

# Mechanical Reference Repository Admin User Guide



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## Welcome to Mechanical Reference Repository

The Mechanical Reference Repository (MRR) centralizes and automates elements of the Rule 88 and Running Repair Agent (RRA) processes in a single, easy-to-use, web-based application. MRR helps car mark owners, shop owners and railroads reduce the manual work required to complete these processes.

This *Mechanical Reference Repository Admin User Guide* describes how to perform MRR administrator tasks. See the following sections for instructions:

- “[EEC Manager Tasks](#)” on page 2 describes how to review and approve Rule 88 applications.
- “[Running Repair Admin Tasks](#)” on page 6 describes how to view and approve Running Repair Agent associations.

Refer to the [Mechanical Reference Repository User Guide](#) for general user information, including an overview and login instructions.

## EEC Manager Tasks

The EEC Manager is responsible for reviewing and approving submitted applications. The EEC Manager receives an application in “Submitted” or “Resubmitted” status and uses the MRR user interface to change the application status. See “[Application Statuses](#)” on page 2 and “[Approving Applications](#)” on page 3 for more information.

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## Application Statuses

A Rule 88 application can have one of the following statuses:

**Submitted:** When the applicant submits a new Rule 88 application, the status is set to “Submitted”. The EEC Manager receives a notification email.

**Corrective Action Required:** When this status is set, the applicant will receive an email notification with a note from the EEC Manager. This status requires the applicant to update the application based on the EEC Manager’s comments, and then resubmit the application. The applicant can access the given application from the “My Applications” menu item.

**Resubmitted:** When the applicant updates a previously submitted Rule 88 application (for example, after a corrective action), the status is set to “Re-submitted”. The EEC Manager receives a notification email.

**TCC Review:** When this status is set, the Tank Car Committee will review the given application. The applicant should expect to be contacted by the EEC or TCC Manager.

**AAR Review:** When this status is set, the AAR will review the given application. The applicant should expect to be contacted by the EEC Manager or an AAR Consultant.

**FRA Pending:** This status indicates initial project approval only for Rule 88 ILS applications. When this status is set, the applicant will receive a project approval letter via email from the AAR. The applicant is required to submit an FRA Approval Letter to complete the program approval process.

**FRA Submitted:** This status is set when the applicant submits the FRA Approval Letter (only for Rule 88 ILS applications).

**MID Inspection:** When this status is set, the Mechanical Inspection Department will schedule an Inspection with the applicant. The applicant should expect to be contacted by the EEC Manager or an AAR Consultant.

**Approved:** When this status is set, the system generates an approval letter and sends emails to the applicant and the EEC Manager. Once an application is approved, it cannot be updated.

**Denied:** When this status is set, the application is set to “Denied”. The applicant may expect to get contacted by the EEC Manager or by the AAR. Once an application is denied, it cannot be updated.

**Cancelled:** When this status is set, the applicant or EEC Manager has cancelled the application. An email is sent to the applicant and the EEC Manager with a cancelled case number. Once an application is cancelled, it cannot be updated. If an applicant wants to make changes and have a cancelled application reconsidered, they must create and submit a new application.

## Approving Applications

This section describes how to approve a submitted application.

1. Log into Mechanical Reference Repository as described in the [Mechanical Reference Repository User Guide](#). The Mechanical Reference Repository Welcome page is displayed with the menu options for an EEC Manager.
2. Select **Rule 88 Applications**. The Manager Dashboard page is displayed ([Exhibit 1](#)).

**Exhibit 1. Manager Dashboard**

Manager Dashboard								
Case Number	Submitting Company	Application Type	Submission Date	Equipment Group	Application Status	Evaluation Type	EEC Review	Evaluation Sent Date
<a href="#">203.50</a>	RAILINC CORPORATION	ILS - Inspection Method	02/21/2016	GOND - 1 car(s)	Approved			
<a href="#">203.40</a>	RAILINC CORPORATION	ILS - Inspection Method	02/21/2016	GOND - 1 car(s)	Approved		C	
<a href="#">203.30</a>	RAILINC CORPORATION	ILS - Inspection Method	02/04/2016	GOND - 3 car(s)	FRA Submitted			
<a href="#">203.20</a>	THE DAVID J JOSEPH COMPANY	ILS - Inspection Method	01/29/2016	FLAT - 1 car(s)	Submitted			
<a href="#">203.10</a>	RAILINC CORPORATION	ILS - Inspection Method	01/21/2016	HOPP - 1 car(s)	FRA Pending			
<a href="#">195.140</a>	RAILINC CORPORATION	IGRL - Code 1	02/08/2016	BOXC - 7 car(s)	Submitted			
<a href="#">219.529</a>	RAILINC CORPORATION	Rebuilt Units	02/08/2016	TANK - 6 car(s)	Approved		C	
<a href="#">219.528</a>	RAILINC CORPORATION	Modified Units	02/08/2016	TANK - 6 car(s)	Submitted			
<a href="#">219.527</a>	RAILINC CORPORATION	Rebuilt Units	02/08/2016	GOND - 3 car(s)	Submitted			
<a href="#">219.526</a>	RAILINC CORPORATION	Modified Units	02/08/2016	BOXC - 8 car(s)	Submitted			
<a href="#">219.525</a>	RAILINC CORPORATION	Modified Units	01/14/2016	HOPP - 1 car(s)	Submitted			
<a href="#">203.52</a>	RAILINC CORPORATION	ILS - Fatigue Method	02/24/2016	BOXC - 1 car(s)	Submitted			

3. Select the listed Case Number for the application that you want to review/approve. The application opens with an extra tab for Manager Review ([Exhibit 2](#)).

### Exhibit 2. Displayed Application (with Manager Review tab)

Modified Units: Guidelines: 219.404

GUIDELINES CONTACT DETAILS UNIT DETAILS QA CODE ATTACHMENTS MANAGER REVIEW

**Guidelines:**

**Application fee** - Please refer to Appendix E in AAR Office Manual for complete fee details.

**Appeal Process** - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards.

**Waivers** - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards.

**Modified Unit Applications** - If the applicant has not conducted a sample car inspection or is not prepared to schedule an inspection, and if the applicant would like a design review by the AAR before proceeding with the application, please contact the AAR Equipment Engineering Committee manager by email at [EEC@aar.com](mailto:EEC@aar.com)

**Important Contact Information**  
 EEC Manager, Rules and Standards : [EEC@aar.com](mailto:EEC@aar.com)  
 AAR Executive Director for Tank Car Safety : [kdorsey@aar.org](mailto:kdorsey@aar.org) and CC to: [mforister@aar.org](mailto:mforister@aar.org)  
 Railinc Customer Support : [csc@railinc.com](mailto:csc@railinc.com)

**Application Fee:**

Which form of payment was used to initiate this application?

☒ Wire Transfer  
☐ By Check  
☐ Credit Card

**Note\*** Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual

✕ Cancel Application Continue

4. Move through the tabs of the application either by selecting the **Continue** navigation button or by selecting the tab name as it appears at the top of the application. When ready, select the Manager Review tab to input the results of your review. The Manager Review page is displayed ([Exhibit 3](#)).

### Exhibit 3. Manager Review

Modified Units: Manager Review: 219.404

GUIDELINES CONTACT DETAILS UNIT DETAILS QA CODE ATTACHMENTS MANAGER REVIEW

Application Status Submitted

EEC Review ☐ Yes ☐ No

Comments

Attachments (Maximum of 20) Choose File No file chosen

Exit ✕ Cancel Application Back Edit Submit

5. Select **Edit** to make the available input fields active.
6. Complete the available input fields (for example, see [Exhibit 4](#)):
  - a) Select an application status.
  - b) Select **Yes** or **No** to indicate whether the application has received an EEC Review.
  - c) Enter any necessary comments.
  - d) Attach any necessary documents, photos, or inspection results.

**Exhibit 4. Manager Review (showing completed fields)**

Modified Units: Manager Review: 219.404

● GUIDELINES
 ● CONTACT DETAILS
 ● UNIT DETAILS
 ● QA CODE
 ● ATTACHMENTS
 ● **MANAGER REVIEW**

Application Status: Corrective Action Required

EEC Review: ☐ Yes ☒ No

Comments: Attach brake test results

Attachments (Maximum of 20): Choose File No file chosen

Exit
Cancel Application
Back
Edit
Submit

7. Select **Submit**. The Manager Dashboard is redisplayed ([Exhibit 5](#)).

**Exhibit 5. Manager Dashboard**

Application is updated Successfully: Case Number - 219.404								
Manager Dashboard								
Case Number	Submitting Company	Application Type	Submission Date	Equipment Group	Application Status	Evaluation Type	EEC Review	Evaluation Sent date
219.404	RAILINC CORPORATION	Modified Units	06/09/2015	HOPP	CorrectiveAction		N	
219.403	RAILINC CORPORATION	Modified Units	06/05/2015	HOPP	Submitted			
219.402	RAILINC CORPORATION	Modified Units	06/05/2015	BOXC	CorrectiveAction		N	
219.401	RAILINC CORPORATION	Modified Units	06/04/2015	BOXC	CorrectiveAction			
219.400	RAILINC CORPORATION	Modified Units	05/27/2015	BOXC	Cancelled			
219.399	RAILINC CORPORATION	Modified Units	05/27/2015	BOXC	Cancelled			
219.398	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Cancelled			
219.397	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Cancelled			
219.396	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Denied			
219.395	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Approved			
219.394	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Cancelled			
219.393	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Cancelled			
219.392	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Approved			
219.391	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	ReSubmitted			

## Running Repair Admin Tasks

See the following sections for information about the processes completed by the Running Repair Admin:

- “[Viewing Existing RRA Sponsor Applications](#)” on page 6
- “[Viewing New RRA Sponsor Applications](#)” on page 7

## Viewing Existing RRA Sponsor Applications

1. Log into the Mechanical Reference Repository as described in the [Mechanical Reference Repository User Guide](#). The Mechanical Reference Repository Welcome page is displayed with the menu options for a Running Repair Admin/Sponsor.
2. Select **Running Repair Agent > Approve RRA Sponsorship**. The Running Repair Agent Sponsor Applications Pending Approval page is displayed ([Exhibit 6](#)).

**Exhibit 6. Running Repair Agent Sponsor Applications Pending Approval**

RRA Mark	Company Name	Railroad	Submission Date	RRA Status	Application Detail
A011	PRE PROD TEST 1	RAILINC CORPORATION	2015-04-20T13:42:32-04:00	New	<a href="#">View</a>
A029	PREPROD TEST 3	RAILINC CORPORATION	2015-04-20T14:07:28-04:00	New	<a href="#">View</a>
A005	KENTUCKIANA RAILCAR REPAIR FACILITY LLC 12/8/07	RAILINC CORPORATION	2015-04-08T12:25:43-04:00	Existing	<a href="#">View</a>
A029	JK Rail Test	RAILINC CORPORATION	2015-04-21T14:28:39-04:00	New	<a href="#">View</a>
A033	THE ANDERSONS INC	RAILINC CORPORATION	2015-03-30T11:09:55-04:00	Existing	<a href="#">View</a>
A011	John Koz Rail	RAILINC CORPORATION	2015-04-20T11:09:16-04:00	New	<a href="#">View</a>

3. Select **View** for one of the listed applications with an RRA Status of “Existing”. The Details for RRA Agent Mark (existing) page is displayed ([Exhibit 7](#)).

**NOTE:** The RRA Admin can access FindUs.Rail from the Admin Dashboard by selecting the “click here” link above the list of applications.



**Exhibit 7. Details for RRA Agent Mark (existing)**

Details for Running Repair Agent Mark A012

Sponsor Information

Company Name:

RAILINC CORPORATION

First Name:

Shravan Kumar

Last Name:

Alur

Phone:

1-9196515219

Email:

shravan.alur@railinc.com

Address:

7001, Weston Pkwy

Address 2:

Suite 200

City:

Cary

State:

NC

Country:

United States

Zip Code:

27513

Running Repair Agent Information

Company Name:

ROAD & RAIL SERVICES INC

Company Email:

dtimberlake@roadandrail.com

Station Details

SPLC	City	State	Effective Date	Termination Date
412790009	ALLEN JAY	NC	01-09-2015	01-24-2015

Back

Approve Association

4. Review the details for accuracy. When ready, select **Approve Association**. A message is displayed showing the successful approval ([Exhibit 8](#)).

**Exhibit 8. Approved AAR Association**

RRA Application Approved

Sponsorship for Mark A033 has been approved successfully. A copy of assignment letter will be sent to A033 as well as RRA Admin. The Sponsoring Railroad will receive a notification that A033 has been added to the Running Repair Agent category in FindUs.Rail.

Ok

Select **OK** to return to the “Pending” tab.

Once the application is approved, it is viewable in the “Approved Applications” tab.

## Viewing New RRA Sponsor Applications

1. Log onto Mechanical Reference Repository as described in the [Mechanical Reference Repository User Guide](#). The Mechanical Reference Repository Welcome page is displayed with the menu options for a Running Repair Admin/Sponsor.
2. Select **Running Repair Agent > Approve RRA Sponsorship**. The Running Repair Agent Sponsor Applications Pending Approval page is displayed ([Exhibit 6](#)).

3. Select **View** for one of the listed applications with an RRA Status of “New”. The Details for RRA Agent Mark (new) page is displayed ([Exhibit 9](#)).

**Exhibit 9. Details for RRA Agent Mark (new)**

### Details for Running Repair Agent Mark A897

Sponsor Information		Running Repair Agent Information	
Company Name:	AAR	Company Name:	Betty P's RRA
First Name:	Nichole	Company Email:	john.kozlowski@railinc.com
Last Name:	Fimble	First Name:	John
Phone:	2026392143	Last Name:	Kozlowski
Email:	nfimble@aar.org	Email:	John.Kozlowski@railinc.com
Address:	425 3rd St SW	Phone:	1.9195551212
Address 2:		Address:	7001 Westin Parkway Ste. 200
City:	Washington	Address 2:	
State:	DC	City:	Cary
Country:	United States	State:	NC
Zip Code:	20024	Country:	United States
		Zip Code:	27513

Billing Party		Exceptions	
First Name:	John	First Name:	John
Last Name:	Kozlowski	Last Name:	Kozlowski

Inquiries		Remit To	
First Name:	John	First Name:	John
Last Name:	Kozlowski	Last Name:	Kozlowski

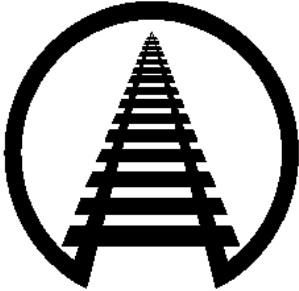
Station Details				
SPLC	City	State	Effective Date	Termination Date
222220000	TWIN EAGLE FARMS	DE	12-04-2014	12-06-2014

Back
View Interchange Agreement
Approve Association

4. As necessary, select **View Interchange Agreement** to view the interchange agreement ([Exhibit 10](#)).

### Exhibit 10. RRA Interchange Agreement

Running Repair Agent: A011



Association of American Railroads

Freight Cars - Running Repair Agent Version Interchange Agreement

The Subscriber hereto adopts and agrees, jointly and severally, with each and all other parties (whether corporations, partnerships or individuals) owning or possessing railroad cars used for the transportation of commodities, which parties have respectively entered into agreements in effect similar to this instrument, that the Subscriber will abide by the Code of Rules governing the condition of, repairs to and settlements for freight cars for the interchange of traffic, as formulated and promulgated by the former Master Car Builders' Association and by the Association of American Railroads (Division V - Mechanical) or by either thereof (which rules are designated on the minutes of said Association's proceedings and are commonly known as "Interchange Rules"), and by each of said rules, and as well will abide by each and all decisions and interpretations of the Arbitration Committee provided for the said Code of Rules, until this agreement on the part of the Subscriber shall be terminated by three months' notice in writing, filed with the Secretary (or such other officer as from time to time shall be acting as Secretary) of said Railroad Association, or of such body as shall at the time have succeeded thereto.

Legal name of the company

Officer Name

Officer Title

**NOTE:** If the subscriber is a partnership, then following signatures of the respective partners should be added the words "doing business as" (inserting partnership or trade name).

Doing Business As

By entering your name and title, you are agreeing to the guidelines outlined above surrounding the Interchange Agreement

Dated and signed on

5. As necessary, use the **Print** button to print the displayed RRA Interchange Agreement. Select **Close** to close it. The Details for RRA Agent Mark (new) page is redisplayed ([Exhibit 9](#)).
6. Select **Approve Association** to approve the association. A message is displayed showing the successful approval ([Exhibit 8](#)).