



Railcar OTMA User Guide



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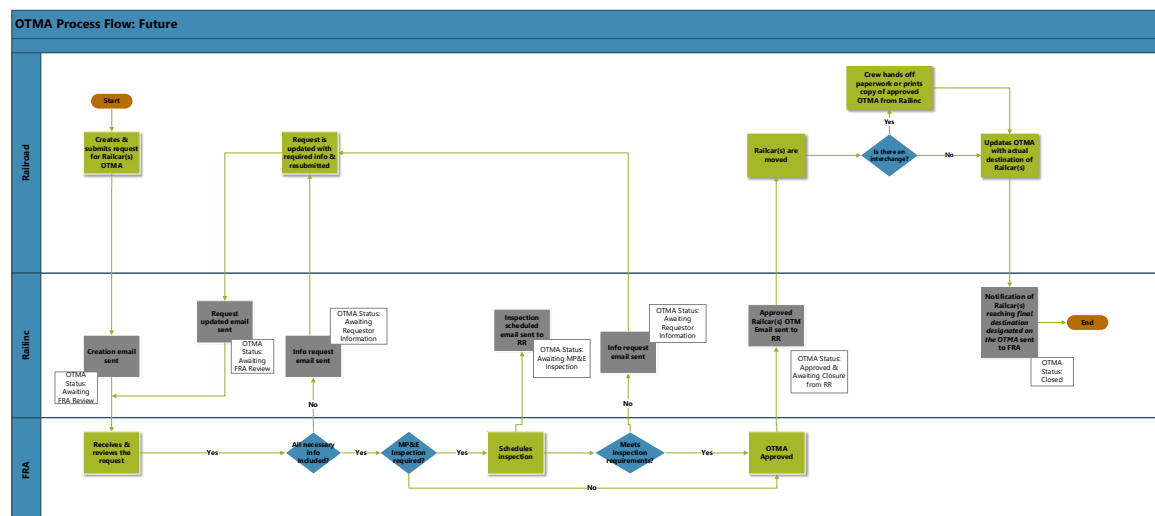
Learning about Railcar OTMA

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

Overview

Railcar OTMA enables railroad users to create and submit OTMA requests for railcars. It also enables railroad users to respond to requests for additional information from the FRA and to close completed Railcar OTMA requests. In addition to providing a comprehensive status page, OTMA sends notification emails to involved parties when actions are taken. [Exhibit 1](#) provides an overview of the process.

Exhibit 1. Railcar OTMA Process Flow



A railroad uses the Railcar OTMA application to create an OTMA request for a railcar (or multiple railcars), including their general contact information, details about the non-compliant railcar(s) and the incident, photos of the damage, safety steps to be taken prior to the movement, and the FRA contact(s) to be notified. The Railcar OTMA application generates an approval request letter based on the information provided by the railroad. After ensuring the approval request letter is correct and complete, the railroad submits the Railcar OTMA request to the FRA. The status of the request is set to **Awaiting FRA Review**.

Upon receiving the request, the FRA assigns a reviewer. The FRA reviewer evaluates the new Railcar OTMA request and determines if an inspection is needed. If the FRA determines that an inspection is needed, the status changes to **Awaiting MP&E Inspection**. The inspection process is handled outside of the Railcar OTMA system. If an inspection report is generated, the FRA uploads the report to the Railcar OTMA system. The FRA may also request more information. If this occurs, the railroad receives notification, the status changes to **Awaiting Requestor Information** (which enables the railroad to modify the request), and the **Update Request** button is activated.

Once the FRA completes their review process, they either approve or deny the request.

If the request is approved, the status is changed to **Approved & Awaiting Closure from Railroad** and an approval letter is emailed to the railroad contact(s). An additional tab (Approved Request) is added to the Request ID page. This tab contains the approval letter sent by the FRA as well as a **Print Approval** button. The railroad crew moving the non-compliant railcar is required to have a printed or electronic copy of the approval letter. When the movement has been completed, the railroad is required to notify the FRA. To do this, the railroad opens the Request ID Details tab of the Request ID page and selects **Close Request**. The railroad enters a comment indicating that the railcar has reached its destination and then selects **Update**. The status is changed to **Closed** and the FRA is notified.

If the request is denied, the status is changed to **Request Denied**. The railroad can either close the request or update the request with additional information and re-submit the request to the FRA.

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

- [Getting Started](#) describes how to access and log in to the system.
- [Working with Railcar OTMAs](#) describes how to view a list of your railroad's Railcar OTMA requests and their status as well as how to select an individual request and view its details.

Note: This section also describes how to respond to requests for additional information from the FRA, which requires the Railroad Railcar OTMA Requestor permission.

- [Creating a New Railcar OTMA Request](#) describes how to create a new Railcar OTMA request and submit it to the FRA for review.

Note: Creating a new Railcar OTMA request requires the Railroad Railcar OTMA Requestor permission.

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

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

Registering to Use Railinc SSO

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

Requesting Access to Railcar OTMA

After you receive authorization to use Railinc SSO, you must request access to Railcar OTMA by following instructions in the [Railinc Single Sign-On and Launch Pad User Guide](#).

Your level of access and authorization for Railcar OTMA is determined when you request access through Railinc SSO. [Exhibit 2](#) shows a complete list of Railcar OTMA roles as seen in SSO.

Exhibit 2. User Roles and Tasks

Role	Description
Railroad OTMA Railcar Company Admin	This role gives a user the ability to grant generic access or requestor roles for their road.
Railroad OTMA Railcar Generic Access	This role gives a railroad user read-only access to the Railcar OTMA application for their road.
Railroad OTMA Railcar Requestor	This role gives a railroad user the ability to submit Railcar OTMA requests for their road.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface ([Exhibit 3](#)).

Exhibit 3. Railcar OTMA Request Permission (Showing the OTMA Roles)

Railcar OTMA
Railcar OTMA

☐ Railroad OTMA Railcar Company Admin (MARK required)
This role will give user the ability to grant generic access or requestor roles for their road.

☐ Railroad OTMA Railcar Generic Access (MARK required)
This role is intended to give a railroad user the ability to have read only access to the OTMA Railcar application for their road.

☐ Railroad OTMA Railcar Requestor (MARK required)
This role is intended to give a railroad user the ability to submit railcar OTMA requests for their road.

Comments...

Return Submit

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

Registering to Use FindUs.Rail

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

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

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

1. Log in to www.railinc.com and select **FindUs.Rail** in the My Applications portlet.
2. Select **Contacts** from the menu bar, and then select **Add Contact**.
3. Complete the fields in the Contact section. Required fields are labeled in red. In the **Email** field, enter the email address where you would like to receive notifications from Railcar OTMA. You can enter a group email in this field if you want multiple contacts to receive notifications.
4. In the Categories section, select **Railcar OTMA** from the Category drop-down (see [Exhibit 4](#)).

Exhibit 4. FindUs.Rail Add Contact Page (Showing the Categories Section)

Category: Railcar OTMA

Category Role: Primary

Category Functions:

- ☐ Railcar OTMA Reports: This function will specify the contact/distribution list receiving the Railcar OTMA Status Report.
- ☐ Railcar OTMA Requestor: This function will specify that the entered primary contact information is used in the Railcar OTMA electronic letter sent to the FRA for review and approval.

☐ Apply Contact to Additional Marks?:

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

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

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

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

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

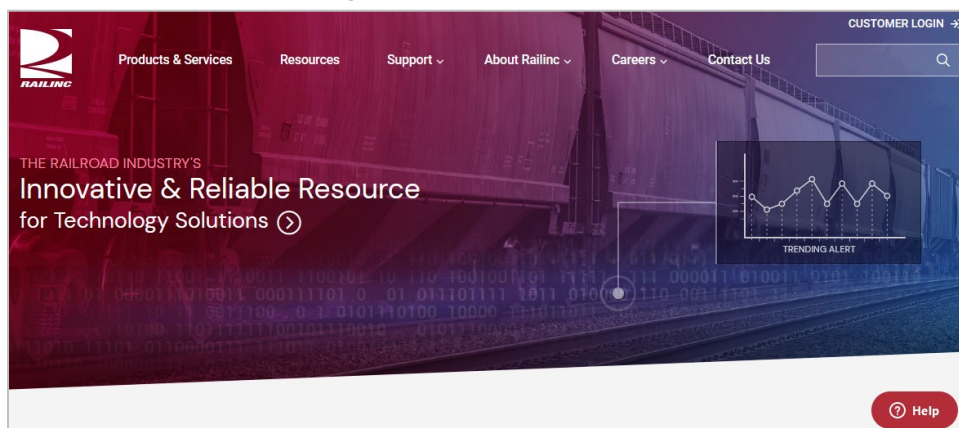
Refer to the [FindUs.Rail web page](#) for more information, including a user guide and demos.

Logging In

Use the following procedure to log into Railcar OTMA:

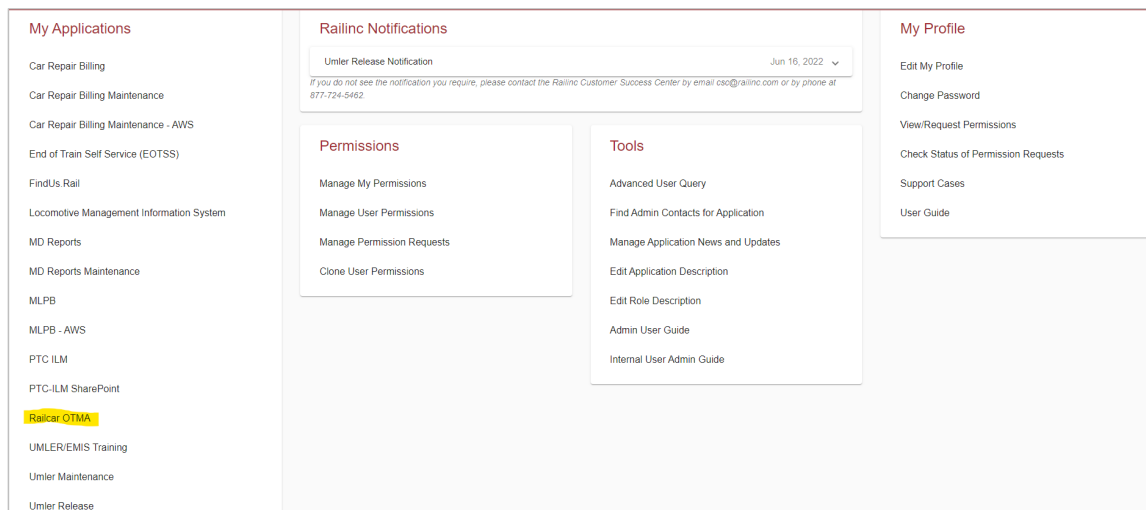
1. Open your internet browser.
2. Enter the following URL: <http://www.railinc.com>. The Railinc Welcome page is displayed ([Exhibit 5](#)).

Exhibit 5. 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 6](#)).

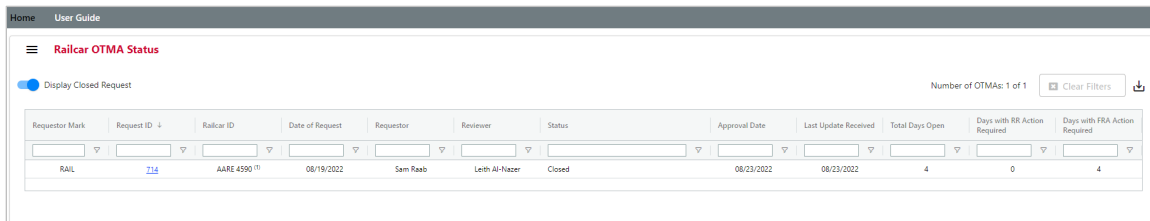
Exhibit 6. Railinc Launch Pad



Getting Started

5. Under **My Applications**, select **Railcar OTMA** (you may need to scroll down). The Railcar OTMA Status page is displayed ([Exhibit 7](#)).

Exhibit 7. Railcar OTMA Status Page



Requestor Mark	Request ID	Railcar ID	Date of Request	Requestor	Reviewer	Status	Approval Date	Last Update Received	Total Days Open	Days with RR Action Required	Days with FRA Action Required
RAIL	716	AARE 4390 ⁽¹⁾	08/19/2022	Sam Raab	Leith Al-Hazer	Closed	08/23/2022	08/23/2022	4	0	4

The Railcar OTMA Status page contains rows and columns of information pertaining to Railcar OTMA requests (see [Working with Railcar OTMAs](#) for more information).

Railcar OTMA has a menu bar that contains the following options:

Home Return to the Railcar OTMA Status page after viewing another Railcar OTMA page. This page displays a list of railcar OTMAs (see [Working with Railcar OTMAs](#)).

User Guide View the *Railcar OTMA User Guide*.

Logging Out

Select the **Sign Out** link to end a Railcar OTMA session.

Working with Railcar OTMAs

The Railcar OTMA application enables you to view, manage, and create railcar OTMA requests.

Note: Only users with the Railroad Railcar OTMA Requestor permission can manage and create railcar OTMA requests. Other users have read-only access and can only view the status.

Viewing Railcar OTMA Status

When first opened, the Railcar OTMA Status page is displayed, which contains a table listing your railroad's Railcar OTMA requests ([Exhibit 8](#)).

Exhibit 8. Railcar OTMA Status Page

The screenshot shows the 'Railcar OTMA Status' page. At the top, there are tabs for 'Home' and 'User Guide'. Below the title, there is a toggle for 'Display Closed Request' and a filter section showing 'Number of OTMAs: 1 of 1' with a 'Clear Filters' button. The main table has the following columns: Requestor Mark, Request ID, Railcar ID, Date of Request, Requestor, Reviewer, Status, Approval Date, Last Update Received, Total Days Open, Days with RR Action Required, and Days with FRA Action Required. A single row is visible with the following data: RAIL, 714, AARE 4590 11, 08/19/2022, Sam Raab, Leith Al-Nazer, Closed, 08/23/2022, 08/23/2022, 4, 0, 4.

Requestor Mark	Request ID	Railcar ID	Date of Request	Requestor	Reviewer	Status	Approval Date	Last Update Received	Total Days Open	Days with RR Action Required	Days with FRA Action Required
RAIL	714	AARE 4590 11	08/19/2022	Sam Raab	Leith Al-Nazer	Closed	08/23/2022	08/23/2022	4	0	4

The Railcar OTMA Status page lists the following columns of information:

Request ID	A numeric identifier for the request. Select a Request ID link to view request details and work with the request (see Managing Railcar OTMA Requests).
Railcar ID	The equipment ID of the railcar(s) associated with the OTMA request.
Date of Request	The date the Railcar OTMA request was originally submitted.
Requestor	The name of the person or group that submitted the Railcar OTMA request.
Reviewer	The name of the FRA person or group that is assigned to review the Railcar OTMA request.
Status	<p>The current status of the Railcar OTMA request as described below:</p> <p>Draft – Indicates that a new Railcar OTMA request is in the process of being created, but it has not yet been submitted to the FRA.</p> <p>Awaiting FRA Review – Indicates a newly submitted or updated Railcar OTMA request.</p> <p>Awaiting Requestor Information – Indicates that the FRA has communicated to the railroad that they need more information about the request.</p> <p>Awaiting MP&E Inspection – Indicates that the FRA has requested an inspection and is awaiting the results of that inspection.</p>

Approved & Awaiting Closure from Railroad – Indicates that the FRA has approved the request, and the request needs to be closed by the railroad.

Request Denied – Indicates that the FRA has denied the request. The request can either be updated or closed by the railroad.


Closed – Indicates that the request has been closed.

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


Note: Use the **Display Closed Request** toggle at the top left to show or hide closed requests.


Approval Date	The date on which the Railcar OTMA request was approved (if approved).
Last Update Received	The date when the request was last updated.
Total Days Open	The number of days that the Railcar OTMA request has been (or was) open.
Days with RR Action Required	The number of days that the Railcar OTMA request has been (or was) open and awaiting an action by the railroad.
Days with FRA Action Required	The number of days that the Railcar OTMA request has been (or was) open and awaiting an action by the FRA.

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

You can select the download icon () to download the currently displayed list of Railcar OTMAs as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

You can sort any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

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

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

Managing Railcar OTMA Requests

From the Railcar OTMA Status page ([Exhibit 8](#)), select the Request ID link for the request with which you want to work. The Request ID page is displayed ([Exhibit 9](#)).

Note: Managing Railcar OTMA requests requires the Railroad Railcar OTMA Requestor permission. If you have the Railroad Railcar OTMA Requestor permission, a menu icon (≡) is displayed at the top left of the Railcar OTMA Status page ([Exhibit 15](#)). If you do not see this icon, you have read-only permission, which enables you to view (but not manage) Railcar OTMA requests.

Exhibit 9. Request ID Page (Showing the Request ID Details Tab)

≡

Request ID: 732

Request ID Details

Images

Inspection Report

View Activity

Update Request

Add a Note

Close Request

Print Request

Status:

Awaiting Requestor Information

Date of Request:

08/25/2022

Inspection Details:

Reviewer:

Leith Al-Nazer
9196515212
leith.al-nazer@dot.gov

Notes:

From SAMUEL RAAB 08/25/2022 at 03:20 PM: Need more info

Hello Leith Al-Nazer,
RAILINC CORPORATION is requesting a one time movement for RailCar(s) CSX 123456, ABCD 999999, CSX 123456, ABCD 999999 were involved in a Derailment on 08/25/2022. The OTM Reason is for Repair and the non-complying items are listed below:

CSX 123456 Brakes - Brake Pads
ABCD 999999 Brakes - A End Pads

Railcar(s) CSX 123456, ABCD 999999 will be moved in accordance with the following routing:
Current location of Waycross, GA to Final destination of Jacksonville, FL - 98 miles

If permitted to move Railcar(s) CSX 123456, ABCD 999999 in accordance with the routing listed above, the following precautions will be taken to ensure the safe movement of the Railcar(s).

Yes	No	N/A	FRA Liability Waiver Specifications	Explanation if marked No or N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All loose or jagged metal is secured or removed.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or stencils stating "Home Shop" and "Do not load" are placed on both sides of the railcar to prevent use of safety appliances where applicable.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The freight car(s) is properly tagged in accordance with 49 CFR 215.9, Movement of defective cars for repair.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The freight car(s) has brakes that operate as intended and pass a Class I brake test prior to movement.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All train crews involved in the movement of the freight car(s) will be notified in writing of their presence.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of this letter will be kept in the lead locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The equipment must move in accordance with the routing identified in this letter.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA Office of Safety will be notified in writing of any accident, incident, or injury to railroad personnel that occurs while this equipment is in route.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA will be notified when the equipment reaches its final destination.	

Sincerely,
Sam Raab
RAILINC CORPORATION
SR BA
samuel.raab@railinc.com
919-6515231

The Request ID page shows detailed information for an individual request. It contains the following tabs:

- [Request ID Details](#)
- [Images](#)
- [Inspection Report](#)
- [View Activity](#)
- [Approved Request](#) (this tab is only displayed after a request is approved by the FRA)

Working with Request ID Details

The Request ID Details tab ([Exhibit 9](#)) contains detailed information about the request. It also contains the following buttons, which allow you to take actions related to the request:

Note: If the status indicates that an action is required by the FRA, certain buttons are not available.

Update Request Displays the Update Railcar OTMA page, which is similar to the Create OTMA page and enables you to add to or modify the existing information for the OTMA request ([Exhibit 10](#)). See [Creating a New Railcar OTMA Request](#) for a description of these fields.

Exhibit 10. Update Railcar OTMA Page

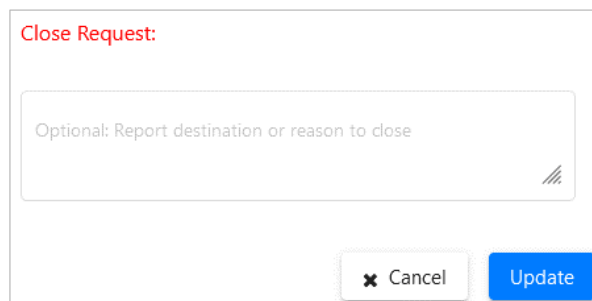
The screenshot shows the 'Update Railcar OTMA' page. The sidebar on the left contains a menu icon and the title 'Update Railcar OTMA'. The main content area is divided into four sections: 'General Information' (1), 'OTM Details' (2), 'FRA Contacts' (3), and 'Review OTMA' (4). The 'General Information' section includes the following fields: 'Date of Request' (8/25/2022), 'Request ID' (732), 'Company Name' (RAILINC CORPORATION), 'Mailing Address' (7001 Weston Parkway), 'City' (Cary), 'State' (NC), and 'Zip' (27513). There are also buttons for 'Cancel', 'Clear', and 'Continue'.

Make the necessary updates. Use the **Continue** and **Previous** buttons to move through the different sections of the page. Once you have completed the updates, select **Update Request** to save the updated request and change the status of the Railcar OTMA request to **Awaiting FRA Review**.

Add a Note Displays a popup that enables you to add a note to the request. The note is added to the Notes section of the Request ID Details tab and is viewable by the FRA. Adding a note does not change the request status. Users with read-only permission are able to add notes.

Close Request Displays a popup that enables you to optionally report that the railcar has reached its destination or provide another reason to close. Select **Update** to change the status of the Railcar OTMA request to **Closed**.

Exhibit 11. Close Request Popup

A screenshot of a 'Close Request' popup dialog box. The title 'Close Request:' is in red text at the top left. Below it is a large text input field with the placeholder text 'Optional: Report destination or reason to close'. At the bottom right of the input field is a small icon of three diagonal lines. At the bottom of the dialog box are two buttons: a 'Cancel' button with a red 'x' icon and an 'Update' button in blue.

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

Create PDF Launches the Create PDF dialog, which enables you to create a PDF document of the request (this button is only displayed on requests that are in Closed status).

As you work with a request, use the buttons as needed to provide more information or move the request to the next status. When you take an action on a request, a note is added to the Notes section at the top of the Request ID Details tab. When the request status is changed, a record is added to the Activity History (see [Viewing the Activity History](#)).

Viewing Images

The Images tab of the Request ID page contains images of the non-compliant railcar that have been uploaded by your railroad to support the Railcar OTMA request. Images are uploaded by using the OTM Details tab of the Create/Update Railcar OTMA page when creating or updating a Railcar OTMA request (see [Completing the OTM Details](#)).

Railroads can upload up to ten images for each railcar in the OTMA request. Supported filetypes are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

You can view images at the railcar level by selecting the Railcar ID on the left side of the images tab.

You can select an image to download so that you can view it in a larger format.

Exhibit 12. Inspection Report Tab

Documentation: [安装/Configuration/Build/Documentation/安装]

Viewing the Activity History

The View Activity tab of the Request ID page contains a record of activities (status changes) on the Railcar OTMA request. This tab functions as an audit trail, and includes the following information: status, comments, requestor mark, user (who made the change), and the date and time of the change ([Exhibit 13](#)).

Exhibit 13. View Activity Tab

Status	Comment	Requestor Mark	User	Date & Time ↓
Approved & Awaiting Closure from Railroad			FRAADMIN	12/15/2021 11:01 AM
Awaiting MP&E Inspection			FRAADMIN	12/15/2021 10:56 AM
Awaiting FRA Review		RAIL	RAILOTMA	12/15/2021 10:54 AM
Awaiting Requestor Information	Requesting More Information for this request.		FRAADMIN	12/15/2021 10:42 AM
Awaiting FRA Review		RAIL	RAILOTMA	12/15/2021 10:28 AM

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

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

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

Viewing the Approval Letter

If the FRA approves the Railcar OTMA request, the status is changed to **Approved & Awaiting Closure from Railroad** and a new Approved Request tab is displayed on the Request ID page ([Exhibit 14](#)).

Exhibit 14. Approved Request Tab

Request ID: 714

Approved Request Request ID Details Images Inspection Report View Activity

[Print Approval](#)

08/23/2022

Sam Raab
RAILINC CORPORATION
SR BA
samuel.raab@railinc.com

Railcar OTMA 714: RailCar(s) - AARE 4590

Dear Sam Raab,

This reply is in reference to RAILINC CORPORATION 08/19/2022, letter to the Federal Railroad Administration (FRA) requesting concurrence with the one-time movement (OTM) for a non-compliant railcar, AARE 4590, for Repair. The subject railcar was involved in a Derailment.

Railcar(s) AARE 4590 will be moved in accordance with the following routing:
Current location of Waycross, GA to Final destination of Jacksonville, FL - 98 miles

After careful review of RAILINC CORPORATION request, the FRA concurs with the OTM of AARE 4590 for Repair subject to the following conditions:

- 1) AARE 4590 must be properly tagged in accordance with 49 CFR 215.9, Movement of defective cars for repair.
- 2) The freight car(s) air brakes must be functional and pass a Class 1 brake test prior to movement.
- 3) All loose or jagged metal must be removed or secured prior to movement.
- 4) Signs or stencils must be placed on both sides of the freight car(s) with the words "DO NOT LOAD" and "HOME SHOP".
- 5) All train crews involved in the movement of the freight cars must be notified in writing of their presence.
- 6) A copy of this approval letter must be kept in the lead locomotive.
- 7) The freight cars(s) must move in accordance with the routing specified in this letter.
- 8) The FRA Office of Safety must be notified in writing of any accident, incident, or injury to railroad personnel that occurs while the freight car(s) are in route.
- 9) The FRA must be notified when the equipment reaches the final destination.

The movement of the non-compliant railcar is solely at the risk of the railroad doing the moving. This OTM authority letter does not relieve the railroad from the liability to recover damages for death or injury of any railroad employee arising from this movement.

RAILINC CORPORATION must notify FRA's Office of Railroad Infrastructure and Mechanical Equipment of the completion of this movement and of any significant problems encountered during the move.

Sincerely,
Leith Al-Nazer
MP&E Deputy Director
leith.al-nazer@dot.gov
9196515212

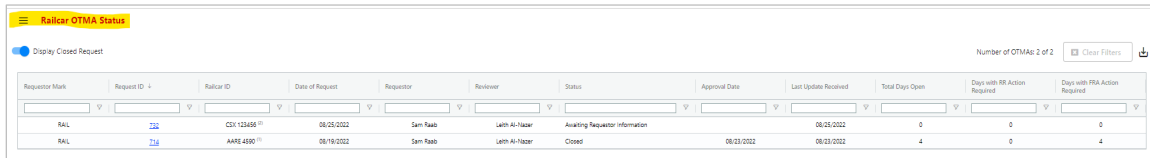
The Approved Request tab contains the approval letter sent by the FRA as well as a **Print Approval** button. The railroad crew moving the non-compliant Railcar is required to have a printed or electronic copy of the approval letter.

When the movement has been completed, the railroad is required to notify the FRA and close the request (see [Working with Request ID Details](#) for more information).

Creating a New Railcar OTMA Request

This section describes how to create a new Railcar OTMA request, which requires the Railroad Railcar OTMA Requestor permission. If you have the Railroad Railcar OTMA Requestor permission, a menu icon (≡) is displayed at the top left of the Railcar OTMA Status page ([Exhibit 15](#)).

Exhibit 15. Railcar OTMA Status Page (Showing the Menu Icon)



The screenshot shows the 'Railcar OTMA Status' page. At the top left, there is a menu icon (≡) and a 'Railcar OTMA Status' header. Below the header, there is a 'Display Closed Request' toggle and a 'Number of OTMAs: 2 of 2' indicator with a 'Clear Filters' button. The main content is a table with the following columns: Requestor Mark, Request ID, Railcar ID, Date of Request, Requestor, Reviewer, Status, Approval Date, Last Update Received, Total Days Open, Days with RR Action Required, and Days with PRA Action Required. The table contains two rows of data.

Requestor Mark	Request ID	Railcar ID	Date of Request	Requestor	Reviewer	Status	Approval Date	Last Update Received	Total Days Open	Days with RR Action Required	Days with PRA Action Required
RAIL	22	CSX 123456	06/25/2022	Sam Raso	Leth Al-Hazir	Awaiting Requestor Information		06/25/2022	0	0	0
RAIL	23	AMT 4321	06/16/2022	Sam Raso	Leth Al-Hazir	Closed	06/23/2022	06/23/2022	4	0	4

To create a new Railcar OTMA request, select the menu icon (≡) at the top left of the Railcar OTMA Status page and then select **Create OTMA**. The Create OTMA page is displayed ([Exhibit 16](#)).

Exhibit 16. Create Railcar OTMA Page

Create OTMA

1 General Information

Date of Request * 1/28/2022 Request ID: **TBD**

Company Name * RAILINC CORPORATION

Mailing Address:

Street * 7001 Weston Pkwy

City * Cary State * NC Zip * 27513

Company Contact:

First Name * Last Name *

Title / Position * Business Analyst

Phone * 1 - 919-651-... Ext.

Email *

Local Point of Contact

☐ Different from Company Contact

Cancel Clear Continue

2 OTM Details

3 FRA Contacts

4 Review OTMA

The Create OTMA page has four sections, which must be completed before the Railcar OTMA request can be submitted to the FRA:

- [General Information](#)
- [OTM Details](#)
- [FRA Contacts](#)
- [Review OTMA](#)

Note: The Create OTMA page and the Update OTMA page are identical, except that the Update OTMA page, which is displayed when you select **Update Request** from the Request ID Details tab of the Request ID page, enables you to add to or modify information in an existing Railcar OTMA request. See [Working with Request ID Details](#) for more information.

Completing the General Information

The General Information section ([Exhibit 17](#)) contains fields requesting information such as the date, company name, mailing address, company contact, and local contact. Many fields are prepopulated based on information from your company's primary contact as listed in FindUs.Rail (see [Registering to Use FindUs.Rail](#)). You can modify the existing information as needed.

Note: This section also automatically captures creator information to identify who created the OTMA. Creator information is not editable.

Exhibit 17. Create Railcar OTMA Page (Showing the General Information Section)

The screenshot shows the 'Create Railcar OTMA' form with the 'General Information' section active. The form is prepopulated with the following data:

- Date of Request ***: 8/25/2022
- Request ID**: TBD
- Company Name ***: RAILINC CORPORATION
- Mailing Address**:
 - Street ***: 2001 Western Parkway
 - City ***: Cary
 - State ***: NC
 - Zip ***: 27513
- Company Contact**:
 - First Name ***: Sam
 - Last Name ***: Raab
 - Title / Position ***: SR SA
 - Phone ***: 1 - 919-4515231
 - Email ***: samuel.raab@railinc.com
- Local Point of Contact**: A toggle switch labeled 'Different from Company Contact' is currently turned off.

At the bottom of the form, there are three buttons: 'Cancel', 'Clear', and 'Continue'.

Complete the fields as needed. Required fields are indicated with an asterisk (*).

Any secondary contacts listed in FindUs.Rail are automatically added. Select the icon to add additional email addresses if needed. Select the icon to remove an unnecessary email address.

If the local point of contact is different from the company contact, select the **Different from Company Contact** toggle and complete the additional set of contact fields.

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

Completing the OTM Details

Once you have completed the General Information section and selected **Continue**, the OTM Details section is displayed (see [Exhibit 18](#) and [Exhibit 19](#)).

Exhibit 18. Create Railcar OTMA Page (Showing the OTM Details Section – Part 1 of 2)

Create Railcar OTMA

OTM Details

Railcar Reporting Mark *
AARE

Railcar Reporting Number *
4590

OTM Reason *
Repair

Railcar contains hazardous material? ☐ Yes ☒ No

Non-Complying Items:
(Select at least one item)
☐ Safety appliances and protection against personal injury
List of Non-Complying Parts
Separate non-complying parts with a comma. (e.g., A End Walkway, B End Hand Rail)

☐ Broken
List of Non-Complying Parts
Separate non-complying parts with a comma. (e.g., A End Walkway, B End Hand Rail)

☐ Over-Age
End of Service Date

Mechanical Restriction

Mechanical Restriction Reason

Non-Complying items is required value
Damage Photos (Photos are not required but highly encouraged. Please include photos of all 4 corners when possible):

Drag and drop file here
or
Browse for file

Cause of Incident *
(e.g., collision/side-swipe, grade crossing collision, derailment)

Date of Incident *
8/25/2022

Location:

Current Location of Railcar *
(e.g., train yard name & address, GPS coordinates, city & state)

Final Destination of Railcar *
(e.g., train yard name & address, GPS coordinates, city & state)

Mileage between Origin and Destination *
(Must be numeric)

Add Additional Location

Exhibit 19. Create Railcar OTMA Page (Showing the OTM Details Section – Part 2 of 2)

Create Railcar OTMA


Confirm each of the following by checking the boxes: *

Yes	No	N/A	FRA Liability Waiver Specifications	If Marked No or N/A please provide details why:		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	All loose or jagged metal is secured or removed.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signs or stencils stating "Home Shop" and "Do not load" are placed on both sides of the railcar to prevent use of safety appliances where applicable.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The freight car(s) is properly tagged in accordance with 49 CFR 215.9, Movement of defective cars for repair.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The freight car(s) has brakes that operate as intended and pass a Class I brake test prior to movement.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	All train crews involved in the movement of the freight car(s) will be notified in writing of their presence.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	A copy of this letter will be kept in the lead locomotive.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The equipment must move in accordance with the routing identified in this letter.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The FRA Office of Safety will be notified in writing of any accident, incident, or injury to railroad personnel that occurs while this equipment is in route.	<input type="text" value="Please provide details why"/>		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The FRA will be notified when the equipment reaches its final destination.	<input type="text" value="Please provide details why"/>	<input type="button" value="Delete"/>	<input type="button" value="Add"/>

Additional Comments


Complete the following fields as needed. Required fields are indicated with an asterisk (*).

Notes:

- These fields are captured at the railcar level and are duplicated for entry when additional railcars are added.
- Certain fields have an expand icon () in the lower right corner. You can select this icon to increase the size of the field.

Railcar Reporting Mark* Enter the mark of the railcar.

Railcar Reporting Number* Enter the number of the railcar.


OTM Reason* Use the drop-down icon () to select the reason for the one-time movement (Dismantling, Repair, or Other).

Railcar Contains Hazardous Material?	Use the buttons to make a Yes/No selection. Defaults to No .
Was an eOTMA submitted to the FRA?	Only available if previous answer is Yes. Use the buttons to make a Yes/No selection. Defaults to No .
Enter the eOTMA Number	Only available if the previous answer is Yes. Enter the 9-digit number of the eOTMA submitted to the FRA.
Safety Appliances and protection against personal injury	In the List of Damaged Parts field, enter the damaged parts. Separate each part with a comma.
Brakes	In the List of Damaged Parts field, enter the damaged parts. Separate each part with a comma.
Over-Age	If selected and the railcar is active in Umler, End of service date, Mechanical Restriction, and Mechanical Restriction Description are auto populated.

In the Damage Photos section, optionally select **Browse for file** or drag and drop photos showing the damage. Include photos showing all four corners of the railcar when possible. You can include up to ten images for each submitted railcar. Supported filetypes are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

Note: Damage photos are optional for Railcar OTMAs.

The following fields are captured at the OTMA level and apply to all railcars in the OTMA:

Cause of Incident*	Enter a description indicating the cause of the incident. Note: This field is not required if only Over-age is selected.
Date of Incident*	Use the calendar tool () to select the date on which the incident occurred.
Current Location of Railcar*	Enter the current location of the railcar (e.g., train yard name and address, GPS coordinates, city and state).
Final Destination of Railcar*	Enter the destination of the railcar (e.g., train yard name and address, GPS coordinates, city and state).
Mileage between Origin and Destination*	Enter the numeric distance between the current location of the railcar and its planned destination.

Creating a New Railcar OTMA Request

The Create OTMA page lists a series of FRA Liability Waiver Specifications and requires that you confirm that you will take the steps described in each specification by selecting the **Yes** button associated with each specification. If you will not take the steps described in a specification or if the specification does not apply to the current situation, select **No** or **N/A** as appropriate and provide a reason in the Details column.

Note: Selections are defaulted to **Yes** unless the OTMA is for Over-Age only.

You can select **Add** to include additional steps that you will take that are specific to the situation. Select **Delete** if you need to remove any additional steps that you have added.

If needed, enter additional descriptive text in the **Additional Comments** field.

Once you have completed the required fields in the OTM Details section, the Continue button activates. Select **Continue** to proceed to the [FRA Contacts](#) section. You can select **Previous** to return to the previous section or select **Cancel** to cancel and delete the new Railcar OTMA request.

Completing the FRA Contacts

Once you have completed the OTM Details section and selected **Continue**, the FRA Contacts section is displayed ([Exhibit 20](#)).

Exhibit 20. Create Railcar OTMA Page (Showing the FRA Contacts Section)

Create OTMA

3 FRA Contacts

Select one or more contacts listed below to receive your OTMA request and all subsequent automated email notifications regarding this OTMA.

	Name / Title / Contact Information	Address	Role
<input type="checkbox"/>	[Redacted]	1200 New Jersey Avenue, SE Washington, DC 25906	Secondary Contact
<input type="checkbox"/>	[Redacted]	1200 New Jersey Ave Washington, DC 20590	Secondary Contact
<input type="checkbox"/>	[Redacted]	1200 New Jersey Avenue, SE Washington, DC 25906	Secondary Contact
<input checked="" type="checkbox"/>	MP and E Division - MP&E TEAM	1200 New Jersey Avenue, SE Washington, DC 20590	Primary Contact
<input type="checkbox"/>	[Redacted]	7001 Weston Pkwy Cary, NC 27513	Secondary Contact
<input type="checkbox"/>	[Redacted]	1200 New Jersey Avenue Washington, DC 20590	Secondary Contact
<input type="checkbox"/>	[Redacted]	7001 Weston Pkwy Cary, NC 27609	Secondary Contact

Previous **Cancel** **Continue**

4 Review OTMA

Creating a New Railcar OTMA Request

Select one or more checkboxes to indicate the FRA contact(s) to receive the Railcar OTMA request and all automated email notifications related to this OTMA request. You must always select the primary contact; you can also select secondary contacts to be copied on notifications.

Once you have selected the FRA contact(s), the Continue button activates. Select **Continue** to proceed to the [Review OTMA](#) section. You can select **Previous** to return to the previous section or select **Cancel** to cancel and delete the new Railcar OTMA request.

Reviewing the OTM Details

Once you have completed the FRA Contacts section and selected **Continue**, the Review OTMA section is displayed ([Exhibit 21](#)).

Exhibit 21. Create Railcar OTMA Page (Showing the Review OTMA Section)

Create Railcar OTMA

4 Review OTMA

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

Hello Leith Al-Nazer,
RAILINC CORPORATION is requesting a one time movement for RailCar(s) AARE 4590. AARE 4590 was involved in a Derailment on 08/25/2022. The OTM Reason is for Repair and the non-complying items are listed below:

AARE 4590 Safety appliances and protection against personal injury - Handrail

Railcar(s) AARE 4590 will be moved in accordance with the following routing:
Current location of Waycross, GA to Final destination of Jacksonville, FL - 98 miles

If permitted to move Railcar(s) AARE 4590 in accordance with the routing listed above, the following precautions will be taken to ensure the safe movement of the Railcar(s).

Yes	No	N/A	FRA Liability Waiver Specifications	Explanation if marked No or N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All loose or jagged metal is secured or removed.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or stencils stating "Home Shop" and "Do not load" are placed on both sides of the railcar to prevent use of safety appliances where applicable.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The freight car(s) is properly tagged in accordance with 49 CFR 215.9, Movement of defective cars for repair.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The freight car(s) has brakes that operate as intended and pass a Class I brake test prior to movement.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All train crews involved in the movement of the freight car(s) will be notified in writing of their presence.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of this letter will be kept in the lead locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The equipment must move in accordance with the routing identified in this letter.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA Office of Safety will be notified in writing of any accident, incident, or injury to railroad personnel that occurs while this equipment is in route.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA will be notified when the equipment reaches its final destination.	

Sincerely,
Sam Raab
RAILINC CORPORATION
SR BA,
samuel.raab@railinc.com
919-6515231

Previous **Cancel** **Save As Draft** **Submit**

The Review OTMA section contains a draft notification based on the information you entered.

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

You can save your Railcar OTMA request as a draft by selecting the **Save As Draft** button. When you save the request as a draft, the Create OTMA page is closed and you are returned to the Railcar OTMA Status page ([Exhibit 8](#)), where you can see that the new request is saved in “Draft” status. You can then select the request to view it, select the **Update Request** button, make any needed modifications, go to the Review OTMA section and submit the request to the FRA (or you can continue to save your changes as a draft).

Once you have reviewed the request and are satisfied that it is complete and correct, select **Submit**. The Railcar OTMA request is sent to the FRA and the status is changed to “Awaiting FRA Review”.