

## SERVING CARRIER / RECIPROCAL SWITCH (SCRS) FILE GLOSSARY OF TERMS

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**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 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.

**Publication types** - 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.

**PUBLICATION AUTHORITY** -- 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:** A four (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.

**PRIVATE BILATERAL AGREEMENT** -- 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.

**AUTHORIZED SIGNATURE & DATE** -- 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.