



ASSOCIATION OF AMERICANRAILROADS

Safety and Operations

Jeffrey J. Usher

Assistant Vice President-Business Services

April 1, 2013

To the Members:

Effective April 1, 2013, AAR Circular OT-30-B, Rules Governing the Application, Inspection, Recording and Care of Seals is canceled in its entirety. The Damage Prevention and Freight Claim Committee reviewed the circular and determined that the instructions were no longer applicable and the Circular Letter should be cancelled.

Please be governed accordingly,

A handwritten signature in black ink, appearing to read "Jeffrey J. Usher".



Association of American Railroads
Safety and Operations • Business Services
425 Third Street, SW • Washington, D.C. 20024

CIRCULAR No. OT-30-B

IN EFFECT AS OF JUNE 1, 1983

RULES GOVERNING THE APPLICATION, INSPECTION, RECORDING AND CARE OF SEALS

1 DEFINITION OF A SEAL

"Seal." A device applied to car, trailer or container door fastenings which, independent of any other evidence, shows that the car, trailer or container door fastening to which applied has not been tampered with between the time of placing seal and the time of breaking seal. A seal should be capable of being readily and perfectly applied to any and all forms of car – trailers – container door fastenings in common use, regardless of conditions of weather or time of day; should be of a nature to show at a glance if imperfectly applied; should be of sufficient strength when applied to preclude unintentional breaking, and if tampered with should not be possible of manipulation so as to be left apparently intact; should be simple in construction, yet difficult to counterfeit, and show distinctly and legible the name or initials of carrier, shipper or others applying seal and consecutive number or other marks to enable the ascertainment of the point where applied.

2 APPLICATION AND REMOVE OF SEALS

Seals may be applied and removed by:

- a. Authorized representatives of carriers.
- b. Authorized State or National Government Agencies or other persons acting under authorized arrangements.

3 CARS, TRAILERS AND CONTAINERS WHICH MUST BE SEALED:

- 1 Cars with doors cleated open for ventilation.
- 2 Cars containing coal, coke, or other low-grade commodities when doorway barricade prevents closing of doors.
- 3 Cars which may be exempted by special arrangements.
 - b. All end doors must be securely fastened inside or sealed at time of loading.
 - c. All door openings of loaded trailers and containers moving in trailer-flatcar service.

4 SEALS MUST BE APPLIED:

- a. As soon as car, trailer or container has been loaded.
- b. To loaded trailers or containers when received at railroad facility unsealed.
- c. As soon as inspection of freight has been made by authorized State or National Governmental Agencies or other persons acting under authorized arrangements, to remove seals for inspection or for other purposes.
- d. Whenever necessary to protect freight which is being loaded or unloaded.
- e. To cars, trailers or containers opened en route, immediately after freight has been loaded or unloaded except when made empty.
- f. To cars opened or picked up at non-agency stations, at the first agency station where train stops; except cars will be sealed before being moved when conductors are supplied with seals.

- g. Immediately after imperfect sealing is detected or after being opened in error by an employee (see [Note 1](#)).
- h. So that doors cannot be opened without breaking the seals. Seal number must be exposed and readable.

5. INFORMATION WHICH A SEAL MUST SHOW:

- a. Name or initials of carriers, shippers or others applying seals.
- b. Lettering specified for U.S. Government seals.
- c. Consecutive number or other marks designating the point of application. (Seals furnished by shippers must conform to the foregoing and be of a type approved by carriers.)

6. RECORDS OF SEALS MUST SHOW:

- a. Number, including prefix or suffix or designating marks, name or initials of carrier, shipper, State or National Governmental Agencies, or others applying seals.
- b. Facts pertaining to imperfect seals (see [Note 1](#)).
- c. Time (date and hour) record was obtained.
- d. The number of train in which car, trailer or container was received or forwarded, or the name of connection to which delivered or from which received.
- e. Inside security of unsealed doors at loading or transfer point or at destination.

7. SEAL RECORDS MUST BE MADE:

- a. At the time seals are applied or removed.
- b. At the time a car for delivery to or receipt from a connecting line is placed on an interchange track.
- c. Upon delivery of car, trailer or container at destination.
- d. At the time a car is removed from a private or industry track.
- e. At the time a trailer or container is received at a railroad facility.
- f. At the time imperfect sealing is detected at any point (see [Note 1](#)).
- g. When a seal is changed on a car, trailer or container requiring "Explosives A" placards while en route or before delivery to a consignee, a record of the change must be made showing the following information:

(Railroads)	(Place)	(Date)
Number or description of seal broken _____		
Number or description of seal used to reseal _____		
Reason for opening _____		
Condition of load _____		
Name and occupation of person opening _____		

This record must be shown on or attached to the waybill or other form or memorandum which must accompany car, trailer or container to destination. For a partial tariff reference, see Section 174.114 of the BOE-6000 Series Tariff.

8. REPORTS AND RECORDS OF IMPERFECT SEALS:

- a. When a trainman discovers an imperfectly sealed car, trailer or container (see [Note 1](#)), conductor must arrange promptly for application of new seals, making complete record and report the facts to superintendents or other designed officer.
- b. When other representative of the carrier, irrespective of his position, discovers an imperfectly sealed car, trailer or container (see [Note 1](#)), he must arrange promptly for application of new seals, make complete report and report the facts to his superiors.

9. ALLOTMENT AND CARE OF SEALS:

- a. Each carrier should maintain a record which will indicate at all times the distribution of seals among various representatives of the company and among other parties authorized to apply seals to cars, trailers and containers.
- b. Each agent, or representative of the carrier, or shipper to whom seals are furnished must maintain a record indicating the disposition made of all seals charged to him.
- c. Seals must be kept where they will not be accessible to unauthorized persons.
- d. Seals should be carefully handled, not be permitted to strike hard objects, to preserve effectiveness of the device when applied.

NOTE 1 – DEFINITION OF IMPERFECT SEALING:

- a. Absence of seal.
- b. Seal improperly applied.
- c. Broken seal.
- d. Indistinct impression on seal.
- e. Blank seal.
- f. Seal on insecure car or trailer/container door fastening.
- g. Lack of secure fastening on inside of unsealed door.
- h. When the seals are other than those of carriers, shippers, or State or National Governmental Agencies or other persons acting under authorized arrangements.
- i. Under protection of locks only.

On behalf of the General Committee.

John J. Robinson

Supersedes Circular No. OT-30-A, dated August 1, 1970