

Cerklewski, Chris

From: RP Utility <rp.utility@railpros.com>
Sent: Tuesday, November 1, 2022 11:39 PM
To: Cerklewski, Chris
Cc: Utilities Office Staff
Subject: Folder 0786630 Albany, OR / Construction Observation Requirements
Attachments: RailPros Observer with Surcharge and Flagging Rates.pdf; UPRR Guidelines for Track Monitoring.pdf; Work Plan Form.docx; Project and Billing Form.pdf

Categories: Red category

Chris,

This utility installation has been assigned to have a Third Party Flagger and a RailPros Observer (RailPros rates attached). Please have the responsible party for the RailPros invoice(s) complete and return the attached Project and Billing form and I will reply with the necessary paperwork (#2). I have also attached the work plan form (#3) that needs to be filled out and submitted for review and I would recommend emailing the UPRR representative Jeremy Halbardier (contact and instructions given in #4) attach the fully executed UP Agreement and to verify any signal cables (RailPros cannot schedule your project without their approval email on file). I will wait for the return email from you with the necessary paperwork.

I have updated / highlighted the Construction Observation requirements that need to be complete before work takes place on, under or above UPRR property. Please note that the Observer needs to be scheduled from the start of the underground installation until the utility is in its final resting position.

The RailPros team looks forward to working with you. Please feel free to call with any questions. We are here to help.

- Chris Simone, Project Manager (christopher.simone@railpros.com or 702-994-3726) for Construction Observation requirements questions
- Bao Doan, Review Engineer (bao.doan@railpros.com or 346-719-7035) for Work Plan questions
- Jason Murray, Director (jason.murray@railpros.com or 248-974-3362) for any questions

UPRR CONSTRUCTION OBSERVATION REQUIREMENTS – IMPORTANT – PLEASE READ

Be sure to reference your FOLDER NUMBER (referenced in subject line) in any email to RailPros. Also, it can take up to 30 days to satisfy all the UPRR Construction Observation requirements below:

1. **UPRR Utility Agreement – Fully Executed**
2. **Flagger and RailPros Observer – Not Complete**
 - Union Pacific's Third Party Flagging Policy: www.up.com/real_estate/third-party-flagging/index.htm
 - Complete the attached Project and Billing form and return to utilities.office.staff@railpros.com and the following applicable paperwork will be emailed for signatures etc.:
 - Observer Agreement
 - Flagger Quote and Services Agreement (SA)
 - Once all the Construction Observation requirements below are complete, RailPros can discuss scheduling ***IMPORTANT:** Please be aware that per the RailPros Agreement it is expected to have the Observer assigned consecutive days (Mon. – Sat. at a minimum for projects that extend into multiple weeks) to avoid additional fees.*
3. **Work Plan Form – Not Complete**
 - Complete the attached Work Plan form and submit to utilities.office.staff@railpros.com

- Submit the Engineer Plan and Profile (Not the Exhibit A from the UP Agreement)

IMPORTANT: *The Work Plan Form is required to verify the Contractor's methods and materials are meeting or exceeding UPRR standards and practices and are the same approved in the UPRR Agreement.*

4. **Locate UPRR Signal Cables – Not Complete**

- Email the UP Mgr. Signal Mntce. Jeremy Halbardier at jhalbardier@up.com
- Give the depth of the casing, the MP and Subdivision (given in Exhibit A of the UPRR Agreement)
- Ask them to reply to your email with any instructions

IMPORTANT: Cc utilities.office.staff@railpros.com

5. **UPRR Telecommunications ("Call Before U Dig") – Generate or Renew**

- Go to [UP: Groups](#)
 - Open the link for 'New CBUD Ticket' and fill out the respective information and click Submit
- IMPORTANT: The joint meeting option does not schedule an on-site meeting with RailPros staff.**
- Any requests for a meeting with RailPros staff can be coordinated through utilities.office.staff@railpros.com.
 - Please forward the CBUD ticket to utilities.office.staff@railpros.com
 - To **Renew** an existing CBUD ticket, please open the link for 'Extend existing CBUD Ticket (14 Days)' and fill out the respective information and click Submit
 - Please be aware that a CBUD takes a **minimum of 96 business hours** to become active and then active for 14 days (this includes any CBUD renewal)

IMPORTANT: *Each contractor who will be digging / drilling on UPRR property must be named on a ticket.*

"Safety is Union Pacific's #1 priority and extends to all who come on Union Pacific properties." Union Pacific Property Access Training (UP-PAT) can be found here: <https://www.up.com/aboutup/community/safety/erailsafe/up-pat/index.htm>

Please review the following link to ensure compliance with all UPRR PPE Requirements:

https://www.up.com/cs/groups/public/@uprr/@suppliers/documents/up_pdf_nativedocs/pdf_up_supplier_safety_req.pdf

Thank you,

RP Utility Team



Rail isn't a part of our business, it IS our business.

Phone: 682-223-5271

Utilities.office.staff@railpros.com

From: Kris Jones <ksjones@up.com>
Sent: Thursday, October 27, 2022 7:11 AM
To: Cerklewski, Chris <Chris.Cerklewski@cityofalbany.net>
Cc: RP Utility <rp.utility@railpros.com>
Subject: RE: 0786630 Pipeline Crossing - Albany, Linn, OR

Good morning,

Attached is your original copy of our Agreement, fully executed on behalf of the Railroad Company. When you or your representative enters the Railroad Company's property, a copy of this fully executed document must be available at the site to be shown on request to any Railroad employee or official.

In accordance with the terms of the Agreement, you are required to notify a Railroad approved flagger provided at the link below, Manager of Signal Maintenance, and the Telecommunications ("Call Before You Dig") email at least 10 days

in advance of the date you plan on entering the right of way for further instructions and approval to commence construction.

www.up.com/real_estate/third-party-flagging/index.htm

Jeremy Halbardier
Manager I Signal Maintenance

Phone: 503-249-2237

Email: jhalbardier@up.com

Call Before You Dig: www.up.com/aboutup/community/telecom/groups/index.htm

As an additional note, the top of the casing must be a minimum of two feet below any existing fiber optic cable. Any open excavation required within five feet of the fiber optic cable must be dug by hand.

Should you have any questions or concerns, feel free to reach out to me.

Thank you,



Kris Jones

(She/her/hers)

Analyst - Real Estate

1400 Douglas Street,
 STOP 1690
 Omaha, NE 68179

Email: ksjones@up.com

www.up.com

APPLY FOR NEW/EXISTING UTILITIES or for TEMPORARY WORK SPACE HERE:

https://www.up.com/real_estate/index.htm

Utility Applications: https://www.up.com/real_estate/utilities/index.htm

From: Cerklewski, Chris <Chris.Cerklewski@cityofalbany.net>

Sent: Wednesday, October 26, 2022 3:45 PM

To: Kris Jones <ksjones@up.com>

Cc: rp.utility@railpros.com

Subject: RE: 0786630 Pipeline Crossing - Albany, Linn, OR

*** PROCEED WITH CAUTION - This email was sent from outside the Company ***

Kris,

Attached is the agreement with the City's signature. Let me know if you need anything else.

Thanks.

Chris Cerklewski, P.E.
 City of Albany - Public Works, Engineering
 P.O. Box 490
 Albany, OR 97321
 (541) 917-7646 Phone
 (541) 917-7573 Fax
chris.cerklewski@cityofalbany.net

From: Kris Jones <ksjones@up.com>
Sent: Thursday, October 20, 2022 12:40 PM
To: Cerklewski, Chris <Chris.Cerklewski@cityofalbany.net>
Cc: rp.utility@railpros.com
Subject: 0786630 Pipeline Crossing - Albany, Linn, OR

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Good afternoon,

Attached is an original of an agreement covering your use of the Railroad Company's right of way. UPRR is now accepting digital signatures and scans of signed agreements. Reply to this email with your partially executed document attached if you do not want to mail hard copies.

If mailing the agreement, please print one copy, execute, and return to 1400 Douglas Street, Omaha, NE 68179-1690
 Attn: Kris Jones, Analyst - Real Estate.

Thank you,



Kris Jones

(She/her/hers)

Analyst - Real Estate

1400 Douglas Street,
 STOP 1690
 Omaha, NE 68179

Email: ksjones@up.com

www.up.com

APPLY FOR NEW/EXISTING UTILITIES or for TEMPORARY WORK SPACE HERE:

https://www.up.com/real_estate/index.htm

Utility Applications: https://www.up.com/real_estate/utilities/index.htm

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Customer Project Information Sheet

Project Information	
Please fill in each cell for processing	
UPRR Agreement Folder Number(s) (example 1234-56):	
Section One:	
Estimated Start Date for Construction On, Under, or Above UPRR ROW:	
Union Pacific's Third Party Flagging Policy:	www.up.com/real_estate/third-party-flagging/index.htm
Estimated Duration (in days) for Flagger (CIC):	
Estimated Duration (in days) for RailPros Observer:	
Estimated Work Schedule (example Mon. – Sat.):	
Daily Start Time / End Time (example 0700 to 1700 etc.):	
Section Two:	
Field Contact Person(s):	
Mobile Phone Number(s):	
Email Address(s):	
Project's Location (City / State):	
Railroad Subdivision:	
Railroad Mile Post(s) (MP):	
Section Three:	
Project Description (example HDD, Jack and Bore, Encroachment, Underground or Overhead Pipeline / Wireline crossing, etc.):	
What type of equipment will be used?	
How close will the equipment be to the tracks (in feet)?	
If instructed by the Railroad, please have all the on-site personnel complete the Railroad Safety Training listed below:	
"Safety is Union Pacific's #1 priority and extends to all who come on Union Pacific properties." Union Pacific Property Access Training (UP-PAT) can be found here: UP: UP Property Access Training	

By checking this box, I acknowledge that if any ground will be disturbed or excavated upon UPRR property, that I will comply with UPRR Specifications and contact the local UPRR representatives (MTM and/or MSM), in accordance with my UPRR Agreement.

I acknowledge

Additional Comments:

Customer Billing Information Sheet

Section Four Billing Information (Responsible Party):

Please fill in each cell for processing

Company Name:			
Contact Name:			
Street Address:			
City / State / Zip Code:			
Phone Number:			
Contact Name Email Address:			
Do you need a W-9?			
How would you like to receive the RailPros Invoice(s)?	Email	Hard Copy Mailed	Other
If Other, please explain and give directions:			
PO # to be listed on RailPros Invoices:			
Company Information (if different than above):			
Company Name:			
Contact Name / Email Address:			
Phone Number:			
Street Address:			
City / State / Zip Code:			

Section Five Prevailing Wage Information:

Does your project involve Prevailing Wage requirements? If you select yes, please complete the portion below and email the supporting documentation that details the PW rates for the County the work will take in (the documents are required to create the Flagging paperwork):	No	Yes
If you select yes, you be asked to review RailPros position statement (pdf that will be emailed to you) on Flagging services.		
PW Project Name:		
PW Project Number:		
PW City / County / State:		

Certified Payroll Information:

Contact Name:	
Phone Number:	
Email Address:	

Additional Comments:

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WORK PLAN

Union Pacific Railroad Folder Number:

Date Submitted to RailPros Field Services:

Work Plan Directions:

This project has been identified by Union Pacific Railroad (UPRR) as requiring third party construction observation. RailPros will be providing the Construction Observation services for this project and is here to assist in moving this project to completion.

The Union Pacific Railroad Real Estate Agreement outlines the requirements and standards for this installation. This work plan describes the specific details of the project, in terms of the site layout, schedule, means and methods, and general requirements, to ensure compliance with the agreement. This work plan, once released, is the basis that the Construction Observer will assess the work. Any field changes from the work plan shall be submitted via email to utilities.office.staff@railpros.com for review and must meet or exceed UPRR and/or AREMA standards.

Work Plan Submittal Check List: **(Please check off all requirements in list, or strike through text if item is not required)**

1. Engineering Plan and Profile (Exhibit A does not qualify):

- a. Mark locations of launch and receiving locations.
- b. Dimension the distances from the centerline of track and any existing utilities.
- c. Dimension depth of excavation.
- d. Railroad right of way and railroad tracks clearly outlined

2. Track Monitoring Plan (if required):

- a. See attached Track Monitoring Guideline (pdf)

3. HDD Installations Only:

- a. Inadvertent Return Contingency Plan (Frac-Out Plan)
- b. HDD Plan Requirements

4. Shoring Plan Only for excavation within UPRR property and Zone A or Zone B:

- a. Calculations for shoring within zone a.
- b. Cut sheets for proprietary systems as applicable.
- c. Description of shoring to include but is not limited to:
- d. Exploration (pot holing)
- e. Demolition
- f. Excavation
- g. Fall protection/confined space entry
- h. Work process
- i. Backfill
- j. Close-out
- k. Contingencies which include weather events and hazmat
- l. Reference the following link to assure compliance.

https://www.up.com/cs/groups/public/@uprr/@customers/@industrialdevelopment/@operationsspecs/@specifications/documents/up_pdf_nativedocs/pdf_up_str_temp-shoring.pdf

Prime Contractor Contact Name:

Email Address:

Phone Number:

Note: The field contact will be asked to sign the daily report to verify hours.

Sub-Contractor (if performing the installation) Contact Name:

Email Address:

Phone Number:

Note: The field contact will be asked to sign the daily report to verify hours.

Project Information

Item	Response	Item	Response
Lat/Long (Decimal Form)		Number of Tracks	
Method of Installation (HDD, Jack and Bore, Etc.)		Casing Pipe Length	
Depth from top of pipe to base of rail		Casing Pipe Type	
Distance from face of receiving pit to Nearest Track CL		Casing Pipe Diameter	
Distance from face of jacking pit to Nearest Track CL		Casing Pipe Thickness	
Excavation depth of jacking pit from base of rail		Carrier Pipe Type	
Excavation depth of receiving pit from base of rail		Carrier Pipe Diameter	
Estimated Start Date		Carrier Pipe Thickness	
Estimated Project Duration (on, under, or above UPRR property)		Is the crossing within a roadway?	
Will there be hot work within UPRR ROW? (welding, open flame, cutting, etc.)		Will there be abandonment work within UPRR ROW?	

Description of Work: Provide a description of Means and Methods the contractor will use to complete the authorized work on, under, or above UPRR property. Excavation or potholing within 15 feet of track centerline is not acceptable, unless approved by UPRR Engineering.	
Equipment:	Machine Make & Model:
Description of Process:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<p>Please review the following link to ensure compliance with all UPRR PPE Requirements.</p> <p>https://www.up.com/cs/groups/public/@uprr/@suppliers/documents/up_pdf_natedocs/pdf_up_supplier_safety_req.pdf</p>	

Track Monitoring: Track Monitoring Plan is required in accordance with the UPRR Track Monitoring Guideline (attached). If work is occurring in more than one (1) shift, Track Monitoring is required during all shifts. Send track monitoring data to utilities.office.staff@railpros.com .	
Survey Company:	
Name of Surveyor:	Instrument:
Will you be using adhesive targets for the track monitoring? Yes or No	
Description of Process:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<p>Please review the following link to ensure compliance with all UPRR PPE Requirements.</p> <p>https://www.up.com/cs/groups/public/@uprr/@suppliers/documents/up_pdf_natedocs/pdf_up_supplier_safety_req.pdf</p>	

Observation Rates:

The daily rates for Observation services to be provided under this Agreement are based on eight (8) hours per day and will be as follows:

- **Mobilization/Administrative Fee**.....\$1,000 per Observer Required (each project will incur a fee for travel and administrative costs per Observer). 24 Hour continuous work requires two Observers. Project must be cancelled 4 business days prior to the scheduled start date to avoid additional mobilization fee. Multiple mobilization fees or additional labor fees will be charged if the project cannot be constructed in consecutive days (Monday through Saturday at a minimum) or if there is a delay during installation.
- **Construction Observation Fees**.....\$1,400/Standard 8-hour day. Overtime rate after 8 hours is \$200 per hour (all scheduling requests require a minimum 10-business days’ notification).
- **Surcharge Fee**.....Activity in certain regions of the U.S. has created high demand for hotel rooms and increased related travel costs. The Project falls within such a region, therefore a surcharge of **\$200.00 per day** will be added to the invoice.

Flagging Rates:

The rates for Flagging services are as follows:

Standard WorkDay:	
Standard 8 hour day	\$1,018.00
Overtime rate per hour after 8 hours	\$135.00
Nights, Weekends, and Holidays:	
Standard 8 hour day	\$1,285.00
Overtime rate per hour after 8 hours	\$154.00

In the event of cancellation, if RailPros Management is given less than 24 hours’ notice, it is considered a billable day. Cancellations must be made in writing to UP.Info@RailPros.com.

This quote is based on RailPros standard labor rates and does not take into any account prevailing wage requirements. If prevailing wages are applicable for this project, RailPros will re-quote based on the prevailing wage requirements.

Invoices are submitted upon completion of the job or at month’s end. On-going jobs are billed on a monthly basis. Payments of invoices are due upon receipt. Invoices are subject to a 1.5% fee for every 30 days the payment is delinquent. RailPros accepts payment for services via Visa, MasterCard, Discover and American Express without additional fees. We encourage you to use this free and convenient service with no processing fees. Please refer to the second page of this document for credit card payments. Please contact RailPros at 877-315-0513 X116 or UP.Info@railpros.com for more information.

This quote is valid for 30 days and is subject to the attached Services Agreement (SA).

You may indicate your acceptance of this quote and the SA by signing and returning both documents via email.

*****Regional Surcharge for additional travel and Per Diem costs (effective February 10, 2018):***

Activity in the Permian Basin and nearby area has created a high demand for hotel rooms and increased other related travel expenses. As a result, we have instituted a regional surcharge to recover a portion of the increased costs. The regional surcharge is applied as follows:

- *Per Diem – An additional \$240 will be charged for each flagging day. In the event of a late notice cancellation (described in detail below) the additional Per Diem cost will also apply.*
- *Mobilization and Demobilization – An additional \$180 will be assessed for each mobilization or demobilization event in which there is a cessation of flagging services (non-continuous flagging days).*



UNION PACIFIC RAILROAD COMPANY

Contractor Minimum Safety Requirements

Contents

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Last update May 10, 2016

POLICY STATEMENT and INTRODUCTION

It is Union Pacific Railroad’s policy to conduct its business in a manner that addresses the safety of employees, contractors, customers and the communities we serve. Union Pacific will strive to prevent all incidents, accidents, injuries and occupational illnesses through the active participation of all stakeholders. The company is committed to continuous efforts to identify and manage safety risks associated with its activities.

Accordingly, **Union Pacific’s policy is to:**

- Encourage and support:
- Employee engagement in workplace safety;
- A Total Safety Culture;
- Care for employees;

Maintain infrastructure and equipment, establish documented safety management systems, provide training and conduct operations in a manner aimed at safeguarding people and property;

Communicate with employees, contractors, communities and customers with respect to their roles and responsibilities surrounding rail safety.

Comply with all applicable laws, regulations, rules and instructions.

Respond quickly, effectively, and with care to emergencies, accidents, or incidents in cooperation with authorized government agencies;

Undertake appropriate reviews and evaluations of its operations to measure progress, foster compliance with this policy and continually improve.

The term “**Contractor**”, “**Contractor-in-Charge**” and “**Contractor Personnel**” as used in this document or other reference materials applies to all non-employees at the work site including contract personnel, third party vendors, subcontractors and others within Railroad work areas owned, leased or used by Union Pacific.

Depending on the type of work and the work location, there are many specific safety regulations, including but not limited to OSHA, FRA, FMCSA requirements, that Union Pacific requires its Contractors to follow. Contractors should also be prepared to comply with all safety requirements found in their agreements to perform work for Union Pacific.

These safety and operational requirements are minimum safety standards required by Union Pacific and are not intended to be inclusive of all safety requirements required by rule, policy or regulation. All contractors, third party vendors and subcontractor operations must meet these standards as they apply to the work being performed under agreements with Union Pacific and are to comply with additional, specific safety requirements called for in connection with the work performed for Union Pacific.

SECTION 1: GENERAL SAFETY REQUIREMENTS

- 1.1 Union Pacific requires its contractors to follow the same safety rules that govern Union Pacific employees. These include, but are not limited to, requirements related to work gear, equipment, and safety conduct, reporting, prohibitions against weapons, drugs & alcohol, and fires.
- 1.2 Railroad management is authorized to take any actions necessary to prevent injuries to any person, damage to railroad property, disruption of railroad operation, and the safety of the public.
- 1.3 The Contractor is responsible for the safety of its personnel, subcontractors, and any vendors or material/delivery drivers working on behalf of the Contractor.
- 1.4 Contractor Personnel must be familiar with and obey all rules, regulations, and instructions applicable to their duties and work location prior to performing work. The Contractor is responsible for training Contractor Personnel to be prepared to work in compliance with all applicable standards and requirements.
- 1.5 Any questions regarding this information should be directed to the Union Pacific manager in charge of the work location.

SECTION 2: CORE RESPONSIBILITIES

2.1 Contractor Personnel are empowered to work safely and must:

- Be responsible for personal safety and accountable for their behavior;
- Correct or protect any unsafe condition or practice and report to proper authority;
- Maintain situational awareness;
- Work within the limits of physical capabilities. Excessive force must not be used to accomplish tasks;
- Comply with instructions pertinent to their work responsibilities.

2.2 Instructions, Rules and Standard Work:

Copies of the current UPRR Safety Rules, General Code of Operating Practices, standard work, site-specific directives can be obtained from the UPRR manager in charge of each work location. Any questions or concerns should be addressed to the UPRR manager in charge of each work location.

Contractors who have access to Union Pacific's internal website may access timetables, subdivision general orders, and system general orders by selecting **Departments**, then select **Operations Support**. Next select **UP Rule Books**, and then click on the desired link from the **Electronic Rules, Bulletins and Timetable (ERT)** page.

2.3 Identification and Permission to Enter Work Site:

- All Contractor Personnel must have a valid contractor badge and/or an eRailsafe Badge where applicable or readily show identification showing employment with the Contractor.
- Contractor Personnel must conduct themselves in a safe manner that does not expose Union Pacific, themselves or any other person to risk of property damage and /or personal injury. This includes compliance with all Union Pacific rules related to working on or around tracks and equipment.
- Permission granted to enter upon Union Pacific premises will be used solely in connection with an authorized purpose and will terminate once that purpose is accomplished.

2.4 Job Briefings:

Must be conducted with all individuals involved in the task before work begins and if the work plan or work group changes.

The job briefing must:

- Consider existing and potential hazards that might be involved as a result of:
Weather,
Scope of work; and
Tools and equipment.
- Identify PPE requirements.
- Review electronic device use restrictions.
- Assign responsibility.
- Explain group / individual assignments, while considering abilities and experience.
- Be aware of work groups and equipment in work area.
- Identify job location.
- Verify understanding of instructions and assignments.

For complex jobs:

- Brief only a portion of the job, and
- Conduct additional briefing(s) as the job progresses.

2.5 Personal Protective Equipment and Proper Attire:

Protective Equipment (PPE) used on duty must:

- Be approved by the Safety Department;
- Only be used as intended;
- Be used where conditions of the job require and in accordance with rules; instructions, or directions from supervisor;
- Not be altered or used if altered.

Anyone entering designated areas or working near others wearing PPE must also wear the required PPE. Keep all PPE issued in good condition, properly fitted, and replace as required in order to maintain the intended protection.

Wear clothing that allows the person to perform duties safely and efficiently. Contractors must wear PPE high visible outerwear color defined by the employing Union Pacific department.

Clothing must not:

- Interfere with vision, hearing and free use of hands and/or feet;
- Block peripheral vision. When hooded sweatshirts and/or coats or similar type clothing are worn, they must be secured around the face to prevent the blocking of peripheral vision;
- Be torn, baggy, ragged, loose, or worn so that it could snag easily or catch on cars, engines, tools, machinery or other equipment but must allow freedom of movement. This includes neckties or similar clothing.

When working outside, Contractor Personnel must wear:

- Pants that cover the legs;
- Shirts with at least quarter-length sleeves that cover the back, shoulders, chest, abdomen and provide protection from sun, insects, abrasions or scratches.

Jewelry that may affect one's safe performance of their duties must not be worn.
Hair, including beards, must be worn in a manner to permit safe performance of duties.

2.6 Use of Electronic Devices:

Contractor Personnel shall not use an electronic device while on duty if that use would interfere with the performance of safety-related duties.

The restrictions in 49 CFR §220 and Union Pacific Rules 2.21 and 74.3 regarding electronic device use apply to Contractor Personnel. The rules do not affect the use of railroad radios under FRA regulations.

Contractor Personnel authorized to use work-related electronic devices are prohibited from using such devices when:

- In a red zone or work location where safety sensitive duties are being performed.
Red Zone is defined as: Anytime an employee is working within an area where there is the potential to be struck by moving equipment, when required to work on under or between equipment, when working with or around machinery or when entering control operator/train dispatcher work stations;
- Operating any equipment;
- Any Contractor Personnel are on the ground fouling the track or on moving or rolling equipment;
- Anyone is assisting in preparation of a train, engine or on-track equipment for movement.
- It is necessary to verbally obtain or release mandatory directives when radio communication is available;
- Fueling a vehicle;
- Standing or walking on a roadway.

Unless required to be powered on for purposes of timely, automated updating or transmission of information, work-related electronic devices must be powered off with any earpiece removed from the ear, and stowed when not in use.

Operators of over the road trucks, passenger vehicles and repair type vehicles are permitted to use cell phones only when a hands free device is used along with voice activated or speed dialing or when parked in designated parking areas. The use of a cell phone for anything other than voice communication is prohibited while operating a motor vehicle.

Use of electronic devices is permitted only in break areas, office areas or in parked passenger or over the road type vehicles in designated parking areas. Gate lanes are not designated parking areas for this purpose.

2.7 Fire Prevention:

No open fires are permitted on railroad property or in connection with any railroad project or activity. Fire prevention is accomplished by:

- Maintaining good housekeeping;
- Not allowing the accumulation of combustible materials and debris;
- Ensuring that fire doors, windows, stairways, fire escapes, passageways, and roadways are in good condition, not blocked, and free from obstruction;
- Maintaining access to firefighting equipment;
- Ensuring that catalytic converters, exhaust systems, and exhaust gases do not come in contact with dry grass, weeds, or flammable material.

Immediately correct and/or inform a supervisor of a potential fire hazard.

2.8 Smoking:

Smoking, including the use of electronic smoking devices, is prohibited at the following locations and activities:

1. All Union Pacific property, whether owned or leased, including mechanical facilities, along the right-of-way, in office buildings, and all service unit facilities and yards;
2. In or near building entrances and contiguous sidewalks;
3. In locomotive cabs, cabooses, bunk cars, company vehicles, and similar equipment;
4. In meetings held at off-site locations.

2.9 Weapons:

Union Pacific employees and all other **individuals on Company property or involved in Union Pacific business off Company property are prohibited from possessing or hiding weapons in facilities, equipment, or vehicles used in operations while on such property, or on their persons, which includes but is not limited to grips, suitcases, gym bags and purses. This prohibition applies even if the individual is licensed to carry a concealed handgun under state law.** Only Union Pacific Police and on-duty law enforcement officers acting in an official capacity are authorized to possess weapons on Company property.

A "**weapon**" shall mean any device, instrument, material or substance (animate or inanimate) that is used to threaten, or is capable of causing, death or bodily injury. This prohibition includes but is not limited to firearms, knives with a blade longer than three inches, tasers, stun guns and pepper sprays. Union Pacific Police are authorized to make the final determination of whether a particular item constitutes a weapon under this policy.

2.10 Drugs and Alcohol:

Contractor Personnel must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on Union Pacific property.

The use or possession of alcoholic beverages while on duty or on Union Pacific property is prohibited. The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on Union Pacific property.

Prohibited drugs include "controlled substances" on Schedule I through V of the Federal Controlled Substances Act, as revised. Controlled substances are listed in 21 CFR Part 1308. The controlled substances list includes illegal drugs (Schedule I) and those that are distributed only by medical practitioner's prescription or other authorization (Schedules II through IV, and some drugs on Schedule V), and certain preparations for which distribution is through documented over-the-counter sales (Schedule V only).

2.11 Reporting:

All cases of personal injury, while on duty or on company property, must be **immediately reported** to the proper manager and the prescribed form completed. All cases of occupational illness must be **immediately reported** to the proper manager and the prescribed form completed. Because railroads are required by federal regulations to report injuries and occupational illnesses that meet certain medical treatment criteria, Contractor Personnel must report to their manager any medical treatment they receive that was directly related to their injury or illness, including any follow-up visits.

Contractor Personnel must immediately contact the Union Pacific Railroad Response Management Communications Center (RMCC) at 1-888-UPRR COP (877-7267) or local law enforcement authorities to remove trespassers, etc. on company property. All environmental hazards caused by or observed by the contractor should be reported to **RMCC** and the local Union Pacific manager responsible for the facility as soon as practical. This does not relieve the Contractor of any obligations to properly report injuries in accordance with any laws or regulations (e.g., OSHA requirements).

SECTION 3: VEHICLE OPERATIONS

3.1 Seat Belts:

All vehicle occupants must use seat belts, where provided. This includes:

- Company vehicles;
- Privately-owned vehicles used on company business;
- Leased, rented or contract vehicles;
- Hi-rail vehicles on and off the rail;
- Operating material handling or utility type vehicles, if so equipped (i.e. forklifts, mobile cranes, mules, utility trucks, etc).

The driver must not move a vehicle until assured all passengers are seated and have their seat belts fastened in proper restraining position.

Exception: Seat belt use is not required if vehicle is not exceeding 5 mph and vehicle is used during the task of inspecting cars, coupling air hoses or changing brake shoes.

3.2 Driver Responsibilities:

Drivers are required to:

- Know and observe all local, state, and federal laws and regulations governing vehicle operation;
- Use courtesy, consideration, and common sense to prevent accidents and control situations encountered that cannot be provided for in the law;
- Obey posted speed limits. Not to exceed a safe and prudent speed for their vehicle when weather, traffic, road conditions, vehicle load or any other prevailing conditions necessitates operating at a lower speed;
- Ensure that required emergency equipment and tools are in the vehicle.
- Maintain good housekeeping;
- Ensure loose items are not kept on the dash or rear window shelf;
- Ensure tools, equipment, material and freight are properly secured;
- Ensure Gross Vehicle Weight Rating (GVWR) of vehicle is not exceeded;
- Ensure headlights or running lights are on while vehicle is moving.

Drivers must not drive when suffering fatigue, lack of sleep, illness, or any other physical condition which may affect alertness and ability to operate the vehicle safely.

3.3 Operating Yard Vehicles:

Only qualified, authorized drivers are permitted to operate yard vehicles. Compliance with other vehicle rules including speed and inspection also apply to operating all vehicles. Reckless or careless driving is prohibited. Operators of vehicles must not:

- Make adjustments or disable any speed limiting devices;
- Park the vehicle foul of any railroad track;
- Park vehicle to foul a portion of a roadway unless proper warning to approaching traffic is provided;
- Cut through empty parking stalls;
- Pull through parking stalls;
- Cross over yellow crane safety distance lines;
- Drive under or park under overhead cranes;
- Enter a protected work area;
- Pass any vehicle on the right side of the roadway.

3.4 Back-Up Moves:

Work must be planned to minimize back-up moves and to avoid driving into areas requiring back-up moves. No back-up move is allowed when a forward move can safely be made.

Employee(s) in the cab of a vehicle must not distract the driver with unnecessary conversation or other distractions until the back-up move is completed. Before initiating a back-up move, the driver must walk to the rear of the vehicle to confirm that it is safe to move unless a second person is directing the move in accordance with Union Pacific safety rule requirements.

3.5 Crossings:

Drivers must approach railroad crossings prepared to stop. Before crossing track(s) where visibility is impaired by railroad equipment or other obstruction that prevents a clear view of approaching trains, the driver of the vehicle must:

- Stop the vehicle and verify (by either a flagman or personal observation) there will be no movement on the track(s) being crossed, or
- Use an alternate crossing.

Vehicles designed to transport 16 or more passengers including the driver or placarded vehicles must stop at all highway railroad crossings at grade.

Drivers must stop before proceeding over any crossing within a yard. This includes crossings where no stop sign is posted. Only one stop is required for multiple crossings.

SECTION 4: CRITICAL RULES

“**Critical rules**” are applicable to Union Pacific employees and Contractor Personnel. Noncompliance with these rules could potentially result in serious or life-threatening consequences for Contractor Personnel performing safety sensitive work or the public or could compromise safe railroad operations. These rules include repeated or deliberate failure to comply with instructions.

Each department or work area must comply with the specific regulatory, rules and policy requirements associated with the work performed. It is the Contractor’s responsibility to ensure all Contractor Personnel are trained regarding the rules, policies and regulations applicable to their work prior to performing their duties. Rules, policies and regulations are updated periodically, and it is the responsibility of the Contractor to be in compliance with the most recent versions of those requirements.

SECTION 5: TRAINING AND COMPLIANCE WITH 49 C.F.R. §243

All Contractor Personnel must be trained in accordance with all regulatory and Union Pacific safety requirements prior to performing work. The Contractor is responsible for ensuring all Contractor Personnel have in their possession any required identification, certifications and licenses necessary when performing work for Union Pacific.

Contractors who employ Personnel who perform safety-related railroad work as defined in **49 C.F. R. §243** for Union Pacific must ensure that any person they employ is trained and qualified to comply with any relevant Federal railroad safety laws, regulations, and orders, as well as any relevant railroad rules and procedures promulgated to implement those Federal railroad safety laws, regulations, and orders. Part 243 contains the general minimum training and qualification requirements for each category and subcategory of safety-related railroad work. **Contractors must certify their compliance with the contents of 49 C.F.R. §243, including those aspects of training that are specific to the Union Pacific's rules and procedures.**

SECTION 6: INFORMATION SECURITY & COMPANY PROPERTY

All physical property and business information the Company acquires and produces, in any form, constitutes a corporate asset. The ownership, usage, dissemination, storage, or formulation of information, as well as all physical and computer systems used to process, transmit, or store data, belong to the Company. It is the responsibility of every user to guard against unauthorized use or disclosure of Company assets. Anyone working for or on behalf of a Union Pacific may not divert to his or her personal benefit any invention, know-how, technology or computer program developed or learned of in the course of his or her employment.

Each person who is issued a User ID is responsible for the confidentiality of the password, and for any action performed with that User ID. Once a User ID is assigned, it shall identify the same person on all systems. A User ID and password is the individual's computer security credentials. A User ID and password are an individual's authorization for secure access and to track the identity of the user when accessing UP computer systems. Loaning out use of security credentials or sharing passwords with others is strictly prohibited. Each individual is personally accountable for all activity that is associated with an assigned computer security credentials.

SECTION 7: AUDIT

Contractors are responsible for audit, oversight and any periodic testing required by regulation or Union Pacific. Contractors are subject to safety audits by Union Pacific management and supervisors at any time.

Union Pacific Railroad

GUIDELINES FOR
TRACK & GROUND MONITORING



CALL BEFORE YOU DIG
1-800-336-9193

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1. Introduction

A. Purpose

1. The purpose of these Guidelines is to inform 3rd party Applicants, Contractors and others outside of the Railroad of the requirements and standards for the monitoring of track movement, both vertical and horizontal, and ground movement due to surrounding construction.
2. This document governs at all locations where the Railroad operates, regardless of track ownership or track status, either active or out of service.

2. Track and Ground Monitoring

A. General track and ground monitoring requirements

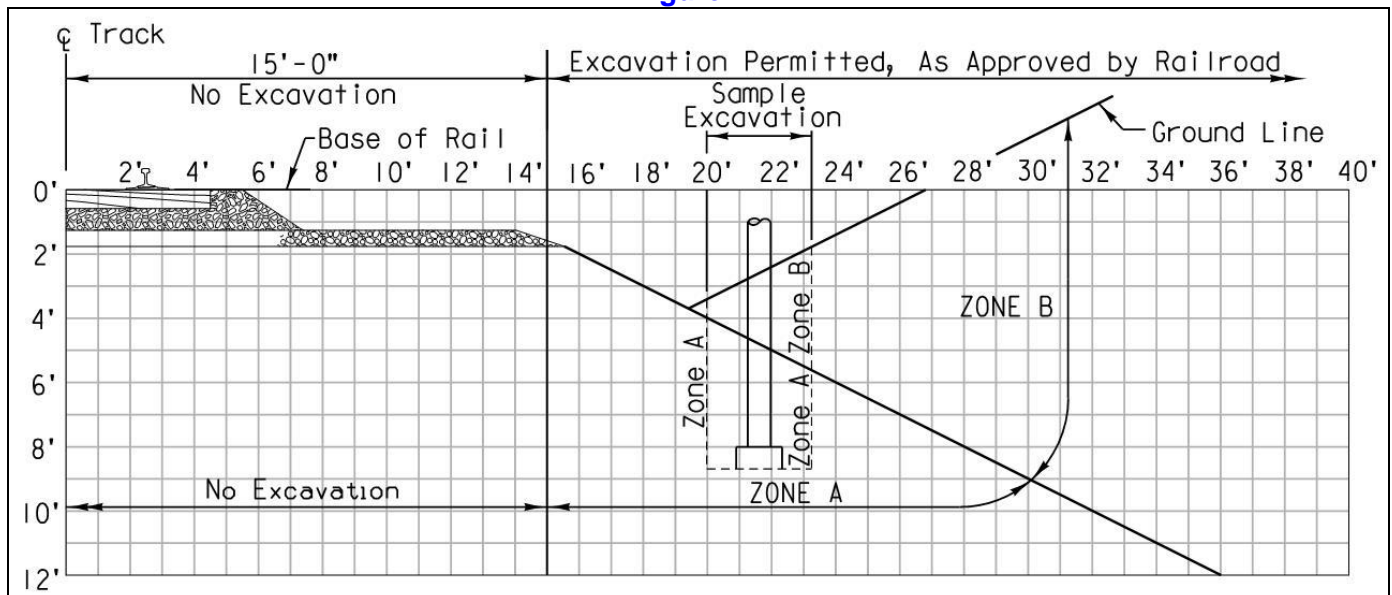
1. Track and ground monitoring are required for any of the following three conditions:
 - i. For crossings with pipe diameter and depth (below base of rail) as shown below in [Table 2-1](#).
 - ii. For shoring within Zone A of any track, as shown below in [Figure 2-1](#).
 - iii. Additional monitoring may be required by the Railroad on a case by case basis.
2. Monitoring schedule
 - i. Monitoring shall commence once any construction activity is within Zone A. See [Figure 2-1](#).
 - ii. Monitoring shall continue, after installation is complete, for 7 days or as required by the Railroad.
 - a. For large and/or shallow pipeline installations monitoring may be required for up to 30 days.
3. General requirements
 - i. Temporary lighting may also be required by the Railroad to identify tripping hazards to train crewmen and other Railroad personnel.
 - ii. Any excavation, holes or trenches on the Railroad property shall be covered, guarded and/or protected. Handrails, fence, or other barrier methods must meet OSHA and FRA requirements.

Table 2-1

Depth, feet (below base of rail)	Table 2-1										
	<=6	<=12	<=18	<=24	<=30	<=36	<=42	<=48	<=54	<=60	>60
<=5	X	X	X	X	X	X	X	X	X	X	X
<=10	X	X	X	X	X	X	X	X	X	X	X
<=15	X	X	X	X	X	X	X	X	X	X	X
<=20			X	X	X	X	X	X	X	X	X
<=25					X	X	X	X	X	X	X
<=30								X	X	X	X
>30										X	X

X = Monitoring is required

Figure 2-1



B. Track Monitoring

1. Track Deflection Limits
 - i. The top of rail shall not permanently deflect more than ¼ inch vertical or horizontal. This is not an “allowable” deflection. All estimated deflection should be eliminated to the greatest extent possible prior to construction.
2. Targets
 - i. Track monitoring shall not require track access other than to place the track monitoring targets.
 - ii. Monitoring targets should be placed such that monitoring is possible when a train is present. However, monitoring during the passing of a train is not required as the train will temporarily deflect the track.
 - iii. Adhesive backed reflective targets may be attached to the side of the rail temporarily. Targets should be removed once monitoring phase is complete.
 - iv. Note, there are normal and temporary vertical track deflections caused by the passage of a train which should be noted and established prior to construction.
3. Monitoring Plan
 - i. If the top of rail does deflect more than 1/4 inch, either vertical or horizontal, all operations shall stop until the matter is resolved.
 - ii. Provide established contingency plan, [See Section 2.D](#), in the event of ground loss and/or the rail deviates ¼ inch vertical or horizontal.
 - iii. Establish a bench mark in the vicinity of the construction. Establish locations for shooting elevations on the top of rail at each area of construction.
 - a. Example locations for shooting rail elevations would be at:
 - At the centerline of an under track crossing.
 - At both outside edges of the crossing. ie. For a wide excavation.
 - At multiple locations from the crossing/excavation edge but no less than 10, 20, 30, 40 and 50 feet from the crossing.
 - iv. Monitoring shall be continuous and recorded in a field log book dedicated for this purpose. Copies of these field log entries can be made available to all concerned parties upon request at any time during construction.

C. Ground Monitoring

1. Provide means for monitoring ground settlement. Submit monitoring plan for Railroad review.
2. Ground monitoring points should be in alignment above the proposed construction activities.

D. Contingency Plans

1. The Contractor shall supply Contingency Plan(s), which anticipate reaching the Threshold and Shutdown values, for all construction activities which may result in horizontal and/or vertical track deflection.
 - i. Track monitoring values:
 - a. Threshold value = 1/8 inch permanent vertical or horizontal deflection
 - b. Shutdown value = 1/4 inch permanent vertical or horizontal deflection
2. The Contingency Plans shall provide means and methods, with options if necessary.
3. The Contractor should anticipate the need to implement each Contingency Plan with required materials, equipment and personnel.
 - i. Once the Threshold value is met, the contractor shall determine the appropriate Contingency Plan(s) and immediately discuss this plan with, and receive approval confirmation from, the Railroad or authorized Railroad representative.
 - ii. Once the Shutdown value is met all project work shall stop and the chosen Contingency Plan shall commence.
 - a. The Railroad may choose to allow and/or require the immediate implementation of specific approved Contingency Plans, submitted by the Contractor, once the Shutdown value is met.

3. Excavation Requirements

A. Shoring Design

1. For temporary earth retention design requirements on the Right-of-Way, see the Railroad Guidelines for Temporary Shoring. http://www.up.com/real_estate/roadxing/industry/index.htm

B. Excavation Safety

1. Guardrails
 - i. Guardrails shall be provided to surround unattended excavations on Railroad Right-of-Way per OSHA Standard Number 1926.502 as follows:
 - a. The guardrail height shall be at least 42 inches above the walking surface.
 - b. The smallest dimension for openings in the guardrail shall be no greater than 19 inches.
 - c. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge of the guardrail.

4. Glossary

Applicant: Any party proposing to install a new, and/or abandon existing, pipelines or Wirelines on Railroad right-of-way or other Railroad operating location, regardless of track being active or out of service. This includes any contractor, employee or consultant hired by said party.

Call Before You Dig: A Union Pacific Railroad 24-hr by 7-day communication center to assist in protecting, documenting and notifying callers of other utilities installed within the Railroad right-of-way.

1-800-336-9193

Crossing: Refers to a Utility which is crossing the Railroad track(s).

Carrier Pipe: Pipe used to transport the product.

Casing Pipe: Pipe through which the carrier pipe is installed.

Cover: Distance from either the base of rail or finished grade to the top of Pipeline or Wireline.

Encroachment: Utilities on Railroad right-of-way which are generally oriented parallel with Railroad right-of-way and/or track.

Centerline of Track: An imaginary line, that runs down the center of the two rails of a track.

Construction Documents: Design plans and calculations, project and/or standard specifications, geotechnical report and drainage report.

Construction Window: A timeframe in which construction or maintenance can be performed by the Contractor with the required presence of a Flagman.

Contractor: The individual, partnership, corporation or joint venture and all principals and representatives (including Applicant's subcontractors) with whom the contract is made by the Applicant for the construction of the Grade Separation Project.

Facility: Refers to the Applicant's pipeline, wireline, poles, manholes, handholes, splice boxes, storage tanks and other such structures which exist as part of the Applicant's infrastructure.

Flagman (Flagging): A qualified employee of the Railroad providing protection to and from Railroad operations per Railroad requirements.

Guidelines: Information contained in this document.

Industry Track: A secondary track designed to allow access to industries along the main track.

Main Track: A principle track, designated by Timetable or special instructions, upon which train movements are generally authorized and controlled by the train dispatcher. Main Track must not be occupied without proper authority.

Railroad Load: Cooper E-80 loading.

Railroad: Refers to Union Pacific Railroad.

Railroad Manager of Track Maintenance (MTM): Railroad representative responsible for maintenance of the track and supporting subgrade.

Right-of-Entry Agreement: An agreement between the Railroad and an Applicant or a Contractor allowing access to Railroad property.

Right-of-Way: The private property limits owned by the Railroad.

Tracks: The rails, ties and ballast and roadbed that compose the traveling surface used by trains.

Utility: Refers to a pipeline or wireline.

Wireline: Refers to electric power and communication utility systems including, but not limited to, all associated conductors, cables, support structures, and equipment.