SERVING CARRIER / RECIPROCAL SWITCH (SCRS)
DATA ENTRY FORM INSTRUCTIONS

The **Serving Carrier / Reciprocal Switch** (SCRS) file is one of ten **Industry Reference Files** (IRFs) that have been designed to be the foundation for all inter and intra-industry communication. The SCRS file will be used by the **Interline Settlement System** (ISS) and **Rate EDI Network** (REN) to ensure shipment routing is correct. In essence, the file will allow electronic verification of whether a railroad can serve, or under what conditions a railroad can serve, a specific customer at **commonly served** points.

Commonly served rail points are defined as any location that can be served by more than one railroad. If the location is a major metropolitan area, all points within the switching district plus all points which are commonly known as that location (i.e., all suburbs, including local stations within the area) must be included.

The attached data entry form can be photocopied and used to report Serving Carrier / Reciprocal Switch (SCRS) information to be included in, modified in or deleted from the SCRS Industry Reference File. A description of the requested data elements on the form follows:

1. TRANSACTION INFORMATION – Required on every SCRS Form submitted to the AAR, this field indicates the type of transaction being requested to the master SCRS file. Only ONE code can be used. Accepted responses are:

    A   ADD – When the desired result is the ADDITION of a customer to the SCRS master file.

    I   INQUIRE – A search of information on an existing customer in the SCRS master file.

    R   RESEND – Allows the user to RESEND an existing customer record from the SCRS master file. Use of this type of transaction will result in this customer being redistributed to online SCRS users. This might be used when a customer record has been dropped from a carriers SCRS master file.

    E   EXPIRE – When the desired result is the EXPIRATION of a customer's serving carrier / reciprocal switching status in the SCRS master file. This option allows the user to change the expiration date to a date which is greater than or equal to the existing effective date and which is greater than or equal to the current date.

    When the EXPIRE option is indicated on the form, the EXPIRATION DATE (see Section 5 below) is required.

2. CARRIER IDENTIFICATION – Information used to uniquely identify the rail carrier. This field is required:

    ✓ **Carrier SCAC**: A two (2) to four (4) alphabetical character Standard Carrier Alpha Code (SCAC) for the rail carrier as registered in the IRF MARK file.

3. STATION IDENTIFICATION – Information used to uniquely identify the rail station that services this customer. Note: Information regarding the Freight Station Accounting Code must also be reported to the Centralized Station Master. This field is required:

    ✓ **Station FSAC**: The five (5) numeric digit Freight Station Accounting Code (FSAC) that uniquely identifies this particular station among others belonging to the same rail carrier (Carrier SCAC above) as provided in the Centralized Station Master (CSM).

4. <u>CUSTOMER IDENTIFICATION</u> – Information used to uniquely identify a customer. This field is required.

   ✓ **CIF ID**: The Customer Identification File (CIF) ID is a thirteen (13) character unique identifier for the customer and customer location as provided in the CIF; one of the Industry Reference Files (IRFs). The first nine (9) characters of the CIF ID are numeric in nature and represent the customer name as identified through Dun & Bradstreet. The four (4) character extension is used to uniquely identify the specific location of this customer. That extension may be a combination of alphabetic and numeric characters.

5. <u>RECIPROCAL SWITCH INFORMATION</u> – Information concerning the status of reciprocal switching for this customer. Four data elements are included in this section of the form, and each is required (unless otherwise noted below):

   ✓ **Effective Date**: The earliest date that the status code described below is valid for the reciprocal switch information for this customer. The effective date of any publication containing reciprocal switching information for this customer takes precedence over any date recorded in the SCRS file. For carriers who do not list closed or joint facility customers i n publications, the effective date should be the same as the date this customer record i s submitted to the SCRS central site.

      The **effective date** should be in the format: CCYY-MM-DD where CC is century, YY is year, MM is month and DD is day. An example would be 1995-01-25 for January 25, 1995.

   ✓ **Expiration Date**: The date after which the status code described below is no longer valid for the reciprocal switch information for this customer. This field is NOT required unless the TRANSACTION INFORMATION code (see above) is **E** (expire).

      The **expiration date** should be in the format: CCYY-MM-DD where CC is century, YY is year, MM is month and DD is day. An example would be 1995-01-26 for January 26, 1995.

   ✓ **Physically Served?**: Is this industry physically served by the rail CARRIER SCAC listed above? The response is either "Y" for yes or "N" for no (e.g., team track). This field is required.

   ✓ **Status**: Is this industry open to reciprocal switching? This field is required. Acceptable responses to this required field are:

               O = Open to reciprocal switching
               C = Closed to reciprocal switching
               R = Restricted or conditionally open to reciprocal switching
               When code R is used, at least one (1) and up to twenty (20) conditions describing the restriction(s).
               L = Local

6. <u>RECIPROCAL SWITCH CONDITIONS</u> – Information used to explain and qualify a restricted or conditionally open to reciprocal switching industry. Section 6 is used ONLY when STATUS (above) is **R** (restricted). When the STATUS of an industry is described as restricted ("R" above), then **at least one** (1) Reciprocal Switch Condition must be delineated. Using Boolean logic, **up to twenty** (20) Reciprocal Switch Conditions can be applied to one SCRS record.

   Space has been provided on the back of the SCRS Data Collection Form for up to ten (10) conditions. When more than ten Reciprocal Switch Conditions apply, please use additional pages as required.

   Each Reciprocal Switch Condition must follow the rules for the conditions established for use in the Serving Carrier Reciprocal Switch file which are maintained in the Shipment Conditions File (SCF); another Industry Reference File (IRF).

Each Reciprocal Switch Condition contains up to seven (7) entries as listed below. **See the SCF Directory for full description and rules for use with each condition code.**

✓ **Condition Code**: A four (4) character alpha code established in the SCF for use in SCRS records when the STATUS of an industry is described as restricted (R). As many as 20 CONDITION CODES can be used (see the SCF Directory for full description and rules for use with each condition code). The following list is not complete:

RSAS	SCRS Accessorial Service Restriction
RSCA	SCRS Carrier Restriction
RSCG	SCRS Carrier/Geography Restriction
RSCO	SCRS Commodity Restriction
RSCS	SCRS Commonly Served Rail Points Restriction
RSCT	SCRS Car Type Restriction
RSDR	SCRS Direct Route Restriction
RSDS	SCRS Destination Service Restriction
RSGR	SCRS Geography Restriction
RSIN	SCRS Interstate/Intrastate Restriction
RSIS	SCRS Interchange Service Restriction
RSLC	SCRS Line Haul Carrier Restriction
RSNC	SCRS Non-Competitive Traffic
RSOC	SCRS Other Serving Carrier Restriction
RSOS	SCRS Origin Service Restriction

✓ **Plus - Minus:** A one (1) character alpha code to indicate which interpretation of the Shipment Condition Code is being ap plied as described in the SCF Directory. Please see the SCF Directory for full description and rules for use with each condition code. Accepted responses are:

   P – The PLUS interpretation of this condition code is being applied to this industry.

   M – The MINUS interpretation of this condition code is being applied to this industry.

✓ **And, Or, Independent:** A one (1) character alpha code to indicate the Boolean logic to be applied to this condition code in relation to others in the same group (if any) as described in Section III of the SCF Directory, Application of Codes. Please see the SCF Directory for full description and rules for use with each condition code. Accepted responses are:

   A – (AND) All the conditions in the group must be met before the restriction applies. Please refer to the SCF Directory for further explanation and examples of use.

   O – (OR) The restriction is applicable if any one condition in this group applies. Please refer to the SCF Directory for further explanation and examples of use.

   I – (INDEPENDENT) In certain situations, it is necessary to group conditions together in such a way that there exist two or more sets of AND groups that must all be met in order for the restriction to apply. These are INDEPENDENT groups, and they are ANDed with all other groups. Please refer to the SCF Directory for further explanation and examples of use.

✓ **Grouping:** A one (1) character indicator (can be alpha or numeric) that identifies the group to which this condition code belongs. Please see the SCF Directory for full description and rules for use with each condition code. Accepted responses are:

   A through Z or 1 though 9 – Please refer to the SCF Directory for further explanation and examples of use.

✓ **Value:** A maximum of a ten (10) character field in which condition code specific information may be coded. Please refer to the SCF Directory for further explanation and examples of use.

✓ **Range From:** A maximum of a ten (10) character field in which condition code specific information may be coded. This field is frequently used in the indication of a range of values that may apply in the condition code and is used in conjunction with the RANGE TO field. Please refer to the SCF Directory for further explanation and examples of use.

✓ **Range To:** A maximum of a ten (10) character field in which condition code specific information may be coded. This field is frequently used in the indication of a range of values that may apply in the condition code and is used in conjunction with the RANGE FROM field. Please refer to the SCF Directory for further explanation and examples of use.

7. <u>PUBLICATION TYPE</u> – This section is required on all forms where PHYSICALLY SERVED is 'Y' (see above). The PUBLICATION TYPE is a two (2) character code that identifies the type of publication in which this customer's reciprocal switching status is identified. The acceptable values are:

CT – (CONTRACT) Used when the type of publication in which this customer's reciprocal switching status is identified is a contract. When this code is used, section 9 (Private Bilateral Agreement) must also be completed.

PR – (PRICE QUOTE) Used when the type of publication in which this customer's reciprocal switching status is identified is a price quote. When this code is used, section 9 (Private Bilateral Agreement) must also be completed.

TS – (TARIFF) Used when the type of publication in which this customer's reciprocal switching status is identified is a tariff.

8. <u>PUBLICATION AUTHORITY</u> – This section is required on all forms where PHYSICALLY SERVED is 'Y' (see above). There are six (6) fields in this section, and different rules apply to the use of each as follows:

✓ **Regulatory Agency Code:** A five (5) character field in which the Regulatory Agency with which the publication document is filed (i.e., ICC for Interstate Commerce Commission or appropriate State Commission). This field is:

Required when Publication Type (above) is equal to TS
Optional when Publication Type (above) is CT
Should be left **blank** when Publication Type (above) is PR

✓ **Road or Agency Code:** A four (4) character field in which the tariff identification code (Carrier SCAC or Agency, i.e., WTL or SWFB) is recorded. This field is required on all forms.

✓ **Reference Number:** A thirty (30) character field in which the tariff number, contract number or price quote number is recorded. This field is required for all Publication Types.

✓ **Tariff Section Number:** A four (4) character field in which the tariff section number (i.e., Section III) which identifies the section of the tariff in which the condition reference is recorded in the tariff. This field should only be used when Publication Type (above) is equal to TS but is optional for TS Publication Types. It should be blank in all other cases.

✓ **Tariff Item Number:** A sixteen (16) character field in which the tariff item number (i.e., Item 1822.b.07) which identifies the specific location of the condition reference in a particular section of the tariff is recorded. This field should only be used when Publication Type (above) is equal to TS but is optional for TS Publication Types. It should be blank in all other cases.

✓ **Tariff Supplement / Contract Amendment / Price Quote** Suffix (4) character field in which the tariff supplement number, contract amendment number or price quote suffix letter is recorded. This field will identify the specific amended publication that contains this information. This field is optional for all Publication Types.

9. <u>PRIVATE BILATERAL AGREEMENT</u> – Information used to identify the existence of a private bilateral agreement (deal) between the carrier submitting this industry to the SCRS file (the Carrier SCAC) and another carrier (the Authorized Carrier SCAC). The information in this section of the form should only be completed if the Publication Type (Above) is CT or PR.

   ✓ **Authorized Carrier SCAC:** A two (2) to four (4) alphabetical character Standard Carrier Alpha Code (SCAC) for the rail carrier with which a private bilateral agreement exists. The private bilateral agreement will be between this Authorized Carrier SCAC and the Carrier SCAC from section 2 of this form.

10. <u>AUTHORIZED SIGNATURE & DATE</u> – The form needs to be signed and dated. The completed forms will be stored for a period of one year. Including the phone number of the authorized signer may assist in the timely processing of the data contained on the form in the event of a question by the file maintainer.

The form MUST be faxed to the file maintainer, the IRF Data Analyst, at (919) 651-5405 or mailed to the address below:

> RAILINC
> IRF Data Analyst
> 11000 Weston Parkway, Suite 200
> Cary, NC 27513

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