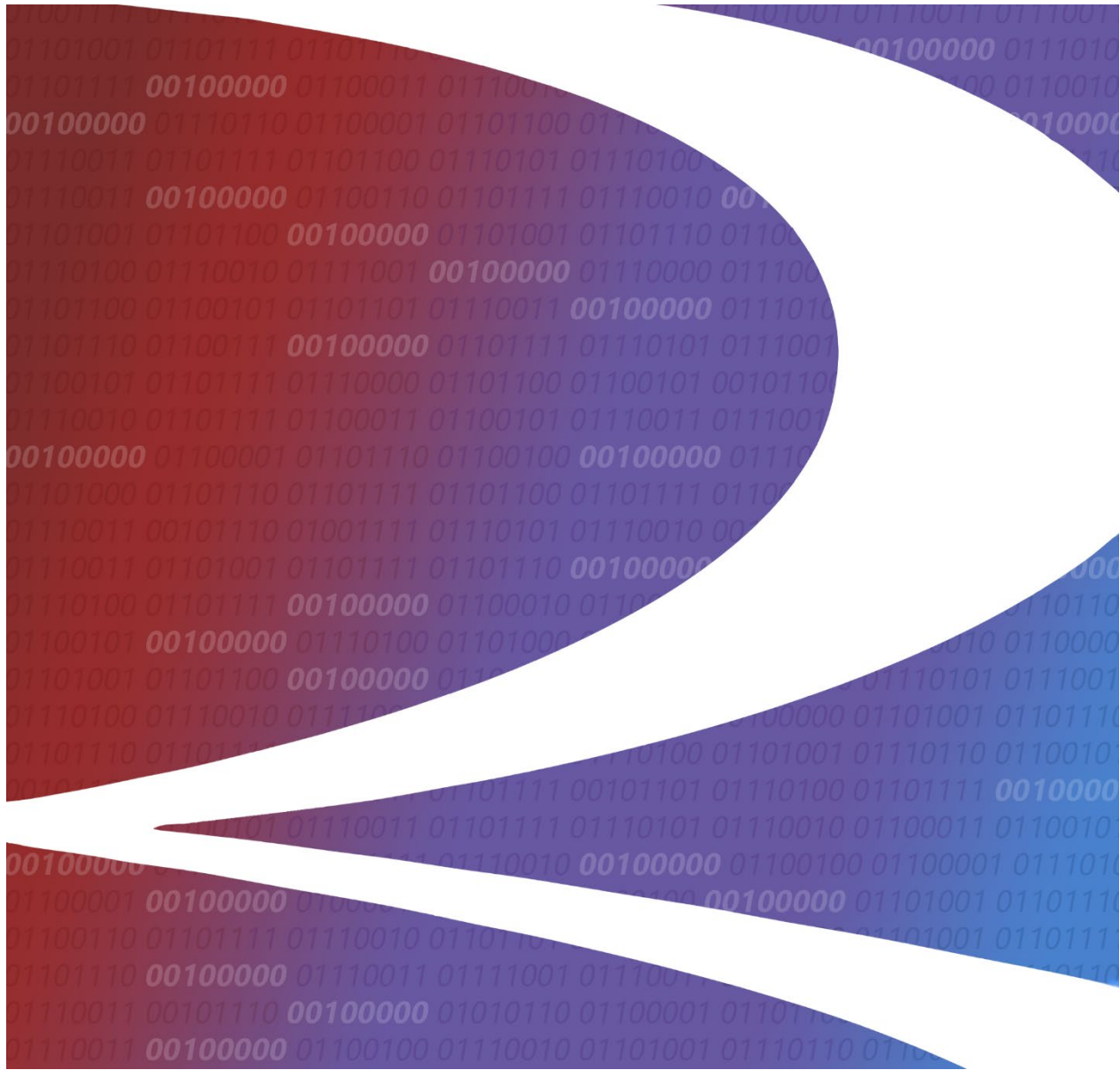




LMIS Traction Motor Recovery Management User Guide



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Learning about LMIS Traction Motor Recovery Mgmt

LMIS Traction Motor Recovery Management is an application that offers railroads a way to designate specific points of contact and location information when traction motors (TMs) are removed. Parties involved in a TM removal can communicate through the tool ensuring accurate information and updates are provided and necessary action is taken. This promotes faster and more efficient recovery for the owning road and provides the removing road with the information needed to start the initial billing of a traction motor, if necessary.

Traction Motor Recovery Management is an application module within the Locomotive Management Information System (LMIS).

Overview

This document describes how to use Traction Motor Recovery through the following major sections:

- [Getting Started](#) describes how to access and login to the system.
- [Viewing Traction Motor Removals](#) describes how to view removal submissions from your company and other companies. This is available to all users.
- [Creating a Traction Motor Removal Submission](#) describes how to create a removal submission. This is available only to Traction Motor Users.
- [Managing Pick Up Information](#) describes how to manage pickup removal information that is used in the removal submission. This is available only to Traction Motor Users.

For additional information, contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#)).

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing 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

Traction Motor Recovery Management is an application module within the LMIS application suite, which uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, go to the Railinc portal at <https://public.railinc.com/> and select the **Customer Login** link in the top right of the page.

Registering to Use Railinc SSO

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

Requesting Access to Traction Motor Recovery

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

Your level of access and authorization for LMIS Traction Motor Recovery is determined when you request access through Railinc SSO. [Exhibit 1](#) shows the roles specific to Traction Motor Recovery. Only one role should be assigned to a User ID.

Exhibit 1. Traction Motor Recovery User Roles and Tasks

Role	Description
Traction Motor User	Provides access to the Traction Motor Recovery workflow and allows users to submit Traction Motor Removals.
Traction Motor Generic Access	Provides read-only access to the Traction Motor Recovery application.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the SSO interface ([Exhibit 2](#)).

Exhibit 2. LMIS Traction Motor Request Permissions

Locomotive Management Information System

LMIS is a window into the 4 sub-applications (depending on a user's access): EPA Emissions eLabels, FRA OTMA Tool, Health and Status, and Horsepower Hour Reconciliation and Fuel Equalization

1 Select Roles 2 Confirm 3 Done

☐ Traction Motor Generic Access (MARK required)

Users with this role will have read-only access to the Traction Motor Recovery Management Tool.

☐ Traction Motor User (MARK required)

Users with this role will have access to the Traction Motor Recovery Management workflow and can submit Traction Motor Removals within the application.

Comments

0/255

Return Next

Choose your role and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in to LMIS and begin using Traction Motor Recovery. You can set up your contact information in FindUs.Rail to help in receiving email notifications related to Traction Motor Recovery submissions and to receive the Traction Motor Recovery monthly report (see [Registering to Use FindUs.Rail](#) below for more information).

Registering to Use FindUs.Rail

Important: To set up default contacts (email addresses) for receiving email notifications about submissions created using Traction Motor Recovery and/or to receive the Traction Motor Recovery monthly report, use FindUs.Rail, a Railinc application that serves as a central directory of contacts for the rail industry.

If you do not have access to FindUs.Rail, you can request access to the FindUs.Rail application as described in the [Single Sign-On and Launch Pad User Guide](#). When you are prompted to select a role, select **Contact Company Admin for MARK** unless you need permission to approve FindUs.Rail access requests for other users at your company (in that case, select **FindUsRail Company Admin**). It may take up to two business days to process your request.

Once you have access to FindUs.Rail (or if you already have access), use the following procedure to set up FindUs.Rail to work with Traction Motor Recovery:

1. Log in to <https://public.railinc.com/> and select **FindUs.Rail** in the My Applications portlet.
2. Select **Contacts** from the menu bar, and then select **Add Contact**.
3. Complete the fields in the Contact section. Required fields are labeled in red. In the **Email** field, enter the email address where you would like to receive notifications from Traction Motor Recovery. You can enter a group email in this field if you want multiple contacts to receive notifications.

- In the Categories section, select **Traction Motor Recovery** from the Category drop-down (see [Exhibit 3](#)).

Exhibit 3. FindUs.Rail Add Contact Categories Section

Categories

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

☐ Select All Categories

☐ Category
Traction Motor Recovery

Category Role: Primary

Category Functions:

☐ Traction Motor Contact This function will automatically populate this contact's information for the associated company mark when creating the traction motor removal.

☐ Traction Motor Reports This function will provide a Traction Motor Recovery Management Report to the contact's email address.

☒ Apply Contact to Additional Marks? ☐

Delete Category + Add Category

✓ Done Clone Delete Save

To pre-populate Traction Motor Recovery contact information, set up one email address with the category role of **Primary** for the **Traction Motor Recovery** category and/or **Traction Motor Recovery** function. Adding contact information into FindUs.Rail automatically populates the appropriate contact information into Traction Motor Recovery so that the contact information doesn't need to be reentered every time you use Traction Motor Recovery. Be sure to add your contact information for all locomotive reporting marks owned by your company to ensure your information automatically populates within Traction Motor Recovery.

Users can add, edit or remove pre-populated contacts while creating the traction motor removals.

- If you are the primary Traction Motor Recovery contact for your company, select **Primary** in the Category Role field, and then select **Traction Motor Recovery** in the Category Functions area.

If you are the primary Traction Motor Recovery contact, select **Primary** in the Category Role field, and then select **Traction Motor Contact** in the Category Functions area. Contact emails can be overridden in the Traction Motor Recovery application.

Select **Traction Motor Reports** to receive the Traction Motor Recovery monthly report to your contact email address.

Note: There can only be one primary contact per category, but there can be many secondary contacts. If a primary contact already exists for a category, simply add yourself as a secondary contact.

- As needed, set up the remaining category functions. If there is no primary contact specified for a category function, designate a **Primary** contact for your company so that a primary is automatically assigned within the Traction Motor Recovery application. To add a secondary contact for the remaining category functions, select **Add** to add a new category, select

Traction Motor Recovery from the Category drop-down, select **Secondary**, and select the checkboxes for the remaining category functions.

7. When you have completed the Contact and Categories sections, select **Save** at the bottom right of the page. The contact information is saved and will be used to send email notifications for Traction Motor Recovery submissions.

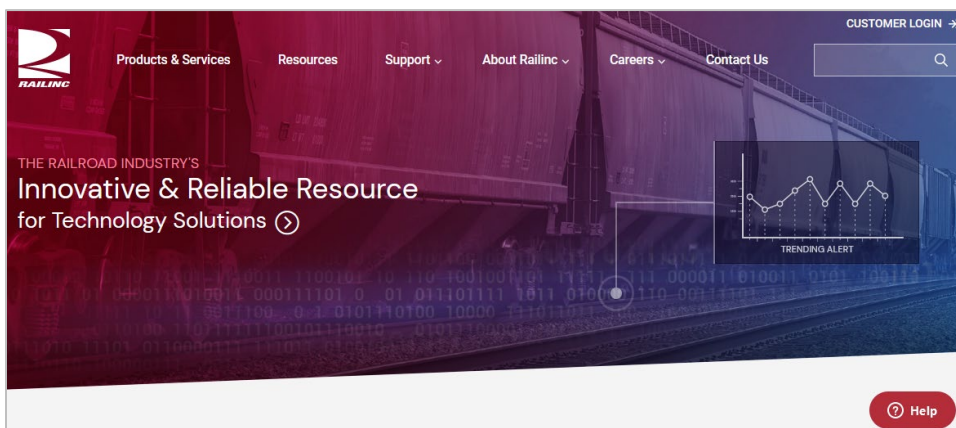
Refer to the [FindUs.Rail web page](#) for more information, including a user guide and demos.

Logging In

Use the following procedure to log into LMIS Traction Motor Recovery:

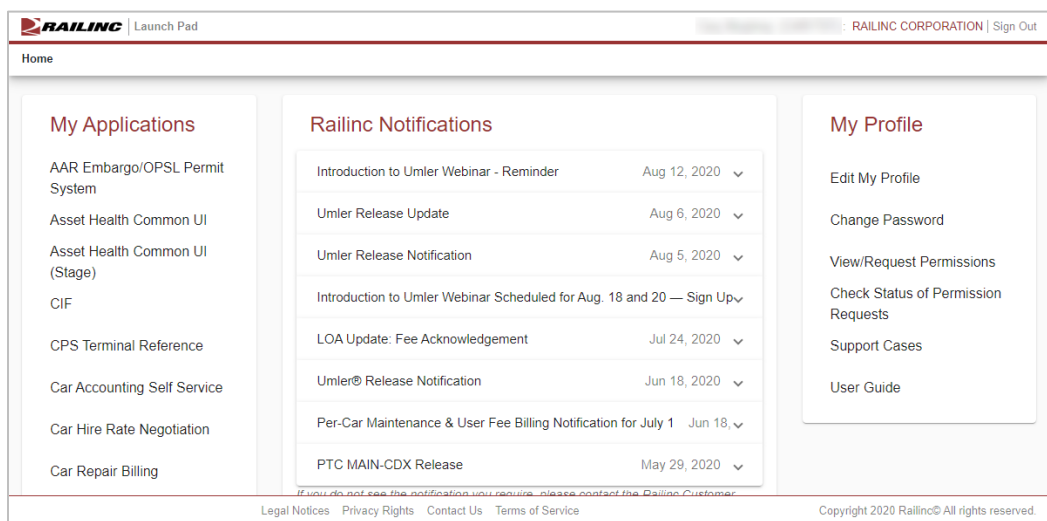
1. Open your internet browser.
2. Enter the following URL: <https://public.railinc.com/>. The Railinc Welcome page is displayed ([Exhibit 4](#)).

Exhibit 4. Railinc Welcome Page



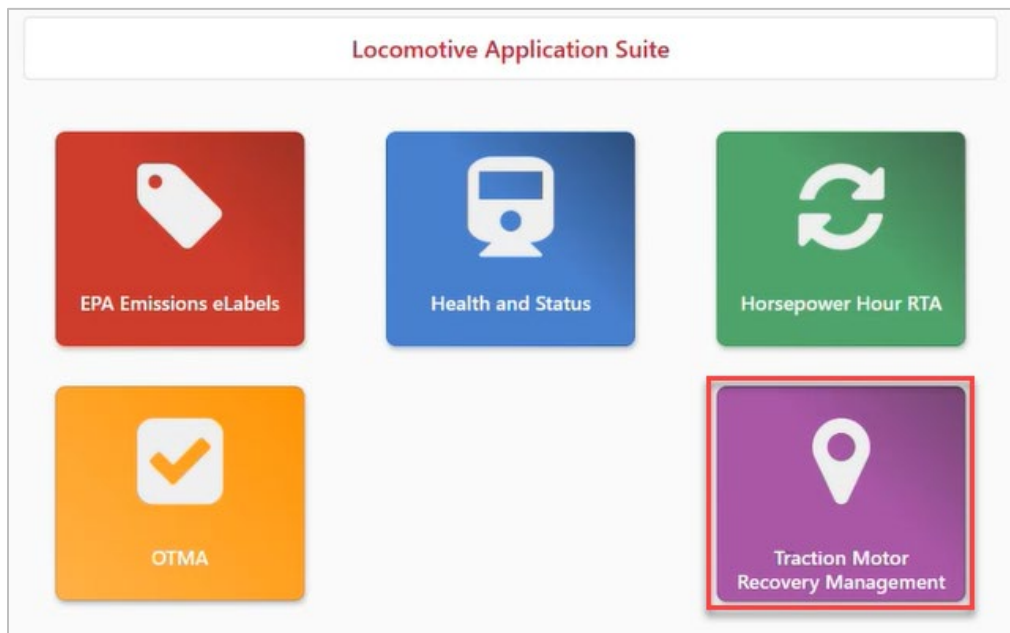
3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.
4. In the Account Access panel, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed ([Exhibit 5](#)).

Exhibit 5. Railinc Launch Pad



5. Under **My Applications**, select **Locomotive Management Information System** (you may need to scroll down). If you have access to more than one LMIS module, the Locomotive Application Suite page is displayed ([Exhibit 6](#)). If you have permission for only one LMIS application module, you are directed to the application module for which you have access, bypassing the suite page.

Exhibit 6. Traction Motor Recovery Icon Highlighted



6. Select the **Traction Motor Recovery Management** icon. The Traction Motor Recovery Removals page is displayed ([Exhibit 7](#)). See [View Traction Motor Removals](#) for details.

Exhibit 7. Home/My Company's Traction Motors Tab

My Company's Traction Motors									
Removals of Foreign TMs by My Company									
Show Process Complete Showing 28 of 32 records Clear Filters									
ID	Locomotive ID	Traction Motor Serial Number(s)	Removal Date	Removing Road - Primary Contact	Owning Road - Primary Contact	Current Status	Last Update Received	Created Date	
77	RAIL19157	QQ-44-TMSN-00	10-12-2025	CSXT - Chris Hailey	RAIL - Scott Semanisin	Traction Motor Removed	10-30-2025 10:04:27	10-30-2025 10:04:27	
		TMSN1-22-UUll	10-22-2025						
		NUM-TMSN-456	10-23-2025						
78	RAIL23365	44-II-RR-9546-UU	10-25-2025	CSXT - Chris Hailey	RAIL - Christy Kaplan	Comment from Owning Road	10-30-2025 10:56:32	10-30-2025 10:53:49	
83	RAIL19157	RAIL-11-RAIL-22	10-27-2025	CN - Gregg Chapple	RAIL - Scott Semanisin	Traction Motor Removed	11-03-2025 10:20:47	11-03-2025 10:20:47	
		RAIL-33-RAIL-44	10-28-2025						
84	RAIL23365	CP-RAIL-11-22-33	10-27-2025	CP - Jayson Abraham	RAIL - Christy Kaplan	Traction Motor Removed	11-03-2025 10:33:12	11-03-2025 10:33:12	
		CC-PP-44-55	10-27-2025						
		66-77-CP-CP	10-28-2025						
88	RAIL44302	UP-UP-UP-11-22-33	10-30-2025	UP - Amanda Burrows	RAIL - Christy Kaplan	Traction Motor Removed	11-03-2025 10:57:24	11-03-2025 10:53:24	

The Traction Motor Recovery menu bar contains the following items:

- Home** Return to the Home/Traction Motor Removals page. This page provides tabs that display traction motors removals created for my company and traction motor removals created by my company. See [Viewing Traction Motor Removals](#) for column descriptions and additional information.
- Create TM Removal** Create a traction motor removal submission. See [Creating a Traction Motor Removal Submission](#) for more information.
- Manage Pick Up Info** Set traction motor pick up information. This information is used when creating traction motor removal submissions. See [Managing Pick Up Information](#) for more information.
- User Guide** View the *LMIS Traction Motor Recovery User Guide*.

Logging Out

Select the **Sign Out** link to end a Traction Motor Recovery session.

Working with Traction Motor Recovery

The Traction Motor Recovery application module enables all users to view traction motor removal submissions associated with their company.

View Traction Motor Removals

The Home page displays the Traction Motor Removals, which defaults to the **My Company's Traction Motors** tab listing your railroad's Traction Motor Removal submissions ([Exhibit 7](#)). Select the **Removals of Foreign TMs by My Company** tab to display submissions made by your company ([Exhibit 8](#)). All users can view submissions associated with their company.

Exhibit 8. Home/Removals of Foreign TMs by My Company Tab

ID	Locomotive ID	Traction Motor Serial Number(s)	Removal Date	Removing Road - Primary Contact	Owning Road - Primary Contact	Current Status	Last Update Received	Created Date
3	BNSF104	12-34-HH-66		RAIL - Christy Kaplan	BNSF - Christy Kaplan	Process Complete	10-22-2025 13:23:19	08-11-2025 10:21:54
4	Unknown	88-WW-\$S-RR-55	10-23-2025	RAIL - Pushan Bishi	AOK - Christy Kaplan	Comment from Owning Road	10-29-2025 09:47:14	08-11-2025 10:46:35
6	CN2965	CN-CN-11-22-33	11-02-2025	RAIL - Christy Kaplan	CN - Gregg Chapple	TM Removal Edited	11-03-2025 14:47:25	08-20-2025 10:24:35
7	RAIL17520	36435643	11-16-2025	RAIL - Christy Kaplan	RAIL	TM Removal Edited	11-18-2025 14:13:20	08-20-2025 10:50:27
12	RAIL17520	321654	10-16-2025	RAIL - John Smith	RAIL - John Smith	TM Removal Edited	10-23-2025 13:49:38	08-21-2025 13:53:13
44	RAIL17520	88-WW-\$S-RR-55	10-03-2025	RAIL - Christy Kaplan	RAIL - Christy Kaplan	Comment from Owning Road	10-03-2025 10:13:37	10-03-2025 10:12:54
46	RAIL17520	456-789-TEST-CK	10-04-2025	RAIL - Christy Kaplan	BNSF - Christy Kaplan	TM Removal Edited	11-18-2025 16:03:50	10-06-2025 09:25:06
49	RAIL17520	456-789-TEST-CK	10-04-2025	RAIL - Edited Christy Kaplan	BNSF - Abhi Kaur	TM Removal Edited	10-22-2025 16:43:07	10-06-2025 15:37:01
57	KCS689	1546 TEST WW QQ	10-19-2025	RAIL - Devisravani Jampala	KCS - Brian Andrews	Tracking Number & Shipper Assigned	10-23-2025 09:57:39	10-23-2025 09:54:38
65	CEFX6013	RR-NS-111-00-NS	10-26-2025	RAIL - Christy Kaplan	NS - Pat Johnson	TM Removal Edited	10-28-2025 17:39:33	10-28-2025 13:35:45

The Traction Motor Removals tabs list the following columns of information:

ID	A numeric identifier for the submission. Select an ID link to view the details and work with the submission.
Locomotive ID	The equipment ID of the locomotive associated with the traction motor.
Traction Motor Serial Number(s)	The serial number for the traction motor.
Removal Date	The date the traction motor was removed from the locomotive.
Removing Road & Primary Contact	The road that facilitates the removal of the traction motor.
Owning Road & Primary Contact	The owner/lessee of the traction motor.

Current Status	Status of removal and return process.
Removal Date	The date the traction motor was removed from the locomotive.
Last Update Received	The date when the submission was last updated.
Created Date	The date the removal submission was originally submitted.

For both tabs, completed removals are hidden by default. Toggling on the **Show Process Complete** button shows completed removals in the list.

For both tabs, the current and total number of Traction Motor Removals is displayed at the top right. If the current number is less than the total number, this indicates that a filter has been applied. Select the **Clear Filters** button to clear all of the filters and see all of the Traction Motor Recovery records.

Select the **ID** link for a submission when you want to view or edit the details (see [Edit a Traction Motor Removal](#)).

To change the column order, select and drag the column title of the column to the right or left.

Sort any column by selecting the title of a column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

Filter any column by entering text into a filter box below a column title. Use advanced column filtering options by selecting the filter icon (▼) to the right of a filter box.

Select the download icon (↓) to download the currently displayed list of Traction Motor Removals as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

In addition, if you have the Traction Motor User permission, you can select **Create TM Removal** from the main menu to create a Traction Motor Removal Submission (see [Creating a Traction Motor Removal Submission](#)).

Creating a Traction Motor Removal Submission

The Traction Motor Recovery application module enables you to create traction motor removal.

Only users with the Traction Motor User permission can create locomotive Traction Motor submissions. Generic users have read-only access and can only view these submissions on the Home page.

To register and set up your contact information in FindUs.Rail for traction motor removal, see [Registering to Use FindUs.Rail](#) prior to creating your first submission.

Create a Traction Motor Removal

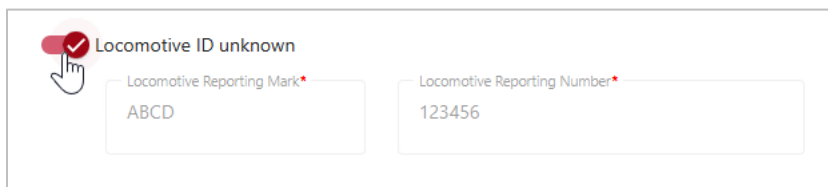
Use the following procedure to create a Traction Motor Removal submission:

1. From the main menu, select **Create TM Removal**. The first page of the submission is displayed for Traction Motor Information.

Exhibit 9. Create TM Removal – Traction Motor Information

- a. If the Locomotive ID is known: Enter the **Locomotive Reporting Mark** and **Locomotive Reporting Number**. When these fields are entered, the Locomotive ID is used to verify it is registered in the Umler[®] system and contact information is pulled from FindUs.Rail to pre-populate the Lessee or Umler Owner for the Owning Road Information fields near the end of the submission. If the Locomotive ID is valid, you can continue to step 2. If not, follow step b to toggle off the Locomotive ID fields, then continue with your submission.
- b. If the Locomotive ID is unknown: Select the **Locomotive ID Unknown** toggle button. The **Locomotive Reporting Mark** and **Locomotive Reporting Number** fields are disabled.

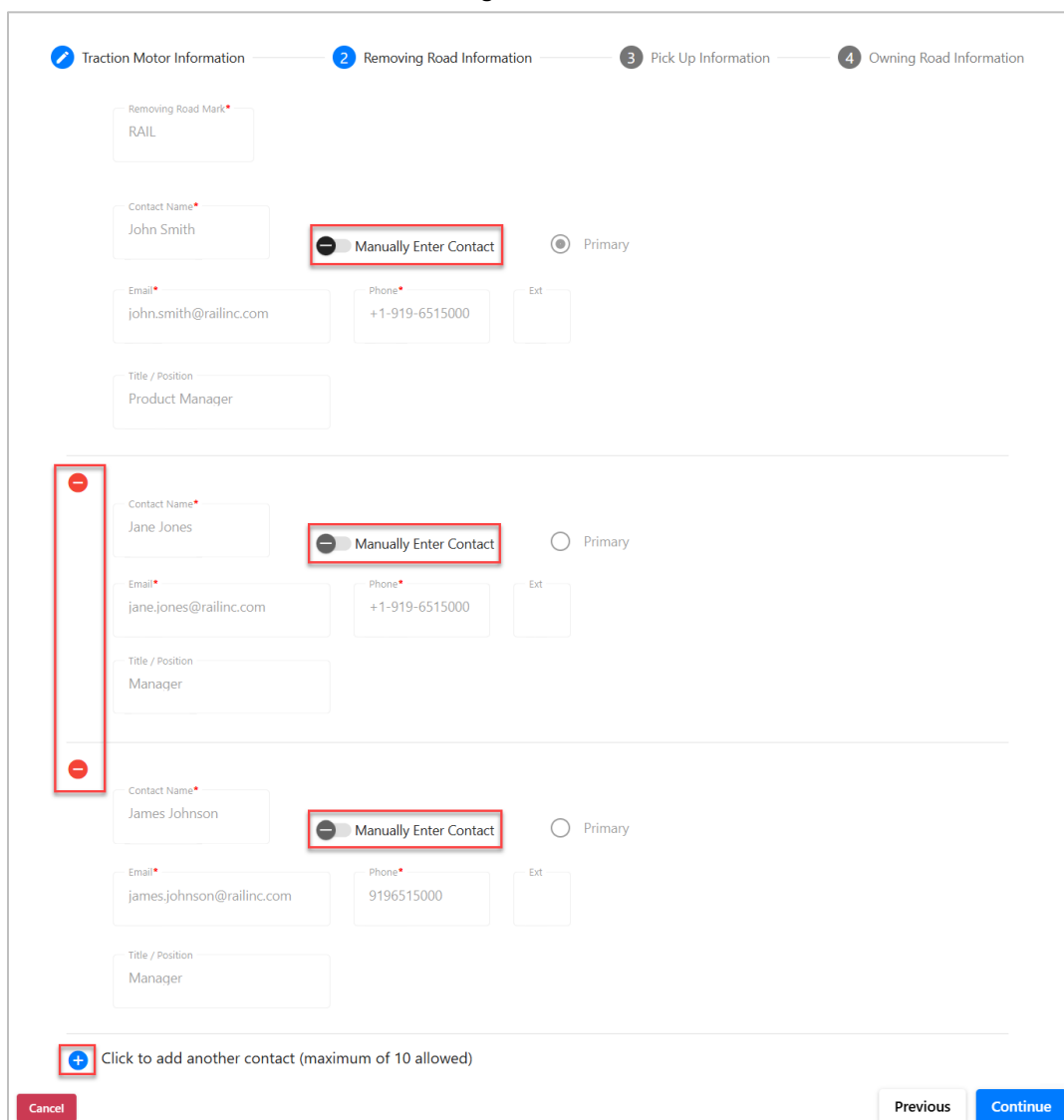
Exhibit 10. Toggle On Locomotive ID Unknown



A screenshot of a form section titled "Locomotive ID unknown" with a red checkmark icon and a hand cursor. Below the title are two input fields: "Locomotive Reporting Mark" containing "ABCD" and "Locomotive Reporting Number" containing "123456". Both fields have a red asterisk indicating they are required.

2. **Traction Motor Serial Number** and **Location on Locomotive** are free form fields. Select the **Why Made Code** (provided by Locomotive Billing Repair) from the drop-down list to provide why the locomotive was removed. Select the calendar icon to choose the **Removal Date**.
3. Once all required fields marked with a red asterisk are entered, select **Continue**. The next section of the submission is displayed for the Removing Road Information with pre-populated contact information from FindUs.Rail associated with your mark.

Exhibit 11. Create TM Removal – Removing Road Information



A screenshot of the "Removing Road Information" step in a four-step process. The steps are: 1. Traction Motor Information, 2. Removing Road Information (active), 3. Pick Up Information, and 4. Owning Road Information. The form contains three contact entries, each with a red minus icon in a box to its left. Each entry has fields for "Contact Name", "Email", "Phone", "Ext", and "Title / Position". The "Manually Enter Contact" toggle is highlighted with a red box for each entry. The "Primary" radio button is selected for the first two entries. At the bottom, there is a red plus icon in a box with the text "Click to add another contact (maximum of 10 allowed)". Navigation buttons "Cancel", "Previous", and "Continue" are at the bottom.

1 Traction Motor Information 2 Removing Road Information 3 Pick Up Information 4 Owning Road Information

Removing Road Mark*
RAIL

Contact Name*
John Smith

Manually Enter Contact Primary

Email* john.smith@railinc.com Phone* +1-919-6515000 Ext

Title / Position
Product Manager

Contact Name*
Jane Jones

Manually Enter Contact Primary

Email* jane.jones@railinc.com Phone* +1-919-6515000 Ext

Title / Position
Manager

Contact Name*
James Johnson

Manually Enter Contact Primary

Email* james.johnson@railinc.com Phone* 9196515000 Ext

Title / Position
Manager

+ Click to add another contact (maximum of 10 allowed)

Cancel Previous Continue

4. Enter the **Removing Road Mark** and **Contact** information. Include the Primary contact, and any additional contacts as appropriate. Click the plus icon at the bottom of the page to add contacts. You must have at least two contacts for the removing road, and you can add up to a total of ten (10) contacts.
5. Pre-populated and added contact information can be edited by selecting the **Manually Enter Contact** toggle button. Use this toggle button if you want to change the **Primary** contact. Changes will be saved for the removal when it is submitted but does not update any information in FindUs.Rail. See [Registering to Use FindUs.Rail](#) for details on how to update FindUs.Rail.

Use the minus icon on the left above a contact to remove the associated contact. Primary contacts cannot be removed, but you can change the primary by using the **Manually Enter Contact** toggle button to select another contact as the primary. Once a contact is no longer the primary contact, it can be removed.

6. Once all required fields have been entered for two or more contacts, select **Continue**. The Pick Up Information page is displayed.

Exhibit 12. Create TM Removal – Pick Up Information

7. Select a pre-set **Location** from the drop-down list. Pre-set locations can be edited as appropriate. Editing it here will only save to the current submission and will not save your changes for future submissions. See [Managing Pick Up Information](#) to update a location for any future submissions.
8. To search for a location from the **Location** drop-down list, enter search criteria in the **Filter** field (e.g., the city or name of the shop) to narrow the list.
9. If a location is not listed, you can manually enter location details by selecting the toggle and entering all required location details marked with a red asterisk. Adding a location here adds it to the current submission but will not add it to the Locations drop-down list for any future submissions. See [Managing Pick Up Information](#) for details on how to add locations that can be selected from the Location drop-down list for any future submissions.

Exhibit 13. Create TM Removal – Manually Enter Location

1 Traction Motor Information 2 Removing Road Information 3 Pick Up Information 4 Owning Road Information

☒ Manually Enter Location Details

Location Name

Address*

Cancel Previous Continue

10. If you selected an existing location, you will be prompted at the bottom of the page to verify that the PPE Requirements selected are accurate by selecting the checkbox. Once this is selected, the Continue button will be activated.

Exhibit 14. Create TM Removal – Acknowledge PPE Requirements are Accurate

Contact Information

Contact at Pick Up (First and L) Phone Number* Email Address* Primary

John S 1800555121 john@railinc.com ☒

Contact at Pick Up (First and L) Phone Number* Email Address* Primary

Ann P 1800555121 ann@railinc.com ☐

+ Click to add another contact (maximum of 10 allowed)

☒ Are the PPE Requirements selected for this location accurate?

Cancel Previous Continue

11. Select **Continue**. The Owning Road Information page is displayed.
 - a. If the Locomotive ID is known and was entered into the Traction Motor Information section, the owner/lessee contacts will be pre-populated from FindUs.Rail ([Exhibit 15](#)). To register and set up your contact information in FindUs.Rail for traction motor removal, see [Registering to Use FindUs.Rail](#).
 - b. If the Locomotive ID is not known, the owner/lessee contacts must be manually entered ([Exhibit 16](#)).

Exhibit 16. Create TM Removal – Owning Road Information – No Locomotive ID

1 Traction Motor Information 2 Removing Road Information 3 Pick Up Information 4 Owning Road Information

Lessee/Owning Road

Enter a mark, then click the magnifying glass.

Contact Name*

Manually Enter Contact Primary

Email* Phone* Ext

Title / Position

+ Click to add another contact (maximum of 10 allowed)

Cancel Previous Submit

12. Select the **Manually Enter Contact** toggle to add or change contact information and Primary contact.

To search for a company mark that you believe is related to the removed traction motor, enter the mark and select the search icon.

Adding or changing any contact information in this submission only updates this submission, and does not change it in future submissions or update FindUs.Rail.

13. Select the + blue icon to enter additional contacts and select the – red icon to remove a contact.
14. Only one Owning Road contact is required and one contact must be selected as the **Primary** contact.
15. Return to previous sections at any time to make changes by selecting the **Previous** button or select one of the tasks at the top of the page.
16. Once all sections are completed, select **Submit** to submit the removal submission. The Traction Motor Removal details page is displayed ([Exhibit 17](#) and [Exhibit 18](#)). See [Edit a Traction Motor Removal](#) for more information.

If the removal submission was submitted for a traction motor owned by another company, it will appear in the **Removals of Foreign TMs by My Company** tab on the Home page ([Exhibit 8](#)). If the submission was for a traction motor owned by your company, it will appear in the **My Company's Traction Motors** tab on the Home page ([Exhibit 7](#)).

All contacts will receive an email notification that provides the details of the submission and the details will also be available to you in the application.

Edit a Traction Motor Removal

When you submit a traction motor removal, the removal details page is displayed. Your traction motor removal submissions are also listed on the **Home** page ([Exhibit 7](#)). Select the **ID** link of the traction motor you want to view or edit. The Removal Details tab is displayed.

Exhibit 17. Traction Motor Removal Details – Top

Traction Motor Removal: 34

[Removal Details](#)
[Uploaded Documentation](#)
[Activity](#)

[Add a Comment](#)

Comments:
Status:
Traction Motor Removed
Locomotive ID:
Unknown

[Enter Tracking Number & Shipper](#)

Traction Motor Serial Number(s)	Location on Locomotive	Why Made Code	Removal Date	Tracking Number & Shipper	Estimated Pick Up Date
a		46 - Wheel Miss-Match	09-08-2025		
b		100 - Maintenance Service Agreement (MSA)	09-07-2025		
c		68 - Rim cracked or broken	09-06-2025		

Additional Information:
Pick Up Information
Location:
Christy 7/10/25
147 Railinc Way
Morrisville, NC 27513 US

Contact at Pick Up	Primary Contact	Pick Up Phone Number	Pick Up Email Address
Namratha Vadapally	Yes	159-456-7890	namratha.vadapally...

Add a Comment

Removing and owning roads associated with the submission can add a comment to communicate with each other about the submission. Select the **Add a Comment** button, enter your comment and select **Save**. Comments appear in descending order, so the most recent comment will be at the top.

Exhibit 18. Add a Comment Pop-Up

Add a Comment

Comment

Cancel

Save

When any changes are made to a submission, including adding a comment, an email is sent to all contacts associated with the submission.

Exhibit 19. Traction Motor Removal Email Example

TMRM: Locomotive ID - RAIL17520 - Comment from Owning Road

NoReply@railinc.com

To

Fri 10/3/2025 10:00 AM

RAILINC | **TMRM: Locomotive ID - RAIL17520 - Comment from Owning Road**

A comment has been added to the traction motor removal page associated with your company.

Current status: Comment from Owning Road

Comments:

- Entered by (RAIL) on 10/03/2025: another comment
- Entered by (RAIL) on 10/03/2025: testing testing

Locomotive ID: RAIL17520

Traction Motor Serial Number(s)	Location on Locomotive	Why Made Code	Removal Date	Tracking Number & Shipper	Estimated Pick Up Date
88-WW-\$\$-RR-55	2	23 - Due FRA	10-03-2025		

Additional Information: testing testing testing

Pick Up Information:

Location:
Test Location2

Enter/Edit Tracking Number & Shipper

The Enter/Edit Tracking Number & Shipper button is only available to the owning road associated with a traction motor removal.

Initially, if the Tracking Number and Shipper have not been entered, the button will be **Enter Tracking Number & Shipper** ([Exhibit 17](#)). If they have been entered, the button will be **Edit Tracking Number & Shipper**.

1. Select **Enter/Edit Tracking Number & Shipper**. Select the pencil icon in the last column for each serial number that is listed.

Exhibit 20. Add Tracking Number & Shipper

Enter Tracking Number, Shipper, and Estimated Pick Up Date

Traction Motor Serial N	Tracking Number *	Shipper *	Estimated Pick Up Date *	
a	123456	Acme Shipping	10/13/2025	
b				
c				

☐ Scrap Selecting this option will disable the Tracking Number, Shipper and Estimated Pick Up Date

2. Select **Scrap** to scrap the traction motor if you don't want it picked up.

--or--

Enter the required fields of **Tracking Number**, **Shipper** and select the **Estimated Pickup Date**.

3. Select **Add** and **Save**.

Exhibit 21. Save Tracking Number & Shipper

Enter Tracking Number, Shipper, and Estimated Pick Up Date

Traction Motor Serial Number(s)	Location on Locomotive	Why Made Code	Tracking Number & Shipper *	Estimated Pick Up Date *	
a		46 - Wheel Miss-Match	123456; Acme Shipping	10-13-2025	
b		100 - Maintenance Service Agreement (MSA)	234567; Acme Shipping	10-16-2025	
c		68 - Rim cracked or broken	3456789; Acme Shipping	10-20-2025	

Exhibit 22. Traction Motor Removal Details – Bottom

Shipping Days and Hours

Monday	05:00 - 20:00 ET
Tuesday	05:00 - 20:00 ET
Wednesday	05:00 - 20:00 ET
Thursday	05:00 - 20:00 ET
Friday	05:00 - 20:00 ET

PPE Requirements

- ☒ Safety footwear
 - ☒ Steel toe boots
 - ☒ Composite toe work boots
 - ☒ Leather six inch work boots

Note: Testing 123

- ☒ Head protection
 - ☒ Hard hats
 - ☒ Bump caps
- ☒ Safety eyewear
- ☒ High visibility apparel
- ☒ Ear protection
- ☒ Long pants
- ☒ Special equipment

Traction Motor Headquarters Contacts

Removing Road Contacts:

(BNSF)

- Primary

Owning Road Contacts:

(RAIL)

- Primary

[Edit Owning Road Contacts](#)

Edit Owing Road Contacts

The Edit Owing Road Contacts button ([Exhibit 22](#)) is only available to the owning road associated with a traction motor removal.

1. Select **Edit Owing Road Contacts**. Edit the existing contact(s) as needed.

Exhibit 23. Edit Owing Road Contacts

Edit Owing Road Contacts

Contact Name*
John Smith

☒ Primary

Email*
john.smith@railinc.com

Phone*
+1-123-1234

Ext
12

Title / Position
Manager

+ Click to add another contact (maximum of 10 allowed)

Cancel

Save

2. Select the + icon in the bottom left to add up to 10 different contacts as needed.
3. Select **Save**.

Uploaded Documentation Tab

Removing and owning roads can store up to 10 files related to the traction motor recovery. Only users with the same company mark can remove their company's uploaded files. The file types are listed on the page, and the size of each file is limited to 10 MB.

1. Select the **Uploaded Documentation** tab.
2. Select the **Select File(s)** button and choose the file(s) you want to upload. The file(s) will appear in the table with the Status of **QUEUED**.
3. Once you have queued up the files to upload, select **Upload Files**. The Status changes to **UPLOADED**.
4. To remove one of your company's files, select the red trash icon to the right of the files you want to remove and in the confirmation pop-up select **Yes** to confirm.

Exhibit 24. Uploaded Documentation Tab

Traction Motor Removal: 38

Removal Details **Uploaded Documentation** Activity

File types: doc, docx, msg, txt, csv, ppt, xml, bmp, gif, jpg, xls, pdf, xlsx, pptx, pem, der, crt, cer, png, zip **File size limit:** 10 MB per file

[+ Select File\(s\)](#) [Upload Files](#)

File Name	Size	Uploaded	Uploaded By	Railroad	Status	
traction_motor_RAIL1234.docx	13.05 KB	10/07/2025 09:4...	MICHTW	RAIL	UPLOADED	

Activity Tab

Removal activity is logged in the Activity tab. Examples of this include when a tracking number and shipper are edited or assigned, or when the Traction Motor Removal is created or edited. The log includes the User ID of the person who made the change, their Road Mark and the Created Date (timestamp) of the change.

Exhibit 25. Activity Tab

Traction Motor Removal: 34			
Removal Details	Uploaded Documentation	Activity	
Status	User ID	Road Mark	Created Date
Tracking Number & Shipper Edited	BSCXK02	RAIL	10-28-2025 15:21:20
Tracking Number & Shipper Assigned	MICHTW	RAIL	10-06-2025 15:43:19

Managing Pick Up Information

The Traction Motor Recovery application module enables you to create and manage traction motor specific pick up locations. These locations are typically locomotive shops where traction motors were removed by your company. Use these locations to pre-populate fields within the Pick Up Information ([Exhibit 17](#)) section when [Creating a Traction Motor Removal Submission](#).

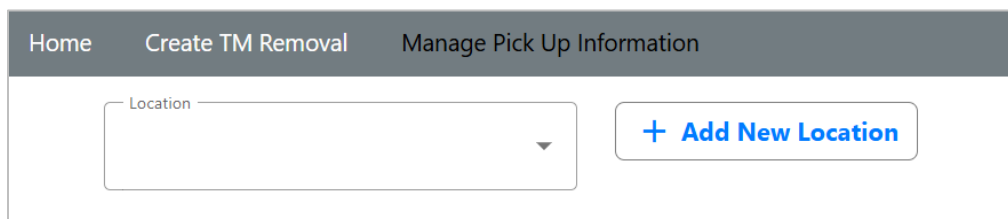
Note: Only users with the Traction Motor User permission can manage and create locomotive Traction Motor Recovery. Generic users have read-only access and can only view these submissions on the Home page.

Add Pick Up Information

Use the following procedure to add new pick up information:

1. From the main menu, select **Manage Pick Up Information**. Prior to adding a new location for the first time, the **Location** drop-down list will be empty as shown in the exhibit below.
2. Select the **Add New Location** button. There is no limit on the number of locations that you can add.

Exhibit 26. Add Pick Up Information



The screenshot displays the 'Manage Pick Up Information' page. At the top, there is a navigation bar with three tabs: 'Home', 'Create TM Removal', and 'Manage Pick Up Information'. Below the navigation bar, there is a form area. On the left, there is a dropdown menu labeled 'Location' with a downward arrow. To the right of the dropdown menu is a button labeled '+ Add New Location'.

Managing Pick Up Information

Add New Location

Location Name

Address*

Address 2

City*

State/Prov.*

Postal Code*

Country*

Shipping Days and Hours

Time zone*

☐ Sunday

From

HH:MM

-

To

HH:MM

☐ Monday

From

HH:MM

-

To

HH:MM

☐ Tuesday

From

HH:MM

-

To

HH:MM

☐ Wednesday

From

HH:MM

-

To

HH:MM

☐ Thursday

From

HH:MM

-

To

HH:MM

☐ Friday

From

HH:MM

-

To

HH:MM

☐ Saturday

From

HH:MM

-

To

HH:MM

PPE Requirements

Select all that apply for this location

☐ Safety footwear

☐ Steel toe boots

☐ Composite toe work boots

☐ Leather six inch work boots

Additional safety footwear requirements?

☐ Head protection

☐ Hard hats

☐ Bump caps

Additional head protection requirements?

☐ Safety eyewear

Additional safety eyewear requirements?

☐ High visibility apparel

Additional apparel requirements?

☐ Ear protection

Additional ear protection requirements?

☐ Long pants

Additional apparel requirements?

☐ Special equipment?

Special equipment requirements*

Contact Information

Contact at Pick Up (First and Last Name)*

Phone Number*

Email Address*

☒ Primary

+ Click to add another contact (maximum of 10 allowed)

X Cancel

Save

3. Enter all mandatory fields marked with a red asterisk. **Location Name** isn't required, but you can enter a unique name.
4. Select the **Shipping Days** and enter **Shipping Hours** to show when your company is open for shippers to retrieve traction motors from your shop. For any of the Shipping Days that you select, you must enter the **From** and **To** hours and minutes in military time (e.g., for 1:00 pm enter 13:00).

5. Select the appropriate **PPE (Personal Protective Equipment) Requirements** for your shop to inform shippers how to be prepared when they arrive at your shop to retrieve traction motors.
 - a. Selecting a parent PPE Requirement will select all the child requirements, but you can unselect requirements as appropriate.
 - b. Use the **Additional Requirements?** text boxes to include any additional requirements that are not listed (e.g., for Safety eyewear, shippers should not wear dark lenses).
 - c. Any PPE that is not required can remain unselected and blank.
 - d. If you select **Special Equipment**, you will be required to enter an explanation of the special equipment required at your location in the **Special Equipment Requirements** textbox before you can save the pick up location.
6. At least one contact is required from your location is required and you can include up to 10 contacts by selecting the + blue icon.
7. Select **Save** to save the location. Everything entered is displayed on the page so that you can see your selections and requirements ([Exhibit 18](#)). You can select the appropriate buttons to edit or delete the location as needed.

Edit/Delete Pick Up Information

Use the following procedure to edit or delete existing pick up information:

1. From the main menu, select **Manage Pick Up Information**.

Exhibit 27. Manage Pick Up Information

The screenshot displays the 'Manage Pick Up Information' interface. On the left, there is a form for editing a location. It includes a 'Location' dropdown menu currently showing 'Linge Testing: 11000 Weston Pkwy...'. To the right of this dropdown is a '+ Add New Location' button. Below the dropdown are two buttons: 'Edit Location Details' (with a pencil icon) and 'Delete Location' (with a red trash can icon). Further down is a section titled 'Shipping Days and Hours' which contains a 'Time zone' dropdown set to 'Eastern - ET' and a shipping schedule table. The table has columns for 'From' and 'To' times, with 'Monday' selected. The 'From' time is '08:00' and the 'To' time is '17:00'. On the right side of the interface, there is a list of locations. At the top of this list is a 'Filter' input field. Below it, several location entries are listed, including 'Test Location2: 800 Finley St Suite 5, Cary, NC 27540 USA' and 'Linge Testing: 11000 Weston Pkwy STE 200, Cary, NC 27513 US'. The 'Linge Testing' entry is highlighted in blue and has a checkmark to its right. A red arrow points from the 'Filter' field to the 'Linge Testing' entry in the list.

2. To search for a location, select the Location drop-down list and enter search criteria in the **Filter** field (e.g., the city or name of the shop) to narrow the list.

3. To edit a location, select a location from the **Location** drop-down list that you want to edit, and select the **Edit Location Details** button. Make the appropriate updates and select **Save**. Refer to [Add Pick Up Information](#) for field details.
4. To delete a location, select a location from the Location drop-down list that you want to delete, and select the **Delete Location** button. A confirmation pop-up will verify that you want to delete the location. Select **Yes** to delete the location and **No** to keep it.

Exhibit 28. Delete Location Confirmation

Confirmation

Are you sure you want to delete this location?