be aligned with the outstanding requests and the protection resources made available.

**IF A REQUESTOR CANCELS OR COMPLETES WORK EARLY WITHOUT 48 HOURS OF NOTICE TO THE CSXT PM/CM THEY MAY BE RESPONSIBLE FOR THE PAYMENT OF THE ASSIGNED RESOURCES HOURS FOR THE REQUEST.**

## COMMUNICATE WITH ON-SITE TEAMS

The CSXT PM/CM will coordinate daily with CSXT Contractors and Outside Parties' field crews to check on CSXT protection support and progress of work. CSXT Contractors and Outside Parties will receive contact information for all involved in the activity to include:

CSXT PM/CM Contact:

CSXT Staff/Representative On-Site Protection Individual: Lorene Heninger ([Lorene.Heninger@rina.org](mailto:Lorene.Heninger@rina.org))

The CSXT Contractor or Third Party should note during these calls any reduction in schedule or increase in schedule that should be relayed to CSXT Staff. The duration of the protection requests may be amended or changed at this time. **On-site changing of the classification of protection will not be accommodated.**

Any conditions that should disrupt the activity to be performed or remove the need for CSXT protection should be promptly communicated to the CSXT PM/CM contact. Any no shows of protection resources, on site denial of protection based on site conditions, or other irregularities beyond the safe conduct of the work should be immediately reported to the previously noted on-site CSXT contacts.

If work is postponed due to adverse weather conditions, the CSXT Contractor or Outside Third Party will be required to notify the CSXT PM/CM immediately of this so a request can be made with CSXT to extend resources, if possible.

## Other Considerations

Recurring CSXT Right of Way Protection request needs to be renewed for each week of need.  
**No request may extend beyond any given week.**

If the CSXT Contractor or Third Party miscommunicates the level of protection needed, CSXT will not be able to guarantee resources or access to complete the scope of work. A new request with proper protection resources would need to be designated.

### CSXT Staff, CSXT Representatives, and CSXT PM/CM Distribution List

Flagging Request ([TRV\\_Flagging@mbakercorp.com](mailto:TRV_Flagging@mbakercorp.com))  
Brandy Eckert ([brandy.eckert@rina.org](mailto:brandy.eckert@rina.org))  
Brett Sanders ([Brett\\_sanders@csx.com](mailto:Brett_sanders@csx.com))  
Brandon Knapp ([Brandon\\_knapp@csx.com](mailto:Brandon_knapp@csx.com))  
Amanda Hongisto ([Amanda\\_hongisto@csx.com](mailto:Amanda_hongisto@csx.com))  
Daniel Tucker ([Daniel\\_Tucker@csx.com](mailto:Daniel_Tucker@csx.com))  
James Adair ([James.adair@railpros.com](mailto:James.adair@railpros.com))  
Leo Kreisel ([leo.kreisel@railpros.com](mailto:leo.kreisel@railpros.com))  
Bobby Evans ([sigfixer@comcast.net](mailto:sigfixer@comcast.net))  
Adam Walkowiak ([awalkowiak@mbakerintl.com](mailto:awalkowiak@mbakerintl.com))  
Aaron Long ([aaron.long@mbakerintl.com](mailto:aaron.long@mbakerintl.com))  
Ryan Furgerson ([ryan.furgerson@mbakerintl.com](mailto:ryan.furgerson@mbakerintl.com))  
Paul Crowley ([Paul.Crowley@mbakerintl.com](mailto:Paul.Crowley@mbakerintl.com))  
Lorene Heninger ([Lorene.heninger@rina.org](mailto:Lorene.heninger@rina.org))

### Forms

CSX TRV Flagger Request Form (see Attachment A)

## References

Attachment A – Flagman Request Form

Attachment B – CSX Dig Ticket Flow Chart North of 110 (Image only. Full document provided separately)

Attachment C – CSX Dig Ticket Flow Chart South of 110 (Image only. Full document provided separately)

Attachment D – TRV/CSX – Dig Safe – Protection Ticket

Current RWP Contractor Handbook (Purchased from RailPros to complete RWP training)

CSX Guide for Contractor Safety and Compliance – Webpage found [HERE](#)

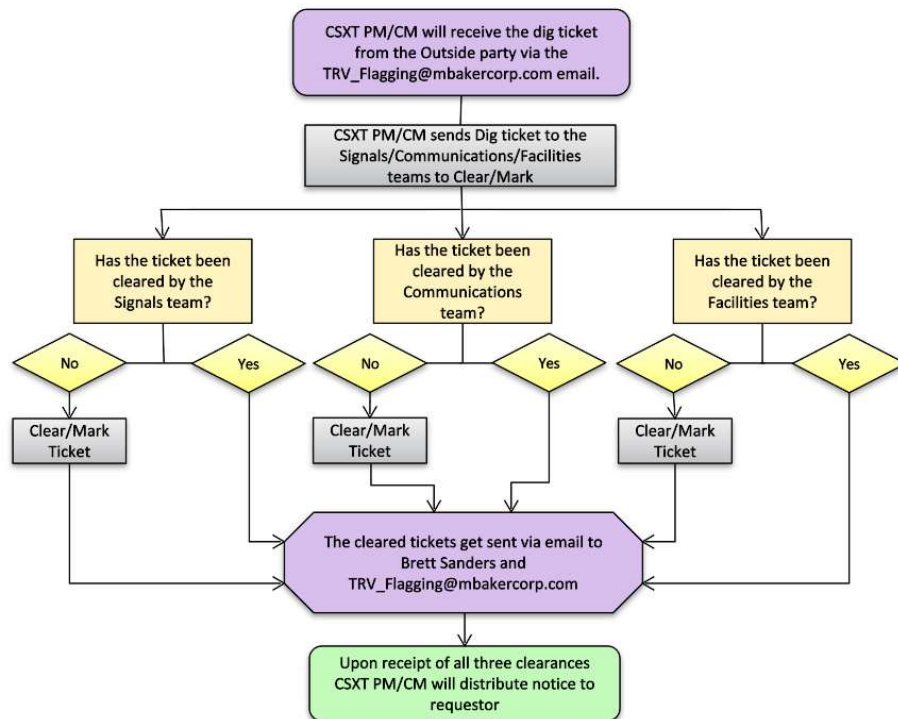
CSX Safe Way (Provided separately)



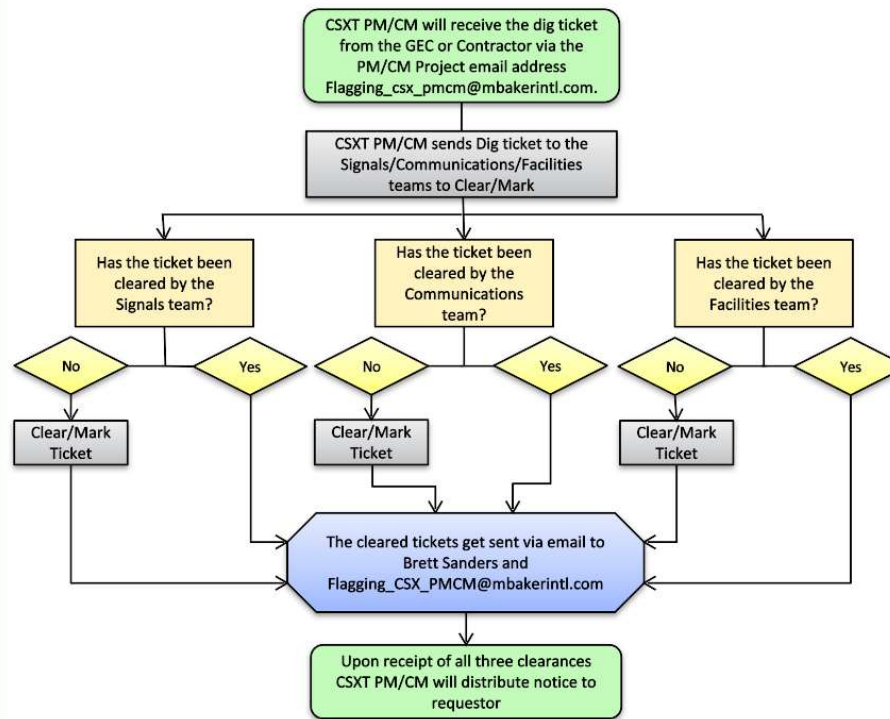
ATTACHMENT B – CSX DIG TICKET FLOW CHART NORTH OF 110



Workflow when Dig Ticket gets requested by Outside Party



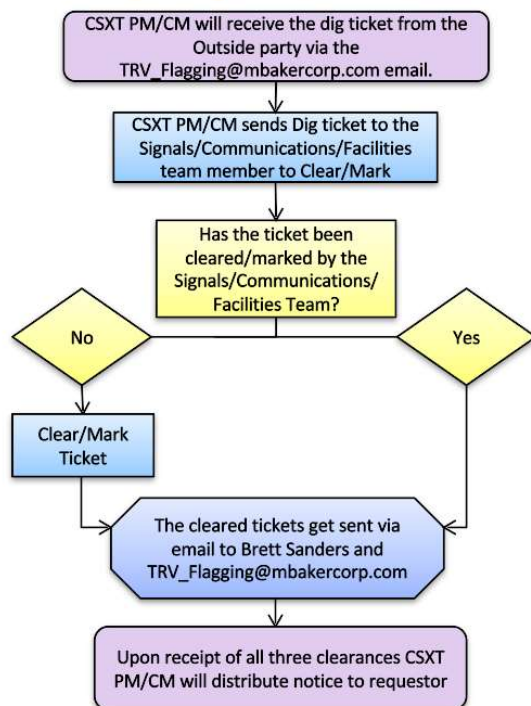
Workflow when Dig Ticket gets requested by GEC/Contractor



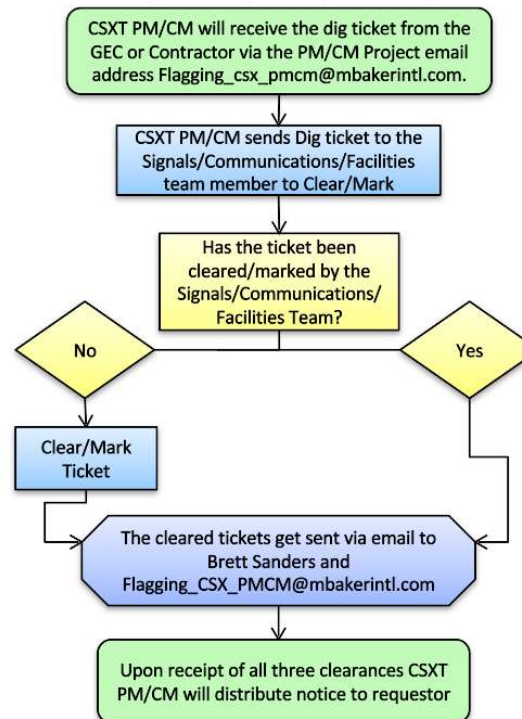
ATTACHMENT C – CSX DIG TICKET FLOW CHART SOUTH OF 110



Workflow when Dig Ticket gets requested by Outside Party



Workflow when Dig Ticket gets requested by GEC/Contractor



ATTACHMENT D – TRV/CSX – DIG SAFE – PROTECTION TICKET

**TRV/CSX – DIG SAFE – PROTECTION TICKET**

PM/CM Email: [Flagging\\_CSX\\_PMCM@mbakerintl.com](mailto:Flagging_CSX_PMCM@mbakerintl.com)  
Outside Party Email: [TRV\\_Flagging@mbakercorp.com](mailto:TRV_Flagging@mbakercorp.com)  
Office Phone#: (301) 759-2149

DATE: \_\_\_\_\_ LOCATION OF DIG: \_\_\_\_\_  
TOWN & STATE: \_\_\_\_\_ NEAREST CROSSING ST: \_\_\_\_\_  
MAIN LINE/YARD: \_\_\_\_\_ PREFIX/MP: \_\_\_\_\_ TRACK #: \_\_\_\_\_  
ADDITIONAL INFO: \_\_\_\_\_  
AFE #: \_\_\_\_\_

Please type dig locations and attach aerial images of the locations:

Provide State's "Locating Agency's" Dig Authorization #: \_\_\_\_\_

Work Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ How many days/weeks to complete: \_\_\_\_\_

Department doing work: Track  Communications  Signals  B&B  Contractor  Other

Phone #: \_\_\_\_\_

Name, Address, Phone & Fax number of employee / contractor requesting the validation number to dig:  
\_\_\_\_\_

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Name of Employee Locating Utilities, Signature and Phone Required:

PRINT: \_\_\_\_\_ Marked  Clear  Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check if on site protection is required during dig: B&B  Communications  Signals

DIG TICKET # (internal use only): \_\_\_\_\_ SPONSOR/MANAGER IN CHARGE OF DIG: \_\_\_\_\_

**Locating Agencies**

MD 1-800-257-7777	VA 1-800-552-7001	NY 1-800-962-7962
WV 1-800-245-4848	PA 1-800-242-1776	Qwest 1-800-283-4237

