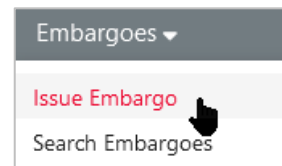AAR Embargo/OPSL System is used to issue an embargo or OPSL note. Embargoes are used by railroads to issue instructions to temporarily control traffic movements. The difference between an embargo and OPSL note is that an embargo is issued for one year while an OPSL note applies for more than one year. Embargo is used in this example, but the forms for each are basically the same. See Additional Resources at the bottom for more information.

Use this procedure to **issue** an **embargo**:

1. Sign in to **Launch Pad** and navigate to **AAR Embargo/OPSL Permit System**.

2. From the menu bar, select **Embargoes > Issue Embargo**.

3. In the **General Embargo Information** section:

   - The **Issuing Road** is the road creating the embargo.

   - Selecting **Op Station Notice** only sends an email to the affected parties and sets **Allow Permits** to **No** and **Bypass Local Waybills** to **Yes**. EDI 824 Hold Notifications are not delivered.

   - Checking **Effective Immediately** is for emergencies such as a bridge outage and is effective directly after AAR approval. When **not** checked, the embargo becomes effective at midnight 48 hours after AAR approval.

   - Selecting **Yes** to **Allow Permits** allows permit requests for the issued embargo to be submitted so approved traffic can be controlled. Selecting **Yes** also allows you to enter the **Permit Contact Email/Url.**

   - Selecting **Allow Admin Issued Permits** allows users with admin permissions to allow admin issued permits for the issuing road and can be selected when Allow Permits is No.

   - **Include All Empty Cars** is only used for weather conditions, derailment, bridge out, catastrophic event or spontaneous labor actions.

4. When **Min Car Allowed** is checked, Number of Min Car Allowed field appears. When **Max Car Allowed** is checked, **Number of Max Car Allowed** field appears.

5. Choose a **Cause** for the embargo and enter the **Cause Details**.

6. Select **Target Select Commodities** and enter them in the textbox or use the search. Select **Target All Commodities** to enter any commodities to be excluded or allowed through the embargo.

7. In the **Geography** section:

   1. The first set of **Origin** and **Destination** fields are the **FSACs** or **States** to **include**.

   2. The second set are the ones to **exclude**.

3. The third set are interchanges that can be included. If you select **AND**, the waybill must match both the station and interchange. If you select **OR**, the route and the Origin and Destination station(s) will both be considered when matching a waybill.

- Templates can be created in the Geography section for common routes.

7. **Equipment** allows you to choose the types and characteristics of equipment (certain types, group types or field status) from the Umler application.

Equipment

○ Target Select UMLER Equipment Types   ○ Target All UMLER Equipment Types   ● Target Select UMLER Equipment Type Groups

○ Target Select UMLER Field/Status

Include These Umler Equipment Type Groups

☐ A - Equipped Box Cars	☐ F - Flats	☐ K - Equipped Hoppers	☐ Q - Lower Profile Intermodal Flats	☐ U - Intermodal Containers
☐ B - Unequipped Box Cars	☐ G - Unequipped Gondolas	☐ L - Special Types	☐ R - Refrigerator/RBL's	☐ V - Automobile Multi-levels
☐ C - Covered Hoppers	☐ H - Unequipped Hoppers	☐ P - Conventional Intermodal Flats	☐ S - Stack Intermodal Flats	☐ Z - Intermodal Trailers
☐ E - Equipped Gondolas	☐ J - Gondola GT		☐ T - Tanks	

Equipment Characteristics

☐ Add Equipment Axle Count & Length Conditions to Restrict Movement

Total Weight on Rail: | - No Weight Restrictions - | - Select a Quantity - ▼ | lbs.

Greater than

Greater than or equal to

Clearance Code

- No Clearance Codes -   ▼

- For **weight restrictions,** use the **Total Weight on Rail** drop-down lists to specify weight or equipment dimensions. If any cars need to be exempt from this restriction, select and enter the specific cars in the **Except These Cars** field.

8. Select **Target Select Waybill Parties** and enter the **CIF**s **to be targeted** or select **Target All Waybill Parties** and enter any **CIF**s to be excluded. Select to include **Any** or **All** CIFs listed. When **All** is selected, all CIFs for each patron listed here must be listed on the waybill to receive an EDI 824 hold.

9. Select **Save Draft** to save your work or **Issue Embargo** to submit the embargo for approval. You will be prompted to select **Issue Embargo** once more to confirm.

10. After issued:

- **Embargo numbers** are generated by the system at the time the embargo form is submitted.
   o Newly issued embargoes remain in **Pending** status until approved by an **AAR administrator**
- **OPSL note numbers** must be acquired by contacting Railinc's Customer Success Center.

Additional Resources

The following additional resources are available:

- Consult the *AAR Embargo System User Guide* for information data field definitions and business rules.
- Consult the *Single Sign On (SSO) Administrator Guide* for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.

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