

# HAZMAT OTMA User Guide



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Last Updated: December 2023

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## Learning about HAZMAT OTMA

HAZMAT One-Time Movement Approval (OTMA) is an application that enables users to create and submit one-time movement requests for permission by one or more railroads prior to submission to the FRA for non-complying railcars. It helps increase efficiency and freight car utilization by reducing the time needed to receive movement approval from the railroads.

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## Overview

HAZMAT OTMA enables railroad users to create and submit OTMA requests for permission by the railroad(s). It also enables railroad users to respond to requests for additional information from the requestor before submission to the FRA. In addition to providing a comprehensive status page, OTMA sends notification emails to involved parties when actions are taken. Below is an overview of the process.

The requestor uses the HAZMAT OTMA application to create a OTMA request for a railcar (or multiple railcars), including their general contact information, details about the non-compliant railcar(s) and the incident, short line approval letters as required, photos of the damage or weight or volume overload, safety steps to be taken prior to the movement, and the railroad contact(s) to be notified. The HAZMAT OTMA application generates a HAZMAT OTMA request letter based on the information provided by the requestor. After ensuring the request letter is correct and complete, the requestor submits the HAZMAT OTMA permission request to the appropriate railroad(s) who will grant or deny permission for the request to be sent to the FRA. At this point in the process, the request is in **Awaiting Railroad Review** status. The request remains in this status until all railroad responders have granted permission to the request.

Upon receiving the request, the railroad responder(s) evaluates the new HAZMAT OTMA request and determines if an inspection is needed. The inspection process is handled outside of the HAZMAT OTMA system. If an inspection report is generated, the railroad responder uploads the report to the HAZMAT OTMA system. The railroad responder may also request more information. If this occurs, the requestor receives an email notification.

Once the railroad responder(s) completes the review process, they can grant or deny permission. When a request is granted permission by all railroad responders in a request, the status of the request changes to **Closed Granted**. An additional tab (Granted Permissions) is added to the Request ID Details. This tab contains the permissions letter from the railroad responders that can be printed or added to a PDF. The requestor has been granted permission to send their request to the FRA (outside of this application).

When a request is denied permission by all railroad responders, the status of the request changes to **Closed Denied**. The requestor can update the request with additional information and resubmit it to the railroads for consideration.

This document describes how to use HAZMAT OTMA through the following major sections:

- [Getting Started](#) describes how to access and log in and out of the system.

- [View HAZMAT OTMA Requests](#) describes how to view a list of HAZMAT OTMA requests and their status related to your company/railroad as well as how to select an individual request and view its details.
- [Create a HAZMAT OTMA Request](#) describes how to create a new HAZMAT OTMA request and submit it to the railroad(s) for review. Only HAZMAT OTMA Requestors can create new HAZMAT OTMA requests.
- [Update HAZMAT OTMA Requests](#) describes how to update a request if more information has been requested or if it has been denied.
- [Respond to HAZMAT OTMA Requests](#) describes how to grant or deny HAZMAT OTMA requests that have been submitted to your railroad for review. Only HAZMAT OTMA Railroad Responders can grant or deny HAZMAT OTMA Requests.

For additional information, contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#)).

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## System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

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## Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to [csc@railinc.com](mailto:csc@railinc.com).

## Getting Started

HAZMAT OTMA uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at <https://public.railinc.com> and select **Customer Login** at the top right of the page.

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## Register to Use Railinc SSO

Each HAZMAT OTMA user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the [Railinc Single Sign-On and Launch Pad User Guide](#) for more information.

Once you have completed SSO registration, request access to HAZMAT OTMA within SSO.

## Role-Based Application

Access and authorization for HAZMAT OTMA is determined when requesting access through Railinc Single Sign-On. Refer to [Exhibit 2](#) for a complete list of HAZMAT OTMA roles as seen in SSO.

***Exhibit 1. User Roles and Descriptions***

| Role                                  | Description   |
|---------------------------------------|---|
| <b>Hazmat OTMA Company Admin</b>      | This role allows users to grant generic access or requestor roles for their organization/railroad.  |
| <b>Hazmat OTMA Generic Access</b>     | This role gives a car owner, shipper, or railroad user read-only access to the Hazmat OTM application and data related to their organization/railroad.                          |
| <b>Hazmat OTMA Railroad Responder</b> | This role gives railroad users the ability to respond to requests specific to their railroad.   |
| <b>Hazmat OTMA Requestor</b>          | This role gives a car owner, shipper, or railroad user the ability to submit and/or respond to HAZMAT OTMA permission requests and data related to their organization/railroad. |

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc.

### Exhibit 2. HAZMAT OTMA Request Permission

Railcar/Hazmat OTMA

Railcar/Hazmat OTMA

1 Select Roles

2 Confirm

3 Done

☐ Hazmat OTMA Company Admin role ( MARK required )

This role will allow users to grant generic access or requestor roles for their organization/road.

☐ Hazmat OTMA Generic Access ( MARK required )

This role is intended to give a car owner/shipper/ or railroad user the ability to have read-only access to the Hazmat OTMA application and data related to their organization/road.

☐ Hazmat OTMA Railroad Responder role ( MARK required )

This role will give railroad users the ability to respond to requests specific to their road.

☐ Hazmat OTMA Requestor ( MARK required )

This role is intended to give a car owner/shipper/ or railroad user the ability to submit and/or respond to Hazmat OTMA permission requests in the application and data related to their organization/road.

Comments...

0/255

Return

Next

Choose your role(s) and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in and begin using HAZMAT OTMA. You can set up your HAZMAT OTMA contact information in FindUs.Rail to help in receiving email notifications related to OTMA requests and to receive the HAZMAT OTMA weekly status report. See [Register to Use FindUs.Rail](#) below for more information.

## Register to Use FindUs.Rail

**Important:** To set up default contacts (email addresses) for receiving email notifications about requests created using HAZMAT OTMA and/or to receive the weekly HAZMAT OTMA status report, use [FindUs.Rail](#), a Railinc application that serves as a central directory of contacts for the rail industry.

If you do not have access to log into FindUs.Rail, you can request access to the FindUs.Rail application as described in the [Single Sign-On and Launch Pad User Guide](#). When you are prompted to select a role, select **Contact Company Admin for MARK** unless you need permission to approve FindUs.Rail access requests for other users at your company (in that case, select **FindUs.Rail Company Admin**). It may take up to two business days to process your request.

Once you have access to [FindUs.Rail](#) (or if you already have access), use the following procedure to set up FindUs.Rail to work with HAZMAT OTMA:

1. From <https://public.railinc.com>, select **Customer Login** in the upper right. Log into SSO and select **FindUs.Rail** in the My Applications section.
2. Select **Contacts** from the menu bar, and then select **Add Contact**.
3. Complete the fields in the Contact section. Required fields are labeled in red. Enter the email address where you would like to receive notifications from HAZMAT OTMA into the **Email** field. You can enter a group email address in this field if you want multiple contacts to receive notifications.
4. In the Categories section, select **HAZMAT OTMA** from the **Category** drop-down list.

### Exhibit 3. FindUs.Rail Add Contact Categories Section

Categories

Any assigned categories must have at least one category function specified.

☐

☐ Category  
Hazmat OTMA

**Category Role:** Primary

**Category Functions:**

- ☐ Hazmat OTMA Railroad Responder This function will specify the contact information for railroads responding to Hazmat OTMA permission requests.
- ☐ Hazmat OTMA Reports This function will specify the contact/distribution list receiving the Hazmat OTMA Status Report
- ☐ Hazmat OTMA Requestor This function will specify that the entered primary contact information is used in the Hazmat OTMA electronic letter sent to the Railroads for review and approval.

Delete Category Add Category

Cancel Save

To facilitate sending and receiving HAZMAT OTMA notification emails, set up one email address with the category role of **Primary** for the **HAZMAT OTMA Reports** category and/or **HAZMAT OTMA Requestor** functions. The email set up as primary for HAZMAT OTMA Reports receives all status reports, and the email set up as primary for HAZMAT OTMA Requestor serves as the default email contact for the railroad for notifications related to HAZMAT OTMA requests. Emails set up as secondary for HAZMAT OTMA Reports also receive all status reports. Emails set up as secondary for HAZMAT OTMA Requestor are automatically added to the General Information section when a new HAZMAT OTMA request is created under the company's mark.

5. If you are the primary HAZMAT OTMA Reports contact, select **Primary** in the Category Role field, and then select **HAZMAT OTMA Reports** in the Category Functions section.

If you are the primary HAZMAT OTMA Requestor contact, select **Primary** in the Category Role field, and then select **HAZMAT OTMA Requestor** in the Category Functions section. Requestor contact emails can be overridden in the HAZMAT OTMA application.

**Note:** There can only be one primary contact per category, but there can be many secondary contacts. If a primary contact already exists for a category, simply add yourself as a secondary contact.



6. As needed, set up the remaining category functions. If there is no primary contact specified for a category function, you can select **Primary**. If you want to be a secondary contact for the remaining category functions, select **Add** to add a new category, select **Hazmat OTMA** from the **Category** drop-down list, select **Secondary**, and select the checkboxes for the remaining category functions.
7. When you have completed the Contact and Categories sections, select **Save** at the bottom right of the page. The contact information is saved and will be used to send email notifications for HAZMAT OTMA requests.

Refer to the [FindUs.Rail product page](#) for more information, including a user guide and demos.

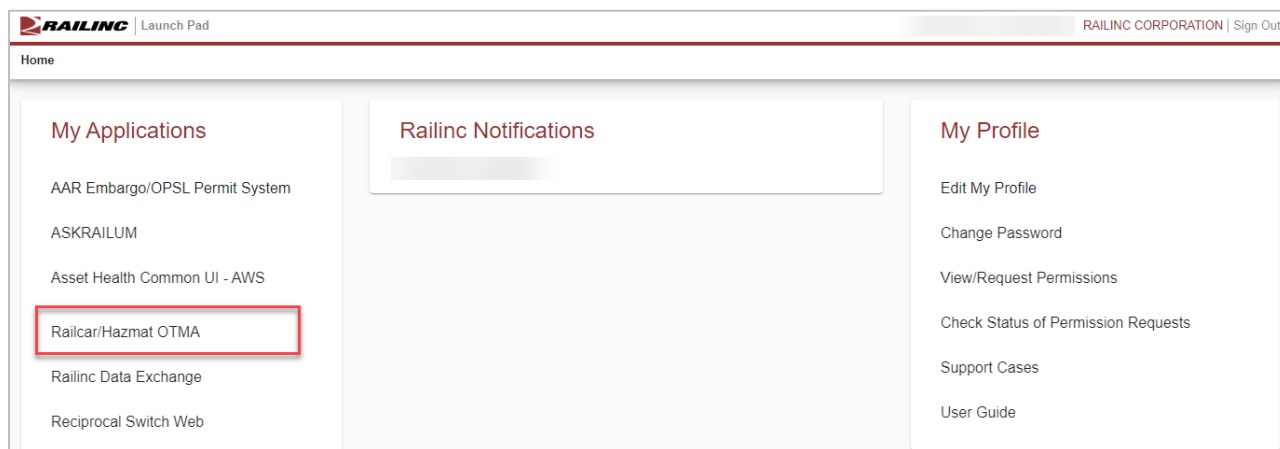
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## Logging In

Use the following procedure to log into HAZMAT OTMA:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

### Exhibit 4. Launch Pad



4. In **My Applications**, select **Railcar/Hazmat OTMA**. If you have Railcar OTM access, the Railcar OTM tab displays by default, and you'll need to select the **Hazmat OTMA** tab. If you don't have Railcar OTM access, the Hazmat OTMA tab will display by default ([Exhibit 5](#)).

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## Logging Out

To log out of HAZMAT OTMA, select the **Sign Out** link. The Account Access page is displayed.

## View HAZMAT OTMA Requests

All roles have access to view OTMA requests related to their organization/railroad.

If you have Railcar OTM access, the Railcar OTM tab displays by default, and you'll need to select the **Hazmat OTMA** tab. If you don't have Railcar OTM access, the Hazmat OTMA tab will display by default ([Exhibit 5](#)) with a list of HAZMAT OTMA requests related to your organization/railroad.

**Exhibit 5. HAZMAT OTMA Status Tab**

| Requestor Mark/Company | Request ID           | OTMA Type | Equipment ID(s)           | Date of Request | Requestor  | Reviewers      | Status                    | Approval Date | Last Update Received | Total Days Open | Days with Requestor Action Required | Days with Reviewer Action Required |
|------------------------|----------------------|-----------|---------------------------|-----------------|------------|----------------|---------------------------|---------------|----------------------|-----------------|-------------------------------------|------------------------------------|
| CSXT                   | <a href="#">1019</a> | OTMA-1    | RAIL 40213 <sup>(1)</sup> | 11/02/2023      | John Smith | BNSF           | Awaiting Railroad Review  |               | 11/03/2023           | 1               | 0                                   | 0                                  |
| RAIL                   | <a href="#">1009</a> | OTMA-1    | 999999 <sup>(1)</sup>     | 10/19/2023      | John Smith | BNSF, CSXT, UP | Closed Granted            | 10/19/2023    | 10/19/2023           | 8               | 0                                   | 0                                  |
| RAIL                   | <a href="#">1006</a> | OTMA-2    | RAIL 1468 <sup>(1)</sup>  | 10/12/2023      | Jim Smith  | BNSF           | Awaiting Local Inspection |               | 11/03/2023           | 22              | 0                                   | 0                                  |
| RAIL                   | <a href="#">1002</a> | OTMA-1    | RAIL 1468 <sup>(2)</sup>  | 09/27/2023      | John Smith | BNSF           | Closed Granted            | 09/27/2023    | 09/27/2023           | 8               | 0                                   | 0                                  |
| BNSF                   | <a href="#">985</a>  | OTMA-2    | 999999 <sup>(1)</sup>     | 09/20/2023      | John Smith | BNSF           | Closed Granted            | 09/20/2023    | 09/20/2023           | 8               | 0                                   | 0                                  |
| RAIL                   | <a href="#">984</a>  | OTMA-1    | RAIL 1468 <sup>(1)</sup>  | 09/20/2023      | John Smith | CSX, BNSF      | Awaiting Railroad Review  |               | 09/20/2023           | 44              | 0                                   | 44                                 |
| RAIL                   | <a href="#">983</a>  | OTMA-1    | 243553 <sup>(1)</sup>     | 09/19/2023      | John Smith | BNSF           | Awaiting Railroad Review  |               | 11/01/2023           | 45              | 0                                   | 2                                  |
| RAIL                   | <a href="#">982</a>  | OTMA-2    | RAIL 1468 <sup>(2)</sup>  | 09/13/2023      | John Smith | BNSF           | Closed Granted            | 09/13/2023    | 09/13/2023           | 8               | 0                                   | 0                                  |
| RAIL                   | <a href="#">981</a>  | OTMA-2    | 121212 <sup>(1)</sup>     | 09/12/2023      | John Smith | BNSF           | Closed Granted            | 09/12/2023    | 09/12/2023           | 8               | 0                                   | 0                                  |
| RAIL                   | <a href="#">980</a>  | OTMA-1    | 1468 <sup>(1)</sup>       | 09/12/2023      | John Smith | BNSF           | Closed Denied             |               | 09/12/2023           | 8               | 0                                   | 0                                  |
| RAIL                   | <a href="#">979</a>  | OTMA-2    | 123456 <sup>(1)</sup>     | 09/12/2023      | John Smith | BNSF           | Closed Granted            |               | 09/12/2023           | 8               | 0                                   | 0                                  |

The HAZMAT OTMA Status tab lists the following columns of information:

|                               |  |
|-------------------------------|--|
| <b>Requestor Mark/Company</b> | The company/mark that submitted the HAZMAT OTMA request.   |
| <b>Request ID</b>             | A unique numeric identifier for the request. Use this link to view request details and work with the request (see <a href="#">View Request ID Details</a> ). |
| <b>OTMA Type</b>              | OTMA-1 represents damage and OTMA-2 represents overload by weight or volume.   |
| <b>Equipment ID(s)</b>        | The equipment ID of the railcar(s) associated with the OTMA request.   |
| <b>Date of Request</b>        | The date the HAZMAT OTMA request was originally submitted.   |
| <b>Requestor</b>              | The name of the person or group that submitted the HAZMAT OTMA request.  |
| <b>Reviewers</b>              | One or more company marks that are assigned to review the HAZMAT OTMA request. Hover over each reviewer to view the status of their review.                  |
| <b>Status</b>                 | The status of the HAZMAT OTMA request as described below:  |

- **Draft** – Indicates that a new HAZMAT OTMA request is in the process of being created, but it has not yet been submitted.
- **Awaiting Railroad Review** – Indicates a newly submitted or updated HAZMAT OTMA request is waiting for approvals by one or more railroads.
- **Awaiting Local Inspection** – Indicates a HAZMAT OTMA request has been forwarded for a local inspection by one or more railroads.
- **Awaiting Requestor Information** – Indicates that one or more railroads requests information from the requestor. The request can be updated and submitted.
- **Closed Denied** – Indicates that one or more railroads has denied the request. The request can be updated and resubmitted or closed by the requesting railroad.
- **Closed Granted** – Indicates that the request has been granted and closed.

If a request remains in a status other than **Closed Granted** for more than three days, the status is highlighted in red.

Use the **Display Closed Request** toggle at the top left to control whether or not closed requests are displayed.

**Approval Date** The date on which the HAZMAT OTMA request was approved (if approved).

**Last Update Received** The date when the request was last updated.

**Total Days Open** The number of days that the HAZMAT OTMA request has been (or was) open.

**Days with Requestor Action Required** The number of days that the HAZMAT OTMA request has been (or was) open and awaiting an action by the railroad.

**Days with Reviewer Action Required** The number of days that the HAZMAT OTMA request has been (or was) open and awaiting an action by the reviewer.

The current and total number of HAZMAT OTMA requests are displayed at the top right. If the current number is less than the total number, this indicates that a filter has been applied. Select the **Clear Filters** button to clear all of the filters and see all of the HAZMAT OTMA requests.

Select the download icon (↓) to download the currently displayed list of HAZMAT OTMA requests as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

Sort on any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift

key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

Filter on any column by typing a string in a filter box below a column header. Use advanced column filtering options by selecting the filter icon (▼) to the right of a filter box.

In addition, if you have the Railroad HAZMAT OTMA Requestor permission, you can select the menu icon (≡) at the top left of the HAZMAT OTMA Status tab to create a new HAZMAT OTMA request (see [Create a HAZMAT OTMA Request](#)).

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## View Request Details

HAZMAT OTMA Requestors can view request details for their organization/railroad as read-only. See [Respond to HAZMAT OTMA Requests](#) for responder details covering how to respond to requests.

From the HAZMAT OTMA Status tab, select a **Request ID** link. The request details are displayed, and the Request ID tab shows detailed information for an individual request. The Request ID contains the following:

- [View Request ID Details](#)
- [View Equipment Related Documents](#)
- [View Additional Supporting Documents](#)
- [View Inspection Report](#)
- [View Activity](#)

## View Request ID Details

From the HAZMAT OTMA Status tab ([Exhibit 5](#)), select the **Request ID** link for the request that you want to view. The Request ID tab is displayed ([Exhibit 6](#)) as seen by the requestor through the process.

Before the request is closed, the responder has various activities related to this tab. See [Request ID Details for Responders](#) for details.

### Exhibit 6. Request ID Details Tab – Awaiting Approval

Request ID: 7892

Request ID Details

Equipment Related Documents

Additional Supporting Documents

Inspection Report

View Activity

Add a Note

Print Request

Status: Awaiting Railroad Review

Date of Request: 11/15/2023

Inspection Details:

Reviewer: CSXT - Awaiting Railroad Review

Notes:

From

11/15/2023 at 03:56 PM: Request ID 7892 note

Please review the details included in your permissions request before clicking submit.

Hello CSXT

RAILINC CORPORATION intends to submit an eOTMA Form OTMA-1 to the FRA requesting a one time movement authority for Hopper BNSF 40213. In advance of that request, RAILINC CORPORATION is requesting permissions to transport Hopper BNSF 40213 in accordance with the following routing as applicable to your railroad:

Current location of Cary, NC to Final destination of Raleigh, NC - 25 miles

Planned Route: I-40 to Lake Wheeler Road

Hopper BNSF 40213 has the following defective conditions:

Jacket Damage - Cracked (Mechanical Damage)

Top Fitting - Sample Valve

Thermal Protection

The description of the damage is as follows:

defect description

The following measures have been taken to ensure the safe movement of Hopper BNSF 40213:

safe movement measures

Hopper BNSF 40213 is Residue with Non Hazardous material grain

As a condition of the permission request, RAILINC CORPORATION agrees to follow all conditions and requirements identified by the FRA in the event an OTMA is issued by the FRA.

Sincerely,

JOHN SMITH

RAILINC CORPORATION

Product Owner

The Request ID Details tab ([Exhibit 6](#)) contains detailed information about the request. While a request is awaiting review, the requestor has the option to add a note to the request by selecting the **Add a Note** button. **Add a Note** displays a pop-up that enables you to add a note to the request. The note is added to the **Notes** section of the Request ID Details tab and is viewable by the railroads. Adding a note does not change the request status.

At any time before or after permissions are granted, the request can be printed by selecting the **Print Request** button.

## View HAZMAT OTMA Requests

Once the request is closed and granted, both requestor and responder have the same view of this tab as shown below and have the option to save all of the request details to a PDF.

### Exhibit 7. Create PDF of Closed Granted Request

The screenshot shows the 'Request ID: 7881' page with tabs for 'Request ID Details', 'Equipment Related Documents', 'Additional Supporting Documents', 'Inspection Report', and 'View Activity'. The 'Request ID Details' tab is active. The status is 'Closed Granted', the date of request is '11/01/2023', and the approval date is '11/01/2023'. The inspection details show 'Closed Date: 11/09/2023' and the reviewer is 'BNSF - Permission Granted'. A 'Create PDF' button is highlighted. Below it, a 'Create PDF' dialog is open, asking to select information to include. The 'Destination' is set to 'Save as PDF'. The 'Print' settings show '6 pages' and 'All' pages selected. The 'Export PDF' button is highlighted.

To save the request as a PDF, select **Create PDF**, select the details by clicking inside the checkboxes for the information you want to save and select **Export PDF**. From the **Destination** drop-down list, select **Save as PDF** and select **Save** to save the PDF to your local computer.

## View Equipment Related Documents

The Equipment Related Documents tab of the Request ID page contains images and documents specific to equipment that were added by the requestor to support the HAZMAT OTMA request when it was created. Requestor and responder have the same view of this tab.

### Exhibit 8. Equipment Related Documents Tab

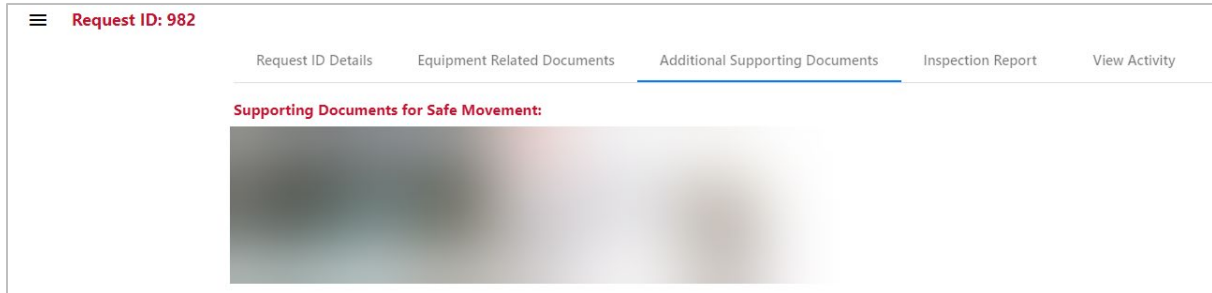
The screenshot shows the 'Request ID: 982' page with tabs for 'Request ID Details', 'Equipment Related Documents', 'Additional Supporting Documents', 'Inspection Report', and 'View Activity'. The 'Equipment Related Documents' tab is active. It shows a list of equipment with a blue button labeled 'GATX 121212'. Below the list, there is a section titled 'Photos and supporting documents:' with a large image placeholder. The file name '0005.F4.6.13.2\_Test\_Steps.docx' is displayed below the image.

View images at the railcar level by selecting the Railcar ID on the left side of **Photos and supporting documents**. Select an image to view it in a larger format.

## View Additional Supporting Documents

The Additional Supporting Documents tab of the Request ID page contains images and documents relating to safe movement that were added by the requestor to support the HAZMAT OTMA request when it was created. Requestor and responder have the same view of this tab.

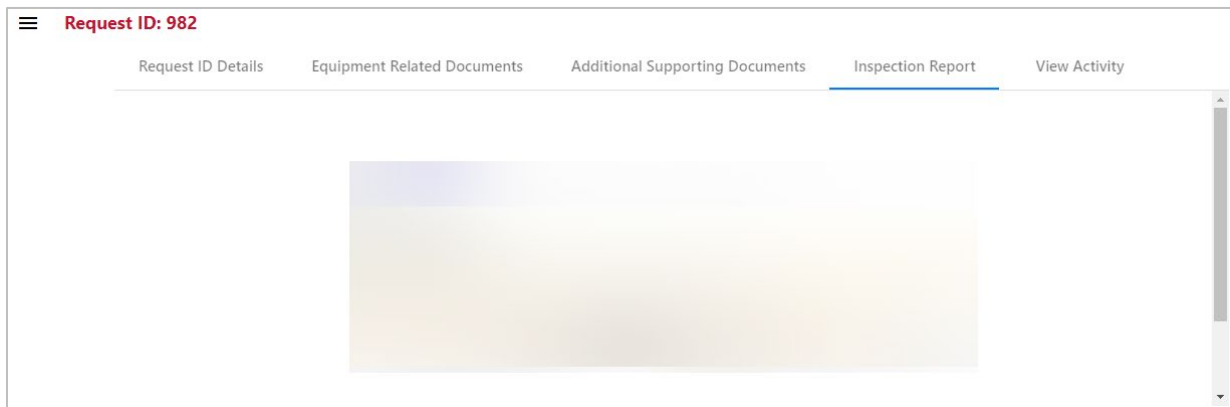
**Exhibit 9. Additional Supporting Documents Tab**



## View Inspection Report

The FRA may schedule an inspection of the non-compliant railcar. Once the inspection is completed, the FRA can upload the inspection report to the Inspection Report tab where it can be viewed by the railroad ([Exhibit 10](#)).

**Exhibit 10. Inspection Report Tab**



## View Activity

The View Activity tab of the Request ID tab contains the record of activities (status changes) for the HAZMAT OTMA request. Both requestor and responder have the same view of activities. This tab functions as an audit trail, and includes the following information: **Status**, **Comments**, **Mark/Company**, **User** (who made the change), and the **Date & Time** of the change.

**Exhibit 11. View Activity Tab**

Request ID: 982

Request ID Details

Equipment Related Documents

Additional Supporting Documents

Inspection Report

View Activity

Export To CSV

Clear Filters

| Status                    | Comment | Mark/Company | User     | Date & Time ↓       |
|---------------------------|---------|--------------|----------|---------------------|
|                           |         |              |          |                     |
| Closed Granted            |         | RAIL         | BSSXR030 | 09/21/2023 01:00 AM |
| Closed Granted            |         | RAIL         | BSSXR030 | 09/21/2023 01:00 AM |
| Permission Granted        |         | BNSF         | BSSXR030 | 09/13/2023 10:34 AM |
| Awaiting Local Inspection |         | BNSF         | BSSXR030 | 09/13/2023 10:30 AM |
| Awaiting Railroad Review  |         | RAIL         | BSSXR03  | 09/13/2023 10:23 AM |

By default, the View Activity tab is sorted by the Date & Time column, with the most recent status change displayed at the top. Sort on any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

Filter on any column by typing a string in a filter box below a column header. Use advanced column filtering options by selecting the filter icon (▼) to the right of a filter box. Select the **Clear Filters** button to clear all the filters and see all records.

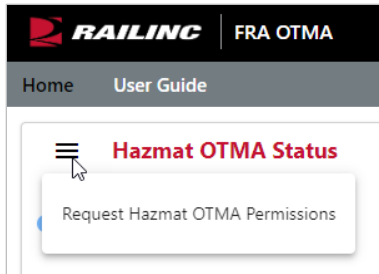
Select the **Export to CSV** button to download the currently displayed list of activities as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.



## Create a HAZMAT OTMA Request

Creating a HAZMAT OTMA request requires the Railroad HAZMAT OTMA Requestor permission. HAZMAT OTMA Requestors have access to the menu icon (≡), which is displayed at the top left of the HAZMAT OTMA Status tab.

### Exhibit 12. Request Hazmat OTMA Permissions Menu Item



Use the following procedure to create a HAZMAT OTMA request:

1. Select the menu icon (≡) at the top left of the HAZMAT OTMA Status tab. The Request Hazmat OTMA Permissions menu item is displayed.
2. Select **Request Hazmat OTMA Permissions**. The Create OTMA Permission Request is displayed ([Exhibit 13](#)).

### Exhibit 13. General Information

Create OTMA Permission Request

1

General Information

Date of Request \*

11/15/2023

OTMA Type \*

OTMA-1

Request ID: TBD

Created By:

Road Code:

Company Name \*

RAILINC CORPORATION

Mailing Address:

Street \*

7001 Weston Pkwy

Country \*

United States

State \*

North Carolina

City \*

Cary

Zip \*

27513

Company Contact:

First Name \*

JOHN

Last Name \*

SMITH

Title / Position \*

Product Owner

Phone Number \*

1 - (919) 555-1212

Ext

Email \*

john.smith@railinc.com

Car Owner Information

☐
 Select if requestor is different than car owner

Cancel

Clear

Continue

3. The Create OTMA Permissions Request has three sections. All required fields marked with a red asterisk (\*) in each section must be completed before the permissions request can be submitted to the railroad(s):
- [General Information](#)
  - [Railcar/Package Details](#)
  - [Review Permissions Request](#)

## General Information

The General Information section ([Exhibit 13](#)) contains fields that provide information about the requestor, to identify who created the request. Each field is described below. Some fields may be automatically populated based on information from your company's primary contact as listed in FindUs.Rail (see [Register to Use FindUs.Rail](#)). You can modify the existing information as needed for the request. Making changes to this form does not change the information listed in FindUs.Rail.

**Date of Request** The request date defaults to the current date but can be changed by selecting the calendar icon.

**OTMA Type** Select a OTMA Type:

- **OTMA-1** represents damaged
- **OTMA-2** represents overloaded by weight or volume

**Request ID** The request ID will be automatically assigned by the system once the request is submitted.

**Company Name** The requestor's company name. This may be automatically populated based on contact information in FindUs.Rail that can be changed. You have the option to use the search icon on the right side of the field to search for company names based on a mark. Enter the mark and select **Search**. Select the radio button for the appropriate company and click **Select**.

**Exhibit 14. Select Requestor Company**

MARK Search

- At least MARK, Parent MARK, or Company Name must be specified.
- Minimum characters required for fields: MARK: 2, Parent MARK: 2, Company Name: 2
- All fields supports wildcard (\*) search. (Example: Joh\* = John, Johnson; \*ohn = John, \*ohn\* = John, Johnson)

BNSF Company Name



Clear Search

Number of MARK(s): 2 Clear Filters

| MARK                                  | Company Name         | Type |
|---------------------------------------|----------------------|------|
| <input checked="" type="radio"/> BNSF | BNSF RAILWAY COMPANY | RR   |
| <input type="radio"/> BNSF            | BNSF RAILWAY COMPANY | PP   |

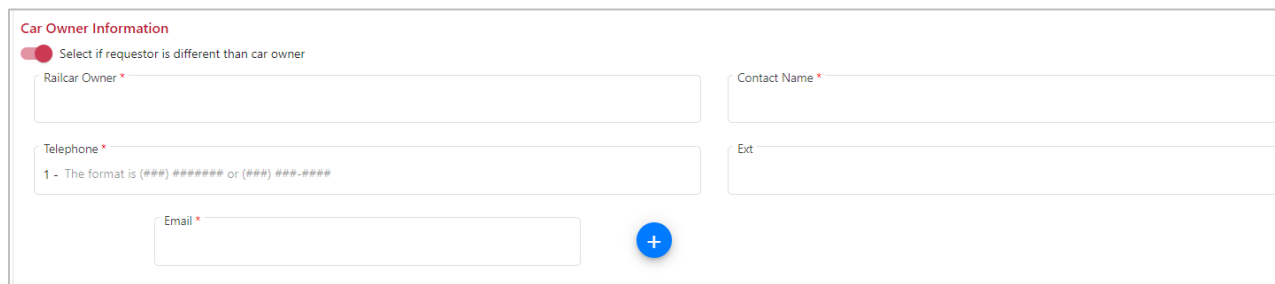
Close Select

## Create a HAZMAT OTMA Request

|                         |   |
|-------------------------|---|
| <b>Street</b>           | Enter the requestor's street address.   |
| <b>Country</b>          | Select the requestor's country: <b>United States</b> , <b>Canada</b> or <b>Mexico</b> . The Country field is required prior to selecting a state or providence.   |
| <b>State/Providence</b> | Select the requestor's state or providence, selected from a list. The selections for State/Providence vary depending on the country selected.   |
| <b>City</b>             | Enter the requestor's city.   |
| <b>Zip/Postal Code</b>  | Enter the requestor's zip or postal code.   |
| <b>First Name</b>       | Enter the requestor's first name.   |
| <b>Last Name</b>        | Enter the requestor's last name.  |
| <b>Title/Position</b>   | Enter the requestor's title/position.   |
| <b>Phone Number</b>     | Enter the requestor's phone number.   |
| <b>Ext</b>              | If applicable, enter the requestor's extension.   |
| <b>Email</b>            | One email address is required, but more can be added. Any secondary contacts listed in FindUs.Rail are automatically added. Select the  icon to add additional email addresses if needed. Select the  icon to remove any unnecessary email addresses. |

If the Car Owner contact information is different from the company contact, select the toggle button for **Select if Requestor is Different than Car Owner** and complete the additional set of contact fields.

### Exhibit 15. Car Owner Information



Once you have completed the required fields, the Continue button activates. Select **Continue** to proceed to the [Railcar/Package Details](#) section.

## Railcar/Package Details

Once you have completed the General Information section and selected **Continue**, the Railcar/Package Details section is displayed.

**Exhibit 16. Railcar/Package Details Top Section**

**Create OTMA Permission Request**

1 General Information

2 Railcar/Package Details

Reporting Mark \*  
RAIL

Reporting Number \*  
40213

Railcar/Package Type \*  
Hopper

DOT Railcar Specification  
DOT Railcar Specification (e.g. 112A340W, IM 102) or other descripti

Stenciled Railcar Specification  
Stenciled Railcar Specification (e.g. 112A340W, IM 102) or other

Is there a special permit? ☒ Yes ☐ No

Enter the special permit number \*  
123456

**Photos and supporting documents**

Drag and drop file here  
or  
Browse for file

Is there an MRU (Mobile Repair Unit) report for this railcar? ☐ Yes ☒ No

+ Add another Railcar

Complete the following fields in the top section for one or more railcars. Required fields are marked with a red asterisk (\*).

|  |   |
|--|---|
| <b>Railcar Mark</b>                    | Enter the mark of the railcar.  |
| <b>Reporting Number</b>                | Enter the number of the railcar. When a number is entered, the system checks Umler to see if the railcar is registered and you'll see a message whether or not the railcar is registered in Umler. If the railcar is registered, it will automatically populate some of the fields. |
| <b>Railcar/Package Type</b>            | Use the drop-down icon (▼) to select the railcar/package type (e.g., Tank, Gondola, etc.)   |
| <b>DOT Railcar Specification</b>       | Enter the DOT Railcar Specification number or other description. This field is only required when certain railcar/package types are selected, like Tank.  |
| <b>Stenciled Railcar Specification</b> | Enter the Stenciled Railcar Specification number or other description. This field is only required when certain railcar/package types are selected, like Tank.  |
| <b>Is there a special permit?</b>      | This field defaults to <b>No</b> . When <b>Yes</b> is selected, the permit number is required.  |


### Photos and Supporting Documents

Drag and drop or select the **Browse** button to add images and documents supporting your request. Provide images showing the damage or weight/volume overload from all four corners of the railcar when possible. You can include up to ten images for each submitted railcar. Supported file types are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

### Is there an MRU (Mobile Repair Unit) report for this railcar?

This field defaults to **No**. When **Yes** is selected, uploading the MRU file is required. Drag and drop or select the **Browse** button to add the file. Supported file types are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

### Add Another Railcar

When there is no MRU report, you can add another railcar by selecting the plus  icon.

## Exhibit 17. Location

**Location:**

|  |  |            |        |
|--|--|------------|--------|
| Current Location of Railcar *<br><small>(e.g., train yard name &amp; address, GPS coordinates, city &amp; state)</small> | Country *<br>▼                                       | State<br>▼ | City * |
| Contact Name   | Phone<br><small>The format is (###) ###-####</small> | Email      |        |

|   |  |            |        |
|---|--|------------|--------|
| Final Destination of Railcar *<br><small>(e.g., train yard name &amp; address, GPS coordinates, city &amp; state)</small> | Country *<br>▼                                       | State<br>▼ | City * |
| Contact Name  | Phone<br><small>The format is (###) ###-####</small> | Email      |        |

|   |                 |
|---|-----------------|
| Mileage between Origin and Destination *<br><small>Must be a number with 1-5 integers or (1-4 integers and 1 decimal)</small> | Planned Route * |
|---|-----------------|

**Add Additional Location**

Note: Only Class 1 roads participate in the electronic approval system. Short line roads should be contacted directly to obtain permissions.


Does this routing require permission from 1 or more operating railroads? ☒ Yes ☐ No

Does the routing include any short line railroads? ☒ Yes ☐ No

Have you obtained approval from the short line road(s) involved in the routing? ☒ Yes ☐ No

Select all that apply\* ☐ BNSF ☐ CN ☐ CP ☐ CSXT ☐ KCS ☐ NS ☐ UP

Upload 1 or more applicable approval letters from the short line railroad(s). \*

  
 Drag and drop file here  
 or  
**Browse for file**

Required value

Once you have added one or more railcars to the request, the following Location fields will apply to all the railcars entered in the first section of the OTMA.

### Current Location of Railcar

Enter the current location of the railcar (e.g., train yard name and address, GPS coordinates, city and state).

### Country

Select the country of the current location from the drop-down list. The Country field is required prior to selecting a state or providence.

|  |   |
|--|---|
| <b>State/Providence</b>  | Select the state or providence of the current location from the drop-down list. The selections for State/Providence vary depending on the country selected.   |
| <b>City</b>  | Enter the city of the current location.   |
| <b>Contact Name</b>  | Enter a contact name for the current location.  |
| <b>Phone</b>   | Enter a phone number for the current location contact.  |
| <b>Email</b>   | Enter an email address for the current location contact.  |
| <b>Final Destination of Railcar</b>  | Enter the destination of the railcar (e.g., train yard name and address, GPS coordinates, city and state).  |
| <b>Country</b>   | Select the country of the final destination from the drop-down list. The Country field is required prior to selecting a state or providence.  |
| <b>State/Providence</b>  | Select the state or providence of the final destination from the drop-down list. The selections for State/Providence vary depending on the country selected.  |
| <b>City</b>  | Enter the city of the final destination.  |
| <b>Contact Name</b>  | Enter a contact name for the final destination.   |
| <b>Phone</b>   | Enter a phone number for the final destination contact.   |
| <b>Email</b>   | Enter an email address for the final destination contact.   |
| <b>Mileage between Origin and Destination</b>  | Enter the numeric distance between the current location of the railcar and its planned destination. This can be a number with up to 5 integers or 1-4 integers and 1 decimal.   |
| <b>Planned Route</b>   | Describe the planned route from current location to the final destination.  |
| <b>Add Additional Location</b>   | Select the <b>Add Additional Location</b> button to add more locations.   |
| <b>Does the route require permission from one or more operating railroads? / Select all that apply</b> | This field defaults to <b>Yes</b> . Select <b>No</b> when permissions are not required, otherwise, select from one or more Class I railroads from the marks listed below by clicking inside the checkboxes.   |
| <b>Does the routing include any short line railroads?</b>  | This field defaults to <b>No</b> . Select <b>Yes</b> when routing includes any short line railroads. When <b>Yes</b> is selected, short line road approval and applicable approval letters are required before you will be able to submit the OTMA. |

### Have you obtained approval from short line road(s) involved in the routing?

This field defaults to **Yes**. If you have received approval, upload the applicable approval letters by either dragging the file and dropping it into the box below or select **Browse for File** to find and select the file for upload. Select **No** if you have not yet received approval and the approval letters. When **No** is selected, you can save your OTMA request as a draft using the **Save As Draft** button, but you cannot submit the request until you have the short line railroad(s) approval and have uploaded the approval letter(s).

### Exhibit 18. Defective Conditions

**Defective Conditions: \***  
 (Select all that apply)

☐ Heating Coil - Exterior  
☒ Heating Coil - Interior  
☐ Jacket Damage - Dented  
☐ Jacket Damage - Shifted  
☐ Jacket Damage - Cracked (Mechanical Damage)  
☐ Jacket Damage - Holes (Mechanical Damage)  
☐ Jacket Removed(Partial)  
☐ Overdue for Test - Stub Sill  
☐ Overdue for Test - Lining  
☐ Overdue for Test - Tank  
☐ Overdue for Test - Safety Relief Valve  
☐ Top Fitting - Air Inlet Valve

☐ Bottom Fitting - Bottom Outlet Valve  
☐ Top Fitting - Gauging Device  
☐ Top Fitting - Manway Securement Bolt  
☒ Top Fitting - Pressure Relief Device  
☐ Top Fitting - Sample Valve  
☐ Top Fitting - Thermometer Well  
☐ Top Fitting - Vacuum Relief Valve  
☐ Top Fitting - Vapor Valve  
☐ Top Fitting - Liquid Eduction Pipe  
☐ Top Fitting - Pressure Plate/Fittings Plate  
☐ Top Fitting - Protective Housing  
☐ Stub sill weld cracks

☐ Tank Shell - Dented/Scraped  
☐ Tank Shell - Cracks/Fractures  
☐ Tank Shell - Holes  
☐ Tank Shell - Interior coating/lining  
☐ Tank Shell - Thickness  
☐ Tank Shell - Weld Cracks  
☒ Thermal Protection  
☐ Jacket Damage - Holes (Corrosion)  
☐ Service Equipment Connection - Flanged  
☐ Service Equipment Connection - Threaded  
☐ Jacket Damage - Cracked (Corrosion)  
☐ Top Fitting - Safety Chain

☐ Top Fitting - Liquid Product Valve  
☐ Body Bolster - Pad to tank weld cracks  
☐ Marking  
☐ Top Fitting - Valve Handle  
☐ Top Fitting - Manway Cover Hinge  
☐ Top Fitting - Fill Hole Cover  
☐ Top Fitting - Manway Cover Deformed (Bent)  
☐ Top Fitting - Manway Damaged Washers  
☐ Top Fittings - Excess Flow Valve  
☐ Top Fittings - Pressure Relief Device Cap  
☐ Bottom Fitting - Bottom Outlet Valve Handle

Description of defective condition \*  
 defective condition description

Measures taken to ensure safe movement \*  
 safe movement measures

### Defective Conditions

Select one or more defective conditions by clicking inside the checkbox for the applicable conditions.

### Description of Defective Condition

Enter a description of the defective condition.

### Measures Taken to Ensure Safe Movement

Enter measures taken to ensure safe movement.

### Exhibit 19. Supporting Documentation and Commodity Information

The screenshot shows a web form titled "Create OTMA Permission Request". It is divided into two main sections: "Supporting documentation for safe movement" and "Commodity Information".

**Supporting documentation for safe movement:** This section contains a dashed box with an upload icon and the text "Drag and drop supporting documentation or". Below this is a red button labeled "Browse for file".

**Commodity Information:** This section contains three main input areas:

- Commodity Type \*:** A group box containing three radio buttons: "Hazardous", "Non Hazardous" (which is selected), and "Cleaned and Purged".
- Non Hazardous Materials Description \*:** A text input field containing the word "grain".
- Commodity Description \*:** A group box containing two radio buttons: "Loaded" (which is selected) and "Residue".

Below these sections is a large text area labeled "Additional Comments".

At the bottom of the form are three buttons: "Previous" (blue), "Cancel" (gray), and "Continue" (blue).

#### Supporting Documentation for Safe Movement

Drag and drop or select the **Browse** button to add images and documents that support safe movement of the railcar(s) associated with this request. Supported file types are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

#### Commodity Type

Select from **Hazardous**, **Non Hazardous**, or **Cleaned and Purged**. Each type has its own required fields that must be entered.

#### Commodity Description

Select from **Loaded** or **Residue**. This field is only required when Hazardous or Non Hazardous commodity types are selected.

#### Additional Comments

Entering additional comments is optional.

Once you have completed the required fields, the Continue button activates. Select **Continue** to proceed to the [Review Permissions Request](#) section. You can select **Previous** to return to the previous section or select **Cancel** to cancel and delete the current HAZMAT OTMA request.



# Review Permissions Request

Once you have completed the Railcar/Package Details section and selected **Continue**, the Review Permissions Request section is displayed.

### Exhibit 20. Review Permissions Request

#### Create OTMA Permission Request

1

General Information

2

Railcar/Package Details

3

Review Permissions Request

Please review the details included in your OTM Request before clicking Submit.  
**Uploaded Damage Photos will be active links in the OTMA Request email once submitted**

Please review the details included in your permissions request before clicking submit.

Hello BNSF

RAILINC CORPORATION intends to submit an eOTMA Form OTMA-1 to the FRA requesting a one time movement authority for Hopper RAIL 40213. In advance of that request, RAILINC CORPORATION is requesting permissions to transport Hopper RAIL 40213 in accordance with the following routing as applicable to your railroad:

Current location of Cary, NC to Final destination of Raleigh, NC - 25 miles  
Planned Route: I-40 to Lake Wheeler Road

Hopper RAIL 40213 has the following defective conditions:  
Heating Coil - Exterior  
Jacket Damage - Dented  
Top Fitting - Pressure Relief Device  
Jacket Damage - Holes (Corrosion)

The description of the damage is as follows:  
damage

The following measures have been taken to ensure the safe movement of Hopper RAIL 40213:  
measures taken

Hopper RAIL 40213 is Loaded with Non Hazardous material grain

As a condition of the permission request, RAILINC CORPORATION agrees to follow all conditions and requirements identified by the FRA in the event an OTMA is issued by the FRA.

Sincerely,  
John Smith  
RAILINC CORPORATION  
Manager

Previous

Cancel

Save As Draft

Submit

The Review Permissions Request section contains a draft notification based on the information you entered. Review this notification and ensure that it contains the correct information. If you need to make changes, select the **Previous** button or select a section link at the top of the page to return to a section. Note that the Create OTMA Permission Request that you have entered is not saved until you select either **Save As Draft** or **Submit**.

To save your HAZMAT OTMA Permissions request as a draft, select **Save As Draft**. When you save the request as a draft, you'll see a green message in the top right with the assigned request ID and you are returned to the HAZMAT OTMA Status tab ([Exhibit 5](#)), where the new request is

listed in **Draft** status. You can select the Request ID link to view, make updates or delete your draft requests at any time.

Once you submit your request to the railroad(s), you are unable to make updates, so be sure to review the request and verify it is complete and correct. Scroll to the bottom of section **3 Review Permissions Request** and select **Submit**. When submitted, the request is sent to the selected railroad(s) for review and the status is changed to **Awaiting Railroad Review**. The railroad responder(s) will receive a notification email to review your request.

After submission, if one or more railroad responders requests more information, then you will be able to update the request. See [Update HAZMAT OTMA Request](#).

If your request is denied, you can update the request and resubmit it. See [Update HAZMAT OTMA Request](#).

## Update HAZMAT OTMA Requests

After you have submitted a HAZMAT OTMA request, one or more railroad responders may request more information (status is **Awaiting Requestor Information**), or the request may be denied (status is **Closed Denied**). In these cases, you will have the ability as the requestor to update the request and resubmit it.

Use the following procedure to update your request:

1. From the HAZMAT OTMA Status tab ([Exhibit 5](#)), select the **Request ID** link that requires more information or has been denied. The Request ID Details tab is displayed, with the **Update Request** button at the top.

### Exhibit 21. Update Request

Request ID: 1006

Request ID Details | Equipment Related Documents | Additional Supporting Documents | Inspection Report | View Activity

[Update Request](#) [Add a Note](#) [Print Request](#)

Status: Awaiting Requestor Information | Date of Request: 10/12/2023 | Inspection Details: Forwarded to local for inspection | Reviewer: BNSF - Awaiting Requestor Information

Notes:  
From 11/03/2023 at 10:49 AM: request more supporting documents

2. Read the **Notes** section and follow the instructions entered by the reviewer(s) about what is required to complete the request.
3. Select **Update Request** and make the appropriate updates.
4. Once your updates have been made, scroll to the bottom of section **3 Review Permissions Request** and select **Update Request**. When the update is submitted, the updated request is sent to the selected railroad(s) for review and the status is changed to **Awaiting Railroad Review**.

## Respond to HAZMAT OTMA Requests

Only HAZMAT OTMA Railroad Responders can grant or deny permission to submit HAZMAT OTMA requests to the FRA for requests specific to their railroad. When a request requires permission from your railroad, a letter will be emailed to your railroad from the system with the Request ID number and the details, letting you know it is ready for your review.

From the HAZMAT OTMA tab (home page) select a **Request ID** link ([Exhibit 5](#)) for a request awaiting your review. The Request ID details are displayed. Each bullet below provides information about each Request ID tab for responders:

- [Request ID Details for Responders](#)
- [Equipment Related Documents for Responders](#)
- [Additional Supporting Documents for Responders](#)
- [Inspection Report for Responders](#)
- [View Activity for Responders](#)

After all responders have granted permission for a request, the system produces the final permissions letters from each railroad that can be viewed from this tab:

- [Granted Permissions](#)

## Request ID Details for Responders

When a HAZMAT OTMA request requires permission from your railroad, use the following procedure to grant or deny the request:

1. From the HAZMAT OTMA Status tab ([Exhibit 5](#)), select the **Request ID** link for the request that you want to review. The Request ID Details tab is displayed.

### Exhibit 22. Request ID Details Tab – Initial Responder View

Request ID: 1019

Request ID Details

Equipment Related Documents

Additional Supporting Documents

Inspection Report

View Activity

Inspection Options

Grant Permissions

Request More Information

Add a Note

Reassign Reviewer

Print Request

Deny Permissions

Status:

Awaiting Railroad Review

Date of Request:

11/02/2023

Inspection Details:

Reviewer:

BNSF - Awaiting Railroad Review

Notes:

Please review the details included in your permissions request before clicking submit.

Hello BNSF

RAILINC CORPORATION intends to submit an eOTMA Form OTMA-1 to the FRA requesting a one time movement authority for Hopper RAIL 40213. In advance of that request, RAILINC CORPORATION is requesting permissions to transport Hopper RAIL 40213 in accordance with the following routing as applicable to your railroad:

Current location of Cary, NC to Final destination of Raleigh, NC - 25 miles

Hopper RAIL 40213 has the following defective conditions:

Heating Coil - Exterior

Jacket Damage - Dented

Top Fitting - Pressure Relief Device

Jacket Damage - Holes (Corrosion)

The description of the damage is as follows:

damage

The following measures have been taken to ensure the safe movement of Hopper RAIL 40213:

measures taken

Hopper RAIL 40213 is Loaded with Non Hazardous material grain

As a condition of the permission request, RAILINC CORPORATION agrees to follow all conditions and requirements identified by the FRA in the event an OTMA is issued by the FRA.

Sincerely,

John Smith

RAILINC CORPORATION

Manager

2. From the Request ID Details tab, select the **Inspection Options** button to indicate whether an inspection is required. Once this choice is made, all buttons become active.

### Exhibit 23. Inspection Options Added to the Request

The screenshot displays the 'Request ID: 1019' interface. At the top, there are tabs: 'Request ID Details' (active), 'Equipment Related Documents', 'Additional Supporting Documents', 'Inspection Report', and 'View Activity'. Below the tabs is a row of buttons: 'Inspection Options' (with a dropdown icon), 'Grant Permissions' (with a green checkmark icon), 'Request More Information' (with a yellow flag icon), 'Add a Note' (with a speech bubble icon), 'Reassign Reviewer' (with a person icon), and 'Print Request' (with a printer icon). Below these buttons is a 'Deny Permissions' button (with a red circle and slash icon). At the bottom, there is a summary section with the following information: Status: Awaiting Railroad Review; Date of Request: 11/02/2023; Inspection Details: No Inspection Necessary; and Reviewer: BNSF - No Inspection Necessary. The 'Inspection Details' and 'Reviewer' fields are highlighted with a red border.

3. Review the request and make any of these appropriate decisions before granting or denying permissions:

**Inspection Options** Displays the Inspection Options pop-up. Select the appropriate option to indicate whether an inspection is necessary or not.

- If a local inspection is required, forward to Local for inspection and select **Forwarded to Local for Inspection**. When the inspection is received, you can decide to grant or deny permissions. The request status changes to **Awaiting Local Inspection**.
- When an inspection is not necessary, select **No Inspection Necessary**. Selecting this option does not change the request status.

The inspection choice made is shown at the top of the Request ID Details tab and the **Grant Permissions** and **Deny Permissions** buttons become active.

**Grant Permissions** Displays a pop-up with the details of the request. Select Go to Permissions Grant Page. The [Granted Permissions](#) page is displayed for your review. Select **Submit** to grant permissions. The request status is changed to **Closed Granted**.

**Request More Information** Displays a pop-up that enables you to request more information from the submitter. Requesting more information changes the request status to **Awaiting Requestor Information**.

**Add a Note** Displays a pop-up that enables you to add a note to the request. The note is added to the Notes section of the Request ID Details tab and is viewable by the railroads. Adding a note does not change the request status.

**Reassign Reviewer** Displays a pop-up that enables you to select and assign a different reviewer for the request. Only railroad contacts who are designated as reviewers are displayed in this pop-up. Reassigning the reviewer does not change the request status.

**Print Request** Launches the Print dialog, which enables you to print the request.

**Deny Permissions** Displays the Deny Request pop-up that enables you to enter a reason for denying the request. Select Save. This changes the status of the request to **Closed Denied**. The requestor can update the request and resubmit.

4. Select **Grant Permissions** or **Deny Permissions**. Once the request has been closed (granted or denied), responders have the same view as the requestor, and can print or add a note to the Request ID Details as shown in [Exhibit 6](#).

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## Equipment Related Documents for Responders

Responders and requestor have the same view of this tab. See [View Equipment Related Documents](#).

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## Additional Supporting Documents for Responders

Responders and requestor have the same view of this tab. See [View Additional Supporting Documents](#).

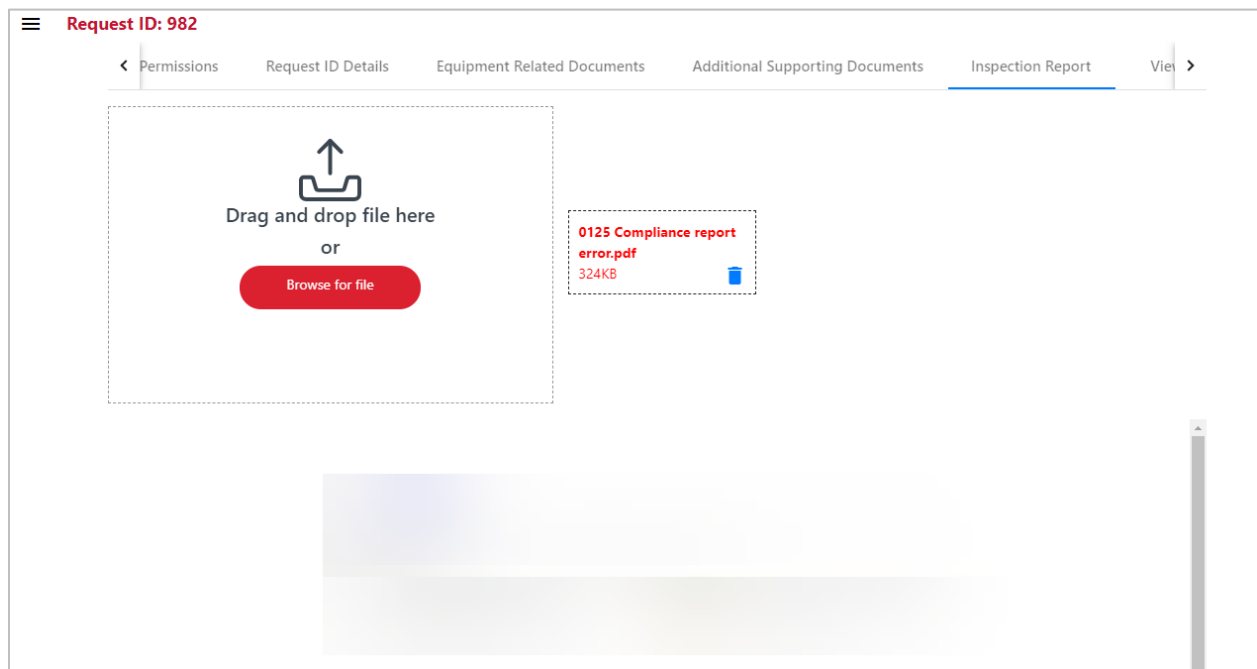
---

## Inspection Report for Responders

At any time, responders have the option to add files pertaining to the Inspection Report in the Inspection Report tab, viewable by the requestor as shown in [View Inspection Report](#).

To add a file, simply drag a file from your computer and drop it in the box or select the **Browse for File** button and select a file to add. Once a file is added it appears in the tab. To remove a file, select the trash can icon next to the file you want to remove.

**Exhibit 24. Inspection Report Tab – Responder View**



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## View Activity for Responders

Responders and requestor have the same view of this tab. See [View Activity](#).

## Granted Permissions

Once you have granted permission to a request, the Granted Permissions tab is added to the Request ID details tabs. This tab shows the final permissions letters that have been emailed by the system from each responder to the requestor.

Use the **Print Permission** button to print this letter.

### Exhibit 25. Granted Permissions Tab – Responders View

Request ID: 1009

Granted Permissions

Request ID Details

Equipment Related Documents

Additional Supporting Documents

Inspection Report

BNSF

CSXT

UP

Hazmat OTMA Permissions Request 1009: Gondola 999999

Dear ,

This reply is in reference to RAILINC CORPORATION 10/19/2023. submission to the BNSF indicating their intent to submit an OTMA-1 request with the FRA and requesting permission to transport Gondola 999999 in accordance with the following routing:

Current location of Waycross, GA to Final destination of West Yard, AL - 1,234 miles  
Planned Route: WAX-NOL / NOL-LA

After careful review of RAILINC CORPORATION request, the BNSF grants permission for any routing segments mentioned above applicable to the BNSF. Furthermore, the permission granted is based on the following information as submitted in the request.

Gondola 999999 has the following defective conditions:  
Heating Coil - Exterior  
Jacket Damage - Cracked (Mechanical Damage)  
Overdue for Test - Tank

The description of the damage is as follows:  
Testing

The following measures have been taken to ensure the safe movement of Gondola 999999:

Gondola 999999 is Residue with Non Hazardous material Testing

As a condition of BNSF granting permission, RAILINC CORPORATION agrees to follow all conditions and requirements identified by the FRA in the event an OTMA-1 is issued by the FRA.

Sincerely,

Print Permission