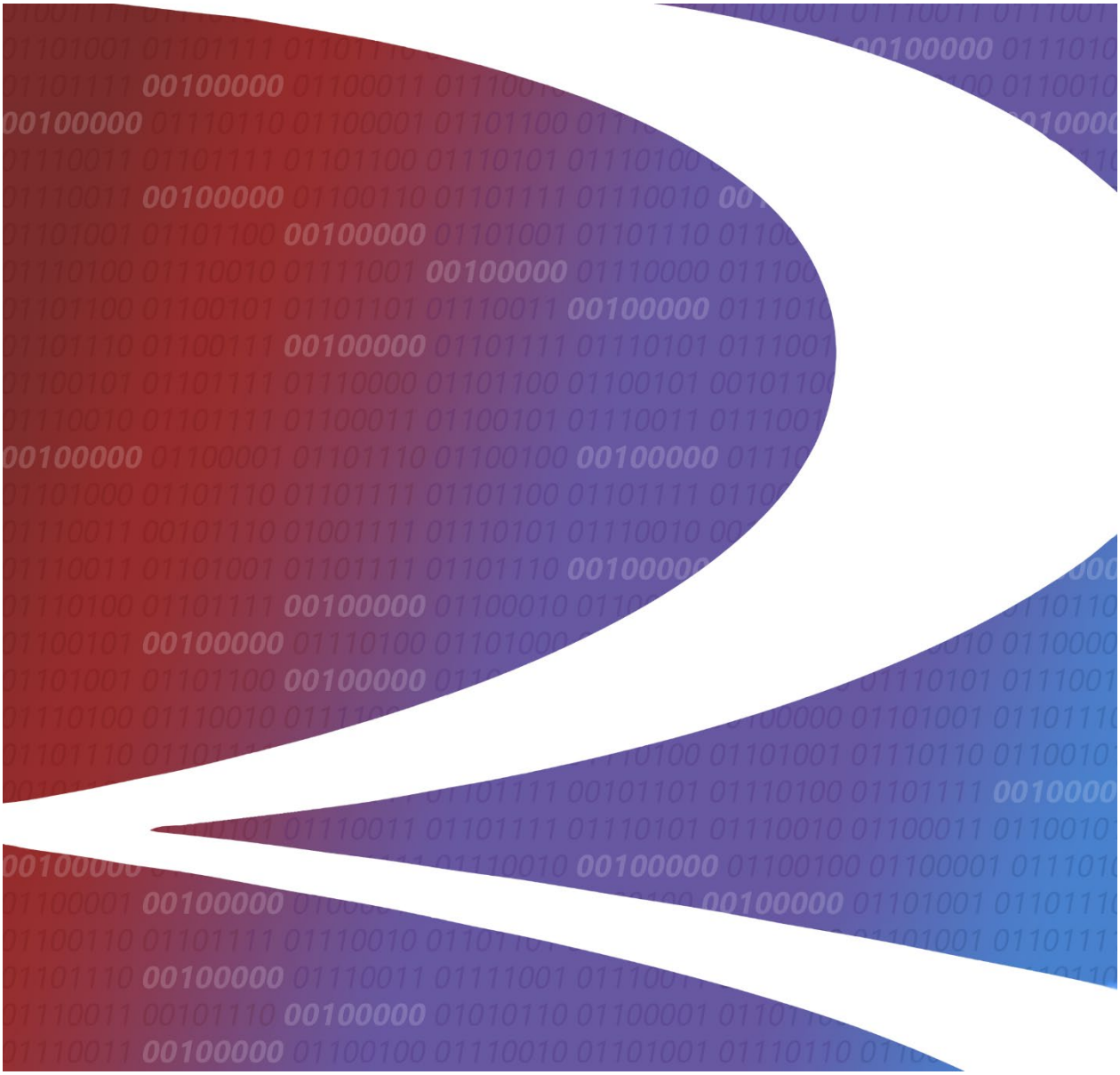

Locomotive Horsepower Hour User Guide

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Last Updated: December 2024

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Learning about LMIS

Locomotive Management Information System (LMIS) is an application that helps users view and manage information about locomotives. Locomotive Horsepower Hour is an application module within LMIS for Class I railroads.

LMIS HPH Reconciliation Overview

The Locomotive Horsepower Hour application enables railroads to view existing and historical Run-Through Agreement (RTA) Rules, submit new RTA rules by railroad pair, edit existing, or restore historical agreements, and manage railroad pairs' review and approval process.

- Getting Started describes how to access and log into the system.
- Reconciliation describes how to review, edit, approve/reject liability pair exchanges and interchange fuel levels.
- Events describes how to create and manage Interchange (AEI) and Bad Order events.
- RTA Rules describes how to create and manage various Locomotive Horsepower Hours rules.
- Change Approval describes how to approve or reject rules and events.
- History describes how to manage historical rules and events.

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

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*.

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.

Getting Started

LMIS 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 (Exhibit 4).

Registering to Use Railinc SSO

Each LMIS 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 LMIS within SSO.

Requesting Access to LMIS Launch Pad

After you receive authorization to use Railinc SSO, you must request general access to LMIS Launch Pad by following instructions in the *Railinc Single Sign-On and Launch Pad User Guide*.

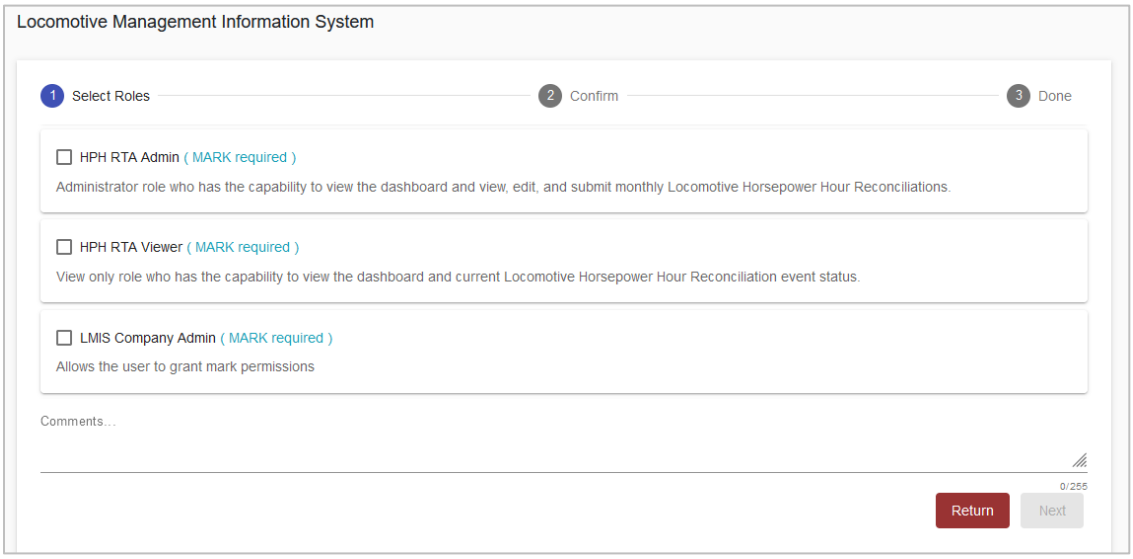
Your level of access and authorization for LMIS is determined when you request access through Railinc SSO. Exhibit 1 shows a complete list of LMIS roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
HPH RTA Admin	This administrator role provides the capability to view, edit, approve and restore Locomotive Horsepower Hour rules and events. Users must request to access under the mark they represent.
HPH RTA Viewer	This role allows users to view Locomotive Horsepower Hour rules and events. Users must request to access under the mark they represent.
LMIS Company Admin	This administrator role enables users to grant mark permissions.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface (Exhibit 2).

Exhibit 2. LMIS Request Permission



Choose your role and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log on and begin using the Locomotive Horsepower Hour application.

Exhibit 3. LMIS HPH Permissions by Feature

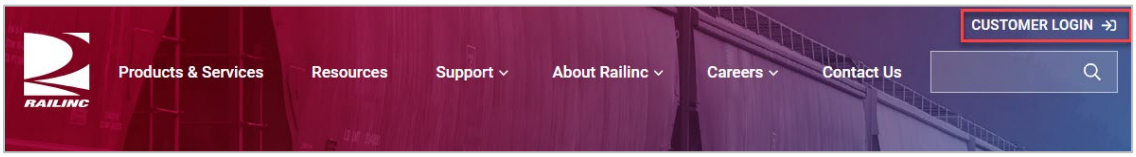
HPH RTA Feature	Company Admin	HPH RTA Viewer	HPH RTA Admin
View Rules and Events	N	Y	Y
Create Rules and Events	N	N	Y
Edit Rules and Events	N	N	Y
Restore Rules and Events	N	N	Y
Approve/Reject Rules and Event Changes	N	N	Y
Grant LMIS Permissions	Y	N	N
Grant HPH RTA Permissions	Y	N	N
View Manage Horsepower Hour Liability	Y	Y	Y
Edit, Restore Liability Rows	N	N	Y
Approve/Reject Liability Rows	N	N	Y
View Interchange Fuel Levels	N	Y	Y
Edit, Restore Interchange Fuel Levels	N	N	Y
Approve/Reject Interchange Fuel Levels	N	N	Y

Logging In

Use the following procedure to log into the Locomotive Horsepower Hour application:

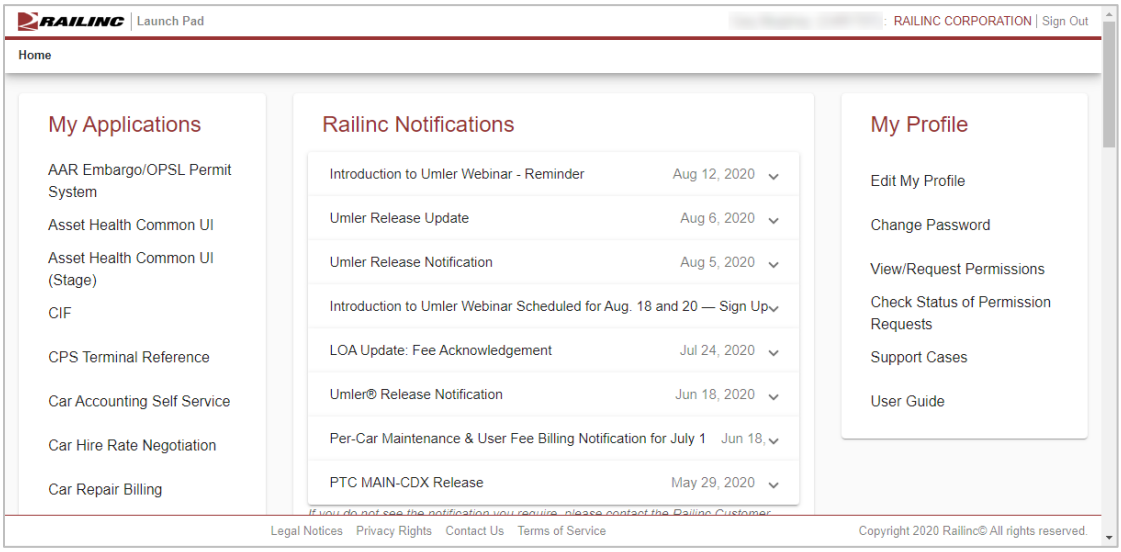
1. Open your internet browser.
2. Enter the following URL: https://public.railinc.com. The Railinc Welcome page is displayed (Exhibit 4).

Exhibit 4. Railinc Welcome Page



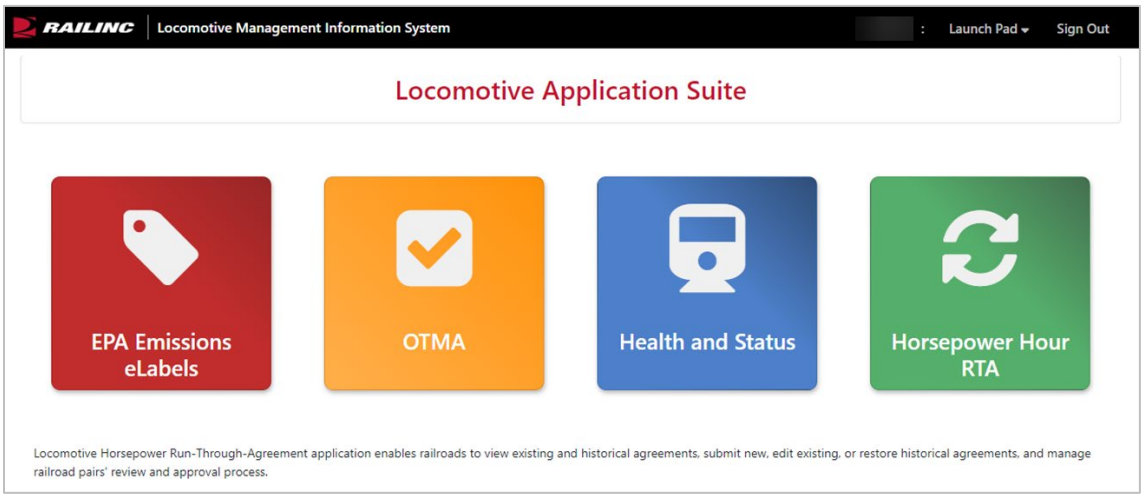
3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.
4. In the Account Access panel, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed (Exhibit 5).

Exhibit 5. Railinc Launch Pad



5. Under **My Applications**, select **Locomotive Management Information System** (you may need to scroll down). The Locomotive Management Information System (LMIS) Home page is displayed (Exhibit 6).

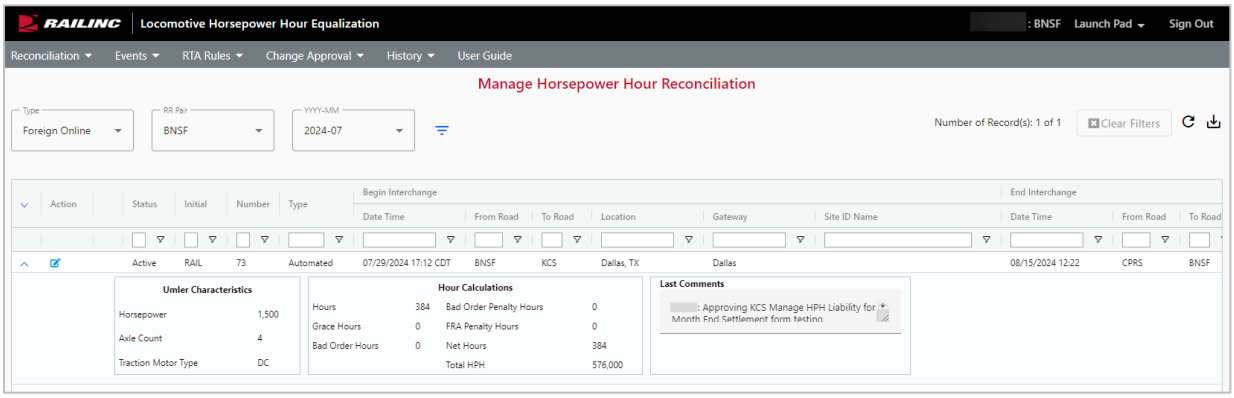
Exhibit 6. LMIS Suite Page



6. Select **Horsepower Hour RTA**.

The Manage Horsepower Hour Reconciliation page displays.

Exhibit 7. LMIS HPH Home Page



The Locomotive HPH main menu items:

Reconciliation	Active liability Begin–End Interchanges and Hour calculations for foreign (other railroads) online and system (your railroad) offline sites. Foreign Online is selected by default. Interchange Fuel Levels are created by equipment owner, averaged or manually edited.
Events	Agreed upon events for AEI Interchange, Bad Order Federal Inspection and Bad Order Horsepower between railroads that have been approved by participating railroads.
RTA Rules	Agreed upon calculation rules for AEI Sites, Interchange Chains, Haulage Time, Relief Time, Bad Order Federal Inspections and Bad Order Horsepower between railroads that are in **Active** status.
Change Approval	Interchanges, Interchange Chains, Bad Order Events, Bad Order Rules and RTA Rules calculations that are awaiting agreement/approval by the reviewing railroad that are in **Review** status.
History	Interchanges, Interchange Chains, Bad Order Events, Bad Order Rules and RTA Rules calculations that have been replaced (edits and deletes in **Historical** status) or Active change submissions that were Rejected by the reviewing railroad (in **Rejected** status).
User Guide	Select to view this document (*Locomotive HPH User Guide*).

Logging Out

Select the **Sign Out** link to end a LMIS session.

Reconciliation

Reconciliation provided in Locomotive Horsepower Hour:

- HPH Reconciliation
- Fuel Equalization

HPH Reconciliation

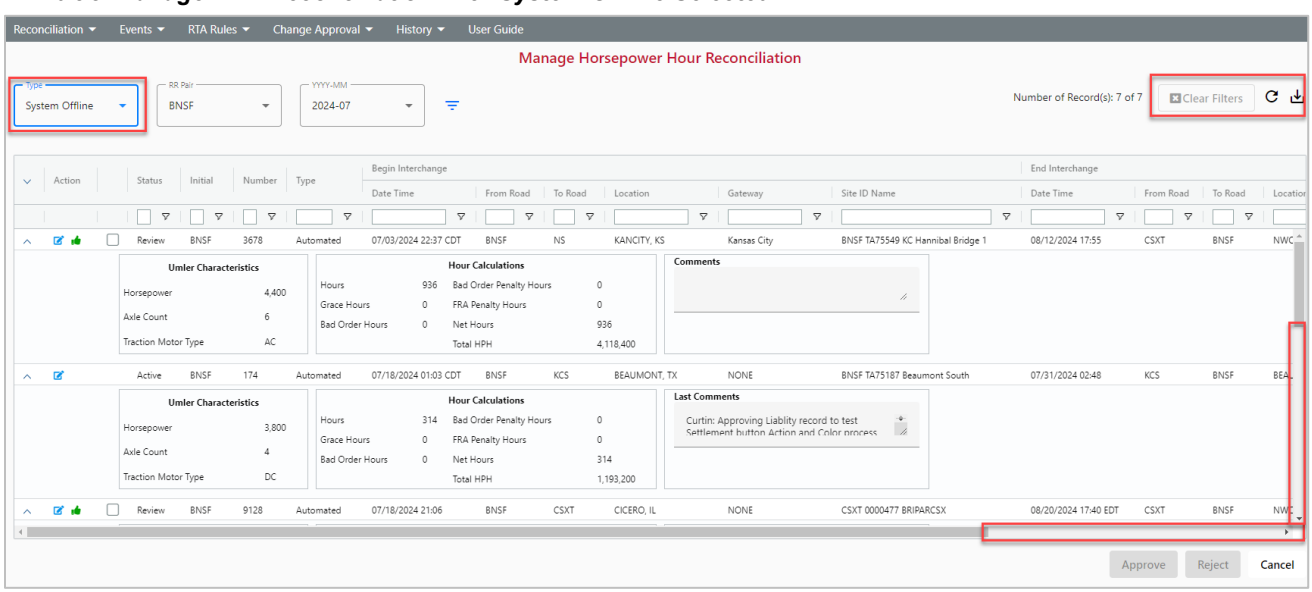
View Horsepower Hour Reconciliation

HPH RTA Viewers and HPH RTA Admins can view reconciliation rows of matched pairs of liabilities between the parties and review the approved Begin and End Interchange values and related hour calculations for System Offline and Foreign Online events.

Use the following procedure to view reconciliation events:

1. The Manage Horsepower Hour Reconciliation is the Home page of Locomotive Horsepower Hour Equalization, or from the main menu, select **Reconciliation** > **HPH Reconciliation**.

Exhibit 8. Manage HPH Reconciliation With System Offline Selected



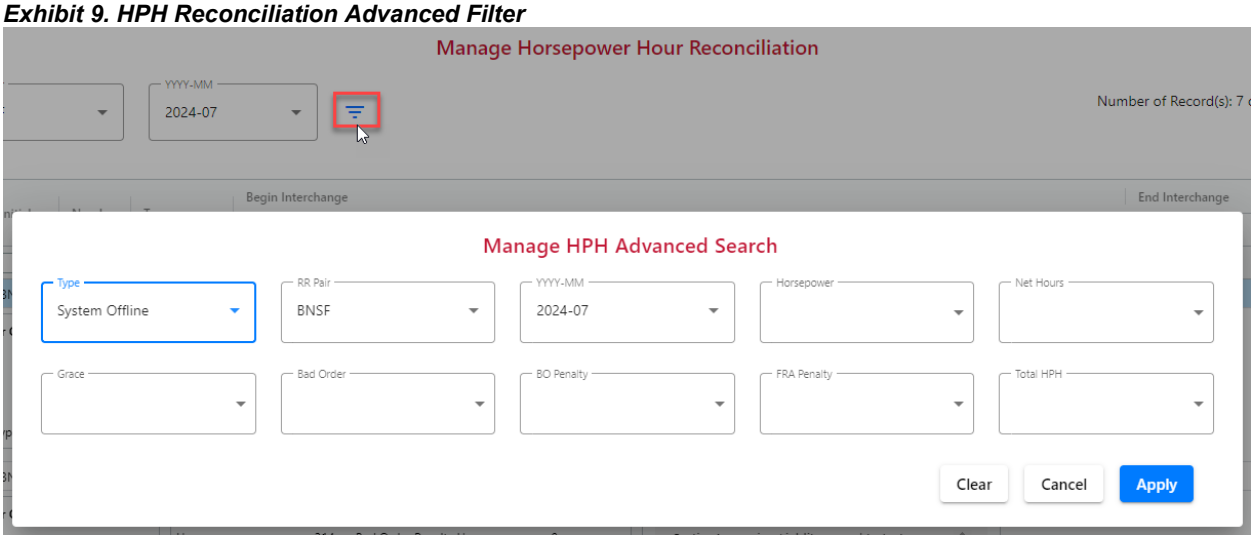
2. Scroll to the right to view all available columns and scroll down to view all records. Below is a description of the records.

Field	Description
Type	**Foreign Online** represents another railroad's locomotive (different mark than yours) located on your railroad. Foreign Online is selected by default. **System Offline** represents your railroad's locomotive (your mark) located on another railroad.
RR Pair	The mark of the pair railroad
YYYY-MM	Search records by month/year
Status	Status of a HPH reconciliation record: **Review**: a new record has been created by an automated batch process or manually by an HPH Admin when an Active record has been edited or deleted **Active**: a record has been approved by both railroad pairs **Delete**: both railroad pairs have approved to delete a record **Reject**: a railroad mark has rejected a create, edit or delete record request
Initial	The equipment mark or initials
Number	The equipment number
Type	Type of a HPH reconciliation record: **Automated**: the record was created by an automated batch process and there have been no edits to it by an HPH admin **Manual**: the record was created or edited by an HPH admin
Begin Interchange	The header for the Begin Interchange with its elements: • **Date/Time** • **From Road** • **To Road** • **Location** • **Site ID**
End Interchange	The header for the End Interchange with its elements: • **Date/Time** • **From Road** • **To Road** • **Location** • **Site ID**
Horsepower	The equipment's rated horsepower in Umler
Axle Count	The equipment's axle count in Umler
Traction Motor Type	The equipment's traction motor type in Umler
Hours	The number of hours between the Begin and End Interchange

Grace Hours	Relief hours defined by the Relief Hour Rules
Bad Order Hours	Relief hours defined by the bad Order Federal Inspection and Horsepower rules
Bad Order Penalty Hours	Penalty hours defined by the Bad Order Horsepower Rules
FRA Penalty Hours	Penalty hours defined by the Bad Order Federal Inspection Rules
Net Hours	Net hours are calculated from Grace Hours, Bad Order Hours, Bad Order Penalty Hours and FRA Penalty Hours
Total HPH	Net hours multiplied by the equipment's horsepower rating in Umler

3. To download the displayed records, select the download icon above the table on the right (shown in Exhibit 8).
4. Filtering is available on all columns. To filter by railroad, enter a railroad mark in the text box below the **Initial** (first) column title.
5. Select the **Advanced Filter** icon for additional fields to filter events (Exhibit 9). To clear all filters, select **Clear Filter** or select the refresh icon above the table on the right (Exhibit 8).

Exhibit 9. HPH Reconciliation Advanced Filter

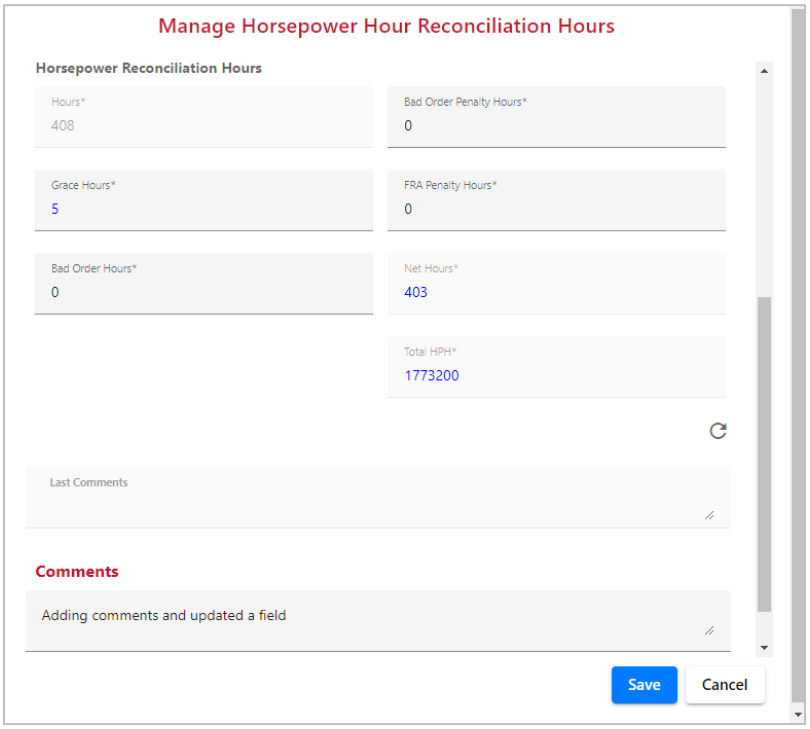


Edit Horsepower Hour Reconciliation

HPH RTA Admins can edit existing HPH Reconciliation events. Use the following procedure to edit a reconciliation event:

1. The Manage Horsepower Hour Reconciliation is the Home page of Locomotive Horsepower Hour Equalization, or from the main menu, select **Reconciliation** > **HPH Reconciliation**.
2. Select the edit icon in the Actions column of the record you want to edit. Scroll down to see the hours fields that are available for editing, marked with an asterisk (*).
3. Make your updates and enter a comment in the **Comments** field. Once a comment is added and one or more fields have been edited, the Save button is active. Select **Save.** Select **Save Changes** in the confirmation pop-up box.

Exhibit 10. Edit HPH Reconciliation Hours



Approve/Reject Horsepower Hour Reconciliation

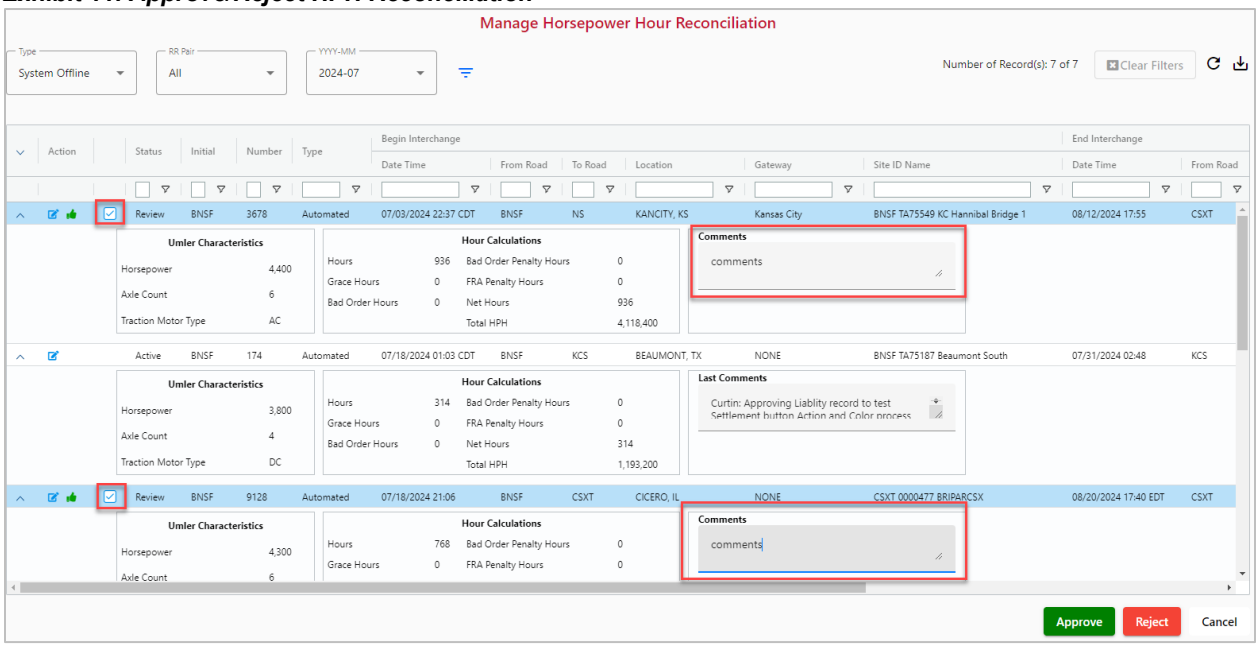
HPH RTA Admins can approve or reject existing HPH Reconciliation events. Use the following procedure to approve or reject a reconciliation event:

1. The Manage Horsepower Hour Reconciliation is the Home page of Locomotive Horsepower Hour Equalization, or from the main menu, select **Reconciliation** > **HPH Reconciliation**.

2. To approve or reject a single record, select the thumbs up icon in the Action column for the record you want to approve. Select **Approve** to approve or enter the reason for the rejection in the **Comments** field and select **Reject** to reject.

3. To approve or reject more than one record, select the checkboxes in the Action column for the records you want to approve or reject as shown below. Select **Approve** to approve or enter the reason for the rejection in the **Comments** fields for each record and select **Reject** to reject.

Exhibit 11. Approve/Reject HPH Reconciliation



Fuel Equalization

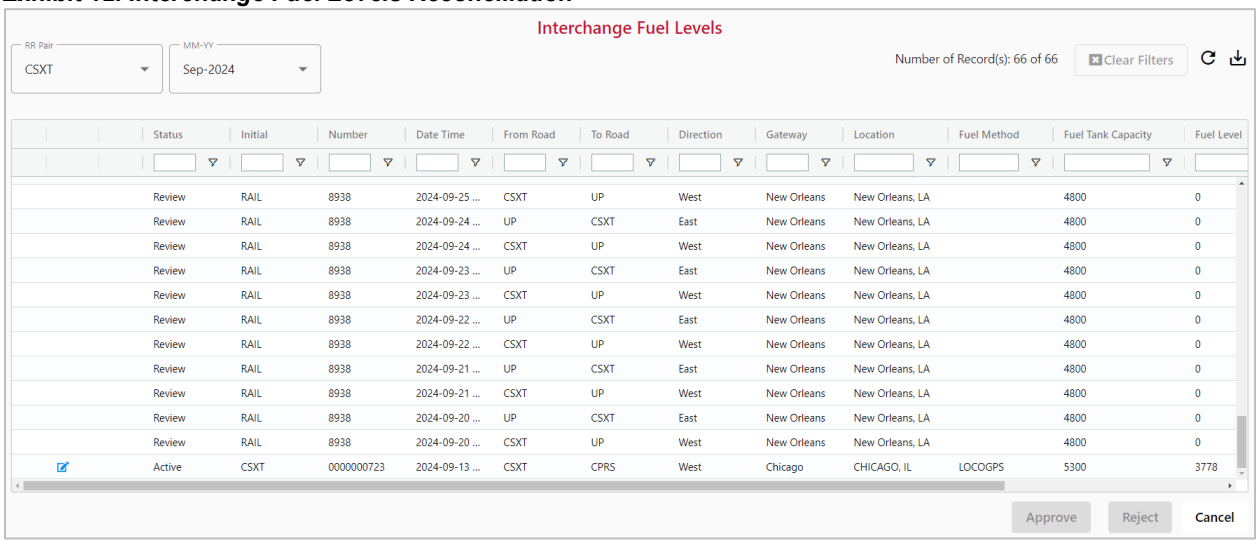
View Interchange Fuel Level Reconciliation

HPH RTA Viewers and HPH RTA Admins can view fuel levels. Interchange Fuel Level records are created after both interchange marks have approved an interchange. Interchange Fuel records cannot be created manually, since the interchange parties may not be the owner. The Interchange Fuel Level is requested from the equipment owner in HPH through messaging.

Use the following procedure to view Interchange Fuel Levels:

1. From the Locomotive HPH main menu, select **Reconciliation** > **Fuel Equalization**.

Exhibit 12. Interchange Fuel Levels Reconciliation



Status	Initial	Number	Date Time	From Road	To Road	Direction	Gateway	Location	Fuel Method	Fuel Tank Capacity	Fuel Level
Review	RAIL	8938	2024-09-25 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-24 ...	UP	CSXT	East	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-24 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-23 ...	UP	CSXT	East	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-23 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-22 ...	UP	CSXT	East	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-22 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-21 ...	UP	CSXT	East	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-21 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-20 ...	UP	CSXT	East	New Orleans	New Orleans, LA		4800	0
Review	RAIL	8938	2024-09-20 ...	CSXT	UP	West	New Orleans	New Orleans, LA		4800	0
Active	CSXT	0000000723	2024-09-13 ...	CSXT	CPRS	West	Chicago	CHICAGO, IL	LOCOGPS	5300	3778

2. To download the displayed records, select the download icon above the table on the right.
3. Filtering is available on all columns. To filter by railroad, enter a railroad mark in the text box below the **Initial** (first) column title. To clear all filters, select **Clear Filter** or select the refresh icon above the table on the right.
4. Scroll to the right to view all available columns and scroll down to view all records. Below is a description of the records.

Field	Description
RR Pair	The mark of the pair railroad
MM-YYYY	Search records by month/year
Status	Status of a HPH reconciliation record: **Review**: a new record has been created by an automated batch process or manually by an HPH Admin when an Active record has been edited or deleted.

	Active: a record has been approved by both railroad pairs **Delete**: both railroad pairs have approved to delete a record **Reject**: a railroad mark has rejected a create, edit or delete record request
Initial	The equipment mark or initials
Number	The equipment number
Date/Time	Date and time of interchange
From Road	Road's equipment mark or initials for the railroad being interchanged from
To Road	Road's equipment mark or initials for the railroad being interchanged to
Direction	The direction of the interchange (**North**, **South**, **East** or **West**)
Gateway	If the interchange is near a gateway (like **Chicago**), or **None**.
Location	City and state of the interchange.
Fuel Method	Indicates the fuel level was either provided by the equipment owner or it was averaged.
Fuel Tank Capacity	The size of the fuel tank provided by Umler (A113).
Fuel Level	The numeric fuel level reported by the equipment owner through messaging. If reported as Not Equipped or Defective, HPH averages the fuel levels for the Interchange location based on the Interchange Fuel Level rule between the Railroad Pair.

Edit Interchange Fuel Level Reconciliation

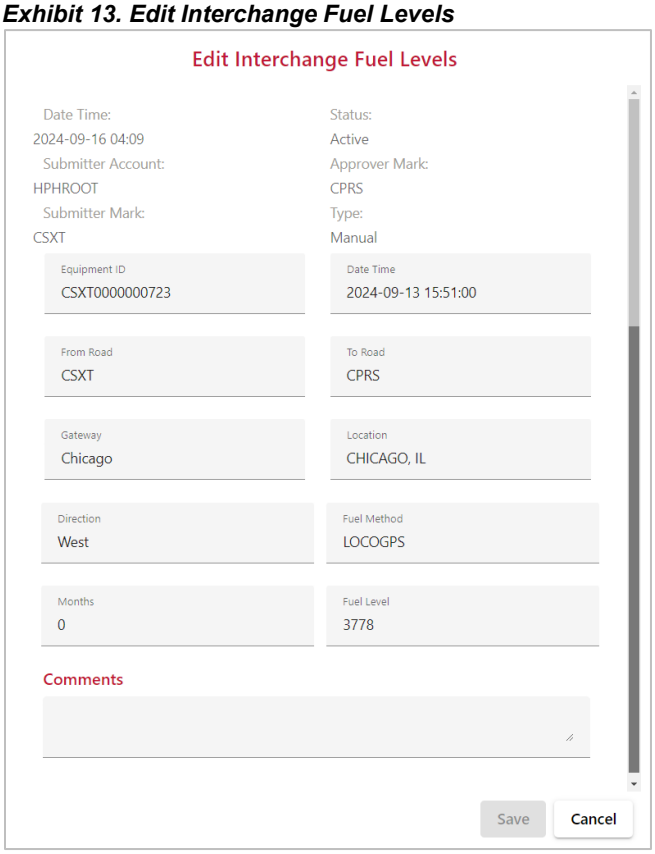
HPH RTA Admins can edit existing Interchange Fuel Level Reconciliation events. Use the following procedure to edit interchange fuel levels:

1. From the Locomotive HPH main menu, select **Reconciliation** > **Fuel Equalization**.

2. Select the edit icon in the Actions column of the record you want to edit. Scroll down to see the fields that are available for editing.

3. Make your updates and enter a comment in the **Comments** field. Once a comment is added and one or more fields have been edited, the Save button is active. Select **Save**. And select **Save Changes** in the confirmation pop-up box.

Exhibit 13. Edit Interchange Fuel Levels



Approve/Reject Interchange Fuel Level Reconciliation

HPH RTA Admins can approve or reject existing HPH Reconciliation events. Use the following procedure to approve or reject interchange fuel level records:

1. From the Locomotive HPH main menu, select **Reconciliation** > **Fuel Equalization** (Exhibit 12).

2. To approve or reject a single record, select the thumbs up icon in the Action column for the record you want to approve. Select **Approve** to approve or enter the reason for the rejection in the **Comments** field and select **Reject** to reject.

3. To approve or reject more than one record, select the checkboxes in the Action column for the records you want to approve or reject as shown below. Select **Approve** to approve or enter the reason for the rejection in the **Comments** fields for each record and select **Reject** to reject.

Events

The available types of events in Locomotive Horsepower Hour from the **Events** main menu item are:

- Interchange Events – Interchange events are when a locomotive has traveled from one railroad to a receiving railroad. These can be created manually in the application (as described in this section) or automatically via processing AEI Events against Interchange Chain Rules.
- Bad Order Federal Inspection Events – Bad Order Federal Inspection events are the reported Federal Inspection status (Past Due or Inspected) associated with an equipment ID, inspection type and date. Details for opening and closing past due inspections appear on the same row.
- Bad Order Horsepower Events – Bad Order Horsepower events are the reported Horsepower percent status (100%-0%) associated with an equipment ID and date. Details for opening and closing reporting repairs appear on the same row.

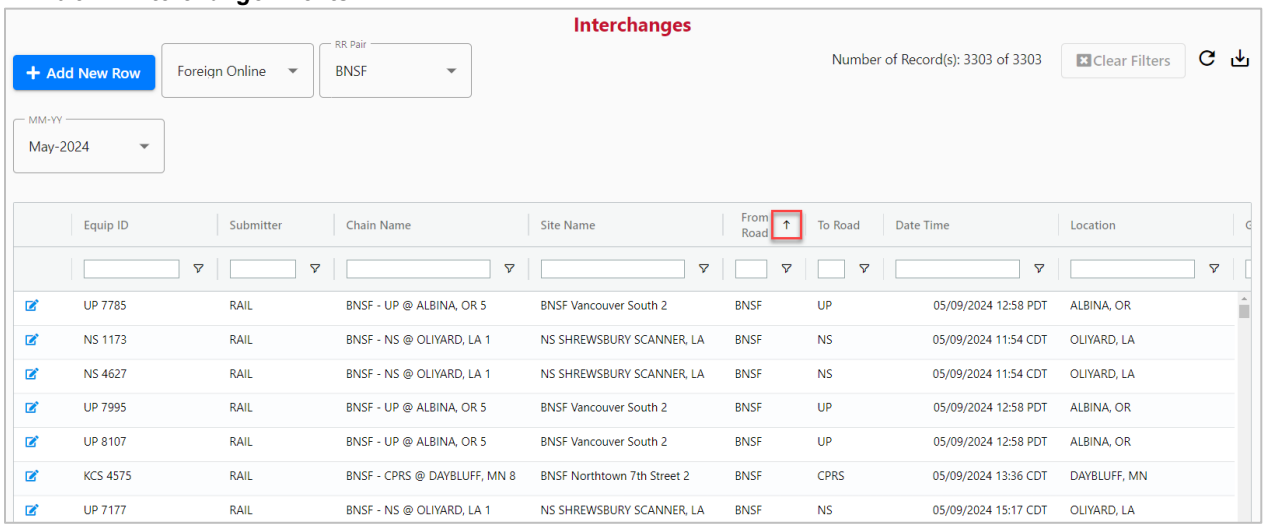
Interchange Events

View Interchange Events

HPH RTA Viewers and HPH RTA Admins can view events. Use the following procedure to view Interchange Events:

1. From the Locomotive HPH main menu, select **Events** > **Interchanges**.

Exhibit 14. Interchange Events



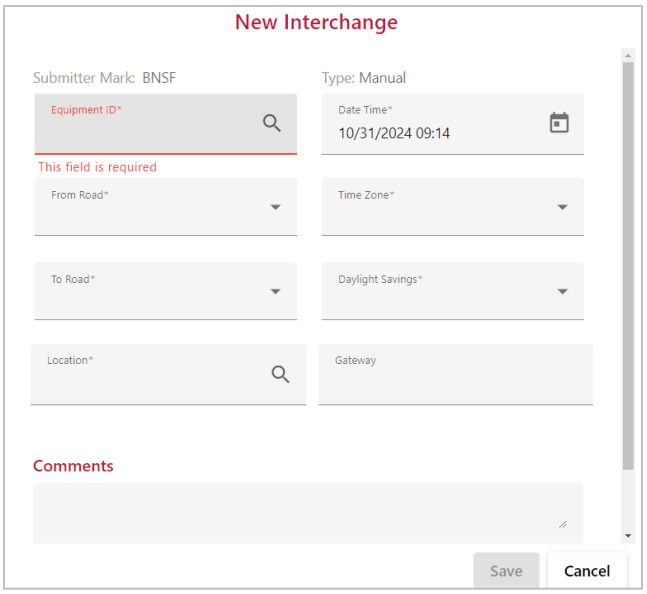
2. Filtering is available on all columns. Use the field at the top of each column to filter the data. Scroll down to view all rows and scroll across to view all columns.
3. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order. Sorting on the **From Road** or **To Road** column will sort rules by railroad.

Add Interchange Events

HPH RTA Admins can add new events that show interchange events. Use the following procedure to add a new Interchange event:

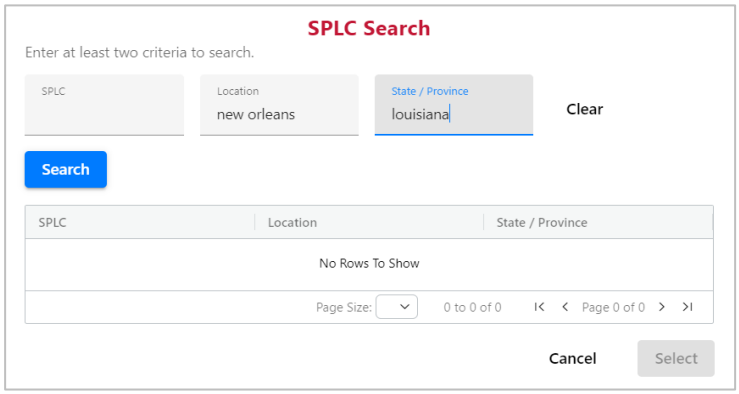
1. Select the + **Add New Row** button.

Exhibit 15. Add an Interchange Event



2. Enter all required fields (marked with an asterisk). Each field is described below.

Field	Description
Equipment ID*	The mark and initials of the equipment for a locomotive. When entered, the system verifies that the equipment ID is a locomotive.
Date Time*	Select or enter date and time. Must be today or a date in the past.
From Road*	Road's equipment mark or initials for the railroad being interchanged from. Your mark must be either the To Road or From Road to submit.
Time Zone*	Time zone of the **Location**.
To Road*	Road's equipment mark or initials for the railroad being interchanged to. Your mark must be either the To Road or From Road to submit.
Daylight Savings*	Select **Y** or **N**.
Location*	The Location of the device that the **From Road** and **To Road** agree upon. Use the lookup icon to search for the location by **SPLC**, **Location** and **State/Province**. Enter at least two of these fields to search.

	
Gateway	The Gateway that the **From Road** and **To Road** agree upon.
Comments*	Enter comments about the event.

3. All fields must be entered to save the event. Select **Save**. Select **Save Changes** in the pop-up window to confirm you're ready to submit the event. Once the event is submitted, it appears to the pair railroad as an event in their Change Approval Interchange Events table, ready for their review and approval.
4. Once the event is approved, it moves to the Inspection Events table where it is visible to your railroad.

Bad Order Federal Inspection Events

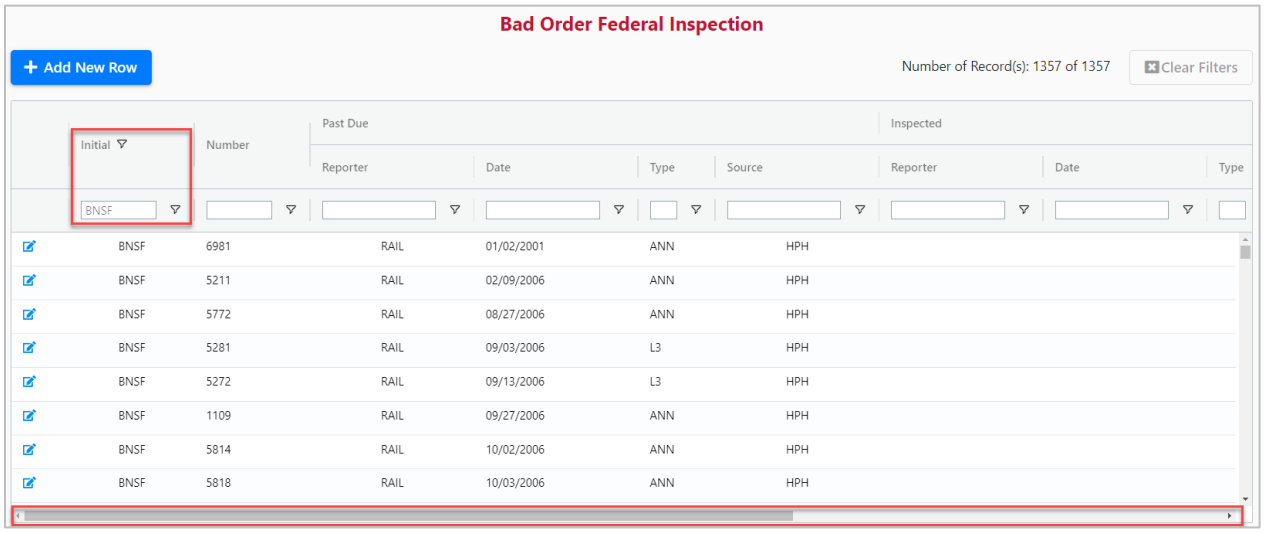
When an HPH Admin submits a Bad Order Federal Inspection event and the pair railroad approves it, the event is created (event opened) in the **Past Due** status/column of the events list. When the locomotive is **Inspected** (event closed), the inspection details appear in the Inspected column on the same row. See Edit Events for details on how to edit an event.

View Bad Order Federal Inspection Events

HPH RTA Viewers and HPH RTA Admins can view events. Use the following procedure to view Bad Order Federal Inspection Events:

1. From the Locomotive HPH main menu, select **Events** > **Bad Order Federal Inspection**.
2. Filtering is available on all columns. To filter by railroad, enter a railroad mark in the text box below the **Initial** (first) column title. Scroll across to view all columns.

Exhibit 16. Bad Order Federal Inspection Events

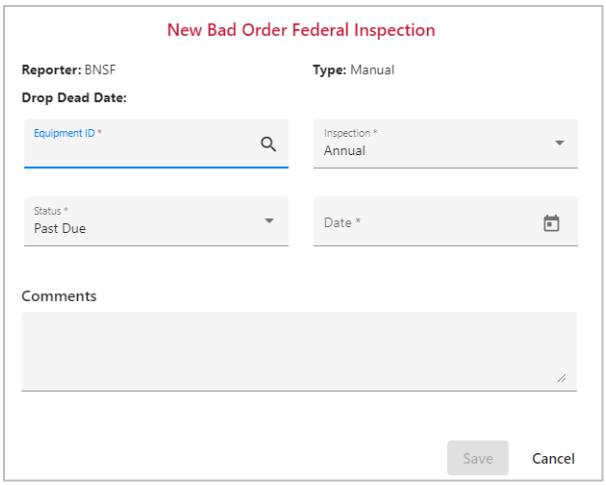


Add Bad Order Federal Inspection Events

HPH RTA Admins can add new events that show when a locomotive is past due for an inspection and the inspection has been completed. Use the following procedure to add a new Bad Order Federal Inspection event:

1. Select the + **Add New Row** button.

Exhibit 17. Add a New Bad Order Federal Inspection Event



2. Enter all required fields (marked with an asterisk). Each field is described below.

Field	Description
Equipment ID*	The mark and initials of the equipment.
Inspection*	Select **Annual**, **Periodic**, **L2 Air Brake** or **L3 Air Brake**.
Status*.	Select **Past Due** or **Inspected**.

Date*	Enter or select the date by which the inspection is required.
Comments*	Enter comments about the event.

3. All fields must be entered to submit the event. Select **Save**. Select **Save Changes** in the pop-up window to confirm you're ready to submit the event. Once the event is submitted, it appears to the pair railroad as an event in their Change Approval Bad Order Events table, ready for their review and approval.
4. Once the event is approved, it moves to the Bad Order Inspection Events table where it is visible to your railroad.

Bad Order Horsepower Events

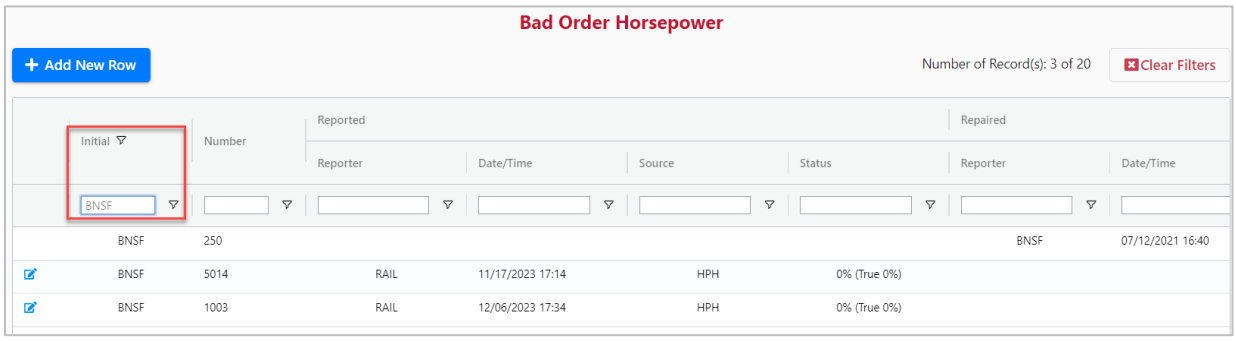
When an HPH Admin submits a Bad Order Horsepower event and the pair railroad approves it, the event is created (event opened) in the **Reported** status/column of the events list. On the same row, when the locomotive is repaired (event closed), the details appear in the **Repaired** column. See Edit Events for details on how to edit an event.

View Bad Order Horsepower Events

HPH RTA Viewers and HPH RTA Admins can view events. Use the following procedure to view Bad Order Federal Inspection Events:

1. From the Locomotive HPH main menu, select **Events** > **Bad Order Horsepower**.
2. Filtering is available on all columns. To filter by railroad, enter a railroad mark in the text box below the **Initial** column title. Scroll across to view all columns.

Exhibit 18. Bad Order Horsepower Events

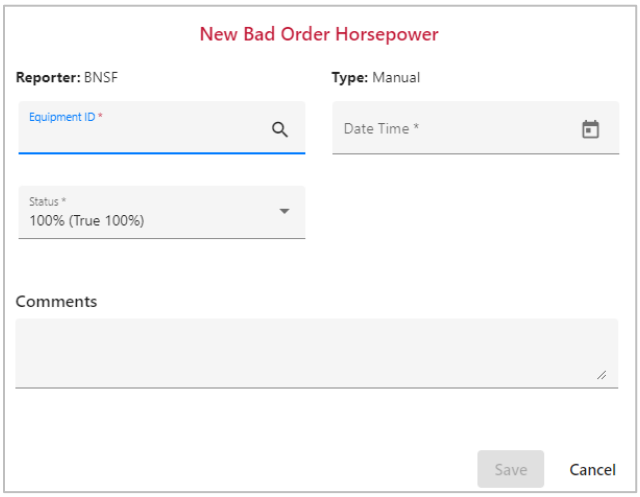


Add Bad Order Horsepower Events

HPH RTA Admins can add new events that shows when a locomotive requires a repair, and the repair has been completed. Use the following procedure to add a new Bad Order Horsepower event:

1. Select the + **Add New Row** button.

Exhibit 19. Add a New Bad Order Horsepower Event



2. Enter all required fields (marked with an asterisk). Each field is described below.

Field	Description
Equipment ID*	The mark and initials of the equipment.
Date Time*	Select or enter date and time.
Status*	Select the percent of the current status of the repair. • Selecting 100% means the locomotive tractive effort is 100% horsepower. • Selecting 75% means the locomotive horsepower is between 75-99%. • Selecting 50% means the locomotive horsepower between 50-74% complete. • Selecting 25% means locomotive horsepower is between 25-49% complete. • Selecting <25% means locomotive horsepower is between 1-24% compete. • Selecting 0% means the locomotive tractive effort is 0% horsepower.
Comments*	Enter comments about the event.

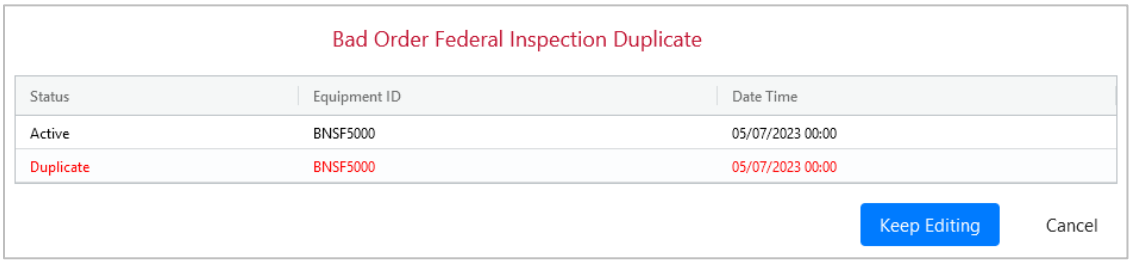
3. All fields must be entered to submit the event. Select **Save**. Select **Save Changes** in the pop-up window to confirm you're ready to submit the event. Once the event is submitted, it appears to the pair railroad as an event in their Change Approval Bad Order Events table, ready for their review and approval.

4. Once the event is approved, it moves to the Bad Order Horsepower table where it is visible to your railroad.

Duplicate Events

When an event is submitted that matches an existing active event, it is a duplicate. A pop-up box appears prompting you to select **Keep Editing** and make a change so that it no longer matches the existing event that appears above it. You will only be able to save the new event once the change is made that makes it different from the existing event, or you can cancel out of creating it.

Exhibit 20. Duplicate Bad Order Federal Inspection Event



Edit Events

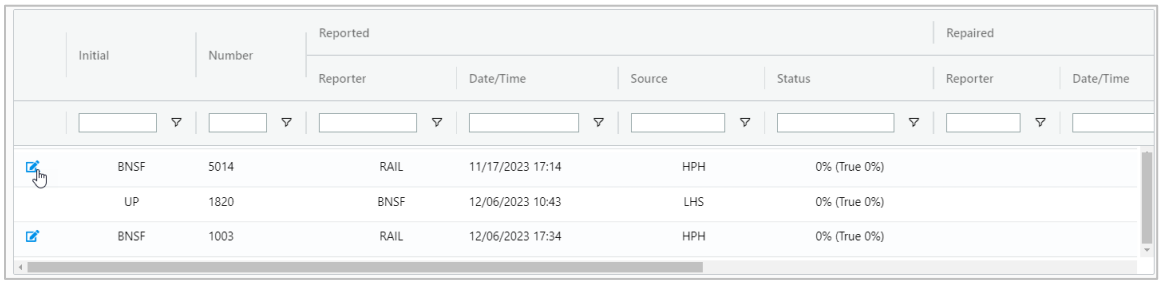
HPH RTA Admins can edit existing events. See Change Approval for details on how to approve an event that has been edited by your railroad.

> **Note:** If your railroad edits an event, the original Active event will remain in the Active view. The submitted event change will appear in your Change Approval events table for your review and approval of the change. Once approved, the event is removed from the appropriate Change Approval events table and is presented as an active event, visible to your railroad.

Use the following procedure to edit an existing, active event that appears in one of the event tables (Interchange, Bad Order Federal Inspection, Bad Order Horsepower):

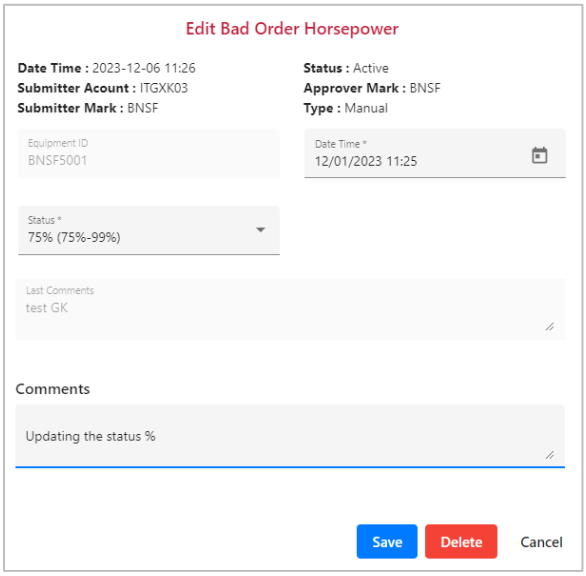
1. From the Locomotive HPH main menu, select **Events**, and select the appropriate event type.
2. Find the event to edit. Select it by clicking on the pencil icon in the first column of the table.

Exhibit 21. Select an Event to Edit



3. The Edit pop-up window appears for the appropriate event. Edit the appropriate fields. See the section of the appropriate event above for event field descriptions. Once one or more changes are made including **Comments**, the **Submit Report** button becomes visible.

Exhibit 22. Edit an Event



4. Select **Save** to save your changes. Select **Save Changes** in the pop-up window to confirm you're ready to submit the event. Once the event is submitted, it appears to the pair railroad as an event in the appropriate Change Approval events table for their review and approval.

Delete Events

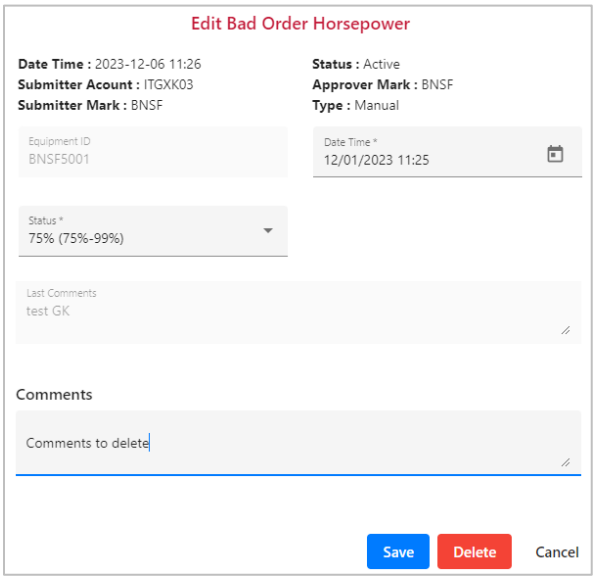
HPH RTA Admins can delete existing events. See Change Approval for details on how to approve the deletion of an event submitted by another railroad.

Note: If your railroad submits an event deletion, it will continue to be in the events view until the participating railroad approves the delete. The event will move to the other participating railroad's Change Approval events table for their review to agree to delete. Once the other railroad agrees to delete the event, it will be removed from the Active view and move from the Change Approval table to the appropriate History events table, visible to your railroad and the pair railroad as an historical event that is no longer active.

Use the following procedure to delete an existing, active event that appears in one of the events tables:

1. From the Locomotive HPH main menu, select **Events**, and select the appropriate event type.
2. Find the event to delete. Select it by clicking on the pencil icon in the first column of the table (Exhibit 21).
3. The Edit pop-up window appears for the appropriate event.

Exhibit 23. Delete an Event



4. Enter a comment in the **Comments** field and select **Delete** to submit the deletion of the event. Select **Delete** in the pop-up window to confirm the event deletion.

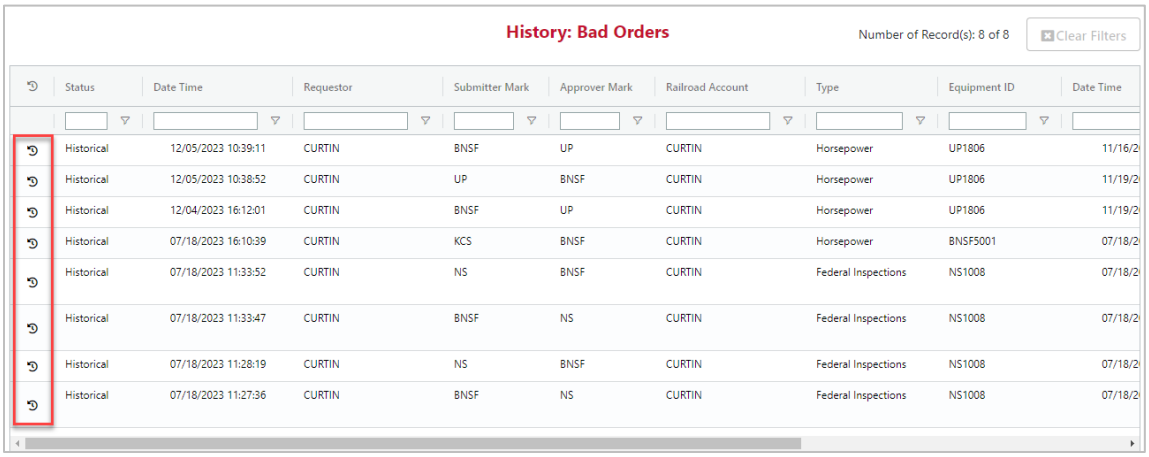
When you have submitted an event for deletion, the event remains in the currently active event table and appears in the pair railroad's Change Approval event table for their review and agreement to delete. Once the other railroad has agreed to the event deletion, the event will be deleted and will move to the History event table where it will be visible for historical purposes to your railroad and the other railroad participant.

Restore Events

HPH RTA Admins can restore historical events that are listed in History event tables. Use the following procedure to restore historical events:

1. From the Locomotive HPH main menu, select **History** and select the appropriate events table.
2. Find the event to restore. Select it by clicking on the restore icon in the first column of the History table.

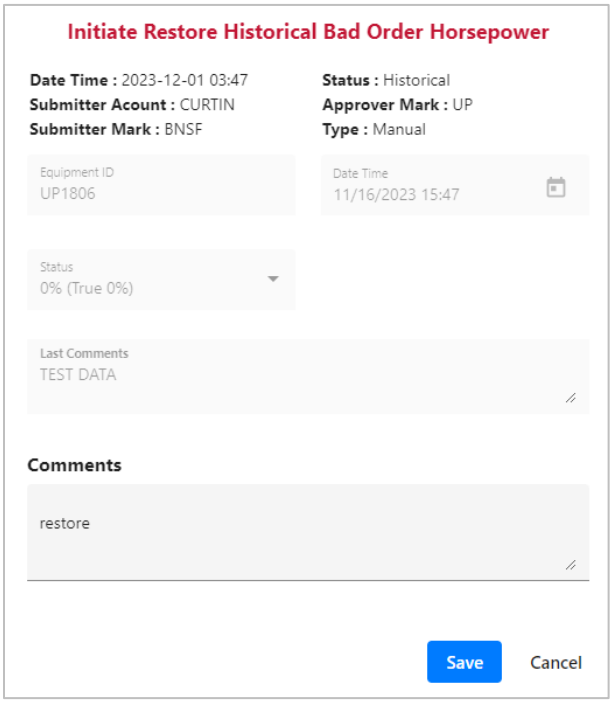
Exhibit 24. Select an Event to Restore



Status	Date Time	Requestor	Submitter Mark	Approver Mark	Railroad Account	Type	Equipment ID	Date Time
Historical	12/05/2023 10:39:11	CURTIN	BNSF	UP	CURTIN	Horsepower	UP1806	11/16/2
Historical	12/05/2023 10:38:52	CURTIN	UP	BNSF	CURTIN	Horsepower	UP1806	11/19/2
Historical	12/04/2023 16:12:01	CURTIN	BNSF	UP	CURTIN	Horsepower	UP1806	11/19/2
Historical	07/18/2023 16:10:39	CURTIN	KCS	BNSF	CURTIN	Horsepower	BNSF5001	07/18/2
Historical	07/18/2023 11:33:52	CURTIN	NS	BNSF	CURTIN	Federal Inspections	NS1008	07/18/2
Historical	07/18/2023 11:33:47	CURTIN	BNSF	NS	CURTIN	Federal Inspections	NS1008	07/18/2
Historical	07/18/2023 11:28:19	CURTIN	NS	BNSF	CURTIN	Federal Inspections	NS1008	07/18/2
Historical	07/18/2023 11:27:36	CURTIN	BNSF	NS	CURTIN	Federal Inspections	NS1008	07/18/2

3. The Initiate Restore pop-up window appears for the selected event.

Exhibit 25. Restore an Event



4. Enter a comment in the **Comments** field and select **Save** to restore the event. Select **Save Changes** to confirm the event restoration. Once you submit the event for restoration, the event is added to the other railroad participant's Change Approval event table for their review and agreement to restore. Once the other railroad has agreed to restore the event, the event will be restored and added to the appropriate events table where it will be visible as an active event again to your railroad and the other railroad participant.

RTA Rules

HPH RTA Viewers and HPH RTA Admins can view and edit rules between your railroad and a pair agreement railroad.

The available types of rule calculations in Locomotive Horsepower Hour from the RTA Rules main menu item are:

- AEI Site Rules: AEI device site rules for the passing locomotive.
- Interchange Chain Rules: Defines a set of AEI sites and direction that creates automated interchange records.
- Haulage Time Rules: Trackage rights obtained by one railroad to have its trains operated by another railroad, e.g., From Road, To Road, Gateway and Location.
- Relief Time Rules: Grace hours that are agreed to by rule to interchange a locomotive before the Horsepower Hour counts begin.
- Bad Order Federal Inspection Rules: The rules to be processed between two Pair Railroads when a locomotive has a past due Federal Inspection status.
- Bad Order Horsepower Rules: The rules to be processed between two Pair Railroads when a locomotive Horsepower is below the Run-Through Agreement level.
- Interchange Fuel Level Rules: The rules to be processed…

Statuses for the rules are:

- **Active**: represents agreed upon calculation rules that are in **Active** status. Active rules appear in the RTA Rules tables.
- **Rejected**: represents calculation rules that were never confirmed or agreed to by the reviewing railroad.
- **Review**: represents calculation rules that are awaiting agreement/approval by the reviewing railroad (see Change Approval).
- **Historical**: represents calculation rules that have been replaced by a newer rule or rules that have been deleted or existing rules that have been rejected (see History, Delete Rules, Change Approval).

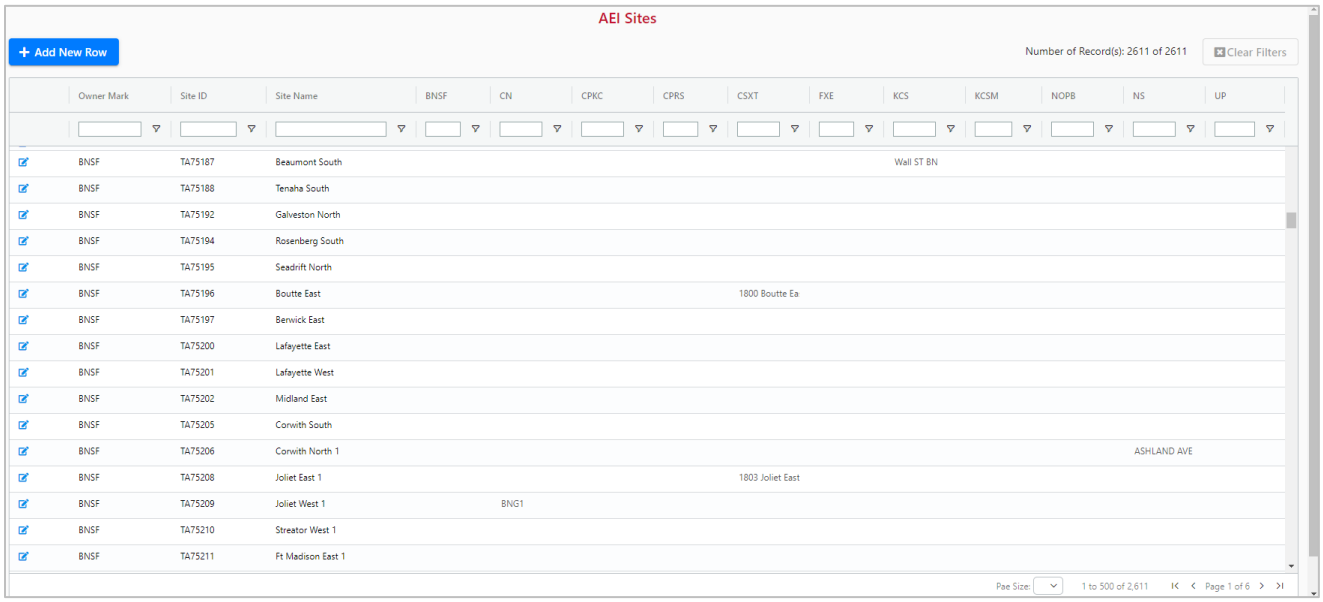
AEI Site Rules

View AEI Site Rules

HPH RTA Viewers and HPH RTA Admins can view rules. All railroads can view all AEI sites. Use the following procedure to view AEI Site rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **AEI Sites**.
2. Filtering is available on all columns. Use the field at the top of each column to filter the data. Scroll down to view all rows.
3. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order.

Exhibit 26. AEI Site Rules



Owner Mark	Site ID	Site Name	BNSF	CN	CPKC	CPRS	CSXT	FXE	KCS	KCSM	NOPB	NS	UP
BNSF	TA75187	Beaumont South							Wall ST BN				
BNSF	TA75188	Tenaha South											
BNSF	TA75192	Galveston North											
BNSF	TA75194	Rosenberg South											
BNSF	TA75195	Seadrift North											
BNSF	TA75196	Boutte East					1800 Boutte Ea						
BNSF	TA75197	Berwick East											
BNSF	TA75200	Lafayette East											
BNSF	TA75201	Lafayette West											
BNSF	TA75202	Midland East											
BNSF	TA75205	Corwith South											
BNSF	TA75206	Corwith North 1										ASHLAND AVE	
BNSF	TA75208	Joliet East 1					1803 Joliet East						
BNSF	TA75209	Joliet West 1		BNG1									
BNSF	TA75210	Streator West 1											
BNSF	TA75211	Ft Madison East 1											

Edit/Delete AEI Site Rules

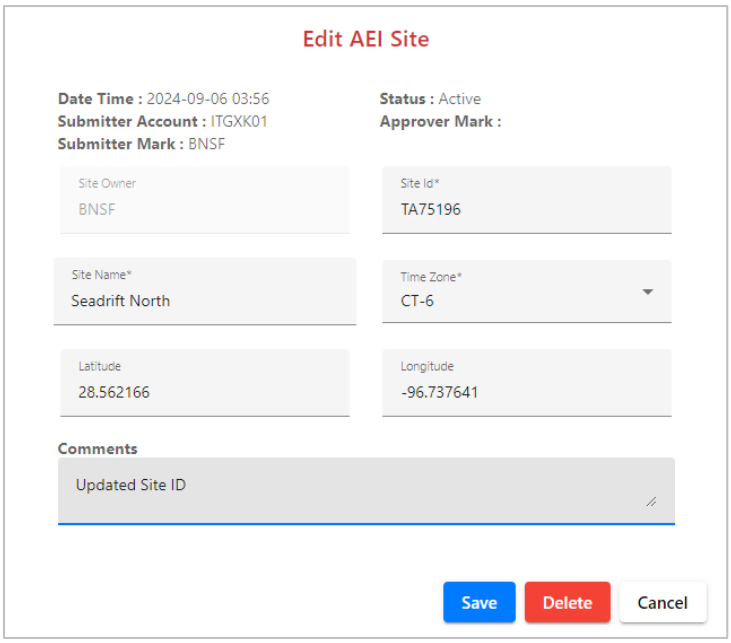
HPH RTA Admins can edit existing AEI Site details. Use the following procedure to edit an AEI Site:

1. From the main menu, select **RTA Rules** > **AEI Sites**. The AEI Sites page is displayed (Exhibit 26).

2. Select the edit icon in the left column of the record you want to edit or delete (Exhibit 27). The Edit AEI Site pop-up is displayed.

   - To edit, make your updates and enter a comment in the **Comments** field. Once a comment is added and one or more fields have been edited, the Save button is active. Select **Save** and select **Save Changes** in the confirmation pop-up box.
   - To delete, enter a comment in the Comments field. Once a comment is added, the Delete button is active. Select Delete and select Delete again in the confirmation pop-up box.

Exhibit 27. Edit or Delete AEI Site



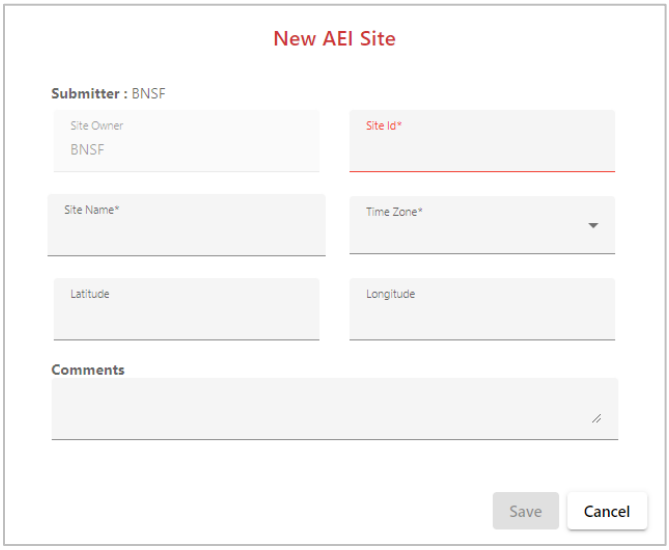
Add AEI Site Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new AEI Site rule:

1. From the main menu, select **RTA Rules** > **AEI Sites**. The AEI Sites page is displayed (Exhibit 26).

2. Select the + **Add New Row** button.

Exhibit 28. Add a New AEI Site Rule



3. Enter all required fields (marked with an asterisk). Each field is described below.

Field	Description
Site Owner	The **Site Owner** mark (pre-populated).
Site ID*	The interchange **Site ID**.
Site Name*	The AEI interchange **Site Name**.
Time Zone*	**Time Zone** of the device site location.
Latitude	**Latitude** of the device site location.
Longitude	**Longitude** of the device site location.
Comments	Enter **Comments** about the rule.

4. Select **Save** to save the rule. Select **Save Changes** in the pop-up window to confirm you're ready to submit the rule. Once the rule is submitted, it appears to the other railroad participant as a rule in their Change Approval table, ready for their review and approval.

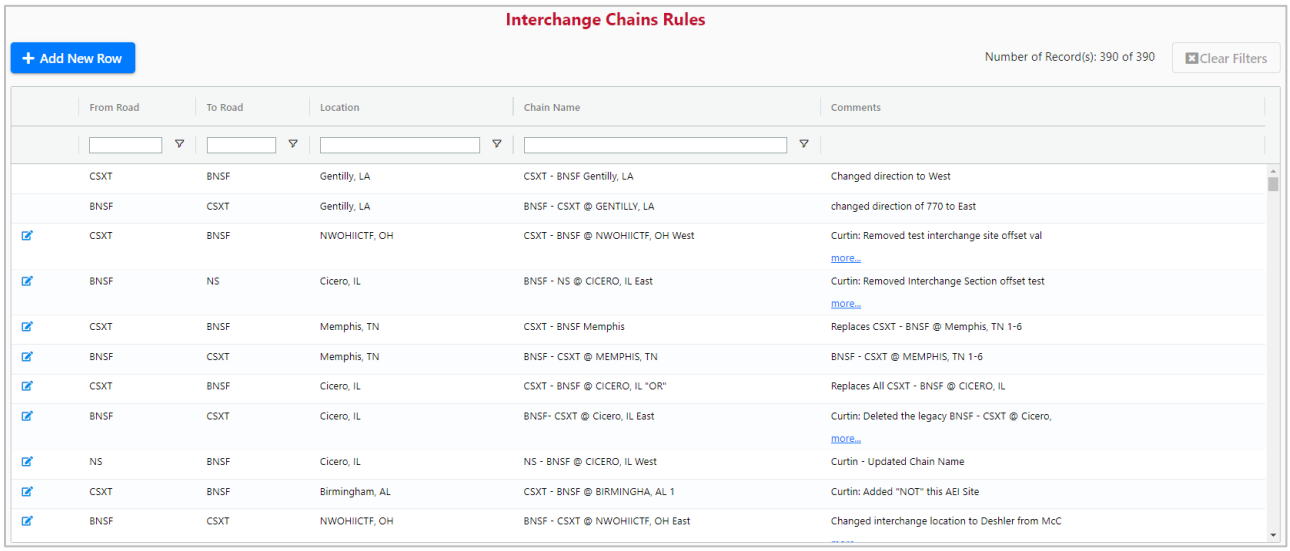
Interchange Chain Rules

View Interchange Chain Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view AEI Interchange Chain rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Interchange Chains**.
2. Filtering is available on all columns. Use the field at the top of each column to filter the data. Scroll down to view all rows.
3. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order.

Exhibit 29. Interchange Chain Rules

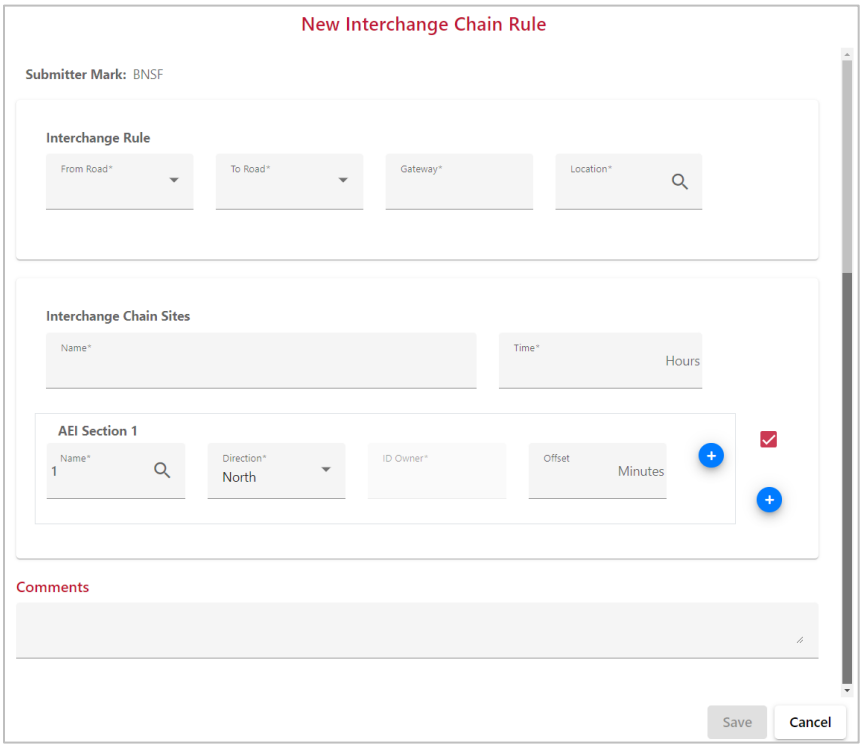


Add Interchange Chain Rules

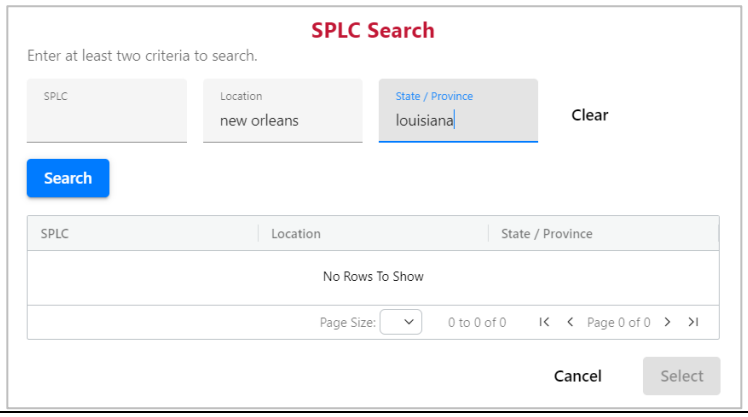
HPH RTA Admins can add new rules. With Interchange Chain rules, you can add a chain of up to seven (7) AEI sites. Use the following procedure to add a new Interchange Chain rule:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Interchange Chains**.
2. Select the **+ Add New Row** button.

Exhibit 30. Add a New Interchange Chain Rule



3. Enter all required fields (marked with an asterisk). Each field is described below.

Field	Description
From Road*	Road's equipment mark or initials for the railroad being interchanged from
To Road*	Road's equipment mark or initials for the railroad being interchanged to
Gateway*	The Gateway that the **From Road** and **To Road** agree upon
Location*	The Location of the haulage that the **From Road** and **To Road** agree upon. Use the lookup icon to search for the location by **SPLC**, **Location** and **State/Province**. Enter at least two of these fields to search. 

Interchange Chain Sites	
Name*	**Name** of the interchange chain site
Time*	The number of hours from beginning to end of interchanges
AEI Sections	
Name*	**Name** of the device
Direction*	The direction the locomotive is headed: **North**, **South**, **East**, or **West**
ID Owner*	The interchange Site ID and Owner mark
Offset	Provisional gap time in minutes allowed to pass the device
Comments	Enter **Comments** about the rule

4. Select the + icon to add up to seven (7) AEI Sites. Use the trash icon to delete sites.
5. Select the checkbox for the interchange that represents the date/time for the AEI device.
6. Select **Save** to save the rule. Select **Save Changes** in the pop-up window to confirm you're ready to submit the rule. Once the rule is submitted, it appears to the other railroad participant as a rule in their Change Approval table, ready for their review and approval. Once the rule is approved by the other railroad, it moves to the Interchange Chains Rules table where it is visible to your railroad and the other railroad participant that approved it.

Haulage Time Rules

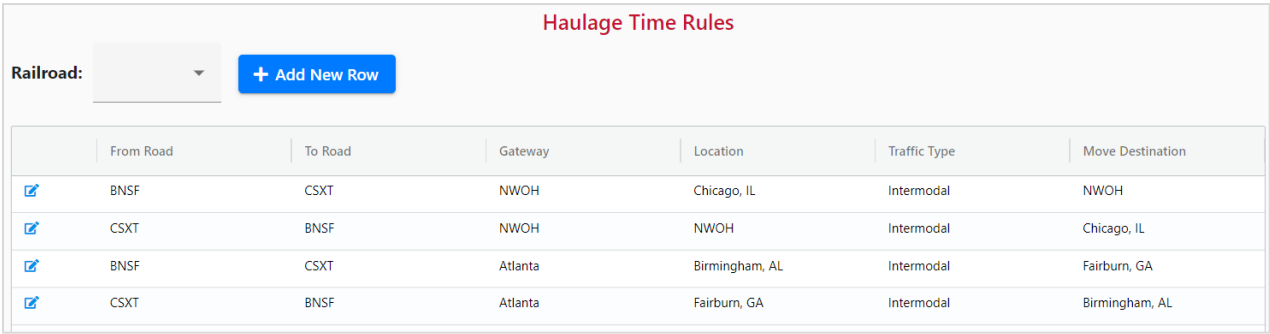
View Haulage Time Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view Haulage Time rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Haulage Time**. The Haulage Time Rules page is displayed.

2. To filter by railroad, select a railroad from the drop-down list in the upper left.

Exhibit 31. Haulage Time Rules



From Road	To Road	Gateway	Location	Traffic Type	Move Destination
BNSF	CSXT	NWOH	Chicago, IL	Intermodal	NWOH
CSXT	BNSF	NWOH	NWOH	Intermodal	Chicago, IL
BNSF	CSXT	Atlanta	Birmingham, AL	Intermodal	Fairburn, GA
CSXT	BNSF	Atlanta	Fairburn, GA	Intermodal	Birmingham, AL

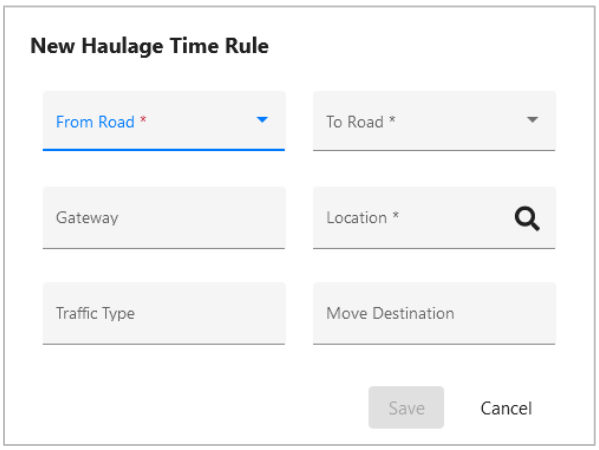
Add Haulage Time Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new Haulage Time rule:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Haulage Time**. The Haulage Time Rules page is displayed (Exhibit 31).

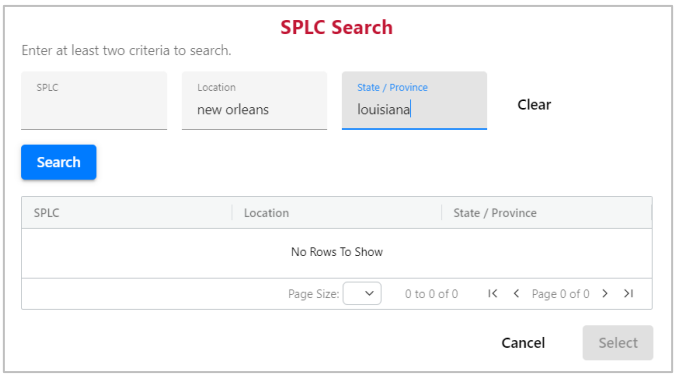
2. Select the + **Add New Row** button.

Exhibit 32. Add a New Haulage Time Rule



3. Enter all required fields (marked with an asterisk). See a description for each field below.

Field	Description
From Road*	Road's equipment mark or initials for the railroad being interchanged from
To Road*	Road's equipment mark or initials for the railroad being interchanged to
Gateway	The Gateway that the **From Road** and **To Road** agree upon

Location*	The Location of the haulage that the **From Road** and **To Road** agree upon. Use the lookup icon to search for the location by **SPLC**, **Location** and **State/Province**. Enter at least two of these fields to search. 
Traffic Type	The description of the material being hauled (e.g., coal, grain)
Move Destination	The agreed upon destination city, state/province, or railyard

4. Select **Save** to save the rule. Select **Submit Changes** in the pop-up window to confirm you're ready to submit the rule. Once you submit the rule, it appears to the other railroad participant as a rule in their Change Approval table, ready for their review and approval.

5. Once the rule is approved by the other railroad, it moves to the Haulage Time Rules table where it is visible to your railroad and the other railroad participant that approved it.

Relief Time Rules

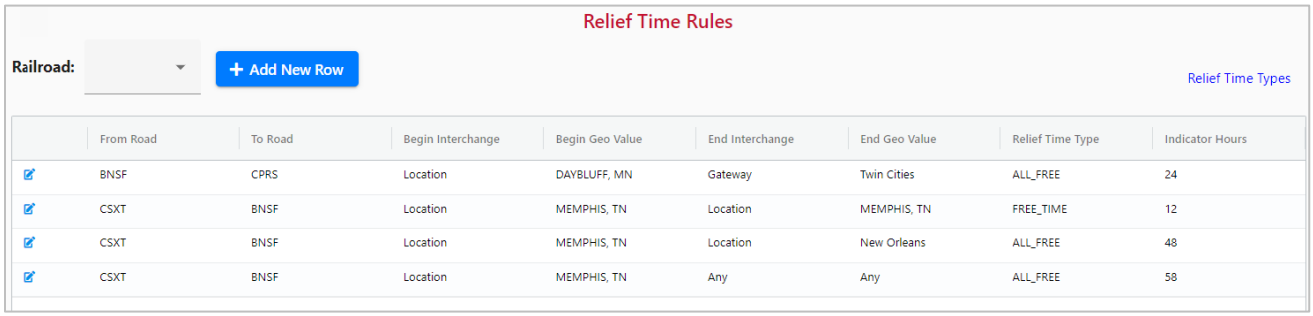
View Relief Time Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view Relief Time rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Relief Time**. The Relief Time Rules page is displayed.

2. To filter by railroad, select a railroad from the drop-down list in the upper left.

Exhibit 33. Relief Time Rules



	From Road	To Road	Begin Interchange	Begin Geo Value	End Interchange	End Geo Value	Relief Time Type	Indicator Hours
	BNSF	CPRS	Location	DAYBLUFF, MN	Gateway	Twin Cities	ALL_FREE	24
	CSXT	BNSF	Location	MEMPHIS, TN	Location	MEMPHIS, TN	FREE_TIME	12
	CSXT	BNSF	Location	MEMPHIS, TN	Location	New Orleans	ALL_FREE	48
	CSXT	BNSF	Location	MEMPHIS, TN	Any	Any	ALL_FREE	58

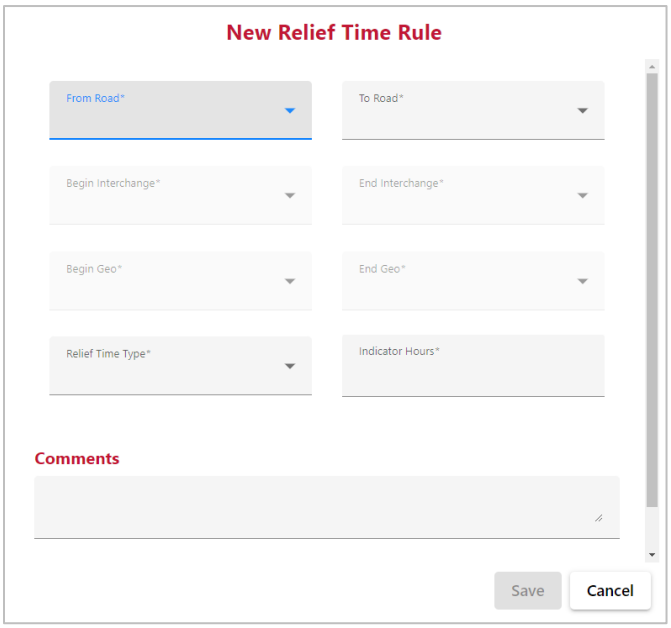
Add Relief Time Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new Relief Time rule:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Relief Time**. The Relief Time Rules page is displayed (Exhibit 33).

2. Select the + **Add New Row** button.

Exhibit 34. Add a New Relief Time Rule



3. Enter all required fields (marked with an asterisk). See a description for each field below.

Field	Description
From Road*	Road's equipment mark or initials for the railroad being interchanged from
To Road*	Road's equipment mark or initials for the railroad being interchanged to

Begin Interchange*	The specified Begin Interchange Geography Type: **Gateway** or **Location**
End Interchange*	The specified End Interchange Geography Type: **Gateway** or **Location**
Begin Geo*	Depends on the selected Begin Interchange Type. If **Gateway**, then HPH provided, and this rule factor is TRUE when the Manage HPH Liability record matches the Begin Gateway in the Relief Time Rule between the pair railroads. If **Location**, then this rule factor is TRUE when the Manage HPH Liability record matches the Begin Location in the Relief Time Rule between the pair railroads. If **Any**, then this rule factor doesn't require a specific Gateway or Location to be TRUE.
End Geo*	Depends on the selected End Interchange Type. If **Gateway**, then HPH provided, and this rule factor is TRUE when the Manage HPH Liability record matches the End Gateway in the Relief Time Rule between the pair railroads. If **Location**, then this rule factor is TRUE when the Manage HPH Liability record matches the End Location in the Relief Time Rule between the pair railroads. If **Any**, then this rule factor doesn't require a specific Gateway or Location to be TRUE.
Relief Time Type*	Type of Relief Time: **UP_TO_HOURS** - This type of relief time provides relief up to and including the Relief hours. If the relief hours are passed, all hours become HPH accountable. **ALL_FREE** - This type of relief provides for all hours above the number of hours specified. If the specified hours equals 0, then all hours are relieved. **FREE_TIME** - This type of relief provides a set amount of time before HPH accrual resumes.
Indicator Hours	Number of hours of provisional relief time, Grace Hours. This field is required and must be a number.

4. Select **Save** to save the rule. Select **Submit Changes** in the pop-up window to confirm you're ready to submit the rule. Once you submit the rule, it appears to the other railroad participant as a rule in the Change Approval Relief Time Rules table, ready for their review and approval.

5. Once the rule is approved by the other railroad participant, it moves to the Relief Time Rules table where it is visible to your railroad and the other railroad participant that approved it.

Bad Order Federal Inspection Rules

View Bad Order Federal Inspection Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view Bad Order Federal Inspection rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Bad Order Federal Inspections**.
2. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order.

Exhibit 35. Bad Order Federal Inspection Rules

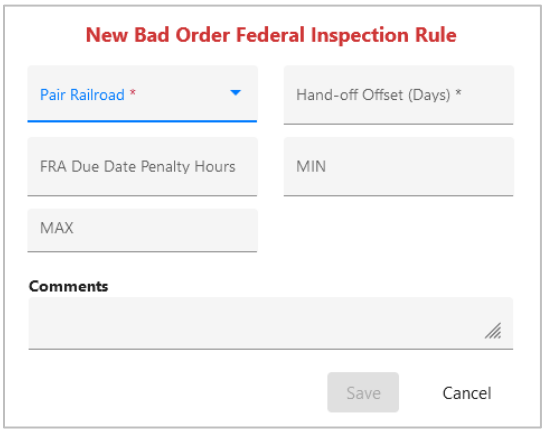
Pair Road	Hand-of Offset	FRA Due Date Penalty Hours	MIN	MAX
CN	1	300	24	288
CP	100	100	100000	100000
CSXT	201	201	201	201
CSXT	14	4	4	4
CSXT	100	100	100	100
CSXT	230	230	120	229
CSXT	12	12	12	12
CSXT	10	10	10	11
KCS	1	24	8	96
KCSM	1	24	8	96
UP	4	48	12	96

Add Bad Order Federal Inspection Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new Bad Order Federal Inspection rule:

1. Select the + **Add New Row** button.

Exhibit 36. Add a New Bad Order Federal Inspection Rule



2. Enter all required fields (marked with an asterisk). See a description for each field below.

Field	Description
Pair Railroad*	The Pair Railroad is the interchange partner. To prevent duplication, a Pair Railroad can be selected for only one Bad Order Federal Inspection rule. Once a Pair Railroad has a rule, it no longer appears in the selection list. Only Pair Railroads without a Bad Order Federal Inspection Rule are available to select from this list.
Hand-off Offset (Days)*	The minimum number of days between an interchange and the FRA Drop Dead Date in order for Relief to apply. Charges begin after the number of days have passed.
FRA Due Date Penalty Hours	The penalty hours applied when the equipment is returned past due.
MIN	The minimum relief hours to qualify.
MAX	The maximum relief hours to qualify.
Comments	Enter any comments about the rule.

3. Select **Save** to save the rule. Select **Submit Changes** in the pop-up window to confirm you're ready to submit the rule. Once you submit the rule, it appears to the other railroad participant as a rule in their Change Approval table, ready for their review and approval.

4. Once the rule is approved by the other railroad participant, it moves to the Bad Order Federal Inspection Rules table where it is visible to your railroad and the other railroad participant that approved it.

Bad Order Horsepower Rules

View Bad Order Horsepower Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view Bad Order Horsepower rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Bad Order Federal Inspection**.
2. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order.

Exhibit 37. Bad Order Horsepower Rules Table

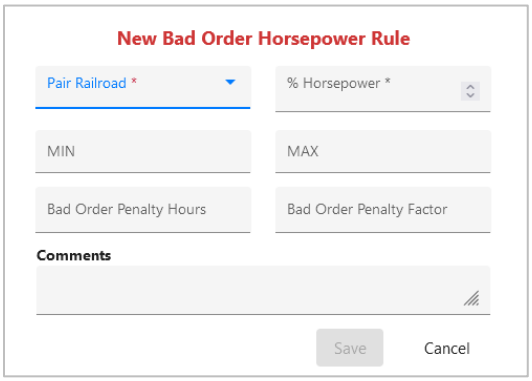
Pair Road	% Horsepower	MIN	MAX	Bad Order Penalty Hours	Bad Order Penalty Factor
CP	300	300	300	300	300
UP	11	11	12	10	10
UP	10	10	100	100	100
UP	0	100	99	99	999
UP	0	100	101	100	100
KCSM	10	10	11	10	10
NS	0	12	96	12	2
CP	0	200	200	200	200
CP	0	202	202	202	202
CP	0	0	100	96	96
CP	1	1	1	1	1

Add Bad Order Horsepower Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new Bad Order Horsepower rule:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Bad Order Federal Inspection**.
2. Select the + **Add New Row** button.

Exhibit 38. Add a New Bad Order Horsepower Rule



3. Enter all required fields (marked with an asterisk). See a description for each field below.

Field	Description
Pair Railroad*	The Pair Railroad is the interchange partner. To prevent duplication, a Pair Railroad can be selected for only one Bad Order Horsepower rule. Once a Pair Railroad has a rule, it no longer appears in the selection list. Only Pair Railroads without a Bad Order Horsepower Rule are available to select from this list.
% Horsepower*	The minimum horsepower percent to trigger the rule.
MIN	The minimum relief hours to qualify.
MAX	The maximum relief hours to qualify.
Bad Order Penalty Hours	If the Bad Order Hours exceeds the Max, then the Bad Order Penalty Hours are added.
Bad Order Penalty Factor	If the Bad Order Hours exceeds the Max, then the excessive hours are multiplied by the penalty factor.
Comments	Enter any comments about the rule.

4. Select **Save** to save the rule. Select **Submit Changes** in the pop-up window to confirm you're ready to submit the rule. Once you submit the rule, it appears to the other railroad participant as a rule in their Change Approval table, ready for their review and approval.

5. Once the rule is approved by the other railroad participant, it moves to the Bad Order Horsepower Rules table where it is visible to your railroad and the other railroad participant that approved it.

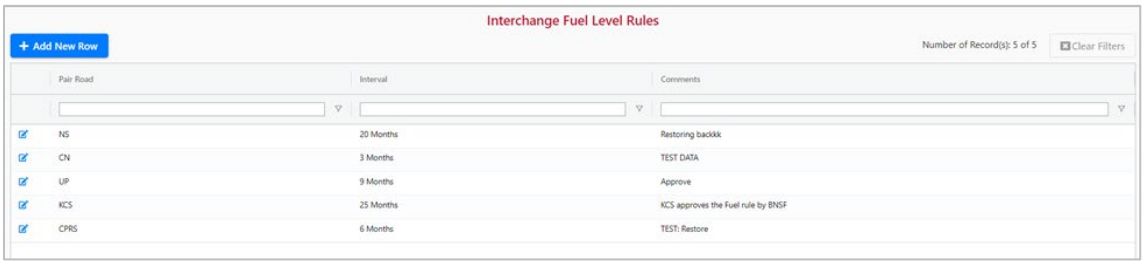
Interchange Fuel Level Rules

View Interchange Fuel Level Rules

HPH RTA Viewers and HPH RTA Admins can view rules. Use the following procedure to view Interchange Fuel Level rules:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Interchange Fuel Level**.
2. Filtering is available on all columns. Use the field at the top of each column to filter the data. Scroll down to view all rows.
3. Sort on a column by selecting the column header. Up arrow is ascending, and down arrow is descending order.

Exhibit 39. Interchange Fuel Level Rules

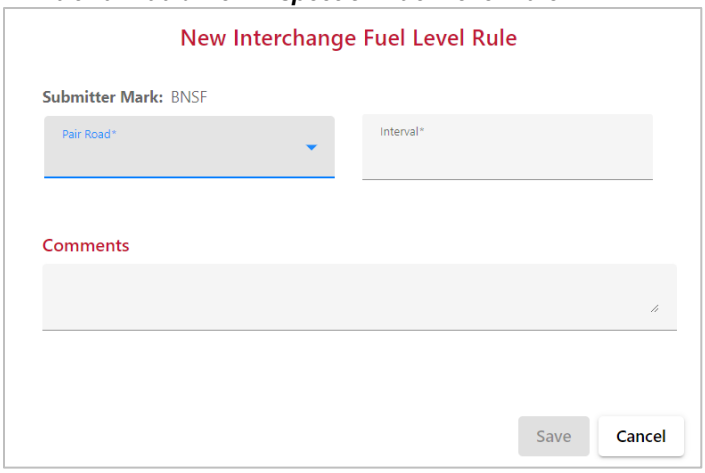


Add Interchange Fuel Level Rules

HPH RTA Admins can add new rules. Use the following procedure to add a new Interchange Fuel Level rule:

1. From the Locomotive HPH main menu, select **RTA Rules** > **Inspection Fuel Level**.
2. Select the + **Add New Row** button.

Exhibit 40. Add a New Inspection Fuel Level Rule



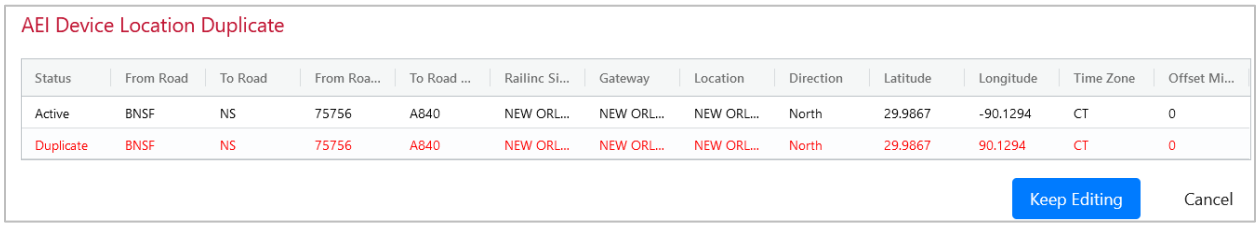
3. Enter all required fields (marked with an asterisk). See a description for each field below.

Field	Description
Pair Railroad*	The Pair Railroad is the interchange partner. To prevent duplication, a Pair Railroad can be selected for only one Bad Order Horsepower rule. Once a Pair Railroad has a rule, it no longer appears in the selection list. Only Pair Railroads without a Bad Order Horsepower Rule are available to select from this list.
Interval*	Interchange Fuel Level Interval value is the number of Months to Average the Fuel Levels for the Interchange when the equipment owner responds that the locomotive doesn't have a remote fuel sensor, or it is defective.
Comments	Enter any comments about the rule.

Duplicate Rules

When a rule is submitted that matches an existing active rule, it is a duplicate. A pop-up box appears prompting you to select **Keep Editing** and make a change so that it no longer matches the existing rule that appears above it. You will only be able to save the new rule once the change is made that makes it different from the existing rule, or you can cancel out of creating it.

Exhibit 41. Prompt to Change a Duplicate Rule



Status	From Road	To Road	From Roa...	To Road ...	Railinc Si...	Gateway	Location	Direction	Latitude	Longitude	Time Zone	Offset Mi...
Active	BNSF	NS	75756	A840	NEW ORL...	NEW ORL...	NEW ORL...	North	29.9867	-90.1294	CT	0
Duplicate	BNSF	NS	75756	A840	NEW ORL...	NEW ORL...	NEW ORL...	North	29.9867	90.1294	CT	0

To prevent duplication, a Pair Railroad can be selected for only one Bad Order Federal Inspection and one Bad Order Horsepower rule. Once a Pair Railroad has a Bad Order rule, it no longer appears in the selection list when adding a new rule.

Edit Rules

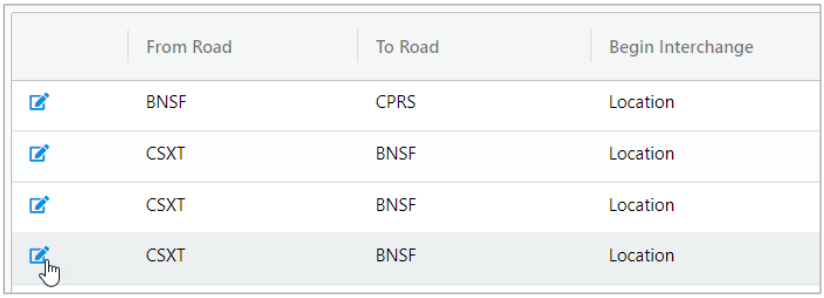
HPH RTA Admins can edit existing rules. See Change Approval for details on how to approve a rule that has been edited by another railroad.

Note: If your railroad edits a rule, the original Active rule will remain in the Active view. The submitted rule change will appear to the other railroad participant in their Change Approval table for their review and approval of your change. Once they approve, the rule is removed from the Change Approval table and is presented as an active rule, visible to your railroad and the other railroad participant that approved it.

Use the following procedure to edit an existing, active rule that appears in one of the rules tables:

1. From the Locomotive HPH main menu, select **RTA Rules**, and select the appropriate rule type.
2. Find the rule to edit. Select it by clicking on the edit icon in the first column of the table.

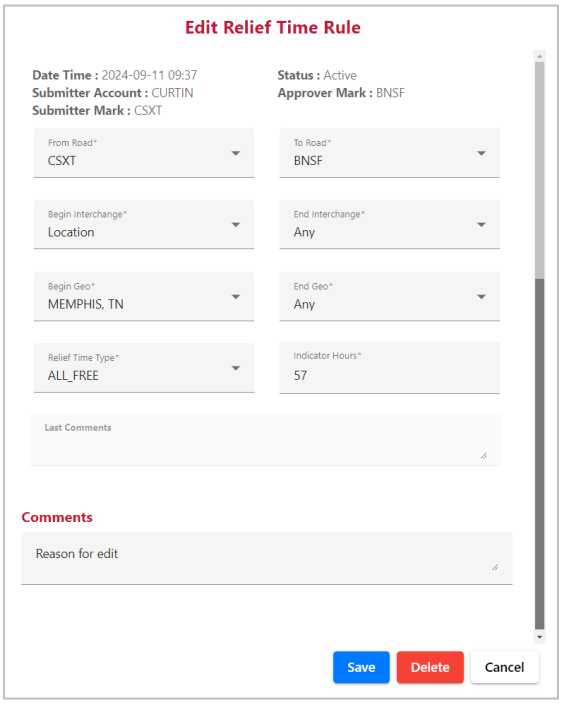
Exhibit 42. Select a Rule to Edit



	From Road	To Road	Begin Interchange
	BNSF	CPRS	Location
	CSXT	BNSF	Location
	CSXT	BNSF	Location
	CSXT	BNSF	Location

3. The Edit pop-up window appears for the appropriate rule. Edit the appropriate fields. See the section of the appropriate rule above for rule field descriptions.
4. Enter the reason for the changes in the **Comments** field.
5. Once one or more changes are made and a comment added, the **Save** button becomes visible.

Exhibit 43. Edit a Rule



6. Select **Save** to save your changes. Select **Save Changes** in the pop-up window to confirm you're ready to submit the rule. Once the rule is submitted, it appears to the other railroad participant as a rule in their Change Approval table for their review and approval.

Delete Rules

HPH RTA Admins can delete existing rules. See Change Approval for details on how to approve the deletion of a rule submitted by another railroad.

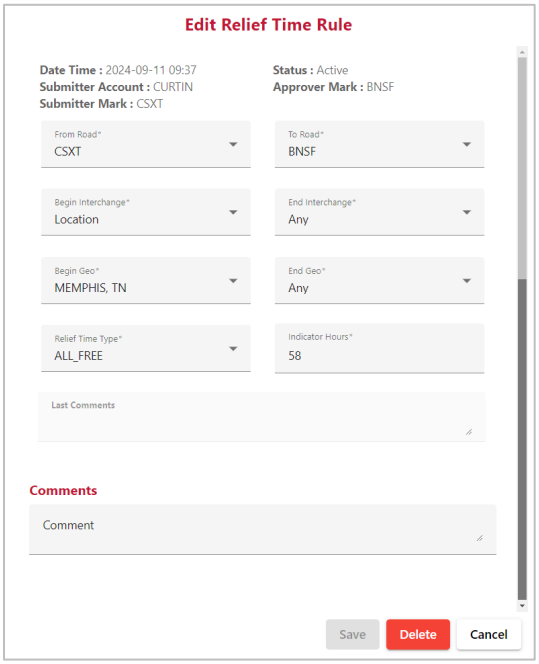
Note: If your railroad submits a rule deletion, it will continue to be in the Active view until both railroads approve the change. The rule will move to the other participating railroad's Change Approval table for their review to agree to delete. Once the other railroad agrees to delete the rule, it will be removed from the Active view and move from the Change Approval table to the History table, visible to your railroad and the other railroad participant as a historical rule that is no longer active.

Use the following procedure to delete an existing, active rule that appears in one of the rules tables:

1. From the Locomotive HPH main menu, select **RTA Rules**, and select the appropriate rule type.

2. Find the rule to delete. Select it by clicking on the edit icon in the first column of the table (Exhibit 42).
3. The Edit pop-up window appears for the appropriate rule.

Exhibit 44. Delete a Rule



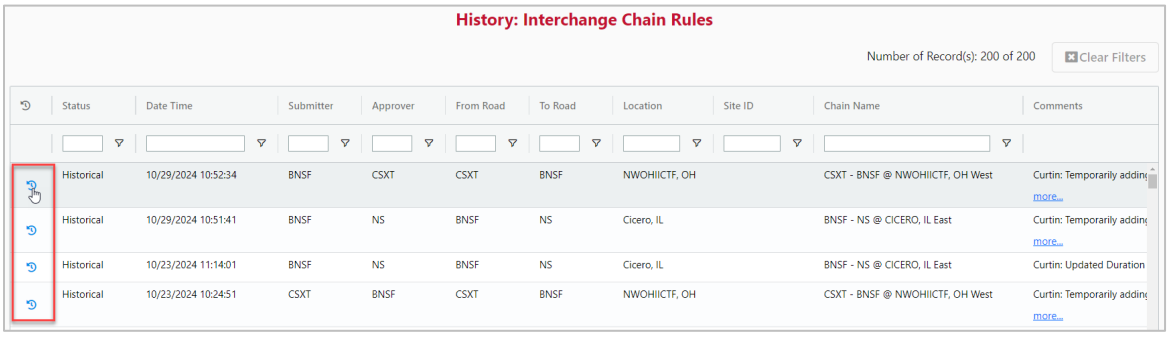
4. Enter the reason for deletion in the **Comments** field.
5. Select **Delete** to submit the deletion of the rule. Select **Delete** in the pop-up window to confirm the rule deletion.
6. Once you submit the rule for deletion, the rule is removed from the rules table and is moved to the other railroad participant's Change Approval table for their review and agreement to delete. Once the other railroad has agreed to the rule deletion, the rule will be deleted and will move to the History table where it will be visible for historical purposes to your railroad and the other railroad participant.

Restore Rules

HPH RTA Admins can restore historical rules that are listed in the Rules History table. Use the following procedure to restore historical rules (AEI Device Location, Haulage Time or Relief Time):

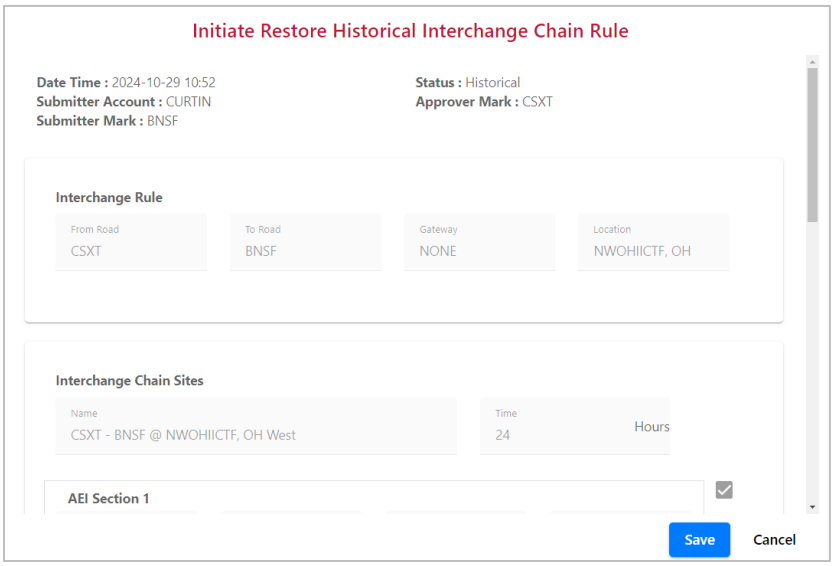
1. From the Locomotive HPH main menu, select **History** > **RTA Rules**.
2. Find the rule to restore. Select it by clicking on the restore icon in the first column of the Rules History table.

Exhibit 45. Select a Rule to Restore



3. The Review Restore pop-up window appears for the appropriate rule.

Exhibit 46. Restore a Rule



4. Enter the reason for restoring the rule in the **Comments** field for the Save button to become active.

5. Select **Save** to restore the rule. Select **Save Changes** to confirm the rule restoration. Once you submit the rule for restoration, the rule is added to the other railroad participant's Change Approval table for their review and agreement to restore. Once the other railroad has agreed to restoring the rule, the rule will be restored and added to the appropriate rules table where it will be visible as an active rule again to your railroad and the other railroad participant.

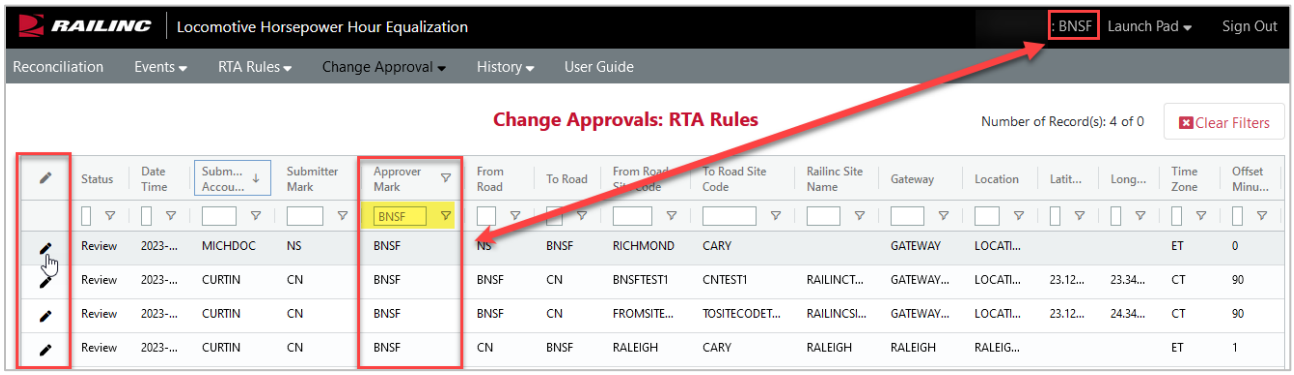
Change Approval

HPH RTA Admins can approve or reject rules or events. Use the following procedure to approve or reject rules and events in review status that have been submitted by another railroad participant. See Delete Events and Delete Rules for details about deleting events and rules.

1. From the Locomotive HPH main menu, select **Change Approval**. Select the appropriate rule or event type.

2. Filtering is available on all columns. To filter by approver railroad, enter your railroad mark in the text box below the **Approver Mark** column title. Scroll across to view all the columns.

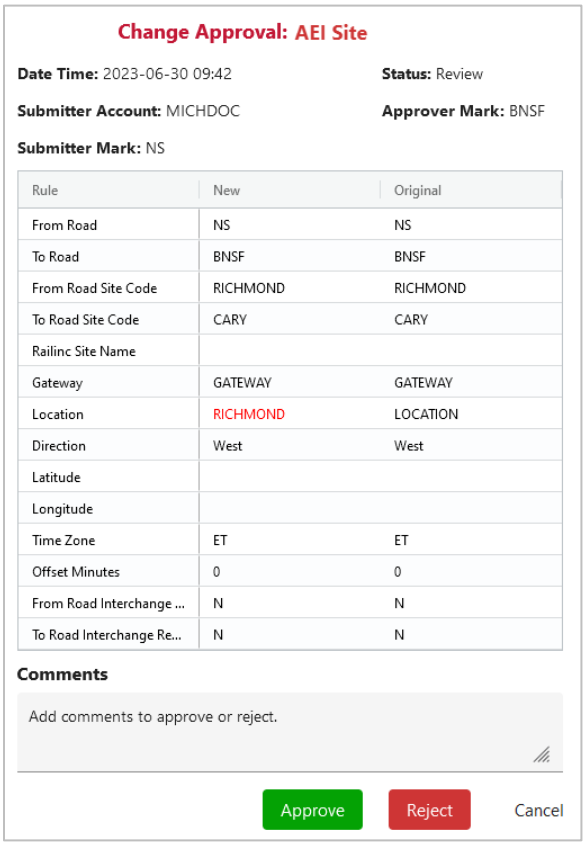
Exhibit 47. Rules Change Approvals Table



3. Select a rule or event to approve or reject by clicking on the pencil icon in the first column of the table.

4. The Change Approval pop-up window appears for the appropriate rule. For rules with changes, the change appears in red letters in the **New** column. The original rule before the change appears in the **Original** column.

Exhibit 48. Approve or Reject Rule



Change Approval: AEI Site

Date Time: 2023-06-30 09:42 **Status:** Review

Submitter Account: MICHDOC **Approver Mark:** BNSF

Submitter Mark: NS

Rule	New	Original
From Road	NS	NS
To Road	BNSF	BNSF
From Road Site Code	RICHMOND	RICHMOND
To Road Site Code	CARY	CARY
Railinc Site Name		
Gateway	GATEWAY	GATEWAY
Location	RICHMOND	LOCATION
Direction	West	West
Latitude		
Longitude		
Time Zone	ET	ET
Offset Minutes	0	0
From Road Interchange ...	N	N
To Road Interchange Re...	N	N

Comments

Add comments to approve or reject.

Approve Reject Cancel

5. Choose to approve or reject a rule or event:

   - To reject a rule or event, enter a comment in the **Comments** field and the **Reject** button becomes active. Select **Reject**. Select **Reject** in the pop-up window to confirm the rule rejection. When an existing rule or event is rejected, it appears in the appropriate History table as a historical rule or event. When a new rule or event is rejected, it is removed and no longer appears in any table.

   - To approve a rule or event, enter a comment in the **Comments** field and the Approve button becomes active. Select **Approve**. Select **Save Changes** in the pop-up window to confirm your approval of the rule or event. Once approved, it moves to the appropriate rule or event table, where it is visible to your railroad and the other railroad participant.

History

HPH RTA Admins can view the rules and events History tables. Rules and events that appear in the history tables are no longer active. Each history table is a static table of historical rules or events that are kept after a rule or event has been replaced or deleted.

Use the following procedure to view a History table:

1. From the Locomotive HPH main menu, select **History**, and select from the list of events and rules.

Exhibit 49. RTA Rules History Table

Rules History

Number of Record(s): 4 of 4 Clear Filters

Status	Date Time	Requester	Approver	From Road	To Road	Gateway	Location	Relief Time Type
Historical	2024-08-27 12:26	CURTIN	CURTIN	BNSF	CPRS			ALL_FREE
Historical	2024-08-27 12:30	CURTIN	CURTIN	BNSF	CPRS			ALL_FREE
Historical	2024-09-11 09:39	CURTIN	CURTIN	CSXT	BNSF			ALL_FREE
Historical	2024-09-11 09:39	CURTIN	CURTIN	CSXT	BNSF			ALL_FREE

2. HPH RTA Admins can restore historical rules and events by selecting the restore icon in the first column. See Restore Rules and Restore Events for details.