


Standard Operating Procedure			
No. #.4	Effective Date: 02/12/2021	Supersedes: Version 1	
Title: Track Access Coordination- Contractor Procedure			
Issued By: Zachary Thomas		Page: 1 of 3	

Acronyms:

Right of Way (ROW)
Right of Entry (ROE)
FrontRunner Rail Control (FRC)
Maintenance of Way (MOW)

Purpose:

To establish a procedure in which contractors can establish working parameters with UTA and the UTA Operational Group in this case Warm Springs-FrontRunner Operations.

Working on or around UTA Railroad Property:

UTA has prepared a website to inform contractors and others requesting to work on or around UTA railroad property of the required steps and to provide information for each step of the process. The website can be found at www.rideuta.com under Doing Business > Property Management:

www.rideuta.com/propertymanagement

Track Access Permits:

- Submitting Permits:
 - Before submitting a Track Access Permit, in most cases a Right of Entry (ROE) or letter of authorization must first be obtained from UTA Property Management. Visit the website listed above for ROE information.
 - An initial site visit or meeting is required with UTA Maintenance of Way Track Manager and UTA FrontRunner Track Access Coordinator.
 - This visit determines: Dates, Time, Work Conditions, Work Limits, Description of Work and Level of on Track Safety.
 - When submitting permits, please email them frtrackaccess@rideuta.com
 - **Permits for the following week (Sunday – Saturday) are required to be submitted by 11:00 AM Thursday.**
 - We encourage contractors to submit their permits early to ensure that the Track Access Coordinator can return signed permits in a timely manner.
 - Major activities such as Track Out of Service, Form B, or projects that may impact revenue service during the following week (Sunday – Saturday) requires a meeting and approval by the Track Access Coordinator and Operations.
 - A coordination meeting may be set up at the Warm Springs Facility or done through an on-site visit.

- **Modifying Permits:**
 - Requests to modify permits must be made through one of the Track Access Coordinators (not the Dispatchers).
 - An exception: If the Permit Holder name and number needs to change contact FrontRunner Rail Control (FRC).
 - Modifications must be submitted to the Track Access Coordinator by Thursday 11:00 am. At the Track Access Coordinators discretion, they may approve modifications past Thursday, but on a limited basis.
 - Short notice permits such as graffiti removal, utility companies, or emergencies may be approved at the Track Access Coordinator discretion.

- **Activating/Deactivating Permits:**

- **UTA's Rail Operations run 24/7 and have priority in UTA's railroad corridors.** The Dispatchers have authority over all movements and activities in UTA's railroad corridors and determine what activities can safely take place at any given time based on real-time information and conditions. **Until an on-duty FrontRunner dispatcher has activated a permit, work crews and equipment are not allowed on the Right of Way (ROW), regardless of what is stated on the permit.**
- The On-Site Permit Holder must:
 - Be on site at all times and reachable by the FrontRunner Rail Control (FRC).
 - Have all required paperwork (a copy of the processed permit, proof of Roadway Worker Protection training/certification, etc.)
 - Call FRC by phone and/or by radio to activate the permit before work starts and before any workers access the ROW. Permit must be activated on a daily basis.
 - **Delay of Start Time.** If the Permit Holder/Contractor is unable to start within 30 minutes of the permit start time, the permit will be voided, unless they have notified FRC of the delayed start.
 - **Voiding a permit.** If the permit is no longer needed the Permit Holder/Contractor will call FRC and void the permit.
 - **More than 1 permit.** If the contractor has been issued more than 1 permit for the day, follow the specified instructions on the permit.
 - Call FRC to deactivate the permit.
 - Verify that all crew members and equipment are clear of the ROW before deactivating the permit for the day.

- **Safety and Rules Compliance:**

UTA Personnel can stop work, expel workers from the railroad ROW and/or cancel permits as needed to facilitate safety, rules compliance and/or Rail Operations. Some examples of reasons why this may occur:

- Not following the UTA Roadway Worker Protection guidelines (e.g. not wearing safety vest, watchman lookout on phone/distracted, conducting work/activities in an unsafe manner, etc.).
- Not able to produce required paperwork.
- Not following the Track Access guidelines (working outside of authorized limits, not following conditions stated on the permit, conducting work that has not been authorized, etc.).
- To facilitate rail operations and movements necessary to ensure FrontRunner revenue operations are safe, reliable and not adversely impacted.
- Rail Operations Emergencies.

- **Graffiti Removal & Utility Company Permits:**

While those applying for permits must make every effort to comply with the Thursday permit deadline stated above, it is important that graffiti be removed as soon as possible after it is discovered. Additionally, utility companies may need to access their existing infrastructure to address unforeseen urgent needs. Track Access Coordinators may allow for limited short notice permits under the following deadlines:

- Permits for Tuesday, Wednesday, Thursday and Friday submitted by 11:00 AM of the prior business day.
- Permits for Saturday, Sunday and Monday submitted by 11:00 AM Thursday.

Calling the FrontRunner Rail Control (FRC):

For safety reasons, distractions to Dispatchers must be minimized. The FRC should only be called to activate and close permits, and for current activities or situations that impact Rail Operations (e.g. placing/removing derails, an emergency on the alignment or in close proximity to the alignment, etc.). **Calls for general Track Access requests or information (e.g. how to obtain a permit, status of a permit that has been requested, requesting modifications to an existing permit, etc.) are to be addressed with the Track Access Coordinators.** Individuals calling FRC for general Track Access requests or information will be redirected by the Dispatchers to the Track Access Coordinators.

Track Access Coordinators:

The FrontRunner Track Access Coordinators are assigned other projects, responsibilities, and shift duties. Track Access is a secondary responsibility to those primary assignments.

- Track Access coverage will be provided **Monday thru Thursday** from roughly **09:00 am to 04:00 pm** when there are no conflicts with primary assignments.
- **Outside of those hours, Track Access Coordinators are fulfilling other duties or are off and will only be available on an emergency basis.**
- Other UTA personnel will provide 24/7 Track Access oversight (activation permits, on-site inspections, etc.) in addition to their other duties during their normal work hours.
- Calls and emails may not be immediately answered or returned. Track Access Coordinators are often performing safety sensitive assignments (such as duties in a train cab or on the alignment), in a meeting, etc. **Please leave a message if the call is not answered.** Calls/emails will be returned as soon as it is safe and possible to do so.
- Track Access Coordinator contact information is listed on the Track Access Permits, and also on the website referenced at the top of the first page.

Approval:

This Standard Operating Procedure was reviewed and authorized on the 12th day of February 2021.



2/12/21

Zachary Thomas, Manager of Commuter Rail Operations

Date

Revision History		Version
Andres A Alarcon	8/29/2013	1
Mike Stidd, Mike Faulkner, Carolyn Anderson	2/11/2021	2