



Damaged and Defective Car Tracking (DDCT) User Guide



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Last Updated: October 2025

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Learning about DDCT

The Damaged and Defective Car Tracking System (DDCT) is a web-based application that enables freight Car Owners and railroads to exchange information about damaged and defective freight cars. Handling of damaged and defective freight cars is subject to the American Association of Railroads (AAR) Interchange Rules. *Damaged* cars are handled in accordance with Rule 107 and *defective* cars are handled in accordance with Rules 1, 96, and 108. Rule 95 is used for any damaged equipment that can be returned to service. Rule 102 applies to defect cards. Refer to AAR Interchange Rule 115 for information about participation and guidelines for DDCT.

The following list identifies the rules that apply to DDCT. Refer to the *Field Manual of the AAR Interchange Rules* for detailed information about each rule.

- Rule 1** Care of freight cars, inspection, repairs to foreign cars, disposition for unacceptable cars, gages and publications required and car classification.
- Rule 95** Handling of damaged equipment that can be returned to service. Assumes damage is the Handling Carrier's responsibility and that the car can be returned to service without requesting disposition. Rule 95 does not allow for disposition. If handling line damage is to the extent that it requires disposition, it is entered under Rule 107.
- Rule 96** Covers loss, damage, or defects unless otherwise designated as handling or delivering line responsibility.
- Rule 102** Defect cards procedures.
- Rule 107** Handling of damaged or destroyed equipment, disposition/settlement, depreciated value, and settlement value.
- Rule 108** Cars requiring extensive repairs.

Note: For information about ordering the *Field Manual of the AAR Interchange Rules*, call 1-877-999-8824 or visit www.aarpublications.com.

DDCT enables you to:

- Create, manage, and track damaged and defective car incidents as defined in AAR Interchange Rules 1, 95, 96, 107, and 108. Incidents with a date prior to January 5, 2011 will not be accepted into DDCT.
- Import data from external systems to be used to create and update incidents, including attaching photographs/pictures.
- Create electronic defect cards in accordance with Rule 102.
- Query active and closed (historical) incidents.

DDCT interfaces with Umler®, the Event Repository (TRAIN/EDI), and the Liability Continuity System (LCS). DDCT also interfaces with IRF Web to assist you in finding correct Standard Point Location Codes (SPLCs).

DDCT interfaces with Railinc's Equipment Advisory (EA) system. When a DDCT incident is created, the car is placed on an Informational Notice (IN) advisory that corresponds to the rule number used in creating the incident. The IN advisory advises the railroad, Car Owner, or repair facility that a defect exists for the unit. When cars reach an end state in DDCT, the cars are automatically removed from the respective IN advisory. Cars can be added to the DDCT-specific

Informational Notice advisories only through the DDCT system—cars cannot be added or removed through Equipment Advisory.

The Equipment Advisory IN advisories used by DDCT are as follows:

- IN-3000 – Rule 1
- IN-3001 – Rule 95 and standalone defect cards
- IN-3002 – Rule 96
- IN-3003 – Rule 107
- IN-3004 – Rule 108

Note: To view IN advisories, you must have access to the Equipment Advisory (EA) system. You may request this access to EA via Railinc. Defect cards that are not associated with an incident appear on the IN-3001 letter, along with Rule 95 incidents.

DDCT also interfaces directly with the Railinc Equipment Health Management System (EHMS). When a Truck Hunting (THD) alert is opened, a DDCT Rule 1 incident is automatically opened. Conversely, the incident is closed when action has been taken and repairs are made and reported. Additionally, for Equipment Advisory (EA) and Informational Notice (IN) advisories, DDCT incidents are opened manually, but with proper information these are removed from the appropriate Advisory or Notice.

During incident processing, DDCT:

- Automatically transfers car hire liability.
- Uses Equipment Advisory to communicate IN advisories for damaged/defective equipment.
- Notifies appropriate parties during the damaged and defective car processing, via e-mail or MQ.
- Incidents are automatically opened and closed for THD alerts and are automatically closed for IN advisories.

Annotation Terminology

To facilitate understanding of the DDCT operations and interfaces, tables are included at the beginning of each task section. These tables identify activities that are executed behind the scenes when a user completes a task. The following abbreviations/terms/codes are used:

HC	Handling Carrier
CMO	Car Mark Owner
TP	Third Party Agent
THD	Truck Hunting
DDCT	DDCT System
EHMS	Equipment Health Management System
EA	Equipment Advisory System
IN	Informational Notice Advisory
EQADV02	Equipment Advisory Code for Add Car to Letter
EQADV03	Equipment Advisory Code for Remove Car from Letter
DVR 7/8	DDCT Car Hire Liability for CMO (Rule 107 or 1/108)
DSP 7/8	LCS Car Hire Liability for CMO (Rule 107 or 1/108)
DEAD	LCS Code for Remove Liability Processing for this Car
None	Web service not currently in system
n/a	Not applicable to system

General User Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the [Railinc UI Dictionary](#).

Note: Mandatory fields are indicated with a **red asterisk (*)**.

Accessing the Railinc Customer Success Center

The Railinc Customer Success 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

Access DDCT by using Railinc Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <http://www.railinc.com> and log in to SSO by selecting the Customer Login link at the top right of the page, entering your user ID and password in the fields, and then selecting **Sign In**.

Register to Use Railinc SSO

Each DDCT user must register to use Railinc Single Sign-On. If you do not already have a Railinc SSO user ID and password, refer to the [Single Sign-On and Launch Pad User Guide](#).

Once you have access to Railinc SSO, you must request access to DDCT within SSO.

Role-Based Application

Access and authorization for DDCT is determined when requesting access through Railinc Single Sign On. [Exhibit 1](#) contains a complete list of DDCT roles as seen in SSO.

Exhibit 1. User Roles and Descriptions

Role	Description
Car Owner Admin	Car Owner administrator who needs to work with all incidents. Only the Car Owner Admin has the ability to authorize Dismantle under Rule 108 and to accept/reject settlement offers for Rule 107.
Car Owner Damaged Car User	Car Owner back office users who need to work with Rule 95/107 incidents.
Car Owner Defective Car User	Car Owner back office users who need to work with Rule 1/96/108 incidents.
Car Owner RO User	Car Owner back office users who only need a read-only view.
Handling Carrier Admin	Handling Carrier administrator who needs to work with all incidents. Only the Handling Carrier Admin has the authority to offer settlement on a Rule 107 incident car.
Handling Carrier Field User	Handling Carrier field users who need to create new incidents.
Handling Carrier RO User	Handling Carrier users who only need a read-only view of incidents.
HC Damaged Car User	Handling Carrier back office users who need to work with Rule 95/107 incidents.
HC Defective Car User	Handling Carrier back office users who need to work with Rule 1/96/108 incidents.
Interchange Bureau User	Interchange Bureau users who need the capability to create ICB records in DDCT.
Shop User	Repair Shop users who need access to Shop functionality in DDCT, including reporting cars on hand and repairs. Car Owners may also use this access to report unexpected shop arrivals in DDCT.

Requesting DDCT Access

After authorization to use Railinc SSO is received, you must request general access to DDCT by following instructions in the [Single Sign-On and Launch Pad User Guide](#).

Exhibit 2. DDCT Request Permission

DDCTS
Provides the North American Rail Industry with an centralized Repository to track/manage Damaged and Defective cars governed by AAR Interchange Rules 1, 95, 107 and 108

1 Select Roles
2 Confirm
3 Done

☐ Car Owner Admin (MARK required)
Car Owner Administrator that manages all Incidents including approving settlement process for Rule 107 Incidents.

☐ Car Owner Damaged Car User (MARK required)
Car Owner back office users that need access and update capabilities to work with Rule 95/107 Incidents.

☐ Car Owner Defective Car User (MARK required)
Car Owner back office users that need access and update capabilities to work with Rule 1/96/108 Incidents.

☐ Car Owner RO User (MARK required)
Car Owner back office users that only should have read only (view) capabilities. This means the user is unable to update incidents.

☐ DDCTS Company Admin (MARK required)
Company Administrator who will manage the assignment of DDCT related roles for their company. This user will receive emails for requested permissions for their respective company and must grant permission as determined by their respective company.

☐ Handling Carrier Admin (MARK required)
Handling Carrier Administrator that manages all Incidents including initiate offer settlement process for Rule 107 Incidents.

☐ Handling Carrier Field User (MARK required)
Handling Carrier field users that work remotely and need the capability to create incidents to report damages/defects per AAR Rules 1, 95, 96, 107 and 108.

☐ Handling Carrier RO User (MARK required)
Handling Carrier back office users that only should have read only (view) capabilities. This means the user is unable to update incidents.

☐ HC Damaged Car User (MARK required)
Handling Carrier back office users that need access and update capabilities to work with Rule 95/107 Incidents

☐ HC Defective Car User (MARK required)
Handling Carrier back office users that need access and update capabilities to work with Rule 1/96/108 Incidents

☐ Interchange Bureau User (MARK required)
Interchange Bureau users that need the capability to create ICB records in DDCT. User must be a defined Interchange Bureau by the industry for DDCT.

☐ Shop User (MARK required)
Access required for Shop functionality in DDCT including reporting cars on hand and repairs. This is needed by car owner to report unexpected shop arrivals in DDCT.

Comments ...

Return Next

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

Note: For certain functions within DDCT, access is handled by your local DDCT administrator who has the SSO rights to specify local DDCT user tasks (and menu items).

DDCT and FindUs.Rail Requirements

Per AAR Interchange Rule 114, all DDCT system users are required to register in the FindUs.Rail directory before being granted access to the system. FindUs.Rail is a centralized database that enables users to review their company's contact information via the web. This centralized repository of contact information helps reduce time spent by railroad departments, private Car Owners, and leasing companies across the rail industry from searching for the same contact information. Users are able to query contacts, agency relationships for a category and the MARK parent relationship.

In order to identify Repair Shops, Scrapper, Pre-trip, and Storage Facilities for disposition within DDCT and in order for these facilities to report their completion of repairs, they must be registered in FindUs.Rail. This registration includes specifying a valid SPLC for each physical location, category functions and specific limitations—capacities relative to each location.

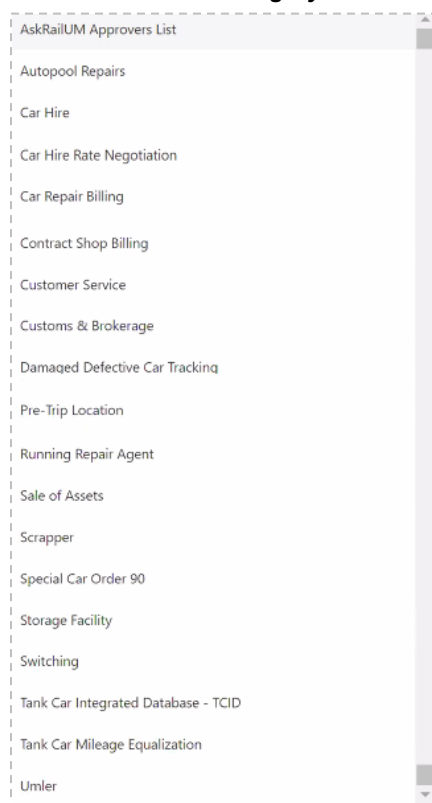
Notes:

- If no FindUs.Rail contact is provided, then all DDCT notifications are sent to the Umler Car Mark Owner.
 - Handling Carriers need to select the appropriate “Handling Carrier Damaged Car Management, Handling Carrier Defective Car Management and/or Handling Carrier ICB Management” category in FindUs.Rail.
 - Car Mark Owners need to select the appropriate “Mark Owner Damaged Car Management, Mark Owner Defective Car Management and/or Mark Owner ICB Management” category in FindUs.Rail.
 - Shops, scrap, pre-trip, or storage facilities need to select the appropriate “Repair Shop, Pre-Trip, Storage, or Scrap facilities” category in FindUs.Rail.
 - Consult the [FindUs.Rail User Guide](#) for complete instructions on using the FindUs.Rail system.
-

Use the following procedure to add contact information in FindUs.Rail:

1. As described in the [FindUs.Rail User Guide](#), go to the Railinc portal at <http://www.railinc.com>, enter your SSO User ID and password, and select the FindUs.Rail application.
2. Select **Contacts > Add Contact** to display the Add Contact page.
3. Complete the available contact information input fields.
4. Select a Category:
 - a. Shop users should select **Repair Shop** (and then Cleaning, Shop Contact, or Tank Car), **Scrapper, Pre-Trip Location**, or **Storage Facility** ([Exhibit 3](#)) and then proceed to Step 5.
 - b. Handling Carrier and Car Mark Owner users should select **Damaged Defective Car Tracking** ([Exhibit 3](#)) and then proceed to Step 6.
 - c. Interchange Bureaus should select **Interchange Bureau** ([Exhibit 3](#)) and then proceed to Step 7.

Exhibit 3. Contact Category Selection

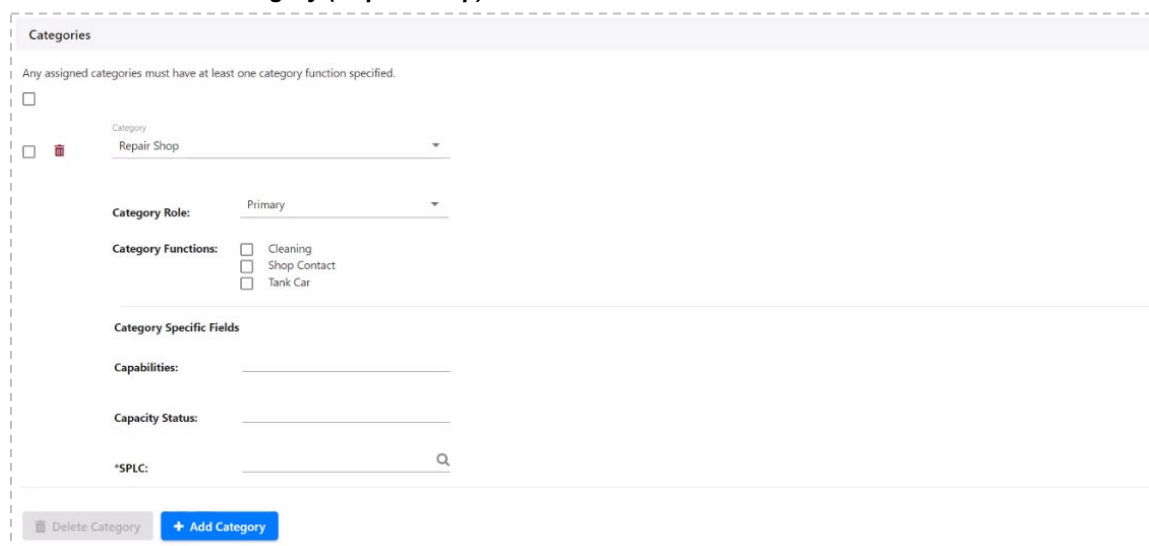


AskRailUM Approvers List

- Autopool Repairs
- Car Hire
- Car Hire Rate Negotiation
- Car Repair Billing
- Contract Shop Billing
- Customer Service
- Customs & Brokerage
- Damaged Defective Car Tracking
- Pre-Trip Location
- Running Repair Agent
- Sale of Assets
- Scrapper
- Special Car Order 90
- Storage Facility
- Switching
- Tank Car Integrated Database - TCID
- Tank Car Mileage Equalization
- Umler

5. For the Repair Shop, Scrapper, Pre-Trip Location, or Storage Facility categories, at a minimum, specify the SPLC (see [Exhibit 4](#), [Exhibit 5](#), or [Exhibit 7](#)). It is also highly recommended for all facilities to complete the At Capacity and Capabilities sections. This information is helpful to Car Owners who may disposition to these locations. If necessary, select the look-up magnifying glass to lookup the SPLC based on its geographic location. Proceed to Step 7.

Exhibit 4. Contact Category (Repair Shop)



Categories

Any assigned categories must have at least one category function specified.

☐

☐  Category: Repair Shop

Category Role: Primary

Category Functions:

- ☐ Cleaning
- ☐ Shop Contact
- ☐ Tank Car

Category Specific Fields

Capabilities: _____

Capacity Status: _____

*SPLC: _____ 

Exhibit 5. Contact Category (Scraper)

Categories

Any assigned categories must have at least one category function specified.

☐

☐ 

Category
Scraper

Category Role: Primary

Category Functions: Scraper Contact

Category Specific Fields

Capabilities:

Capacity Status:

***SPLC:**

 Delete Category  Add Category

Exhibit 6. Contact Category (Pre-Trip Location)

Categories

Any assigned categories must have at least one category function specified.

☐

☐ 

Category
Pre-Trip Location

Category Role: Primary

Category Functions: Pre-Trip Contact Pre-Trip Location Contact

Category Specific Fields

Capabilities:

Capacity Status:

SPLC:

 Delete Category  Add Category

Exhibit 7. Contact Category (Storage Facility)

Categories

Any assigned categories must have at least one category function specified.

☐

Category
Storage Facility

Category Role: Primary

Category Functions: Facility Contact

Category Specific Fields

Capabilities:

Capacity Status:

*SPLC:

Delete Category
Add Category

6. For Handling Carriers, Car Mark Owners (see [Exhibit 8](#)), specify the Category Role (Primary or Secondary).
 - a. For Handling Carriers: select either Handling Carrier Damaged Car Management and/or Handling Carrier Defective Car Management.
 - b. For Car Mark Owners, select either Mark Owner Damaged Car Management and/or Mark Owner Defective Car Management.
 - c. For Car Mark Owner and Handling Carrier notifications related to ICB records, select either Handling Carrier ICB Management or Mark Owner ICB Management.
 - d. For shop facilities, select the appropriate category (Repair Shop, Scrapper, Pre-Trip Location, or Storage Facility) and enter the SPLC. The Capabilities and Capacity status may be entered to provide additional information on the disposition locations.

Exhibit 8. Contact Category (Damaged Defective Car Tracking)

Categories

Any assigned categories must have at least one category function specified.

☐

Category
Damaged Defective Car Tracking

Category Role: Primary

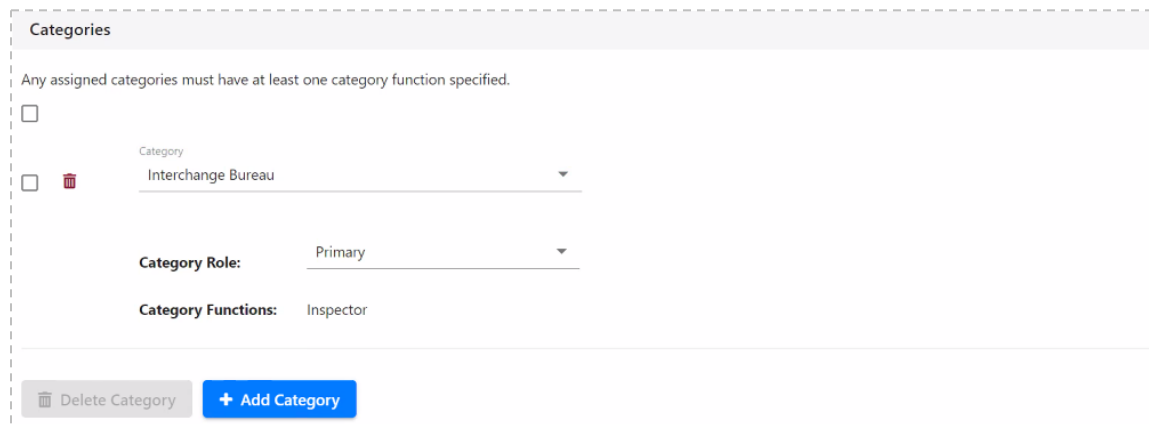
Category Functions:

☐ Handling Carrier Damaged Car Management
☐ Handling Carrier Defective Car Management
☐ Handling Carrier ICB Management
☐ Mark Owner Damaged Car Management
☐ Mark Owner Defective Car Management
☐ Mark Owner ICB Management

Delete Category
Add Category

- For Interchange Bureaus (see [Exhibit 9](#)), specify the Category Role (Primary or Secondary).

Exhibit 9. Contact Category (Interchange Bureau)



Categories

Any assigned categories must have at least one category function specified.

☐

☐  Category
Interchange Bureau

Category Role: Primary

Category Functions: Inspector

 Delete Category  Add Category

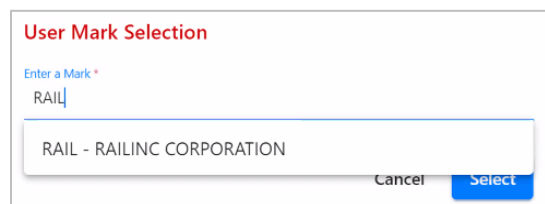
- Perform one of the following actions:
 - Select **Save** to save the new contact record.
 - Select **Cancel** to cancel the addition of the contact information.

Logging in to DDCT

To log in to DDCT:

- Open the browser.
- Open the Railinc portal at <http://www.railinc.com>.
- Select the **Customer Login** link and log in to SSO (at upper right).
- The Launch Pad is displayed. Your authorized Railinc applications are displayed on the left.
- Select **DDCT**.
 - If you represent two or more companies, the User Mark Selection pop-up is displayed ([Exhibit 10](#)). This pop-up lists the companies you represent and the DDCT roles granted for those companies.

Exhibit 10. User Mark Selection



User Mark Selection

Enter a Mark *

RAIL

RAIL - RAILINC CORPORATION

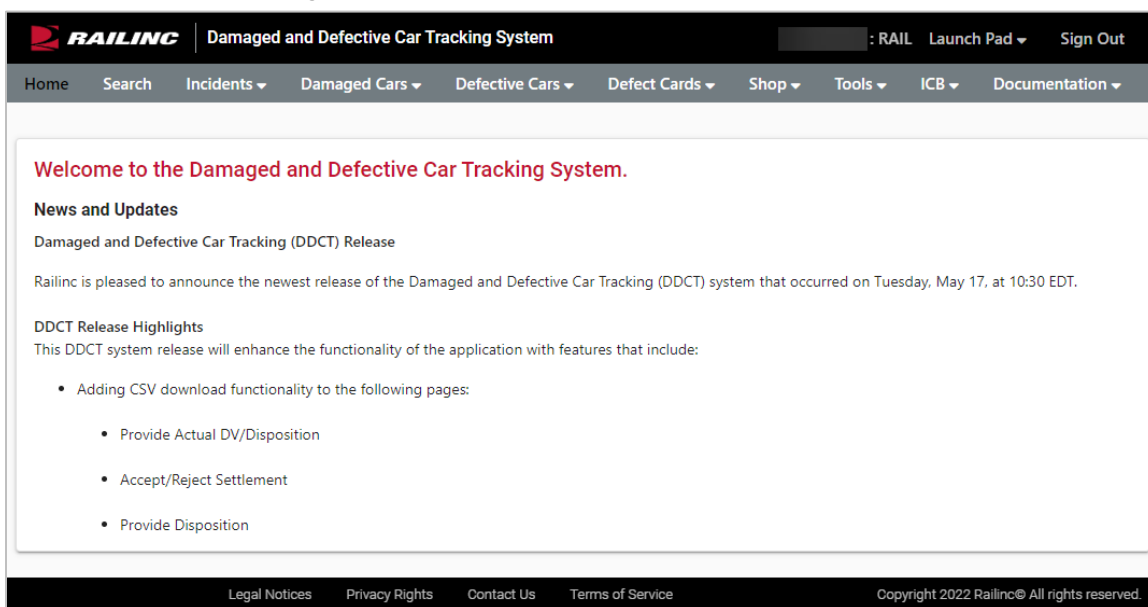
Cancel Select

Select the link for the appropriate company. The DDCT Home page is displayed ([Exhibit 11](#)).

Note: To perform work for a different company, select the **company** link at the top of the page. The User Mark Selection page is re-displayed, allowing you to select another company.

- If you represent only one company, the DDCT Home page is displayed ([Exhibit 11](#)).

Exhibit 11. DDCT Home Page



Continue by selecting a DDCT application menu item (see [Exhibit 12](#)).

The DDCT Home page has the following tabs/menus:

Exhibit 12. DDCT Application Menu Functions

Home	Displays the DDCT Home page, which provides news and updates. See Exhibit 11 .
Search	Search for incidents, defect cards, and Interchange Bureau records. See Exhibit 13 .
Incidents	Create, view, update, and import car damage and defective incidents and draft incidents. See Exhibit 20 .
Damaged Cars	Process tasks for incidents under Rule 107. See Exhibit 78 .
Defective Cars	Process tasks for incidents under Rule 1, 96, or 108. See Exhibit 111 .
Defect Cards	Tasks for creating, viewing, and importing electronic defect cards. See Exhibit 136 .
Shop	Processing tasks for repair shops. See Exhibit 154 .
Tools	Administrative tasks – opens the Tools menu. See Exhibit 177 .
ICB	Create, view, and edit Interchange Bureau records. See Exhibit 180 .
Documentation	View and download the most recent version of this user guide.

Notes:

- Menu and screen content varies depending on the level of role-based permissions granted (see [Exhibit 1](#)).
- To log out of DDCT, select **Sign Out** at the top right of the page.

Search

The Search function enables you to search for incidents, defect cards, and ICB records.

When searching for **incidents**, keep the following in mind:

- The following users can search for and view incidents:
 - HC users (can see any incident that they opened or are party to)
 - CMO users (can see any incident for their equipment)
 - Railroad in possession of the car

When searching for **defect cards**, keep the following in mind:

- The following users can search for and view defect cards:
 - HC users (can see any defect card that they opened, depending on their access to damaged or defective incidents and standalone defect cards)
 - CMO users (can see any defect card opened for their equipment, depending on their access to damaged or defective incidents and standalone defect cards)
 - On hand Shop user
 - Disposition Shop user
- If you can view the defect card, a link to the incident details is provided on the Equipment ID:
 - HC users can see any defect card that they opened (depending on their access to damaged or defective incidents and standalone defect cards)
 - CMO user can see any defect card opened for their equipment (depending on their access to damaged or defective incidents and standalone defect cards)
 - Railroad in possession of the car
- The following users can view a defect card, however, they do not have access to the incident details and a link is NOT provided on the Equipment ID:
 - Railroad NOT in possession of the car
 - On hand Shop user
 - Disposition Shop user

When searching for **ICB records**, keep the following in mind:

- The following users can search for and view ICB records:
 - HC users (can see any ICB record that they opened or are party to)
 - CMO users (can see any ICB record for their equipment)
- You can use the following fields to narrow the results of an ICB record search: ICB ID, Equipment ID, From Date and To Date, and Status.

Use the following procedure to perform a search:

1. Select **Search** from the menu bar. The Search Incident, Defect Card, and ICB Record page is displayed ([Exhibit 13](#)).

Exhibit 13. Search Incident, Defect Card, and ICB Record

Search Incident, Defect Card, and ICB Record [Reset] [Search]

Equipment ID

☐ Include Third Party Requests

Incident ID/Defect Card ID

From Date: 01-01-2011

To Date: 05-09-2022

Handling Carrier

Car Mark Owner

Rule/Defect Card/Record: [Toggle all](#)

☒ Rule 1 ☒ Rule 95
☒ Rule 96 ☒ Rule 107
☒ Rule 108 ☒ Defect Card
☒ ICB Record

Status: ☒ Open ☒ Closed

Equipment Status: Note: Statuses marked with an asterisk (*) are in DDCT end state.

[Toggle all](#)

☒ New ☒ Settlement Offered
☒ Actual DV/Disposition Requested ☒ Settlement Rejected
☒ Actual DV/Disposition Provided ☒ Handling Carrier Repair
☒ Disposition Requested ☒ Car On Hand
☒ Disposition Provided ☒ Intermediate Shop Complete
☒ Salvage Value Provided

[Toggle In Progress States](#)

[Toggle End States](#)

☒ Settlement Accepted*
☒ Car Repairs Completed*
☒ Dismantled*
☒ Removed*

Removal Reasons: [Clear all](#)

Autoclose - 3 loaded moves
Autoclose - 48 months
Expired

[Reset] [Search]

2. Type or select criteria for the search.

Note: The most efficient way to search for a known incident, defect card, or ICB record is to search for the unique Incident ID, Defect Card ID, or ICB Record ID.

- a. **Equipment ID**—10-character road mark plus car number. The Equipment ID can be entered with or without a space between the mark and the equipment number. Use commas or a space to separate multiple entries. You can enter a maximum of 200 Equipment IDs.

Note: The Equipment ID field supports a wildcard search using the equipment initial and an asterisk at the end of the Mark. Multiple wildcards are ignored.

- b. **Include Third Party Requests**—select this checkbox to query for equipment that you have third-partied to another company in order to check for incidents on the equipment.
- c. **Incident ID/Defect Card ID**—enter the unique ID to search for a known incident or defect card.
- d. **ICB ID**—type in the ID of an Interchange Bureau record.

- e. **From Date**—type in a date or use the calendar picker () to choose a date to specify the beginning of the date range to search. The default date is 01-01-2011.
Notes:
 - Searches are based on the date of the respective incident, defect card, or ICB record and not the date that it was created in DDCT.
 - The **From Date** and **To Date** fields are *always* considered. These fields must include the time period of the incident, defect card, or ICB record.
 - f. **To Date**— type in a date or use the calendar picker () to choose a date to specify the ending of the date range to search. The default date is the current date.
 - g. **Handling Carrier**—type in the Mark or use the magnifying glass () to specify the Handling Carrier.
 - h. **Car Mark Owner**—type in the Mark or use the magnifying glass () to specify the Car Mark Owner.
 - i. **Rule/Defect Card/Record**—check the boxes to specify the types of rules (for incidents) to be searched. See the list of Interchange Rules in [Learning about DDCT](#) on page 1. Select the Defect Card checkbox to search for defect cards. Select the ICB Record checkbox to search for ICB records. Choose the **Toggle all** link to select/deselect all checkboxes.
 - j. **Location SPLC**—type in a Location SPLC or use the search icon () to select the Location SPLC. See Step [7.a](#) on page 24 and [Exhibit 29](#).
 - k. **Incident Type**—select an incident type from the drop-down (see [Exhibit 27](#)).
 - l. **Defect Type**—select a defect type from the drop-down (see [Exhibit 33](#)).
 - m. **Status**—select Open and/or Closed to indicate the status of the incidents, defect cards, and/or ICB records for which to search. Both Open and Closed are selected by default.
 - n. **Equipment Status**—All Equipment Statuses are selected by default. The Toggle All link enables you to either select or unselect all statuses. The Toggle In Progress States link enables you to either select or unselect all In Progress statuses. The Toggle End States link enables you to select or unselect all End State statuses. End State statuses are marked with an asterisk (*). You can unselect all statuses and then check specific statuses to find items requiring actions. For example, a shop manager can choose to view only incidents where repairs are partially completed. See [Exhibit 189](#) on page 125 for more information).
 - o. **Removal Reasons**—specify the reason(s) (for example, system autoclose reasons) for removing an incident or defect card. You can use Ctrl+Select to choose multiple reasons and select the Clear All link to unselect all reasons. If you are using this search functionality, be sure to also select **Closed** in the status field.
3. When you have specified the necessary criteria, select the **Search** button. The Search Results page is displayed (see [Viewing Search Results](#) on page 15).

Viewing Search Results

After performing a search for an incident, defect card, or ICB record, the Search Results page is displayed (see [Exhibit 14](#)).

Exhibit 14. Search Results

Search Results

Incident Results

Search

Total items: 19 | Export CSV | Clear Filters

Equipment ID ↑	Equipment Group	Incident ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status	Removal Reason
AARE2050	BOXC	RAIL00343016	03-23-2016	RAIL	AARW	Rule 95	A - Body	Phoenix, AZ	Car Repairs Completed*	
AARE2050	BOXC	RAIL00343008	03-23-2016	RAIL	AARE	Rule 1	C - Clean-out	Phoenix, AZ	Removed*	Incident is closed due to 48 month in accordance with AAR Rules
AARE2099	BOXC	RAIL00143278	05-31-2013	RAIL	AARE	Rule 107	A - Body	Tugalo, GA	Removed*	test
AARE21	BOXC	AARE00289695	06-24-2015	AARE	AARE	Rule 107	A - Body	Etzikon, AB	Removed*	testing removed
AARE21	BOXC	RAIL00117928	01-07-2013	RAIL	AARE	Rule 1	A - Body	Cary, NC	Removed*	error notes
AARE22	BOXC	RAIL00344576	03-31-2016	RAIL	AARW	Rule 1	A - Body	Phoenix, AZ	Car Repairs Completed*	
AARE22	BOXC	RAIL00342968	03-23-2016	RAIL	AARE	Rule 1	A - Body	Phoenix, AZ	Car Repairs Completed*	
AARE22	BOXC	RAIL00154495	09-23-2013	RAIL	AARE	Rule 1	A - Body	Raleigh, NC	Removed*	testing
AARE23	BOXC	AARE00669136	09-15-2021	AARE	AARE	Rule 1	A - Body	Cary, NC	Disposition Provided	
AARE23	BOXC	AARE00669142	09-15-2021	AARE	AARE	Rule 107	B - Braking System	Cary, NC	Actual DV/Disposition Provided	

10 50 100 250 500 1000

Defect Card Results

Search

Total items: 6 | Export CSV | Clear Filters

Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Incident Date	Handling Carrier	Car Mark Owner	Interchange Rule	Status	Location	Defect Card Created Date	Draft	Removal Reason
AARE2050	BOXC	RAIL00343016	03-23-2016	RAIL	AARW	Rule 95	Car Repairs Completed*	Phoenix, AZ	03-23-2016	N	
AARE21	BOXC	RAIL00117928	01-07-2013	RAIL	AARE	Rule 1	Removed*	Cary, NC	08-06-2014	N	error notes
AARE22	BOXC	RAIL00164495	09-23-2013	RAIL	AARE	Rule 1	Removed*	Raleigh, NC	10-23-2013	N	testing
AARE22	BOXC	RAIL00342968	03-23-2016	RAIL	AARE	Rule 1	Car Repairs Completed*	Phoenix, AZ	03-23-2016	N	
AARE23	BOXC	RAIL00164496	09-23-2013	RAIL	AARE	Rule 107	Removed*	Chicago, IL	12-10-2013	N	testing
AARE82	BOXC	RAIL00289678	06-24-2015	RAIL	AARE	Defect Card	Car Repairs Completed*	N/A	06-24-2015	N	

10 50 100 250 500 1000

ICB Results

Search

Total items: 0 | Export CSV | Clear Filters

Id	Type	Equipment ID ↑	Date	From Road	To Road	Bureau Id	Status
No results found matching search criteria.							

Back Done

Review the following notes about viewing search results and possible next steps:

- If no results are found, a “No results found matching search criteria” message is displayed. Consider refining your search criteria to broaden your search.

- If a query exceeds the maximum allowed number of records (2,000), a message is displayed indicating that the full results are not displayed. Consider refining your search criteria to narrow your search.
- You can use the Search field to locate specific records from the results list.
- By default, the results list displays 50 rows per page. You can change this to display 10, 50, 100, 250, 500, or 1000 rows by selecting the numbers at the bottom right of the page.
- To export the search results, see [Exporting Search Results](#) on page 19.
- An asterisk (*) in the Status column indicates that a status is an end state. For more information, see [Exhibit 189](#) on page 125.
- An Intermediate Carrier who has possession of a car can view basic car incident and defect card details, but cannot view financial information or audit information, and does not have the ability to print the details.
- If a defect card is associated with an incident, the interchange rule is displayed in the Interchange Rule column; otherwise, “Defect Card” is displayed.

See the following sections for specific information about viewing different types of search results:

- [Viewing Incident Car Details](#) on page 16.
- [Viewing Defect Card Details](#) on page 18.
- [Viewing ICB Records](#) on page 19.

Viewing Incident Car Details

To view car details for an incident, select the Equipment ID link from the Search Results page (see [Viewing Search Results](#) on page 15). The Car Details page is displayed ([Exhibit 15](#)).

Note: If waybill information is available, it is displayed on the details page after disposition has been provided by the CMO or 3rd Party (see [Provide Disposition](#) on page 80 for an example)

Exhibit 15. Car Details

Incident Information

Equipment ID :

RAIL101

Incident ID :

[RAIL00660105](#)

Incident Date :

07-22-2021

Incident Creation Date :

07-22-2021 10:46:58 ET

Interchange Rule :

108

Handling Carrier :

RAIL - RAILINC CORPORATION

Equipment Group :

MISC

Incident Status :

Closed*

Incident Location (SPLC) :

Wake Forest, NC (411613000)

Car Mark Owner :

RAIL - RAILINC CORPORATION

Report Preview

Handling Carrier (RAIL) Contact Information

Rick Gambrell - Business Analyst

rick.gambrell@railinc.com

919.651.5115

Cary, NC 27513 (US)

Car Mark Owner (RAIL) Contact Information

Rick Gambrell - Business Analyst

rick.gambrell@railinc.com

919.651.5115

Cary, NC 27513 (US)

Status :

Car Repairs Completed*

Last Shop Location (SPLC) :

RAIL - RAILINC CORPORATION
CARY, NC (411657000)

Rack On Car :

No

Incident Type :

Equipment Creation Date/Time :

07-22-2021 10:46:58 ET

Created By :

BSJXR02

Last Modified Date/Time :

07-22-2021 11:20:16 ET

Last Modified By :

BSJXR02

Defects

Defect Code	Description
A - Body	tst

Note :

tst

Possession Override Note :

Possession for one or more cars has been overridden by handling carrier.

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Requires Transfer of Lading	Can Travel On Own Wheels?	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
0113710		N	Y	Rick Gambrell, BA 2	919.651.5115	rick.gambrell@railinc.com	BSJXR02	RAIL	07-22-2021 10:46:58 ET

Provided

Authorize Loading The Car On Transport Equipment	Handling Carrier To Provide Shop	User ID	Company ID	Timestamp
Y	N	BSRXG01	RAIL	07-22-2021 10:48:16 ET

Shop	Shop ID	Shop SPLC	Location	Note
Final Shop	RAIL - RAILINC CORPORATION	411657000	Cary, NC	

Back

Done

Audit Log

Note: If contact information is not available in FindUs.Rail for either Car Mark Owner (CMO) or Handling Carrier (HC), then the following messages are displayed:
(No CMO Damaged/Defective contact available.)
(No HC Damaged/Defective contact available.)

Options available on this page may include:

- View Incident**—Select the Incident ID link to see the Incident Details page (similar to [Exhibit 30](#)).

- b. **Printer Friendly**—displays the Car Details information in a new browser window, suitable for viewing or printing.
- c. **Remove From Incident**—Opens the Remove Equipment From Incident page ([Exhibit 58](#)) to allow the Car Mark Owner or the Handling Carrier to remove the car from an incident. See [Remove From Incident](#) on page 41.
- d. **Create Defect Card**—Displays the Create Defect Card page. If a defect card already exists, the **View Defect Card** button is shown instead so that you can open the Defect Card Details page ([Exhibit 16](#)).
- e. **Provide Actual DV/Disposition**—For Damaged Cars, opens the Actual DV/Disposition page ([Exhibit 87](#)).
- f. **Request Disposition**—For Defective Cars, opens the Request Disposition page ([Exhibit 113](#)).
- g. **Request Actual/DV Disposition**—For Damaged Cars, opens the Request Actual DV/Disposition page ([Exhibit 80](#)).
- h. **Assign to Third Party**— For Damaged Cars, opens the Third Party Request page ([Exhibit 67](#)).
- i. **Report Car on Hand**— For Defective Cars, opens the Report Car On Hand (confirm) page ([Exhibit 158](#)).
- j. **Audit Log**—Opens the Audit Log - Incident Event History for this Equipment. See [Exhibit 65](#).
- k. **Done**—Exits the Car Details page and returns to the Search Results page ([Exhibit 14](#)).

Viewing Defect Card Details

To view a defect card, select an Equipment ID link from the Defect Card section of the Search Results page (see [Viewing Search Results](#) on page 15). The Defect Card Details page is displayed ([Exhibit 16](#)).

Exhibit 16. Defect Card Details

Defect Card Details

Defect Card Information

Equipment ID: RAIL101
 Equipment Group: MISC
 Defect Card ID: RAIL00683476
 Create Date: 12-14-2021
 Status: New
 Handling Carrier: RAIL

Authorized Representative
 Name: josh
 Station: cary
 City: cary
 State/Province: AB
 Car Mark Owner: AARE

Printer Friendly

Handling Carrier (RAIL) Contact Information

▲ Rick Gambrell - BA 2
 ✉ rick.gambrell@railinc.com
 ☎ 919.651.5115
 📍 Cary, NC 27513 (US)

Car Mark Owner (AARE) Contact Information

▲ Asset Health Product Support - Product Support
 ✉ assethealthproductsupport@railinc.com
 ☎ 877.724.5462
 📍 Cary, NC 27513 (US)

Rack On Car: No

Defects Information

Defects: These defects are available for shop repair.

Item	Description	Repair Status	Shop ID	Complete Timestamp
☐ 1	1	Pending		

◀ Back
 ▶ Done
 🔄 Report Selected Repairs
 ✖ Remove Defect Card
 📄 Report Car On Hand
 🔧 Repair

Viewing ICB Records

To view an ICB record, select an ICB ID link from the ICB Records section of the Search Results page (see [Viewing Search Results](#) on page 15). The Edit Interchange Bureau Record page is displayed. For records with an “Open” status, this enables you to close the record. See [Closing an ICB Record](#) on page 121.

Note: When equipment is removed from Umler, the equipment will be removed from the ICB record after 72 hours. The Removal Reason Code is set to “deleted from Umler.” Appropriate actions may be taken at any time during the 72 hours. After that period, the ICB record is closed.

Exporting Search Results

You can export search data on Search Results pages ([Exhibit 14](#)) by selecting the CSV link at the upper right of the table. The File Download panel is displayed ([Exhibit 17](#)).

Note: See [Incident Record Format](#) on page 123 and [Defect Card Format](#) on page 126, for CSV record layouts.

Exhibit 17. Search Export File Download

Do you want to open or save document_RAIL_1434745070191.csv from wwwtst.railinc.com?

Open Save Cancel

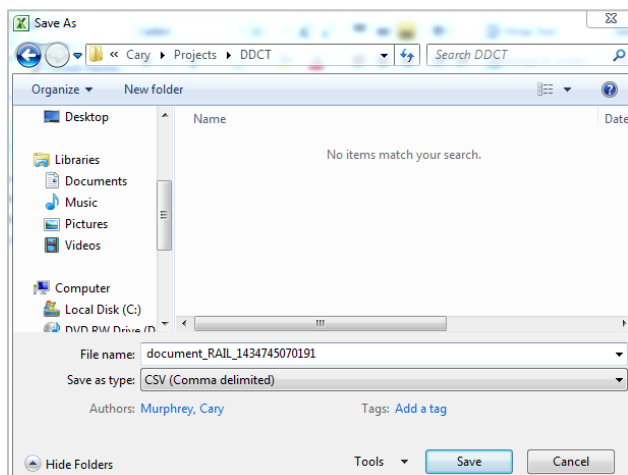
To open the comma-separated-value file, select **Open**. The results are displayed in MS Excel (default) ([Exhibit 18](#)).

Exhibit 18. CSV Search Export Excel Example

	A	B	C	D	E	F	G	H	I	J	K
1	Incident ID	Equipment Initial	Equipment Number	Equipment Group	Incident Date	Location SPLC	Interchange Rule	Handling Carrier	Car Mark Owner	Incident Type	Status
2	RAIL00249926	AARE	21 BOXC	AARE	6/2/2015	411657000	1 RAIL	AARE			OPN
3	RAIL00250306	AARE	21 BOXC		6/18/2015	411657000	1 RAIL	AARE			OPN
4	UP00224763	AARE	21 BOXC		8/6/2014	653879000	107 UP	AARE		13	OPN

To save the CSV file, select **File Save As**. The Save As panel is displayed ([Exhibit 19](#)).

Exhibit 19. Save CSV Search Results



The default file type is CSV (Comma delimited). Specify the location for placing the downloaded file, and then select **Save**.

Incidents

When you select **Incidents** on a DDCT page, the Incidents menu is displayed ([Exhibit 20](#)). Incidents must be created by Handling Carriers.

Exhibit 20. Incidents Menu

Create Incident
View Incident Drafts
Third Party Requests

[Exhibit 21](#) describes the tasks available on the Incidents menu.

Exhibit 21. Incident Menu Items and Descriptions

Menu Item	Description
Create Incident	Enables you to create an incident to begin tracking.
Viewing Incident Drafts	Enables you to view or continue work on saved draft incidents.
Third Party Requests	View, accept, or reject responsibility for incident processing from an owner railroad.
(Audit Log)	(Not a menu item) Enables you to view incident events—available on many DDCT pages.

Create Incident

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Incident draft created	HC	All					n/a
Incident draft deleted	HC	All					n/a
Incident created	HC	95/107	CMO	DSP7/DSP8 to Handling Road	IN	EQADV11	DDCTService.createIncident
Incident created	HC	1/96/108	CMO		IN	EQADV11	DDCTService.createIncident, DDCTService.createIncidentR equestDisposition
Incident created	HC	All	HC	Note: HC is emailed if the CMO is not registered in FindUs.Rail.			
Incident created	CRB/ Umler	All	HC	Note: CRB or Umler FindUs.Rail contact is emailed if the CMO does not have proper DDCT FindUs.Rail contacts populated.			
Incident created	Railinc	1	HC		IN		

Whenever damages or defects occur, an authorized user can create an incident to begin tracking.

Important: Incidents with a date prior to January 5, 2011, will not be accepted into DDCT.

Use the following procedure to create a new incident:

Notes:

- This procedure differs depending on the Interchange Rule selected. For Rule 1 and 108, request disposition as part of the incident creation process.
- Rule 1 incidents autoclose after 48 months from the incident date. The Car Details page for the Equipment ID will show a reason of “Autoclose – 48 months”.

1. Select **Incidents > Create Incident**. The New Car Incident page is displayed ([Exhibit 22](#)).

Exhibit 22. New Car Incident

Note: The Incident Type field appears only if Interchange Rule 95, 96, or 107 is selected (see [Exhibit 23](#)). Multiple equipment IDs are only allowed for Rule 96 and Rule 107 incidents.

Exhibit 23. New Car Incident Type Drop-Down List

2. Use the calendar icon (📅) to select the date of the incident (the default Incident Date is the current date). The Calendar panel is displayed.
3. Select the applicable Interchange Rule from the drop-down. Valid values are shown in [Exhibit 24](#).

Exhibit 24. Interchange Rule Drop-Down List

AAR Interchange Rule 1 - Care of Freight Cars
AAR Interchange Rule 95 - Handling Line Responsible Damage
AAR Interchange Rule 96 - Owners Responsibility
AAR Interchange Rule 107 - Damaged or Destroyed Equipment
AAR Interchange Rule 108 - Cars Requiring Extensive Repairs

4. For applicable Rule 1 incidents, select the Alert Type (EHMS Alert or Equipment Advisory) from the drop-down. Input options change depending on the selection.
 - a. For a **Rule 1–EHMS Alert**, additional input fields are displayed for you to enter information related to a Truck Hunting alert ([Exhibit 25](#)). Enter the letter for the affected truck (A-Z) in the Truck input field. Select **Add Alert** to have the truck details added to the incident. The details appear at the bottom of the page. As needed, you can enter additional truck details using this same method.

Exhibit 25. New Car Incident (Rule 1–EHMS Alert)

New Car Incident	
Incident Date *	Interchange Rule * * Required
05-09-2022	AAR Interchange Rule 1 - Care of Freight Cars
Location SPLC *	Alert Type
	EHMS Alert
Equipment *	EHMS Alert Type
	Truck Hunting
Input the specific equipment initial and number for this incident. Multiple equipment IDs are not allowed for this interchange rule. * TRUCK [A-Z] + Add Alert	
✕ Cancel ↺ Reset ✓ Continue	

- b. For a **Rule1–Equipment Advisory**, alert type input fields are displayed related to an Equipment Advisory alert ([Exhibit 26](#)). Use the Equipment Advisory Category drop-down to select Equipment Instructions, Informational Notice, or Special Handling, and then enter an Equipment Advisory Notice Number.

Exhibit 26. New Car Incident (Rule 1–Equipment Advisory Alert)

New Car Incident	
Incident Date *	Interchange Rule * * Required
05-09-2022	AAR Interchange Rule 1 - Care of Freight Cars
Location SPLC *	Alert Type
	Equipment Advisory
Equipment *	Equipment Advisory Category *
	Equipment Instructions
Input the specific equipment initial and number for this incident. Multiple equipment IDs are not allowed for this interchange rule. * Equipment Advisory Notice Number 0001	
✕ Cancel ↺ Reset ✓ Continue	

5. If Rule 95, 96, or 107 is selected, an Incident Type field is also displayed. Select the Incident Type from the drop-down. Valid values are shown in [Exhibit 27](#) and [Exhibit 28](#).

Exhibit 27. Rule 95 or 107 Incident Types

- Select -
Forklift, truck, crane or other device
Part removal
Derailment
Car End Dropped on Rails
Side Swipe
Collision
Explosion
Fire
Heat Damage
Submerged
Storm Damage
Safety Appliance Missing
Other

Exhibit 28. Rule 96 Incident Types

- Select -
Couplers passing
Tank Shifted - elongation of securement/holes
Tank Shifted - cradle anchorage
Temporary transverse tie rods
Cars shifting off center
Passing over obstruction on track
Fixed center sills outward of body bolster
Sagging or bowing of sills
Protective coating or rubber lining damage
Plug doors
Tank car stub sills
AEI tag unreadable

6. Type one Equipment ID in the Equipment field. For Rule 96 and Rule 107 incidents, additional Equipment IDs can be added (up to 200 total). Use a space or comma between IDs.

Note: If the Equipment ID is for a VFLT, a slightly different process is used. See [VFLT Incident Details Processing](#) on page 30.

7. Enter the Location SPLC.
- Select the search icon (🔍) to choose the appropriate Location SPLC. The SPLC Search page opens in a new window ([Exhibit 29](#)).
 - Follow the instructions on the page and select **Search**. Results are displayed on the same page.

Exhibit 29. SPLC Search Results

SPLC Search

- Serving SCAC filters SPLCs that are served by the specified SCAC.
- At least one field must be specified.
- Minimum characters required for fields: SPLC 4, Location Name 3, County 3, SCAC 2
- SPLC, Location Name, and County matches are exact. Use * wildcard when uncertain. (example: DALLAS, DALL*)

SPLC	Location Name CARY	County WAKE
Serving SCAC	State/Province	

Number of SPLC(s): 1

	SPLC	Location Name	County	St./Prv.
☐	411657000	CARY	WAKE	NC

- c. Select the radio button beside the correct SPLC and then select the **Select** button. The window closes and the chosen SPLC is in the Location SPLC field.
8. Select **Continue**. Depending on the status of the selected equipment, one of the following can occur:
 - a. If DDCT validates that you have possession of the specified equipment, the Incident Details page is displayed ([Exhibit 30](#)). The Equipment field is populated with all the Equipment IDs entered on the New Car Incident page ([Exhibit 22](#)).

Exhibit 30. Incident Details – Rule 1 with Equipment Duplication Message

Equipment RAIL961406 is open on the following Incidents: [RAIL00657998](#)

You may still proceed with creating a new incident.

Incident Details

Incident Date * 07-29-2022

Interchange Rule * AAR Interchange Rule 1 - Care of Freight Cars

Location SPLC * 411657000

Handling Carrier: RAIL

Equipment ID	Equipment Group	Defects	Note	Action
RAIL961406	FLAT			

Back Add Car Save Draft Next

Note: When creating an incident and the equipment is already listed on another incident, the incidents are listed as links with a warning of duplication. The system allows you to proceed. You can select one of the links to the identified Equipment IDs to view details, proceed with the creation of the incident, or cancel the incident creation.

- b. If DDCT is unable to validate that you have possession of the selected equipment, a warning message is displayed with an option to override the equipment possession ([Exhibit 31](#)).

Exhibit 31. Override Possession Check

The following equipment was not found in possession of handling carrier RAIL on 05-09-2022. For defective incidents, the handling carrier must have the equipment in possession on the incident date. To proceed, you will need to override the DDCT possession check.

Override Possession Check

Override	Equipment ID
☒	AARE23

Cancel Override

If you want to override the equipment possession, select the Override checkbox for the listed equipment and then select the **Override** button. A message is displayed asking you to confirm the decision to override. Select **Yes** to override possession and continue with creating the new incident.

☒ Are you sure you want to override DDCT possession check?

Confirmation required.

No

Yes

Note: If you select **No**, the override is cancelled, and you are unable to proceed.

- For each Equipment ID, select the **Action** drop-down and then select the **Add/Edit Defects** link. Another option is to select either the “Defect” or “Note” lines and add appropriate text. The Equipment Details page is displayed ([Exhibit 32](#)).

Notes:

- For *Truck Hunting* alerts, option ‘M’—Trucks must be selected. It is also recommended for the truck location(s) to be entered on the Equipment Details page.
- For *Equipment Advisory* notices, option ‘W’—Equipment Advisory is pre-selected. It is also recommended for the Equipment Advisory Notice Number(s) to be entered on the Equipment Details page.

Exhibit 32. Equipment Details

Equipment Details

< Previous Car

Next Car >

Please select at least one defect for each equipment.

Equipment ID:

RAIL101

Equipment Group:

MISC

☐	Defect Code	Description
☒	A - Body	Twisted Frame
☐	B - Braking System	
☐	C - Clean-out	
☐	D - Derailment/Accident	
☐	E - Doors	
☐	F - Draft System	
☐	G - Interior Linings & Coatings	

Note

For Rule 108, use the Incident Notes field to enter the estimated costs

✕ Cancel

✓ Save

10. Select appropriate defects for the car. Valid values are shown in [Exhibit 33](#).

Exhibit 33. Defect Codes

A - Body
B - Braking System
C - Clean-out
D - Derailment/Accident
E - Doors
F - Draft System
G - Interior Linings & Coatings
H - Load Attention
I - Load Restraining Devices
J - Mechanical Inspection
K - Refrigeration Equipment
L - Safety Appliance
M - Trucks
N - Underframe
O - Wheel Assembly
P - En-route
R - Rack Repairs
S - End of Service
W - Equipment Advisory
X - TTX Flats
Y - Defect Card
Z - Other defects

11. Type an appropriate description of the damage. For example, [Exhibit 32](#) indicates a “Twisted Frame” for the Body defect code.

12. Add Incident Notes:

- a. (Required) For Rule 108, use the Estimated Cost field to enter estimated costs.
- b. (Optional) For other rules, add any notes that might assist users processing the incident. For example, if photos are being taken, but are not available yet, a “photos pending” note might be entered.

13. Select **Save** (at the bottom of the page).

Note: For Rule 1 and 108 incidents, skip from here to the procedure in [Creating Rule 1 and 108 Incidents](#) on page 29.

The Damaged Car Incident Details page is redisplayed ([Exhibit 34](#)).

Exhibit 34. Damaged Car Incidents Details with Defect Specified

Incident Details

Incident Date *

05-09-2022

Interchange Rule *

AAR Interchange Rule 107 - Damaged or Destroyed Equipment

Location SPLC *

411657000

Incident Type *

Derailment

Handling Carrier: RAIL

Equipment ID	Equipment Group	Defects	Note	Action
RAIL101	MISC	A - Body		

Back

Add Car

Save Draft

Create Incident

14. Select **Create Incident**. A pop-up message is displayed with a request to confirm the creation ([Exhibit 35](#)).

Exhibit 35. Confirm Damaged Car Incident Details

☒ Are you sure you want to create the incident?

Confirmation required.

No

Yes

15. Are you sure you want to create the incident?
- If unsure, select **No** to return to the Car Damage Incident Details page to continue working.
 - If OK, select **Yes**. If the system can validate that the Equipment IDs, SPLC, and incident date are consistent with the Event Repository, the incident is created with a status of “Open”. Equipment on the incident will have a status of “New”. The Estimated Value is listed for each Equipment ID in the incident ([Exhibit 36](#)).

Exhibit 36. Create Incident with Successful Confirmation

Incident successfully created.

Incident Details

Incident ID

RAIL00693546

Incident Date

05-09-2022

Handling Carrier

RAIL

Incident Status

Open

Location SPLC

411657000

Cary, NC

Interchange Rule

AAR Interchange Rule 107 - Damaged or Destroyed Equipment

Incident Type

Derailment

Equipment ID	Equipment Group	Status	Mark Owner	Estimated Value	Defects	Note
RAIL101	MISC	New	RAIL	\$10,800 USD	A - Body	

Done

Edit

16. Select **Done** if finished with the incident or select **Edit** if modifications are needed, such as adding attachments.

Note: The Handling Carrier (HC) and the Car Mark Owner (CMO) are emailed if equipment is deleted from Umler after an incident is created.

Creating Rule 1 and 108 Incidents

Note: This section is a continuation of the procedure in [Create Incident](#) that began on page 21.

When creating a Rule 1 or Rule 108 incident, after you select **Save** at the bottom of the Equipment Details page ([Exhibit 32](#)), the Incident Details page is displayed as shown in [Exhibit 37](#).

Exhibit 37. Incident Details

The Incident Details form contains the following fields and sections:

- Incident Date ***: 05-09-2022
- Interchange Rule ***: AAR Interchange Rule 1 - Care of Freight Cars (marked as Required)
- Location SPLC ***: 411657000
- Handling Carrier**: RAIL
- Equipment Table**:

Equipment ID	Equipment Group	Defects	Note	Action
RAIL101	MISC		For Rule 108, use the Incident Notes field to enter the estimated costs	⚙️
- Buttons**: Back, Add Car, Save Draft, Next

14. Select **Next** to proceed. The Request Disposition page is displayed (see [Exhibit 38](#)).

15. Complete the required fields and select at least one piece of equipment.

Note: You can use the magnifying glass (🔍) to retrieve your company's Handling Carrier contact from FindUs.Rail or you can complete the required fields manually.

16. The Disposition Note column is not available for Rule 108.

Exhibit 38. Request Disposition

The Request Disposition form contains the following sections:

- Contact** (marked as Required):
 - Requesting carrier contact information is required. This information may be used by the car owner for offline communication.
 - Contact Name ***: Railindoc2 Test
 - Contact Phone ***: 919.651.5115
 - Contact Email ***: railindoc2@gmail.com
- Request Disposition**:

☒	Equipment ID	Interchange Rule	Equipment Group	Incident Date	Commodity/STCC Code fill	Loaded/Empty	* Can Travel On Own Wheels? fill	Disposition Note fill
☒	RAIL101	Rule 1	MISC	05-09-2022	0141110 🔍	▼	Yes ▼	▼

Shop 🔍
- Buttons**: Back, Cancel, Request Disposition

17. Select **Request Disposition** to proceed. The Confirm Request for Disposition page is displayed requesting additional details about the equipment (see [Exhibit 39](#)).

Exhibit 39. Confirm Request for Disposition

☒ **IMPORTANT:** Are you sure you want to request disposition for the following equipment(s)?

Confirmation required.

18. Select **Yes** to confirm. The Disposition Request Success page is displayed (see [Exhibit 40](#)).

Exhibit 40. Disposition Request Success

☒ Your request for disposition for the following equipment has been sent to the car mark owner. You will be notified of disposition when provided by the car mark owner.

Request Disposition

Contact

☐ Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name *	Contact Phone *	Contact Email *
Railincdoc2 Test	919.651.5115	railincdoc2@gmail.com

Request Disposition

☐	Equipment ID	Interchange Rule	Equipment Group	Incident ID	Incident Date	CMO	Status	Commodity/STCC Code fill	Loaded/Empty	* Can Travel On Own Wheels? fill	Disposition Note fill
☒	RAIL101	Rule 1	MISC	RAIL00693547	05-09-2022	RAIL	Disposition Requested	0141110		Yes	

Shop

19. Once the Disposition Request has been successfully completed, the incident is created, and a notification is sent to the appropriate FindUs.Rail contact. Select **Done** to return to the Home page.

VFLT Incident Details Processing

When the equipment type specified is Vehicular Flat Car (VFLT), you can indicate either:

- Combined Unit (VFLT) - the default selection
- Car and Rack Separately
- Car Only (VFLT-CO)
- Rack Only (RACK)

Note: For integrated units only, no options are displayed when creating an incident.

Exhibit 41. Multi Level Equipment Option

Multi Level Equipment Option Page

Equipment ID	Combined Unit	Car and Rack Separately	Car Only	Rack Only
RAIL90470	☒	☐	☐	☐

When you choose **Select**, the Incident Details page ([Exhibit 42](#)) is displayed, which shows that two pieces of equipment have been added and provides respective options for entering defects specified by selecting the appropriate radio button.

Exhibit 42. Incident Details for Rule 1 VFLT

Incident Details

Incident Date * 08-24-2022 Interchange Rule * AAR Interchange Rule 1 - Care of Freight Cars Required

Location (SPC) * 411657000

Handling Carrier: RAIL

Equipment ID	Equipment Group	Defects	Note	Action
RAIL90470	VFLT-CO	B - Braking System		
RAIL90470	RACK	D - Derailment/Accident		

← Back Add Car Save Draft Next

To create the incident for both equipment groups, check the box for each piece of equipment. Unselected equipment is not included with the incident ([Exhibit 43](#)).

Exhibit 43. Request Disposition for Rule 1 VFLT

Request Disposition

Contact

Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name * Railindoc2 Test Contact Phone * 919.651.5115 Contact Email * railindoc2@gmail.com

Request Disposition

NOTE: Unselected equipment will not be included on the incident.

☐	Equipment ID	Interchange Rule	Equipment Group	Incident Date	* Commodity/STCC Code fill	Loaded/Empty	* Can Travel On Own Wheels? fill	Disposition Note fill
☒	RAIL90470	Rule 1	VFLT-CO	08-24-2022	7-digits		Yes	
								Shop
☐	RAIL90470	Rule 1	RACK	08-24-2022	7-digits		Yes	
								Shop

← Back Cancel Request Disposition

Note: Multi-level equipment not selected when requesting disposition cannot be added to the incident. The equipment must be selected prior to requesting disposition. A new incident must be created to add the equipment.

Continue with Step [9](#) on page 26.

Adding/Removing/Viewing Attachments

Note: Attachments cannot be uploaded through web services, nor transferred through e-mail or MQ notification. Attachments can only be added during the create incident process or when editing a draft incident.

While on the Incident Details page for a specific Equipment ID, up to 10 attachments can be added to the incident for each Equipment ID. These might be photographs (views of the car and damage) or other documents.

Adding Attachments

1. From the Incident Details page, select the Action drop-down and then the **Attachments** option (shown in [Exhibit 44](#)). The Add Attachment pop-up is displayed ([Exhibit 45](#)). The incident must be in “New” status for Rule 95, 96 and 107 and “Disposition Requested” status for Rule 1 and Rule 108.

Exhibit 44. Incident Detail With Add Attachment Option

The screenshot shows the 'Incident Details' page. At the top, there are fields for Incident ID (RAIL00664476), Incident Date (09-04-2021), Handling Carrier (RAIL), Interchange Rule (1), Incident Status (Open), and Location SPLC (411657000 - Cary, NC). Below this is a table with columns: Equipment ID, Equipment Group, Status, Defects, Note, and Action. The first row shows Equipment ID RAIL101, Equipment Group MISC, Status Disposition Requested, and Defects A - Body. In the Action column, a dropdown menu is open, showing options: 'Add/Edit Defects' and 'Attachments'. A red arrow points to the 'Attachments' option.

Exhibit 45. Add Attachment Pop-up

The screenshot shows the 'Add Attachment' pop-up window. At the top, there are buttons for '< Previous Car' and 'Next Car >'. Below this is a blue note box: 'NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.' Below the note, there is a field for 'Equipment ID: RAIL101' with a red 'Required' label. Below that is a field for '* Attachment File:' with a 'Choose Files' button and the text 'No file chosen'. At the bottom right, there are 'Close' and 'Upload' buttons.

2. Select **Choose Files** to locate the documents and/or graphics files to be uploaded.

Once you locate the file(s) to be uploaded, the Add Attachment pop-up displays the files you selected as well as some additional fields ([Exhibit 46](#)).

Exhibit 46. Add Attachment Pop-up with Files to be Attached and Additional Fields

Add Attachment
Previous Car
Next Car >

NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.

Equipment ID: RAIL101
Required

Attachment File:
Choose Files
No file chosen

Files Attached:

File No.	Make All Attachment(s) Public? Yes No	Description	File Name	Size	Action
1	☐	Description Required	Derailment.jpg	74.23 KB	Remove

Close
Upload

- Enter a short description of the attachment (for example, “Photo of Derailed car”).
- Optionally, choose whether the attachments should be made available to all users authorized to view the incident. You can select **Yes** or **No** for all attachments or select individual checkboxes.

Note: At this point, you can select **Choose Files** to include more files in the upload or select **Remove** to remove files from the list of files to be uploaded.

- Select **Upload**. A confirmation message is displayed indicating that the attachment(s) have been uploaded ([Exhibit 47](#)).

Exhibit 47. Add Attachment Pop-up With Success Message

Add Attachment
Previous Car
Next Car >

File uploaded successfully

NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.

Equipment ID: RAIL101
Required

Attachment File:
Choose Files
No file chosen

Files Attached:

File No.	Make All Attachment(s) Public? Yes No	Description	File Name	Size	Action
1	☒	Photo of Derailed car	Derailment.jpg	74.23 KB	Remove

Close

6. Select **Close** to close the Add Attachment pop-up.
7. To add more attachments, repeat Steps 1 through 5.
8. When you have finished adding attachments for equipment, select **Save** to update the incident record with the new attachments. The Damaged Car Incident Details page is redisplayed ([Exhibit 30](#)).

Viewing Attachments

1. To view an attachment, access the Add Attachment pop-up (as described in [Adding Attachments](#)) for an incident that already has an attachment. The Add Attachment pop-up is displayed with the existing attachment included ([Exhibit 48](#)).

Exhibit 48. Add Attachment Pop-up with Download Action Indicated

Add Attachment

< Previous Car

Next Car >

NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.

Equipment ID: RAIL101

Required

Provider	Description	File Name	Size (bytes)	Visible To Other Parties	Action
RAIL	Photo of Derailed car	Derailment.jpg	74.23 KB	Yes	Download Delete

* Attachment File:

Choose Files

No file chosen

Close

Upload

2. Select the download icon (). The file is downloaded.

Note: Browsers handle downloading differently. The file may be listed at the bottom of your browser page, or you may need to locate the file in your Downloads folder.

Removing Attachments

If an incorrect photo has been added to an Equipment ID, or if a photograph was made public that should have been kept private, the attachment can be removed.

1. To remove an attachment, access the Add Attachment pop-up (as described in [Adding Attachments](#)) for an incident that already has an attachment. The Add Attachment pop-up is displayed with the existing attachment included ([Exhibit 49](#)).

Exhibit 49. Add Attachment Pop-up With Remove Action Indicated

Add Attachment
Previous Car
Next Car

NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.

Equipment ID: RAIL101
Required

Provider	Description	File Name	Size (bytes)	Visible To Other Parties	Action
RAIL	Photo of Derailed car	Derailment.jpg	74.23 KB	Yes	

Attachment File:
Choose Files
No file chosen

Close
Upload

2. Select the remove action (). A message appears showing that the attachment has been removed ([Exhibit 50](#)).

Exhibit 50. Add Attachment Pop-up With Attachment Removal Message

Add Attachment
Previous Car
Next Car

Successfully removed Attachment Derailment.jpg

NOTE: Attachments are added/removed independent of any data changes saved/cancelled above. Supported file extensions (.PNG, .GIF, .JPG, .DOC, .DOCX, .PDF, .XLS, .XLSX). Maximum 10MB size is allowed per file.

Equipment ID: RAIL101
Required

Attachment File:
Choose Files
No file chosen

Close
Upload

3. Select **Close** to close the Add Attachment pop-up.

Saving a Draft Incident

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Incident draft created	HC	All					n/a
Incident draft deleted	HC	All					n/a

When all information needed to complete an incident is not available, for example, a road representative is taking pictures needed to verify the condition of a car, the initial incident being created can be saved as a draft. The status is indicated as “Draft”. The draft can be recalled at a later time to add information, photos, etc., and then saved as a new incident with a status of “Open”.

To save a draft incident:

While creating a new incident (or updating an existing draft incident), on the Incident Details page ([Exhibit 30](#)), select **Save Draft**. A draft saved message is displayed at the top of the page ([Exhibit 51](#)).

Exhibit 51. Damaged Car Incident Details After Save Draft

✔ Incident Draft successfully created. ✕

Incident Details

Incident ID	RAIL00696663	Interchange Rule	AAR Interchange Rule 1 - Care of Freight Cars
Incident Date	05-20-2022		
Handling Carrier	RAIL		
Incident Status	Draft		
Location SPLC	411657000	Cary, NC	

Equipment ID	Equipment Group	Status	Mark Owner	Defects	Note
AARE20	BOXC	Draft	AARE		

Done
Edit

To go back into Edit mode, select **Edit**. The editable Incident Details page is displayed ([Exhibit 30](#)).

To return to the Home page, select **Done**.

Viewing Incident Drafts

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Incident draft deleted	HC	All					n/a

To view saved drafts of incidents:

1. From any DDCT page, select **Incidents > View Incident Drafts**. The Incident Drafts page is displayed ([Exhibit 52](#)).

Notes:

- You can use the Search field to locate specific records from the results list.
- By default, the results list displays 50 rows per page. You can change this to display 10, 50, 100, 250, 500, or 1000 rows by selecting the numbers at the bottom right of the page.

Exhibit 52. Incident Drafts

Incident Drafts

Search Use this Search field to find specific records in the result list.

Click incident ID to view incident details Total items: 3 Clear Filters

	Incident ID	Incident Date	Interchange Rule
☐	RAIL00696663	05-20-2022	Rule 1
☐	RAIL00671633	10-08-2021	Rule 107
☐	RAIL00665300	09-14-2021	Rule 1

10 50 100 250 500 1000

Done Refresh Remove

2. To view a specific draft incident, select its **Incident ID**. The Incident Details page is displayed ([Exhibit 53](#)).
3. To remove a draft incident, select the checkbox to the left of the ID and select **Remove**. A confirmation message is displayed. Select **Yes**. The draft incident is removed from the list.

Exhibit 53. Incident Details

Incident Details					
Incident ID : RAIL00696663					
Incident Date : 05-20-2022					
Handling Carrier : RAIL					
Interchange Rule : Rule 1					
Incident Status : Draft					
Location SPLC : 411657000 - Cary, NC					
Equipment					
Equipment ID	Equipment Group	Status	Mark Owner	Defects	Note
AARE20	BOXC	Draft	AARE		
					Done Edit

- To update the incident, select **Edit**. The Incident Details page is displayed ([Exhibit 54](#)).
- To view the Car Details page ([Exhibit 66](#)), select the Equipment ID link.

Exhibit 54. Incident Details for Draft Incident Edit

Incident Details					
Incident ID: RAIL00696663		Incident Date: 05-20-2022			
Handling Carrier: RAIL		Interchange Rule: 1			
Incident Status: Draft		Location SPLC: 411657000 - Cary, NC			
Equipment ID	Equipment Group	Status	Defects	Note	Action
AARE20	BOXC	Draft	A - Body		
← Back		✕ Cancel Save Draft Create From Draft			

Note: To edit existing information for equipment (e.g., to add more defects identified), select the **Equipment ID** link. The Equipment Details page is displayed.

Action choices on this page include:

Add or remove cars and defect information as needed, as well as attachments. See [Create Incident](#) on page 21 and [Adding Attachments](#) on page 32.

When all additional cars and attachments have been completed:

- Select **Save Draft**. This does NOT create the incident. A success message is displayed.
- Select **Create from Draft**. Validation and confirmation occur as described in Step [14](#) on page 28.

Printing Car Details

When viewing the Car Details page, you have the option to preview and print car details information. Use the following procedure to print car details information:

1. From the Car Details page (see [Exhibit 55](#)), select the **Report Preview** link.

Note: If you have multiple printers, a printer selection page may be displayed. You will need to select a printer and then select the option to print.

Exhibit 55. Car Details With the Report Preview Link

Car Details	
Incident Information	
Equipment ID :	RAIL101
Equipment Group :	MISC
Incident ID :	RAIL00666320
Incident Date :	09-16-2021
Interchange Rule :	1
Handling Carrier :	RAIL - RAILINC CORPORATION
Incident Status :	Open
Incident Location (SPLC) :	Method, NC (411651000)
Car Mark Owner :	AARE - RAILINC CORPORATION - TEST
Handling Carrier (RAIL) Contact Information Rick Gambrell - Business Analyst rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US) Car Mark Owner (AARE) Contact Information Rick Gambrell - PS 1 rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US)	

The Car Details preview page is displayed ([Exhibit 56](#)).

Exhibit 56. Car Details With the Print Report Link

Car Details	
Incident Information	
Equipment ID :	RAIL101
Equipment Group :	MISC
Incident ID :	RAIL00666320
Incident Date :	09-16-2021
Interchange Rule :	1
Handling Carrier :	RAIL - RAILINC CORPORATION
Incident Status :	Open
Incident Location (SPLC) :	Method, NC (411651000)
Car Mark Owner :	AARE - RAILINC CORPORATION - TEST
Handling Carrier (RAIL) Contact Information Rick Gambrell - Business Analyst rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US) Car Mark Owner (AARE) Contact Information Rick Gambrell - PS 1 rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US)	
Status :	Disposition Requested
Third Party Agent :	AARE
Last Shop Location (SPLC) :	
Rack On Car :	No

2. Select **Print Report** from the print preview page.

The car details information is printed.

Equipment Restenciled via Umler/DDCT Rules

When equipment is restenciled in Umler, DDCT incidents are affected as follows:

- When equipment is restenciled in Umler, the details are automatically sent to DDCT and are reflected in any open incidents. If an incident is closed, then the equipment is not updated with the new stencil mark.
- An email notification is sent to both the old and new CMO and to the HC who created the incident.
- If equipment restenciled in Umler is active within multiple incidents, then the HC for each incident receives separate email notifications.
- If the restenciled equipment appears on multiple incidents, then the email lists all affected incidents.
- Once a car is restenciled, the original Car Owner is not able to view or edit the incident.

[Exhibit 57](#) shows how to identify when equipment has been restenciled.

Exhibit 57. Car Details for Restenciled Equipment

Car Details	
Incident Information	
Equipment ID :	RAIL167
Equipment Group :	GOND
Incident ID :	RAIL00696825
Incident Date :	05-24-2022
Interchange Rule :	108
Handling Carrier :	RAIL - RAILINC CORPORATION
Previous stencil mark → * Restencil * Previous Stencil Mark : RAIL166	
Incident Status : Open	
Incident Location (SPLC) : Cary, NC (411657000)	
Car Mark Owner : RAIL - RAILINC CORPORATION	
Handling Carrier (RAIL) Contact Information Rick Gambrell - Business Analyst rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US) Car Mark Owner (RAIL) Contact Information Rick Gambrell - Business Analyst rick.gambrell@railinc.com 919.651.5115 Cary, NC 27513 (US)	
Status :	Disposition Requested
Last Shop Location (SPLC) :	
Rack On Car :	No
Incident Type :	
Creation Date/Time :	05-24-2022 13:40:32 ET
Last Modified Date/Time :	08-19-2022 13:27:18 ET
Created By :	BSHXV01
Last Modified By :	SYSTEM

Notes:

- If a car involved in an incident in DDCT is restenciled, the associated DDCT record is automatically updated to reflect the new equipment ID. The old ID is displayed for reference in the details page. Notifications are sent to both CMOs.
- If a car involved in an incident in DDCT is removed from Umler (deactivated) and it is the only car on the incident, the Car Details page for that ID will show a reason of “deleted from Umler”. The incident will be automatically closed in DDCT (after 45 days). If the incident has multiple Equipment IDs, the deleted IDs are removed from the incident with the same indicator.

Remove From Incident

Event Description	Done By	I/C Rules	Notification Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Remove a car from an incident	HC/CMO	95/107	HC/CMO				DDCTService.RemoveEquipment
Remove a car from an incident	HC/ CMO	1/96/108	HC/ CMO				DDCTService.RemoveEquipment

The Remove From Incident function enables the Car Mark Owner or the Handling Carrier to remove a car from an incident.

Notes:

- For Rules 95 and 107, a Car Mark Owner (CMO) Admin cannot remove a car from an incident if the status is an end state (i.e., Repairs Complete, Settlement Approved/Accepted, Removed). For all other statuses, a CMO Admin can remove a car from a Rule 95 and Rule 107 incident.
- The Handling Carrier (HC) and the Car Mark Owner (CMO) are notified if equipment on an incident is deleted from Umler.

- Search for the incident that is to have a car removed (see [Search](#) on page 12).
- From the Car Details page ([Exhibit 15](#)), select **Remove from Incident**. The Remove Equipment page is displayed ([Exhibit 58](#)).

Exhibit 58. Remove Equipment From Incident

Remove Equipment

Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Estimated Value	Status
RAIL101	MISC	RAIL00664476	09-04-2021	RAIL	Rule 1		Disposition Provided

Reason

Removal Reason Code *

- select -

Removal Reason *

You have typed 0 characters.

Back

Remove from Incident

- Select the appropriate Removal Reason Code from the available list ([Exhibit 59](#)).

Notes:

- If equipment on an incident is deleted from Umler, then this Removal Reason Code field is auto populated with “Deleted in Umler.”
- For Rule 1 and 108 only, the incident must be in “Disposition Provided” status in order for the CMO to remove the car from the incident.

Exhibit 59. Removal Reason Codes

- select -

Car Destroyed

Added in Error

No Repairs Performed - Car loaded by industry

Duplicate Incident

Not a valid Incident

Car Repaired and Returned to Service

Car Inspected - No Defects found

Car Retired

4. Enter an explanation in the Reason for Removal field.
5. Select **Remove From Incident**. An information message is displayed.
6. Select **Remove From Incident** again to confirm. The status is changed to “Removed”.

Note: When equipment is removed from Umler, the car can be removed from the incident after 45 days. The Removal Reason Code is set to “deleted in Umler.” Appropriate actions may be performed at any time during the 45 days. After that period, the incident is closed.

Re-Add Car (Rule 96 and Rule 107 only)

Equipment that has been removed from an incident can be added back to the incident. This changes the status of the re-added car from “Removed” to “New”.

Note: Equipment cannot be re-added once an incident is closed.

1. Search for the incident. See [Search](#) on page 12.
2. Select the Equipment ID link on the Search Results page. The Defective (or Damaged) Car Details page is displayed (similar to [Exhibit 66](#)).
3. Select the Incident ID link on the Defective (or Damaged) Car Details page. The Incident Details page is displayed (with removed equipment) ([Exhibit 60](#)).

Exhibit 60. Incident Details with Removed Equipment

Incident Details

Incident ID:	RAIL00449100	Incident Date:	11-21-2017
Handling Carrier:	RAIL	Interchange Rule:	107
Incident Status:	Open	Location SPLC:	411657000 - Cary, NC
Incident Type:	Side Swipe		

Equipment ID	Equipment Group	Status	Defects	Note	Action
RAIL999	BOXC	Removed	A - Body		⚙️

[← Back](#)
[➕ Add Car](#)

[✕ Cancel](#)
[★ Done](#)
[💾 Save](#)

4. Select the action drop down. The button to Re-Add Car is displayed ([Exhibit 61](#)).

Exhibit 61. Incident Details with Re-Add Car Option

The screenshot shows the 'Incident Details' form. At the top, there are fields for Incident ID (RAIL00449100), Handling Carrier (RAIL), Incident Date (11-21-2017), Interchange Rule (107), Incident Status (Open), and Location SPLC (411657000 - Cary, NC). Below this is a table with columns: Equipment ID, Equipment Group, Status, Defects, Note, and Action. The table contains one row with Equipment ID RAIL999, Equipment Group BOXC, Status Removed, and Defects A - Body. In the Action column, a dropdown menu is open, showing the 'Re-Add Car' option. At the bottom of the form, there are buttons for 'Back', 'Add Car', and 'Cancel'.

5. Select the **Re-Add** option for the removed equipment to be re-added. The Equipment Details page is displayed with the status field changed to blank.
6. Select **Save**. The Damaged Car Incident Details page is re-displayed now showing the equipment with a status of “New”.

Note: After a car is re-added to a Rule 96 or Rule 107 incident, the disposition process must be completed again.

Truck Hunting (THD) and Equipment Advisory (EA) and Informational Notice (IN)

DDCT enables Handling Carriers to create Rule 1 incidents for equipment with Equipment Health Management System (EHMS) Truck Hunting (THD) alerts or Equipment Advisory/Informational Notice (EA/IN) advisories.

For THD alerts, DDCT automatically creates Rule 1 incidents when a THD alert is at an AAR A1 level (refer to the [EHMS User Guide](#) for more information). The incident will open and close based unloading events to allow the Car Owner to provide disposition. In addition, Handling Carriers have the ability to create Rule 1 incidents for THD alerts or for an Equipment Advisory/Informational Notice (EA/IN) advisory (see [Create Incident](#) on page 21).

DDCT creates a Rule 1 incident for THD Alerts based on a qualifying waybill to be effective at the start of the next ‘loaded trip’ on the destination road and location. The waybill must have the Handling Carrier’s destination SCAC, the destination location SPLC and commodity (STCC). In addition, the Alert Location and the Alert Type (Truck Hunting) will be defined for the Rule 1 incident.

When the DDCT incident has a status of “Repairs Complete”, the incident will close and the THD will be closed in EHMS. Conversely, inspections reported in EHMS for the defined component location will close the DDCT incident. Refer to the [EHMS User Guide](#) for the specific inspections required to close THD alerts.

For Rule 1 incidents, EA/IN cars will be removed from the advisory when ‘Repairs Complete’ is reported or when a car is removed from an incident and the Removal Reason Code reported is ‘Car Repaired and Returned to Service’ or ‘Car Inspected and Returned to Service’ is entered.

For THD Alerts, the proper Alert Location, Alert Type, and incident defect noted as ‘M-Trucks’ must be reported in DDCT to complete closure of the alert in EHMS. For EA advisories, the proper Alert Location, Alert Type, and incident defect noted as ‘W-Equipment Advisory’ must be reported in DDCT (see [Create Incident](#) on page 21). Also, the Shop SPLC, Reporting Mark/SCAC, Performer, and date must match.

Notes:

- When evaluating STCCs and to determine if equipment is loaded, the STCCs 37422xx are determined as empty equipment and not considered as loaded equipment.
 - If the incident is for multi-level equipment, DDCT enables incident creation for VFLT (flat) and VFLT-CO (flat and rack). Incidents are not allowed for racks only; an error is displayed if attempted.
-

The DDCT Rule 1 incidents for THD Alerts and the Car Details page will display a DDCT generated message in the Note section of the Car Details record ([Exhibit 62](#)). See [Exhibit 63](#), which indicates that it was automatically created. An email notification is transmitted to the Handling Carrier when this automated incident is created.

DDCT Rule 1 incidents for THD alerts that are created automatically will have new incidents created when the car is reloaded and the incident was not closed due to repair or inspection. The existing incident will be closed using the Reason Code “THD Incident – Car Loaded By Industry” and a new incident will be created if the waybill qualifying information of Handling Carrier’s destination SCAC, the Destination location SPLC and the Commodity (STCC) are available via the waybill.

Note: All DDCT incidents for EA/IN are created manually. No incidents are automatically created for EA/IN advisories.

For equipment that is on a THD Alert or an EA advisory and is “remediated” (fixed), a message is transmitted to DDCT and the DDCT incident is closed with one of the appropriate reason codes as shown in [Exhibit 62](#) and [Exhibit 63](#).

Exhibit 62. Car Details page with DDCT generated message in the Note section

Car Details

Incident Information

Equipment ID :  [Report Preview](#)

Equipment Group : 

Incident ID : 

Incident Date : 

Interchange Rule : 

Handling Carrier : 

Incident Status : Closed*

Incident Location (SPLC) : Charlotte, NC (417500000)

Car Mark Owner : 

Handling Carrier (NS) Contact Information

 Home Shop Dispo - Supervisor Car Maintenance

 Atlanta, GA 30309 (US)

Car Mark Owner (SDWX) Contact Information

 HOUSTON, TX 77043 (US)

Status : Removed*

Last Shop Location (SPLC) : 

Rack On Car : No

Incident Type : 

Creation Date/Time : 10-04-2021 12:57:06 ET

Created By : AHBUSER

Last Modified Date/Time : 10-28-2021 11:56:55 ET

Last Modified By : AHBUSER

Defects

Defect Code	Description
M - Trucks	Industry Truck Hunting alert

EHMS Alerts

Alert Type	Alert Location
THD	TYPE=TRUCKTRUCK=B:

Note : THD Alert opened on location TRUCK B|Alert LevelC |Heading to unload location: CHARLOTTE, NC(417500000)

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
3241115	L	Y	Car with THD alert is loaded.				AHBUSER		10-04-2021 12:57:06 ET

Provided

Handling Carrier To Provide Shop	User ID	Company ID	Timestamp
N			10-14-2021 11:02:39 ET

Shop	Shop ID	Shop SPLC	Location	Note
Final Shop				

Removed Status

Reason Code : THD Incident - Car loaded by industry

Reason For Removal : Car was loaded by industry instead of being sent to Home Road. This incident will be closed so a new request for disposition can be made.

Removed Time : 10-28-2021 11:56:55 ET

Removed By : AHBUSER

[Back](#) [Done](#) [Audit Log](#)

Exhibit 63. Reason Code: THD Incident - THD Alert Remediated

Removed Status

Reason Code : THD Incident - THD Alert remediated

Reason For Removal : The incident is closed because the corresponding alert is closed in EHMS with the reason of THD Incident - THD Alert remediated.

Removed Time : 05-27-2022 17:19:16 ET

Removed By : AHBUSER

Notes:

- EI-1, IN-3000, IN-3001, IN-3002, IN-3003, and IN-3004 are not allowed.
- A DDCT incident can be linked to more than one THD alert due to different alerts being detected against multiple THD alert locations for the same THD Alert Type. However, a DDCT incident can be linked to only one EA advisory. Also, a combination of THD alerts and an EA advisory on the same incident is not allowed.
- Incidents are closed via DDCT user interface or web services, whether the incident was automatically or manually created, at the time that a closure message is received from EHMS. Also, all DDCT incidents associated with a THD alert are closed if the alert is cancelled.
- Incidents with defects on indicated equipment other than THD or EA defect remain open until all repairs have been completed.

Audit Log

The Audit Log button provides a listing of all events associated with an incident, and is available on many DDCT pages. The function described in this section applies throughout the application.

1. Search for an incident as described in [Search](#) on page 12. Select the desired Equipment ID link. The Car Details page is displayed (similar to [Exhibit 15](#)).
2. Select **Audit Log**. The Audit Log - Incident Event History page is displayed for the Equipment ID ([Exhibit 64](#)). The events for the incident are listed with the most recent event on the top of the list. The user who executed the event step is identified in the User column.

Exhibit 64. Audit Log - Incident Event History

Audit Log - Incident Event History				
Incident Event History				
Incident ID : AARE00289661				
Equipment ID : RAIL12339				
Event Timestamp	Event	Equipment ID	Mark	User
2015-06-24 10:41:26,291	Add Incident - draft created			BONNIE
2015-06-24 10:43:22,412	Add Incident - created from draft			BONNIE
2015-06-24 10:46:24,910	Update Incident - this or other equipment disposition provided			BONNIE
2015-06-24 10:48:38,251	Update Incident - this or other equipment reported on hand			BONNIE
2015-06-24 10:49:52,442	Update Incident - this or other equipment repairs complete reported			BONNIE

3. To view the event log for a particular event, select the Timestamp link. The Audit Log - Incident Event History page is displayed ([Exhibit 65](#)).

Note: If available, waybill information is displayed on the Audit Log - Incident Event History page. Final Shop and the associated Mark and SPLC are also displayed ([Exhibit 65](#)).

Exhibit 65. Audit Log - Incident Event History for Selected Event

History Snapshot
Date Snapshot Effective: 2015-06-24 10:49:52.442 ET

Car Details

Incident Information

Equipment ID : RAIL12339
Equipment Group : BOKC
Incident ID : AARE00289661
Incident Date : 06-24-2015
Interchange Rule : 1
Handling Carrier : AARE -

Incident Status : Open
Incident Location (SPLC) : Etzikorn, (080045000)
Car Mark Owner : RAIL -

Handling Carrier (AARE) Contact Information

Cary, NC 27513 (US)

Car Mark Owner (RAIL) Contact Information

Cary, NC 27513 (US)

Status : Car Repairs Completed*
Last Shop Location (SPLC) : RAIL - RAILINC CORPORATION
CARY, NC (411657000)
Rack On Car : No
Incident Type :
Creation Date/Time : 06-24-2015 10:43:22 ET
Last Modified Date/Time : 06-24-2015 10:49:52 ET
Created By :
Last Modified By :

Defects

Defect Code	Description
A - Body	

Note :
Possession Override Note : Possession for one or more cars has been overridden by handling carrier.

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
3742237		Y						AARE	06-24-2015 10:43:22 ET

Provided

Handling Carrier To Provide Shop	User ID	Company ID	Timestamp
N	BONNIE	RAIL	06-24-2015 10:46:24 ET

Shop	Shop ID	Shop SPLC	Location	Note
Final Shop	RAIL - RAILINC CORPORATION	411657000	Cary, NC	

Close

- To return to the Audit Log - Incident Event History (with all events listed), select **Close**.

Update Incidents

Event Description	Done By	I/C Rules	Notifi-cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Incident updated	HC	95/107	CMO				DDCTService.EditEquipment
Incident updated	HC	1/96/108	CMO				DDCTService.EditEquipment
Add a car to an incident	HC	95/107	CMO				DDCTService.AddEquipment
Add a rack/flat to an incident	HC	1/96/108	CMO				DDCTService.AddEquipment

Open an incident:

- From a search—see [Search](#) on page 12.
- From viewing draft incidents—see [Viewing Incident Drafts](#) on page 37.

Updating an incident can be adding cars or attachments (using the **Save** or **Update Incident** command buttons), or actually progressing the incident through the damaged and defective car processes:

- For damaged cars, see [Damaged Cars](#) on page 55.
- For defective cars, see [Defective Cars](#) on page 77.
- For defect cards, see [Defect Cards](#) on page 91.
- For shop actions, see [Shop](#) on page 102.

Note: A Rule 96/107 incident will remain open for 90 calendar days from the incident date. If 90 calendar days pass, and some of the cars on the incident are not at end states, the incident will remain open.

Third Party Requests

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Intercha nge Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Third party for CMO request	CMO	All	CMO/3rd Party				None
Third party for CMO request accepted	TP	95/107	CMO/3rd Party				None
Third party for CMO request accepted	TP	1/96/108	CMO/3rd Party				None
Third party for CMO request rejected	TP	95/107	CMO/3rd Party				None
Third party for CMO request rejected	TP	1/96/108	CMO/3rd Party				None
Third party for CMO request tickler/reminder message	System	All	3rd Party				None

Car Owners that handle their damaged and defective car tracking processing can assign incidents to a Third Party agent. In this case, the incident must be assigned by the Car Mark Owner to the Third Party. Then the Third Party can choose whether to accept or reject the assignment.

Assigning to Third Party

Note: Only the stenciled Car Mark Owner can assign responsibility to a Third Party. The CMO remains responsible for the incident until the requested Third Party accepts the Third Party Request. A daily tickler/reminder email is sent to the Third Party until the request is approved or rejected.

1. Search for the incident. See [Search](#) on page 12.
2. Select the Equipment ID link on the Search Results page. The Car Details page is displayed ([Exhibit 66](#)).

Exhibit 66. Bottom of Car Details with Assign to Third Party Button

The screenshot shows the bottom section of a 'Car Details' page. It features a 'Disposition' section with two expandable areas: 'Requested' (showing 'Disposition not requested') and 'Provided' (showing 'Disposition not provided'). Below this is a row of action buttons: 'Back', 'Done', 'Remove From Incident', 'Create Defect Card', 'Report car On Hand', 'Assign to Third Party' (highlighted with a red box), and 'Audit Log'.

3. Select **Assign to Third Party**. The Third Party Request page is displayed ([Exhibit 67](#)).

Exhibit 67. Third Party Request

Third Party Request

IMPORTANT

- The current car mark owner (RAIL) will remain responsible for this equipment while the request is pending.
- If third party agency is rejected by the assignee (), the current car mark owner will continue to be responsible.
- If the third party agency is accepted, responsibility will transfer from the current car mark owner (RAIL) to the assignee ().

A third party cannot be requested without being listed in FindUs.Rail and without being a signatory to AAR rules.

Equipment

Equipment ID	Equip Group	Incident ID/Defect Card ID	Date	Handling Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL112301	BOXC	UP00662749	08-17-2021	UP	RAIL	Rule 107	A - Body	Legend, AB	New

Third Party Agent

Mark *

Note

[Back](#) [Done](#) [Request](#)

4. Type in the mark or use the search icon () to select the Mark. The MARK Search pop-up is displayed (See [Exhibit 68](#)).

Note: The MARK provided must be a Railinc registered company ID/MARK, a Signatory to AAR Interchange Rules, and registered in FindUs.Rail.

Exhibit 68. MARK Search

MARK Search

- At least MARK or Company Name must be specified.
- Minimum characters required for fields: MARK: 2, Parent MARK: 2, Company Name 3
- All fields supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

MARK

Company Name

[Search](#)

5. Complete the MARK and/or Company Name fields. Make use of the wildcard search based on rules displayed on the page. Select **Search** to search for records.

Note: If searching for the child MARK, the search results display the parent MARK. Use a parent MARK for third party assignment requests unless otherwise instructed by the Car Owner.

6. Select the desired search result and select the **Select** button. Back on the Third Party Request page (see [Exhibit 67](#)) the Agent Company ID field is populated with the selected MARK.

7. Key in notes in the Note field that can be viewed by the 3rd party agent (free form 200 characters).
8. Select **Request**. A warning/confirmation message is displayed ([Exhibit 69](#)).

Exhibit 69. Third Party Request Warning/Confirmation

Third Party Request

IMPORTANT

- The current car mark owner (RAIL) will remain responsible for this equipment while the request is pending.
- If third party agency is rejected by the assignee 0, the current car mark owner will continue to be responsible.
- If the third party agency is accepted, responsibility will transfer from the current car mark owner (RAIL) to the assignee 0.

A third party cannot be requested without being listed in FindUs.Rail and without being a signatory to AAR rules.

Equipment

Equipment ID	Equip Group	Incident ID/Defect Card ID	Date	Handling Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL112301	BOXC	UP00662749	08-17-2021	UP	RAIL	Rule 107	A - Body	Legend, AB	New

Third Party Agent

Mark *

UP 🔍

Note

- Review the displayed disclaimer about the request. Select **Request** to proceed. A confirmation message is displayed ([Exhibit 70](#)).

Exhibit 70. Third Party Request Confirmation

Third party agency has been requested for this equipment. Car mark owner RAIL will remain responsible while this request is pending.

Third Party Request

Equipment

Equipment ID	Equip Group	Incident ID/Defect Card ID	Date	Handling Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL112301	BOXC	UP00662749	08-17-2021	UP	RAIL	Rule 107	A - Body	Legend, AB	New

Third Party Agent

Mark

UP

Note

10. Select **Done** to return to the Home page.

Accepting/Rejecting Third Party Requests

When a Third Party selects **Incidents > Third Party Requests** on the DDCT application menu, the Accept Third Party Request page is displayed with a list of all incidents that have been assigned ([Exhibit 71](#)). This process can also be initiated by selecting the **Accept/Reject Third Party** button on the Car Details page.

Note: The Third Party must accept responsibility to view the details of the incident. Once the Third Party accepts responsibility, the stenciled Car Mark Owner is no longer able to view the incident. A daily tickler/reminder email is sent to the Third Party until the request is approved or rejected.

Exhibit 71. Accept/Reject Third Party Requests

Equipment ID	Incident ID/Defect Card ID	Date	Interchange Rule	Handling Road	Car Mark Owner	Third Party Status	Third Party Assignee	Date Requested
AOK15001	UP00664479	09-07-2021	Rule 107	UP	AOK	Pending	RAIL	12-14-2021 14:49:06 ET

TO VIEW THE DETAILS OF THE REQUEST, select its Equipment ID. The Car Details page is displayed. After reviewing the case, select the **Accept/Reject Third Party** button to continue through the process.

Accept or reject other incidents as required or select **Cancel** to return to the Home page.

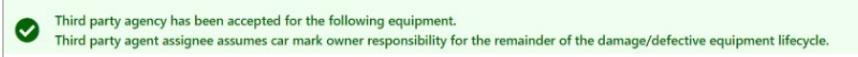
TO ACCEPT THE THIRD PARTY REQUEST, check the box beside the incident and select **Accept**. The Accept Third Party Request page is displayed ([Exhibit 72](#)).

Exhibit 72. Accept Third Party Request

Select **Accept** again to confirm. A confirmation message is displayed ([Exhibit 73](#)).

Exhibit 73. Accept Third Party Request Confirmation

Select **Yes** to confirm. A success message is displayed ([Exhibit 74](#)). You have now successfully requested the Third Party to continue the DDCT workflow. The Car Mark Owner no longer has visibility to incident details. Select **Done** to return to the Home page.

Exhibit 74. Accept Third Party Request Success Message

Once the Third Party accepts the request, they can search for the incident/equipment ID and begin to receive notifications associated with remaining steps.

Notes:

- When the Third Party accepts the request, notifications from the point of acceptance are sent. Prior notification messages cannot be transmitted to the Third Party.
- When the Third Party accepts the request, the original Car Mark Owner can no longer view the Incident Details. The Car Mark Owner can use the Search Incident functionality to see high-level information.
- For accepted or rejected requests, notification is made to the Car Mark Owner.

TO REJECT a third party request, check the box beside the incident and select **Reject**. The Reject Third Party Request page is displayed ([Exhibit 75](#)).

Exhibit 75. Reject Third Party Request

Accept / Reject Third Party Requests

Equipment ID *	Incident ID/Defect Card ID	Date	Interchange Rule	Handling Road	Car Mark Owner	Third Party Status	Third Party Assignee	Date Requested
AOK15001	UP00664479	09-07-2021	Rule 107	UP	AOK	Pending	RAIL	12-14-2021 14:49:06 ET

10 50 100 250 500 1000

Back Reject

Select **Reject** again to confirm. A confirmation message is displayed ([Exhibit 76](#)).

Exhibit 76. Reject Third Party Request Confirmation

☒ **IMPORTANT:** Are you sure you want to reject third party agency for the following equipment? If rejected, the current car mark owner will remain responsible.

Confirmation required.

No Yes

Select **Yes** to confirm. A success message is displayed ([Exhibit 77](#)). You have now successfully rejected the Third Party Request and the Car Mark Owner is not changed. Select **Done** to return to the Home page.

Exhibit 77. Reject Third Party Request Success Message

Once the Third Party Agent rejects the request, the rejected incident no longer displays.

Autocloses

This section explains the different types of autocloses.

Autoclose Rule 1 Incident – 3 Loaded Trips

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory system		Web Services to Use
					Type	Code	
Remove a car from an incident and close the incident	DDCT System	1	HC/CMO	LCS code for remove liability processing for this car REMV/REMV from and to road			n/a

A car will be removed from a DDCT Rule 1 incident, and the system will autoclose the incident and update it with an end state of “Removed” when all of the following conditions are met:

- The Railinc event repository contains three loaded trip cycles since the creation of the latest DDCT incident.
- Only incidents associated with IN-3000 will be autoclosed; incidents associated with any other EA/IN will not be closed.
- There is no defect card associated with the incident.

Note: When the car is removed from the incident, the incident will be closed with Removal Reason Code: “Autoclose – 3 loaded moves” and Removal Reason notes: “Incident is closed due to 3 loaded moves in accordance with AAR Interchange Rules”.

Notifications: The system will send an Equipment Removed notification to the Handling Carrier (HC) and the Car Mark Owner (CMO) with a Removal Reason Code and Removal Reason notes. The HC will also receive Incident Closure notification.

Autoclose Rule 95, 107 Incidents and Defect Cards

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Remove a car from an incident and close the incident	DDCT System	95/102*/107	HC/CMO	LCS code for remove liability processing for this car REMV/REMV from and to road			n/a

*Defect cards can be standalone or associated with an incident. Rule 102 applies to all defect cards.

Per the AAR Interchange Rules, once a defect card has been in existence for 48 months, a car will be removed from a DDCT Rule 95, 107 incident or standalone defect card, and the system will autoclose the incident/defect card and update it with an end state of “Removed”.

Note: This autoclose process does not apply to defect cards where the incident status is “Car On Hand” or “Intermediate Shop Complete”.

Notifications: The system will send an Equipment Removed notification to the Handling Carrier (HC) and the Car Mark Owner (CMO) with a Removal Reason Code and Removal Reason notes. The HC will also receive Incident Closure notification.

Damaged Cars

When you select **Damaged Cars** on a DDCT page, the Damaged Cars menu is displayed ([Exhibit 78](#)).

Damaged Car processing is used for damaged car incidents under Rule 95 and 107.

Exhibit 78. Damaged Cars Menu

Request Actual DV/Disposition
Provide Actual DV/Disposition
Offer Settlement / Handling Carrier Repair
Reject Actual DV
Accept / Reject Settlement

[Exhibit 79](#) describes the tasks available on the Damaged Cars menu.

Exhibit 79. Damaged Cars Menu Items and Descriptions

Menu Item	Description
Request Actual DV/Disposition	Enables the damaging road to request an actual depreciated value and disposition for a damaged car incident under Rule 107.
Provide Actual DV/Disposition	Enables the owner user to provide an actual documented depreciated value and disposition for a damaged car incident under Rule 107.
Offer Settlement/ Handling Carrier Repair	Enables the damaging road to offer a settlement to an owner for a damaged car incident under Rule 107.
Reject Actual DV	Enables the Handling Carrier to reject the ADV provided by the Car Owner if the Handling Carrier does not agree with the amount provided.
Accept/Reject Settlement	Enables the owner to accept or reject a settlement from the damaging road for a damaged car incident under Rule 107.

Note: If it is determined that a car on a Rule 95 incident has disposition requested, then the car should be removed from the Rule 95 incident (the incident will then close) and a “new” Rule 107 incident should be created.

Request Actual DV/Disposition

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Request Disposition and DV	HC	107	CMO				DDCTService.requestDisposition
Reminder - Request Disposition and DV Pending	DDCT System	107	CMO				n/a

This process is completed by the damaging carrier to request the owner to provide input for the equipment's depreciated value (DV) and disposition of the car.

1. Select **Damaged Cars > Request Actual DV/Disposition**. The Request Actual DV/Disposition page is displayed ([Exhibit 80](#)).

Note: You can use the magnifying glass () to retrieve your company's Handling Carrier contact from FindUs.Rail or you can complete the required fields manually.

Exhibit 80. Request Actual DV/Disposition

Request Actual DV/Disposition

Required

Contact

 Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name *

Contact Phone *

Contact Email *

John Henry

1234567890

john@rail.com

+ Add Equipment

Cancel

Request Actual DV/Disposition

Note: If the contact is registered in FindUs.Rail, the fields are auto-populated with the last used contact. Otherwise, the contact is populated with the primary FindUs.Rail contact for the Handling Carrier. The lookup presents primary FindUs.Rail contacts followed by secondary contacts.

2. As discussed in the above note, the contact information is pre-populated. Modify as necessary:
 - a. Type in the damaging carrier's contact name or select the search icon () to search for a valid contact name.
 - b. Type in the contact telephone number (including area code).
 - c. Type in the contact's e-mail address.
3. Select **Add Equipment**. The Request Actual DV/Disposition Equipment pop-up appears ([Exhibit 81](#)).

Exhibit 81. Request Actual DV/Disposition Equipment

Request Actual DV/Disposition

Enter equipment(s) for which actual DV and disposition is to be requested.

Equipment *

Use commas or spaces to separate multiple equipment ID entries (e.g., BNSF1234, BNSF123458 bnsf124550). The alpha part of an ID has 2-4 characters. The numeric part has 1-6 digits. The maximum is 200 units.

Equipment for Actual DV/Disposition request:

✕ Cancel
✓ Submit

4. Enter one or more equipment IDs for which to request actual DV and disposition.
5. Select **Continue**.
 - a. *If no incident exists*, the Select Cars to Request Actual DV/Disposition page is displayed ([Exhibit 82](#)).

Exhibit 82. Select Cars to Request Actual DV/Disposition (No Incident Found)

Request Actual DV/Disposition

* Required

Contact

ⓘ Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name *	Contact Phone *	Contact Email *
John Henry	1234567890	john@rail.com

Cannot Request Actual DV/Disposition

There are no incidents for the following equipment that are eligible to request actual dv/disposition. An incident must be in "New" status and opened under a rule that allows actual dv/disposition to be requested.

Equipment ID

- RAIL99901

+ Add Equipment
✕ Cancel
☆ Request Actual DV/Disposition

- b. *If incidents exist* (or after creating a new incident), the Select Cars to Request Actual DV/Disposition page is displayed with the cars listed ([Exhibit 83](#)).

Exhibit 83. Select Cars to Request Actual DV/Disposition (Incident Found)

Request Actual DV/Disposition * Required

Contact

* Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name * Contact Phone * Contact Email *

Request Actual DV/Disposition List

The following units have existing open incidents in the system. Select a unit for which you would like to request actual dv/disposition.

☐	Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	CMO	Estimated Value	Status	* Commodity/STCC Code fill	Loaded/Empty	* Can Travel On Own Wheels? fill	Disposition Note fill
☐	RAIL101	MISC	RAIL00693546	05-09-2022	RAIL	RAIL	\$10,800 USD	New	7-digits Q	Q	Yes Q	Q

6. Check the boxes beside the Equipment IDs to request an actual DV/Disposition.
7. Complete the following mandatory information:
 - a. Type in the STCC of loaded equipment (the last contained STCC if empty) or select the search icon () to search for a valid STCC.
 - b. Select Yes or No for whether the car can travel on own wheels.
8. (Optional) Complete the following information:
 - a. Choose Empty or Loaded from the drop-down.
 - b. In the Disposition Note drop-down, choose whether the car “Will be sent to the shop” or “Has been sent to the shop”.
 - c. Enter the shop mark or select the search icon () to search for a valid shop mark.
 - d. For Rule 108 incidents, select **Yes** or **No** for whether the car requires transfer of lading.
9. Select **Request Actual DV/Disposition**. The Confirm Request for Actual DV/Disposition page is displayed ([Exhibit 84](#)).

Exhibit 84. Confirm Request for Actual DV/Disposition

☒ **IMPORTANT:** Are you sure you want to request Actual DV/Disposition for the selected equipment(s)?

Confirmation required.

10. Select **Yes**. A confirmation page is displayed ([Exhibit 85](#)).

Exhibit 85. Confirmation of Request for Actual DV/Disposition

☒ Your request for actual DV/Disposition for the following equipment has been sent to the car mark owner. You will be notified of the actual DV/Disposition when provided by the car mark owner.

The status changes to “Actual DV/Disposition Requested”.

Note: If no Actual DV/Disposition is provided within 15 days, car hire liability is transferred to the Car Mark Owner who can assume responsibility to provide disposition for the car.

11. Select **Done** to return to the Home page or select another menu item.

Provide Actual DV/Disposition

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Provide Disposition and DV	CMO	107	HC				DDCTService.provideActualDVDispo
Reminder - Provide Disposition and DV Pending	DDCT System	107	HC				n/a
No DV response after 30 days	DDCT System	107	N/A	Damaging Road to DVR7			n/a
Dispo with SHOP	CMO	107	SHOP	Note: The system sends a notification email to the selected SHOP when equipment has been sent for disposition.			
Provide Dispo (no dispo provided by CMO within 15 days)	HC	107	CMO				DDCTService.provideActualDVDispo
Dispo with SHOP (no dispo provided by CMO within 15 days)	HC	107	CMO				DDCTService.provideActualDVDispo

When notified of the request for actual DV/Disposition for a damaged car, a Car Mark Owner can provide a response in DDCT.

Notes:

- If the CMO provides disposition for equipment where disposition was already provided, then a warning message is displayed. Either select a hyperlink of a listed incident to view the existing provided disposition or continue.
- After disposition request has been submitted by the Handling Carrier and the Car Owner has not provided disposition after 15 days, the Handling Carrier may provide disposition. Previous EDV is set to zero at the time the HC provides disposition (see [Handling Carrier Provides Disposition](#) on page 69).
- If the ADV is rejected by the Handling Carrier, the 15-day waiting period is restarted.
- EDV is not calculated for rebuilt equipment
- EDV is not calculated for Salvage Value Only equipment per Exhibit II in the *AAR Office Manual*.

1. Select **Damaged Cars > Provide Actual DV/Disposition**. The Pending Damaged Car Incidents to Provide Actual DV/Disposition page is displayed ([Exhibit 86](#)).

Exhibit 86. Pending Damaged Car Incidents to Provide Actual DV/Disposition

Pending Damaged Car Incidents To Provide Actual DV/Disposition

Search Use this Search field to find specific records in the result list.

Click equipment ID to provide DV/disposition Total items: 73 | Export CSV Clear Filters

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Location	Estimated Value	Status
RAIL101	MISC	RAIL00693546	05-09-2022	RAIL	RAIL	Rule 107	Cary, NC	\$10,800 USD	Actual DV/Disposition Requested
RAIL11117	MISC	UP00662755	08-17-2021	UP	RAIL	Rule 107	Legend, AB	\$60,555 USD	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00673541	11-08-2021	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00677551	12-15-2021	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00680979	02-08-2022	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00677560	12-15-2021	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	RAIL00691105	05-02-2022	RAIL	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00680975	02-08-2022	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL200108	VLT-CO	UP00677552	12-15-2021	UP	RAIL	Rule 107	Bing, NE	EDV Unknown	Actual DV/Disposition Requested
RAIL7712	RACK	BOCT00698678	05-31-2022	BOCT	RAIL	Rule 107	Bing, NE	\$75,527 USD	Actual DV/Disposition Requested

10 50 100 250 500 1000 Done

2. Select the Equipment ID link from the Pending list matching the received notification. The Actual DV/Disposition page is displayed ([Exhibit 87](#)).

Exhibit 87. Actual DV/Disposition

Actual DV/Disposition Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Estimated Value	Status
RAIL101	MISC	RAIL00693546	05-09-2022	RAIL	Rule 107	CARY, NC (411657000)	(Unavailable)	\$10,800 USD	Actual DV/Disposition Requested

Actual DV

* Actual DV: USD Calculate ☐

Disposition Shops

* Disposition Options: ☒ Repair At Home/Contract Shop ☐ Handling Carrier To Provide Shop

☐ If repairing at home/contract shop, provide at least one repair shop and designate one as the final shop.

Final Shop	Shop ID + SPLC	Location	Note
☐			
☐			

Cancel Continue

Notes:

- If the CMO provides disposition for equipment where disposition was already provided, then a warning message is displayed. Either select a hyperlink of a listed incident to view the existing provided disposition or continue.
- Waybill information for either the origin or destination party only appears on car details after disposition has been provided. See [Exhibit 120](#) and [Exhibit 121](#) in the [Provide Disposition](#) section for an example.
- If the ADV provided to the Handling Carrier is rejected, the amount is returned to zero. This field is not available to the Handling Carrier.
- The drop down for currency type only allows USD unless the amount determined during the calculate process is overridden. If it is necessary to indicate CAD (Canadian dollars), follow the calculate process, select the Override ADV checkbox, and then change the currency to CAD.

- The CMO can select **Calculate** to begin the process to calculate Actual DV. The Settlement Value Statement is displayed ([Exhibit 88](#)). The Actual DV/Disposition page is not available again until the Settle Value Statement page has been completed and saved.

Notes:

- If equipment has been removed from Umler but the CMO wants to provide ADV, when the CMO selects the **Calculate** button, a message is displayed stating that the DV worksheet needs to be filled out manually.
- If the data provided in the Settlement Value Statement is not accurate, the CMO can update the equipment information in Umler and then return to DDCT.

Exhibit 88. Settlement Value Statement

Settlement Value Statement

Equipment Type: ☒ Car ☐ Rack ☐ RAIL (Owner)

With reference to your communique of 01/03/2025, file RAIL00747529 requesting AAR depreciated value of RAIL1016 damaged at HONOLULU, AK (809001000) on 12/12/2024.

Equipment built on 01-2023 rebuilt on , weighing 63,300 lbs.

A - Original Cost

Override Reason (if applicable): Select Override Reason... \$68,222.00 ☐ Override

B - Cost Factor, for year built: 277

C - Cost Factor, for year prior to damage 2023: 277

D - Base Reproduction Cost (A * C / B) \$68,222.00

Type	Date	Description	Cost
Please Select...			

E - Additions and Betterments Reproduction Cost 0

F - Total Reproduction Cost (D + E) \$68,222.00

G - Less Base Depreciation Value of Car: Years: 1 Months: 11 at: 2.25 % = 4.32 \$2,947.00

H - Less Depreciation of Capitalized (Additions and) Betterments: (rate of the car): \$0.00

I - Less Exhibit V Depreciation of (Additions and) Betterments: \$0.00

J - Total Depreciated Value of Car (F - G - H - I): \$65,275.00

Cancel Save and Continue

- For the Settlement Value Statement page, the Incident Detail information (Equipment Type, Car Mark Owner, Incident ID, Equipment ID, Incident Date, ADV Request Date, SPLC, and Location) are pre-populated from DDCT for the first three lines of entries. The input fields are as follows:

- **Equipment built on, Rebuilt on** — pre-populated from Umler–editable. If changed, Cost Factors are updated.
- **Weighing** — pre-populated from Umler.
- A. **Original Cost** — pre-populated from Umler–editable.
- B. **Cost Factor for year built** — pre-populated from DDCT.
- C. **Cost Factor, for year prior to damage** — Year (YYYY) pre-populated from DDCT.
- D. **Base Reproduction Value (A*C/D)** — Based on Umler and DDCT data – Pre-populated.
- **Type** — Drop down of valid selections – 10 maximum selections ([Exhibit 89](#)). See [Exhibit 90](#) for a detailed explanation of each code.

Exhibit 89. Type Drop-Down List

Please Select...

COIL - Outside heater coils fusion welded to tank shell, includes renewal

CONT - Containers (metal, rubber, or combination)

FLLD - Other permanent loading equipment on flat car

GNRL - General capitalized additions and betterments

IHTR - In-transit heater applied to car, includes renewal

JTHR - Jacketed thermal shield with integral headshield

LOLI - Protective coating in LO covered hopper, includes renewal

NTHR - Non-jacketed thermal protection, includes renewal

RACK - Multi-deck automobile racks on flat car

REFR - Mechanical refrigerating system or controlled temperature device

RUBB - Elastomeric lining in tank, includes renewal

SPAR - Any type Sparger system, includes renewal

STNS - Stainless steel inner shell, non-steel pipe heater coils

TKLI - Protective coating in tank, includes renewal

Exhibit 90. Settlement Value Statement Descriptions

Code	Additions and Betterments	Depreciation	Maximum
COIL	Outside heater coils applied to tank shell by fusion welding. Includes renewal in damaged car.	Same rate as for car to which applied, from date car was originally built or rebuilt.	100%
CONT	Containers (metal, rubber, or combination metal/rubber)	7% per annum from date car was originally built or rebuilt.	90%
FLLD	Other permanently installed loading equipment used on flat cars.	8% per annum from date of original installation.	90%
GNRL	General Capitalized Additions and Betterments.	Same rate as for car to which applied, from date of original installation.	90%

Code	Additions and Betterments	Depreciation	Maximum
IHTR	In-transit heater applied to car. Includes renewal in damaged car. When installed coincidental with construction of car, the amount charged to Capital Account for such installation may be estimated.	6% per annum from date of original installation.	90%
JTHR	Jacketed thermal shield with integral headshield.	Same rate as for car, from date of original installation.	90%
LOLI	Protective coating inside LO covered hopper, includes renewal of lining in damaged cars.	2% per month from date of original installation.	100%
NTHR	Non-jacketed thermal protection system. Includes renewal in damaged cars.	2% per annum from date of original installation.	100%
RACK	Multi-deck racks used on flat cars for automobiles, built new or rebuilt prior to 1/1/2016.	5% per annum from date originally built or rebuilt when multi-level rack and car are of divided ownership or reported in Umler as car and multi-deck racks, separately. When car with permanently installed multi-level rack is reported to Umler as a single integrated unit, rate of depreciation for the entire unit will be at the same rate for the car in which installed.	90%
	Multi-deck racks used on flat cars for automobiles, built new or rebuilt on or after 1/1/2016.	3.33% per annum from date originally built or rebuilt when multi-level rack and car are of divided ownership or reported in Umler as car and multi-deck racks, separately. When car with permanently installed multi-level rack is reported to Umler as a single integrated unit, rate of depreciation for the entire unit will be at the same rate for the car in which installed.	90%

Code	Additions and Betterments	Depreciation	Maximum
REFR	Mechanical refrigerating systems or thermostatically controlled temperature device (including power equipment). When installed coincidental with construction or Rule 88 rebuild, the amount charged to Capital Account for such installation may be estimated.	6% per annum from date of original installation or rebuild of the car.	90%
RUBB	Rubber, polyvinyl chloride and polyurethane elastomeric linings applied to inside of tank. Includes renewal in damaged car.	5% per annum from date of original installation.	100%
SPAR	Any type Sparger system applied. Includes renewal of lining in damaged cars.	Same rate as for car in which installed, from date car was originally built or rebuilt.	90%
STNS	Stainless steel inner shell, heater coils of other than ordinary steel pipe.	Same rate as for car, from date of original installation.	90%
TKLI	Protective coating to inside of tank. Includes renewal of lining in damaged car.	2% per month from date of installation.	100%

- **Date** — of value from type.
- **Description** — free form of type.
- **Cost** — Enter without \$ or any punctuation.
- Select **Add** to add type to calculation.

E. **Additions and Betterments Reproduction Cost** – calculated from the addition of types.
Note: A maximum of 15 values may be entered.

F. **Total Reproduction Cost (D + E)**

G. **Less Base Depreciation Value of Car: Years, Months, at: % (percent) = % (percent)**

H. **Less Depreciation of Capitalized (Additions and) Betterments: (rate of car)**

I. **Less Exhibit V Depreciation of (Additions and) Betterments**

J. **Total Depreciated Value of Car (F - G - H - I)**

5. Select **Save and Continue**. The next page is displayed, which is the Salvage Value Worksheet ([Exhibit 91](#)).

Exhibit 91. Salvage Value Worksheet

Settlement Value Statement

Salvage Value Worksheet

Umler Tare Weight

Non-Metallic Weight Estimated Salvage Weight

	Enter Weight	US Credit Rate	Credit Value
Aluminum	0	0.56	\$0.00
Stainless Steel	0	0.45	\$0.00
Standard Steel	0	0.2	\$0.00

Total Salvage Weight

Total Salvage Value

***WARNING: Your salvage weight does not equal the Umler provided tare weight minus non-metallic weight.**

Note: If your equipment is only applicable to the Salvage Value Only depreciation method, then the Standard Steel Weight is pre-filled based on your Umler tare weight. The actual composition of your equipment is unknown. Review the information and update the weight fields for accuracy as needed.

6. The Salvage Value Worksheet input fields are as follows:

- **Umler Tare Weight (pounds)** — Brought forward from Umler; editable.

Note: If changed, a message is displayed indicating that the Umler weight was changed.

- **Non-Metallic Weight (pounds)** — Brought forward from Umler, if available; open for user input.
- **Estimated Salvage Weight (pounds)** — Umler Tare Weight minus Non-Metallic Weight.
- **Aluminum (pounds)** — enter weight of aluminum product in salvage equipment.
- **Stainless Steel (pounds)** — enter weight of stainless product in salvage equipment.
- **Standard Steel (pounds)** — enter weight of standard product in salvage equipment
- **US Credit Rate** — Rates from the current Price Master (updated quarterly) that is based on the Incident Date – non-editable.

- **Credit Value** — Result of Aluminum, Stainless Steel, and Standard Steel individual weight multiplied by the US Credit Rate.
- **Total Salvage Weight (pounds)** — Totals of Aluminum, Stainless Steel, and Standard Steel – must equal Estimated Salvage Weight.
- **Total Salvage Value** — Total Value of Aluminum, Stainless Steel, and Standard Steel.

Note: Calculations are performed as you move to the next field.

7. Select one of the following:

- **Back** — Moves to the previous page without any updates.
- **Calculate** — Totals all numbers (weight and dollar amount) and moves to the final page ([Exhibit 92](#)).
- **Cancel** — Does not update data and moves back one page.

Exhibit 92. Settlement Value Statement (Depreciated Value Method)

Settlement Value Statement

Depreciated Value Method:

☐ Depreciated Value **\$3,175.00**

☐ Salvage **\$0.00**

☐ Salvage+20% **\$0.00**

Back **Cancel** **Apply**

Note: The Salvage Value Only depreciation method is the only available option if your equipment is applicable to Exhibit II in AAR Interchange Rule 107.

8. Calculations are made from the data entered on the two previous pages. Select one of the values displayed on the Settlement Value Statement (Depreciated Value Method).
9. Select one of the following:
- **Back** — Returns to the previous page without any updates to the Value Statement.
 - **Apply** — Values are updated, the DDCT Disposition page is displayed, and the Depreciated Value is displayed with the chosen depreciated value method.
 - **Cancel** — Does not update data and displays the DDCT Disposition page.

Note: Refer to the [AAR Office Manual Rule 107 Settlement Value Examples](#) document for sample Rule 107 settlement value statements.

10. Back on the Actual DV/Disposition page ([Exhibit 93](#)), select a Disposition Option of Repair at Home/Contract Shop or to allow the Handling Carrier to Provide a Shop. If choosing to repair at Home/Contract shop, provide at least one shop choice.

Exhibit 93. Disposition Shops

Disposition Shops

* Disposition Options:

☒ Repair At Home/Contract Shop

☐ Handling Carrier To Provide Shop

ⓘ If repairing at home/contract shop, provide at least one repair shop and designate one as the final shop.

Final Shop	Shop ID + SPLC	Location	Note
☐			
☐			

- Type in the Shop ID (Mark) and SPLC or select the search icon (🔍) to search for a valid Shop Couplet (see [Searching for a Shop Couplet](#) on page 106). Shop couplet data is derived from FindUs.Rail contact information.
 - Select radio button to indicate a final shop choice.
 - (Optionally) add Notes
11. Select **Continue**. The Actual DV/Disposition Submit Confirmation page is displayed with a message to confirm the submission ([Exhibit 94](#)). The Depreciated Value or the Salvage Values (dollar amount) is displayed along with the Settlement Method.

Exhibit 94. Actual DV/Disposition with Depreciated or Salvage Value

☒ Are you sure you want to provide actual DV/disposition to the incident handling carrier?

Confirmation required.

Override Actual DV

12. Review the content to determine if the Actual DV is acceptable as it is displayed.
 - a. If acceptable, select **Yes**. A submission confirmation page is displayed ([Exhibit 96](#)).
 - b. If the calculated Actual DV is not acceptable, you have the opportunity to re-calculate the depreciated value by selecting the **Calculate** button again and re-determining the depreciated value. Or you may check the **Override ADV** box and manually key in another Actual DV. When checking the 'Override' option, the Actual DV field is cleared, the Calculate button becomes non-accessible, and a Reason for Override text box is displayed so that an explanation can be noted for the Handling Carrier and other interested parties ([Exhibit 95](#)). Additionally, the monetary currency field can be changed to Canadian dollars (CAD) if needed.

Exhibit 95. Actual DV/Disposition with Calculated ADV Override

Actual DV: \$0.00 USD CAD Calculate ☒ Override ADV Salvage

Reason for Override *

Exhibit 96. Actual DV/Disposition Submission Confirmation

✓ Your submission of actual DV/disposition for following car has been sent to the incident handling carrier.

Note: Reminder notifications are sent daily for each car that remains in “Actual DV/Disposition Provided” status.

13. Select **Done** to return to the Home page or select another menu item.

14. The Car Details page reflects the new Settlement Values ([Exhibit 97](#)).

Exhibit 97. Car Details with New Settlement Values

Status : Settlement Offered

Last Shop Location (SPLC) :

Rack On Car : No

Incident Type : Side Swipe

Creation Date/Time : 08-17-2021 11:46:26 ET Created By : DSAKELL

Last Modified Date/Time : 07-19-2022 15:53:17 ET Last Modified By : BSHXV01

Defects

Defect Code	Description
A - Body	

Note :

Possession Override Note : Possession for one or more cars has been overridden by handling carrier.

Settlement

Estimated Value : \$60,555 USD

Actual DV : \$3,175 USD [View](#) Actual Depreciated Value

- **Estimated Value** – Originally given to Car Owner from calculations within DDCT.
Note: DDCT displays “EDV Unknown” when the Estimated Value of a given car is calculated to be less than \$1000.
- **Actual DV** – Override DV value with reason for override.
- **Calculated DV** – Original Actual DV provided with ability to view ADV Worksheet.
Note: This value is shown as Actual DV if an Override was not initiated. This value is not shown if an Override was initiated.

Handling Carrier Provides Disposition

When the Car Owner does not provide disposition for a car that has had disposition/ADV requested, after 15 days, the Handling Carrier has the option to provide this disposition.

Note: Handling Carrier Admin SSO access is needed to perform this action.

1. Select **Damaged Cars > Provide Disposition**. The Pending Damaged Car Incidents to Provide Actual DV/Disposition page is displayed ([Exhibit 86](#)).
2. Select the appropriate Equipment ID link. The Actual DV/Disposition page is displayed with override ADV indicated and the Actual DV set to zero ([Exhibit 98](#)). Note that the disposition is handled as a disposition override. The Actual DV is set to zero (0), the Override ADV button is activated, and an explanation is added to the Reason for Override field.

Exhibit 98. Actual DV/Disposition Overridden with Actual DV Set to Zero

Actual DV/Disposition Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Estimated Value	Status
RAIL81	BOXC	RAIL00669904	07-17-2021	RAIL	Rule 107	CUMMINGS, NC (411670000)	(Unavailable)	\$37,674 USD	Actual DV/Disposition Requested

Actual DV

* Actual DV: ☒ Override ADV Actual Depreciated Value

Reason for Override *
 ADV is zero because the Car Owner did not provide ADV. The car owner failed to provide ADV/Dispo within 15 days of HC request and the HC has provided car disposition.

Disposition Shops

* Disposition Options: ☒ Repair At Home/Contract Shop ☐ Handling Carrier To Provide Shop

• If repairing at home/contract shop, provide at least one repair shop and designate one as the final shop.

Final Shop	Shop ID + SPLC	Location	Note
☐			
☐			

3. Select one of the Disposition Options, key in a Shop Couplet, if needed. Optionally add notes. Select **Continue**.
4. A confirmation message is displayed. Select **Provide Actual Disposition**. A completion message is displayed.

Offer Settlement/Handling Carrier Repair

Event Description	Done By	I/C Rules	Notification Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Offer Settlement	HC	107	CMO				DDCTService.authorizeSettlement
Reminder - Offer Settlement Pending	DDCT System	107	CMO				n/a
Handling Carrier to Repair	HC	107	CMO				DDCTService.authorizeSettlement

After a Handling Carrier has viewed a Car Owner's actual DV/Disposition, DDCT can be used to offer a settlement against that car.

1. Select **Damaged Cars > Offer Settlement/Handling Carrier Repair**. The Offer Settlement / Handling Carrier Repair page is displayed ([Exhibit 99](#)).

Exhibit 99. Offer Settlement / Handling Carrier Repair

Offer Settlement / Handling Carrier Repair

NOTE: Settlement value offered by the handling carrier is the Actual DV provided by the car mark owner, not the Estimated Value.

Search Use this Search field to find specific records in the result list.

Maximum 10 rows can be selected at a given time Total Items: 8 | Export CSV | Clear Filters

Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
☐ RAIL1	BOKC	RAIL0069521	05-13-2022	RAIL	Rule 107	Nuor, UT	\$9,610 USD	\$9,610 USD	Actual DV/Disposition Provided
☐ RAIL101	MSC	RAIL00603546	05-09-2022	RAIL	Rule 107	Cary, NC	\$10,800 USD	\$0 USD	Actual DV/Disposition Provided
☐ RAIL101	MSC	RAIL00676671	12-13-2021	ACK	Rule 107	Bagwell, NC	\$5,940 USD	\$15,659 USD	Actual DV/Disposition Provided
☐ RAIL402517	BOKC	RAIL00449100	11-21-2017	RAIL	Rule 107	Cary, NC	\$8,541 USD	\$31,185 USD	Actual DV/Disposition Provided
☐ RAIL5556	BOKC	RAIL00625473	12-03-2020	RAIL	Rule 107	Cary, NC	\$58,937 USD	\$58,937 USD	Actual DV/Disposition Provided
☐ RAIL886	BOKC	RAIL00625473	12-03-2020	RAIL	Rule 107	Cary, NC	EDV Unknown	\$78,922 USD	Actual DV/Disposition Provided
☐ RAIL923001	BOKC	RAIL00563895	08-29-2021	RAIL	Rule 107	Eagle Rock Scanner, NC	\$17,082 USD	\$17,082 USD	Actual DV/Disposition Provided
☐ RAIL961406	FLAT	RAIL00594103	04-14-2020	RAIL	Rule 107	Cary, NC	\$2,766 USD	\$10,764 USD	Actual DV/Disposition Provided

10 50 100 250 500 1000

Done **Offer Settlement** **Handling Carrier Repair**

Note: All Equipment IDs with a status of “Actual DV/Disposition Provided” are listed. Only one Equipment ID is listed if Offer Settlement was selected on the View Incident Car Information page (after a single equipment search).

2. Select the appropriate checkbox(es) beside the Equipment ID(s). You can select multiple checkboxes if needed.
3. Choose one of the following:
 - **Offer Settlement** (pay the actual DV)—Continue with [Offer Settlement](#) on page 71.
 - **Handling Carrier Repair** (Handling Carrier will handle repairs)—Continue with [Handling Carrier Repair](#) on page 72.

Offer Settlement

If you are the Handling Carrier and decide to accept the owner's ADV for the damaged car, select the checkbox to the left of the Equipment ID, and then select **Offer Settlement** on the Offer Settlement / Handling Carrier Repair page. The Confirm Offer Settlement Action pop-up is displayed with a request to confirm the authorization ([Exhibit 100](#)).

Exhibit 100. Confirm Offer Settlement Action

 Are you sure you want to offer settlement to car mark owner?

 NOTE: Settlement value offered by the handling carrier is the Actual DV provided by the car mark owner, not the Estimated Value.

Total items: 1

Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
RAIL101	MISC	RAIL00693546	05-09-2022	RAIL	Rule 107	Cary, NC	\$10,800 USD	\$0 USD	Actual DV/Disposition Provided

Close
\$ Offer Settlement

Select **Offer Settlement** to confirm, or select **Close** to cancel. A confirmation pop-up is displayed over the Offer Settlement / Handling Carrier Repair page with a completion notification message ([Exhibit 101](#)).

Exhibit 101. Offer Settlement / Reject Actual DV Successful Completion Message


Settlement offer completed successfully on following equipment. Notification has been sent to the car mark owner.

Select **Close** on the confirmation pop-up to return to the list of available incidents.

Note: Reminder notifications are sent daily for each car that remains in “Settlement Offered” status. If no settlement accept/reject is provided within 45 days, then the settlement is automatically accepted.

Note: If the Confirm Offer Settlement Action pop-up ([Exhibit 100](#)) displays a warning message at the top (“Offer Settlement on below equipment is not allowed until the associated RACK is added to respective incident IDs and disposition has been requested.”), the Handling Carrier is required to add a RACK to the incident and then request disposition.

Handling Carrier Repair

If you are the Handling Carrier and do not accept the owner's DV for the damaged car (i.e., you plan to repair the car at your own shop), select the checkbox to the left of the Equipment ID, and then select **Handling Carrier Repair** on the Offer Settlement / Handling Carrier Repair page. The Confirm Repair by Handling Carrier Action page is displayed with a request to confirm the authorization ([Exhibit 102](#)).

Exhibit 102. Confirm Repair by Handling Carrier Action

 Are you sure you want to repair within your company (in lieu of offering settlement)?

Total items: 1

Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
RAIL402517	BOXC	RAIL00449100	11-21-2017	RAIL	Rule 107	Cary, NC	\$8,541 USD	\$31,185 USD	Actual DV/Disposition Provided

Close
Handling Carrier Repair

Select **Handling Carrier Repair** to confirm or select **Close** to cancel. A confirmation pop-up is displayed over the Offer Settlement / Handling Carrier Repair page with a completion/notification message ([Exhibit 103](#)).

Exhibit 103. Repair by Handling Carrier Notification

 Intent by handling carrier to repair processed successfully on following equipment. Notification sent to the car mark owner.

Select **Close** on the confirmation pop-up to return to the list of available incidents.

Reject Actual DV

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Reject Actual DV	HC	107	CMO				DDCTService.authorizeSettlement

When the Car Owner provides ADV disposition and the Handling Carrier does not agree with the amount provided, the Handling Carrier can reject the ADV provided.

Notes:

- Handling Carrier admin access is needed to perform this action.
- When a user rejects ADV, both the original offer and the record of the rejection appear in the summary of the Audit Log (see [Audit Log](#) on page 46).

For Rule 107 incidents, Car Owners calculate the disposition value of a damaged car that has been deemed unserviceable. Once a value is determined, the Car Owner sends the ADV to the Handling Carrier involved.

At the time the Handling Carrier receives the calculated value, the HC can either accept the ADV of the car (see [Offer Settlement](#) on page 71) or they can reject the ADV provided by the Car Owner.

To reject the ADV:

1. Select **Damaged Cars > Reject Actual ADV**. The Reject Actual DV page is displayed showing pending incidents available for settlement offer (see [Exhibit 104](#)).

Note: This Reject Actual DV option is available for Rule 107 incidents in this status and for users whose mark is listed as the HC on the DDCT incident.

Exhibit 104. Reject Actual DV Page (Showing Pending Incidents Available)

Reject Actual DV									
Search Use this Search field to find specific records in the result list. Total items: 6 Export CSV Clear Filters									
Equipment ID *Y	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
☐ RAIL101	MISC	RAIL00675671	12-13-2021	ADK	Rule 107	Bagwell, NC	\$5,940 USD	\$15,659 USD	Actual DV/Disposition Provided
☐ RAIL402517	BORC	RAIL00449100	11-21-2017	RAIL	Rule 107	Cary, NC	\$6,541 USD	\$31,185 USD	Actual DV/Disposition Provided
☐ RAIL5556	BORC	RAIL00625473	12-03-2020	RAIL	Rule 107	Cary, NC	\$58,937 USD	\$58,937 USD	Actual DV/Disposition Provided
☐ RAIL886	BORC	RAIL00625473	12-03-2020	RAIL	Rule 107	Cary, NC	EDV Unknown	\$78,922 USD	Actual DV/Disposition Provided
☐ RAIL023001	BORC	RAIL00563895	08-29-2021	RAIL	Rule 107	Eagle Rock Scanner, NC	\$17,062 USD	\$17,062 USD	Actual DV/Disposition Provided
☐ RAIL961406	FLAT	RAIL00394103	04-14-2020	RAIL	Rule 107	Cary, NC	\$2,766 USD	\$10,784 USD	Actual DV/Disposition Provided

2. Select the radio button to the left of the Equipment ID with the ADV you want to reject.
3. Select **Reject Actual DV**. The Reject Actual DV Reason page is displayed ([Exhibit 105](#)).

Exhibit 105. Reject Actual DV Reason

Reject Actual DV Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
RAIL402517	BOXC	RAIL00449100	11-21-2017	RAIL	Rule 107	Cary, NC	\$8,541 USD	\$31,185 USD	Actual DV/Disposition Provided

Reason

Reject Actual DV Reason *

You have typed 0 characters.

[Back](#)
[Reject Actual DV](#)

4. Type the text for the Reject Actual DV Reason.
5. Select the **Reject Actual DV** button. The Confirm Reject Actual DV Action pop-up is redisplayed with a confirmation message ([Exhibit 106](#)).

Exhibit 106. Reject Actual DV Reason with Confirmation Message

Confirm Reject Actual DV Action?

NOTE: Settlement value offered by the handling carrier is the Actual DV provided by the car mark owner, not the Estimated DV.

Equipment ID : RAIL402517

Equipment Group : BOXC

Incident ID : RAIL00449100

Incident Date : 11-21-2017

Car Mark Owner : RAIL

Interchange Rule : Rule 107

Location : Cary, NC

Estimated Value : \$8,541 USD

Actual DV : \$31,185 USD

Status : Actual DV/Disposition Provided

[Close](#)
[Reject Actual DV](#)

6. To confirm, select **Reject Actual DV** again (or select **Close** to cancel). The page is redisplayed with a message indicating the successful rejection of the Actual DV. A notification is sent to the Car Mark Owner.

Exhibit 107. Reject Actual DV Reason Success Message

 **Actual DV has been rejected and a notification has been sent to the car mark owner.**

Note: Once the HC rejects the ADV, the status of the incident changes to “Actual DV Disposition Requested”. The rejection reason appears on the incident and ADV calculations are available in the audit log.

Accept/Reject Settlement

Event Description	Done By	I/C Rules	Notifi-cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Accept Settlement (pt. 1)	CMO	107	HC/SHOP	Damaging Road to DVR7.			DDCTService.acceptRejectSettlement
Accept Settlement (pt. 2)				DVR7 to DEAD	IN	EQADV31	
System Accept Settlement after 45 days if no response provided (pt. 1)	DDCT System	107	HC/SHOP	Damaging Road to DVR7.			n/a
System Accept Settlement after 45 days if no response provided (pt. 2)				DVR7 to DEAD	IN	EQADV31	
Reject Settlement	CMO	107	HC/SHOP	Damaging Road to DVR7.			DDCTService.acceptRejectSettlement

When a Car Owner is notified that a settlement for a specified car has been made, DDCT enables the owner to accept or reject the settlement.

1. Select **Damaged Cars > Accept/Reject Settlement**. The Pending Incidents for Accept/Reject Settlement page is displayed ([Exhibit 108](#)).

Exhibit 108. Pending Incidents for Accept/Reject Settlement

Pending Incidents for Accept/Reject Settlement									
NOTE: Settlement value offered by the handling carrier is the Actual DV provided by the car mark owner, not the Estimated Value.									
Search Use this Search field to find specific records in the result list.									
Maximum 10 rows can be selected at a given time Total Items: 61 Export CSV Clear Filters									
Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
☐ RAIL101	MISC	RAIL00693546	05-09-2022	RAIL	Rule 107	Cary, NC	\$10,880 USD	\$0 USD	Settlement Offered
☐ RAIL7712	RACK	BOCT00696880	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered
☐ RAIL7712	VRLT-CD	BOCT00696883	05-25-2022	RAIL	Rule 107	Bing, NE	\$15,532 USD	\$8,100 USD	Settlement Offered
☐ RAIL7712	RACK	BOCT00696884	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered
☐ RAIL7712	RACK	BOCT00697046	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered
☐ RAIL7712	VRLT-CD	BOCT00697045	05-25-2022	RAIL	Rule 107	Bing, NE	\$15,532 USD	\$8,100 USD	Settlement Offered
☐ RAIL7712	VRLT-CD	BOCT00697115	05-25-2022	RAIL	Rule 107	Bing, NE	\$15,532 USD	\$8,100 USD	Settlement Offered
☐ RAIL7712	RACK	BOCT00697116	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered
☐ RAIL7712	RACK	BOCT00697218	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered
☐ RAIL7712	VRLT-CD	BOCT00697217	05-25-2022	RAIL	Rule 107	Bing, NE	\$15,532 USD	\$8,100 USD	Settlement Offered

2. Select the appropriate checkbox(es) to the left of the Equipment ID(s). You can select multiple checkboxes if needed.
3. Select one of the following:
 - **Accept Settlement**
 - **Reject Settlement**

The Confirm Settlement Accept/Reject Action pop-up is displayed with a message to confirm either the acceptance or rejection ([Exhibit 109](#)).

Exhibit 109. Confirm Settlement Accept/Reject Action for Accept

 Are you sure you want to accept the settlement offer?

NOTE: Settlement value offered by the handling carrier is the Actual DV provided by the car mark owner, not the Estimated Value.

Total items: 1

Equipment ID	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Estimated Value	Actual DV	Status
RAIL7712	RACK	BOCT00696880	05-25-2022	RAIL	Rule 107	Bing, NE	\$79,527 USD	\$6,684 USD	Settlement Offered

Close
Accept Settlement

4. Depending on your prior selection, select **Accept Settlement** or **Reject Settlement** to confirm (or select **Close** to cancel). A confirmation pop-up is displayed on the Pending Incidents for Accept/Reject Settlement page with a message indicating success of action and notifications sent (see [Exhibit 110](#)).

Exhibit 110. Confirm Settlement Accept/Reject Submitted

 Settlement acceptance completed successfully. Notification has been sent to the handling carrier.

Select **Close** on the confirmation pop-up to return to the list of available incidents.

Notes:

- If settlement is rejected, then the status of the car is “Settlement Rejected”. The Handling Carrier will then honor the disposition provided by the Car Owner prior to the settlement offer or repair the car at the Handling Carrier’s shop.
- When equipment has been reported as “Settlement Accepted” or “Settlement Rejected” and the equipment has been dispositioned to a Shop, the Shop is notified of the reported “Settlement Accepted” or “Settlement Rejected” status.
- Reminder notifications are sent daily for each car that remains in “Settlement Offered” status. If no settlement accept/reject is provided within 45 days, then the settlement is automatically accepted.
- An incident cannot be closed until all of the equipment involved in the incident is in an end state (see [Exhibit 189](#) on page 125). Once all of the equipment is in an end state, the incident will close in 90 days.

5. Select **Done** to return to the Home page.

Defective Cars

When you select **Defective Cars** on a DDCT page, the Defective Cars menu is displayed. Options on this menu differ depending on your assigned rights. [Exhibit 111](#) shows options for a user who has rights for both a Car Mark Owner and a Handling Carrier.

Defective Car processing is used for defective car incidents under Rules 1, 96, or 108 (for cars requiring extensive repairs).

Exhibit 111. Defective Cars Menu

Request Disposition
Provide Disposition
Dismantle Cars
Accept / Reject Salvage Value

[Exhibit 112](#) describes the tasks available on the Defective Cars menu.

Exhibit 112. Defective Cars Menu Items and Descriptions

Menu Item	Description
Request Disposition	Enables the Handling Carrier to request a disposition for a defective car incident under Rules 1, 96, or 108.
Provide Disposition	Enables the owner to provide a disposition for a damaged car incident under Rules 1, 96, or 108.
Dismantle Cars	Enables the owner to dismantle a car beyond repair (only for Rule 108 incidents created before February 21, 2017).
Accept / Reject Salvage Value	Enables the Handling Carrier to either accept or reject the Max Credit Value (only for Rule 108 incidents created on or after February 21, 2017).

Request Disposition

Event Description	Done By	I/C Rules	Notifi-cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Request Disposition	HC	1/96/108	CMO				DDCTService.requestDisposition
Reminder - Request Disposition Pending	DDCT System	1/96/108	CMO				n/a
Dispo with SHOP	CMO	1/96/108	SHOP	Note: The system sends a notification email to the selected SHOP when equipment has been sent for disposition.			

This option is used when a Handling Carrier discovers and creates an incident for defects in a car and needs to request disposition of the car from the owner.

Note: The following procedure applies to Rule 96 incidents. For Rule 1 and 108 incidents, see [Creating Rule 1 and 108 Incidents](#) on page 29.

1. Select **Defective Cars > Request Disposition**. The Request Disposition page is displayed ([Exhibit 113](#)).

Exhibit 113. Request Disposition Contact

Note: You can perform a search for the Handling Carrier's 1 and 108 incidents to make sure data needed for this page is known. The fields of this page are pre-populated if you selected **Request Disposition** on the Car Details page.

- a. Type in the Handling Carrier's contact name or select the search icon (🔍) to search for a valid contact name.

Note: If the contact is registered in FindUs.Rail, the fields are auto-populated with the last used contact. Otherwise, the contact information is populated with the primary FindUs.Rail contact for the Handling Carrier. The lookup presents primary FindUs.Rail contacts followed by secondary contacts.

- b. Type in the contact telephone number (including area code).
 - c. Type in the contact's e-mail address.
2. Select **Add Equipment**. The Request Disposition page is redisplayed with an Equipment field ([Exhibit 114](#)).

Exhibit 114. Request Disposition Equipment

3. Type in the Equipment ID(s) and select **Submit**. The Request Disposition page is redisplayed with a Request Disposition List section ([Exhibit 115](#)).

Note: If there is no associated incident for the car specified, select **Create Incident** to create a new incident for the car. See [Create Incident](#) on page 21.

Exhibit 115. Request Disposition List

Request Disposition Required

Contact

ⓘ Requesting carrier contact information is required. This information may be used by the car owner for offline communication.

Contact Name * Contact Phone * Contact Email *

Request Disposition List

The following units have existing open incidents in the system. Select a unit for which you would like to request disposition.

☐	Equipment ID	Interchange Rule	Equipment Group	Incident ID	Incident Date	CMO	Status	* Commodity/STCC Code fill Q	Loaded/Empty	* Can Travel On Own Wheels? fill	Disposition Note fill
☐	RAIL5	96	TANK	RAIL00655369	06-26-2021	RAIL	New	7-digits Q		Yes	
											Shop Q

4. Select the checkbox to the left of the Equipment ID.
5. Complete the following information:
 - a. Type in the STCC of loaded equipment (the last contained STCC if empty) or select the search icon () to search for a valid STCC.
 - b. Select **Yes** or **No** for whether the car can travel on own wheels.
6. (Optional) Complete the following information:
 - a. Choose **Empty** or **Loaded** from the drop-down.
 - b. Choose whether the car will be sent to the shop or has been sent to the shop.
 - c. Type in the shop mark or select the search icon () to search for a valid shop mark.
7. Select **Request Disposition**. A confirmation pop-up is displayed with a message to confirm the request.

Exhibit 116. Request Disposition Confirmation Pop-up

☒ **IMPORTANT:** Are you sure you want to request disposition for the following equipment(s)? X

Confirmation required.

Notes:

- If there are no associated incidents for the car specified, a message is displayed indicating that no open incidents exist for the equipment. The Handling Carrier then needs to create a new incident for the equipment (see [Create Incident](#) on page 21).
- To add additional equipment to the request disposition list, select the **Add Equipment** button.

8. Select **Yes** to confirm. The Disposition Request Success page is displayed ([Exhibit 117](#)).

Exhibit 117. Disposition Request Success

 Your request for disposition for the following equipment has been sent to the car mark owner. You will be notified of disposition when provided by the car mark owner.

The status is set to “Disposition Requested”.

Note: Reminder notifications are sent on a daily basis for each car that remains in “Disposition Requested” status.

9. Select **Done** to return to the Home page or choose another menu item.

Provide Disposition

Event Description	Done By	I/C Rules	Notifi-cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Provide Disposition	CMO /HC	1/96/108	CMO/HC	Handling Road to DSP8			DDCTService.provideDisposition

When notified of the request for a disposition for a defective car, a Car Mark Owner can provide a response in DDCT.

Note: **Rule 1 and 96 incidents:** The system enables the HC to provide disposition after **2 business days** have passed since the request for disposition was made. **Holidays are NOT factored in and count as business days.** Only the HC that created the incident can provide disposition after 2 days. If the CMO provides disposition, the HC is not allowed to provide disposition after 2 days. Example: for disposition requested on Monday, Tuesday and Wednesday are the 2 days. If disposition is not provided, the HC can provide it on Thursday, using this example.

Rule 108 incidents: If the HC requests disposition, the CMO has 15 days to provide disposition. The HC cannot provide disposition during this time but can provide disposition after 15 days if the CMO does not provide disposition.

1. Select **Defective Cars > Provide Disposition**. The Pending Defective Car Incidents to Provide Disposition page is displayed ([Exhibit 118](#)).

Exhibit 118. Pending Defective Car Incidents to Provide Disposition

Pending Defective Car Incidents to Provide Disposition								
Search				Use this Search field to find specific records in the result list.				
Click equipment ID to provide disposition				Total Items: 7 Export CSV Clear Filters				
Equipment ID ↑	Equipment Group	Incident ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Status	
AFPK21509	TANK	RAIL00678640	01-28-2022	RAIL	AFPK	Rule 1	Disposition Requested	
AFPK21514	TANK	RAIL00681883	03-01-2022	RAIL	AFPK	Rule 1	Disposition Requested	
AFPK21514	TANK	RAIL00681886	03-01-2022	RAIL	AFPK	Rule 1	Disposition Requested	
AITX100000	HQPP	RAIL00686320	04-13-2022	RAIL	AITX	Rule 1	Disposition Requested	
AITX100000	HQPP	RAIL00686321	04-13-2022	RAIL	AITX	Rule 1	Disposition Requested	
ADK15001	BCMC	RAIL00698077	05-27-2022	RAIL	ADK	Rule 1	Disposition Requested	
ADK21235	FLAT	RAIL00683393	04-08-2022	RAIL	ADK	Rule 1	Disposition Requested	
							10	50
							100	250
							500	1000
								Done

2. Select the Equipment ID link to provide disposition for that car. The Provide Defective Car Disposition page is displayed ([Exhibit 119](#)).

Exhibit 119. Provide Defective Car Disposition

Provide Defective Car Disposition Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Status
NS405080	BOXC	RAIL00704764	08-24-2022	RAIL	Rule 1	CARY, NC (411657000)	ATLANTA, GA (456200000)	Disposition Requested

Disposition Shops

* Disposition Options:

☒ Repair At Home/Contract Shop
☐ Handling Carrier To Provide Shop
☐ Select Waybill Location

• If repairing at home/contract shop, provide at least one repair shop and designate one as the final shop.

Final Shop	Shop ID + SPLC	Location	Note
☐			
☐			

3. Complete (or modify) the Disposition Shops section:
 - a. Select a Disposition Option of Repair at Home/Contract Shop or to allow the Handling Carrier to Provide a Shop. If choosing to repair at Home/Contract shop, provide at least one shop choice.
 - Type in the Shop Couplet (Mark and SPLC) or select the search icon (🔍) to search for a valid Shop Couplet (see [Searching for a Shop Couplet](#) on page 106). Shop couplet data is derived from FindUs.Rail contact information.
 - Select a radio button to indicate a final shop choice.
 - (Optional) add Notes.
 - b. Repeat for the second shop choice.
 - c. Optionally, select the **Select Waybill Location** option if the waybill origin or destination is to provide disposition to a repair location ([Exhibit 120](#)). The origin and destination options appear. Select the appropriate choice.

Exhibit 120. Provide Defective Car Disposition for Select Waybill Location

Provide Defective Car Disposition Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Status
NS405080	BOXC	RAIL00704764	08-24-2022	RAIL	Rule 1	CARY, NC (411657000)	ATLANTA, GA (456200000)	Disposition Requested

Disposition Shops

* Disposition Options:

☐ Repair At Home/Contract Shop
☐ Handling Carrier To Provide Shop
☒ Select Waybill Location

Waybill #: 431718 Waybill Date: 08-15-2022

	Name	SPLC	Location	CIF#	SCAC	FSAC
☐	NORFOLK SOUTHERN CORP	456200000	ATLANTA, GA	7876075630000	NS	56396
☐	MW-RAIL TRAIN	345237000	BELLEVUE, OH		NS	05978

Notes:

- Waybill information for either the origin or the destination party only appears on car details after disposition has been provided.
- The option to Select Waybill Location will only be available under Provide Disposition Shops/Options when there is a corresponding loaded trip record in the Railinc event repository. This option is only available for equipment involved in Rule 1 and Rule 96 incidents.

4. Select **Continue**. The Provide Defective Car Disposition Confirmation page is displayed.

Exhibit 121. Provide Disposition Confirmation

☒ Are you sure you want to provide disposition to the incident handling carrier? ✕

Confirmation required.

5. Review the disposition:

- To go back to make changes to the disposition, select **No**.
- To confirm the disposition, select **Yes**. The Provide Defective Car Disposition Confirmation page is displayed with a notification message ([Exhibit 122](#)).

Exhibit 122. Submission of Disposition Confirmation

 Your submission of disposition for the following equipment has been sent to the incident handling carrier.

The status is set to “Disposition Provided”.

6. Select **Done** to return to the Home page.

Provide Salvage Value

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Provide Salvage Value	CMO/HC	108	HC/CMO	n/a			DDCTService.provideSalvageValue

When notified of the request for disposition for a defective car, a Car Mark Owner can respond by dispositioning the car to a shop for repair or they can calculate the salvage value and credit the value to the Handling Carrier before dismantling the car.

Notes:

- After a disposition request has been submitted by the Handling Carrier and the Car Owner has not provided disposition within 15 days, the Handling Carrier may provide disposition or calculate the salvage value.
- When calculating the salvage value in DDCT, the Car Owner can enter the metallic weight and other details in the Salvage Value Worksheet.

Use the following procedure to calculate and provide the Salvage Value:

- Select **Defective Cars > Provide Disposition**. The Pending Defective Car Incidents to Provide Disposition page is displayed ([Exhibit 123](#)).

Exhibit 123. Pending Defective Car Incidents to Provide Disposition

Pending Defective Car Incidents to Provide Disposition							
Search Use this Search field to find specific records in the result list. Click equipment ID to provide disposition Total Items: 11 Export CSV Clear Filters							
Equipment ID ↑	Equipment Group	Incident ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Status
ABOKS2377	BOCK	RAIL00703216	07-26-2022	RAIL	TTX	Rule 1	Disposition Requested
ABOKS2377	BOCK	RAIL00703246	07-27-2022	RAIL	TTX	Rule 1	Disposition Requested
AFPK21509	TANK	RAIL00678640	01-28-2022	RAIL	AFPK	Rule 1	Disposition Requested
AFPK21514	TANK	RAIL00681883	03-01-2022	RAIL	AFPK	Rule 1	Disposition Requested
AFPK21514	TANK	RAIL00681884	03-01-2022	RAIL	AFPK	Rule 108	Disposition Requested
AFPK21514	TANK	RAIL00681886	03-01-2022	RAIL	AFPK	Rule 1	Disposition Requested
ATX100000	HOPP	RAIL00686320	04-13-2022	RAIL	ATX	Rule 1	Disposition Requested
ATX100000	HOPP	RAIL00686321	04-13-2022	RAIL	ATX	Rule 1	Disposition Requested
AOK15001	BOCK	RAIL00698077	05-27-2022	RAIL	AOK	Rule 1	Disposition Requested
AOK21235	FLAT	RAIL00685393	04-08-2022	RAIL	AOK	Rule 1	Disposition Requested
AOK68158	VFLT	RAIL00673344	10-28-2021	RAIL	AOK	Rule 108	Disposition Requested
10 50 100 250 500 1000							Done

- Select the Equipment ID link for a Rule 108 incident from the pending list matching the received notification. The Provide Defective Car Disposition page is displayed ([Exhibit 124](#)).

Exhibit 124. Provide Defective Car Disposition

Provide Defective Car Disposition * Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Status
RAIL2229	BOXC	RAIL00704767	08-24-2022	RAIL	Rule 108	CARY, NC (411657000)	(Unavailable)	Disposition Requested

Disposition Shops

* Disposition Options:

☒ Repair At Home/Contract Shop
☐ Handling Carrier To Provide Shop

* Authorize Loading The Car On Transport Equipment:

ⓘ If repairing at home/contract shop, provide at least one repair shop and designate one as the final shop.

Final Shop	Shop ID + SPLC	Location	Note
☐			
☐			

3. Select the Equipment ID link. The Car Details page is displayed. [Exhibit 125](#) shows the Disposition section of this page.

Exhibit 125. Car Details Page showing the Disposition Section

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Requires Transfer of Lading	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
0113710		N	Y		Raildoc2 Test	919.651.5115	raildoc2@gmail.com	BSH00V01	RAIL	08-24-2022 11:54:43 ET

Provided

⚠ Disposition not provided

4. Select **Provide Salvage Value**. The Provide Salvage Value page is displayed ([Exhibit 126](#)).

Exhibit 126. Provide Salvage Value

Provide Salvage Value * Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Status
RAIL2229	BOXC	RAIL00704767	08-24-2022	RAIL	Rule 108	CARY, NC (411657000)	(Unavailable)	Disposition Requested

Salvage Value Calculation

Salvage Value USD ☐

Dismantling Cost USD

Max Credit Value USD

5. Select **Calculate** to begin the process to calculate the Salvage Value. The Salvage Value Worksheet is displayed ([Exhibit 127](#)).

Exhibit 127. Salvage Value Worksheet

SALVAGE VALUE WORKSHEET

Equipment Type: ☒ Car ☐ Rack **RAIL** (Owner)

With reference to DDCT Incident **RAIL00747774** request of AAR Salvage Value for **RAIL1018** , identified at **NUCOR, UT (761730000)** on **01/21/2025** .

Umler Light Weight lbs. Non-Metallic Weight lbs. Estimated Metallic Weight lbs.

	Enter Weight	US Credit Rate	Credit Value
Aluminum	0	0.61	\$0.00
Stainless Steel	0	0.37	\$0.00
Standard Steel	0	0.15	\$0.00
TOTAL Salvage Weight	0.00	TOTAL Salvage Value	\$0.00

A - Salvage Value of Dismantled Car (Total Credit Value)

B - Dismantling Cost (Gross tons (Light Wt. in lbs. [63300] / 2240) X Value of job code 4489 [\$295.33])

C - Salvage Value Less Dismantling Cost (A-B)

⚠ WARNING: Total Salvage Weight does not equal the Estimated Metallic Weight (Umler provided light weight minus non-metallic weight).

6. For the Salvage Value Worksheet, the Incident Detail information (Equipment Type, Car Mark Owner, Incident ID, Equipment ID, Incident Date, SPLC and Location) are pre-populated from DDCT for the first three lines of entries. The input fields are as follows:
- **Umler Light Weight** – Pre-populated from Umler–editable. If changed, Dismantling Cost is updated.
 - **Non-Metallic Weight** – Editable by user. If changed, Estimated Metallic Weight is updated.
 - **Estimated Metallic Weight** – Auto-calculated. Calculation is equal to the difference between Umler Light Weight and Non-Metallic Weight.
 - **Aluminum, Stainless Steel, and Standard Steel Weight** – Editable by user. If changed, the Credit Value, Salvage Weight, and Salvage Value are updated. All job code credit rates are calculated based on the quarterly value from the Price Master of the year the incident was created.

Metallic Parts	Job Code
Aluminum	4236
Stainless Steel	4246
Standard Steel	4244

- A. **Salvage Value of Dismantled Car** — Auto-calculated (Total Credit Value of Metallic Weight).
- B. **Dismantling Cost** — Auto-calculated. Gross tons (Light Wt. in lbs. / 2240 x value of job code 4489)
- C. **Max Credit Value (A-B)** — Auto-calculated.

Notes:

- If the CMO provides disposition for equipment where disposition was already provided, then a warning message is displayed. Either select a hyperlink of a listed incident to view the existing provided disposition or continue.
 - If the Salvage Value provided to the Handling Carrier is rejected, the amount is returned to zero in the Salvage Value Worksheet.
 - After a disposition request has been submitted by the Handling Carrier and the Car Owner has not provided disposition within 15 days, the Handling Carrier may provide disposition or calculate the salvage value.
 - The drop down for currency type only allows USD unless the amount determined during the calculate process is overridden. If it is necessary to indicate CAD (Canadian dollars), follow the calculate process, select the Override Salvage Value checkbox, and then change the currency to CAD.
 - The CMO can override the Salvage Value, Dismantling Cost, and Max Credit Value by selecting the Override Salvage Value checkbox on the Provide Salvage Value page.
-
7. After entering values on the Salvage Value Worksheet, select **Apply** at the bottom of the page. The Provide Salvage Value page is redisplayed ([Exhibit 126](#)).
 8. Select **Continue** on the Provide Salvage Value page. A confirmation pop-up is displayed. Select **Yes** to confirm. A success message is displayed ([Exhibit 128](#)).

Exhibit 128. Provide Salvage Value Completed

✔ Your submission of Salvage Value for the following car has been provided successfully.

Provide Salvage Value

Required

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Incident Location	Current Location	Status
RAIL2229	BOKC	RAIL00704767	08-24-2022	RAIL	Rule 108	CARY, NC (411657000)	(Unavailable)	Salvage Value Provided

Salvage Value Calculation

Salvage Value

USD

Calculate

☐ Override Salvage Value

Dismantling Cost

USD

Max Credit Value

USD

Done

Accept/Reject Salvage Value

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Accept Salvage Value	HC/CMO	108	CMO/HC	DVR7 to DEAD			DDCTService.authorizeSalvageValue
Reject Salvage Value	HC/CMO	108	CMO/HC	DSP8 to DSP8			DDCTService.authorizeSalvageValue
Dismantle Car	CMO	108	HC/SHOP	DVR7 to DEAD			DDCTService.dismantleEquipment

When a car is in “Salvage Value Provided” status, the Handling Carrier can either accept or reject the Max Credit Value. If the Handling Carrier accepts the Salvage Value, the car status is set to “Dismantled*”. If the Handling Carrier rejects the Salvage Value, the car status is set back to “Request Disposition” for the Car Owner to provide disposition again.

Note: When the Handling Carrier provides the Salvage Value after 15 days, the Car Owner can then accept or reject the Max Credit Value. If the Car Owner rejects the Salvage Value, the car status is set back to “Request Disposition” for the Handling Carrier to provide disposition or salvage value again.

Use the following procedure to accept or reject the Salvage Value:

1. Select **Defective Cars > Accept/Reject Salvage Value**. The Accept/Reject Salvage Value page is displayed ([Exhibit 129](#)).

Exhibit 129. Accept/Reject Salvage Value

[illegible]

2. Select the Equipment ID link for the car. The Car Details page is displayed ([Exhibit 130](#)).

Exhibit 130. Car Details showing Accept/Reject Salvage Value

Salvage Value

Calculated SV :\$25,088.00 USD

Salvage Value :\$25,088.00 USD [View](#)

Dismantling Cost :\$4,885.97 USD

Max Credit Value :\$20,202.03 USD

Provided

User ID	Company ID	Timestamp
BSHXV01	RAIL	09-01-2022 16:11:40 ET

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Requires Transfer of Lading	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
0113710		N	Y		Raildoc2test2 Test	919.651.5115	raildoc2@gmail.com	BSHXV01	RAIL	08-24-2022 11:54:43 ET

[Back](#)[Done](#)[Remove From Incident](#)[Create Defect Card](#)[Accept/Reject Salvage Value](#)[Assign to Third Party](#)[Audit Log](#)

3. Review the values on this page carefully and decide how to proceed:
 - To salvage the car for the indicated Max Credit Value, select the **Accept/Reject Salvage Value** button and then select **Accept Salvage Value** from the resulting Accept/Reject Salvage Value page ([Exhibit 131](#)).
 - If unsure/disagree with the values on the page, select the **Accept/Reject Salvage Value** button and then select **Reject Salvage Value** from the resulting Accept/Reject Salvage Value page ([Exhibit 131](#)). The car status is set back to “Request Disposition” for the Car Owner to address.

Exhibit 131. Accept/Reject Salvage Value

Accept / Reject Salvage Value

Equipment ID - T	Equipment Group	Incident ID	Incident Date	Car Mark Owner	Interchange Rule	Location	Salvage Value	Status
RAIL2325	BCMC	RAIL00704767	08-24-2022	RAIL	Rule 108	Cary, NC	\$25,088.00	Salvage Value Provided

[Back](#)
[Done](#)
[Reject Salvage Value](#)
[Accept Salvage Value](#)

Note: If the Handling Carrier selects **Accept Salvage Value** on the Accept/Reject Salvage Value page ([Exhibit 131](#)), and the resulting Confirm Accept Salvage Value Action pop-up displays a warning message at the top (“Accept Salvage Value is not allowed until the RACK is added to a separate Rule 108 incident and disposition has been requested.”), the Handling Carrier is required to create a separate Rule 108 incident for the RACK and then request disposition. The incident date for the RACK must be within 7 days of the VFLT-CO incident date.

Car Dismantling Procedure for Incidents Created Prior to February 21, 2017

Note: Rule 108 incidents created before February 21, 2017, continue to use the Car Dismantling procedure previously in effect. This procedure does not support the Salvage Value Worksheet. Car Owners can use the following procedure to dismantle a car. DDCT automatically determines which procedure is in effect based on the incident creation date.

1. Select **Defective Cars > Dismantle Cars**. The Dismantle Defective Cars page is displayed ([Exhibit 132](#)).

Exhibit 132. Dismantle Defective Cars

Dismantle Defective Cars

Search Use this Search field to find specific records in the result list.

Click an equipment ID to dismantle the car Total Items: 2 [Clear Filters](#)

Equipment ID - T	Equipment Group	Incident ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Status
RAIL3636	IFT	RAIL00402780	02-17-2017	RAIL	RAIL	Rule 108	H - Load Attention	Disposition Provided
RAIL99901	TANK	RAIL00385608	11-10-2016	RAIL	RAIL	Rule 108	D - Derailment/Accident	Car On Hand

10 50 100 250 500 1000
 [Done](#)

2. Select the Equipment ID link for the car to be dismantled. The Confirm Dismantle Car page is displayed ([Exhibit 133](#)).

Exhibit 133. Confirm Dismantle Car

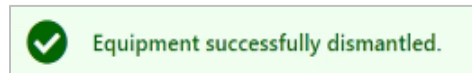
Confirm Dismantle Car Action?

NOTE: To view Car Details, use incident search functionality.

Equipment ID :	RAIL99901
Equipment Group :	TANK
Incident ID :	RAIL00385608
Incident Date :	11-10-2016
Originating Road :	RAIL
Car Mark Owner :	RAIL
Interchange Rule :	108
Defect :	D - Derailment/Accident
Status :	Car On Hand
Note :	NOTES

3. Choose from the available actions:
 - a. If you are **sure** about dismantling the car, select **Yes**. The Equipment Successfully Dismantled message is displayed ([Exhibit 134](#)). Refer to Rule 108 in the *Field Manual of the AAR Interchange Rules* for further details on dismantling equipment.

Exhibit 134. Confirm Dismantle Car Success Message



- b. If you are **unsure** about dismantling the car, select **No** and view the Equipment ID using the incident search functionality. To dismantle from the Car Details page, select **Dismantle Car** ([Exhibit 135](#)). Refer to Rule 108 in the *Field Manual of the AAR Interchange Rules* for further details on dismantling equipment.

Exhibit 135. Car Details with Dismantle Car Option

Status :	Disposition Provided				
Last Shop Location (SPLC) :					
Rack On Car :	No				
Incident Type :					
Creation Date/Time :	02-17-2017 11:43:01 ET	Created By :	SOPHIE13		
Last Modified Date/Time :	02-21-2017 15:18:09 ET	Last Modified By :	SOPHIE13		

Defects	
Defect Code	Description
H - Load Attention	

Note : TEST

Possession Override Note : Possession for one or more cars has been overridden by handling carrier.

Disposition										
Requested										
Commodity/STCC Code	Load/Empty Status	Requires Transfer of Lading	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
0112910			Y		Sophie Bolla, Business Analyst	919.651.5284	sophie.hamida@railinc.com	SOPHIE13	RAIL	02-17-2017 11:43:01 ET

Provided				
Authorize Loading The Car On Transport Equipment	Handling Carrier To Provide Shop	User ID	Company ID	Timestamp
N	N	SOPHIE13	RAIL	02-21-2017 15:18:09 ET

Shop	Shop ID	Shop SPLC	Location	Note
Final Shop	AARE -	923252000	Ahumada, CI	test

[← Back](#)
[Done](#)
[Remove From Incident](#)
[Create Defect Card](#)
[Report car On Hand](#)
[Dismantle Car](#)
[Assign to Third Party](#)
[Audit Log](#)

Note: Other possible available options (other than **Dismantle Car**) include **Remove From Incident**, **Create Defect Card**, **Report Car On Hand**, **Assign to Third Party**, and **Audit Log**. These actions are discussed elsewhere in this guide.

4. Select **Done** to return to the Home page.

Note: When equipment has been reported as “Dismantled”, and the equipment has been dispositioned to a Shop, the Shop is notified of the dismantling.

Defect Cards

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Defect Card query	Any	All					DDCTService.retrieveDefectCard
Defect Card draft created	HC	All					n/a
Defect Card draft removed	HC	All					n/a
Defect Card created	HC	102*	CMO				DDCTService.createDefectCard
Defect Card created	HC	95/107	CMO				DDCTService.createDefectCard
Defect Card created	HC	1/108	CMO				DDCTService.createDefectCard
Defect Card updated	HC	All	CMO/SHOP				DDCTService.reportDefectCardRepairs

*Defect cards can be standalone or associated with an incident. Rule 102 applies to all defect cards.

A defect card is used to identify damages or defects per AAR Interchange Rules. Refer to Rule 102 in the *Field Manual of the AAR Interchange Rules* for more information. Defect card processes are used for creating, searching for, viewing, and importing electronic defect cards. Defect cards that are not associated with an incident appear on the IN-3001 letter, along with Rule 95 incidents.

Note: Only the Handling Carrier can create a defect card.

A defect card can be created in one of two ways:

- Use the **Defect Cards** menu option to create a standalone defect card that is not associated with an incident. See [Creating a Defect Card that is Not Associated with an Incident](#) on page 92 for more information.
- Use the **Incidents** menu option to create a defect card that is associated with an incident. See [Creating a Defect Card that is Associated with an Incident](#) on page 94 for more information.

When you select **Defect Cards** on a DDCT page, the Defect Cards menu is displayed ([Exhibit 136](#)).

Exhibit 136. Defect Cards Menu

Create Defect Card
View Defect Card Drafts

[Exhibit 137](#) describes the tasks available on the Defect Cards menu.

Exhibit 137. Defect Cards Menu Items and Descriptions

Menu Item	Description
Create Defect Card	Enables the Handling Carrier to create an electronic defect card in one of two ways as described in Creating a Defect Card that is Not Associated with an Incident on page 92 or Creating a Defect Card that is Associated with an Incident on page 94.
View Defect Card Drafts	Enables the Handling Carrier to view and edit their own draft defect cards.

Create Defect Card

Defect cards can be created in one of two ways as described in the following sections:

Note: If you need to report Roller Bearing defects or damages, you must create a defect card that is associated with an incident.

- [Creating a Defect Card that is Not Associated with an Incident](#) on page 92
- [Creating a Defect Card that is Associated with an Incident](#) on page 94

Creating a Defect Card that is Not Associated with an Incident

Use the following procedure to create a standalone defect card that is not associated with an incident:

1. Select **Defect Cards > Create Defect Card**. The Create Defect Card page is displayed ([Exhibit 138](#)).

Exhibit 138. Create Defect Card Not Associated with an Incident

2. Complete the following fields:
 - a. Type the Equipment ID(s) associated with the defect card.
Note: The Create Date must be the current date.
 - b. Type the name of the road's authorized representative.
 - c. Type the authorized representative's Station Name, City, and State/Province.
 - d. (Optional) Type the Third Party Reference ID (MARK).

- e. Select **Add Defects**. The Manage Defects pop-up is displayed (see [Exhibit 139](#)).

Exhibit 139. Manage Defects

Item	Description
1	Twisted frame
2	
3	
4	
5	
6	
7	
8	
9	
10	

Cancel Save Changes

Type in the known defects, scrolling down as needed to add more defects (up to 20 defects). When you have finished entering defects, select **Save Changes** to return to the Create Defect Card page (see [Exhibit 140](#)).

Exhibit 140. Create Defect Card with Defect Added

Create Defect Card

NOTE: To create a defect card that will be attached to an existing incident you must go to the Car Details page.

Equipment ID *
RAIL101

Create Date *
07-06-2022

Authorized Representative
Name *
John Smith

Station *
Union

City *
Cary

State/Province *
NC - NORTH CAROLINA

Third-Party Reference ID
(This field will only be visible to the road creating this defect card.)

Add at least one defect * [Add Defects](#)

Item	Description
1	Twisted frame

Cancel Save Draft Create Defect Card

3. You can either save (create) the defect card or save it as a draft as described in the following sections:
 - a. Save the defect card—see [Saving a Defect Card](#) on page 97.
 - b. Save as a draft—see [Saving a Defect Card as a Draft](#) on page 99.

Creating a Defect Card that is Associated with an Incident

Use the following procedure to create a defect card that is associated with an incident:

Note: The Handling Carrier can update a defect card for an incident that is in an “open” state—not in an “end” state.

1. Select **Search** from the menu bar. The Search Incident, Defect Card, and ICB Record page is displayed (see [Exhibit 13](#) on page 13).
2. Follow the instructions in [Search](#) on page 12 to complete the fields required to locate the incident for which you want to create an associated defect card.
3. Select **Search** on the Search Incident, Defect Card, and ICB Record page. The Search Results page is displayed, containing the results of your incident search (see [Exhibit 14](#) on page 15).
4. From the search results, select the Equipment ID link to view the details of the incident. The Car Details page is displayed ([Exhibit 141](#)).

Exhibit 141. Car Details

Incident Information

Equipment ID :

RAIL101

Equipment Group :

MISC

Incident ID :

[RAIL00676671](#)

Incident Date :

12-13-2021

Interchange Rule :

107

Handling Carrier :

RAIL - RAILINC CORPORATION

Report Preview

Incident Status :

Open

Incident Location (SPLC) :

Bagwell, NC (411649000)

Car Mark Owner :

AOK - ARKANSAS-OKLAHOMA RAILROAD INC

Handling Carrier (RAIL) Contact Information

👤 Rick Gambrell - Business Analyst

✉ rick.gambrell@railinc.com

📞 919.651.5115

📍 Cary, NC 27513 (US)

Car Mark Owner (AOK) Contact Information

👤 - Mechanical - DAMAGED CAR (Rule 107 & 95)

✉ rick.gambrell@railinc.com

📞 503.598.3877

📍 Lake Oswego, OR 97035 (US)

Status :

Actual DV/Disposition Provided

Third Party Agent :

AOK

Last Shop Location (SPLC) :

Rack On Car :

No

Incident Type :

Part removal

Creation Date/Time :

12-13-2021 12:34:42 ET

Last Modified Date/Time :

02-28-2022 13:24:18 ET

Created By :

BS1XR02

Last Modified By :

BS1XR02

Defects

Defect Code	Description
A - Body	

Note :

Possession Override Note : Possession for one or more cars has been overridden by handling carrier.

Settlement

Estimated Value :

\$5,940 USD

Actual DV :

\$15,659 USD [View](#) [Salvage](#)

Disposition

Requested

Commodity/STCC Code	Load/Empty Status	Can Travel On Own Wheels?	Disposition Note	Contact Name	Contact Phone	Contact Email	User ID	Company ID	Timestamp
0113710		Y		Rick Gambrell, Business Analyst	919.651.5115	rick.gambrell@railinc.com	BS1XR02	RAIL	02-28-2022 13:20:33 ET

Provided

Handling Carrier To Provide Shop	User ID	Company ID	Timestamp
N	BS1XR02	RAIL	02-28-2022 13:24:18 ET

Shop	Shop ID	Shop SPLC	Location	Note
Final Shop	RAIL -	218850000	Best, PA	
Intermediate Shop	RAIL -	080064000	Legend, AB	

[← Back](#)
[Done](#)
[Remove From Incident](#)
[Create Defect Card](#)
[Report car On Hand](#)
[Offer Settlement](#)
[Reject Actual DV](#)
[Audit Log](#)

5. Select **Create Defect Card** to create a defect card associated with the displayed incident. The Create Defect Card page is displayed ([Exhibit 142](#)).

Exhibit 142. Create Defect Card Associated with an Incident

Create Defect Card

Equipment ID : RAIL101
 Equipment Group : MISC
 Incident ID : RAIL00676671
 Incident Date : 12-13-2021
 Interchange Rule : 107
 Incident Type : Part removal
 Rack On Car : No
 Derailment : ☐ Yes ☒ No

Authorized Representative * Required
 Name *
 Station *
 City *
 State/Province *
 Select State

Third-Party Reference ID
 (This field will only be visible to the road creating this defect card)

Add at least one defect * + Add Defects

Roller Bearing Information

ⓘ Hold Ctrl key to select multiple items, or hold shift key to select a range of items.

Inspected	Locations	Changed	Locations	Authorized to Change	Locations
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
A		A		A	

None

None

None

✕ Cancel
Save Draft
✓ Create Defect Card

6. Complete the following fields:

- a. Enter the name of the road's authorized representative.
- b. Enter the authorized representative's Station Name, City, and State/Province.
- c. (Optional) Enter the Third Party Reference ID (MARK).
- d. Select **Add Defects**. The Manage Defects pop-up is displayed (see [Exhibit 143](#)).

Exhibit 143. Manage Defects

Manage Defects

Item	Description
1	Twisted frame
2	
3	
4	
5	
6	
7	
8	
9	
10	

✕ Cancel
Save Changes

Type in the known defects, scrolling down as needed to add more defects (up to 20 defects). When you have finished entering defects, select **Save Changes** to return to the Create Defect Card page (see [Exhibit 144](#)).

Exhibit 144. Create Defect Card with Added Defect

Create Defect Card

Equipment ID : RAIL101
 Equipment Group : MISC
 Incident ID : RAIL00676671
 Incident Date : 12-13-2021
 Interchange Rule : 107
 Incident Type : Part removal
 Rack On Car : No
 Derailment : ☐ Yes ☒ No

Authorized Representative
 Name * John Smith
 Station * Union
 City * Cary
 State/Province * NC - NORTH CAROLINA

Third-Party Reference ID
 (This field will only be visible to the road creating this defect card)

Add at least one defect * [+ Add Defects](#)

Item	Description
1	Twisted frame

Roller Bearing Information

Hold Ctrl key to select multiple items, or hold shift key to select a range of items.

Inspected	Locations	Changed	Locations	Authorized to Change	Locations
1	None	1	None	1	None
2					
3					
4					
5					
6					
7					
8					
9					
A					

[Cancel](#) [Save Draft](#) [Create Defect Card](#)

- e. If appropriate, select the **Derailment** radio button (**Yes** or **No**; defaults to No).
 - f. (Optional) Complete the Roller Bearing Information (the default is “None”). If “Inspected”, “Changed”, or “Authorized to Change”, use the scrolled list to select the appropriate locations. Hold the **Ctrl** key to select more than one item.
7. You can either save (create) the defect card or save it as a draft as described in the following sections:
- a. Save the defect card—see [Saving a Defect Card](#) on page 98.
 - b. Save as a draft—see [Saving a Defect Card as a Draft](#) on page 99.

Saving a Defect Card

The process of saving a defect card is the same whether the defect card is associated with an incident or not.

To save a defect card, select **Create Defect Card** from the Create Defect Card page. The Defect Card Information page is displayed (see [Exhibit 145](#)).

Exhibit 145. Defect Card Information

Equipment ID	Equipment Group	Car Mark Owner	Draft
RAIL101	MISC	RAIL	N

Create Date: 07-06-2022
Handling Carrier: RAIL

Authorized Representative
Name: John Smith
Station: Union
City: Cary
State / Province: NC

Defects:

Item	Description
1	Twisted frame

Back Cancel Create Defect Card

Review any warnings. If ready to proceed, select **Create Defect Card** again.

The Defect Card Creation confirmation pop-up is displayed as shown in [Exhibit 146](#).

Exhibit 146. Defect Card Creation Confirmation Pop-up

☒ IMPORTANT: The defect card will be final once created (non-editable). Are you sure you want to create the defect card(s)? X

Confirmation required.

No Yes

Select **Yes** to confirm the creation of the defect card. The Defect Card Creation Success message is displayed (see [Exhibit 147](#)).

Exhibit 147. Defect Card Creation Success Message

Defect Card successfully created for RAIL101.

Select **Done** to return to the Home page.

Saving a Defect Card as a Draft

The process of saving a defect card as a draft is essentially the same, whether the defect card is associated with an incident or not.

To save the defect card as a draft, select **Save Draft** from the Create Defect Card page. The Defect Card Information page is displayed (see [Exhibit 148](#)).

Exhibit 148. Defect Card Information

Defect Card Information

Equipment ID	Equipment Group	Car Mark Owner	Draft
RAIL101	MISC	RAIL	Y

5 10 25

Create Date: 07-06-2022
Handling Carrier: RAIL

Authorized Representative
Name: John Smith
Station: Union
City: Cary
State / Province: NC

Defects:

Item	Description
1	Twisted frame

← Back ✕ Cancel **Save Draft**

Select **Save Draft** to confirm the creation of the draft defect card.

A confirmation pop-up is displayed as shown in [Exhibit 149](#).

Exhibit 149. Confirmation Required Pop-up

☒ **IMPORTANT:** Are you sure you want to create the defect card draft(s)? ✕

Confirmation required.

No **Yes**

Select **Yes** to complete the save.

Note: Drafts can be edited or removed later.

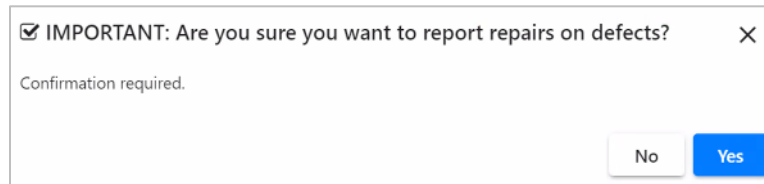
Report Defect Card Repairs

The Handling Carrier reports repairs for defect cards as defined in [Create Defect Card](#) on page 92.

Note: The Handling Carrier can update a defect card for an incident that is in an “open” state—not in an “end” state.

1. Search for a defect card as described in [Search](#) on page 12.
2. Select the link for the appropriate equipment and then select one of the following tasks:
 - **Report Selected Repairs.**
 - a. Select one or more pending repairs and then select **Report Selected Repairs**. The Confirmation Required pop-up is displayed asking you to confirm the decision to report the selected repairs.

Exhibit 150. Confirmation Required Pop-up



- b. Select **Yes** to continue. The Defect Card Details page is redisplayed with a green confirmation message ([Exhibit 151](#)).

Exhibit 151. Repairs Successfully Reported Message (Defect Card Details page)



- **Remove Defect Card**—Select this option to cancel or remove a defect card in DDCT. You must select a Removal Reason Code and provide Removal Reason notes.
- **Report Car On Hand**—Select this option to acknowledge receipt of the equipment at the specified location. **Note:** This option is only displayed if your user ID has DDCT Shop permissions.
- **Repair**—Select this option to report completed repairs.
- **Done**—Returns to the Home page.

View Defect Card Drafts

The View Defect Card Drafts function is useful for quickly locating and adding details to draft defect cards. To view defect card drafts:

1. Select **Defect Cards > View Defect Card Drafts**. The Defect Card Drafts page is displayed ([Exhibit 152](#)) with system “Draft” status defect cards listed.

Exhibit 152. Defect Card Drafts

Defect Card Drafts											
Search Use this Search field to find specific records in the result list. Click equipment ID to view equipment details Total items: 4 Clear Filters											
☐	Equipment ID [†]	Equipment Group	Incident ID/Defect Card ID	Incident Date	Handling Carrier	Car Mark Owner	Interchange Rule	Status	Location	Defect Card Created Date	Draft
☐	AARE2050	BOWC	RAIL00343008	03-23-2016	RAIL	AARE	Rule 1	Removed*	PHOENIX, AZ	03-23-2016	Y
☐	AARE82	BOWC	RAIL00342965	03-23-2016	RAIL	AARE	Rule 108	Removed*	PHOENIX, AZ	03-23-2016	Y
☐	AARE82	BOWC	RAIL00344575	03-31-2016	RAIL	AARW	Rule 107	Car Repairs Completed*	PHOENIX, AZ	03-31-2016	Y
☐	RAIL101	MISC	RAIL00701462	07-06-2022	RAIL	RAIL	Defect Card	Draft	N/A	07-06-2022	Y
10 50 100 250 500 1000 Done Remove											

2. Select the Equipment ID link to view the draft defect card for that car. The Defect Card Draft Details page is displayed ([Exhibit 153](#)).

Exhibit 153. Defect Card Draft Details

Defect Card Information		Authorized Representative	
Equipment ID:	RAIL101	Name:	John Smith
Equipment Group:	MISC	Station:	Union
Defect Card ID:	RAIL00701462	City:	Cary
Create Date:	07-06-2022	State/Province:	NC
Status:	Draft	Car Mark Owner:	RAIL
Handling Carrier:	RAIL		

Handling Carrier (RAIL) Contact Information

- Rick Gambrell - Business Analyst
- rick.gambrell@railinc.com
- 919.651.5115
- Cary, NC 27513 (US)

Car Mark Owner (RAIL) Contact Information

- Rick Gambrell - Business Analyst
- rick.gambrell@railinc.com
- 919.651.5115
- Cary, NC 27513 (US)

Rack On Car: No

Defects Information				
Defects:	Item	Description	Repair Status	Shop ID
	1	Twisted frame	Pending	

Printer Friendly

Back

Done

Delete Draft

Edit

Choose from the following tasks:

Back—Returns to the previous page.

Edit—Opens the Edit Defect Card Draft page (not shown) for additions, corrections, etc.

Delete Draft—Deletes the draft defect card.

Done—Returns to the Home page.

Shop

When you select **Shop** on a DDCT page, the Shop menu is displayed ([Exhibit 154](#)).

The Shop menu is used by railroads, Car Owners, and shops to indicate cars are in place for repairs (on hand), to report completion of repairs or individual defects, to view cars expected at shops, to view those cars on hand, and to view cars with repairs completed.

Exhibit 154. Shop Menu



[Exhibit 155](#) describes the tasks available on the Repairs menu.

Exhibit 155. Repairs Menu Items and Descriptions

Menu Item	Description
Report Car On Hand	Enables you to report a car's arrival at a shop location.
Cars Dispositioned to Shop	Enables you to view cars scheduled to arrive at a shop.
Cars On Hand	Enables you to view cars currently at a shop location awaiting repairs.
Report Repairs	Enables you to record repairs performed on a piece of equipment.
Repair History	Enables you to view a history of cars you have repaired and the repair details of those repairs at your shop.

Report Car On Hand

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Report Car On Hand	HC,CMO, SHOP	107	CMO				reportCarOnHand
Report Car On Hand	HC,CMO, SHOP	1/96/108	CMO				reportCarOnHand
Report Car On Hand	HC,CMO, SHOP	95	CMO				reportCarOnHand
Report Car On Hand	HC,CMO, SHOP	102/ Defect Card	CMO				reportCarOnHand

The Report Car on Hand function enables an authorized shop user to report a piece of equipment as on hand at the shop and ready for repairs.

Note: The HC, CMO, and the Shop can Report Car on Hand in “New” status (except for Rule 107 incidents). You must have Shop user permissions to use the Report Car On Hand function.

To report a car on hand:

1. Select **Shop > Report Car On Hand**. The Report Car On Hand page is displayed ([Exhibit 156](#)). This places cars in a shop location (on hand) and available for repair work.

Exhibit 156. Report Car On Hand

2. The Shop mark of the logged in road is prefilled. Input/change the Shop’s SPLC or select the search icon (🔍) to search for a valid location associated with the on hand reporting. See [Searching for a Shop Couplet](#) on page 106.

Note: A Shop Couplet is derived from FindUs.Rail contact information. A Shop must be registered with FindUs.Rail in order to be found in the Shop Couplet Search page.

3. Type the Equipment ID in the field and select **Continue**. The Report Car on Hand page is displayed ([Exhibit 157](#)). If the equipment is not expected, then an additional message appears explaining that a notification has been sent to the Car Mark Owner identifying that an unexpected shop has attempted to report the car on hand. This page also contains navigational hyperlinks to move quickly to the different sections of the page.

Exhibit 157. Report Car on Hand for Requested ID with Unexpected Equipment

Report Car On Hand

Shop: RAIL-411657000 - CARY, NC
 Jump to: [Confirm Equipment On Hand](#) | [Equipment Already On Hand](#) | [Unexpected Equipment Arrival](#)

Confirm Equipment On Hand [Top](#)

ⓘ This is a list of open incidents for this action on the specified equipment. Total items: 40 [Clear Filters](#)

☐	Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
☐	RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ACK	Rule 107	A - Body	Bagwell, NC	Actual DV/Disposition Provided
☐	RAIL101	MISC	RAIL00681383	02-15-2022	RAIL	RAIL	Rule 95	A - Body	Zebulon, NC	New
☐	RAIL101	MISC	RAIL00695511	05-12-2022	RAIL	RAIL	Rule 95	A - Body	Wake Forest, NC	New
☐	RAIL101	MISC	RAIL00658885	07-14-2021	RAIL	RAIL	Rule 107	A - Body	Wake Forest, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660107	07-22-2021	RAIL	RAIL	Rule 108	A - Body	Wake Forest, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660700	07-26-2021	RAIL	RAIL	Rule 1	A - Body	Camp Polk, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660703	07-26-2021	RAIL	RAIL	Rule 1	A - Body	Method, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660704	07-26-2021	RAIL	RAIL	Rule 96	A - Body	Morrisville, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660705	07-26-2021	RAIL	RAIL	Rule 96	A - Body	Auburn, NC	Car On Hand
☐	RAIL101	MISC	RAIL00660706	07-26-2021	RAIL	RAIL	Rule 108	A - Body	Carpenter, NC	Car On Hand

10 50 100 250 500 1000

[Report Car On Hand](#)

⚠ Equipment Already On Hand [Top](#)

ⓘ The following list shows open incidents for this action for the specified equipment. Total items: 36 [Clear Filters](#)

Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL101	MISC	RAIL00658885	07-14-2021	RAIL	RAIL	Rule 107	A - Body	Wake Forest, NC	Car On Hand
RAIL101	MISC	RAIL00660107	07-22-2021	RAIL	RAIL	Rule 108	A - Body	Wake Forest, NC	Car On Hand
RAIL101	MISC	RAIL00660700	07-26-2021	RAIL	RAIL	Rule 1	A - Body	Camp Polk, NC	Car On Hand
RAIL101	MISC	RAIL00660703	07-26-2021	RAIL	RAIL	Rule 1	A - Body	Method, NC	Car On Hand
RAIL101	MISC	RAIL00660704	07-26-2021	RAIL	RAIL	Rule 96	A - Body	Morrisville, NC	Car On Hand
RAIL101	MISC	RAIL00660705	07-26-2021	RAIL	RAIL	Rule 96	A - Body	Auburn, NC	Car On Hand
RAIL101	MISC	RAIL00660706	07-26-2021	RAIL	RAIL	Rule 108	A - Body	Carpenter, NC	Car On Hand
RAIL101	MISC	RAIL00660708	07-26-2021	RAIL	RAIL	Rule 108	A - Body	Camp Polk, NC	Car On Hand
RAIL101	MISC	RAIL00660710	07-26-2021	RAIL	RAIL	Rule 107	A - Body	Morrisville, NC	Car On Hand
RAIL101	MISC	RAIL00660711	07-26-2021	RAIL	RAIL	Rule 107	A - Body	Cummings, NC	Car On Hand

10 50 100 250 500 1000

⚠ Unexpected Equipment Arrival [Top](#)

ⓘ The following equipment is not expected to arrive at your shop. We sent a notification to the car mark owner that an unexpected shop attempted to report a car on hand. Total items: 11 [Clear Filters](#)

Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL101	MISC	RAIL00664476	09-04-2021	RAIL	AARE	Rule 1	A - Body	Cary, NC	Disposition Requested
RAIL101	MISC	RAIL00666320	09-16-2021	RAIL	AARE	Rule 1	A - Body	Method, NC	Disposition Requested
RAIL101	MISC	RAIL00666322	09-16-2021	RAIL	AARE	Rule 1	A - Body	Method, NC	Disposition Requested
RAIL101	MISC	RAIL00676661	12-13-2021	RAIL	ACK	Rule 1	A - Body	Bagwell, NC	Disposition Requested
RAIL101	MISC	RAIL00676662	12-13-2021	RAIL	ACK	Rule 1	A - Body	Camp Polk, NC	Disposition Requested
RAIL101	MISC	RAIL00674661	11-17-2021	RAIL	RAIL	Rule 1	A - Body	Method, NC	Disposition Requested
RAIL101	MISC	RAIL00674670	11-18-2021	RAIL	RAIL	Rule 1	A - Body	Canada, AG	Disposition Requested
RAIL101	MISC	RAIL00677409	12-14-2021	RAIL	RAIL	Rule 96	A - Body	Courts, AB	Disposition Requested
RAIL101	MISC	AARE00677547	12-14-2021	AARE	RAIL	Rule 1	B - Braking System	Brunton, AB	Disposition Requested
RAIL101	MISC	BNSF00681262	02-16-2022	BNSF	RAIL	Rule 1	A - Body	Raymond, AB	Disposition Requested

10 50 100 250 500 1000

[Back](#) [Cancel](#)

Note: The Unexpected Equipment Arrival section appears when the shop reporting the car on hand is different from the disposition location supplied by the Car Owner. *By selecting **Report Car On Hand**, the Car Owner receives notification and must report the car on hand at a new disposition location as necessary. The Car Owner must have DDCT Shop permissions to complete this action.*

4. Check the box to the left of the car to be reported on hand and select **Report Car On Hand**. The Confirm Car On Hand page is displayed ([Exhibit 158](#)).

Exhibit 158. Confirm Car On Hand

Confirm Car On Hand

Shop: RAIL-411657000 - CARY, NC

Total items: 1 [Clear Filters](#)

Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ADK	Rule 107	A - Body	Bagwell, NC	Actual DV/Disposition Provided

10 50 100 250 500 1000

[← Back](#) [Report car on hand](#)

5. If the car is truly on hand, select **Report Car On Hand** a second time to confirm. A confirmation pop-up is displayed ([Exhibit 159](#)).

Exhibit 159. Confirm Report Car On Hand

☒ **IMPORTANT:** Are you sure you want to report the equipment on hand? [×](#)

Confirmation required.

[No](#) [Yes](#)

- Select **Yes** to confirm the car is on hand. The Confirm Car On Hand page is displayed with a success message ([Exhibit 160](#)).
- If you do not want to confirm the car is on hand, select **No** to go back to the Confirm Car On Hand page ([Exhibit 158](#)).

Exhibit 160. Confirm Car On Hand Success Message

 Equipment successfully reported on hand. [×](#)

Confirm Car On Hand

Shop: RAIL-411657000 - CARY, NC

Total items: 1 [Clear Filters](#)

Equipment ID ↑	Equipment Group	Incident ID/Defect Card ID	Date	Originating Road	Car Mark Owner	Interchange Rule	Defect	Location	Status
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ADK	Rule 107	A - Body	Bagwell, NC	Car On Hand

10 50 100 250 500 1000

[Done](#)

6. Select **Done** to return to the Home page.

Note: If the Car Owner has indicated the “Handling Carrier to provide disposition” option, then any registered shop can mark a car on hand without regard to shop restrictions. The Handling Carrier, CMO, or Shop can report the Car on Hand in “New” status (except for Rule 107 incidents). You must have Shop User permissions to use this functionality.

Searching for a Shop Couplet

In several places within the application, a lookup for shop couplet data is provided. This lookup returns both the Shop ID and the SPLC.

Note: A Shop Couplet is derived from FindUs.Rail contact information. A Shop must have contact information for defined Shop categories (e.g., Pre-Tripper, Repair Shop, Scraper, or Storage Facility) in FindUs.Rail in order to be displayed in the Shop Couplet Search page.

Exhibit 161. Shop Couplet Requested

Final Shop	Shop ID + SPLC
☐	AARE

1. Wherever a Shop Couplet is requested (see [Exhibit 161](#)), select the search icon () to search for a valid Shop Couplet. The Shop Couplet Search page is displayed (see [Exhibit 162](#)).

Exhibit 162. Shop Couplet Search

×

Shop Couplet Search

- Shop couplet data is derived from FindUsRail contact information.
- At least one field must be specified.
- SPLC must be complete 9-digit, if specified.
- Minimum characters required for fields: Company ID: 1, Company Name: 3, Location Name: 3
- Company ID, Company Name, and Location Name support wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

Company ID

Company Name

Category

Location Name

SPLC

State/Province

↺ Reset

🔍 Search

2. Provide input for the available fields using the following rules:
 - At least one field must be completed.
 - Select a category: Pre-Tripper, Repair Shop, Scraper, or Storage Facility
 - SPLC must be complete 9-digit, if specified.
 - Minimum characters required for fields: Company ID: 1, Company Name: 3, Location Name: 3
 - Company ID, Company Name, and Location Name support wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson).
3. Select **Search**. The Shop Couplet Search Page is redisplayed with any matching search results ([Exhibit 163](#)).

Exhibit 163. Shop Couplet Search Results

×

Shop Couplet Search

- Shop couplet data is derived from FindUsRail contact information.
- At least one field must be specified.
- SPLC must be complete 9-digit, if specified.
- Minimum characters required for fields: Company ID: 1, Company Name: 3, Location Name: 3
- Company ID, Company Name, and Location Name support wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

Company ID

Company Name

Category

Location Name

SPLC

State/Province

AL - ALABAMA

Reset

Search

Number of Shop(s): 66

Clear Filters

	Company ID	Company Name	SPLC	Category	Location Name	St./Prov.
☐	A001	TTX COMPANY RUNNING REPAIR AGENT MARK		REPAIRSHOP	BIRMINGHAM	AL
Capabilities: Repair Track, Capacity Status: ... Birmingham AL (472500000) Repair Track . noreply@railinc.com; 205.324.0940.						

Cancel

Select

- Indicate the desired shop by placing a mark in its corresponding radio button and then selecting the **Select** button. The input fields from the page where the lookup was requested are populated with the selected Shop Couplet.

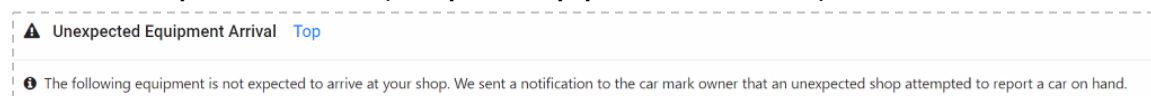
Reporting Unexpected Cars On Hand

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Notify CMO of Unexpected Car Arrival	CMO, SHOP	95/107	CMO				None
Notify CMO of Unexpected Car Arrival	CMO, SHOP	1/96/108	CMO				None

If a car arrives at a shop that is not expected and the number is entered on the Report Car On Hand page ([Exhibit 156](#)), the following message is displayed ([Exhibit 164](#)).

Note: The Car Owner receives notification and must report the car on hand at a new disposition location as necessary. The Car Owner must have DDCT Shop permissions to complete this action.

Exhibit 164. Report Car on Hand (Unexpected Equipment Arrival Notice)



For the Car Mark Owner, a hyperlink is provided on the Equipment ID in order to view and manage the equipment details. For other users, the field is read-only.

Note: The Shop must complete the Report Car On Hand process to initiate the email to the CMO.

A CMO must report the car on hand at the unexpected shop location. Your user ID must have Shop permissions for the CMO's company ID/MARK.

A CMO may check the "No longer sending to original dispositioned shop?" checkbox to notify the original dispositioned shop that they will not receive the car. When marked final, all other shops in the disposition will receive email notification alerting them of the change.

Cars Dispositioned to Shop

This function enables a shop to view the equipment dispositioned to their shop location(s) prior to arrival.

1. Select **Shop > Cars Dispositioned to Shop**. The Cars Dispositioned to Shop page is displayed ([Exhibit 165](#)).

Note: The Cars Dispositioned to Shop page lists all cars for the logged-in user ID that are slated to arrive at the logged-in shop for repair work.

Exhibit 165. Cars Dispositioned to Shop

Cars Dispositioned to Shop

Search

Shop RAIL 411657000 

 Search results must be narrowed down by SPLC to report cars on hand.

Disposition Date From 04-06-2022  Disposition Date To 

 Reset Search  Search

Result List

 NOTE: This list shows cars that were identified by the car mark owner to be sent to your shop. It does not imply that these cars were actually way billed to your shop.

Search  Use this Search field to find specific records in the result list.

 Click "Equipment ID" to view equipment details. You must be the car mark owner to see equipment details. Total items: 3 | Export CSV 

☐	Equipment ID	Equip Group	Incident ID	Incident Date	Orig. Road	CMO	Rule	Defect	Location	Inter - mediate Shop	Inter - mediate Shop SPLC	Final Shop	Final Shop SPLC	Status	Dispo Date
☐	ADMX1018	TANK	BNSF006955 07	05-12-2022	BNSF	ADMX	Rule 107	A - Body	Nucor, UT			RAIL	411657000	Settlement Rejected	05-12-2022
☐	FURX120630	TANK	NS00700229	06-13-2022	NS	FURX	Rule 107	D - Derailment/Accident	Canyon, AK			RAIL	411657000	Actual DV/Disposition Provided	06-13-2022
☐	RAIL1	BOXC	RAIL0069552 1	05-13-2022	RAIL	RAIL	Rule 107	A - Body	Nucor, UT			RAIL	411657000	Handling Carrier Repair	05-13-2022

10 50 100 250 500 1000

 Done  Report Car On Hand

Optionally, you can select **Export CSV** to download a list of cars as a comma separated value file, which can be used in a spreadsheet.

You can also select checkbox(es) at the left of the listed Equipment ID(s), and then select **Report Car On Hand** to report that you have received the selected car(s).

2. When you are finished viewing, select **Done**.

Cars On Hand

Use this function to view a list of cars on hand (available for repair work). To view cars on hand:

1. Select **Shop > Cars on Hand**. The Cars On Hand page is displayed ([Exhibit 166](#)). This lists all cars on hand ready for repair work.

Exhibit 166. Cars On Hand

Cars On Hand												
List of Equipment On-Hand												
Search Use this Search field to find specific records in the result list. Click "Equipment ID" to view equipment details (must be car mark owner or originating carrier) To report repairs, select "Report Repairs" on the Shop menu. Total items: 695 Export CSV Clear Filters												
Equipment ID	Equip Group	Incident ID/Defect Card ID	Date	Origin Road	Car Mark Owner	Interchange Rule	Defect	Shop	Shop SPLC	Shop Location	Status	Days On-Hand (this visit)
AABX200645	GOND	CN00556563	08-12-2019	CN	AABX	Rule 108	A - Body	RAIL	411657000	Cary, NC	Car On Hand	211
ABCKS2019	BOXC	UP00661918	08-03-2021	UP	TTX	Rule 1	A - Body	RAIL	411657000	Cary, NC	Car On Hand	211
ACK1001	BOXC	RAIL00695512	05-12-2022	RAIL	ACK	Rule 95	A - Body	RAIL	411657000	Cary, NC	Car On Hand	56
ACK1012	BOXC	BNSF00001884	01-19-2011	BNSF	ACK	Rule 107	A - Body	RAIL	411657000	Cary, NC	Car On Hand	210
BTTX000254	VFLT	RAIL00664469	09-02-2021	RAIL	TTX	Rule 107	A - Body	RAIL	411657000	Cary, NC	Car On Hand	308
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ACK	Rule 107	A - Body	RAIL	411657000	Cary, NC	Car On Hand	1
RAIL101	MISC	RAIL00660711	07-26-2021	RAIL	RAIL	Rule 107	A - Body	C302	742264000	Evans, CO	Car On Hand	211
RAIL101	MISC	RAIL00673506	11-04-2021	RAIL	RAIL	Defect Card	Y - Defect Card	C302	742264000	Evans, CO	Car On Hand	211
RAIL101	MISC	RAIL00674676	11-18-2021	RAIL	RAIL	Defect Card	Y - Defect Card	C302	742264000	Evans, CO	Car On Hand	211
RAIL101	MISC	RAIL00674677	11-18-2021	RAIL	RAIL	Defect Card	Y - Defect Card	C302	742264000	Evans, CO	Car On Hand	211
1 2 3 4 5 ... 70 10 50 100 250 500 1000 Done												

2. Select the Equipment ID link to report repairs for the car. The Repairs page is displayed (see [Exhibit 168](#)).

Note: Days on Hand is calculated as number of calendar days that have spanned since “Car On Hand” (OH) status was achieved.

Report Repairs

Event Description	Done By	I/C Rules	Notification Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Report Partial Repairs	SHOP	95/107	CMO				DDCTService.reportDefectCardRepairs
Report Partial Repairs	SHOP	1/96/108	CMO				DDCTService.reportDefectCardRepairs
Report Repairs Complete	SHOP	95/107	CMO	DSP7/8 to DSP7	IN	EQADV31	DDCTService.reportShopComplete
Report Repairs Complete	SHOP	1/96/108	CMO	DSP7/8 to DSP7	IN	EQADV31	DDCTService.reportShopComplete
Car Inspected-No Defects Found	SHOP	All	CMO	DSP7/8 to DSP7			DDCTService.reportShopComplete
Report Repairs-Defect Card	HC	All	CMO				DDCTService.reportDefectCardRepairs
Report Repairs-Defect Card	SHOP	102/ Defect Card	CMO				DDCTService.reportDefectCardRepairs

The Report Repairs function is used by shops to record completion of repairs on damaged or defective equipment that is on hand. Use the following procedure to report repairs:

Note: The Handling Carrier can update a defect card for an incident that is in an “open” state—not in an “end” state.

1. Select **Shop > Report Repairs**. The Report Repairs page is displayed ([Exhibit 167](#)).

Exhibit 167. Report Repairs

Report Repairs

Search

Shop: RAIL 411657000

Clear Filter Apply Filter

Result List

Search

Use this Search field to find specific records in the result list.

Click "Equipment ID" to view or report repairs.

Equipment included:

- On-Hand status
- Changed from "On-Hand" status within the previous 350 days

Total items: 6

Clear Filters

Equipment ID	Equipment Group	Incident ID/Defect Card ID	Incident Date	Originating Road	Car Mark Owner	Interchange Rule	Shop	Shop SPLC	Shop Location	Status	Defects / Repair Progress
ACIK1001	BOXC	RAIL00695512	05-12-2022	RAIL	ACK	Rule 95	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%
AABX200645	GOND	CN00556563	08-12-2019	CN	AABX	Rule 108	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%
ABOX52019	BOXC	UP00661918	08-03-2021	UP	TTX	Rule 1	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%
BTTX890254	VFLT	RAIL00664469	09-02-2021	RAIL	TTX	Rule 107	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%
ACIK1012	BOXC	BNSF00001884	01-19-2011	BNSF	ACK	Rule 107	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ACK	Rule 107	RAIL	411657000	CARY, NC	Car On Hand	A - Body 0%

10 50 100 250 500 1000

Done

This page lists all cars on hand and available for repair work. The colored bar graphs indicate the percentage of defects have been repaired (red = undone, green = done).

2. To view repairs needed for a specific car, select its Equipment ID link. The Repairs page is displayed ([Exhibit 168](#)).

Exhibit 168. Repairs

Repairs

General Incident Information

Equipment ID :

RAIL101

Equipment Group :

MISC

Incident ID/Defect Card ID :

RAIL00676671

Incident Status :

Open

Interchange Rule :

107

Handling Carrier :

RAIL

Last Shop Location (SPLC) :

Incident Type :

Part removal

Status :

Car On Hand

Incident Date :

12-13-2021

Incident Location (SPLC) :

Bagwell, NC (411649000)

Car Mark Owner :

AOK

Handling Carrier (RAIL) Contact Information

Rick Gambrell - Business Analyst

rick.gambrell@railinc.com

919.651.5115

Cary, NC 27513 (US)

Car Mark Owner (AOK) Contact Information

- Mechanical - DAMAGED CAR (Rule 107 & 95)

rick.gambrell@railinc.com

503.598.3877

Lake Oswego, OR 97035 (US)

Disposition

Final Shop

RAIL - BEST, PA (218850000)

Intermediate Shop

RAIL - LEGEND, AB (080054000)

Disposition Requested by

BSIXR02 from RAIL on 2022-02-28 13:20:33 ET

Disposition Provided by

BSIXR02 from RAIL on 2022-02-28 13:24:18 ET

Notes

Incident Notes:

Commodity/STCC Code:

0113710

Disposition Requested Notes:

Incident Defects

Defect Code	Description
A - Body	

Defect Card Repairs

No defect card created for this equipment.

Cancel

Car Inspected-No Defects Found

Report Repairs Complete

Intermediate Shop Complete

The top section of the page contains general incident information. The bottom section contains the specific defects identified in the defect card for the car.

3. Perform one of the following actions:
 - a. To close an incident without repairs being made, select **Car Inspected-No Defects Found**. When this option is used the Repairs page is re-displayed with the Reason for Removal notes input field ([Exhibit 169](#)). Input a Reason for Removal and select **Car Inspected-No Defects Found** again.

Exhibit 169. Repairs with Reason for Removal

Repairs

Incident Summary

Equipment ID	Equipment Group	Incident ID	Incident Date	Originating Road	Interchange Rule	Estimated Value	Status
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	Rule 107		Car On Hand

Reason

Reason For Removal

R08 : Car Inspected - No Defects found

Maximum of 256 characters

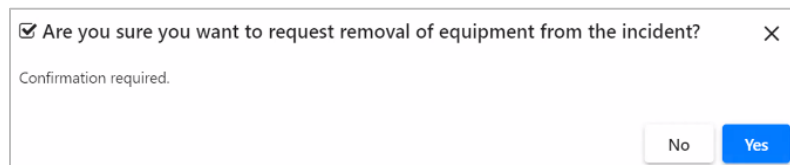
Enter reason text (You have typed 0 characters)

Cancel

Car Inspected-No Defects Found

Input a Reason for Removal and select **Car Inspected-No Defects Found** again. A confirmation pop-up is displayed (see [Exhibit 170](#)).

Exhibit 170. Confirm Car Inspected-No Defects Found

A confirmation dialog box with a title bar. The main text asks "Are you sure you want to request removal of equipment from the incident?" with a checked checkbox. Below it, it says "Confirmation required." At the bottom right, there are two buttons: "No" and "Yes". A close button (X) is in the top right corner.

☒ Are you sure you want to request removal of equipment from the incident? X

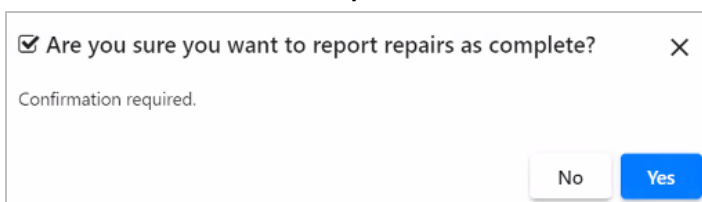
Confirmation required.

No Yes

- b. To report a repair for a defect card, select the checkbox to the left of the defect and select **Report Selected Repairs**. If all defects have been completed, select the ALL checkbox.
- c. Selecting **Report Repairs Complete** accomplishes the same thing (reports all listed defects as complete). A confirmation is shown ([Exhibit 171](#)).
- d. Select **Intermediate Shop Complete** to release the car from the shop. See [Intermediate Shop Complete](#) on page 114.

Note: Reporting 'Repairs Complete' is the only way to close an incident for THD Alerts. Reporting 'Repairs Complete' removes the car from the incident.

Exhibit 171. Confirm Defect Repair

A confirmation dialog box with a title bar. The main text asks "Are you sure you want to report repairs as complete?" with a checked checkbox. Below it, it says "Confirmation required." At the bottom right, there are two buttons: "No" and "Yes". A close button (X) is in the top right corner.

☒ Are you sure you want to report repairs as complete? X

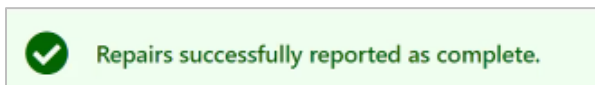
Confirmation required.

No Yes

Note: If repairs for *some* of the defects have been completed, check each appropriate checkbox before selecting **Report Selected Repairs**. If the ALL checkbox is checked, all defects are automatically selected and marked with "Pending" status.

4. If the pending repairs are complete, select **Yes**. A confirmation message is displayed ([Exhibit 172](#)).

Exhibit 172. Report Repairs Success Message



Select **Done** to return to the Home page or choose another menu item.

Intermediate Shop Complete

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Release Car from Shop	SHOP	107	CMO				None
Release Car from Shop	SHOP	1/96/108	CMO				DDCTService.IntermediateShopComplete
Release Car from Shop	SHOP	95/107	CMO				DDCTService.IntermediateShopComplete

A car goes to an intermediate shop that reports the car on hand, executes some repairs, and then releases the car for additional repairs at another shop. See [Exhibit 168](#).

When repairs for the intermediate shop have been completed, the shop selects **Intermediate Shop Complete**. The Report Repairs page with a confirmation message is displayed ([Exhibit 173](#)).

Exhibit 173. Confirm Release Car

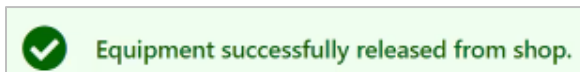
☒ Are you sure you want to release equipment from shop?

Confirmation required.

No
Yes

To confirm the release, select **Yes**. A confirmation message is displayed ([Exhibit 174](#)).

Exhibit 174. Intermediate Shop Complete Success Message



Select **Done** to return to the Home page.

Repair History

This option enables you to view a history of repair details for equipment that has been repaired at any of your own shops.

1. Select **Shop > Repair History**. The Repair History page is displayed ([Exhibit 175](#)).

Exhibit 175. Repair History

Repair History

Search

Equipment ID

Location SPLC

Date From

Date To

04-07-2022

07-06-2022

Q Search

Result List

Search

Use this Search field to find specific records in the result list.

Total Items: 7

Clear Filters

Equipment ID	Equipment Group	Incident ID/Defect Card ID	Date	Handling Carrier	Car Mark Owner	Shop	Shop SPLC	Shop Location	Shop Exit Date	Status	Repair Complete Date	Defects
ABCK50523	BOXC	KCS00649572	05-19-2021	KCS	TTX	RAIL	411657000	Cary	04-08-2022	Removed*		A - Body
ABCK52399	BOXC	CSXT00632313	01-25-2021	CSXT	TTX	RAIL	411657000	Cary	04-08-2022	Removed*		E - Doors
ADMX31018	TANK	RAIL00695513	05-12-2022	RAIL	ADMX	RAIL	411657000	Cary	05-12-2022	Car Repairs Completed*	05-12-2022	A - Body
ACK1001	BOXC	RAIL00695512	05-12-2022	RAIL	ACK	RAIL	411657000	Cary	07-06-2022	Intermediate Shop Complete		A - Body
FURK4113	HOPP	NS00700221	06-13-2022	NS	FURK	RAIL	411657000	Cary	06-13-2022	Car Repairs Completed*	06-13-2022	A - Body
RAIL101	MISC	RAIL00695509	05-12-2022	RAIL	RAIL	RAIL	411657000	Cary	05-12-2022	Car Repairs Completed*	05-12-2022	A - Body
RAIL101	MISC	RAIL00676671	12-13-2021	RAIL	ACK	RAIL	411657000	Cary	07-06-2022	Car Repairs Completed*	07-06-2022	A - Body

10

50

100

250

500

1000

Done

Notes:

- From the results list, you can use the Search field to locate specific records.
 - By default, the results list displays 50 rows per page. You can change this to display 10, 50, 100, 250, 500, or 1000 rows by selecting the numbers at the bottom right of the page.
2. Optionally, complete the available input fields:
 - a. **Equipment ID**—10-character road mark plus car number.
 - b. **Location SPLC**—type in a Location SPLC or use the search icon (🔍) to select the Location SPLC.
 - c. **Date From/To Date**—type in dates or use calendar pickers (📅) to choose a date range. The default is 90 days. The search evaluates the Incident Date, Shop Exit Date, and the Repairs Complete Date, and returns any results that fall within the specified date range.
 3. Select **Search** to initiate the search. The search returns a maximum of 2000 rows. If results are truncated, an error message is presented letting you know that not all results from that time frame are shown.
 4. Select an **Equipment ID** link to view the Repairs page ([Exhibit 176](#)).

Exhibit 176. Repairs

Repairs

General Incident Information

Equipment ID :	RAIL101	Last Shop Location (SPLC) :	RAIL - RAILINC CORPORATION CARY, NC (411657000)
Equipment Group :	MISC	Status :	Car Repairs Completed*
Incident ID/Defect Card ID :	RAIL00695509	Incident Date :	05-12-2022
Incident Status :	Closed*	Incident Location (SPLC) :	Cary, KY (291617000)
Interchange Rule :	1	Car Mark Owner :	RAIL
Handling Carrier :	RAIL		

Handling Carrier (RAIL) Contact Information
Rick Gambrell - Business Analyst
rick.gambrell@railinc.com
919.651.5115
Cary, NC 27513 (US)

Car Mark Owner (RAIL) Contact Information
Rick Gambrell - Business Analyst
rick.gambrell@railinc.com
919.651.5115
Cary, NC 27513 (US)

Disposition

Final Shop	A001 - TTX COMPANY RUNNING REPAIR AGENT MARK SHADY FOREST, NC (409460000)	Disposition Requested by	from RAIL on 2022-05-12 14:40:56 ET
		Disposition Provided by	from RAIL on 2022-05-12 14:44:52 ET

Notes

Incident Notes:	Commodity/STCC Code:	0113710
Disposition Requested Notes:		

Incident Defects

Defect Code	Description
A - Body	

Defect Card Repairs

No defect card created for this equipment.

✕ Cancel

5. Select **Done** to return to the Home page.

Tools

Event Description	Done By	I/C Rules	Notification Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Company notification preference updated	Any	n/a					n/a

When you select **Tools** on a DDCT page, the Tools menu is displayed ([Exhibit 177](#)).

Note: The Tools menu is only available for users with administrative permissions. Changing notification preferences impacts the entire Mark.

Currently, the Tools menu has one option. See [Exhibit 178](#) for a description.

Exhibit 177. Tools Menu

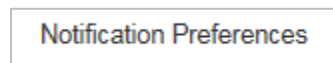


Exhibit 178. Tools Menu

Menu Item	Description
Notification Preferences	Enables you to select the notification preference for your Mark.

Notification Preferences

This function is used to set the Mark notification preferences. To set preferences:

1. Select **Tools > Notification Preferences**. The Notification Preference page is displayed ([Exhibit 179](#)).

Exhibit 179. Notification Preference

2. Use the Notification Method drop-down to select either E-mail or MQ Transmission.

Notes:

- The MQ Transmission notification option is utilized for companies that require notifications formatted in XML.
- Handling Carriers have the option of receiving a separate carbon copy (cc) notification for the following incident statuses: New, Disposition Requested/ADR, Car on Hand, Intermediate shop complete, Car Repairs Completed, and Defect Card update. Contact the Railinc Customer Success Center to request this option.

3. Select **Save**.

Interchange Bureau (ICB)

The Interchange Bureau (ICB) intermediate carrier receives equipment in interchange. Upon receipt of the car, if the ICB road discovers an issue with a specific car, they have three options to record the defect that is discovered with the equipment. When the ICB carrier creates the ICB record, notifications are sent to the railroads involved and the Car Owner. The delivering road then has the option to create an incident.

When a user selects **ICB** on the DDCT page, the ICB menu is displayed ([Exhibit 180](#)).

Exhibit 180. ICB Menu

Create ICB Record

[Exhibit 181](#) describes the tasks available on the Repairs menu.

Exhibit 181. ICB Menu

Menu Item	Description
Create ICB Record	Enables you to create a new ICB record.

Event Description	Done By	I/C Rules	Notifi- cation Recipient	LCS Interchange Looks Like	Equipment Advisory System		Web Services to Use
					Type	Code	
Create ICB Record	ICB	All Rules	HC/CMO				
ICB Record Edited	ICB/CMO/HC	All Rules	HC/CMO/ICB				
ICB Record Closed	ICB	All Rules	HC/CMO/ICB				

Create ICB Record

This process is completed by participating ICB carriers or their assigned agents.

1. Select **ICB > Create ICB Record**. The Interchange Bureau Record (Create) page is displayed ([Exhibit 182](#)).

Exhibit 182. Create Interchange Bureau Record Create

Interchange Bureau Record

Creation Date: 07-06-2022 Bureau Id: RAIL RAILINC CORPORATION Required

Type * Transfer of Load Bureau Representative: BSHXV01 Harrison Vaughan, CSC

Car Information

Equipment *

From Road * To Road *

Load Status

Type * Loaded Contents (STCC Code) *

Location Information

Receiving Station (Station Code) * Location SPIC Populated From Station

Record Information

Record Occurred On Date * Inspector *

Description *

Attachments

NOTE: Supported file extensions (PNG, GIF, JPG, DOC, DOCX, PDF, XLS, XLSX). Maximum 10MB size is allowed per file.

Attachment File: Choose Files No file chosen

Done Submit

2. Complete the available input fields:

- a. **Creation Date**—Current date generated by the application.
- b. **Bureau ID**—Mark and Mark Description of the ICB Carrier populated from SSO.
- c. **Type**—Drop-down with four options:
 - **Transfer of Load:** Equipment is badly damaged and cannot move to destination requiring lading to be transferred to another car for furtherance.
 - **Load Adjustment:** Lading is off-center and must be righted before moving to destination.
 - **Defect Identification:** ICB discovers car is damaged and an incident is required to be created by delivering carrier – Rule 1, 108, 95, or 107.
 - **Decline:** Upon inspection by HC, no defect is found. Equipment is then moved through the interchange point.
- d. **Bureau Representative**—SSO ID and name of signed in user from SSO.
- e. **Car Information:**
 - **Equipment:** Mark and number of equipment
 - **From Road:** Mark of delivering carrier, includes switching road
 - **To Road:** Mark of forwarding carrier, includes switching road

f. **Load Status:**

- **Loaded/Empty:** Drop-down to indicate car received is loaded or empty.
- **Contents (STCC Code):** Seven-digit numeric of lading, if loaded. Required if Type Load Adjustment or Transfer of Load, otherwise optional.

g. **Location Information:**

- **Station (Station Code):** Freight Station Accounting Code (FSAC) of the ICB interchange point.
- **Location (SPLC):** Standard Point Location Code (SPLC) of the ICB interchange point – automatically populated after the Station Code entered.

h. **Record Information:**

- **Record Occurred on Date:** mm/dd/yyyy of inspection.
- **Inspector:** Free form of Mechanical Department Employee – ICB Carrier information populated from entry in FindUs.Rail is listed below Inspector.
- **Description:** Free form description of issue with equipment.

i. **Attachments:**

Optionally, select **Choose File** to attach up to five photos or supporting documents to the ICB record. Supported file extensions are: .PNG, .GIF, JPG, .DOC, .DOCX, .PDF, .XLS, and .XLSX (an error message is displayed if unsupported file extensions are used). The maximum file size for each attached file is 10MB. If you need to remove a file, select the **Remove** button under the Action column.

5. Select **Submit** to submit the ICB record. The ICB record is assigned the next numeric and a success message is displayed ([Exhibit 183](#)).

Exhibit 183. ICB Record Created Success Message



3. Select **Done** when the ICB record is complete to return to the Home page.

Closing an ICB Record

Note: To close an ICB record, you must be the ICB carrier that created the record.

1. Perform the steps for searching for an ICB record with an “Open” status and select the ICB ID hyperlink for the record that you want to close (see [Viewing ICB Records](#)). The Edit Interchange Bureau Record page is displayed ([Exhibit 184](#)).

Exhibit 184. Edit Interchange Bureau Record

Edit Interchange Bureau Record

Id: 3608		Bureau Id: RAIL RAILINC CORPORATION	
Creation Date: 07-06-2022		Bureau Representative: BSHXV01 Harrison Vaughan, CSC	
Type: Transfer of Load		Status: Open	

Car Information

Equipment:	Group:	From Road:	To Road:	Car Mark Owner:
RAIL101	MISC	RAIL	AARE	RAIL

Load Status

Loaded/Empty:	Contents (STCC Code):
Loaded	0113710

Location Information

Receiving Station (Station Code):	Location SPLC:
02828	476237000

Record Information

Contact Information:	Record Occurred On Date:	Inspector:	Description:
	07-06-2022	Test	Testing

Notes:

Add Note

Back Done Close Record Submit

2. Select **Close Record**. The Edit Interchange Bureau Record page is displayed with an input field for Reason to Close ([Exhibit 185](#)).

Exhibit 185. Edit Interchange Bureau Record with the Close Option Selected

Edit Interchange Bureau Record

Id: 3608		Bureau Id: RAIL	
Creation Date: 07-06-2022		Bureau Representative: BSHXV01 Harrison Vaughan, CSC	
Type: Transfer of Load		Status: Open	

Car Information

Equipment:	Group:	From Road:	To Road:	Car Mark Owner:
RAIL101	MISC	RAIL	AARE	RAIL

Close Comment

Reason for Close *

You have typed 0 characters.

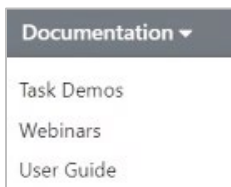
Cancel Submit

3. Enter a reason for the closure.
4. Select **Submit**. A success message is displayed, and the record is closed.

Documentation

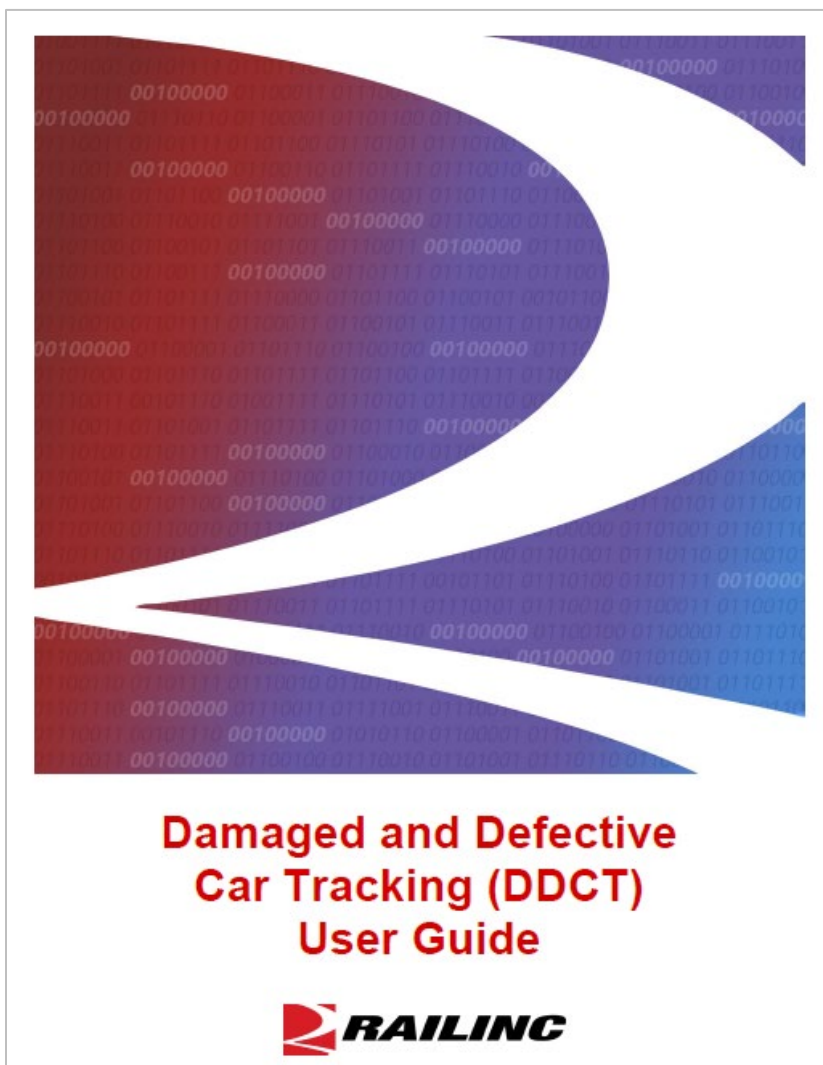
The Documentation menu ([Exhibit 186](#)) enables you to access the DDCT User Guide ([Exhibit 187](#)).

Exhibit 186. Documentation Menu



1. Select **Documentation**. The DDCT User Guide is opened as a PDF in a new window ([Exhibit 187](#)).

Exhibit 187. DDCT User Guide



2. Use the tools within your PDF reader to print, search, or download the guide.

Incident Record Format

Exhibit 188. Incident Record CSV Format

	Fields	Length	A/N	Values
1.	Incident ID	12	A+N	Handling Carrier SCAC plus 8-digit sequence number
2.	New or Update Flag	1	A	N = New; U = Update
3.	Equipment Initial	4	A	SCAC (2–4 characters)
4.	Equipment Number	10	N	Maximum 10 digits
5.	Equipment Group	7	A	Up to 7-character equipment group code
6.	Incident Date	10	N	Date (Earlier than or equal the current date) mm-dd-yyyy
7.	Location SPLC	9	N	9 digits
8.	Interchange Rule	3	N	1, 95, 96, 107, or 108
9.	Handling Carrier	4	A	SCAC (2–4 characters)
10.	Car Mark Owner	4	A	SCAC (2–4 characters)
11.	Incident Type	2	N	Text
12.	Status Code	3	A	See Exhibit 189 .
13.	Incident Create Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
14.	Incident Modify Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
15.	Defect Code 1	1	A	Bad Order Code (page 127)
16.	Defect Description 1	256	A/N	Free form keyable text.
17.	Defect Code 2	1	A	Bad Order Code (page 127)
18.	Defect Description 2	256	A/N	Free form keyable text.
19.	Defect Code 3	1	A	Bad Order Code (page 127)
20.	Defect Description 3	256	A/N	Free form keyable text.
21.	Defect Code 4	1	A	Bad Order Code (page 127)
22.	Defect Description 4	256	A/N	Free form keyable text.
23.	Defect Code 5	1	A	Bad Order Code (page 127)
24.	Defect Description 5	256	A/N	Free form keyable text.
25.	Defect Code 6	1	A	Bad Order Code (page 127)
26.	Defect Description 6	256	A/N	Free form keyable text.
27.	Defect Code 7	1	A	Bad Order Code (page 127)
28.	Defect Description 7	256	A/N	Free form keyable text.
29.	Defect Code 8	1	A	Bad Order Code (page 127)
30.	Defect Description 8	256	A/N	Free form keyable text.
31.	Defect Code 9	1	A	Bad Order Code (page 127)
32.	Defect Description 9	256	A/N	Free form keyable text.
33.	Defect Code 10	1	A	Bad Order Code (page 127)
34.	Defect Description 10	256	A/N	Free form keyable text.
35.	Defect Code 11	1	A	Bad Order Code (page 127)
36.	Defect Description 11	256	A/N	Free form keyable text.
37.	Defect Code 12	1	A	Bad Order Code (page 127)
38.	Defect Description 12	256	A/N	Free form keyable text.
39.	Defect Code 13	1	A	Bad Order Code (page 127)
40.	Defect Description 13	256	A/N	Free form keyable text.
41.	Defect Code 14	1	A	Bad Order Code (page 127)
42.	Defect Description 14	256	A/N	Free form keyable text.

Incident Record Format

	Fields	Length	A/N	Values
43.	Defect Code 15	1	A	Bad Order Code (page 127)
44.	Defect Description 15	256	A/N	Free form keyable text.
45.	Defect Code 16	1	A	Bad Order Code (page 127)
46.	Defect Description 16	256	A/N	Free form keyable text.
47.	Defect Code 17	1	A	Bad Order Code (page 127)
48.	Defect Description 17	256	A/N	Free form keyable text.
49.	Defect Code 18	1	A	Bad Order Code (page 127)
50.	Defect Description 18	256	A/N	Free form keyable text.
51.	Defect Code 19	1	A	Bad Order Code (page 127)
52.	Defect Description 19	256	A/N	Free form keyable text.
53.	Defect Code 20	1	A	Bad Order Code (page 127)
54.	Defect Description 20	256	A/N	Free form keyable text.
55.	Roller Bearing Inspection Locations	0-4000	A/N	Text – Roller Bearing codes delimited by semicolon (;)
56.	Representative Name	255	A/N	Text
57.	Representative Location	255	A/N	Text
58.	Defect Card Create Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
59.	Defect Card Modify Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
60.	Estimated Value	8	N	Decimal
61.	Estimated Value Currency	3	A	USD or CAD
62.	Estimated Value Request Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
63.	Actual DV	8	N	Decimal
64.	Actual DV Currency	3	A	USD or CAD
65.	Actual DV Request Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
66.	Actual DV Provide Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
67.	Disposition Contact Name	255	A/N	Text
68.	Disposition Contact Phone	255	A/N	Text
69.	Disposition Contact Email	255	A/N	Email Address, abc@railinc.com
70.	Final Shop	2-4	A	SCAC (2-4 characters)
71.	Disposition Request Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
72.	Disposition Provide Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
73.	Shop 1	2-4	A	SCAC (2-4 characters)
74.	Shop 2	2-4	A	SCAC (2-4 characters)
75.	Shop 3	2-4	A	SCAC (2-4 characters)
76.	Shop 4	2-4	A	SCAC (2-4 characters)
77.	Shop 5	2-4	A	SCAC (2-4 characters)
78.	Shop 6	2-4	A	SCAC (2-4 characters)
79.	Shop 7	2-4	A	SCAC (2-4 characters)
80.	Shop 8	2-4	A	SCAC (2-4 characters)
81.	Shop 9	2-4	A	SCAC (2-4 characters)
82.	Shop 10	2-4	A	SCAC (2-4 characters)
83.	Settlement Offer Value	8	N	Decimal
84.	Settlement Offer Currency	3	A	USD or CAD
85.	Accept Reject	1	A	A = Accept; R = Reject
86.	Settlement Create Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi
87.	Settlement Modify Timestamp	16	N	Date/Time mm-dd-yyyy 24hr:mi

Exhibit 189. Status Codes and End States

Status Code	Status Description	End State
N	New	No
D	Draft	No
ADR	Actual DV/Disposition Requested	No
ADP	Actual DV/Disposition Provided	No
DR	Disposition Requested	No
DP	Disposition Provided	No
OH	Car On Hand	No
RE	Car Released	No
PR	Car Partially Repaired	No
RC	Car Repair Completed	Yes
SR	Settlement Rejected	No
SO	Settlement Offered	No
SA	Settlement Accepted	Yes
HCR	Handling Carrier Repair	No
RM	Removed	Yes
DM	Dismantled	Yes
OPN	Open	No

Defect Card Format

Exhibit 190. Defect Card CSV Format

	Field	Length	A/N	Format
1.	Equipment Initial	2–4	A	SCAC (2–4 characters)
2.	Equipment Number	1–6	N	Maximum 10 digits
3.	Incident ID	12	A+N	SCAC (2–4 characters) plus 8 digits
4.	Equipment Group	7	A	Up to 7-character equipment group code
5.	Incident Date	10	N	Date mm-dd-yyyy
6.	Interchange Rule	1-3	N	AAR Interchange Rule
7.	Incident Type	2	N	Text
8.	Derailment	1	A	Y = Yes, N = No
9.	Rack On Car	1	A	Y = Yes, N = No
10.	Rack Owner	4	A	SCAC (2–4 characters)
11.	Rack Type	255	A/N	Description of rack type
12.	Handling Carrier	2–4	A	SCAC (2–4 characters)
13.	Car Mark Owner	2–4	A	SCAC (2–4 characters)
14.	Equipment Status	255	A/N	DDCT lifecycle status of the equipment
15.	Location SPLC	9	N	9-digit Standard Point Location Code
16.	Create Date	10	N	Date card created
17.	Defect Card Number	8	N	Supplementary card identifier
18.	Third Party Reference ID	6	A/N	Arbitrary reference ID that may be supplied. DDCT does not use this value.
19.	Authorized Representative Name	256	A/N	Free form
20.	Authorized Representative Station Name	256	A/N	Free form
21.	Authorized Representative City	256	A/N	Free form
22.	Authorized Representative State/Province	2	A	State abbreviation
23.	Roller Bearings - Inspected	0-31	A/N	Bearing position
24.	Roller Bearings - Changed	0-31	A/N	Bearing position
25.	Roller Bearings –Authorized to Change	0-31	A/N	Bearing position
26.	Repair Status (repeats 1-20 times)	7-8	A	Pending or Complete
27.	Repair Shop Mark (repeats 1-20 times)	2-4	A/N	SCAC (2-4 characters)
28.	Repair Complete Date (repeats 1-20 times)	10	N	Date mm-dd-yyyy
29.	Defect Description (repeats 1-20 times)	256	A/N	Free form

Bad Order Reason Codes

Code	Abbreviation	Explanation
A	BODY	Body ; including floors, roof, sides, ends and multi-level rack.
B	BRAK	Braking System ; any brake component listed in Rule 83 <i>Car Part Codes</i> under the heading of <i>Brake Equipment</i> and/or <i>Piping</i> .
C	CLEN	Clean-Out ; including preparation for loading such as clean-out, conditioning and/or pre-tripping, but excluding mechanical refrigeration equipment.
D	DERL	Derailment/Accident ; damage resulting from derailment, sideswipe, fire, flood or other casualty occurrence.
E	DOOR	Doors ; including side, end and hopper doors, outlet gates, hatch and dome covers.
F	DRAF	Draft System ; including couplers, yokes, draft gears, draft lugs, draft sills, EOC and COC cushioning units and articulated connections.
G	LINE	Interior Linings & Coatings ; including any interior lining or coating.
H	LOAD	Load Attention ; requiring measurement, weighing, adjustment, transfer or containment of leaking commodity.
I	LDEV	Load Restraining Devices ; components integral to unit such as tie down equipment, interior bulkheads, DF equipment, trailer hitches, container pedestals or other similar equipment.
J	INSP	Mechanical Inspection ; including inspection resulting from Equipment Advisory notices, Informational Notices or special instructions received from equipment owners or handling line.
K	COOL	Refrigeration Equipment ; including inspections, pre-tripping and defective equipment listed in Rule 83 <i>Car Part Codes</i> under the heading <i>Mechanical Refrigeration Equipment</i> .
L	SAFE	Safety Appliances ; including handholds, sill steps, ladders, running boards, crossover boards, brake steps and uncoupling levers.
M	TRUK	Trucks ; including side frames, truck bolsters, friction castings, springs, snubbers and side bearings, but excluding wheel assemblies and brake rigging.
N	UFRM	Underframe ; including center sills, side sills, body bolsters, crossbearers, crossties, body center plates and body side bearings.
O	WHEL	Wheel Assembly ; including wheels, axles, friction or roller bearings wedges, adapters, periodic attention and hot boxes.
P	SEND	En-route Shop for Inspection.

DDCT Flow Diagrams

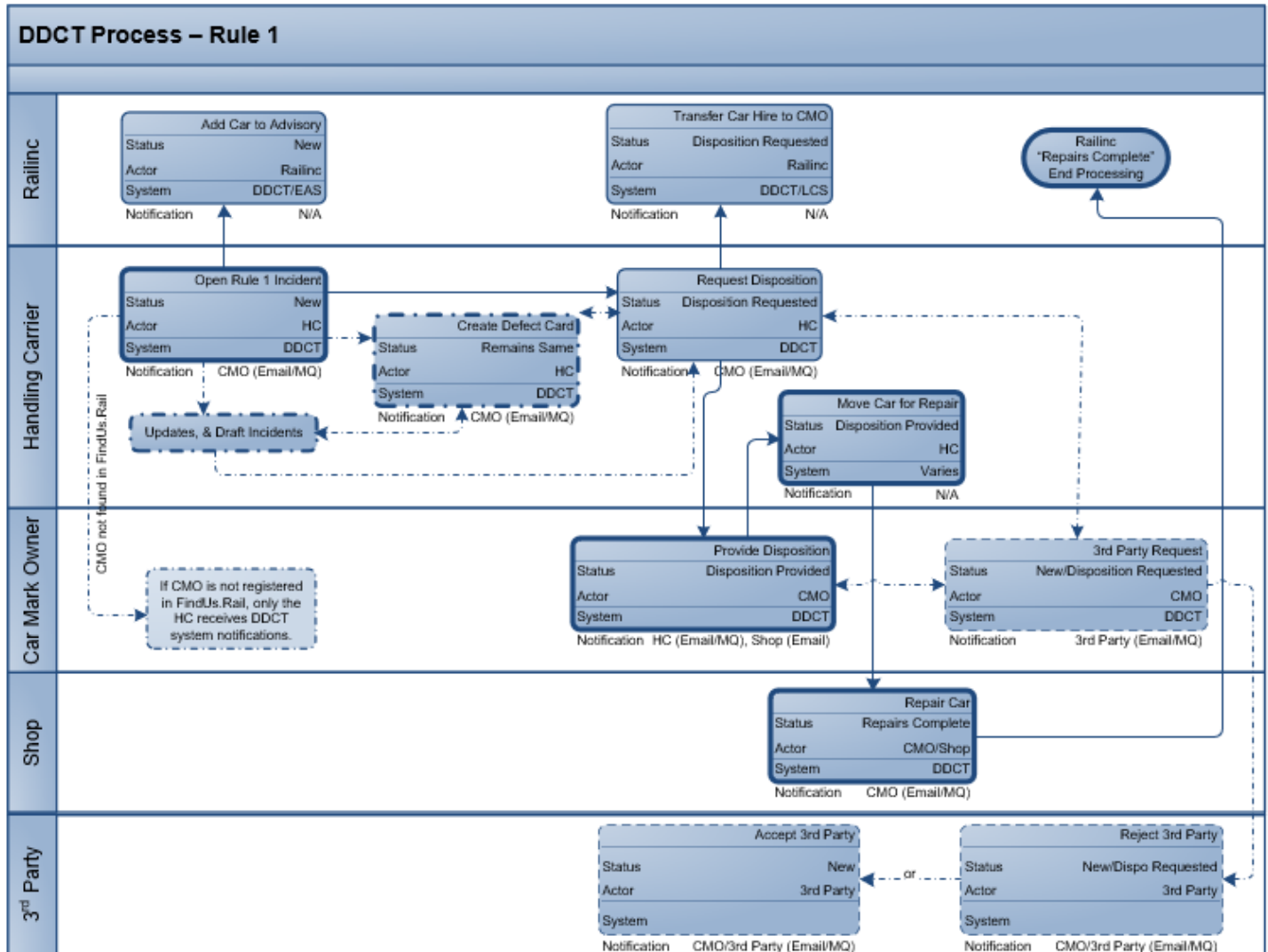
Rule 1

Rule 1 — Overview

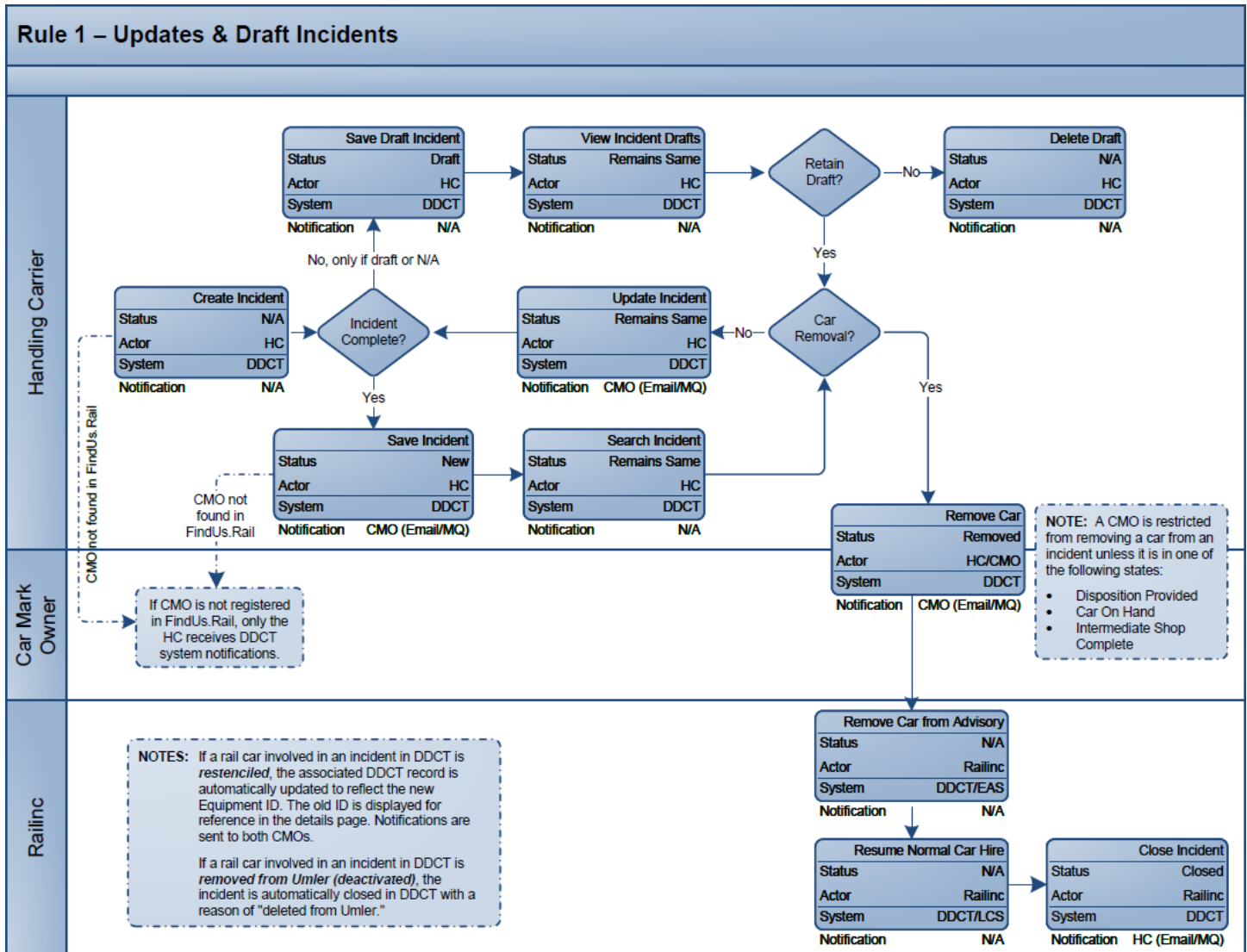
DDCT Process Flow

Legend:

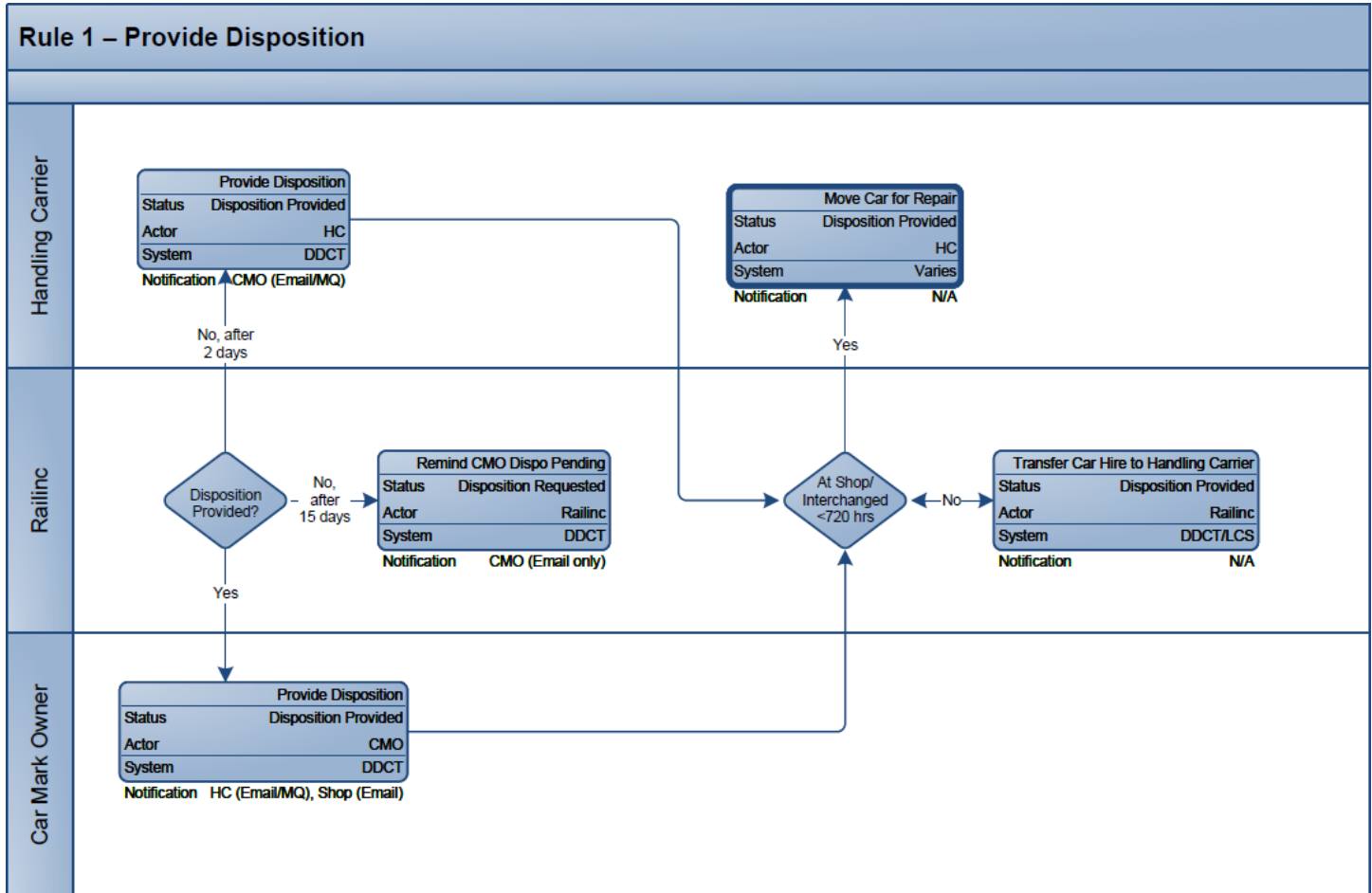
-  Normal Flow
-  Optional (alternative) Flow
-  Linked subprocess



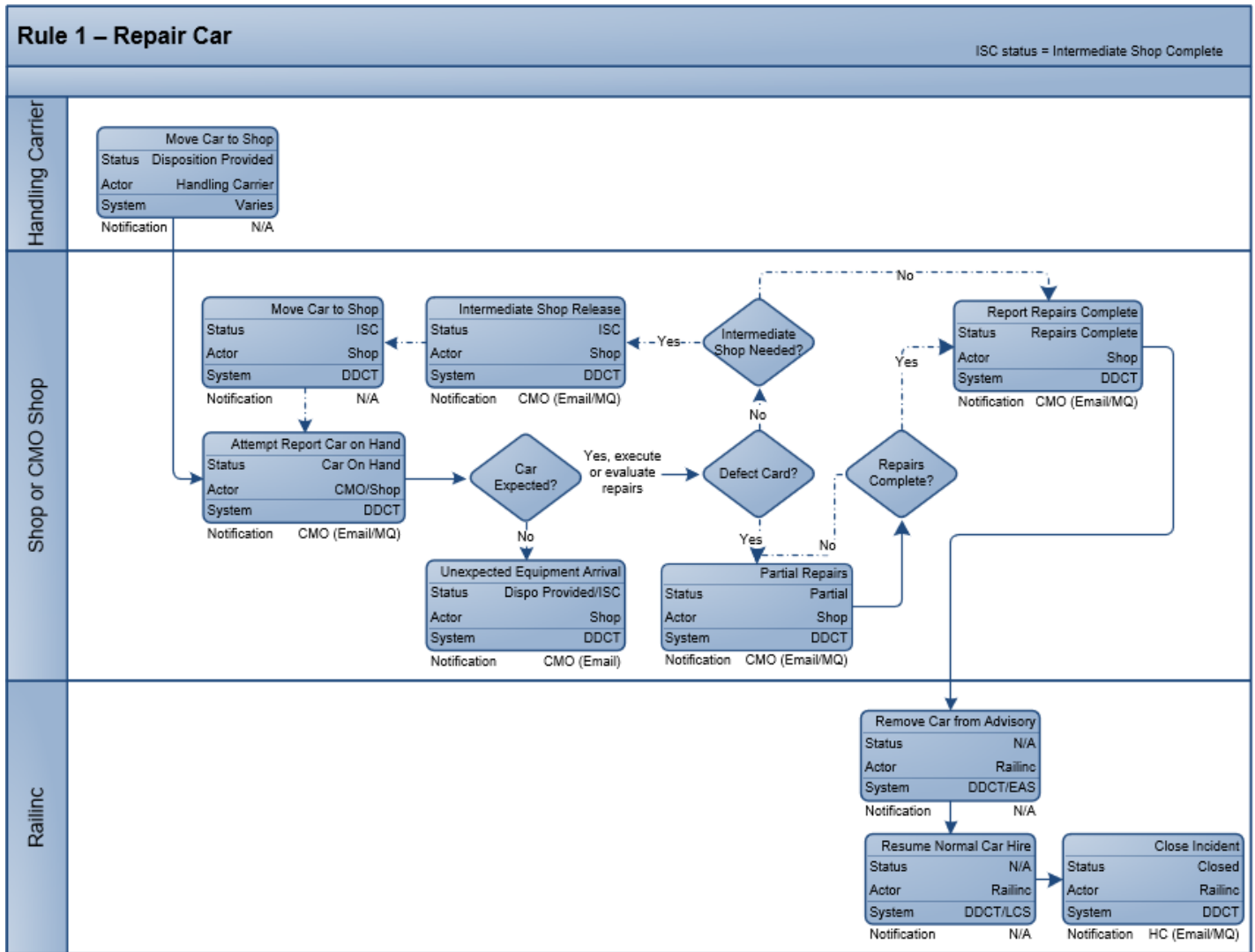
Rule 1 — Updates and Draft Incidents



Rule 1 — Provide Disposition

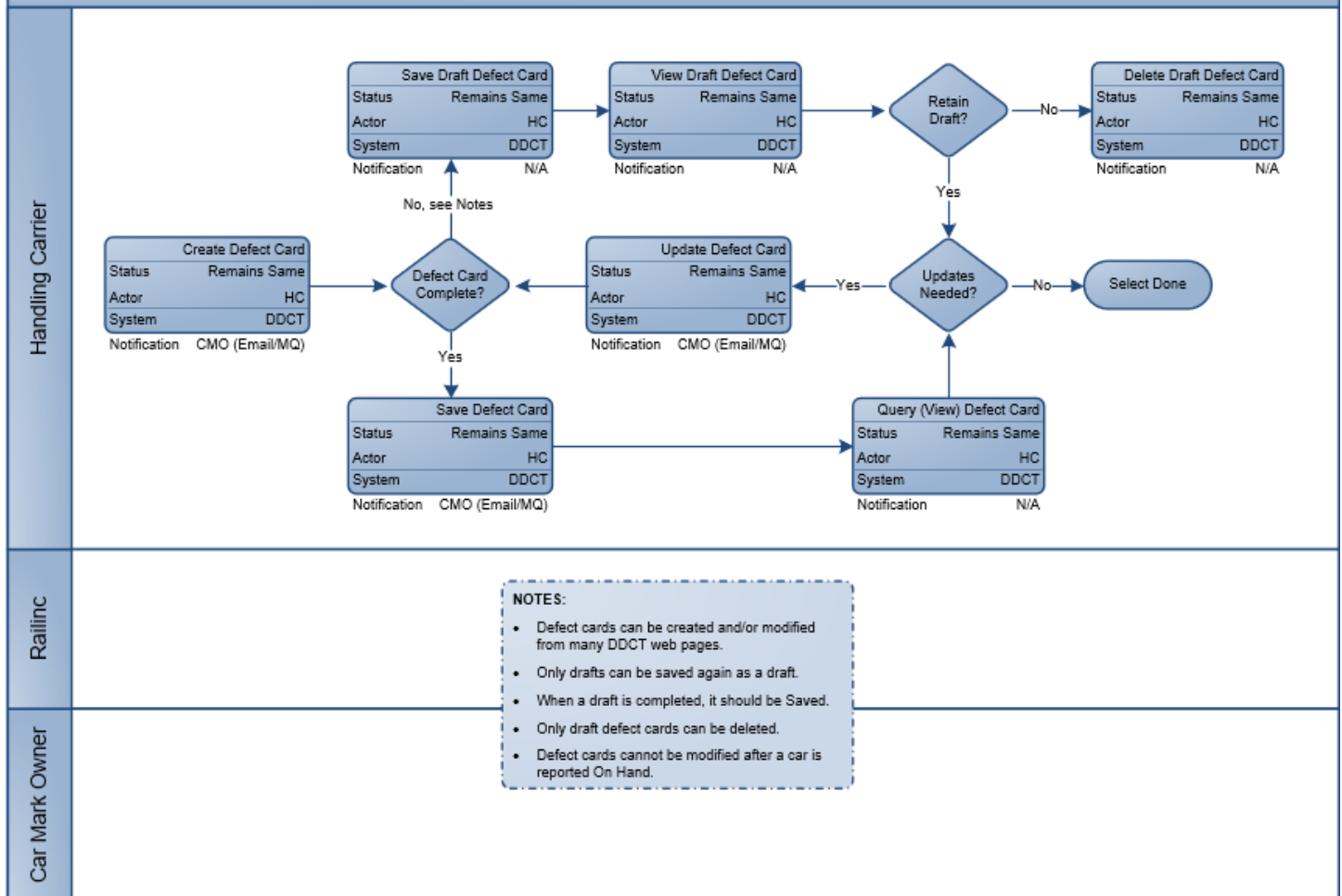


Rule 1 — Repair Car

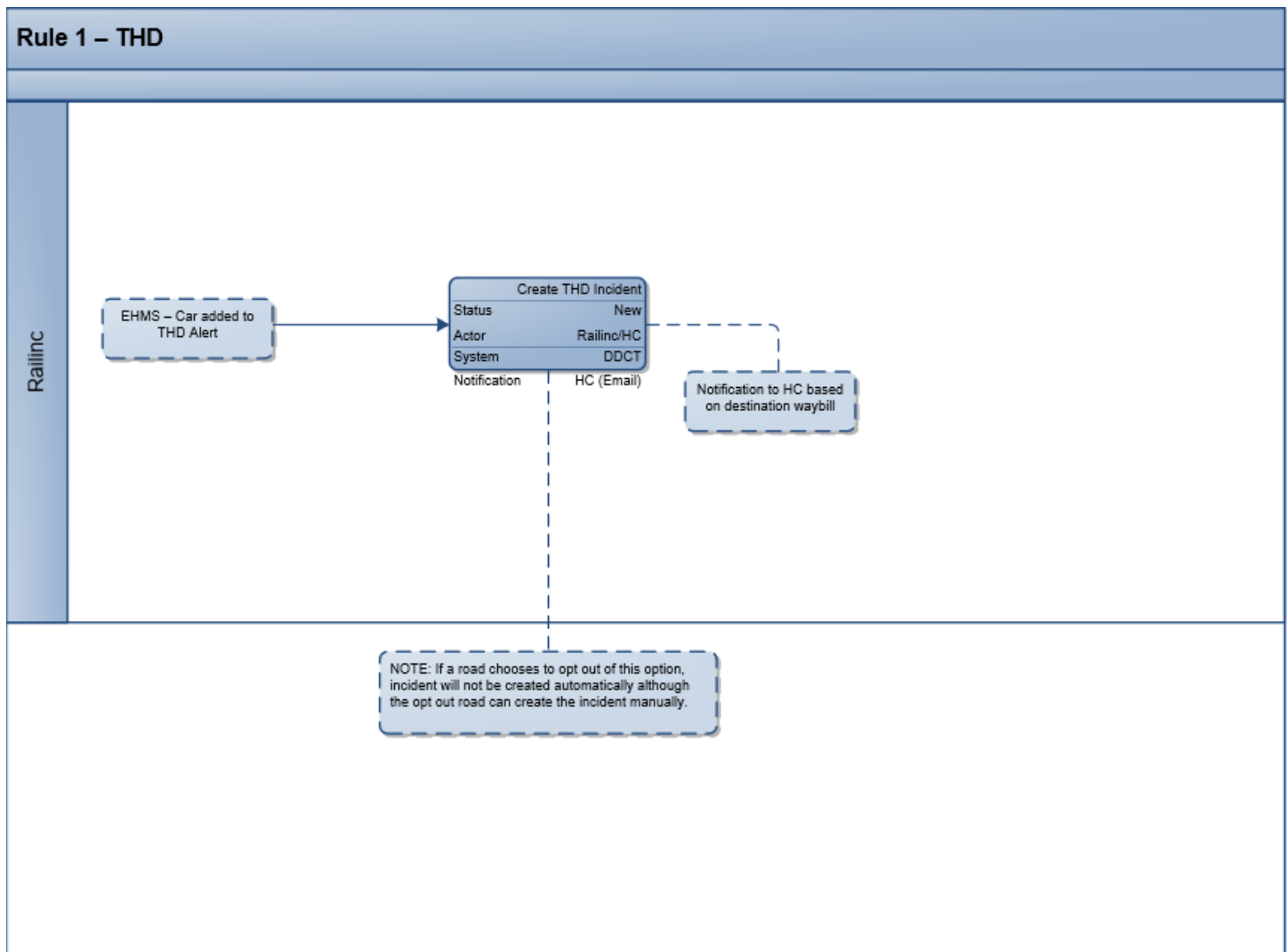


Rule 1 — Defect Card

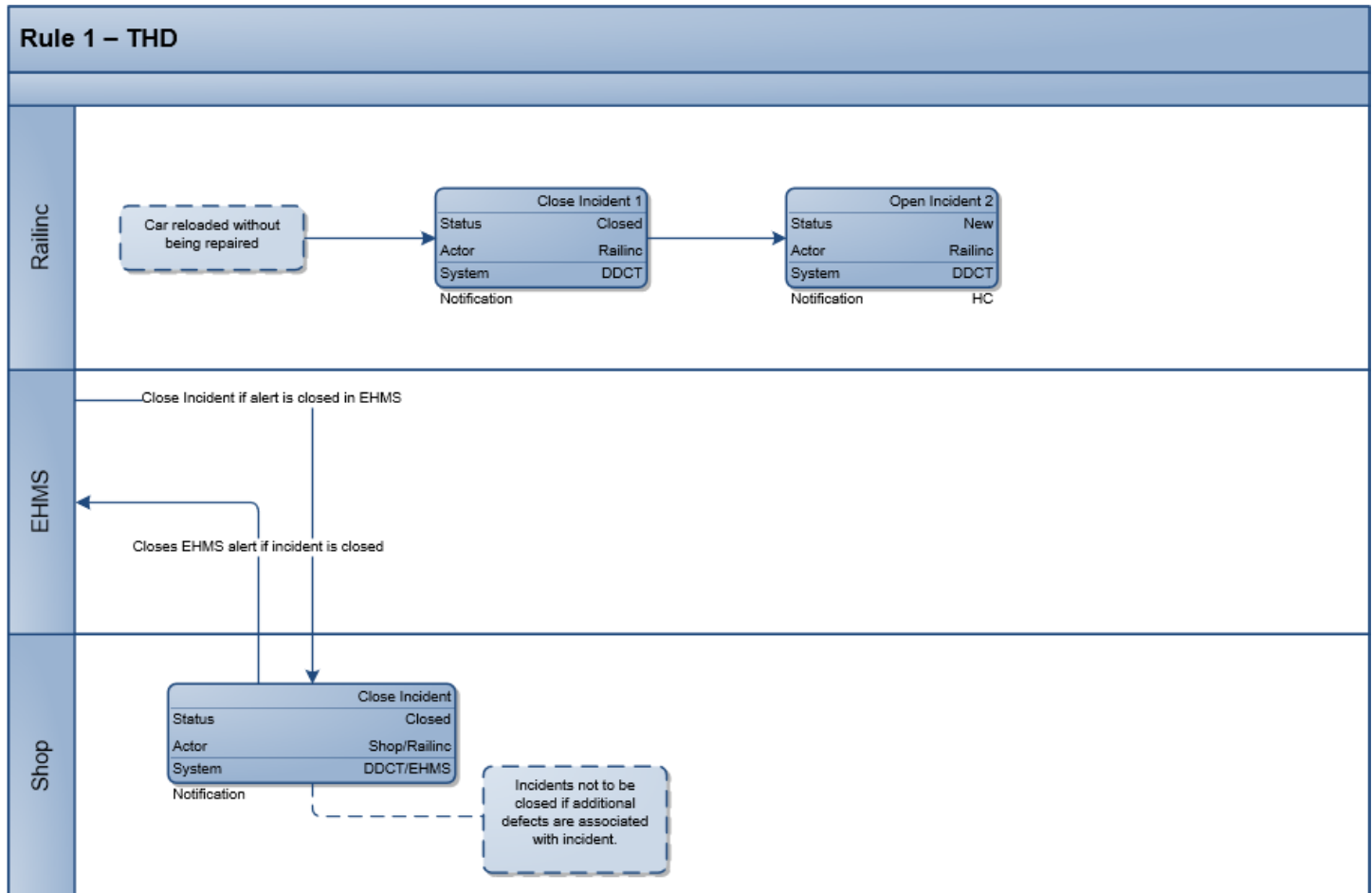
Rule 1 – Defect Card Subprocess (follows Rule 102)



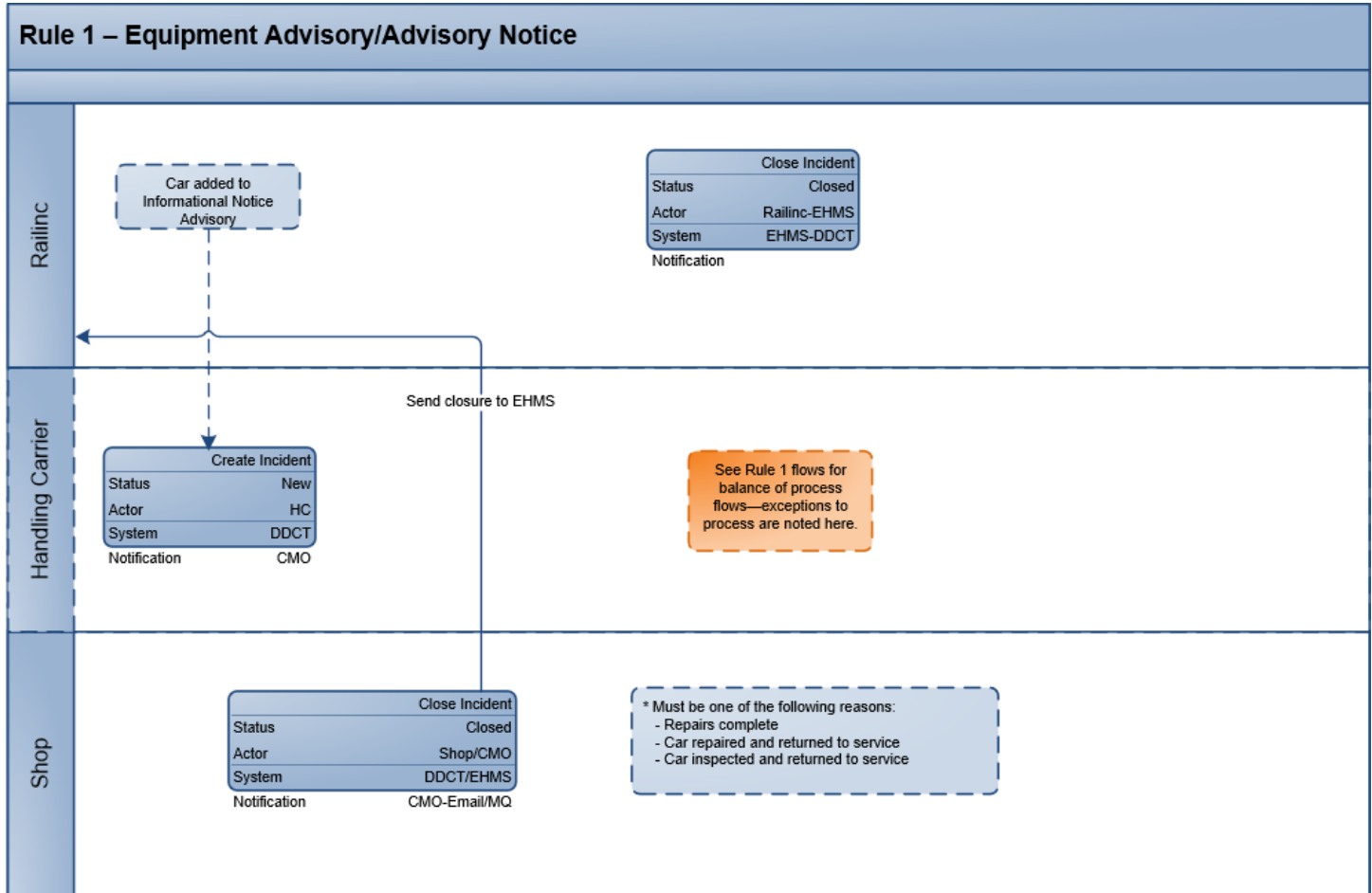
Rule 1 — THD



Rule 1 — THD



Rule 1 — IN-3000



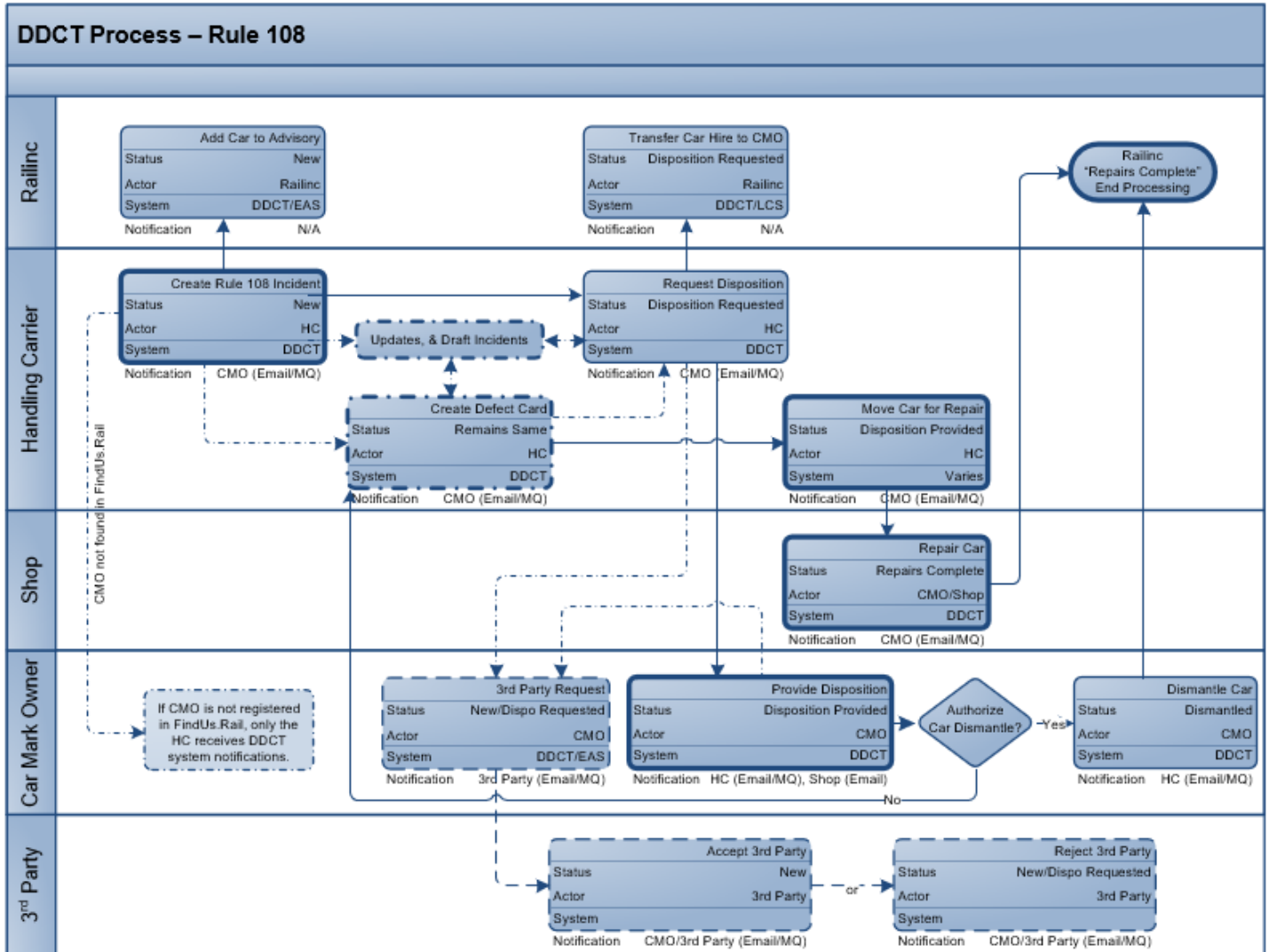
Rule 108

Rule 108 — Overview

DDCT Process Flow

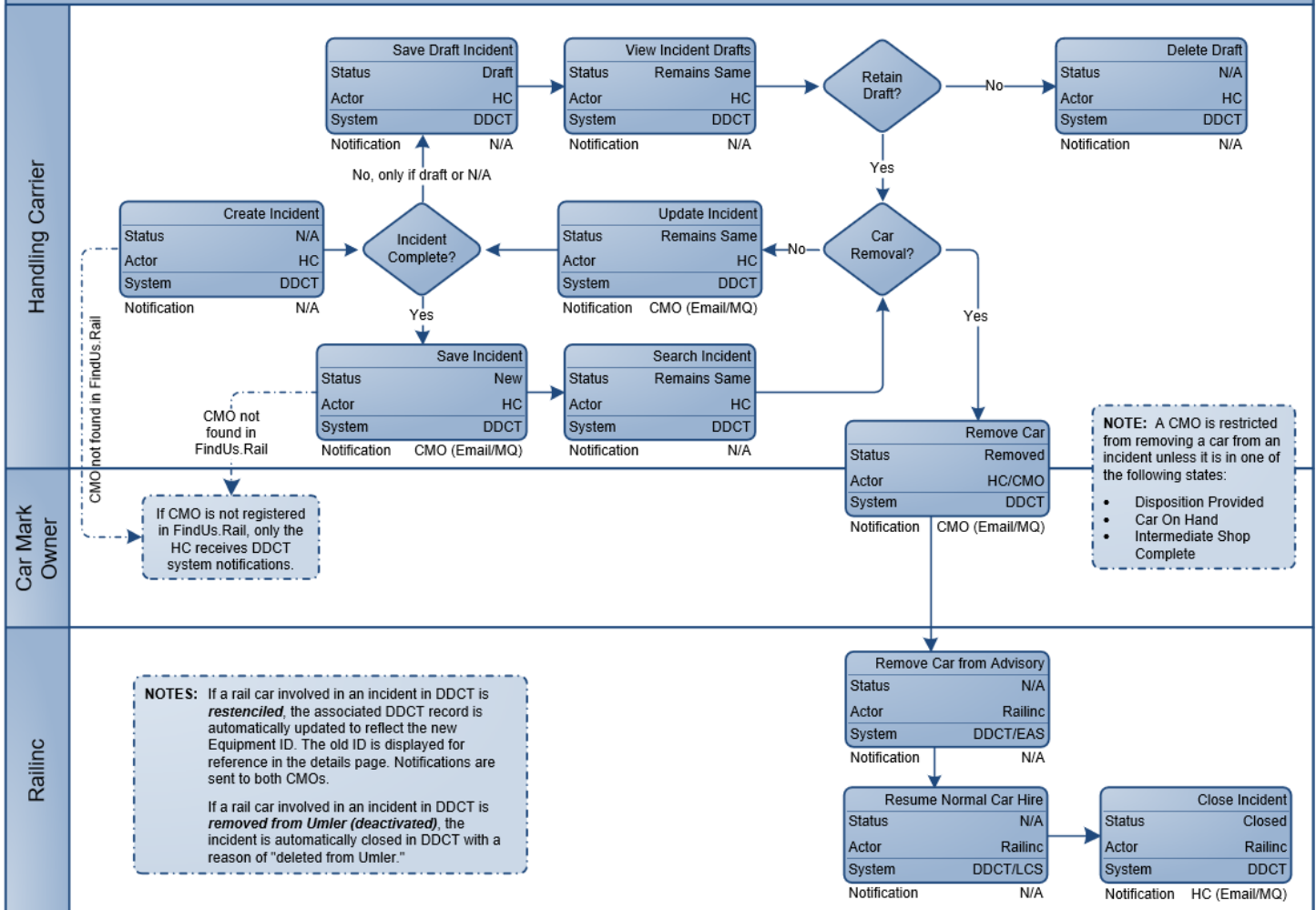
Legend:

-  Normal Flow
-  Optional (alternative) Flow
-  Linked subprocess

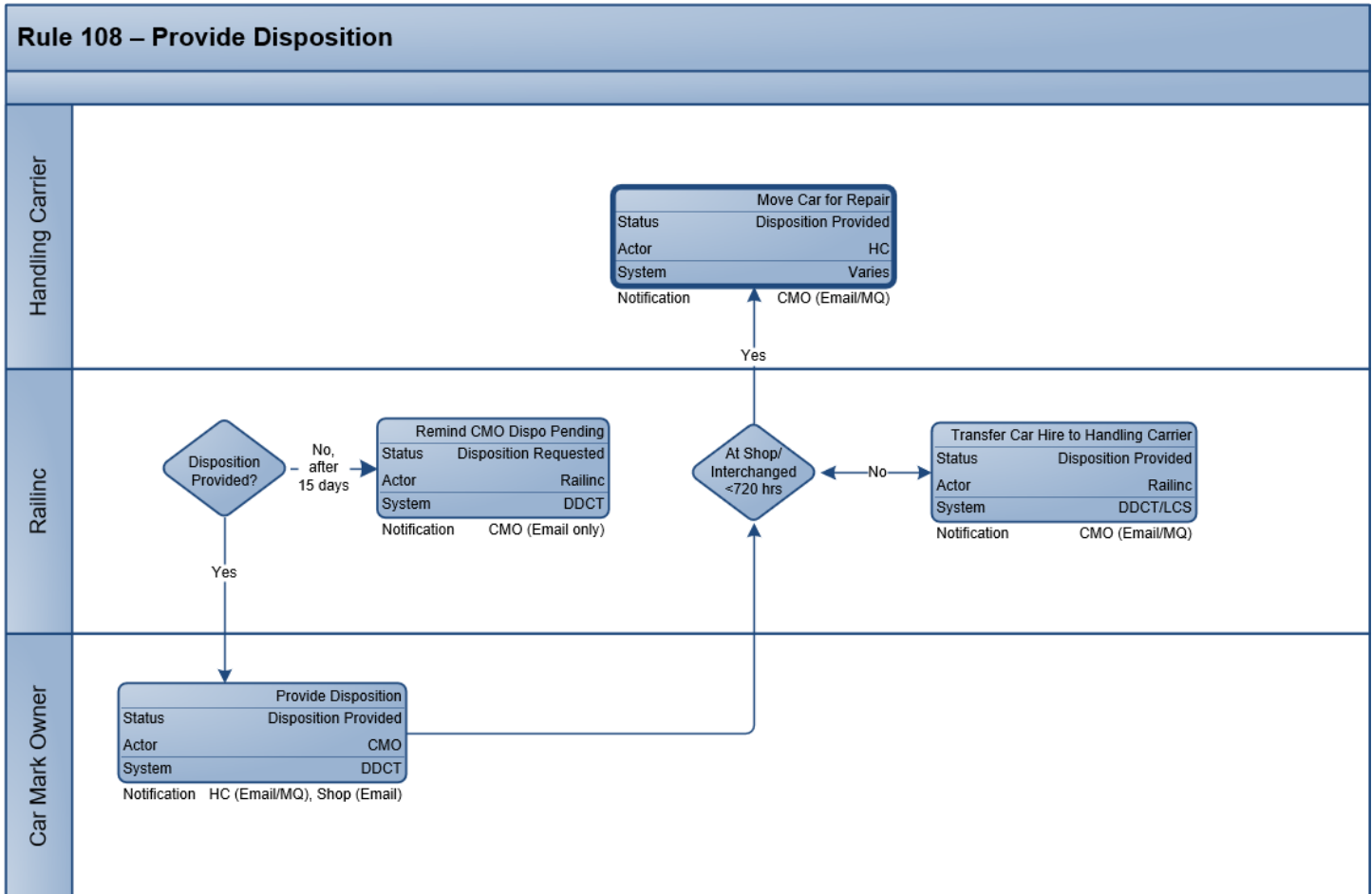


Rule 108 — Updates and Draft Incidents

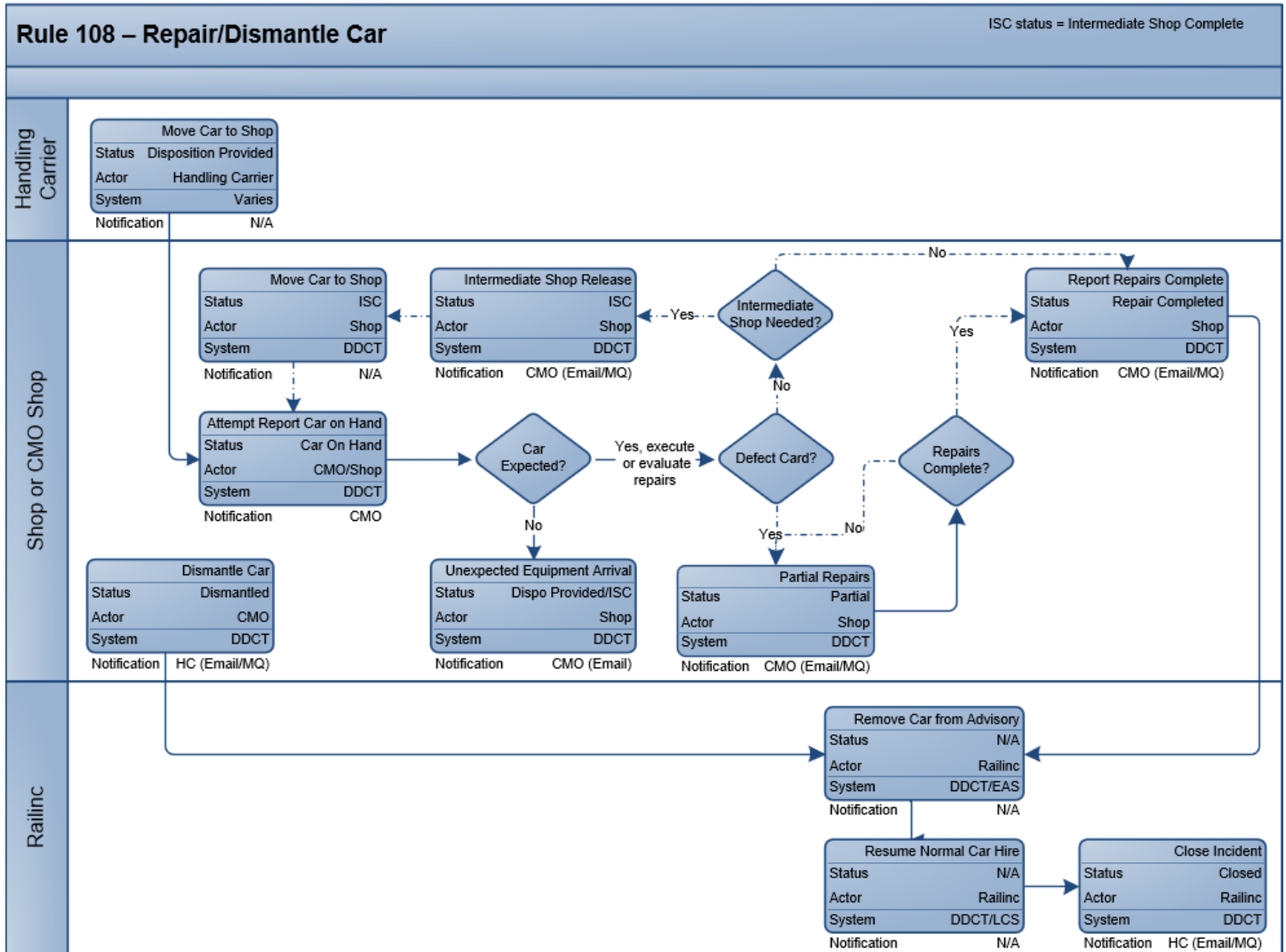
Rule 108 – Updates & Draft Incidents



Rule 108 — Provide Disposition

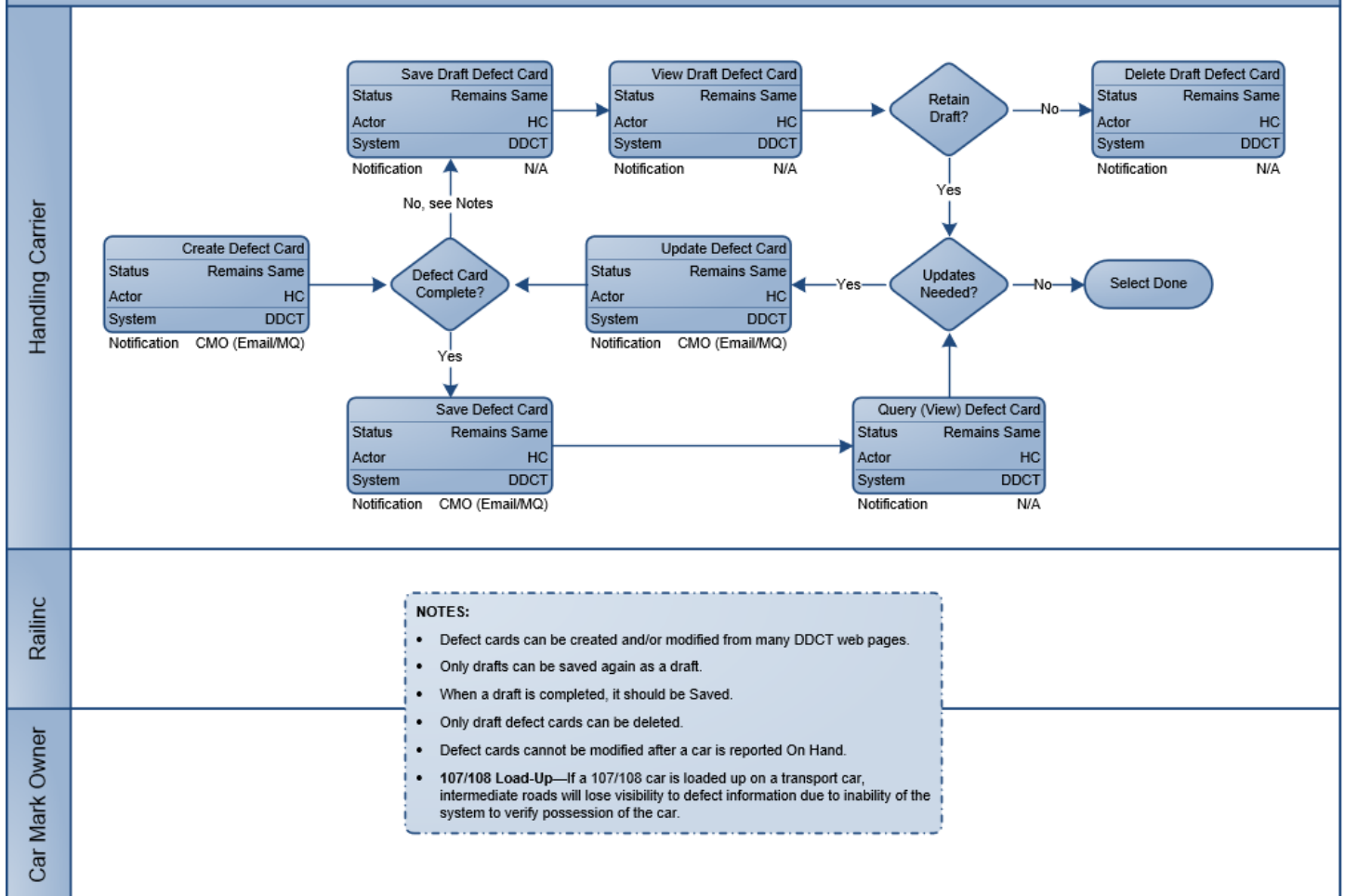


Rule 108 — Repair/Dismantle Car



Rule 108 — Defect Card

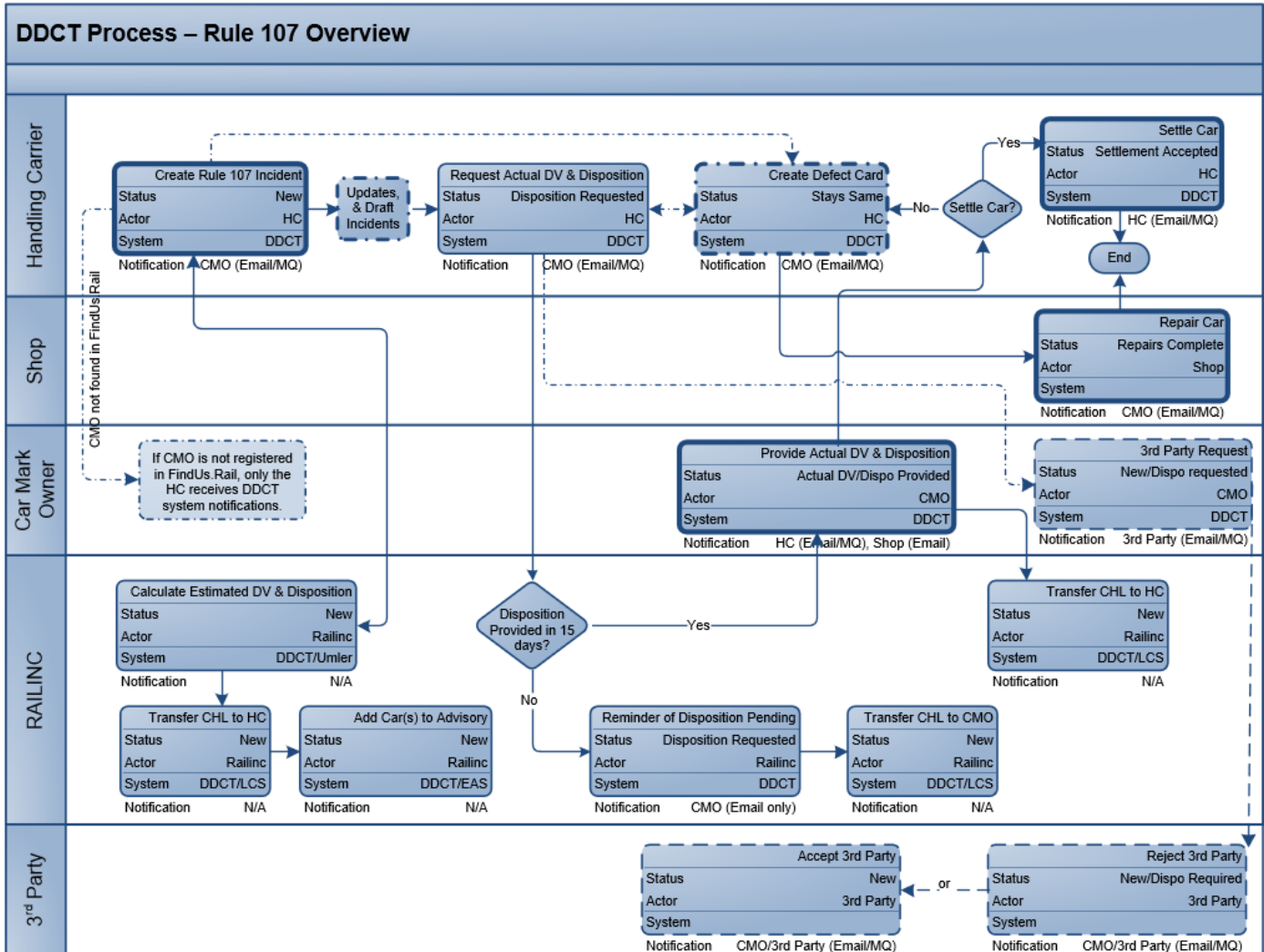
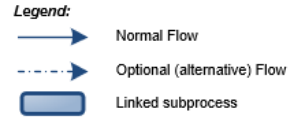
Rule 108 – Defect Card Subprocess (follows Rule 102)



Rule 107

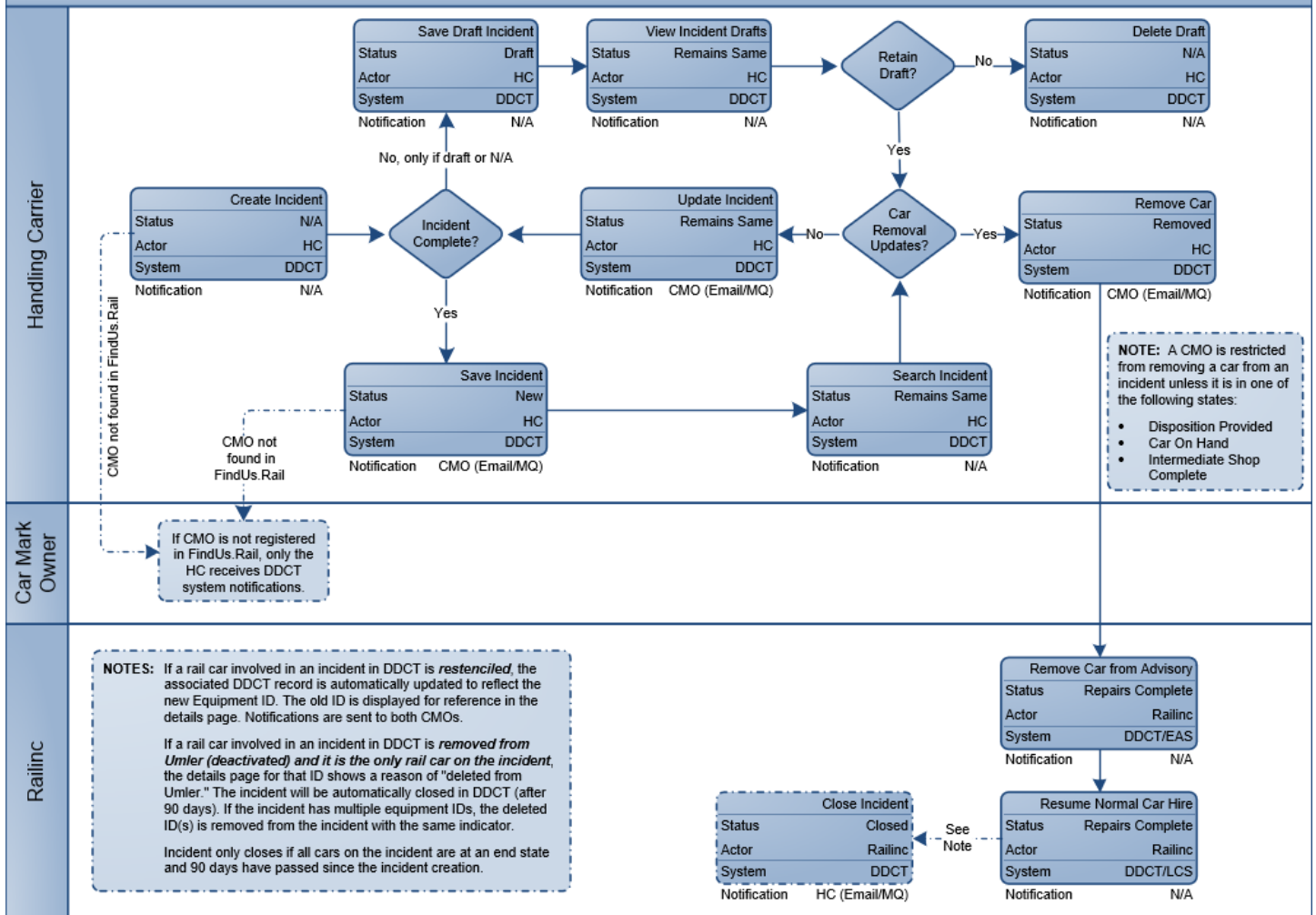
Rule 107 — Overview

DDCT Process Flow

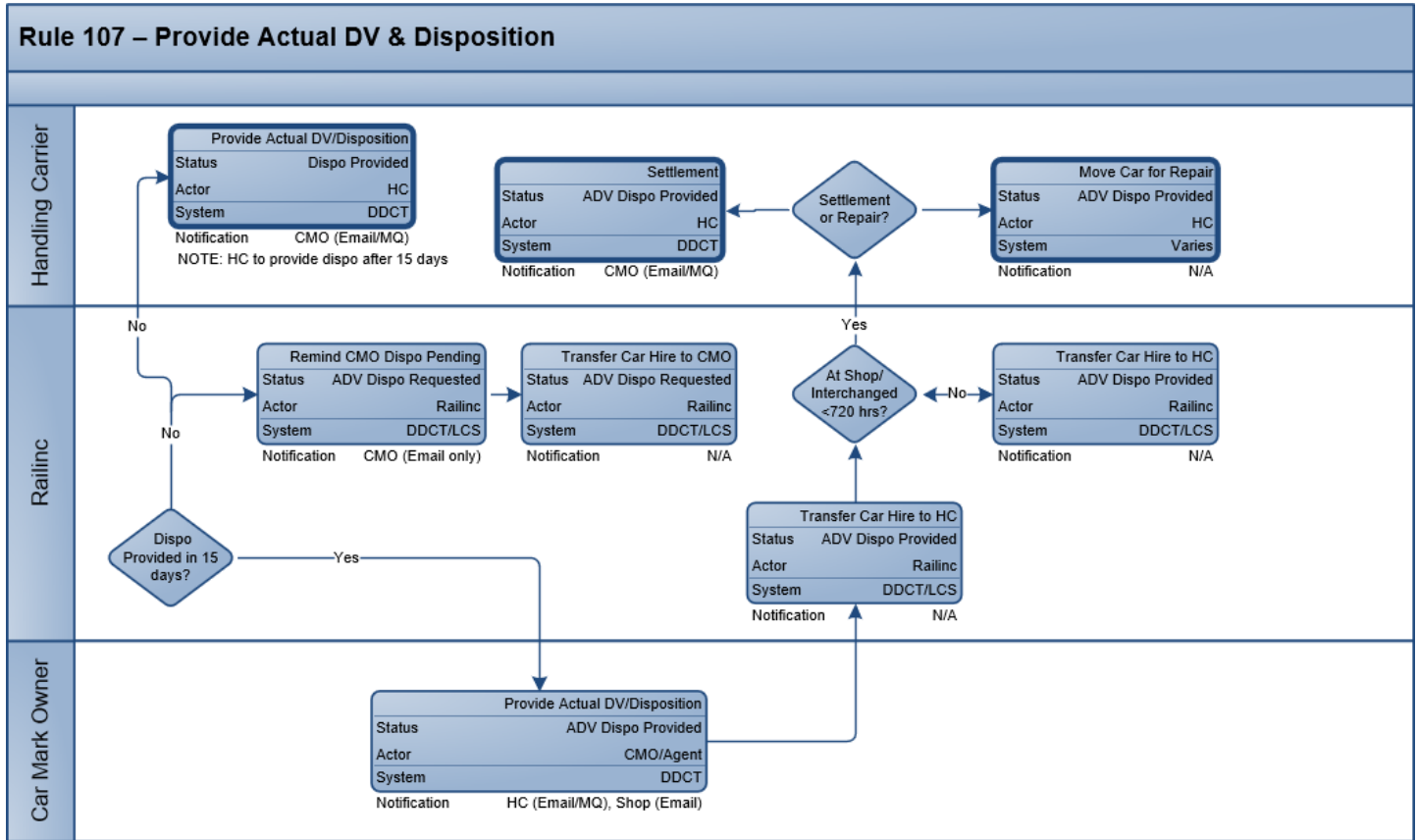


Rule 107 — Updates and Draft Incidents

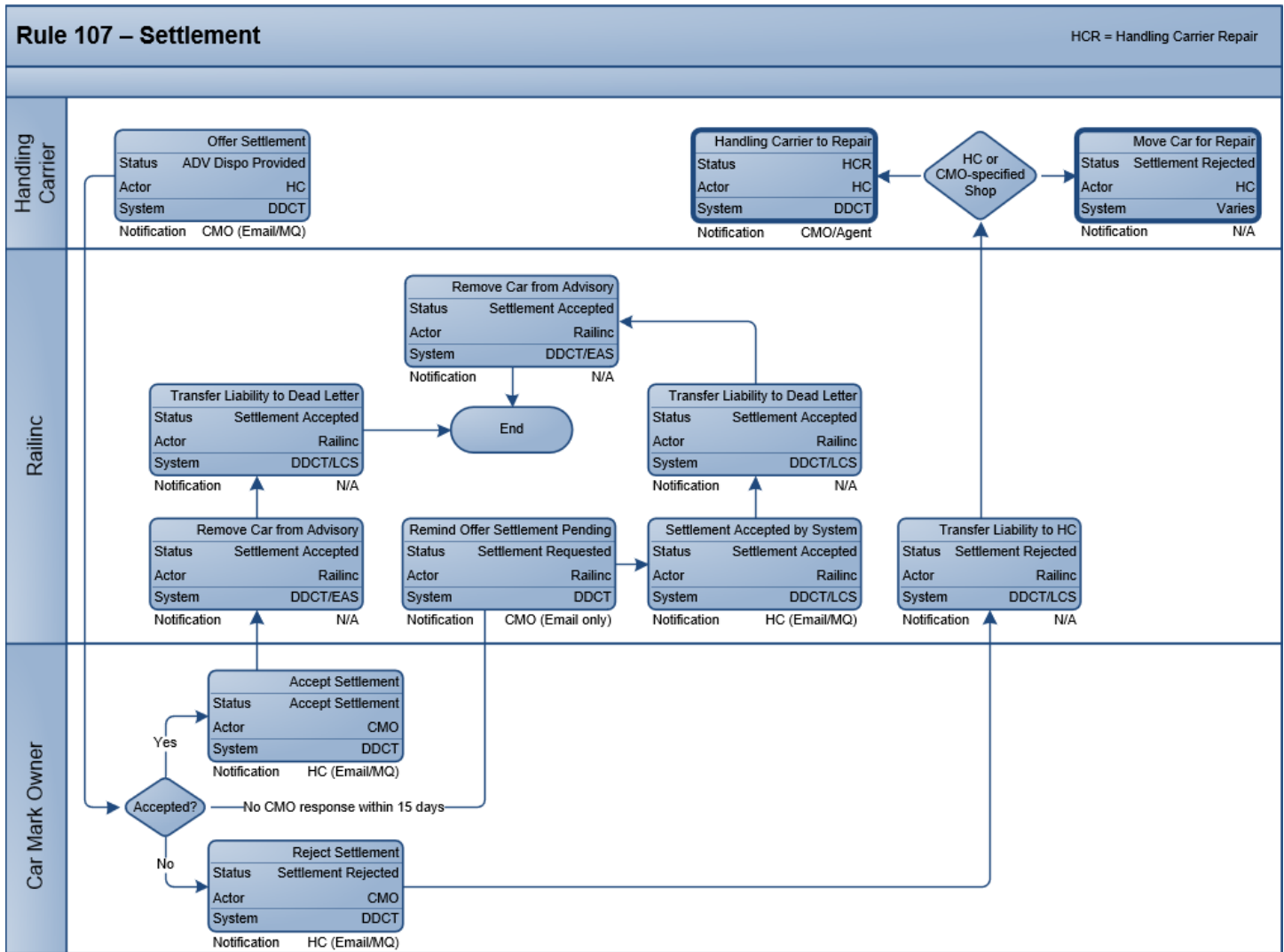
Rule 107 – Updates & Draft Incidents



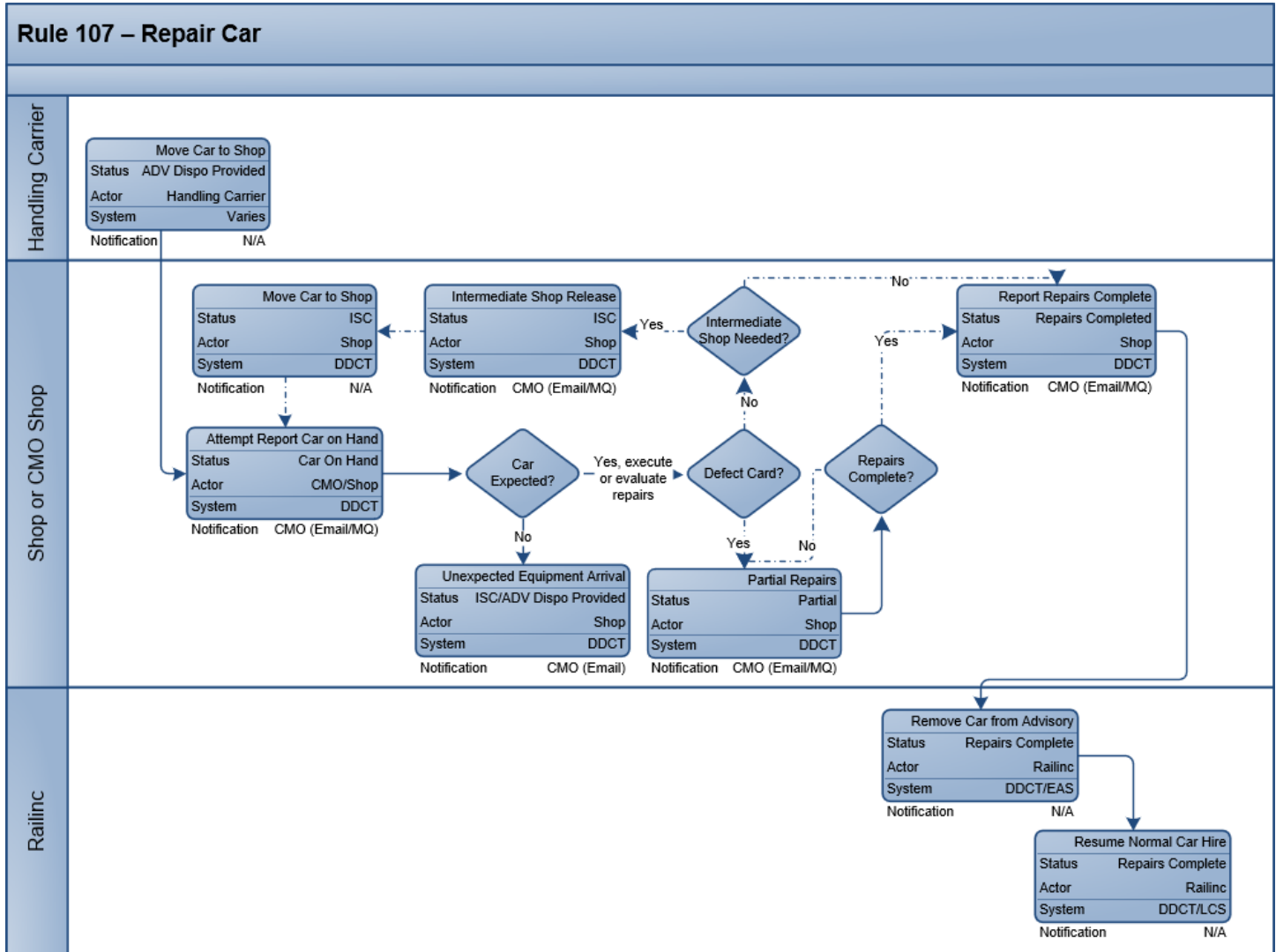
Rule 107 — Provide Actual DV & Disposition



Rule 107 — Settlement

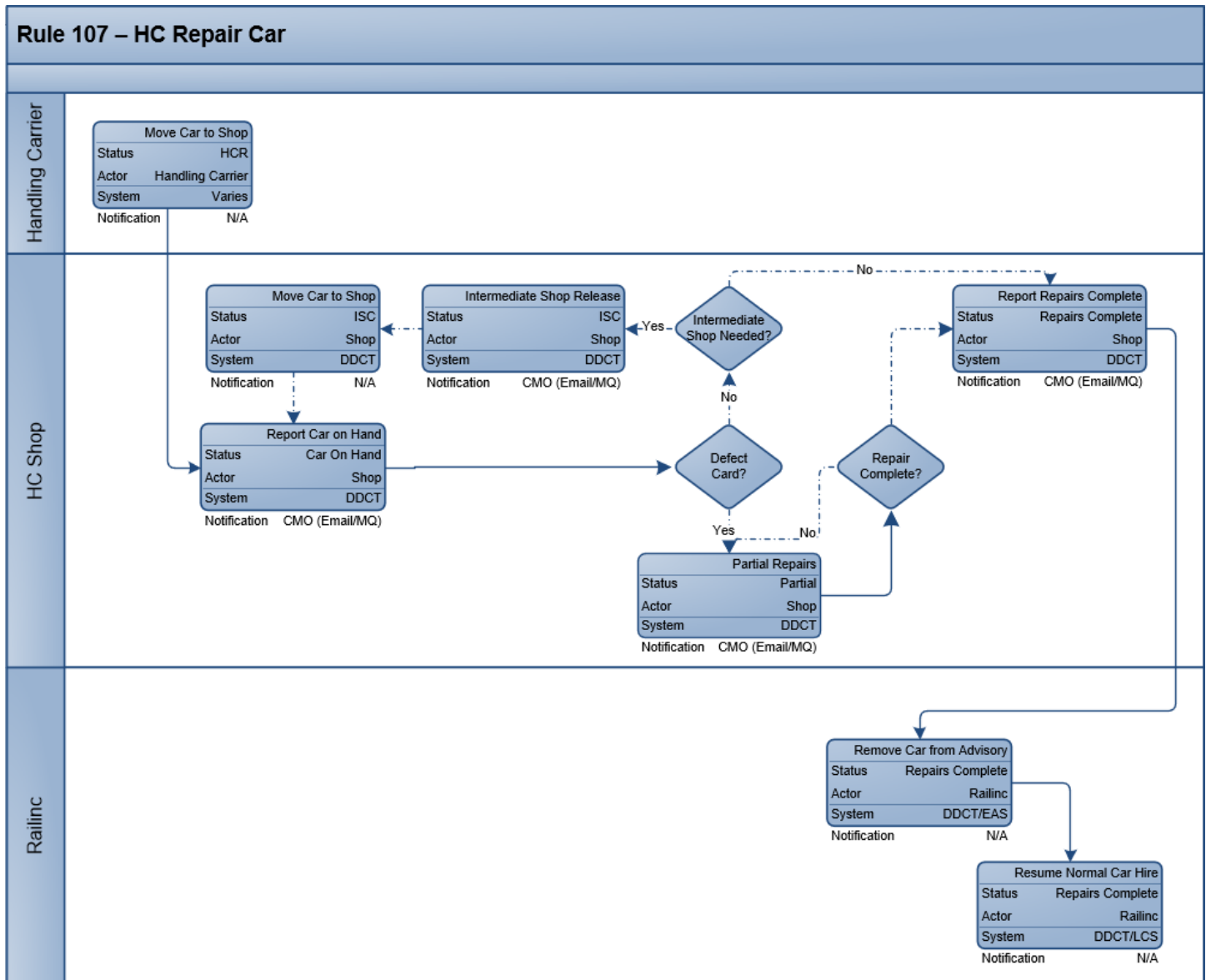


Rule 107 — Car Repair



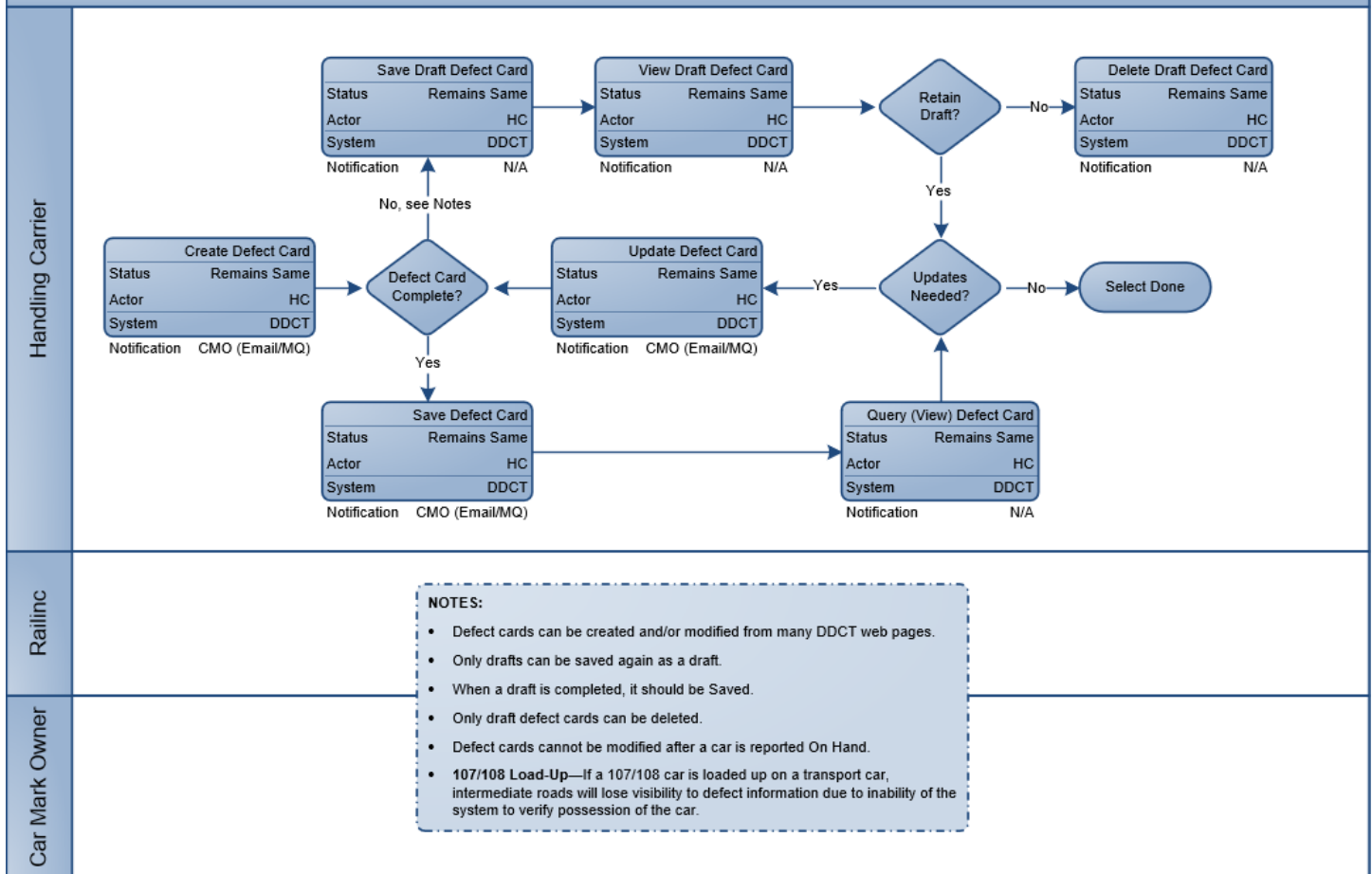
Rule 107 — Handling Carrier Car Repair

HCR = Handling Carrier Repair



Rule 107 — Defect Card

Rule 107 – Defect Card Subprocess (follows Rule 102)



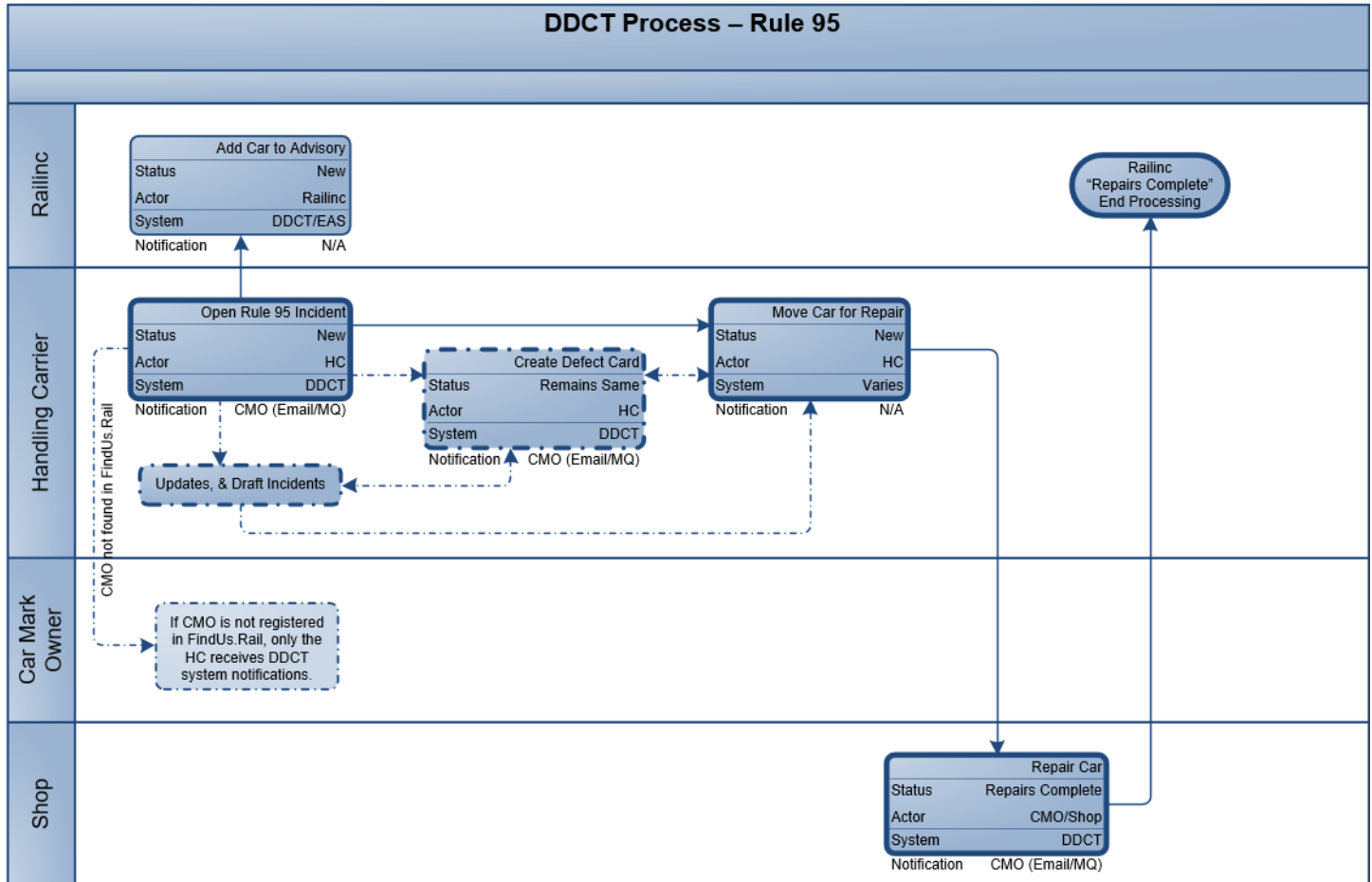
Rule 95

Rule 95 — Overview

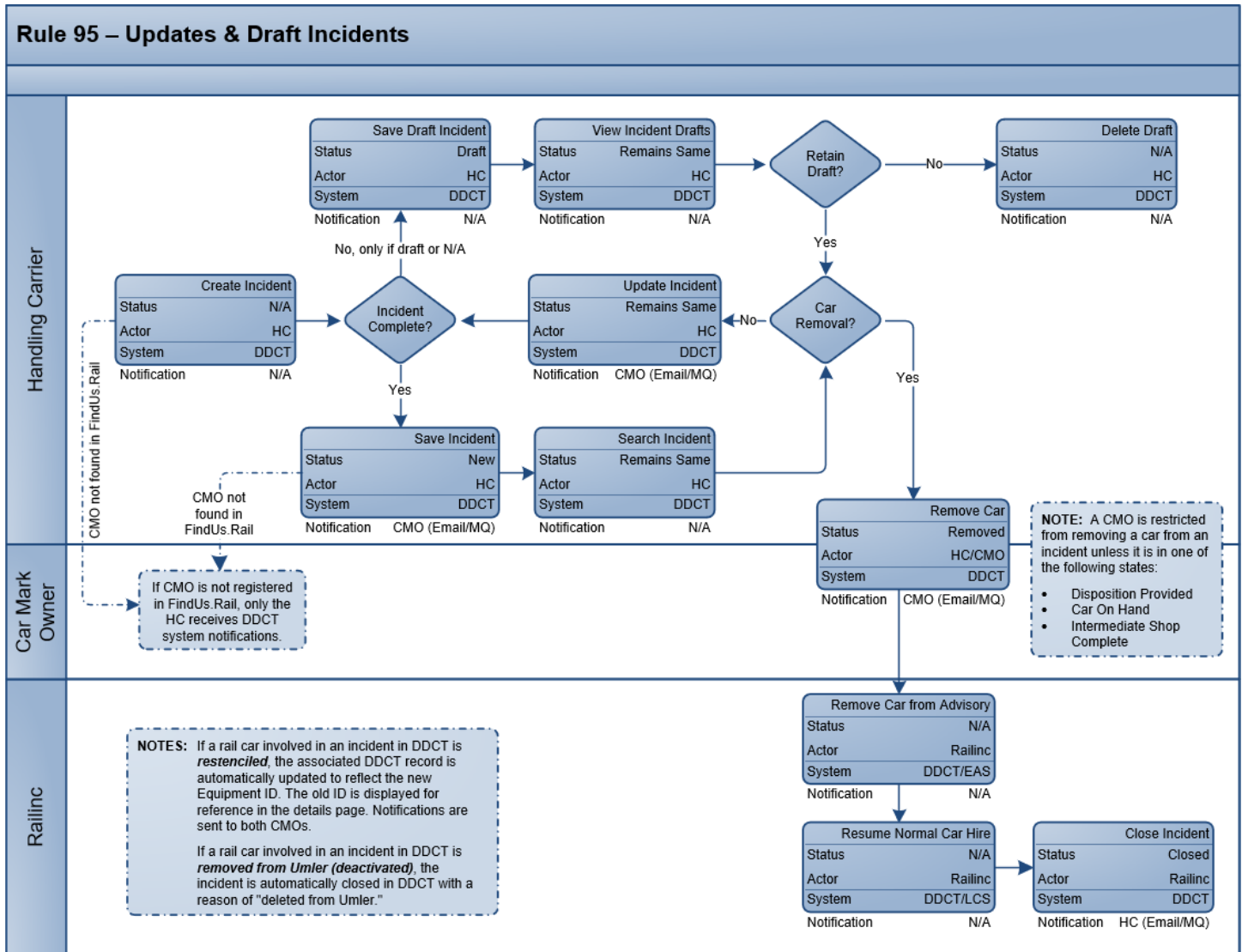
DDCT Process Flow

Legend:

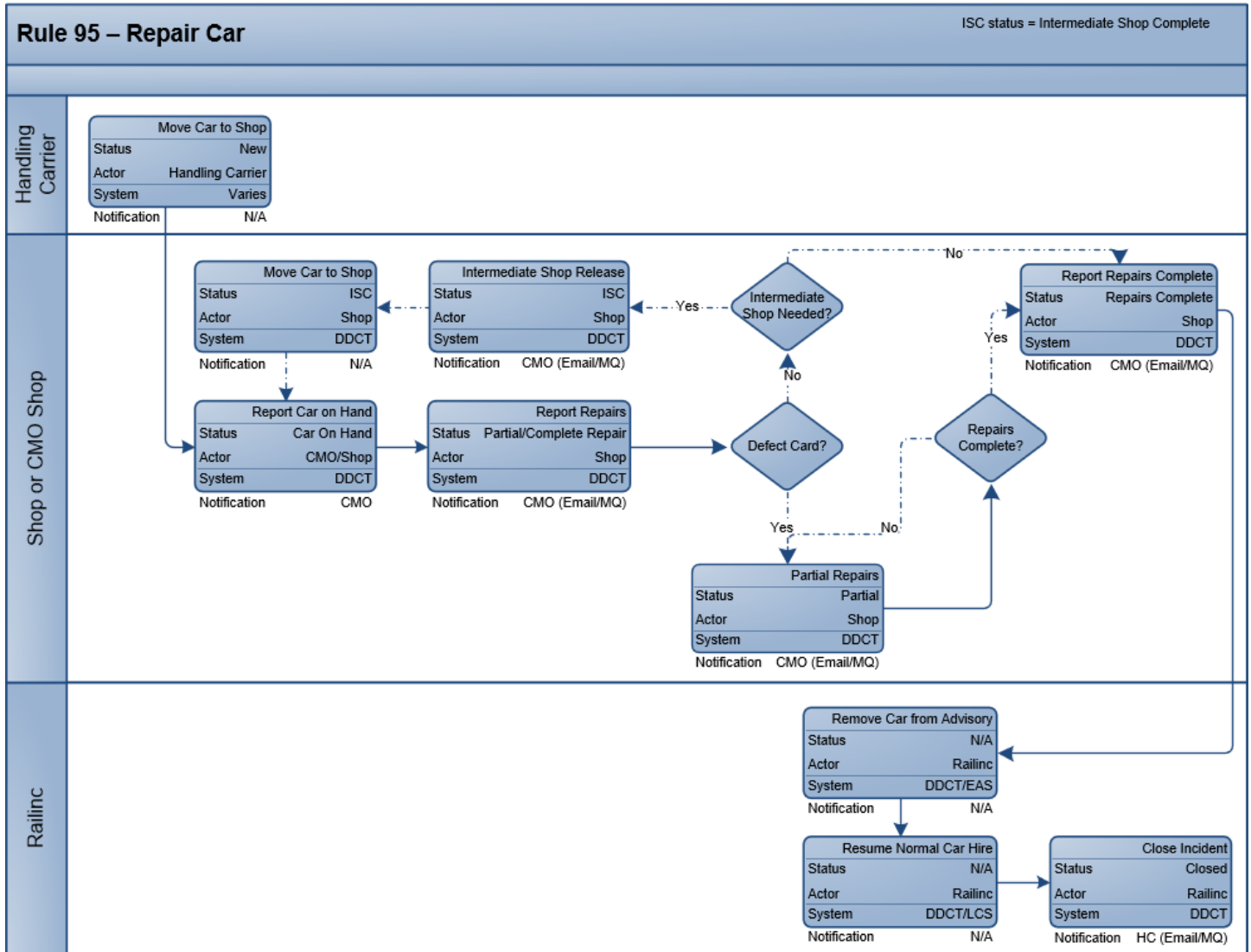
-  Normal Flow
-  Optional (alternative) Flow
-  Linked subprocess



Rule 95 — Updates and Draft Incidents

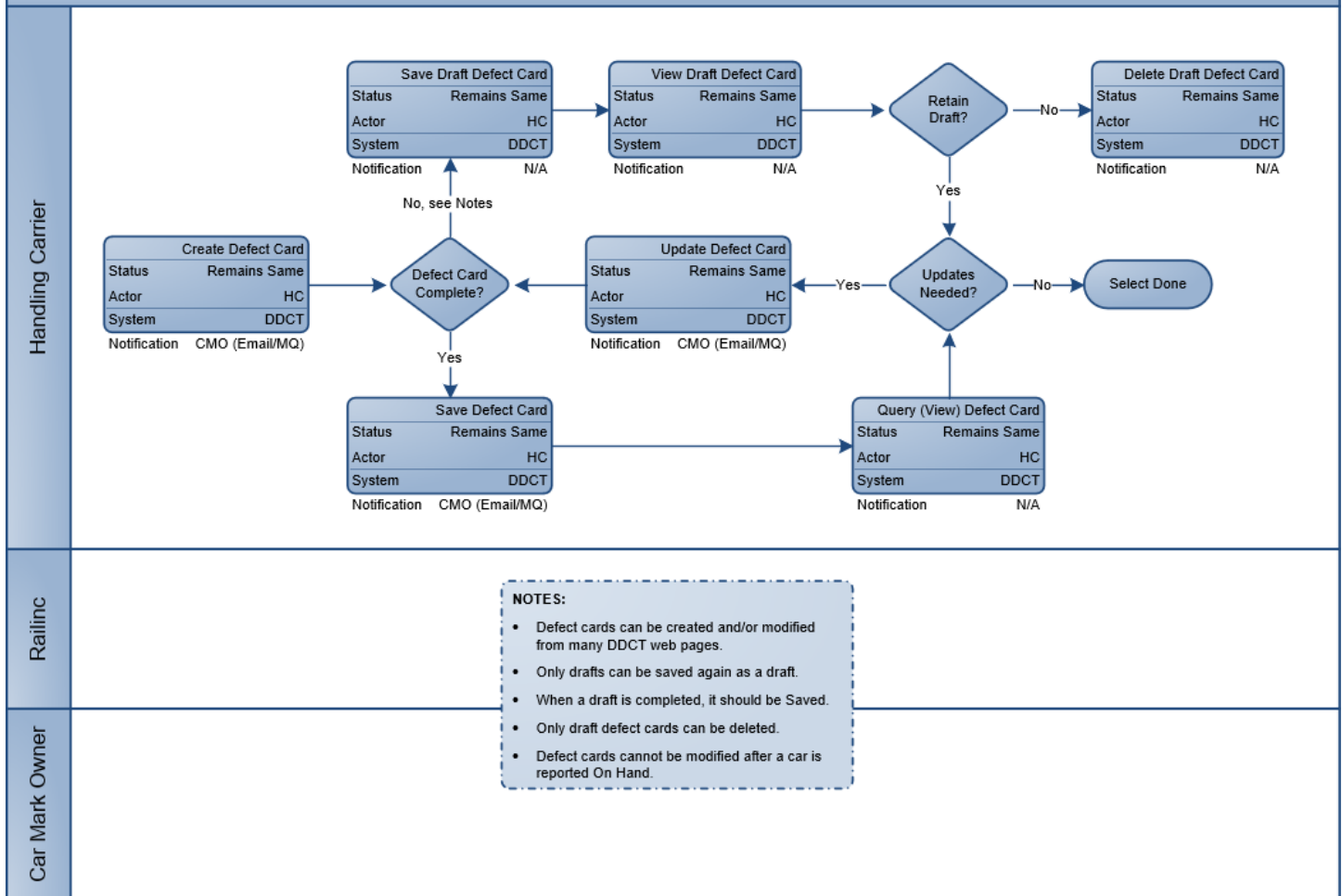


Rule 95 — Car Repair



Rule 95 — Defect Card

Rule 95 – Defect Card Subprocess (follows Rule 102)



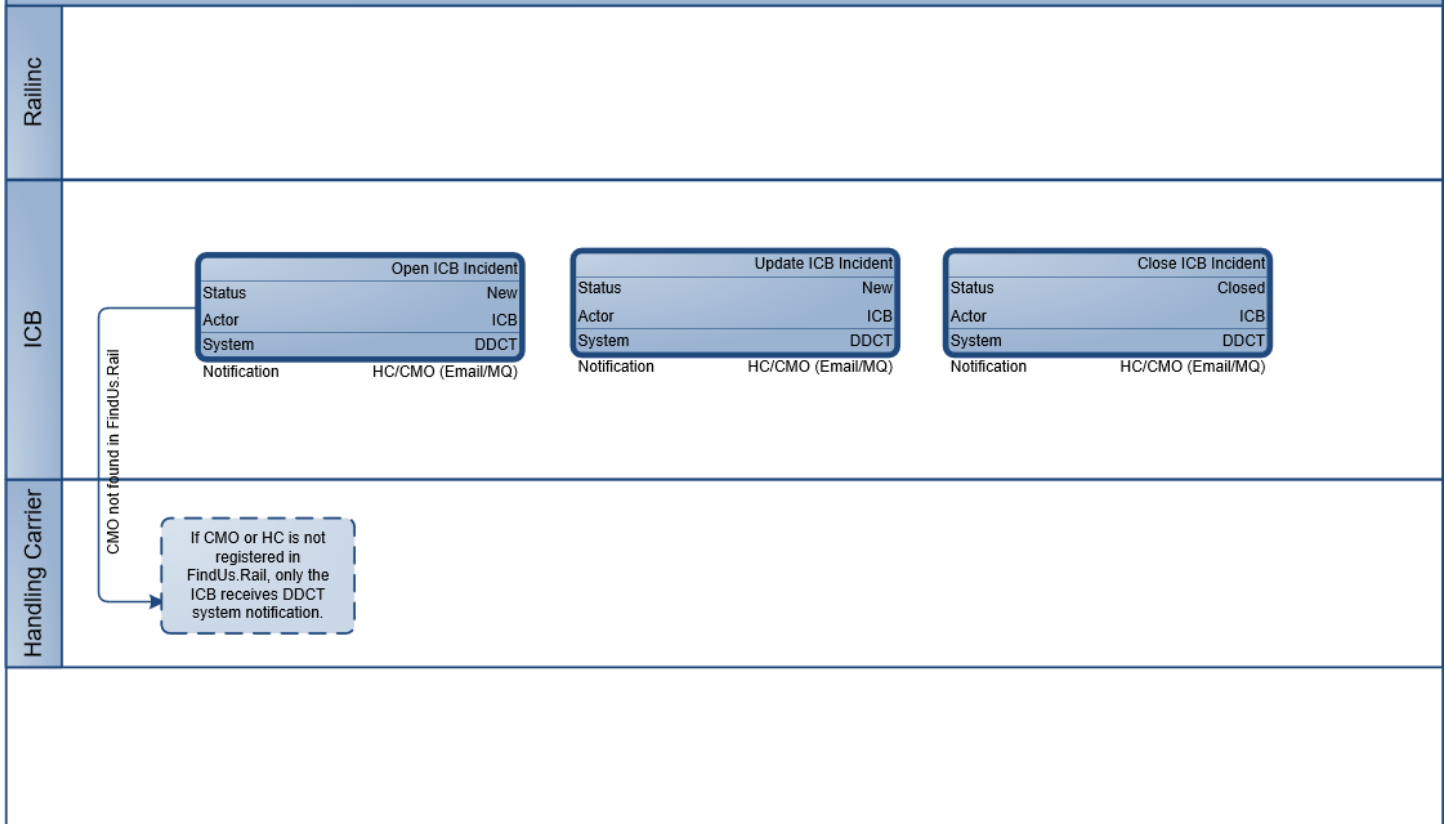
Interchange Bureau (ICB)

DDCT Process Flow

Legend:

-  Normal Flow
-  Optional (alternative) Flow
-  Linked subprocess

DDCT Process – ICB



Glossary

This glossary contains descriptions of DDCT terms.

AAR – Association of American Railroads.

ARB – Arbitration and Rules Committee.

BRC – Railinc Car Repair Billing Application.

Car Hire – Car Hire is a usage charge paid to Car Owners by railroads for the use of freight cars and appurtenances.

CBA – Counter Billing Authorities.

CMO – Car Mark Owner.

CRB – Car Repair Billing Committee.

Damaged Car – A damaged car is one governed by AAR Interchange Rule 107. Such cars are badly damaged or destroyed.

Defective Car – A defective car is one governed by AAR Interchange Rule 108. Such cars require general repairs in excess of 36 hours including trucks or 25 hours excluding trucks.

Disposition – Destination and routing instructions issued by a Car Owner to a Handling Carrier per AAR Interchange Rules 1, 114, and/or 115.

DV – Depreciated Value.

EA – Equipment Advisory.

EAMWC – Equipment Assets Management Working Committee.

EDV – Estimated Depreciated Value

EOT Device – End of Train Device.

Handling Carrier – In DDCT, the Handling Carrier is the carrier reporting or responsible for the damage. Handling Carriers are identified by railroad marks.

IN – Informational Notice.

LCS – Liability Continuity System.

SCAC – Standard Carrier Alpha Code.

SPLC – Standard Point Location Code.

Umler – An application that serves as the equipment registry for the railroad industry. It stores and communicates data pertaining to the inventory of millions of pieces of rail equipment used by the industry. Rail equipment must be registered in Umler before it can be moved and interchanged between railroad carriers.

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