



# Interline Settlement System<sup>®</sup> Certification/ Decertification/Testing Document



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# 1 General Purpose ISS and Certification Process

The data exchanged through the Interline Settlement System® (ISS) industry computer system will be the basis for exchanging large sums of money. Therefore, timely, error free exchange of information between railroads and the central monitoring facility is critical. The ISS Certification process is designed to make sure the error free prerequisite is met. The certification process is intended to be completed within 60 days from the date the ISS Certification Request Form ([Appendix A](#)) and official notification is received by Railinc.

The ISS certification process verifies that an interfacing railroad or software vendor system/software:

- Can meet the specifications of the EDI message handling processes including EDI 417 participation in accordance with AAR Rule 2, section A2.
- Complies with the industry's AAR Railway Accounting Rules (Including Interline Settlement System Rules) and the Interline Settlement System Front Matter.
- Is committed to supporting industry certification efforts.
- Has successfully tested all functions of the central Interline Settlement System (ISS) interface and the interface to other railroads.
- Will meet industry agreed to performance levels and system specifications for ISS participation.
- Will become an active member of the Railroad Clearing House (RCH).
- Properly register revenue stations/junctions and other appropriate Industry Reference Files (IRF) at Railinc prior to participation and certification testing.
- Will certify and actively participate in the Rate EDI Network (REN) or via REN Web certification per AAR Rule 2 section A/2.

## 1.1 Eligibility

Any Class I, II, or III railroad in the United States, Canada, or Mexico, upon satisfactory completion of the RCH Credit Approval process, is eligible to participate in ISS, provided the railroad is willing to undergo certification as described above and adhere to current AAR Accounting Rules pertaining to interline settlement and funds transfer. This section describes the procedure for achieving initial certification of a railroad for participation in ISS.

The RCH Board of Directors and Treasury Division of the AAR approved a credit policy for new roads entering the RCH process effective April 1, 2007. RCH participation requires that all ISS participants complete the credit approval process and maintain current banking information on file. To obtain additional information and to initiate the credit approval process the RCH Administrator at Railinc should be contacted. Assistance may also be obtained by contacting the ISS Product Support Specialist at [AAR\\_PS@Railinc.com](mailto:AAR_PS@Railinc.com).

**Note:** ISS certification documents will not be accepted until an active Letter of Authorization (LOA) is in place at Railinc between the ISS certifying carrier and their transmit agent when applicable.

The Interline Revenue Committee (IRC) approved an additional certification requirement for REN for new roads certifying ISS effective March 1, 2013. REN participation is required for all ISS participants that certify on or after the effective date. The IRC will monitor REN activity to ensure continued participation.

## **1.2 Railinc/ISS Access**

The Central Interline Settlement System (CISS) is a process operated by Railinc. There are a number of methods for exchanging ISS messages with CISS using Electronic Data Interchange (EDI). The size of the railroad will likely influence the method selected. Principal methods available are:

- Direct access to FTP or FTP through VPN to Railinc/CISS.
- Connection to Railinc/CISS via Dedicated Leased line or Frame Network.
- Communication with Railinc/CISS via a Value-Added Network (VAN) which in turn can link to Railinc via either of the first two methods listed above.

Regardless of the access method selected, a participating railroad (or its authorized agent) must obtain a valid Railinc User-ID, and have sufficient computer hardware and software to properly exchange settlement data electronically between a carrier's system and the CISS at Railinc.

Procedures for establishing access to Railinc for exchange of ISS messages are outlined in the Getting Started section of the ISS User's manual. Alternatively, contact Railinc's Customer Success Center via 877-724-5462, or by e-mail at [CSC@railinc.com](mailto:CSC@railinc.com) or [AAR\\_PS@Railinc.com](mailto:AAR_PS@Railinc.com).

## 2 Who Must Certify

All roads participating in ISS are required to complete preliminary testing and certification prior to becoming an active participant.<sup>1</sup>

The preliminary testing and certification/testing process are required in all of the following situations:

- Any road new to ISS using their own developed system or using a purchased system whether that system was previously certified or not.
- Any active road that is switching to a new software package or new platform, whether or not the system has been previously certified (not to include internal code changes to existing software).
- Any road operating under a new mark or changed mark whether using a new or existing software package and/or new or existing personnel.
- Any active road switching communication protocols at Railinc which involves CISS and requires a table update (Carrier ID Table, etc.).
- Any new software vendor or existing software vendor that developed their own system/software or purchased an existing system/software whether using new or existing personnel.

<sup>1</sup> REN certification is required for roads certifying or recertifying ISS.

## 3 Administration and Contacts

### 3.1 Certification Administration

Railinc will administer all certification/testing processes dealing with participation in industry related systems. The ISS product support group within the Railinc organization will have the specific responsibility to work with the applicant road, CISS and interfacing/partner railroad(s) to accomplish certification. The assigned partner road should have a direct interchange with the applicant road and will act as a mentor to the applicant road. As such, the partner road will be required to provide approval of the applicant road's ability to actively participate in all aspects of the ISS process. Railinc will provide all active ISS participants notice of the road seeking certification, the assigned partner road(s) and the targeted implementation date. Testing must be completed with at least one non-affiliated partner road.

The applicant road is responsible for confirming partner roads for certification. Railinc will assist the applicant road with contact information of partner roads.

### 3.2 Railinc Contacts

Questions concerning the certification procedures should be directed to Railinc's ISS Product Support, but general questions can be directed to Railinc's Customer Success Center at 877-724-5462, or e-mail at [csc@railinc.com](mailto:csc@railinc.com) or [aar\\_ps@railinc.com](mailto:aar_ps@railinc.com).

The ISS and REN certification requirements, forms and access to the User's Manuals may be obtained via an e-mail request to [AAR\\_PS@Railinc.com](mailto:AAR_PS@Railinc.com). Requests may also be mailed directly to:

ISS Product Support  
Railinc  
11000 Weston Parkway, Suite 200  
Cary, NC 27513

**Note:** ISS certification documents will not be accepted until an active Letter of Authorization (LOA) is in place at Railinc between the ISS certifying carrier and their transmit agent when applicable.

## 4 Certification Requirements

There are four levels of certification and Railinc will determine which requirement testing will apply for each testing road applying for certification. Railroads must test in the category that fits their railroad revenue class as determined by the AAR.

1. **Class I Testing Requirements**—Applicable to any road (active or new) certifying that falls into the category of a Class I road as determined by AAR guidelines.
2. **Non-Class I Testing Requirements**—Applicable to any new non-Class I road certifying that falls into a category other than Class I road as determined by AAR guidelines.
3. **Non-Class I ISS Accredited Software Change/Communication Change Requirement**—Applicable to any existing non-Class I road certifying that falls into a category other than Class I road as determined by AAR guidelines. The certifying road's SCAC/Road mark must be an active ISS participant.
4. **Software Vendors**—Applicable to any existing or new software vendor that develops or purchases an existing system/software for industry use. The software vendor must use existing ISS carriers in the certification/testing of system. Refer to Section [4.1](#).

### 4.1 Software Vendor Requirements

Software Vendors with ISS systems must be certified. Testing is required to ensure new or existing system/software adhere to AAR Railway Accounting Rules and ISS business rules. This will minimize risk to the industry. Software vendors must complete the guidelines for a software change including preliminary testing and Forward & Store testing. The software vendor must follow the guidelines outlined for applicant road.

If the applicant road receives any 997 rejects and/or 864 serious errors during preliminary testing, these items must be corrected and retransmitted for review by Railinc. Railinc is responsible for approving or rejecting preliminary testing. The primary and secondary partner roads will approve the road/software on the certification/testing requirements including Forward & Store requirements.



## 5 ISS Certification Procedures

### 5.1 Overview of Certification

To initiate the ISS Certification Process, the certification applicant road submits required forms to Railinc Product Support-ISS. Refer to Section [5.3](#) for a list of the forms.

The applicant road(s) representative will review the types of messages and numbers submitted, ensuring that the number of accepted and rejected messages are within the acceptable ranges. They will also ensure that the Certification applicant road transmitted all of the appropriate types of messages.

The partner road's representative(s) will evaluate the validity of the transactions submitted during the testing period. They will be responsible for checking the EDI 426 revenue waybill information, including but not limited to the divisions of monies, rates, and overall correctness of the waybill data. The primary partner road provides final approval for certification of applicant road's entrance into Central ISS process. The secondary partner road will provide comments to the team on the scenarios in which they participated with the applicant road and complete forms as required. Both the primary and secondary partner roads work as a team to state that the certification applicant road is in conformance with the ISS Requirements for Certification, and must complete the appropriate certification forms.

Railinc may need to intercede when the certification applicant road does not agree with the test results given by the partner road(s). Railinc would then review the proceedings and possibly ask for more information as is specified in the Certification Requirements Document.

After the applicant road has met the certification requirements, the partner road(s) are responsible for notifying Railinc. The testing roads should also submit to Railinc the certification forms verifying the completion of the required tasks. Railinc will not be required to review all of the details for each transaction during the testing period, but will review messages submitted.

### 5.2 Initiate Certification

To initiate the certification process, the applicant road must mail (or email) a request for ISS certification detailing the dates of preliminary testing, start date of certification, primary and secondary partner road and name of software for ISS. Railinc will confirm the dates with the applicant road to verify minimum requirements have been met and to schedule preliminary testing.

The request must be on company letterhead.

Mailing Address:

ISS Product Support  
Railinc  
11000 Weston Parkway, Suite 200  
Cary, North Carolina 27513

## 5.3 Required Forms for Certification

These forms must be completed and submitted to Railinc prior to beginning certification with testing roads.

### **Exhibit 1. Required Certification Forms**

<b><i>Applicant Road Forms</i></b> (to complete prior to starting certification):
<a href="#">Appendix A</a> —Certification Request Form
<a href="#">Appendix B</a> —Certification for Rules
<a href="#">Appendix C</a> —Certification for Data Center Security
<a href="#">Appendix J</a> —Carrier ID Table Form (One for Test and another for Production)
<a href="#">Appendix K</a> —Carrier Contact List Form
<a href="#">Appendix L</a> —Settlement Control Form
<a href="#">Appendix M</a> —Certification for REN - Certification and Participation
<b><i>Partner Road Forms</i></b> (to be completed at the end of certification):
<ul style="list-style-type: none"> <li>Primary partner road forms to complete:</li> </ul>
<a href="#">Appendix D</a> —Certification Testing Road Check List
<a href="#">Appendix E</a> —Testing/Partner Road Approval
<ul style="list-style-type: none"> <li>Primary and Secondary partner road forms to complete:</li> </ul>
<a href="#">Appendix F</a> —Certification Testing Road Check List (Three Roads and Rule 11)
<b><i>Railinc Forms:</i></b>
<ul style="list-style-type: none"> <li><a href="#">Appendix G</a>—Certification Railinc Check List</li> <li><a href="#">Appendix H</a>—Industry Notification of Acceptance (After approval by partner roads)</li> </ul>
<b><i>Exiting Forms</i></b>
<ul style="list-style-type: none"> <li><a href="#">Appendix I</a>— Checklist for Exiting ISS/RCH</li> </ul>

## 5.4 Staffing

Railinc, pursuant to its role as operator of the CISS computing and communications facility, shall provide such staff as deemed necessary for support of the certification process outlined here. This will include sufficient qualified staff to do table maintenance to enable access to ISS by newly certified railroads in a timely manner.

Railroad members of certification teams may need to use their own railroad’s in-house capabilities and staff support for some phases of the certification evaluation. In addition, certain tests of the applicant railroad will require resources of other railroads. It is expected that all ISS participant railroads and applicant railroads will cooperate fully in supporting the certification process.

## **6 ISS Certification Test Requirements and Scenarios**

### **6.1 ISS Preliminary Testing**

Preliminary testing is required by the applicant road prior to starting certification. This will establish that a railroad is able to send and receive the pertinent EDI transactions that comprise ISS. Moreover, test results must demonstrate that a railroad is able to achieve a level of data quality with respect to data values such as rail station name, junction, and other data subject to Industry Reference File edit checks that supports the error-free objective. All railroads are strongly encouraged to use available Industry Reference Files to avoid CISS edit rejections.

The CISS System provides several mechanisms for testing. Such tests include, but are not limited to:

1. Test of communications and account with Railinc.
2. Independent test of communication and/or EDI with Railinc using test system region ‘ISSV’ (mirror image of production edits).
3. Validate IRF data for certification purposes. ISSV will validate IRF data against production information.

Railinc’s ISS Product Support will assist railroads in establishing an account, and in getting access permission for use of the ISSV carrier test region.

### **6.2 ISS Preliminary Testing Requirements**

Preliminary testing must be completed prior to certification. Carriers must complete the scenarios to meet the requirements as noted below. The requirements are the minimum required for preliminary testing.

**Exhibit 2. ISS Preliminary Testing Requirements**

	Preliminary Testing	Success Criteria	Class I Test Volume Required	Non-Class I Test Volume Required	Non-Class I Software Change/Communication Change Only
1.	Successful transmit 426 transactions to ISSV. Errors should be corrected and/or discussed with Railinc.	Validate errors with Railinc	15	10	5
2.	Validate IRF data during preliminary testing.	Report discrepancies to Railinc for further discussion.	5	3	2
3.	Railinc send reports  Railinc responds with an EDI 864 message detailing the requested information.	Applicant road can accept response from each 7c request	Optional- Should be done in preliminary testing but not required for certification.	Optional- Should be done in preliminary testing but not required for certification.	Optional- Should be done in preliminary testing but not required for certification.

## 6.3 ISS Certification Requirements

Applicant roads must complete requirements for Forward and Store testing in addition to the certification requirements. This will allow the partner roads to validate that carriers have the ability to send and receive EDI 417 data which is a requirement for ISS participation. Forward and Store testing will be completed during the certification testing with the primary partner road.

The tables on the following pages provide requirements for ISS certification. The right columns represent the test requirements for Class I, Non-Class I, and Non-Class I railroads making software/communication changes.

All test cases must be completed by applicant road regardless of their use of three road and/or Rule 11 traffic.

Test plans must be completed by applicant road prior to beginning certification. Contact Railinc for more information and suggested template(s).

### 6.3.1 Forward and Store Participation

Carriers who wish to participate in ISS must send EDI 417 waybills to Forward and Store. The certification applicant road must transmit EDI 417 information to the Forward and Store test system for validation by the primary partner road. Once complete, the certification applicant road must send notification to Railinc verifying their intent to participate in the Forward and Store test and production systems. The certification applicant road should contact Railinc's ISS Product Support for validation that the Forward and Store test system is available.

**Exhibit 3. ISS Forward & Store Testing Requirements**

	<b>Forward and Store Testing</b>	<b>Success Criteria</b>	<b>Class I Test Minimum Volume Required</b>	<b>Non-Class I Test Minimum Volume Required</b>	<b>Non-Class I Software Change/ Communication Change Only</b>
1.	Test road demonstrates ability to send data to Forward and Store (EDI 417).  After completion, road must send letter indicating its intent to participate in test and production Forward and Store on company letterhead.	Primary partner road evaluates applicant roads ability to send a mixture of single car, multi-car and Rule 11 EDI 417s	10	5	2

## 6.4 REN Certification and Participation

Carriers who wish to participate in ISS must also participate in REN. The ISS applicant road must go through REN Certification for validation by the test partner that the REN send rates are transmitted with the correct data. Once complete, the ISS applicant road must confirm with Railinc their intent to update and keep current all published rates. This information will be communicated to all ISS participants once the applicant road completes the ISS Certification process.

## 6.5 ISS Certification Test Requirements

Note test cases 1 through 4 must be met for all submitted test cases by the certification applicant road. The minimum requirements are noted for each category. Beginning with test case 5, the certification applicant's understanding of ISS and its various rules is tested by completing the test cases as noted and approved by the partner road(s).

Any new certifying carrier that meets the criteria below is eligible to certify using the "Existing Participant" testing cases, that are the same as a Non-Class I Software Change:

- The certifying road is owned, operated, or leased by a company that currently participates in ISS under another mark.
- The existing participant of that company must be active for at least 12 months in ISS.
- The existing participant has sent and received 426 messages in the last 12 months.
- The certifying road is using the same ISS system and transmit agent as the existing participants.

## 6.5.1 ISS Certification Requirements

**Exhibit 4. ISS Certification Requirements**

	ISS Requirement/Test	Success Criteria	Class I Test Volume Required	Non-Class I Test Volume Required	Non-Class I Software Change / Existing Participant Only
1.	Transmit 426 Transaction Set without syntax rejection (100% accuracy).  The volume total count will be dispersed among the following test cases. Any remaining volume total count must be transmitted and pass success criteria.	100% 997 Acceptance generated by ISS Central  Partner road(s) will decide if errors warrant restarting or continuing certification	40	20	5
2.	Transmit 426 Transaction Set to Central ISS	WB Acknowledgement generated by ISS	40	20	5
3.	Number of application/edit rejects from No. 2 is below allowable maximum. Zero syntax rejections.	The limitation of 864 serious errors is noted the columns for each category. This is the mandatory limit.  Certifying road will decide if errors warrant restarting or continuing certification.	4	2	1
4.	All rejects from No. 3 resubmitted and accepted within time limit	3-day time limit for correcting rejections.  Applicant road must provide transmission information to Railinc for verification.			
5.	Use ISSV for test with connecting or partner railroad(s) that is already certified for ISS.	(See tests a–i below)			
5a.	Send 'OR' 426 messages via ISSV to partner railroad.	100% of WBs received are reviewed by partner road. Partner and test road must agree that waybill data is valid for test purposes, regardless of possible dispute on rates/divisions or other data.	40	20	5
5b.	Given test URRWINs of (5a), partner railroad sends opinions through ISSV. Applicant railroad concurs to opinions received.	Concurrences (CO) for 5a opinions sent are received by partner railroad.	At least 3	At least 2	
5c.	Issue second opinion for URRWINs originally issued (typical of a correction to an 'OR' waybill).	Partner road receives proper opinions	At least 3	At least 2	
5d.	Issue 'MD' date change for at least one URRWIN.	Partner road receives	1	1	
5e.	Partner road send 'MD' date change message, and Applicant road issues date change concurrence.	Partner road receives ISS date change corresponding to its proposal for all proposals made.	1	1	
5f.	Applicant road issues delete from route for the partner road.	Partner road receives delete from route message.	5	2	

	ISS Requirement/Test	Success Criteria	Class I Test Volume Required	Non-Class I Test Volume Required	Non-Class I Software Change / Existing Participant Only
5g.	Partner road issues delete from route for the testing road.	Applicant road receives delete from route message.	5	2	
5h.	Applicant road sends CH message to partner road .	Partner road receives CH message and issues CO.	5	2	
5i.	Partner road sends CH message.	Applicant road responds to CH with CO.	2	2	
6.	Partner road sends challenge messages to Applicant road in ISSV.	(See specific requirements in a–d below)	10	3	
6a.	Appropriate response is received for all Challenge URRWINs.	100% get CA, OP or CO.  Applicant road must respond to all waybills submitted for 6a with a CA, OP or CO. The minimum requirement is noted for each category.			
6b.	Challenges are Canceled (CA)	Applicant road responds with Cancels (CA)	At least 2	At least 1	
6c.	Concurred (CO) messages are sent	Applicant road responds with Concurrences (CO)	At least 2	At least 1	
6d.	Opinion (OP) messages are sent	Applicant road responds with Opinions (OP)	At least 2	At least 1	
7.	Railinc monitors/facilitates test of reports and messages.  A fax or email is required from the applicant road to confirm completion of these requirements. Contact Railinc for more information.	(See tests a–d below)			
7a.	Concurrence Tracer	Applicant road can accept EDI message.  EDI hardcopy of Tracer message is needed by Railinc. See requirement for each category.	1	1	1
7b.	Settlement Acknowledgment	Applicant road can accept EDI message.  EDI hardcopy of at least one Settlement Acknowledgement message is needed by Railinc. See requirement for each category. ZR*K*	10	2	1
7c.	Daily Funds Transfer  This is the Daily Settlement Report.	Applicant road can accept EDI message.  EDI hardcopy of Daily Settlement Report message is needed by Railinc. See requirement for each category.	1	1	1

	ISS Requirement/Test	Success Criteria	Class I Test Volume Required	Non-Class I Test Volume Required	Non-Class I Software Change / Existing Participant Only
7d.	2-day 'Recap' Funds Transfer Report  This is the Funds Transfer Notification Report.	Applicant road can accept EDI and process correct report.  EDI hardcopy Funds Transfer Notification message is needed by Railinc. See requirement for each category.	1	1	1
8	Testing for 3 or more roads movement.	See requirements below			
8a.	Applicant road sends 426 'OR' waybills for movements involving 3 (or more) roads, including partner roads, to ISSV	Partner roads evaluate per 5a criteria. Partner road(s) involved in certification must complete Form H.	3	2	
8b.	Partner road sends legitimate 426 CH waybills involving 3 or more roads which include the applicant road.	Applicant road concurs, cancels, and/or sends opinions for all.	3  At least 1 CO, CA and/or OP response type sent by test road.	2	
8c.	Partner road sends OR waybills for movements involving 3 or more roads which include the applicant road.	Applicant road concurs, cancels, and/or sends opinions for all.	3  At least 1 CO, CA and/or OP response type sent by test road.	2	
9.	Two (2) Road Rule 11 Notification Test				
9a.	Applicant road demonstrates ability to send Rule 11 Notify to partner road appropriately	Partner road evaluates per 5a criteria	3	2	
9b.	Partner road sends Rule 11 notify 'OR' waybills to test road	Applicant road sends CO	3	2	
10.	Three (3) Road Rule 11 Notification Test	Form H from partner roads is required prior to production implementation.			
10a.	Applicant road demonstrates ability to send Rule 11 Notify to partner road appropriately that contains three roads	Partner road evaluates per 5a criteria	3	2	
10b.	Applicant road demonstrates ability to send Rule 11 'Child' revenue waybill	Partner road evaluates per 5a criteria	3	2	
10c.	Partner road sends Rule 11 Notify 'OR' waybills to test road	Applicant road sends CO	3	2	
10d.	Applicant road demonstrates ability to change trend	Partner road evaluates for correct ISS procedure and messages such as Cancel, for test purposes, accuracy of Rule 11/through status not evaluated.	Scenario 1: One (1) through move to Rule 11 with child revenue waybill.  Scenario 2: One (1) Rule 11 case to through.	Scenario 1: One (1) through move to Rule 11 with child revenue waybill.  Scenario 2: One (1) Rule 11 case to through.	



	ISS Requirement/Test	Success Criteria	Class I Test Volume Required	Non-Class I Test Volume Required	Non-Class I Software Change / Existing Participant Only
10e.	<p>Applicant road demonstrates ability to respond to change of trend.</p> <p>Partner road changes trend of through bill to Rule 11, and applicant road responds with cancel, concur, etc. to bring about settlement without dispute over Rule 11 status.</p>	<p>Partner road evaluates for correct ISS procedure and null settlement of initial URRWIN</p> <p>Applicant road will initiate the waybill and partner road will change the trend.</p>	<p>Scenario 1: One (1) through move to Rule 11 with child revenue waybill.</p> <p>Scenario 2: One (1) Rule 11 case to through.</p>	<p>Scenario 1: One (1) through move to Rule 11 with child revenue waybill.</p> <p>Scenario 2: One (1) Rule 11 case to through.</p>	

## 6.6 Activating Participation in ISS

Upon successful completion of the certification process, the applicant road will be scheduled for an orderly transition into the ISS process. Roads will become active on the first day of the month. Railinc will issue a formal notification to all ISS participating roads, **at least 60 calendar days** prior to the day of implementation, *advising the targeted date of implementation, the applicant road's name and SCAC*. Once the partner roads(s) have approved by the applicant roads admission to CISS production, Railinc will e-mail notification to the industry *advising date of production implementation, road SCAC, ISS Contact Person for road, phone number, email address and full mailing address*.

Railinc's ISS Product Support must receive all required ISS forms by designated timeline. A copy of the ISS Official Forms and all required RCH forms must be received by the appropriate persons at Railinc before production implementation. Please contact ISS Product Support and Manager of the Railroad Clearinghouse for more details.

## 7 Exiting the ISS and RCH Participation

Carriers wishing to exit the ISS/RCH process must provide notification on company letterhead **at least 30 calendar days prior to the requested expiration date**. The letter should provide the exiting carrier's name, address, phone number, rule 260 number and Standard Carrier Alpha Code (SCAC). The carriers will provide the reason for exiting the ISS/RCH process (this information will not be distributed to the industry). The letter must be signed by authorized personnel. Notification must be sent to Railinc's ISS Product Support and Manager of the Railroad Clearinghouse.

Carriers are only allowed to exit the ISS/RCH process on the last day of the calendar month after the 30-day requirement has been met. In addition, the exiting carrier is required to maintain the ISS/RCH software and connectivity for a period of 14 months after termination to support revenue settlement processes for waybills dated prior to ISS termination.

Once Railinc receives the official notice, the carrier must complete the Decertification form. The form advises the carrier of the items to complete in order to minimize risk of errant waybills after the expiration date. The Decertification form must be completed, signed by authorized personnel by the exiting carrier, and sent to Railinc's ISS Product Support.

A copy of the Decertification form is located in [Appendix I](#).

## Appendix A Certification Request Form

Date: \_\_\_\_\_

1. Railroad: \_\_\_\_\_

2. SCAC: \_\_\_\_\_

3. Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. AAR CLASS (Check one): ☐ I ☐ II ☐ III

5. Reason for certifying (Check one):

☐ Class 1 Railroad - new or existing

☐ Non-Class 1 Railroad - A new road name and/or SCAC applying for entrance to ISS.

☐ Software/Communication Change - Existing road/SCAC in ISS making changes to software or communication to Railinc.

6. Are you using an Agent (Software Vendor)? ☐ No ☐ Yes, specify: \_\_\_\_\_

7. Date requesting ISS Certification to begin: \_\_\_\_\_

8. ISS Primary Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

## Appendix B Certification for Rules

Applicant Railroad: \_\_\_\_\_  
Print or Type

**\*\*CONFIRMATION BY THE APPLICANT RAILROAD\*\***

The undersigned avows that all the documents and statements furnished with this application are true and accurate.

The undersigned acknowledges the Railway Accounting Rules as the established procedure for the Interline Settlement System.

The undersigned agrees to pay a fee of \$2,500 within 30 days of receipt of invoice for the ISS Setup and Certification.

\_\_\_\_\_ (Print name of applicant road) hereby agrees to abide by the Railway Accounting Rules in all situations where they are applicable. The Revenue Pipeline Task Force (RPTF) reserves the right to change and/or amend these rules as needed by way of established voting procedures described in the Interline Revenue Committee (IRC) Rules of Order.

**Note:** ISS charges \$0.11 per settled URRWIN that is billed monthly.

Signed: \_\_\_\_\_  
Chief Financial Officer (CFO) or appropriate authorized officer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_  
(If there is no CFO in your organization, title must be equivalent to the CFO.)

Date: \_\_\_\_\_

Prices for data services listed above are considered AAR Products and Services and are therefore effective only through the subsequent January 1 and are subject to change, at Railinc's discretion, as evidenced by the new years' Price List, thereafter.

As set forth in the [Price List](#), the above referenced data services are subject to Railinc's Terms of Use, which can be found on our website at [Terms of Use | Railinc](#).

## Appendix C      Certification for Data Center

Applicant Railroad: \_\_\_\_\_  
Print or Type

**\*\*CONFIRMATION BY APPLICANT RAILROAD\*\***

The undersigned avows that they:

1. Are in compliance with industry data center security standards put forth in **any** of the following security frameworks:
  - COBIT (<https://www.isaca.org/resources/cobit>)
  - NIST SP-800 (<https://csrc.nist.gov/publications/sp>)
  - ISO/IEC 27000 series (<https://www.27000.org/index.htm>)
2. Have in place a recovery and downtime notification process and will follow those processes in case of an outage.

\_\_\_\_\_ will abide by those Rules.  
(Print name of applicant road)

Signed: \_\_\_\_\_  
Chief Information Officer (CIO) or appropriate authorized officer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_  
(If there is no CIO in your organization, title must be equivalent to the CIO.)

Date: \_\_\_\_\_

## Appendix D Certification Testing Road Check List

The primary testing/partner road attests that the test and activities listed below have been reviewed and completed for the following:

Railroad: \_\_\_\_\_

SCAC: \_\_\_\_\_

**Tests:**

- |    |  |                             |
|----|--|-----------------------------|
| a. | Transmit 426 transactions                            | <input type="checkbox"/> OK |
| b. | Transmit 'OR' messages                               | <input type="checkbox"/> OK |
| c. | Transmit 'Opinions'                                  | <input type="checkbox"/> OK |
| d. | Transmit 'Concurrence'                               | <input type="checkbox"/> OK |
| e. | Issue 'MD' date change request                       | <input type="checkbox"/> OK |
| f. | Issue 'MD' concurrence                               | <input type="checkbox"/> OK |
| g. | Accept 'Challenge'                                   | <input type="checkbox"/> OK |
| h. | Issue 'Cancel' on 'Challenge'                        | <input type="checkbox"/> OK |
| i. | Transmit 2 road 'Rule 11 Notification'               | <input type="checkbox"/> OK |
| j. | Accept 2 road 'Rule 11 Notification'                 | <input type="checkbox"/> OK |
| k. | Issue 'Challenge'                                    | <input type="checkbox"/> OK |
| l. | Accept 'Cancel'                                      | <input type="checkbox"/> OK |
| m. | Issue 'Delete Me from Route'                         | <input type="checkbox"/> OK |
| n. | Accept 'Delete Me from Route'                        | <input type="checkbox"/> OK |
| o. | Transmit 417 transactions via Forward and Store test | <input type="checkbox"/> OK |

Signed: \_\_\_\_\_  
Principal Testing/Partner Contact

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Testing Partner \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** This form is not applicable for a Non-Class I Software Change.

## Appendix E      Testing/Partner Road Approval

Applicant Railroad: \_\_\_\_\_  
Print or Type

Testing/  
Partner Railroad: \_\_\_\_\_  
☐ Primary    ☐ Secondary

**\*\*CONFIRMATION BY TESTING RAILROAD\*\***

The undersigned verifies that the applicant railroad successfully completed bilateral testing of the Interline Settlement System (ISS) with the testing/partner railroad as detailed in the ISS/REN Certification Manual. The above named applicant railroad has been accepted for processing in the production environment or change in software/communication in production Central Interline Settlement System.

Testing was carried out between the period  
starting \_\_\_\_\_ and ending \_\_\_\_\_.

Signed: \_\_\_\_\_  
Testing/Partner Contact

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Testing/Partner Railroad: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix F      Certification Testing Road Check List**

### **(Three Road and Rule 11 Testing)**

The testing/partner roads attest that the tests and activities listed below have been reviewed and completed for the following:

Railroad: \_\_\_\_\_

SCAC: \_\_\_\_\_

**Tests:**

- |    |   |                             |
|----|---|-----------------------------|
| A. | Transmit 3 road 'OR' messages                                     | <input type="checkbox"/> OK |
| B. | Accept 3 road 'Challenges'  | <input type="checkbox"/> OK |
| C. | Accept 3 road 'OR' messages                                       | <input type="checkbox"/> OK |
| D. | Transmit 3 road 'Concurrence'                                     | <input type="checkbox"/> OK |
| E. | Transmit 3 road 'Opinions'  | <input type="checkbox"/> OK |
| F. | Issue 'Cancel' on 3 road 'CH'                                     | <input type="checkbox"/> OK |
| G. | Transmit 3 road 'Rule 11 Notification'                            | <input type="checkbox"/> OK |
| H. | Accept 3 road 'Rule 11 Notification'                              | <input type="checkbox"/> OK |
| I. | Transmit 3 road 'Rule 11 Revenue'                                 | <input type="checkbox"/> OK |
| J. | Accept 3 road 'Rule 11 Revenue'                                   | <input type="checkbox"/> OK |
| K. | Issue necessary transactions to change Through Waybill to Rule 11 | <input type="checkbox"/> OK |
| L. | Issue necessary transactions to change Rule 11 Waybill to Through | <input type="checkbox"/> OK |

Signed: \_\_\_\_\_  
Testing/Partner Contact

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Testing/Partner Railroad: \_\_\_\_\_

Date: \_\_\_\_\_

**Check One:** ☐ Primary Testing/Partner    ☐ Secondary Testing/Partner

## Appendix G      Certification Railinc Check List

The undersigned avows that the tests and activities listed below have been reviewed and completed for the following:

Railroad: \_\_\_\_\_

SCAC: \_\_\_\_\_

***Tests:***

- |    |  |                             |
|----|--|-----------------------------|
| A. | Accept 'Concurrence Tracer'                | <input type="checkbox"/> OK |
| B. | Accept 'Settlement Acknowledgement'        | <input type="checkbox"/> OK |
| C. | Accept 'Daily Funds Transfer'              | <input type="checkbox"/> OK |
| D. | Accept 'Funds Transfer Recap' 2 day report | <input type="checkbox"/> OK |

Signed: \_\_\_\_\_  
Railinc ISS Certification Contact

Print Railinc ISS Contact  
Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H     Industry Notification of Acceptance

Railroad: \_\_\_\_\_  
SCAC: \_\_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above named railroad has been certified for processing in the production environment or software/communication change in Central Interline Settlement System. They will start transmitting with the Central ISS system in a production mode beginning with the first of

\_\_\_\_\_ (month), \_\_\_\_\_ (year).

Email notification will be sent to all ISS participants after all required forms and information is received by Railinc.

Signed: \_\_\_\_\_  
Railinc ISS Certification Contact

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix I Checklist for Exiting ISS/RCH

Exiting Railroad: \_\_\_\_\_  
Type or Print

SCAC: \_\_\_\_\_  
Type or Print

Rule 260: \_\_\_\_\_  
Type or Print

### ***Checklist:***

1. Send official notification to the Railinc Product Support - ISS and Manager- Railroad Clearinghouse at least 30 calendar days prior to exit date.
  - a. A carrier can only exit\*\* the ISS/RCH process on the final calendar day of the 14<sup>th</sup> month after the expiration month.
2. Expire and/or change revenue stations and interchanges to operating only and expire revenue routes to minimize risk of errant ISS waybills after expiration month. Contact Railinc Product Support for procedures to change stations.

### CONFIRMATION BY EXITING RAILROAD

The undersigned avows that the following items have been completed for properly exiting ISS/RCH. The undersigned avows that failure to complete items increases the risk for errant ISS waybills and possible RCH funds transfer obligations. The undersigned understands the requirement to maintain the ISS/RCH software and connectivity for a period of 14 months after expiration to support revenue settlement processes for waybills dated prior to ISS exit.

Signed: \_\_\_\_\_  
Chief Financial Officer (CFO) or appropriate authorized officer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_  
(If there is no CFO in your organization, title must be equivalent to the CFO.)

Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**\*Expiration Date** is the date the carrier is no longer participating in Interline revenue traffic.

**\*\*Exit** is when the carrier no longer participates in the ISS/RCH process (14 months after expiration date).

## Appendix J Carrier ID Table Form

Region: ☐ ISSP (Production) ☐ ISSV (Test)

Your SCAC: \_\_\_\_\_ [Rule 260 Alpha Code]

Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ [Defaults to 1900/01/01]  
                            **CCYY**                    **MM**                    **DD**

Carrier Name: \_\_\_\_\_ [Maximum 35 Characters]

Contact Title: \_\_\_\_\_ [Maximum 30 Characters]

Address: \_\_\_\_\_ [Maximum 35 Characters]  
                            \_\_\_\_\_ [Maximum 35 Characters]

City: \_\_\_\_\_ [Maximum 19 Characters]

State/Province: \_\_\_\_\_ [Maximum 2 Characters]

ZIP Code: \_\_\_\_\_ [Max: 9 Characters for US, Mexico; 11 Characters for Canada]

Country Code: \_\_\_\_\_ [Maximum 2 Characters] [US—CA—MX]

Transmit Agent: \_\_\_\_\_ [Maximum 8 Characters]

***Authorized By:***

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** ISS certification documents are not accepted until an active Letter of Authorization (LOA) is in place at Railinc between the ISS certifying carrier and their transmit agent when applicable.

## Carrier ID Table Form—Instructions

This form is used to enter or update entries in the Carrier ID Table in ISS. Its main purpose is to indicate your road's current status in ISS. It also informs the system of any Agent you may be using to send and receive your data.

The following is an explanation of the fields displayed on this form.

- **Region**—Check the box showing the Production Region (ISSP) or the Test Regions (ISSV). One of the boxes must be checked.
- **Your SCAC**—Enter your Rule 260 alpha code.
- **Effective Date**—Enter the date (in CCYY/MM/DD format) that you wish the information to be effective. Unless you are changing data such as your name or address, which has a specific date tied to it, you may leave this field blank.
- **Carrier Name**—The name your railroad is known by. It should be the name of the railroad itself, not a “holding” or “parent” company. **35** characters are allowed in this field.
- **Contact Title**—The title (not the name) of the person in your organization to which ISS information should be directed. There is a maximum of **30** characters in this field.
- **Address**—The address that should be used in contacting the person above. There are two lines on the form exclusive of City, State. Each line has a maximum of **35** characters allowed.
- **City**—The city name, limited to **19** positions.
- **State/Province**—The state or province code in **2** positions.
- **ZIP Code**—The postal zip code for the address. Limited to **9** digits for U.S. and Mexican addresses, **11** characters for Canadian addresses.
- **Country Code**—Enter the proper 2-character code for the U.S. (US), Canada (CA), or Mexico (MX).
- **Transmit Agent**—If someone other than you will be transmitting your data to ISS, enter their Railinc assigned 8-position ID here. CISS will use this to cross-reference your data.

The bottom part of the form is for the authorization. Have the form signed by someone who has already been registered with Railinc via the Authorization Signature form to approve this Carrier ID form. The form cannot be processed if any field in the authorization area is blank.

## Appendix K Carrier Contact List Form

The following individuals should be contacted for problem resolution:

At least one railroad and one transmit agent (when applicable) is required.

Railroad: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Transmit Agent:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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***\*Emergency Contact-Nights, Weekends, Holidays***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Carrier Contact List Form—Instructions**

This form (sample provided) is used to convey to Railinc who should be contacted concerning Interline Settlement System questions, problems, or updates. Railinc requests at least one contact person for each ISS participant road; please feel free to submit up to six. The first person on the list is considered the primary point of contact.



## Appendix L Settlement Control Form

Region: ☐ ISSP (Production)  
☐ ISSV (Test ISS Application version)

Your SCAC: \_\_\_\_\_ [Rule 260 Alpha Code (2–4 characters)]

Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ [Defaults to 1900/01/01–  
CCYY MM DD (Immediate Transmit)]

Sending SCAC: \_\_\_\_\_ [2-4 Characters, or Spaces For All]

Distribution Type:

The default on the following messages is the long message. Check to override the default.

- ☐ **SA**—System Initiated Settlement, Active Road on Silent Concurrence
- ☐ **SF**—System Initiated Settlement, Silent Road on Silent Concurrence
- ☐ **SS**—System Initiated Settlement, Silent Road on Silent Concurrence
- ☐ **ST**—System Initiated Settlement, Fully Concurred

***Authorized By:***

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Settlement Control Form—Instructions**

Each carrier will receive all types of ISS messages automatically as stated on the Transmit Control Form, unless message types are specifically excluded via the Settlement Control Form. It allows you to determine whether you receive the long or short version of waybill messages.

The following is an explanation of the fields displayed on this form.

- **Region**—One of the boxes must be checked.
  - **ISSV**—Region for testing a new version of the Central ISS Application logic
  - **ISSP**—Production Region
- **Your SCAC**—Enter your Rule 260 alpha code (2 to 4 characters).
- **Effective Date**—Enter the date (in CCYY/MM/DD format) you wish these transmit options to become active. If you leave this blank, your preferences will go into effect as soon as they are entered in ISS.
- **Sending SCAC**—This field is optional and allows you to turn off messages from a particular road. If this field is left blank, it defaults to all SCACs.
- **Distribution Type**—Check if you want to override default long message.

## **Appendix M    Certification for REN - Certification and Participation**

Applicant Railroad: \_\_\_\_\_  
Print or Type

**\*\*CONFIRMATION BY APPLICANT RAILROAD \*\***

The undersigned affirms that all the documents and statements furnished with this application are true and accurate to the best of their knowledge.

\_\_\_\_\_ (Print name of applicant road) hereby certifies that it will actively participate in the Rate EDI Network (REN) as required by the ISS Certification Process as promulgated by the Interline Revenue Committee (IRC). The Revenue Pipeline Task Force (RPTF) reserves the right to change and/or amend any rules, processes, or procedures pertaining to the REN as needed by way of established voting procedures described in the IRC's Rules of Order.

Signed: \_\_\_\_\_  
Chief Financial Officer (CFO) or appropriate authorized officer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_  
(If there is no CFO in your organization, title must be equivalent to the CFO.)

Date: \_\_\_\_\_

=====