

Centralized Car Hire (CCH) User Guide



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Last Updated: October 2024

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Learning about Centralized Car Hire

Centralized Car Hire (CCH) is a web application that supports the Association of American Railroads (AAR) Enterprise Asset Committee's (EAC) overarching vision of processing car hire centrally at Railinc with the eventual goal of automating the car hire process.

This first version of CCH was a foundational release that initially included all of the functionality provided by the Car Accounting Self Service (CASS) system as well as some additional functionality (see below for more information). Moving forward, CCH will be further developed and enhanced with new functionality while CASS remains static.

In addition to performing all of the CASS tasks, including searching for car movement events, searching a Car Hire Liability File (CHLF) for a single car's liability file records, creating liability acceptance messages, viewing the history of car hire Liability Acceptance Messages (LAM), and using reports, CCH users can:

- Correct Transfer of Liability (TOL) Rule 5 errors
- Create standard mileage reports for the US, Canada, and Mexico
- Convert CHLF V2 to the Car Hire Data Exchange (CHDX) format and view car hire payment records for railroad marked cars and TTX non-members

The capabilities provided by CCH save railroads time and money by enabling them to use a centralized solution and avoid system replacement or upgrade development costs. By using CCH, railroads can discontinue using portions of their current car accounting systems and eliminate internal processes for creating individual mileage reports.

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

- [Getting Started](#) describes how to access and log in to the system.
- [Searching for Events](#) describes how to search for car movement events.
- [Searching for Car Hire Liability File Records](#) describes how to search a CHLF for a single car's liability file records, including cycle data with time and mileage payments for a month.
- [Working with TOL Rule 5 Error Messages](#) describes how to view and correct error messages associated with car hire liability.
- [Creating Liability Acceptance Messages](#) describes how a railroad can create a message to accept car hire liability.
- [Viewing Message History](#) describes how to view the history of car hire Liability Acceptance Messages associated with your railroad.
- [Working with Reports](#) describes how to use the CCH reports.
- [Accessing CCH System Documentation](#) describes how to download online versions of this user guide and other related documents.

A glossary and index follow the major sections.

For additional information, refer to the following documents or contact the Railinc Customer Support Center (see [Accessing Railinc Customer Support](#)):

- [AAR Circular OT-10](#) – contains information about Car Hire Rules
- [TRAIN II User Manual](#) – provides reference material and message formats
- [CHDX User Guide](#) – describes the Car Hire Data Exchange process

Overview

All railcar movement events are sent to Railinc via Electronic Data Interchange (EDI) messages known as Tele-Rail Automated Information Network (TRAIN) messages. These events are recorded in the Event Repository (ER). The Liability Continuity System (LCS) evaluates events and determines the amount of time that each responsible party is liable for the use of railcars. Another system, Car Hire Rate Negotiation Self Service (CHRNSS), enables railroads and car owners to negotiate time and mileage-based pricing for railcars. The agreed rate information is stored in the Car Hire Accounting Rate Master (CHARM) system. Carriers calculate the car hire owed to each car owner and report this information through the Car Hire Data Exchange (CHDX) file. CHDX information is used by the Railroad Clearinghouse (RCH), which is the system that settles the funds due to and from car owners and users.

Centralized Car Hire (CCH) enables car accountants to resolve issues that may occur with tracking car use. CCH helps car accountants with decisions, and it highlights certain events to show how they impact liability. CCH users can:

- Search and view the events that are stored in the Event Repository for a specific car and date range. These are the same events that LCS uses to determine car hire liability.
- Search a Car Hire Liability File (CHLF) for a single car's liability file records.
- View and correct Transfer of Liability (TOL) Rule 5 errors. TOL Rule 5 deals with Switching Car Hire Expense Recovery (refer to [AAR Circular OT-10](#) for more information).
- Create and submit Liability Acceptance Messages (LAM), which enable a railroad to assume liability for a railcar.
- View the history of car hire Liability Acceptance Messages (LAM)
- Use reports to view your current haulage agreements, your TOL Rule 5 liability limits, and a list of your railcars that have been designated for dismantling.
- Create standard mileage reports for the US, Canada, and Mexico. These reports show monthly and annual mileage information at the state and owner level.
- Convert CHLF V2 to the Car Hire Data Exchange (CHDX) format and view car hire payment records for railroad marked cars and TTX non-members.

CCH contains information pertinent to Car Hire Rules, particularly Rules 4, 5, and 15. It also supports Car Service Rules and Car Service Directives as defined in [AAR Circular OT-10](#).

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 Railinc Customer Support

The Railinc Customer Support 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

The CCH application is accessed using the Railinc Single Sign-On (SSO), which is accessed from the Railinc portal at <https://public.railinc.com>. The SSO Login is located at the upper right of the screen.

Registering to Use Railinc SSO

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

Requesting Access to CCH

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

Your level of access and authorization for CCH is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows the requestable CCH roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
CCH Company Admin	This role is for the company administrator of the requesting company. This is the person responsible for approving access to CCH for their company. This role is for granting permissions to users only.
CCH Serving Area User	This role enables users to query, add and expire Serving Area records.
CCH User	This role enables CCH users to query events, view and correct TOL Rule 5 Errors, and search a Car Hire Liability File (CHLF) for a single car's liability file records.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface (see [Exhibit 2](#)).

Exhibit 2. CCH Request Permission

The screenshot shows a web form titled "Centralized Car Hire" with a subtitle "Centralized Car Hire". At the top, there is a progress bar with three steps: 1. Select Roles, 2. Confirm, and 3. Done. Step 1 is currently active. Below the progress bar, there are three checkboxes, each with a label and a "(MARK required)" note. The first checkbox is "CCH Company Admin", with a description: "This role is for the carrier/car owner to assign permissions to the Centralized Car Hire application for their company." The second checkbox is "CCH Serving Area Edit", with a description: "This access will allow users to query, add and expire Serving Area records." The third checkbox is "CCH User", with a description: "This role is for the user to view and update the TOL Rule 5 Errors. User will have ability to query events and view CHLF V2.0". Below these checkboxes is a "Comments" text area. At the bottom right, there are two buttons: "Return" (red) and "Next" (grey). A character count "0/255" is visible next to the "Next" button.

Users with the CCH Company Admin role can also assign the following roles by selecting **Manage User Permissions** under Administrator Functions in SSO:

Task	Description
CCH RO User	This role enables users to view the TOL Rule 5 Errors. With this role, users can query events and view CHLF V2.0 files.
CCH LAM Creation	This role enables users to create LAM messages only.
CCH Mileage User	This role enables users to query and view mileage information.
CCH CHDX User	This role enables users to query and view CHDX data.

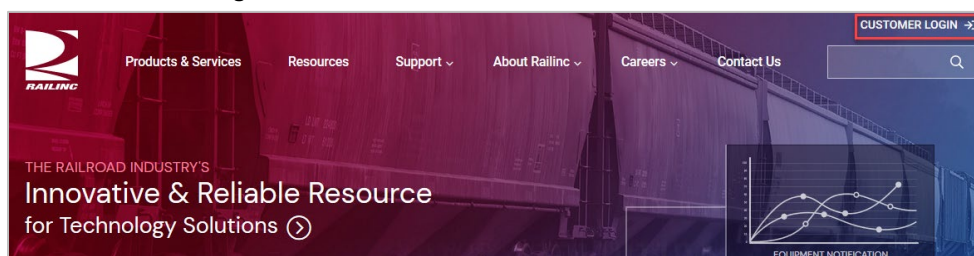
Once you receive e-mail notification of access to CCH, you can log on and begin using CCH.

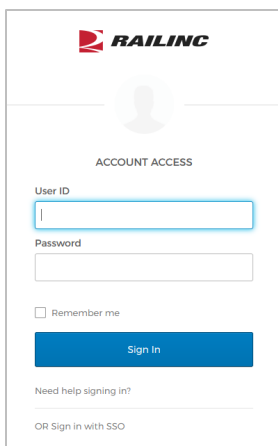
Logging In

Use the following procedure to log into CCH:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

Exhibit 3. Railinc Login

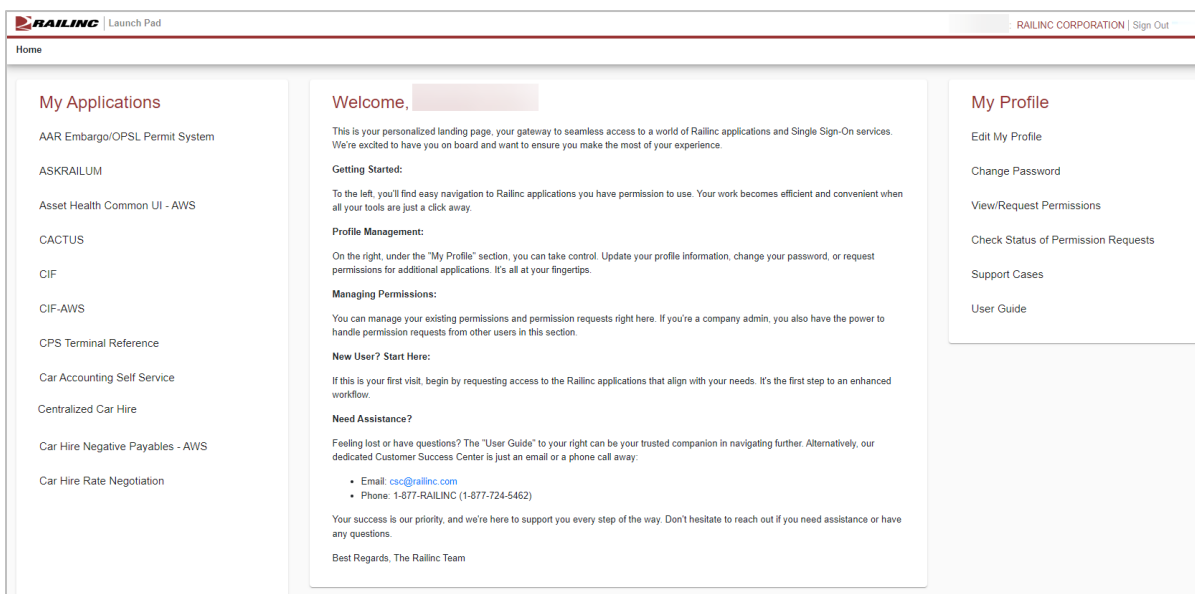




The image shows the Railinc Account Access login page. At the top is the Railinc logo. Below it is a placeholder for a user profile picture. The section is titled "ACCOUNT ACCESS". There are two input fields: "User ID" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom, there is a link "Need help signing in?" and a text "OR Sign in with SSO".

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

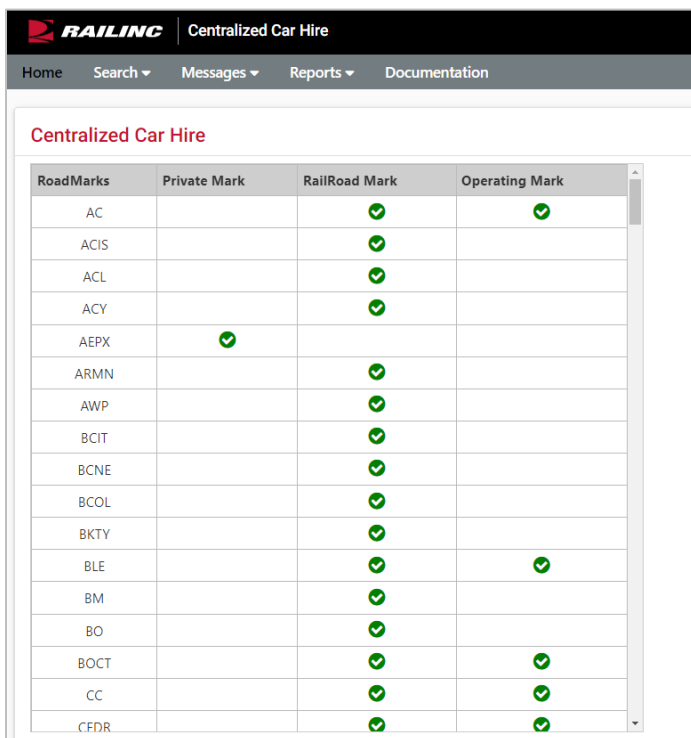
Exhibit 4. Railinc Launch Pad



The image shows the Railinc Launch Pad dashboard. At the top is a header bar with the Railinc logo, "Launch Pad", and "RAILINC CORPORATION | Sign Out". Below the header is a "Home" section. The dashboard is divided into three main columns. The left column is titled "My Applications" and lists various applications: AAR Embargo/OPSL Permit System, ASKRAILUM, Asset Health Common UI - AWS, CACTUS, CIF, CIF-AWS, CPS Terminal Reference, Car Accounting Self Service, Centralized Car Hire, Car Hire Negative Payables - AWS, and Car Hire Rate Negotiation. The middle column is titled "Welcome, [User Name]" and contains a personalized message, a "Getting Started" section, a "Profile Management" section, a "Managing Permissions" section, a "New User? Start Here:" section, and a "Need Assistance?" section. The right column is titled "My Profile" and contains links: Edit My Profile, Change Password, View/Request Permissions, Check Status of Permission Requests, Support Cases, and User Guide.

4. In the **My Applications** section, select **Centralized Car Hire**. The Centralized Car Hire (CCH) Home page is displayed ([Exhibit 5](#)), showing the Road Marks you can access.

Exhibit 5. CCH Home Page



RoadMarks	Private Mark	RailRoad Mark	Operating Mark
AC		✓	✓
ACIS		✓	
ACL		✓	
ACY		✓	
AEPX	✓		
ARMN		✓	
AWP		✓	
BCIT		✓	
BCNE		✓	
BCOL		✓	
BKTY		✓	
BLE		✓	✓
BM		✓	
BO		✓	
BOCT		✓	✓
CC		✓	✓
CFDR		✓	✓

Continue by selecting one of the following CCH menu options:

Search	Search for events or Car Hire Liability Files (CHLFs) for records for a single car.
Messages	Work with TOL Rule 5 messages, create new Liability Acceptance Messages, and search the Liability Acceptance Message history.
Reports	Access reports for Haulage Agreements, TOL Rule 5 Liability Limits, DDCT Dismantled Equipment, Mileage Information, and CHDX Information.
Documentation	Retrieve support documentation.

Logging Out

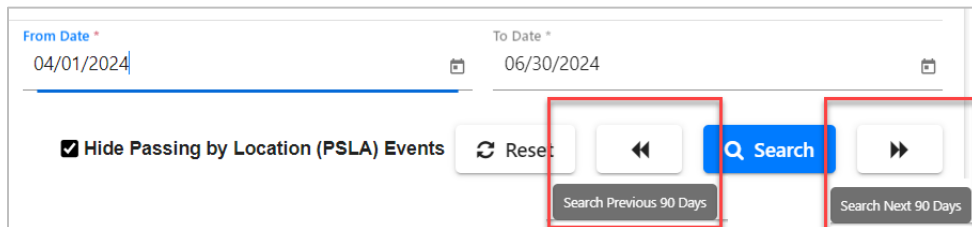
Select the **Sign Out** link to end a CCH session.

Searching for Events

CCH enables users to search for events by entering a single car and a start and end date range into search criteria. A search returns all events for up to a 90-day date range. CCH provides access to two years of event data. From a successful search results screen, additional options exist to view full record details, to download a CSV version of displayed events, or to create a LAM based on the displayed movement event.

NOTE: Once initial search criteria has been entered, CCH allows users to perform a search for the records either 90 days before or 90 days after the entered From and To Dates. This is done by using the double arrows that bookend the Search button ([Exhibit 6](#)).

Exhibit 6. Search Previous/Next 90 Days Arrows



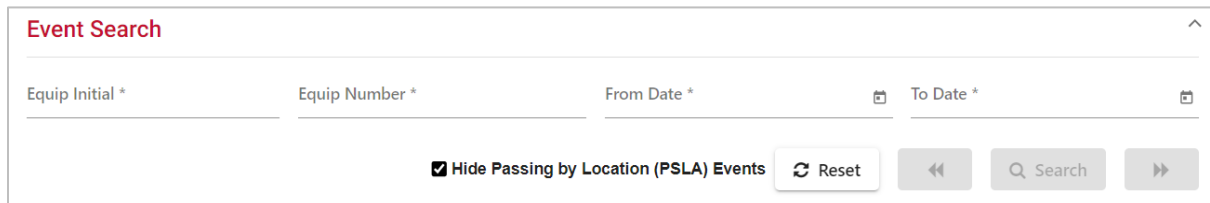
The screenshot shows a search interface with the following elements:

- From Date ***: 04/01/2024
- To Date ***: 06/30/2024
- ☒ **Hide Passing by Location (PSLA) Events**
- Reset** button
- Search** button (highlighted with a red box)
- Search Previous 90 Days** button (highlighted with a red box)
- Search Next 90 Days** button (highlighted with a red box)

Use the following procedure to search for events:

1. From the CCH Home Page ([Exhibit 5](#)), select **Search > Event Search**. The Event Search page is displayed ([Exhibit 7](#)).

Exhibit 7. Event Search Page



The screenshot shows the Event Search page with the following elements:

- Event Search** header
- Equip Initial *** field
- Equip Number *** field
- From Date *** field
- To Date *** field
- ☒ **Hide Passing by Location (PSLA) Events**
- Reset** button
- Search** button
- Previous** and **Next** navigation buttons (represented by double arrows)

2. Complete the following fields:
 - **Equipment Initial**
 - **Equipment Number**
 - **From Date** (MM/DD/YYYY)
 - **To Date** (MM/DD/YYYY)
3. Select **Search** or the **Enter** key to initiate the search. If results are found, they are displayed below the search criteria ([Exhibit 8](#)). Select **Reset** if the search fields and results need to be cleared.

Exhibit 8. Event Search Results

Event Search

Equip Initial *
atw

Equip Number *
210016

From Date *
04/01/2024

To Date *
06/30/2024

☒ Hide Passing by Location (PSLA) Events
Reset
Search

Search Result (178 results in 4.713 seconds)
Legend
Download CSV

Total items: 76
Clear Filters

Event	Event Time ↑	From Road	To Road	Posting Ro...	Liabile Road	Location	LCS Code	Status	Locating Event
DFLC	05/03/2024 06:17	AGR		AGR	AGR	AL, STOKLEY	A	E	Y
ARIL	05/03/2024 06:18	AGR		AGR	AGR	AL, MAGNOLIA	A	E	Y
DFLC	05/08/2024 23:58	AGR		AGR	AGR	AL, MAGNOLIA	A	E	Y
ARIL	05/08/2024 23:59	AGR		AGR	AGR	AL, MACMILLAN	A	E	Y
RLOD	05/09/2024 15:55	NS		NS	NS	AL, MACMILLAN	A	L	Y
STRE	05/09/2024 15:55	AARL		AARG	AARL	AL, MACMILLAN	A	L	N
ARRI	05/10/2024 01:19	AGR		AGR	AGR	AL, MACMILLAN	A	E	Y
PACT	05/10/2024 01:20	AGR		AGR	AGR	AL, MACMILLAN	A	E	Y
RLOD	05/11/2024 04:00	AGR		AGR	AGR	AL, MACMILLAN	A	L	Y
ICHD	05/11/2024 04:15	AGR	NS	AARG	NS	AL, KIMBROUGH	G	L	Y
DD94	05/11/2024 04:16	REMV	REMV	AARG		IL, CHICAGO	I	U	N

1
2
3
4
10
25
50
100
500
2000

4. **Locating Event** field descriptions are:

- **Y** - An interchange or equipment movement that is eligible to be processed by LCS.
- **N** - A movement event that is not considered a locating event.
- **N/A** - An augmented event not reported through the TRAIN II Messaging System or used for Car Hire decisions.

5. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Select the **Clear Filters** button to clear all filter data.

6. If when performing a search, no results are returned for the specified search parameters, a message appears ([Exhibit 9](#)). Select **Yes** to search for events within two years of current date using the From Date of the original search.

Exhibit 9. No Records Found Message

Message

No records found for search criteria provided.

Click "Yes" to search for events within 3 years of current date using the From Date of the original search, 04/01/2024. If events are found, results will contain the last event prior to the From Date plus up to 90 days of prior events.

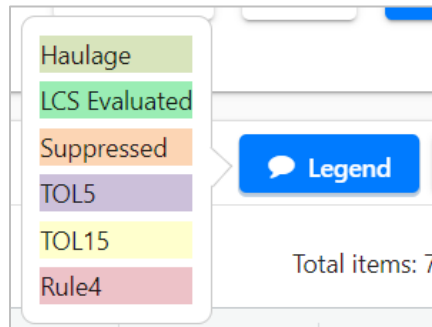
If no events are returned, the search will display the last event from the current date for the car plus up to 10 prior interchanges.

Clicking "No" returns to Event Search.

7. Perform one of the following steps:

- To view a legend of movement event types: Select the **Legend** button. The movement event types legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

Exhibit 10. Movement Event Types Legend



- To download the displayed events as a CSV: Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.
- To view details of the movement event and/or create a LAM from that event: Double-click a selected movement event to view its details. The Event Details pop-up is displayed, which differs slightly based on event type. A few examples of event details are shown in the examples below. Haulage, TOL15 and Rule4 are not pictured, but are similar.
 - Suppressed ([Exhibit 11](#))
 - LCS Evaluated ([Exhibit 12](#))
 - TOL5 ([Exhibit 13](#))

From an event details pop-up, you can select **Create LAM** to create a LAM based on the displayed event (see [Creating a LAM from an Existing Event](#)).

Exhibit 11. Event Details Suppressed Example

Event Details

Equipment:	CSXT0000495283	Event Type:	ICHD
From Road:	UP	Event Description:	INTERCHANGE DELIVERY TO OT28 ROAD
To Road:	ALS	Event Time:	09/04/2023 07:54
Posting Road:	UP	Posting Time:	09/04/2023 09:00:15
SPLC:	396640000	LCS Code:	8 - Suppressed
Location:	IL, EAST SAINT LOUIS	Interchange Type:	Suppressed
Load Status:	E - Empty		

Interchange Type Detail - Suppressed

Start Time:	09/04/2023 07:54:00	Liabile Road:	UP
End Time:	09/04/2023 12:59:59	Possession Road:	ALS

✕ Close

+ Create LAM

Exhibit 12. Event Details LCS Evaluated Example

Event Details

Equipment:	CSXT0000495283	Event Type:	ICHD
From Road:	CSXT	Event Description:	INTERCHANGE DELIVERY FROM RCV'G ROAD
To Road:	BHRR	Event Time:	11/27/2023 11:25
Posting Road:	CSXT	Posting Time:	11/27/2023 12:38:13
SPLC:	472645000	LCS Code:	V - Verified Interchange
Location:	AL, ENSLEY	Interchange Type:	
Load Status:	L - Loaded		

Interchange Type Detail - Suppressed

Start Time:	09/04/2023 07:54:00	Liabile Road:	UP
End Time:	09/04/2023 12:59:59	Possession Road:	ALS

✕ Close

+ Create LAM

Exhibit 13. Event Details TOL5 Example

Event Details

Equipment:	CSXT0000495283	Event Type:	CH80
From Road:	TRRA	Event Description:	CAR HIRE RULE 5 EXP RECOV-TERMINAL SWITCH
To Road:	CSXT	Event Time:	11/09/2023 04:50
Posting Road:	TRRA	Posting Time:	11/22/2023 09:48:40
SPLC:	396295000	LCS Code:	A - Active
Location:	IL, MADISON	Interchange Type:	TOL5
Load Status:	E - Empty		

Interchange Type Detail - TOL5

Start Time:	11/09/2023 04:50:00	Switch Road:	TRRA
End Time:	11/14/2023 04:50:00	Liabile Road:	CSXT
		Switch Type:	Terminal Switch

✕ Close

+ Create LAM

Searching for Car Hire Liability File Records

CHLF Search enables users to search a Car Hire Liability File (CHLF) for a single car's liability file records, including cycle data with time and mileage payments for a month.

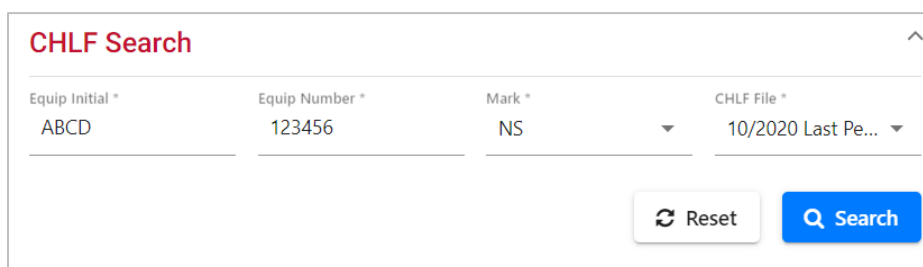
CHLF Search is an optional feature that is only available to users who subscribe to the Car Hire Liability File. If you would like to subscribe to the CHLF, contact the Railinc Customer Support Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com.

To learn more about the Car Hire Liability File, refer to the [CHLF User Guide](#), which describes the format of this file. See [Accessing CCH System Documentation](#) to access this document.

Use the following procedure to perform a CHLF Search:

1. From the CCH Home Page, select **Search > CHLF Search**. The CHLF Search page is displayed ([Exhibit 14](#)).

Exhibit 14. CHLF Search



CHLF Search

Equip Initial *	Equip Number *	Mark *	CHLF File *
ABCD	123456	NS	10/2020 Last Pe...

[Reset](#) [Search](#)

2. Complete the following fields:

Equip Initial	Enter the equipment initials
Equip Number	Enter the equipment number
Mark	Choose the mark. Marks listed in the drop-down match your SSO permissions and should correspond with your main mark as a CHLF participant. You can see all your system equipment and foreign equipment on your line. If you are an agent, you can see equipment for any mark for which you are the agent.
CHLF File	Select a CHLF file. You can choose from the most recent Periodic Estimate, the last Monthly Estimate, or any Actual File within the past two years.

3. Select **Search** or press the **Enter** key to initiate the search. If results are found, they are displayed as shown in [Exhibit 15](#). Select **Reset** if you want to clear the search fields and results.

Exhibit 15. CHLF Search Results

Equip Initial *
CMO

Equip Number *

Mark *

CHLF File *
02/2024 Actual File

Reset

Search

Owner : UP

Lessee : UP

Car Type : C114

L/E	Tot Hrs	Time Value	Tot Miles	Mileage Values	Appurt value	Total Value
E	46		288			
L	0		0			

Search Result (1 results in 7.547 seconds)

Legend
Download CSV

The results show the activity of the car for the month, including each interchange and loaded or empty cycle break where the mark selected was in possession of the car, liable for car hire, or the car owner or lessee. If you are the car owner or lessee, the results show all activity from hour 0 to the end of the month.

In addition to interchanges and cycle breaks, the results also include mileage, rate, and waybill information. If the cycle is subject to Rule 4, the results also include STCC information.

The CHLF Search Summary section at the top right of the CHLF Search Results displays owner, lessee, and car type information from Umler®, as well as aggregate car accounting information for the car during the selected month. For users who represent the owner or lessee, the CHLF Search Summary section displays a total of hours and miles *receivable*. For users who represent the user road, the CHLF Search Summary section displays a total of hours and miles *payable*.

To view event information for the selected car during a listed cycle, select the arrow icon to the left of the possession road mark. Event information is displayed beneath the cycle information using the same format as the Event Search page (see [Exhibit 15](#)). See [Searching for Events](#) for a description of the Event Search page.

Select the **Legend** button to view a legend of movement event types. The Movement Event Types Legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

- You can download all the displayed liability file records as a CSV file. Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.
- In addition, you can double-click a listed cycle to display a popup window containing detailed mileage information for that cycle. This window displays the start and end time for the cycle used by the Railinc mileage accumulation process and includes the SPLCs reported in event data during the cycle and the miles between those SPLCs.

Creating Liability Acceptance Messages

CCH allows the creation of a Liability Acceptance Message (LAM) within 120 hours (5 days) of the current time based on Eastern Time. The CCH user is able to submit LAMs for any railroad they may have permission. The permissions are determined by the Mark table from the home page. All Marks that have a check in the Operating Marks column are available to select in the Submitting Road field on LAM creation.

See one of the following sections to create a LAM:

- [Creating a New LAM](#)
- [Creating a LAM from an Existing Event](#)

Creating a New LAM

Use the following procedure to create a new Liability Acceptance Message:

1. From the CCH Home Page ([Exhibit 5](#)), select **Create Message**. The Create LAM page is displayed ([Exhibit 16](#)).

Exhibit 16. Create LAM

2. Complete the required input fields.
3. Optionally, select **Preview** to preview the message content ([Exhibit 17](#)). Select **Preview** again to hide the preview panel.

Exhibit 17. Create LAM With Preview

Liability Acceptance Message

All fields are required.

Submitting Road *

RAIL

Equip Initial *

CSXT

Equip Number *

124221

Event Time (MM/DD/YYYY) *

09/25/2024 00 : 01

From Road *

CSXT

Location SPLC *

457210000

Status *

E

Header: #RAILRRDC0001TRAIN102409261346RRDC /

Group: *0001CASS457210000202409250001415 ZCSXTRAIL

Detail: +CSXT124221E

Summary: =0001SUM0001

Trailer: \$0001EOMzz

Reset Preview Submit

4. Select **Submit**. If all rules pass, a confirmation message is displayed.

Creating a LAM from an Existing Event

Use the following procedure to create a Liability Acceptance Message from an existing movement event:

1. Search for an existing event (see [Searching for Events](#)).
2. Double-click the event that you want to use as the basis for the new LAM. The Event Details Pop-Up is displayed ([Exhibit 18](#)).

Exhibit 18. Event Details For Creating a New LAM

Event Details

Equipment:	ATW0000210016	Event Type:	DFLC
From Road:	BOCT	Event Description:	DEPARTED FROM LOCATION
To Road:		Event Time:	07/04/2024 06:56
Posting Road:	BOCT	Posting Time:	07/04/2024 08:01:49
SPLC:	381280000	LCS Code:	A - Active
Location:	IL, CICERO	Interchange Type:	
Load Status:	E - Empty		

Close Create LAM

3. From an Event Details Pop-Up, select **Create LAM**. The Create LAM page is displayed with fields pre-filled for **Equipment Initial**, **Equipment Number**, **Event Time**, **From Road**, and **Status**.
4. Complete the remaining input fields for **Submitting Road** and **Location SPLC**. Modify the pre-filled fields if needed.
5. Complete the creation process as described in [Creating a New LAM](#).

Viewing Message History

Once a LAM is submitted, the message appears in the Message History page. The Message History page gives the CCH user an option for 7, 60 or 90 days of message history. The messages are displayed based on company permission and not by individual submitters. The message can be in one of three statuses.

- **Submitted** – This status indicates that a LAM has been submitted but has not reached the Event Repository at Railinc. If a message remains in this status there has been an issue with the LAM processing.
- **Posted** – This status advises that the message has been posted to the Event Repository at Railinc. When a LAM reaches this status, the LAM can also be viewed as an event using the Event Search in CCH.
- **LCS Evaluated** – This status should occur 120 hours (5 days) after a LAM event has been posted. This indicates that LCS has evaluated the event. An Event Search can be performed to see the results of LCS.

Use the following procedure to view message history:

1. From the CCH Home Page ([Exhibit 5](#)), select **Messages > LAM History**. The LAM Message History page is displayed ([Exhibit 19](#)).

Exhibit 19. Message History

The screenshot shows the 'Message History' header in red. Below it is a 'View' dropdown menu with 'Select Duration' selected. To the right is a 'View History' button with a magnifying glass icon.

2. Select the **View** drop-down list for the **Last 7 Days**, **Last 30 Days** or **Last 60 Days**.
3. Select **View History**. The Message History page is displayed with search results ([Exhibit 20](#)).

Exhibit 20. LAM Message History Results

The screenshot shows the 'Message History' header in red. Below it is a 'View' dropdown menu with 'Last 30 Days' selected. To the right is a 'View History' button with a magnifying glass icon. Below the dropdown is a red bar indicating 'LAM Message History (6 results in 0.116 seconds)' and a 'Download CSV' button. Below this is a table with 6 columns: Submitter ID, Submitting Road, Submitted Time, Status, Equip Initial, and Equip Number. The table contains 6 rows of data. At the bottom right, there is a 'Total items: 6' and a 'Clear Filters' button. Below the table is a pagination bar with options: 10, 25, 50, 100, 500, 2000.

Submitter ID	Submitting Road	Submitted Time	Status	Equip Initial	Equip Number
DJSTST01	CSXT	09/18/2024 10:49	LCS Evaluated	AARE	006116
ASER101	UP	09/11/2024 13:37	Submitted	DTTX	740748
ASER101	UP	09/10/2024 11:55	LCS Evaluated	BKTY	152769
ASER101	UP	09/04/2024 12:48	Submitted	CMO	010549
ASER101	UP	08/28/2024 12:23	LCS Evaluated	BKTY	152867
MOJAX40	MSR	08/28/2024 10:07	Submitted	CN	388204

4. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Select the **Clear Filters** button to clear all filter data.
5. To download the displayed events as a CSV: Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.

Working with TOL Rule 5 Error Messages

Transfer of Liability (TOL) Rule 5 applies to Switching Car Hire Expense Recovery as described in [AAR Circular OT-10](#). During the TOL process, certain errors may arise. Car Accountants may choose to correct these errors to realize relief from car hire. Errors must be corrected within 25 days. Refer to the “Car Hire Transfer of Liability Reporting” section in the [Train II User Manual](#) for a complete list of errors and descriptions.

See the following sections for information about working with TOL Rule 5 error messages:

- [Viewing a Summary of TOL Rule 5 Errors](#)
- [Using the Work Queue to Correct TOL Rule 5 Errors](#)
- [Using the History View to Review All TOL Rule 5 Errors](#)

Viewing a Summary of TOL Rule 5 Errors

To view a summary of Transfer of Liability (TOL) Rule 5 errors, select **Messages > TOL Rule 5** from the CCH Home Page ([Exhibit 5](#)). The TOL Rule 5 Errors page is displayed showing the Summary View ([Exhibit 21](#)).

Exhibit 21. TOL Rule 5 Errors Summary

TOL Rule 5 - Errors

Mark *

Summary

Work Queue

History

Total # Errors : 355

Days Left : Count

1 - 5 Days : 269

6 - 10 Days : 86

11 - 15 Days : 0

16 - 25 Days : 0

By Location

Total items: 22

Clear Filters

Count	SPLC	Resp Rd	Rpt Typ	Start Date	Days Left
83	LA, NEW ORLEANS		80	09/01/2024 23:16:00	3
74	TX, PORT BROWNSVILLE		81	09/06/2024 23:20:00	6
71	TX, PORT BROWNSVILLE		81	09/06/2024 01:00:00	5
51	TX, PORT BROWNSVILLE		81	09/06/2024 05:40:00	5
25	MN, SOUTH SAINT PAUL		80	09/02/2024 11:11:00	5
13	OK, ENID		80	09/02/2024 18:03:00	4
9	MO, KANSAS CITY		80	08/29/2024 00:56:00	1
4	LA, SHREVEPORT		80	08/28/2024 21:29:00	1
4	NE, OMAHA		80	09/02/2024 18:10:00	6
4	TX, HOUSTON		80	09/02/2024 21:40:00	6
2	TX, PORT BROWNSVILLE		81	09/06/2024 01:00:00	4
2	IL, CLEARING		85	09/01/2024 02:47:00	5

The Summary View enables you to select a Mark and view the total number of TOL Rule 5 errors as well as the numbers of TOL Rule 5 errors within four different date ranges. You can see how many errors have 1 – 5 days left, 6 – 10 days left, 11 – 15 days left, and 16 – 25 days left. If TOL Rule 5 errors are not addressed or corrected within 25 days, they can never be corrected.

Note: Errors that are not corrected within 25 days are changed to **Expired** status and are viewable in the History View (see [Using the History View to Review All TOL Rule 5 Errors](#)).

The Days Left calculation is as follows:

Days Left = (end_of_TOL(Round to next hour) + 25 days - Current_Date)
end_of_TOL = If Report_Type in (80, 85) then End Time of Relief B (ETRB) if present,
else use End Time of Relief A (ETRA);
If Report Type in (81, 84) then End Time of Relief A (ETRA);
If End Time of Relief A or B missing, use Event Date/Time.

You can select one of the date range buttons to open the Work Queue and work with errors in that date range. See [Using the Work Queue to Correct TOL Rule 5 Errors](#) for more information.

If applicable, the Summary View also shows errors grouped in the By Location table as shown in [Exhibit 21](#). This table groups TOL Rule 5 Error Messages by Count, Location (SPLC), Switch Road, Report Type, Start Date, and Error Code. Grouped errors must have the same SPLC, Switch Road, Responsible Road, Report Type, and Error Code.

Note: The By Location table is not displayed if there are fewer than two errors associated with a Switch Road, Responsible Road, Report Type, and Error Code.

You can select a link in the Count column for one of the rows of error groupings to open the Work Queue and work with errors in that grouping. See [Using the Work Queue to Correct TOL Rule 5 Errors](#) for more information.

Using the Work Queue to Correct TOL Rule 5 Errors

The Work Queue enables you to view the list of TOL Rule 5 errors that can be corrected. Once the list is displayed, you can correct TOL Rule 5 errors.

To view the Work Queue, select **Messages > TOL Rule 5** from the CCH Home Page ([Exhibit 5](#)). The TOL Rule 5 Errors page is displayed showing the Summary View ([Exhibit 21](#)). From the Summary View, select **Work Queue** (or select one of the date range buttons). The Work Queue is displayed ([Exhibit 22](#)).

Exhibit 22. TOL Rule 5 Errors Work Queue

TOL Rule 5 - Errors

Mark *

Summary

Work Queue

History

Total # Errors : 355

Legend

Remove

Clear Filters

	Switch Road	Resp Rd	SPLC	Event Time	Rpt Typ	Group Error	Detail Error	Equip Initial	Equip Nbr	Days Left	
<input type="checkbox"/>	Filter Switch	Filter Resp	Filter SPLC		Filter Rpt	Filter Group	Filter Detail	Filter Equip	Filter Equip	Filter Days	
<input type="checkbox"/>	>			623550000	08/28/2024 17:14	80	G05 - 51,G06 - 51	D00 - 00	BNSF	430297	1
<input type="checkbox"/>	>			439900000	08/28/2024 20:23	80	G06 - 51,G05 - 51	D00 - 00	AOK	473389	1
<input type="checkbox"/>	>			653900000	08/28/2024 21:29	80	G00 - 00	D11 - 09	KCSM	61066	1
<input type="checkbox"/>	>			653900000	08/28/2024 21:29	80	G05 - 51,G06 - 51	D00 - 00	KCSM	61124	1
<input type="checkbox"/>	>			653900000	08/28/2024 21:29	80	G06 - 51,G05 - 51	D00 - 00	TFM	56082	1
<input type="checkbox"/>	>			653900000	08/28/2024 21:29	80	G06 - 51,G05 - 51	D00 - 00	TFM	60784	1
<input type="checkbox"/>	>			876430000	08/28/2024 22:57	80	G05 - 51,G06 - 51	D00 - 00	NOKL	827825	1
<input type="checkbox"/>	>			566900000	08/29/2024 00:56	80	G05 - 51,G06 - 51	D00 - 00	NS	270622	1

The Work Queue shows a list of TOL Rule 5 errors for the selected Mark. You can select either the up or down arrow to the right of a column heading to sort the data in ascending or descending order depending on the contents of that column. You can also limit the amount of data displayed by entering filter criteria in the boxes directly beneath the column headings (you can remove all filters by selecting **Clear Filter**).

Use the following procedure to correct a TOL Rule 5 error:

1. Select the checkbox to the left of the error you want to correct. The user entry fields are displayed at the bottom of the list of errors ([Exhibit 23](#)).

Note: You can select multiple checkboxes to correct multiple errors at once; however, all columns for the selected errors must match except for the Equipment Initial and Equipment Number columns. You can select all errors by selecting the checkbox just left of the column headings.

Exhibit 23. TOL Rule 5 Errors Work Queue Fields

<input checked="" type="checkbox"/>	>	UP	BNSF	876430000	08/28/2024 22:57	80	G05 - 51,G06 - 51	D00 - 00	NOKL	827825	1
<input type="checkbox"/>	>	UP	NS	566900000	08/29/2024 00:56	80	G05 - 51,G06 - 51	D00 - 00	NS	270622	1
<input type="checkbox"/>	>	UP	NS	566900000	08/29/2024 00:56	80	G06 - 51,G05 -	D00 - 00	NS	295081	1

Please correct data in the RED shaded fields and click on Submit.

Switch Road *	SPLC *	Responsible Road *	Report Type	Event Time *
UP	876430000	BNSF	80	08/28/2024 22:57

Equip Initial *	Equip Number *	A Status	End of Relief part A	B Status	End of Relief part B
NOKL	0000827825	L		E	


- Review the events associated with the error by selecting the arrow just left of the error. This expands a list of up to 30 days of events ([Exhibit 24](#)). The range of events is 10 days prior to the Event Time and 20 days after the Event Time.

Exhibit 24. TOL Rule 5 Errors Work Queue Legend and Events

TOL Rule 5 - Errors											
Mark *		Summary		Work Queue		History		Total # Errors : 355			
								Legend		Remove	
										Clear Filters	
Switch Road	Resp Rd	SPLC	Event Time	Rpt Typ	Group Error	Detail Error	Equip Init	Equip Nbr	Days Left		
<input type="checkbox"/>	Filter Switch Roa	Filter Resp Rd	Filter SPLC	Filter Rpt Typ	Filter Group Erro	Filter Detail		Filter Equip Nbr	Filter Days Left		
<input type="checkbox"/>	>		647000000	09/01/2024 23:16	80	G06 - 51,G05 - 51	D00 - 00	296852	3		
<input type="checkbox"/>	>		647000000	09/01/2024 23:16	80	G06 - 51,G05 - 51	D00 - 00	296956	3		
<input type="checkbox"/>	>		647000000	09/01/2024 23:16	80	G06 - 51,G05 - 51	D00 - 00	297014	3		
<input type="checkbox"/>	>		647000000	09/01/2024 23:16	80	G05 - 51,G06 - 51	D00 - 00	297129	3		
<input type="checkbox"/>	>		647000000	09/01/2024 23:16	80	G06 - 51,G05 - 51	D00 - 00	297207	3		

Event	Event Time	From Road	To Road	Posting Road	Liabile Road	Location SPLC	Location City/State	LCS Code	Status
	09/04/2024 17:15					647000000	LA, NEW ORLEANS	R	E
	09/04/2024 17:16					647000000	LA, NEW ORLEANS	A	E

Events are shaded to indicate the type of event (i.e., Haulage, LCS Evaluated, Suppressed, TOL Rule 5, TOL Rule 15, or Rule 4). Select **Legend** to see what each color means as shown in [Exhibit 24](#). Unshaded events are simply locating events, which establish continuity.

- After reviewing the events, you can correct or remove the error, or simply let it expire.
 - To correct the error, make changes to the user entry fields based on the Car Hire Rule 5 business rules (refer to the [Train II User Manual](#)) and your knowledge of car hire. To change date/time fields, first select the calendar icon  under a date/time field and use the calendar tool to select a date. Then, use the up/down arrows at the bottom of the calendar tool to select a time. When you are finished correcting the error, select **Submit**. The Total # of Errors indicator at the top right of the page will decrease.
 - To remove the error, select **Remove** at the top right of the page. Removing an error removes it from the Work Queue, however, you can still view the error by using the History View. Removed errors that still have time remaining in the 25-day correction period can be reinstated within the History View and then corrected (see [Using the History View to Review All TOL Rule 5 Errors](#)).

- If you do not correct the error within the 25-day correction period, the error expires. Expired errors are removed from the Work Queue and cannot be corrected. You can still view the error by using the History View.

Using the History View to Review All TOL Rule 5 Errors

The History View enables you to view all TOL Rule 5 errors, including expired, corrected, and removed errors. Once the list is displayed, you can review all TOL Rule 5 errors. You can also reinstate errors that have been removed but are still within the 25-day correction period (these reinstated errors can then be corrected).

To see the History View, select **Messages > TOL Rule 5** from the CCH Home Page ([Exhibit 5](#)). The TOL Rule 5 Errors page is displayed showing the Summary View ([Exhibit 21](#)). From the Summary View, select **History**. The History View is displayed ([Exhibit 25](#)).

Exhibit 25. TOL Rule 5 Errors History Search

From the History View, enter the search criteria for the errors that you want to view, and then select **Search**. The History Search displays the results of your search ([Exhibit 26](#)).

Exhibit 26. TOL Rule 5 Errors History Results

Date Added	Action Taken	User ID	Action Date	Resp Rd	SPLC	Equip Init	Equip Nbr	Event Date	Rpt Typ	Resp Rd
08/13/2024 14:46	Expired		08/28/2024 08:00		689879000		178374	08/02/2024 06:00	81	
08/13/2024 14:46	Expired		08/29/2024 08:00		553170000		873672	07/29/2024 14:54	80	
08/13/2024 14:46	Expired		08/28/2024 08:00		566900000		164881	07/28/2024 23:32	80	
08/13/2024 14:46	Expired		08/28/2024 08:00		566900000		165896	07/28/2024 23:32	80	
08/13/2024 14:46	Expired		08/28/2024 08:00		380433000		662527	07/27/2024 23:00	85	
08/13/2024 14:46	Expired		08/29/2024 08:00		669750000		451311	07/29/2024 15:40	80	
08/13/2024 14:46	Expired		08/29/2024 08:00		553170000		7321	07/29/2024 14:54	80	
08/13/2024 14:46	Expired		08/29/2024 08:00		504451000		51085	07/29/2024 12:37	80	
08/13/2024 14:46	Expired		08/29/2024 08:00		687500000		874359	07/29/2024 21:22	80	

View all columns by using the scroll bar at the bottom of the table to scroll to the right.

The search results show TOL Rule 5 errors that match your search criteria. For corrected errors, the results include columns for the original error message (red column headings) and the corrected message (green column headings). For removed and expired errors, only the original message columns are populated with data.

While viewing the results, you can filter the results by the Action Taken and/or User ID columns. To specify a filter, enter a value in one or both of the filter boxes. If you want to remove all filters that are applied, select **Clear Filter**. You can also sort the results in ascending or descending order by the Date Added, Action Taken, User ID, and Action Date columns.

[Exhibit 27](#) describes the Action Taken filter selections.

Exhibit 27. Action Taken Filter Selections

Action Taken	Description
Auto-Corrected	TOL Rule 5 Error message was auto-corrected by the system (CCH).
Removed	TOL Rule 5 Error message was removed from the Work Queue by the user.
Removed Expired	TOL Rule 5 Error message was removed from the Work Queue by the user and is not eligible for manual correction.
Corrected	TOL Rule 5 Error message was manually corrected by the user.
Expired	TOL Rule 5 Error message has exceeded the 25 days allowed for correction.

In the History View results, errors that have been removed but are still within the 25-day correction period have a checkbox in the leftmost column. You can select this checkbox, and then select **Reinstate** to move the error back to the Work Queue, where you can then correct the error.

Note: You can select all of the errors currently displayed in the results by selecting the checkbox just left of the column headings.

You can also download all the results to a CSV file by selecting **Download** ([Exhibit 28](#)). No filters are applied when downloading results.

Exhibit 28. Downloaded Results in CSV Format

	A	B	C	D	E	F	G	H	I	J	K	L
1	Corrected Date	OM Date Added	OM Action Taken	OM User ID	OM Action Date	OM Resp Road	OM SPLC	OM Equip	OM Equip Nbr	OM Event Date	OM Report Type	OM
2		8/13/2024 14:46	Expired		8/28/2024 8:00		689879000		0000178374	8/2/2024 6:00	81	
3		8/13/2024 14:46	Expired		8/29/2024 8:00		553170000		0000873672	7/29/2024 14:54	80	
4		8/13/2024 14:46	Expired		8/28/2024 8:00		566900000		0000164881	7/28/2024 23:32	80	
5		8/13/2024 14:46	Expired		8/28/2024 8:00		566900000		0000165896	7/28/2024 23:32	80	
6		8/13/2024 14:46	Expired		8/28/2024 8:00		380433000		0000662527	7/27/2024 23:00	85	
7		8/13/2024 14:46	Expired		8/29/2024 8:00		669750000		0000451311	7/29/2024 15:40	80	
8		8/13/2024 14:46	Expired		8/29/2024 8:00		553170000		0000007321	7/29/2024 14:54	80	
9		8/13/2024 14:46	Expired		8/29/2024 8:00		504451000		0000051085	7/29/2024 12:37	80	
10		8/13/2024 14:46	Expired		8/29/2024 8:00		687500000		0000874359	7/29/2024 21:22	80	
11		8/13/2024 14:46	Expired		8/29/2024 8:00		553170000		0000007353	7/29/2024 14:54	80	
12		8/13/2024 14:46	Expired		8/29/2024 8:00		504451000		0000823819	7/29/2024 12:37	80	
13		8/13/2024 14:46	Expired		8/29/2024 8:00		744300000		0000761011	8/2/2024 6:12	81	
14		8/13/2024 14:46	Expired		8/29/2024 8:00		567500000		0000475919	7/29/2024 5:50	80	

In the downloaded CSV file, column headings for the original error message are preceded with **OM** and column headings for the corrected message are preceded with **CM**.

Working with Reports

CCH provides the following reports to assist users. Each of these reports can be exported as a spreadsheet.

- [Haulage Agreements Report](#) – This report shows your current haulage agreements so you can verify your haulage setups with other carriers. Haulage agreements are displayed when the Selected Railroad Mark is listed as Carrier 1, Carrier 2 or Car Hire Liable.
- [TOL Rule 5 Liability Limits Report](#) – This report shows the agreed limit between the Switch Carrier and the Line-Haul Carrier.
- [DDCT Dismantled Equipment Report](#) – This report shows all of your cars that have moved to DEAD status. DEAD denotes that a car has been designated for dismantling.
- [Mileage Information Report](#) – This report shows mileage information for individual U.S. states, Canada and Mexico. Users can view summary or detailed mileage reports.
- [CHDX Information Report](#) – This report shows car hire payment information in the car hire payable format.

Note: To add or expire haulage agreements please contact csc@railinc.com.

Haulage Agreements Report

Use the following procedure to view and export the Haulage Agreements Report:

1. From the CCH Home Page ([Exhibit 5](#)), select **Reports > Haulage Agreements**. The Haulage Agreements Report Search page is displayed ([Exhibit 29](#)).

Exhibit 29. Haulage Agreements Report



Haulage Agreements

Select Carrier *

Select Road

Search

2. Select the appropriate carrier from the drop-down and select **Search**. The Haulage Agreements Report for the selected carrier is displayed ([Exhibit 30](#)).

Exhibit 30. Haulage Agreements Report Results

Haulage Agreements

Select Carrier *

Search

Haulage Agreement Results (296 results in 1.172 seconds)

Download CSV

Total items: 296

Clear Filters

Carrier 1	Carrier 2	Location	Haulage ID	Car Hire Liable	Effective Date
		WI, SUPERIOR	A		10/02/2021
		WA, SEATTLE	A		09/28/2021
		IL, MARKHAM	A		09/25/2021
		WA, LONGVIEW	A		04/20/2016
		TX, LUBBOCK	A		08/04/2015
		OR, ENGLEWOOD	A		06/17/2014
		OR, ALBANY	A		06/01/2014
		OR, BANKS	A		06/01/2014
		OR, EUGENE	B		06/01/2014
		OR, BROOKLYN	A		06/01/2014
		MN, MANKATO	H		06/01/2014
		CA, SUISUN FAIRFIELD	A		06/01/2014
		CA, BRAZOS	A		06/01/2014

- As necessary, type an entry in the column heading to filter the report results. Search the **Clear Filters** button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered Haulage Agreements Report. A confirmation message is displayed ([Exhibit 31](#)).

Exhibit 31. File Download Confirmation

Confirmation

☐ By downloading this data, you agree to [Railinc's Terms of Service](#) which limits data use and restricts distribution without prior Railinc agreement.

Cancel

Accept

- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. Below is an example of the report opened in a spreadsheet application.

Exhibit 32. Haulage Agreements Report Download

	A	B	C	D	E	F	G	H	I
1	Carrier 1	Carrier 2	State/Pro	City	SPLC	Haulage I	Car Hire L	Effective Date	
2	RAIL	AARE	OH	COLUMBUS	3.53E+08	A	AARE	10/14/2011	
3	RAIL	AARE	NY	FRESH POND	1.79E+08	B	AARE	12/16/2010	
4	RAIL	AARE	NY	FRESH POND	1.79E+08	A	AARE	12/16/2010	
5	RAIL	AARE	NY	ALBANY PORT	1.73E+08	A	AARE	12/15/2010	
6	RAIL	AARE	MA	PALMER	1.48E+08	A	AARE	1/11/2010	
7	RAIL	AARE	OH	BARBERTON	3.45E+08	A	AARE	6/17/2009	

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

TOL Rule 5 Liability Limits Report

Use the following procedure to view and export the TOL Rule 5 Liability Limits Report:

1. From the CCH Home Page ([Exhibit 5](#)), select **Reports > TOL Rule 5 Liability Limits**. The TOL Rule 5 Liability Limits Report Search page is displayed ([Exhibit 33](#)).

Exhibit 33. TOL Rule 5 Liability Limits Report

TOL Rule 5 Liability Limits

Select Carrier *
Select Road

Search

2. Select the appropriate carrier from the drop-down and select **Search**. The TOL Rule 5 Liability Limits Report for the selected carrier is displayed ([Exhibit 34](#)).

Exhibit 34. TOL Rule 5 Liability Limits Report Results

TOL Rule 5 Liability Limits

Select Carrier *

Search

TOL Rule 5 Liability Limit Results (15 results in 0.101 seconds)
Download CSV

Total items: 15
Clear Filters

Carrier 1	Carrier 2	Location	TL Effective ...	IL Effective D...	Expiration D...	TL Hours To	TL Hours From	IL Hours To	IL Hours From
			04/03/2017	04/03/2017	12/31/9999	120	0	0	0
			10/28/2015	10/28/2015	12/31/9999	120	120	30	0
			10/16/2014	10/16/2014	10/28/2015	120	120	0	30
			09/19/2014	09/19/2014	09/19/2014	0	0	30	30
			08/17/2014	08/17/2014	09/19/2014	0	0	30	0
			08/17/2014	08/17/2014	09/19/2014	0	0	30	30
			08/17/2014	08/17/2014	10/16/2014	120	120	30	0
			08/17/2014	08/17/2014	09/19/2014	0	0	30	0

3. As necessary, type an entry in the column heading to filter the report results. Select the **Clear Filters** button to remove any filters and relist the full results.
4. Select **Download CSV** to download the unfiltered TOL Rule 5 Liability Limits Report. A confirmation message is displayed ([Exhibit 31](#)).
5. Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. Below is an example of the report opened in a spreadsheet application.

Exhibit 35. TOL Rule 5 Liability Limits Report Download

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Carrier 1	Carrier 2	State/Pro	City	SPLC	Terminal L	Intermedia	Terminal	Terminal	Intermed	Intermediate	Limit	Hours From
2	Rail	AARE	OH	LORDSTO	3.44E+08	8/16/2002	8/16/2002	120	480	0	0		
3	Rail	AARE	OH	ASHTABU	3.41E+08	8/16/2002	8/16/2002	120	480	0	0		
4	Rail	AARE	OH	ASHTABU	3.41E+08	8/16/2002	8/16/2002	120	480	0	0		
5	Rail	AARE	IN	CRAWFOI	3.69E+08	8/16/2002	8/16/2002	480	120	0	0		
6	Rail	AARE	IN	INDIANA	3.69E+08	8/16/2002	8/16/2002	480	120	0	0		
7	Rail	AARE	FL	CANTONI	4.95E+08	9/1/1999	9/1/1999	72	0	0	0		

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

DDCT Dismantled Equipment Report

Use the following procedure to view and export the Damaged and Defective Car Tracking (DDCT) Dismantled Equipment Report:

- From the CCH Home Page ([Exhibit 5](#)), select **Reports > DDCT Dismantled Equipment**. The DDCT Dismantled Equipment Report Search page with the option to select a carrier is displayed ([Exhibit 36](#)).

Exhibit 36. DDCT Dismantled Equipment Report

DDCT Dismantled Equipment

Select Carrier *
Select Road

Q Search

- Select the appropriate carrier from the drop-down and select **Search**. The DDCT Dismantled Equipment Report for the selected carrier is displayed ([Exhibit 37](#)).

Exhibit 37. DDCT Dismantled Equipment Report

DDCT Dismantled Equipment

Select Carrier *
Q Search

DDCT Dismantled Equipment Results (1 results in 0.121 seconds)
Download CSV

Total items: 1 Clear Filters

Owner Mark	Equipment Initial	Equipment Number	Equipment Type	Mechanical Desig...	Transportation Co...	TC Code	Equipment Grade	Last Updated
		0000720864	C114	LO	P			09/09/2024

10 25 50 100 500 2000

- As necessary, type an entry in the column heading to filter the report results. Select the **Clear Filters** button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered DDCT Dismantled Equipment Report. A confirmation message is displayed ([Exhibit 31](#)).

- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. Below is an example of the report opened in a spreadsheet application.

Exhibit 38. DDCT Dismantled Equipment Report Download

	A	B	C	D	E	F	G	H	I
1	Owner MA	Equipmer	Equipmer	Equipmer	Mechanic	Transport	Transport	Equipmer	Last Updated
2	RAIL	RAIL	3333	J301	GT				4/25/2001
3	RAIL	RAIL	3767	J301	GT				4/25/2001
4	RAIL	RAIL	4020	J301	GT				4/25/2001
5	RAIL	RAIL	4117	J301	GT				4/25/2001
6	RAIL	RAIL	4175	J301	GT				4/25/2001
7	RAIL	RAIL	4209	J301	GT				4/25/2001
8	RAIL	RAIL	4283	J301	GT				4/25/2001

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

Mileage Information Report

The Mileage Information Report shows mileage information for individual U.S. states, Canada, and Mexico. You can view summary or detailed mileage reports.

Use the following procedure to download and view the Mileage Information Report:

- From the CCH Home Page ([Exhibit 5](#)), select **Reports > Mileage Information**. The Mileage Information Report Search page is displayed ([Exhibit 39](#)).

Exhibit 39. Mileage Information Report

Mileage Information

Mark *

Report Type *
Select Report Type

Report Frequency *
Select Report Frequency

Report Detail Type:
☒ Summary
☐ Detail

- Specify the following report parameters using the drop-down list boxes:

Mark Select the Mark to use for the report.

Report Type Select **Railroad** or **Private**.

- Select **Railroad** to retrieve mileage information for the selected Mark when it is the liable railroad.
- Select **Private** to retrieve mileage information for the selected Mark where they are the equipment owner.

Report Frequency Select **Monthly** to generate individual reports for each of the available months of the current year. Or select **Yearly** to generate a report for an entire year.

- For **Report Detail Type**, select **Summary** to generate the summary report, or **Detail** to generate the detailed report.

Note: The CSV output of the detailed report contains some additional columns of information, including the **Car Type Code** and **Loaded** and **Empty Mileage Rates**.

- Select **Search**. The Mileage Information Report for the selected carrier is displayed ([Exhibit 40](#)).

Exhibit 40. Mileage Information Report Results

Mileage Information

Mark *

UP

Report Type *

Railroad

Report Frequency *

Monthly

Report Detail Type:

☐ Summary
 ☒ Detail

Search

Available Reports - MONTHLY : # 6

Total items: 6

Clear Filters

Mark	Report Type	Freq	Type	Year	Month	Download
UP	Railroad	Monthly	Detail	2014	6	Download File
UP	Railroad	Monthly	Detail	2015	5	Download File
UP	Railroad	Monthly	Detail	2017	7	Download File
UP	Railroad	Monthly	Detail	2017	2	Download File
UP	Railroad	Monthly	Detail	2018	12	Download File
UP	Railroad	Monthly	Detail	2022	2	Download File

10

25

50

100

500

2000

- Select **Download File** to download the unfiltered Mileage Information Report in compressed (*.zip) format. Depending on your browser, you may need to select **Save** to complete the download to your computer, and then open it to uncompress it. Once opened, the Mileage Information Report displays in your local spreadsheet application as a *.csv file. Below is an example of the report opened in a spreadsheet application.

Exhibit 41. Mileage Information Report Download

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Lioble Road	Country	State	Equip Owner	Car Type Code	Equip Initial	Equip Count	Loaded Miles	Empty Miles	Total Miles	Loaded Mileage Rate	Empty Mileage Rate	
2		CA	AB		C614		1	28.49	0	28.49	0.546	0	
3		CA	AB		C113		1	321.728	0	321.728	0.132	0	
4		CA	AB		C112		1	516.15	0	516.15	0.546	0	
5		CA	AB		C113		22	596.106	4982.029	5578.135	0.546	0	
6		CA	AB		C112		2	916.644	0	916.644	0.546	0	
7		CA	AB		C113		58	1705.276	15855.228	17560.504	0.546	0	
8		CA	AB		T389		2	340.462	806.684	1147.146	0.78	0	
9		CA	AB		C114		16	0	3371.04	3371.04	0.546	0	
10		CA	AB		C112		1	106.252	0	106.252	0.487	0	
11		CA	AB		C113		1	206.602	0	206.602	0.097	0	
12		CA	AB		C214		1	0	106.252	106.252	0	0	
13		CA	AB		C214		1	0	175.92	175.92	0.546	0	
14		CA	AB		T054		1	206.602	227.359	433.961	0.308	0	
15		CA	AB		T108		1	402.272	0	402.272	0.311	0	
16		CA	AB		T108		1	0	106.252	106.252	0.678	0	
17		CA	BC		J301		2	0	100.578	100.578	0.015	0.015	

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

CHDX Information Report

The CHDX Information Report shows car hire payment information in the car hire payable format (i.e., it converts the CHLF file to CHDX format).

Use the following procedure to download and view the CHDX Information Report:

1. From the CCH Home Page ([Exhibit 5](#)), select **Reports > CHDX Information**. The CHDX Information Report Search page is displayed ([Exhibit 42](#)).

Exhibit 42. CHDX Information Report

2. Specify the following report parameters using the drop-down list boxes:

Note: An asterisk (*) indicates the parameter is required.

Mark* Select the Mark to use for the report.

CHLF File* Select a CHLF actual file to work with.

Equip Owner* Enter an Equipment Owner to include in the report.

Equip Initial Enter a specific Equipment Initial to include in the report.

Equip Number Enter an Equipment Number or a range of Equipment Numbers using the **Low Number** and **High Number** fields.

Car Type Enter a specific Car Type Code (CTC) to report on.

Note: You can enter an asterisk (*) as a wildcard for the first character of the Car Type field.

L/E Status Select **All**, **Loaded**, or **Empty** to specify the status of the equipment to include in the report.

Note: You can select the **Reset** button to clear all of the parameter fields.

3. Optionally, select the checkbox if you want to receive the report output in a 1400-byte CHDX fixed format file (the default is a *.csv format file).
4. Select **Search**. The CHDX Information Report for the selected carrier is displayed ([Exhibit 43](#)).

Exhibit 43. CHDX Information Report Results

CHDX Information

Mark *

CHLF File *
08/2020 Actual File

Equip Owner *

Equip Initial

Equip Number

High Number

Car Type

L/E Status
All

☐ 1400 Format

Total # of Results : 1000 (Maximum number of result displayed : 1000)

Total items: 1000

Equip Init	Equip Nbr	CTC	Start SPLC	Start Date	End SPLC	End Date	L/E	TR	MR	AR	Total Hrs	Total Mi...	Total Amt	Source
	E534		381473000	2020-08-11	380000000	2020-08-15	E	0.63	0.065	0	91	19.38326	58.59	U
	E534		380433000	2020-08-05	381473000	2020-08-11	L	0.63	0.065	0	129	44.020283	84.131	U
	E534		396640000	2020-08-31	396640000	2020-08-31	L	0.63	0.065	0	1	6.3073134	1.04	U
	E534		556844000	2020-08-09	556844000	2020-08-12	L	0.63	0.065	0	62	0	39.06	U
	E534		381248000	2020-08-01	381248000	2020-08-02	L	0.63	0.065	0	43	0	27.09	U
	E534		381248000	2020-08-02	556874000	2020-08-07	L	0.63	0.065	0	112	821.5069	123.958	U
	E534		556874000	2020-08-07	556874000	2020-08-09	L	0.63	0.065	0	61	0	38.43	U
	E534		439900000	2020-08-17	439900000	2020-08-17	L	0.63	0.065	0	8	0	5.04	U
	E534		689880000	2020-08-11	647000000	2020-08-17	E	0.63	0.065	0	131	748.7	131.195	U
	E534		647000000	2020-08-01	689880000	2020-08-01	L	0.63	0.065	0	14	8.539304	9.375	U
	A302		380433000	2020-08-12	332140000	2020-08-19	L	0.53	0.06	0	159	166.00752	94.23	U
	A302		332140000	2020-08-19	380000000	2020-08-24	E	0.53	0.06	0	130	164.55031	78.773	U
	A302		333164000	2020-08-26	333164000	2020-08-31	E	0.53	0.06	0	133	431.8873	96.403	U
	A302		380433000	2020-08-13	333164000	2020-08-26	L	0.53	0.06	0	320	384.7909	192.687	U

7. Select **Download CSV** to download the unfiltered CHDX Information Report in compressed (*.zip) format. A confirmation message is displayed ([Error! Reference source not found.](#)). Depending on your browser, you may need to select **Save** to complete the download to your computer, and then open it to uncompress it. Once opened, the Mileage Information Report displays in your local spreadsheet application as a *.csv file or as a 1400-byte fixed format file ([Exhibit 45](#)), depending on whether or not you selected the 1400 Format checkbox. Below is an example of the report opened in a spreadsheet application.

Exhibit 44. CHDX Information Report CSV Download

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Group Fur	Applicatio	Applicatio	Group Dat	Group Tim	Group Cor	Responsit	Version/R	Transactio	Blank	Transactio	Equipmen	Equipmen	Car Hire	D Account T	Transactio
2	CR			240927	1126		X	003020	414						1 010	31
3	CR			240927	1126		X	003020	414						1 010	31
4	CR			240927	1126		X	003020	414						1 010	31
5	CR			240927	1126		X	003020	414						1 010	31
6	CR			240927	1126		X	003020	414						1 010	31
7	CR			240927	1126		X	003020	414						1 010	31
8	CR			240927	1126		X	003020	414						1 010	31
9	CR			240927	1126		X	003020	414						1 010	31
10	CR			240927	1126		X	003020	414						1 010	31
11	CR			240927	1126		X	003020	414						1 010	31
12	CR			240927	1126		X	003020	414						1 010	31
13	CR			240927	1126		X	003020	414						1 010	31
14	CR			240927	1126		X	003020	414						1 010	31
15	CR			240927	1126		X	003020	414						1 010	31
16	CR			240927	1126		X	003020	414						1 010	31

Exhibit 45. CHDX Information Report 1400-Byte Download

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	1400 BYTE DATA																	
2	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000350429E534	
3	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000350429E534	
4	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000356696E534	
5	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000356740E534	
6	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000356740E534	
7	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000356740E534	
8	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000356740E534	
9	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	BO	0000357046E534	
10	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CO	0000351080E534	
11	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CO	0000351080E534	
12	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CSXT0000129725A302		
13	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CSXT0000129725A302		
14	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CSXT0000129734A302		
15	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CSXT0000129734A302		
16	CRUP	RRDC	2409271129	X 003020	414									UP	CSXT1010312020082020081	CSXT0000129812A302		

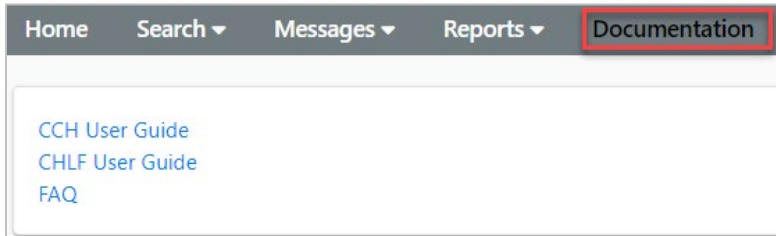
- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

Accessing CCH System Documentation

The Documentation menu item enables users to download the latest version of the *CCH User Guide* (this document), the [CHLF User Guide](#) (describes the layout of the Car Hire Liability File), and the [FAQ](#) (a list of CCH frequently asked questions).

Select the **Documentation** menu item. The Documentation page opens, providing links to download CCH system documents ([Exhibit 46](#)).

Exhibit 46. CCH System Documentation



To download a document, select the corresponding link. The document PDF opens in your browser (see [Exhibit 47](#)). Use the tools within your browser to print or save the document.

Exhibit 47. CCH User Guide PDF



Glossary

AAR—Association of American Railroads.

Car Hire—Car Hire is a usage charge paid to car owners by railroads for the use of freight cars and appurtenances.

CHARM—Car Hire Accounting Rate Master. A file that contains all car hire rates currently in effect for each individual piece of equipment. An updated and complete CHARM file is produced each month.

CHLF—A text format data file that contains railcar hire information. It provides LCS interchange information as well as loaded and empty cycle breaks, and Rule 4, Rule 5, and Rule 15 Transfers of Liability, Haulage, and Suppression.

CHRNSS—Car Hire Rate Negotiation Self Service. A Railinc application that provides users with a convenient, single access point to participate in negotiations related to car hire.

ECB—Empty Cycle Break.

LAM—Liability Acceptance Message. A message that enables a railroad to assume liability for a railcar.

LCB—Loaded Cycle Break.

LCS—Liability Continuity System. A system that uses industry approved rules to assess interchange and car movement events reported by carriers to determine car hire liability. LCS provides data to end users via the TRAIN II system (TRAIN 61, 62, 63, and 69). There is no direct user interface with LCS. Refer to the [TRAIN II User Manual](#) for additional information.

Mark—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

Rate Indicator—CHARM rate indicator codes.

- B** BFO rate on market cars.
- D** Post arbitration-period rate on market cars.
- L** Spot bilateral rate on non-market equipment.
- M** Market rate on market cars.
- N** Post BFO-period rate on market cars.
- O** Default rate on market cars.
- R** Arbitrated Rate — Rates set through the arbitration process.
- S** Spot market rate on market cars.
- U** Base rate on non-market equipment.
- V** Special bilateral rate on non-market equipment.
- W** Bilateral rate on non-market equipment.
- Z** Special market rate on market equipment.

Refer to [Car Hire Deprescription Business Rules](#) for additional information.

Rate Source—C, NL, or AO. C - CHARM; NL - Not Liable (the user can see the record because they are in possession of the car, but they are not car hire liable); AO - Appurtenance Only (the user can see the record because they are the rack owner or the rack lessee but are not the flat owner or the flat lessee).

RCH—Railroad Clearinghouse. A centralized process for administering and transferring funds among railroads.

SCAC—Standard Carrier Alpha Code. A two-to-four-letter code used to identify transportation companies.

SPLC—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

STCC—Standard Transportation Commodity Code. A seven-digit numeric code used to identify a commodity on waybills and other shipping documents.

Umler[®]—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

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