



Mechanical Reference Repository (MRR) User Guide



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Learning about the Mechanical Reference Repository

The Mechanical Reference Repository (MRR) is a web application that enables users to complete several important tasks, including the following:

- Submit and manage Rule 88 applications for repairing, rebuilding, or modifying freight cars.
- Submit and manage Running Repair Agent associations.

Overview

MRR centralizes and automates elements of the Rule 88, Running Repair Agent (RRA), and Mechanical Defect processes. MRR helps car mark owners, shop owners and railroads reduce the manual work required to complete these processes.

Rule 88 in the *Office Manual of the AAR Interchange Rules* establishes the minimum mechanical requirements for the interchange of freight cars, as well as the process and documentation required when repairing, rebuilding, or otherwise modifying a freight car. The MRR Rule 88 module streamlines this process by enabling users to electronically submit Rule 88 applications and supporting documentation, view the status of their applications, and manage updates. MRR serves as a repository for Rule 88 applications, providing users visibility into historical data.

MRR streamlines the Running Repair Agent (RRA) process by allowing a sponsoring railroad to identify Running Repair Agents. Using MRR, the sponsoring railroad submits an association with the Running Repair Agent at specific locations for approval by the Association of American Railroads (AAR). Approved associations are displayed in FindUs.Rail in real time, before they appear in the printed quarterly update to Appendix H of the *Office Manual of the AAR Interchange Rules*.

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

The Mechanical Reference Repository application is accessed using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Register to Use Railinc SSO

Each Mechanical Reference Repository user must register to use Railinc Single Sign On. Refer to the [Railinc Single Sign-On/Launch Pad User Guide](#) for information about the use of Railinc Single Sign On.

Once you complete SSO registration, you must request access to the Mechanical Reference Repository within SSO.

Requesting Mechanical Reference Repository Access

After you receive authorization to use Railinc SSO, you must request general access to the Mechanical Reference Repository by following instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#). Your level of access to the Mechanical Reference Repository is determined when you request access through Railinc Single Sign-On. The screenshot below shows a complete list of Mechanical Reference Repository roles as seen in SSO.

Exhibit 1. Mechanical Reference Repository Applicable Permissions

The screenshot displays the 'Request Application Access by Role' interface in the Railinc SSO system. At the top, the user 'MICHELLE FERRAR' is shown with an 'ACTIVE' status. Below this, the 'Mechanical Reference Repository' section is active. It features a progress bar with three steps: '1 Select Roles', '2 Confirm', and '3 Done'. Under 'Select Roles', two roles are available for selection: 'Car Mark Owner (MARK required)' and 'RRA Sponsor (MARK required)'. The 'Car Mark Owner' role includes a sub-description: 'Car Mark Owner who submits application for Rule88'. A text area for 'Comments' is provided, showing '0/255' characters. At the bottom right, there are 'Return' and 'Next' buttons.

Use the SSO Request Permission page to select and request the roles for the functionality you need. Once you receive e-mail notification of access to the Mechanical Reference Repository, you can log in and begin using the Mechanical Reference Repository.

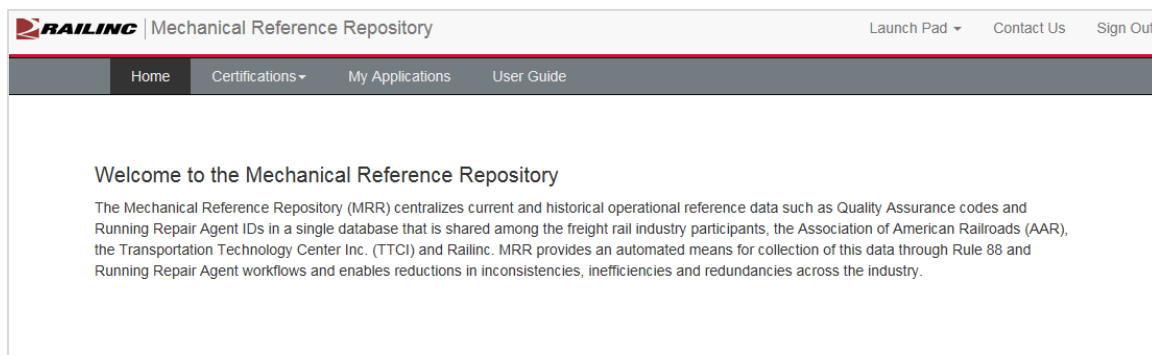
Logging In

To log into the Mechanical Reference Repository:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. Under **My Applications**, select **Mechanical Reference Repository**.
5. The Mechanical Reference Repository Home page is displayed. The menu items available differ depending on your role.
 - [Exhibit 2](#) and [Exhibit 3](#) show the menu items that support Rule 88 functionality.
 - [Exhibit 4](#) and [Exhibit 5](#) show the menu items that support Running Repair Agent functionality.

Rule 88 Applicant Menu

Exhibit 2. Mechanical Reference Repository Home Page (Rule 88 functionality)



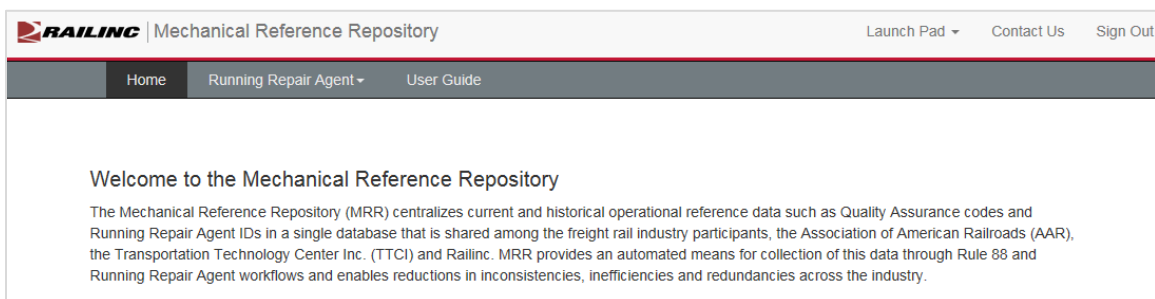
Continue by selecting a Mechanical Reference Repository application menu item (refer to [Exhibit 3](#)). For Rule 88 applicants, the Mechanical Reference Repository Home page has the following menu items:

Exhibit 3. Mechanical Reference Repository Menu Items (Rule 88 functionality)

Certifications	Enables users with Rule 88 applicant permission to submit Rule 88 applications for modified or rebuilt units, increased gross rail load, or increased life status.
My Applications	Enables users with Rule 88 applicant permission to view their submitted applications.

Running Repair Agent Menu

Exhibit 4. Mechanical Reference Repository Home Page (Running Repair Agent functionality)



Continue by selecting a Mechanical Reference Repository application menu item. For Running Repair Agent functionality, the Mechanical Reference Repository Home page has the following menu item:

Exhibit 5. Mechanical Reference Repository Menu Items (Running Repair Agent functionality)

<u>Running Repair Agent</u>	Enables users to specify Running Repair Agent and Sponsoring Railroad details.
---	--

Logging Out

Select the **Sign Out** link to end a Mechanical Reference Repository session. You are returned to the SSO Login Page.

If your session has been idle for more than 30 minutes, a warning message displays and you must log back in as directed.

Certifications (Rule 88 only)

MRR provides the following benefits associated with the Rule 88 process:

- Centralizes and automates elements of the AAR Interchange Rule 88 process, including:
 - Rebuilt Unit Applications
 - Modified Unit Applications
 - Increased Gross Rail Load Applications
 - Increased Life Status Applications
- Helps Car/Equipment Owners reduce the amount of time and manual work to submit applications
- Enables Car Owners to receive email notifications and approval letters
- Allows the Car Owners to request Mechanical Inspection Department (MID) inspections
- The Equipment Engineering Committee (EEC) manager can review and take appropriate action(s) for a submitted application
- Equipment is validated against Umler®
- Ensures repair shops have valid Quality Assurance (QA) code
- Helps to keep information up to date across systems and reduces data inconsistencies

When you select **Certifications** on a Mechanical Reference Repository page, the Certifications menu is displayed. For Rule 88 Applicants, the menu options are as shown below.

Exhibit 6. Certifications Menu (Rule 88 Applicants)

Certifications▼	
Rule 88 Applications	Modified Unit Application
	Rebuilt Unit Application
	Increased Gross Rail Load Application
	Increased Life Status Application

The table below describes the tasks available on the Certifications menu.

Exhibit 7. Certifications Menu Items and Descriptions

Menu Item	Description
Modified Unit Application	Process to submit an application for a modified unit.
Rebuilt Unit Application	Process to submit an application for a rebuilt unit.
Increased Gross Rail Load Application	Process to submit an application to certify a railcar to increase their gross rail load (IGRL).
Increased Life Status Application	Process to submit an application to increase the life status of a railcar (ILS).

Attachment Requirements

The attachment requirements are different depending on the type of application.

Rebuilt Units

Note the following documentation requirements for completing rebuilt unit applications. The Attachments portion of the application enables you to upload the documents. For additional information, refer to the *Office Manual of the AAR Interchange Rules*.

Proof of compliance documents are required for the following cars and build dates:

- Boxcar Ends - Box car Built before October 01, 1976
- Gondola Car Ends - Gondola cars built before March 01, 1985
- Open Top Hopper Car - Cars built before March 01, 1985
- High side Gondola Car Top Chords - Cars built before March 01, 1985

For tank cars, the following documents are required for rebuilt units:

- Certificate of Construction (AAR Form 4-2)
- Exhibit R-1
- Drawings of General Arrangement(s)
- Drawings of Tank Arrangement
- Drawings of Fitting Arrangement(s)

Modified Units

Note the following documentation requirements for completing modified unit applications. The Attachments portion of the application enables you to upload the documents. For additional information, refer to the *Office Manual of the AAR Interchange Rules*.

- Inspection Results (when available)

For tank cars, the following documents are required for modified units:

- Certificate of Construction (AAR Form 4-2)
- Exhibit R-1
- Drawings of General Arrangement(s)
- Drawings of Tank Arrangement
- Drawings of Fitting Arrangement(s)

IGRL Units

Note the following documentation requirements for completing IGRL unit applications. The Attachments portion of the application allows you to upload the documents. For additional information, refer to the *Office Manual of the AAR Interchange Rules*.

IGRL Code 1:

One of the following required documents for IGRL Code 1 certification:

- Proof of compliance with AAR Specification M-1001 and Standard S-286 and plan for compliance with Rule 88 minimum mechanical requirements chart.
- Letter from Car Builder stating compliance with AAR Specification M-1001 and standard S-286 and plan for compliance with Rule 88 minimum mechanical requirements chart.

IGRL Code 3:

- Inspection Results

ILS Units

Note the following documentation requirements for completing ILS unit applications. The Attachments portion of the application allows you to upload the documents. For additional information, refer to the *Office Manual of the AAR Interchange Rules*.

Inspection Method:

- Statement of Service
- Proof of M1001 Compliance
- Inspection Results (when available)
- FRA Approval Letter/Waiver (when available)

Fatigue Method:

- Statement of Service
- Proof of M1001 Compliance
- Inspection and Fatigue Test (when available)
- FRA Approval Letter/Waiver (when available)

Application Statuses

The EEC Manager from TTCI reviews completed applications and sets an appropriate status from one of the following options.

Corrective Action Required: When this status is set, the applicant will receive an email notification with a note from the EEC Manager. This status requires the applicant to update the application based on the EEC Manager's comments, and then resubmit the application. The applicant can access the given application from the "My Applications" menu item.

TCC Review: When this status is set, the Tank Car Committee will review the given application. The Applicant may expect to get contacted by the EEC or TCC Manager.

AAR Review: When this status is set, the AAR will review the given application. The Applicant may expect to get contacted by the EEC Manager or an AAR Consultant.

FRA Pending: This status indicates initial project approval. When this status is set, the applicant will receive a project approval letter via email from the AAR. The applicant is required to submit an FRA Approval Letter to complete the program approval process.

FRA Submitted: This status is set when the applicant submits the FRA Approval Letter.

MID Inspection: When this status is set, the Mechanical Inspection Department will schedule an Inspection with the applicant. The Applicant may expect to get contacted by the EEC Manager or an AAR Consultant.

Approved: When this status is set, the system generates an approval letter and sends emails to the applicant and the EEC Manager. Once an application is approved, it cannot be updated.

Denied: When this status is set, the application is set to “Denied”. The applicant may expect to get contacted by the EEC Manager or by the AAR. Once an application is denied, it cannot be updated.

Cancelled: When this status is set, the applicant or EEC Manager has cancelled the application. An email is sent to the applicant and the EEC Manager with a cancelled case number. Once an application is cancelled, it cannot be updated. If an applicant wants to make changes and have a cancelled application reconsidered, they must create and submit a new application.

Completing a Modified Unit Application

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed ([Exhibit 2](#)).
2. Select **Certifications > Rule 88 Applications > Modified Unit Application**. The Modified Unit: Guidelines page is displayed.

Exhibit 8. Modified Unit: Guidelines

Modified Units: Guidelines:

●

●

●

●

●

GUIDELINES

CONTACT DETAILS

UNIT DETAILS

QA CODE

ATTACHMENTS

Guidelines:

Application fee - Please refer to Appendix E in AAR Office Manual for complete fee details.

Appeal Process - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards.

Waivers - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards.

Modified Unit Applications - If the applicant has not conducted a sample car inspection or is not prepared to schedule an inspection, and if the applicant would like a design review by the AAR before proceeding with the application, please contact the AAR Equipment Engineering Committee manager by email at EEC@aar.com

Important Contact Information
 EEC Manager, Rules and Standards : EEC@aar.com
 AAR Executive Director for Tank Car Safety : kdorsey@aar.org and CC to: mforister@aar.org
 Railinc Customer Support : csc@railinc.com

Application Fee:

Which form of payment was used to initiate this application?

☐ Wire Transfer
☐ By Check
☐ Credit Card

Note* Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual

Exit

Continue

3. Select the type of payment that was used to initiate this application. Select **Continue**. The Modified Units: Contact Details page is displayed.

Note: The form of payment is used to signify which method was used prior to submitting the application.

Exhibit 9. Modified Units: Contact Details

Modified Units: Contact Details:

GUIDELINES CONTACT DETAILS UNIT DETAILS QA CODE ATTACHMENTS

* Denotes required field

Contact Type: *

Company *

First Name: *

Last Name: *

Title:

Phone Number: *

Email: *

Address Line1 *

Address Line2

City *

State/Province *

Country *

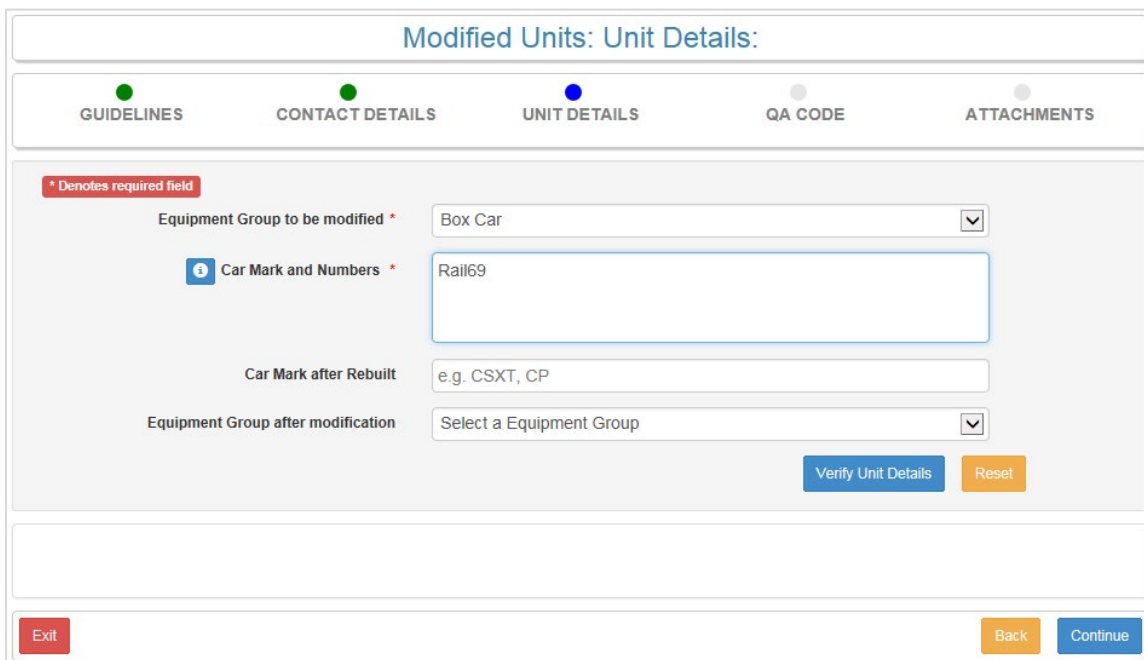
Postal Code *

Website

Exit Back Continue

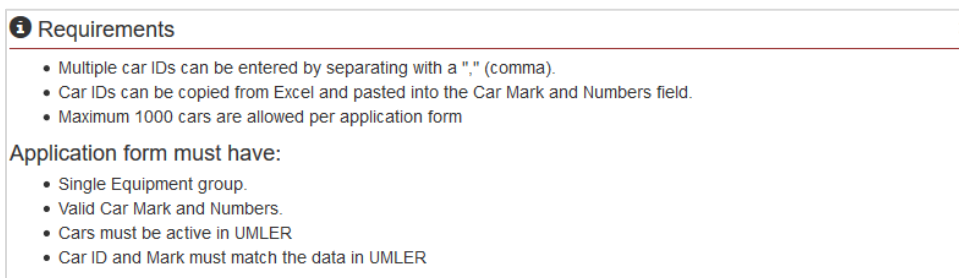
4. Specify the Contact Type (Equipment Owner, Consultant, or Freight Car Repair Shop).
 - **Equipment Owner** - requestor of AAR Review of a freight car upgrade program in accordance with Interchange Rule 88
 - **Consultant** - Independent consultant authorized by the Equipment Owner to submit freight car upgrade programs to the AAR.
 - **Freight Car Repair Shop** - A shop approved by the AAR to perform work required to meet freight car upgrade programs in accordance with Interchange Rule 88.
5. As needed, modify or add to the listed contact details. This information is prepopulated from your SSO profile. Make sure to complete all required fields (indicated with a red asterisk). Select **Continue**. The Modified Units: Unit Details page is displayed:

Exhibit 10. Modified Units: Unit Details



6. Select the appropriate Equipment Group to be modified for the select unit(s).
7. Enter the Car Mark and Numbers. Details on formatting and requirements can be found by selecting the  icon. As stated in the requirements, a maximum of 1000 cars is allowed per application.

Exhibit 11. Car Mark and Number Field Requirements



8. Optional: Enter the Car Mark to be assigned after Rebuilt and the Equipment Group after modification.
9. Select **Verify Unit Details** to verify that the entered equipment is valid. If valid, the Unit Details page is redisplayed with the validated unit added to the application:

Exhibit 12. Modified Units: Unit Details With Car Added

Modified Units: Unit Details:

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

* Denotes required field

Equipment Group to be modified *

i

 Car Mark and Numbers *

Car Mark after Rebuilt

Equipment Group after modification

The following cars are added to the application

Car Mark	Car Number	Built Date	Rebuilt Date
RAIL	69	10/2000	

Note: If the entered units cannot be confirmed as valid equipment in Umler, an error displays and the invalid units are excluded from the valid ones listed at the bottom of the application. Sample error message:

Exhibit 13. Modified Units Validation: Car Returned With Errors

1 car returned with errors. Click to review the errors i

The cars with errors WILL NOT be added to the application. Please make necessary changes.

10. Select **Continue**. The Modified Units: QA Code Details page is displayed:

Exhibit 14. Modified Units: QA Code

Modified Units: QA Code Details:

GUIDELINES CONTACT DETAILS UNIT DETAILS **QA CODE** ATTACHMENTS

Units for interchange service, if modified to include any of the changes listed below, must have all structural members subject to increased stresses conforming to AAR Specification M-1001 Specifications for Design, Fabrication and Construction of Freight Cars

Select applicable modification details of Units for Interchange Service.

- ☐ Changing in Length of Body/ platform or under frame of unit
- ☐ Increasing inside height of unit
- ☐ Increasing width of side door opening
- ☐ Increasing number of side doors
- ☐ Increase in Gross Rail Load
- ☐ Increasing forklift truck wheel load
- ☐ Changing structure of unit where such a change affects load distribution, subjecting major structural members of the unit to an increased loading. (Includes bulkheads, permanent side load restraints, internal bracing, and center beam arrangements.)

All modified units must be modified in a facility that has a Quality Assurance Certification as required in AAR Specification M-1003.

Look up modified shop by QA code: **QA Code**

Verification by a certified car builder or degreed engineer that the design of the affected members conforms to AAR Specification M-1001 and the results of a sample car inspection are required

☐ By checking this box, I agree that a certified car builder or degreed engineer has verified the design of the affected members to conform AAR Specification M-1001

☐ Yes ☐ No Has a sample car inspection been performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer

Exit **Back** **Continue**

11. Select the applicable modification details of the units for interchange service.

12. Select the **QA Code** button to initiate the search for the Quality Assurance Certification Code assigned to the desired shop. The Search QA Codes pop-up is displayed:

Exhibit 15. Search QA Codes

Search QA Codes

QA Code: Enter QA Code

Company Name: Company Name

City: City State: Country: United States

Search **Clear**

Close

Note: QA Code Search only displays codes with a B26 commodity code.

13. Enter one or more search parameters and select **Search**. If available, matching search results are displayed.

Exhibit 16. Search QA Codes Results

Search QA Codes

QA Code:

Company Name:

City: State: Country:

Select	QA Code	Company Name	Address	City	State	Country	Postal Code
☒	QA-SRPC	SEABOARD RAILCAR REPAIR AND CLEANING		Hamlet	NC	USA	

14. Select the desired found repair shop and select the **Select** button. The Modified Units: QA Codes page is redisplayed with the selected QA Code details filled in.

Exhibit 17. Modified Units: QA Code Showing Shop Details

All modified units must be modified in a facility that has a Quality Assurance Certification as required in AAR Specification M-1003.

Look up modified shop by QA code:

QA Code:

Company Name:

Address:

City:

State/Province:

Country:

Postal Code:

Verification by a certified car builder or degreed engineer that the design of the affected members conforms to AAR Specification M-1001 and the results of a sample car inspection are required

☐ By checking this box, I agree that a certified car builder or degreed engineer has verified the design of the affected members to conform AAR Specification M-1001

☒ Yes ☐ No Has a sample car inspection been performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer

15. Select the check box to acknowledge that a certified car builder or degreed engineer has verified the design of the affected members to conform to AAR Specification M-1001.

Note: It is mandatory to select this check box. If unselected and you try to continue from this page, the error message shown below is displayed.

Exhibit 18. Error Message For AAR Specification M-1001 Not Selected

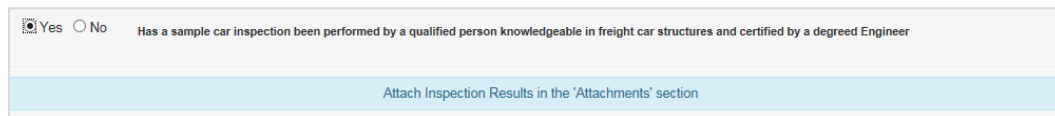
The affected members must conform to AAR specification M-1001. Your submission is not qualified for further review and cannot be approved by AAR. Please make sure the cars conforms the requirement and select to proceed further

☐ By checking this box, I agree that a certified car builder or degreed engineer has verified the design of the affected members to conform AAR Specification M-1001

16. Select **Yes** or **No** to the question, “Has a sample car inspection been performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer.” The options change depending on this answer.

- a. When **Yes**: An acknowledgement appears that the application is ready to have inspection documentation attached. Applicable inspection results must be attached.

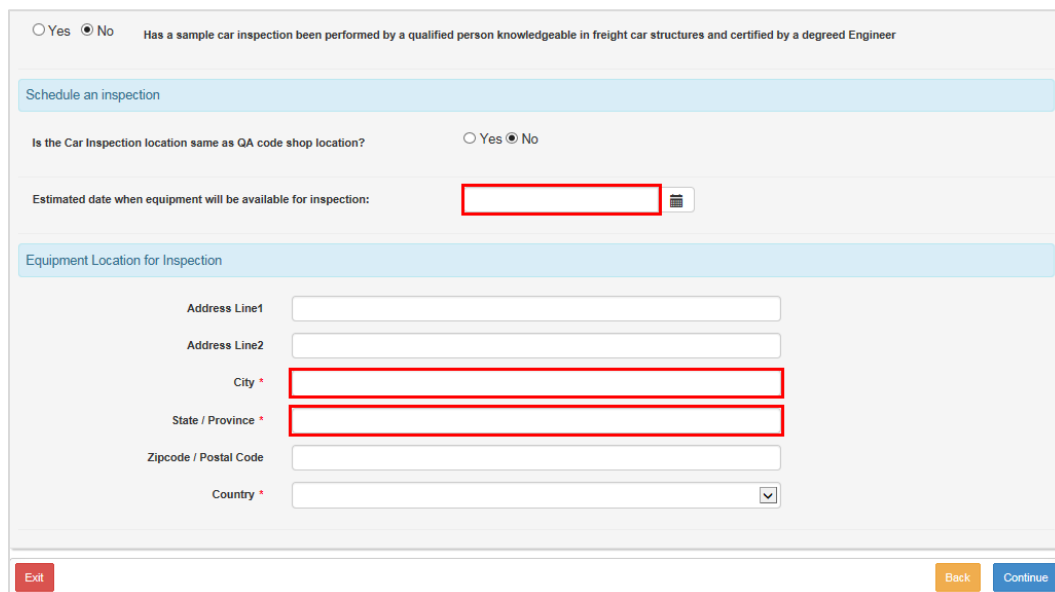
Exhibit 19. Inspection validation/ready for attachments notification



A screenshot of a web form. At the top, there are radio buttons for 'Yes' (selected) and 'No'. To the right is the text: 'Has a sample car inspection been performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer'. Below this is a light blue horizontal bar with the text: 'Attach Inspection Results in the "Attachments" section'.

- b. When **No**: Additional input fields appear to schedule an inspection. Complete the available input fields to schedule inspection date and location.

Exhibit 20. Schedule an Inspection Input Fields



A screenshot of a web form for scheduling an inspection. At the top, there are radio buttons for 'Yes' and 'No' (selected). To the right is the text: 'Has a sample car inspection been performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer'. Below this is a light blue horizontal bar with the text: 'Schedule an inspection'. Underneath, there is a question: 'Is the Car Inspection location same as QA code shop location?' with radio buttons for 'Yes' and 'No' (selected). Below that is a text field for 'Estimated date when equipment will be available for inspection:' followed by a calendar icon. Another light blue horizontal bar contains the text: 'Equipment Location for Inspection'. Below this are several input fields: 'Address Line1', 'Address Line2', 'City *', 'State / Province *', 'Zipcode / Postal Code', and 'Country *' with a dropdown arrow. At the bottom left is a red 'Exit' button, and at the bottom right are orange 'Back' and blue 'Continue' buttons.

17. Select **Continue**. The Modified Units: Attachments page is displayed.

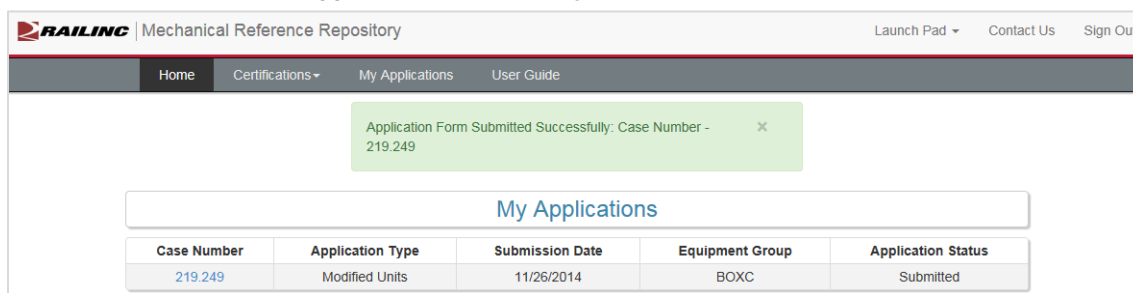
Exhibit 21. Modified Units: Attachments

18. Options to upload both optional and required documents appear that match the entered equipment details. At a minimum, select the **Browse** button and navigate to the location of the required documents (in this example, Inspection Results). The Modified Units: Attachments page is displayed is redisplayed with the attached document included.

Exhibit 22. Modified Units: With An Attachment

19. As necessary, select the  icon to open and view the attached document or select the  icon to remove the attached document.
20. Select the check box to acknowledge the following: (1) Have acquired, read and understand the latest version of the *Office Manual of the AAR Interchange Rules*, Rule 88 "Mechanical Requirements for Acceptance" and (2) Provided the information on this form in accordance with AAR's Interchange Rule 88.
21. Select **Submit** to submit the completed application. The My Applications page is displayed with a confirmation of the submitted application and the assigned case number and the case number for the application.

Exhibit 23. Modified Units Application Successfully Submitted



Case Number	Application Type	Submission Date	Equipment Group	Application Status
219.249	Modified Units	11/26/2014	BOXC	Submitted

Note: The applicant and the EEC Manager have the ability to cancel the application. See [Cancelling an Application](#) for more information.

Completing a Rebuilt Unit Application

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed ([Exhibit 2](#)).
2. Select **Certifications > Rule 88 Applications > Rebuilt Unit Application**. The Rebuilt Unit: Guidelines page is displayed.

Exhibit 24. Rebuilt Unit: Guidelines

Rebuilt Units: Guidelines:

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Guidelines:

Application fee - Please refer to Appendix E in AAR Office Manual for complete fee details.

Appeal Process - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards.

Waivers - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards.

Important Contact Information
 EEC Manager, Rules and Standards : EEC@aar.com
 AAR Executive Director for Tank Car Safety : kdorsey@aar.org and CC to: mforister@aar.org
 Railinc Customer Support : csc@railinc.com

Application Fee:

Which form of payment was used to initiate this application?

☐ Wire Transfer
☐ By Check
☐ Credit Card

Note* Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual

Exit
Continue

3. Select the type of payment that was used to initiate this application.

Note: The form of payment is used to signify which method was used prior to submitting the application.

4. Select **Continue**. The Rebuilt Units: Contact Details page is displayed.

Exhibit 25. Rebuilt Units: Contact Details

Rebuilt Units: Contact Details:

GUIDELINES CONTACT DETAILS UNIT DETAILS QA CODE ATTACHMENTS

* Denotes required field

Contact Type: *

Company * NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN

First Name: * Anthony

Last Name: * Will

Title: Doc

Phone Number: * 1-9196515285

Email: * anthony.will@railinc.com

Address Line1 * 7001 Weston

Address Line2

City * Cary

State/Province * NC

Country * United States

Postal Code * 27513

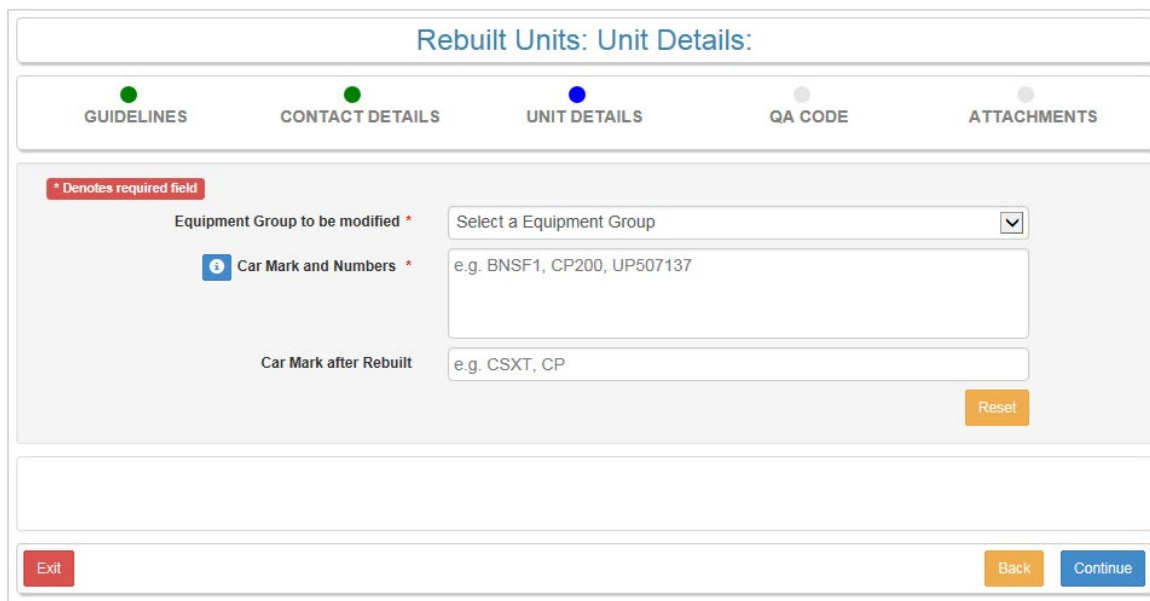
Website

Exit Back Continue

5. Specify the Contact Type (Equipment Owner, Consultant, or Freight Car Repair Shop).

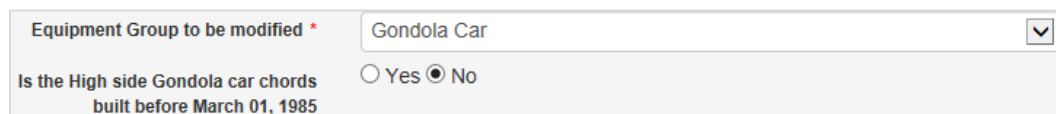
6. As needed, modify or add to the listed contact details. This information is pulled from your SSO profile. Make sure to complete all required fields (indicated with a red asterisk). Select **Continue**. The Rebuilt Units: Unit Details page is displayed.

Exhibit 26. Rebuilt Units: Unit Details



7. Select the appropriate Equipment Group to be modified for the select unit(s). If the selected unit is a Gondola, an additional question appears asking, “Is the High side Gondola car chords built before March 01, 1985?”. Select **Yes** or **No** to this additional question.

Exhibit 27. Gondola Car Chords



Note: If selecting **Yes** then you must attach the appropriate compliance documentation on the Attachments portion of the application.

8. Enter the Car Mark and Numbers. Details on formatting and requirements can be found by selecting the  icon. A maximum of 1000 cars is allowed per application (see [Exhibit 11](#) for full requirements).
9. Optional: Enter the Car Mark after Rebuilt and the Equipment Group after modification.

10. Select **Verify Unit Details** to verify that the entered equipment is valid. If valid, the Unit Details page is redisplayed with the validated unit added to the application.

Exhibit 28. Rebuilt Units: Unit Details With Car Added

Rebuilt Units: Unit Details:

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

* Denotes required field

Equipment Group to be modified *

Is the High side Gondola car chords built before March 01, 1985

i Car Mark and Numbers *

Car Mark after Rebuilt

Gondola Car

☐ Yes
☒ No

AARX5567

e.g. CSXT, CP

Verify Unit Details
Reset

The following cars are added to the application

Car Mark	Car Number	Built Date	Rebuilt Date
AARX	5567	7/2010	

Exit
Back
Continue

Note: If the entered units cannot be confirmed as valid equipment in Umler, an error displays and the invalid units are excluded from the valid ones listed at the bottom of the application. See [Exhibit 12](#) for a sample error message.

11. Select **Continue**. The Rebuilt Units: QA Code Details page is displayed.

Exhibit 29. Rebuilt Units: QA Code Details

Rebuilt Units: QA Code Details:

GUIDELINES CONTACT DETAILS UNIT DETAILS **QA CODE** ATTACHMENTS

Information: An inspection of all rebuilt unit(s) or sample of the program at each location where work is to be performed is required to be conducted by the AAR or MID or its Agent

Look up rebuilt shop by QA code:

Schedule an inspection

Is the Car Inspection location same as QA code shop location? ☐ Yes ☒ No

Estimated date when equipment will be available for inspection:

Equipment Location for Inspection

Address Line1

Address Line2

City *

State / Province *

Zipcode / Postal Code

Country *

12. Select the **QA Code** button to initiate the search for the Quality Assurance Certification Code assigned to the desired shop. The Search QA Codes pop-up is displayed ([Exhibit 15](#)).

Note: QA Code Search only displays codes with a B26 commodity code. B26 is a Freight Car Repair Facility Performing Rule 88 Repairs/Modifications.

13. Enter one or more search parameters and select **Search**. If available, matching search results are displayed ([Exhibit 16](#)).

14. Select the desired found repair shop and select the **Select** button. The Rebuilt QA Codes page is redisplayed with the selected QA Code details filled in.

Exhibit 30. Rebuilt Units: QA Code Details

Rebuilt Units: QA Code Details:

GUIDELINES
CONTACT DETAILS
UNIT DETAILS
QA CODE
ATTACHMENTS

+ An inspection of all rebuilt unit(s) or sample of the program at each location where work is to be performed is required to be conducted by the AAR or MID or its Agent

Look up rebuilt shop by QA code: QA Code

QA Code:

Company Name:

Address:

City:

State/Province:

Country:

Postal Code:

+ Schedule an inspection

Is the Car Inspection location same as QA code shop location? ☐ Yes ☒ No

Estimated date when equipment will be available for inspection:

+ Equipment Location for Inspection

Address Line1:

Address Line2:

City *:

State / Province *:

Zipcode / Postal Code:

Country *:

Exit
Back
Continue

15. Select **Yes** or **No** to the question, “Is the Car Inspection location same as QA code shop location?”
 - a. When **Yes** is selected, then the address details for the Inspection section are automatically filled in. Make necessary updates, if needed.
 - b. When **No** is selected, then the address details must be filled in.
16. Provide the estimated date when the equipment will be available for inspection.

17. Select **Continue**. The Rebuilt Units: Attachments page is displayed.

Exhibit 31. Rebuilt Units: Attachments

Rebuilt Units: Attachments:

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)

Optional Documents

Primary Report and Inspection document Browse...

Attachments (Maximum of 20) Browse...

Acknowledgement:

☐ By checking this box, I hereby acknowledge that I

(1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance"

(2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

Exit Back Submit

18. Options to upload both optional and required documents appear that match the entered equipment details. At a minimum, select the **Browse** button and navigate to the location of the required documents (in this example the attachments are optional). The Rebuilt Units: Attachments page is redisplayed with the attached document included.

Exhibit 32. Rebuilt Units: With An Attachment

Rebuilt Units: Attachments:

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)

Optional Documents

Primary Report and Inspection document inspection.PNG

Attachments (Maximum of 20) Browse...

Acknowledgement:

☐ By checking this box, I hereby acknowledge that I

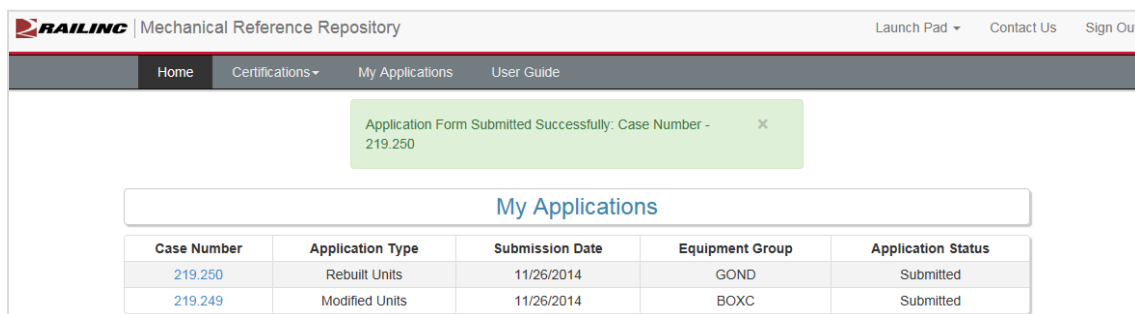
(1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance"

(2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

Exit Back Submit

19. As necessary, select the  icon to open and view the attached document or select the  icon to remove the attached document.
20. Select the check box to acknowledge the following: (1) Have acquired, read and understand the latest version of the *Office Manual of the AAR Interchange Rules*, Rule 88 "Mechanical Requirements for Acceptance" and (2) Provided the information on this form in accordance with AAR's Interchange Rule 88.
21. Select **Submit** to submit the completed application. The My Applications page is displayed with a confirmation of the submitted application and the assigned case number.

Exhibit 33. Rebuilt Units Application Successfully Submitted



RAILINC | Mechanical Reference Repository

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Home Certifications ▾ My Applications User Guide

Application Form Submitted Successfully: Case Number - 219.250 ✕

My Applications

Case Number	Application Type	Submission Date	Equipment Group	Application Status
219.250	Rebuilt Units	11/26/2014	GOND	Submitted
219.249	Modified Units	11/26/2014	BOXC	Submitted

Note: The applicant and the EEC Manager have the ability to cancel the application. See [Cancelling an Application](#) for more information.

Completing an Increased Gross Rail Load Application

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed ([Exhibit 2](#)).
2. Select **Certifications > Rule 88 Applications > Increased Gross Rail Load Application**. The Increased Gross Rail Load: Guidelines page is displayed.

Exhibit 34. Increased Gross Rail Load: Guidelines

Increased Gross Rail Load - Guidelines

GUIDELINES

CONTACT DETAILS

UNIT DETAILS

ATTACHMENTS

Guidelines:

Application fee - Please refer to Appendix E in AAR Office Manual for complete fee details.

Appeal Process - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards.

Waivers - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards.

Modified Unit Applications - If the applicant has not conducted a sample car inspection or is not prepared to schedule an inspection, and if the applicant would like a design review by the AAR before proceeding with the application, please contact the AAR Equipment Engineering Committee manager by email at EEC@aar.com

Important Contact Information
 EEC Manager, Rules and Standards : EEC@aar.com
 AAR Executive Director for Tank Car Safety : kdorsey@aar.org and CC to: mforister@aar.org
 Railinc Customer Support : csc@railinc.com

Application Fee:

Which form of payment was used to initiate this application?

☐ Wire Transfer
☐ By Check
☐ Credit Card

Note* Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual

Exit

Continue

3. Select the form of payment that was used to initiate this application.

Note: Use the form of payment selection to simply indicate which payment method was used prior to submitting the application.

4. Select **Continue**. The Increased Gross Rail Load: Contact Details page is displayed.

Exhibit 35. Increased Gross Rail Load: Contact Details

Increased Gross Rail Load - Contact Details

GUIDELINES CONTACT DETAILS UNIT DETAILS ATTACHMENTS

* Denotes required field

Contact Type: *

Company: * RAILINC CORPORATION

First Name: * Anthony

Last Name: * Will

Title: Documenter

Phone Number: * 1-9196515285

Email: * Anthony.Will@railinc.com

Address Line1: * 7001 weston pkwy

Address Line2:

City: * cary

State/Province: * NC

Country: * United States

Postal Code: * 27513

Website:

Exit Back Continue

5. Specify the Contact Type (Equipment Owner, Consultant, or Freight Car Repair Shop).
 - **Equipment Owner** - requestor of AAR Review of a freight car upgrade program in accordance with Interchange Rule 88
 - **Consultant** - Independent consultant authorized by the Equipment Owner to submit freight car upgrade programs to the AAR.
 - **Freight Car Repair Shop** - A shop approved by the AAR to perform work required to meet freight car upgrade programs in accordance with Interchange Rule 88.

- As needed, modify or add to the listed contact details. This information is prepopulated from your SSO profile. Make sure to complete all required fields (indicated with a red asterisk). Select **Continue**. The Increased Gross Rail Load: Unit Details page is displayed.

Exhibit 36. Increased Gross Rail Load: Unit Details

- Select the appropriate IGRL Code that applies to your equipment (IGRL Code 1 or Code 3).

Note: Select the information icon  to learn more about IGRL Codes.

Exhibit 37. IGRL Codes

Rule 88 IGRL Code	Maximum GRL (lb)	Rule 88	Built Status	Meets S-286	Interchange Status	Description
1	286,000	C.1.e.(1)	Built IGRL New IGRL Rebuilt IGRL Modified IGRL	S-286	Free/ Unrestricted	Letter from certified car builder that the unit complies with M-1001; or complete documentation, stress analysis, and specifications to demonstrate compliance with Specification M-1001.
3	268,000	C.1.e.(4)	New on or after July 1, 1974	Neither	Controlled Restricted	Car owner must submit results of an inspection performed by a qualified person knowledgeable in freight car structures and certified by a degreed Engineer on a sampling of 1%, but not less than 10 units in a program.

- Select the appropriate Equipment Group to be modified for the selected unit(s).

9. Enter the Car Mark and Numbers. You can view details on formatting and requirements by selecting the  icon. As stated in the requirements, a maximum of 1000 cars is allowed per application.

Exhibit 38. Car Mark and Number Field Requirements

Requirements

- Multiple car IDs can be entered by separating with a "," (comma).
- Car IDs can be copied from Excel and pasted into the Car Mark and Numbers field.
- Maximum 1000 cars are allowed per application form

Application form must have:

- Single Equipment group.
- Valid Car Mark and Numbers.
- Cars must be active in UMLER
- Car ID and Mark must match the data in UMLER

10. Optional: Enter the Car Mark to be assigned after modification.
11. Select **Verify Unit Details** to verify that the entered equipment is valid according to Umler. If valid, the Unit Details page is redisplayed with the validated unit(s) added to the application.

Exhibit 39. Increased Gross Rail Load: Unit Details With Cars Added

Increased Gross Rail Load - Unit Details

GUIDELINES
CONTACT DETAILS
UNIT DETAILS
ATTACHMENTS

* Denotes required field

Note: For cars Built/Rebuilt before July 01, 1974, please contact EEC manager EEC@aar.com

Select IGRL Code * ☒ IGRL Code 1 ☐ IGRL Code 3

Equipment Group to be modified * Gondola Car

Car Mark and Numbers * CN135209
CN136695
CN137307

Car Mark after Modification e.g. CSXT, CP

Verify Unit Details
Reset

2 car returned with errors. Click to review the errors 

The cars with errors WILL NOT be added to the application. Please make necessary changes.

The following 3 cars are added to the application

Car Mark	Car Number	Built Date	Rebuilt Date
CN	51101	6/1980	
CN	135209	4/1981	
CN	136695	8/1975	

Exit
Back
Continue

Note: If the entered unit(s) cannot be confirmed as valid equipment in Umler, an error displays and the invalid units are excluded. See below for a sample error message.

Exhibit 40. IGRL Validation: Car Returned With Errors

1 car returned with errors. Click to review the errors 

The cars with errors WILL NOT be added to the application. Please make necessary changes.

To view the invalid units, select the  icon.

Exhibit 41. Erroneous Cars

 1 Erroneous Cars: ×

Click on + sign to view the error details

	Car Mark	Car Number	Built Date	Rebuilt Date
	BNSF	500004	10/1966	

• The equipment is built before July 01, 1974.

12. Select **Continue**. The Increased Gross Rail Load: Attachments page is displayed. The Increased Gross Rail Load: Attachments page appears slightly different depending on the IGRL Code.

- For IGRL Code 1, you have a choice of which required document to provide ([Exhibit 42](#)).
- For IGRL Code 3, you must provide inspection results ([Exhibit 43](#)).

Exhibit 42. IGRL: Attachments For IGRL Code 1

Increased Gross Rail Load - Attachments

 GUIDELINES
  CONTACT DETAILS
  UNIT DETAILS
  ATTACHMENTS

Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)

Optional Documents

Attachments (Maximum of 20) No file chosen

All Documents below are required

Note: Attach one of the following required documents for IGRL Code 1 certification

Proof of compliance with AAR Specification M-1001 and Standard S-286 and plan for compliance with Rule 88 minimum mechanical requirements chart. No file chosen

Letter from Car Builder stating compliance with AAR Specification M-1001 and standard S-286 and plan for compliance with Rule 88 minimum mechanical requirements chart No file chosen

Acknowledgement:

☐ By checking this box, I hereby acknowledge that I

(1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance"

(2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

Exhibit 43. IGRL: Attachments For IGRL Code 3

Increased Gross Rail Load - Attachments			
GUIDELINES	CONTACT DETAILS	UNIT DETAILS	ATTACHMENTS
Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)			
Optional Documents			
Attachments (Maximum of 20)		Choose File No file chosen	
All Documents below are required			
Note: Inspection results as performed by qualified person knowledgeable in freight car structure and certified by a degreed engineer (1% of cars, 10 cars minimum)			
Inspection Results		Choose File No file chosen	
Acknowledgement:			
☐ By checking this box, I hereby acknowledge that I (1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance" (2) Provided the information on this form in accordance with AAR's Interchange Rule 88.			
Exit		Back Submit	

13. Select a **Choose File** button and navigate to the location of the required documents (Inspection Results.png in the below example). The Increased Gross Rail Load: Attachments page is redisplayed with the attached document included.

Exhibit 44. IGRL: Attachments For IGRL Code 3 With Attachment

Increased Gross Rail Load - Attachments			
GUIDELINES	CONTACT DETAILS	UNIT DETAILS	ATTACHMENTS
Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)			
Optional Documents			
Attachments (Maximum of 20)		Choose File No file chosen	
All Documents below are required			
Note: Inspection results as performed by qualified person knowledgeable in freight car structure and certified by a degreed engineer (1% of cars, 10 cars minimum)			
Inspection Results		Inspection Results.png  	
Acknowledgement:			
☒ By checking this box, I hereby acknowledge that I (1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance" (2) Provided the information on this form in accordance with AAR's Interchange Rule 88.			
Exit		Back Submit	

Note: If needed, you can select the  icon to open and view the attached document or select the  icon to remove the attached document.

14. Select the check box to acknowledge the following: (1) Have acquired, read and understand the latest version of the *Office Manual of the AAR Interchange Rules*, Rule 88 "Mechanical

Requirements for Acceptance” and (2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

15. Select **Submit** to submit the completed application. The My Applications page is displayed with a confirmation of the submitted application and the assigned case number and the case number for the application.

Exhibit 45. IGRL Application Successfully Submitted

Application Form Submitted Successfully: Case Number - 195.143

My Applications

Case Number	Application Type	Submission Date	Equipment Group	Application Status
195.143	IGRL - Code 3	"2016-02-23T05:00:00.000Z"	BOXC	Submitted
219.404	Modified Units	"2015-06-09T04:00:00.000Z"	HOPP	Cancelled
219.403	Modified Units	"2015-06-05T04:00:00.000Z"	HOPP	Cancelled
219.402	Modified Units	"2015-06-05T04:00:00.000Z"	BOXC	Corrective Action Required

Note: The applicant and the EEC Manager have the ability to cancel the application. See [Cancelling an Application](#) for more information.

Completing an Increased Life Status Application

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed ([Exhibit 2](#)).
2. Select **Certifications > Rule 88 Applications > Increased Life Status Application**. The Increased Life Status: Guidelines page is displayed.

Exhibit 46. Increased Life Status: Guidelines

Increased Life Status - Guidelines

GUIDELINESCONTACT DETAILSUNIT DETAILSQA CODEATTACHMENTS

Guidelines:

Application fee - Please refer to Appendix E in AAR Office Manual for complete fee details.

Appeal Process - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards.

Waivers - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards.

Modified Unit Applications - If the applicant has not conducted a sample car inspection or is not prepared to schedule an inspection, and if the applicant would like a design review by the AAR before proceeding with the application, please contact the AAR Equipment Engineering Committee manager by email at EEC@aar.com

Important Contact Information
EEC Manager, Rules and Standards : EEC@aar.com
AAR Executive Director for Tank Car Safety : kdorsey@aar.org and CC to: mforister@aar.org
Railinc Customer Support : csc@railinc.com

Application Fee:

Which form of payment was used to initiate this application?

☐ Wire Transfer

☐ By Check

☐ Credit Card

Note* Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual

ExitContinue

3. Select the type of payment that was used to initiate this application.

Note: The form of payment field is used to indicate the payment method that was used prior to submitting the application.

4. Select **Continue**. The Increased Life Status: Contact Details page is displayed.

Exhibit 47. Increased Life Status: Contact Details

Increased Life Status - Contact Details

GUIDELINES CONTACT DETAILS UNIT DETAILS QA CODE ATTACHMENTS

* Denotes required field

Contact Type: *

Company: * RAILINC CORPORATION

First Name: * Anthony

Last Name: * Will

Title: Documenter

Phone Number: * 1-9196515285

Email: * Anthony.Will@railinc.com

Address Line1: * 7001 weston pkwy

Address Line2:

City: * cary

State/Province: * NC

Country: * United States

Postal Code: * 27513

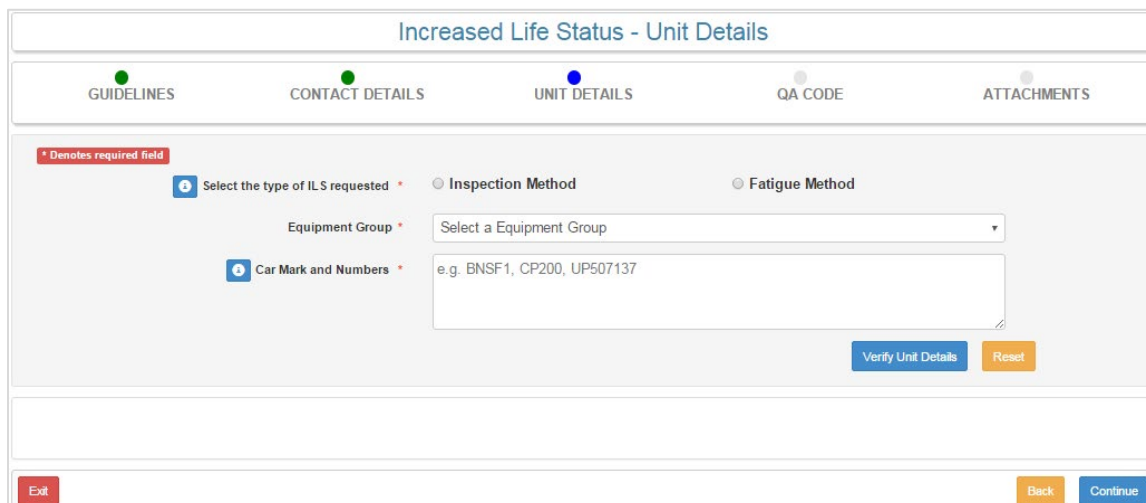
Website:

Exit Back Continue

5. Specify the Contact Type (Equipment Owner, Consultant, or Freight Car Repair Shop).
 - **Equipment Owner** - requestor of AAR Review of a freight car upgrade program in accordance with Interchange Rule 88
 - **Consultant** - Independent consultant authorized by the Equipment Owner to submit freight car upgrade programs to the AAR.
 - **Freight Car Repair Shop** - A shop approved by the AAR to perform work required to meet freight car upgrade programs in accordance with Interchange Rule 88.

- As needed, modify or add to the listed contact details. This information is prepopulated from your SSO profile. Make sure to complete all required fields (indicated with a red asterisk). Select **Continue**. The Increased Life Status: Unit Details page is displayed.

Exhibit 48. Increased Life Status: Unit Details



- Select the appropriate ILS type (Inspection Method or Fatigue Method). The Increased Life Status: Unit Details page shows different options, depending on the selected method (see [Exhibit 49](#) or [Exhibit 50](#)).

Note: There are several information icons ⓘ on this page that you can select to see additional information. Refer to “Rule 88” in the *Office Manual of the AAR Interchange Rules* for definitive information.

Exhibit 49. Increased Life Status: Unit Details With Inspection Method

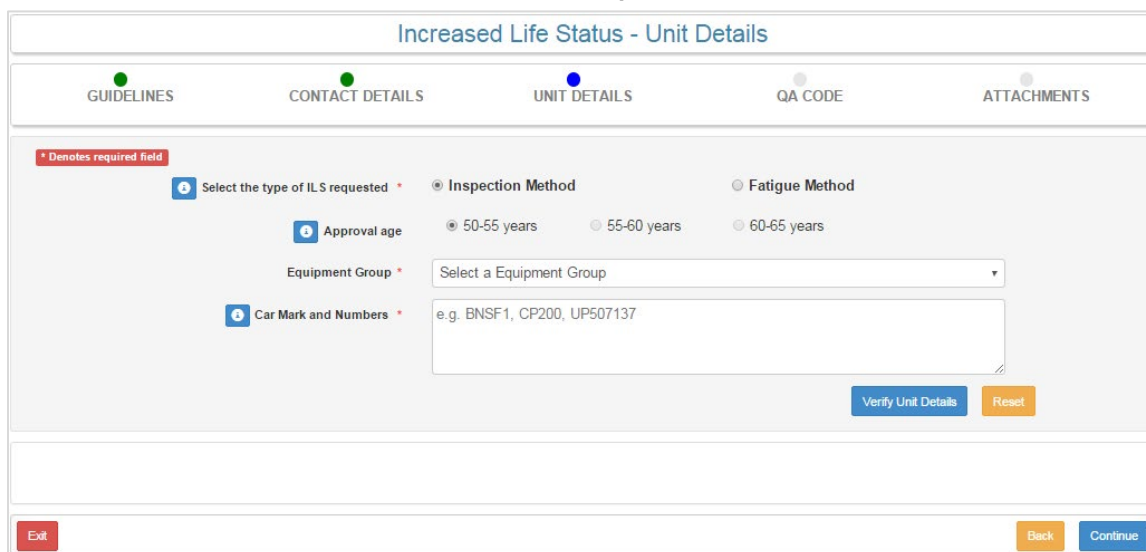


Exhibit 50. Increased Life Status: Unit Details With Fatigue Method

- If you selected **Inspection Method**, choose an approval age, depending on the age of the railcar(s).
 - Option 1: 50-55 years – Car built date must be on or after January 1964 and the car(s) must be between 47 and 55 years old. For cars built between 1964 and 1974, the applicant is required to attach a compliance document.
 - Option 2: 55-60 years – This option is reserved for future use.
 - Option 3: 60-65 years – This option is reserved for future use.
 - If you selected **Fatigue Method**, no additional selection is needed. The Fatigue Method defaults the car age to certify for 65 years.
8. Select the appropriate Equipment Group to be modified for the selected unit(s).
 9. Enter the Car Mark and Numbers. You can view details on formatting and requirements by selecting the  icon. As stated in the requirements, a maximum of 1000 cars is allowed per application.

Exhibit 51. Car Mark and Number Field Requirements

10. Optional: Enter the Car Mark to be assigned after Rebuilt and the Equipment Group after modification.

11. Select **Verify Unit Details** to verify that the entered equipment is valid. If valid, the Unit Details page is redisplayed with the validated unit added to the application.

Exhibit 52. Increased Life Status: Unit Details With Car Added

Increased Life Status - Unit Details

GUIDELINES CONTACT DETAILS **UNIT DETAILS** QA CODE ATTACHMENTS

* Denotes required field

Select the type of ILS requested * ☒ Inspection Method ☐ Fatigue Method

Approval age ☒ 50-55 years ☐ 55-60 years ☐ 60-65 years

Equipment Group * Box Car

Car Mark and Numbers * UP0000961056

Verify Unit Details Reset

The following 1 car(s) are added to the application

Car Mark	Car Number	Built Date	Rebuilt Date
UP	961056	8/1967	8/1988

Exit Back Continue

Note: If the entered units cannot be confirmed as valid equipment in Umler, an error displays and the invalid units are excluded from the valid ones listed at the bottom of the application. See below for a sample error message.

Exhibit 53. Increased Life Status Validation: Car Returned With Errors

1 car returned with errors. Click to review the errors

The cars with errors WILL NOT be added to the application. Please make necessary changes.

12. Select **Continue**. The Increased Life Status: QA Code Details page is displayed. The Increased Life Status: QA Code Details page shows different fields, depending on the selected method (see [Exhibit 54](#) and [Exhibit 55](#)).
 - *Inspection Method:* Select the QA Code shop location(s) (maximum of 15) where the repairs are performed. The applicant is required to provide the date and location to schedule an AAR MID Inspection.
 - *Fatigue Method:* Select the QA Code shop location(s) (maximum of 15) where the repairs are performed.

Exhibit 54. Increased Life Status: QA Code Details Inspection Method

Increased Life Status - QA Code Details

GUIDELINES

CONTACT DETAILS

UNIT DETAILS

QA CODE

ATTACHMENTS

Multiple QA codes can be submitted by selecting the below QA Code search (Max. 15 QA Codes)

Look up shop by QA code:

Schedule an Inspection

Estimated date when equipment will be available for inspection:

Equipment Location for Inspection

Address Line1

Address Line2

City *

State / Province *

Zipcode / Postal Code

Country *

Exit

Back

Continue

Exhibit 55. Increased Life Status: QA Code Details Fatigue Method

Increased Life Status - QA Code Details

GUIDELINES

CONTACT DETAILS

UNIT DETAILS

QA CODE

ATTACHMENTS

Multiple QA codes can be submitted by selecting the below QA Code search (Max. 15 QA Codes)

Look up shop by QA code:

Exit

Back

Continue

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13. Select the **QA Code** button to initiate the search for the Quality Assurance Certification Code assigned to a shop. The Search QA Codes pop-up is displayed.

Exhibit 56. Search QA Codes

Search QA Codes

QA Code:

Company Name:

City: State: Country:

Note: QA Code Search only displays approved codes with a B26 commodity code.

14. Enter one or more search parameters and select **Search**. If available, matching search results are displayed.

Exhibit 57. Search QA Codes Results

Search QA Codes

QA Code:

Company Name:

City: State: Country:

Select	QA Code	Company Name	Address	City	State	Country	Postal Code
☒	QA-SRPC	SEABOARD RAILCAR REPAIR AND CLEANING		Hamlet	NC	USA	

15. Select the desired found repair shop and select the **Select** button. The Increased Life Status: QA Code Details page is redisplayed with the selected QA Code details filled in.

Exhibit 58. Increased Life Status: QA Code Details

Increased Life Status - QA Code Details

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Multiple QA codes can be submitted by selecting the below QA Code search (Max. 15 QA Codes)

Look up shop by QA code: Q QA Code

QA-SRPC

QA Code:

Company Name:

Address:

City:

State/Province:

Country:

Postal Code:

- Remove

Schedule an Inspection

Estimated date when equipment will be available for inspection:

Equipment Location for Inspection

Address Line1:

Address Line2:

City *:

State / Province *:

Zipcode / Postal Code:

Country *:

Exit
Back
Continue

16. *For the Inspection Method:* In the **Schedule an Inspection** section, select the Calendar icon () to enter an estimated date when the equipment will be available for inspection.

Note: For the Fatigue Method, the **Schedule an Inspection** section is not displayed.

17. *For the Inspection Method:* In the **Equipment Location for Inspection** section, complete fields to indicate where the equipment will be available for inspection.

Note: For the Fatigue Method, the **Equipment Location for Inspection** section is not displayed.

18. Select **Continue**. The Increased Life Status: Attachments page is displayed.

Exhibit 59. Increased Life Status: Attachments Inspection Method

Increased Life Status - Attachments

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)

Optional Documents

📘 Inspection Results (When available)

Choose File No file chosen

📘 FRA Approval Letter/Waiver (When available)

Choose File No file chosen

Attachments (Maximum of 20)

Choose File No file chosen

All Documents below are required

📘 Statement of Service

Choose File No file chosen

📘 Proof of M1001 compliance

Choose File No file chosen

Acknowledgement:

☐ The attached ILS support documents demonstrate compliance with the following requirements:

- Description of Service
- Proof of Compliance of minimum mechanical requirements
- Information regarding any modifications from the original design, including any reported recalls, Early Warnings, Mechanical Advisories, or special inspection programs on the units, is to be submitted.

☐ By checking this box, I hereby acknowledge that I

(1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance"

(2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

Exit
Back
Submit

The Increased Life Status: Attachments page enables you to upload both optional and required documents that match the entered equipment details. There are several information icons ⓘ on this page that you can select to see additional information. Refer to “Rule 88” in the *Office Manual of the AAR Interchange Rules* for definitive information.

Note: The Optional Documents section is slightly different for the Inspection Method and the Fatigue Method.

Exhibit 60. Increased Life Status: Attachments Fatigue Method

Optional Documents

📘 FRA Approval Letter/Waiver (When available)

Choose File No file chosen

📘 Inspections and fatigue tests

Choose File No file chosen

Attachments (Maximum of 20)

Choose File No file chosen

19. At a minimum, select the **Choose File** buttons in the “All Documents below are required” section, navigate to the location of the required documents, and select each document. The Increased Life Status: Attachments page is redisplayed with the attached documents included.

Exhibit 61. Increased Life Status: With Attachments For Inspection Method

Increased Life Status - Attachments

● GUIDELINES
● CONTACT DETAILS
● UNIT DETAILS
● QA CODE
● ATTACHMENTS

Supported file extensions: (.PNG, .DOC, .PDF, .GIF, .XLS, .JPG, .DOCX, .XLSX)

Optional Documents

Inspection Results (When available)

No file chosen

FRA Approval Letter/Waiver (When available)

No file chosen

No file chosen

All Documents below are required

Statement of Service

ILS Statement of Service.docx

Proof of M1001 compliance

M1001 Compliance.docx

Acknowledgement:

☒ The attached ILS support documents demonstrate compliance with the following requirements:

- Description of Service
- Proof of Compliance of minimum mechanical requirements
- Information regarding any modifications from the original design, including any reported recalls, Early Warnings, Mechanical Advisories, or special inspection programs on the units, is to be submitted.

☒ By checking this box, I hereby acknowledge that I

(1) Have acquired, read and understand the latest version of AAR's Office Manual of the Interchange Rules, Rule 88 "Mechanical Requirements for Acceptance"

(2) Provided the information on this form in accordance with AAR's Interchange Rule 88.

20. If necessary, select an icon to open and view an attached document or select an icon to remove an attached document.
21. In the Acknowledgement section, read the text and select the two check boxes to indicate your acknowledgement.
22. Select **Submit** to submit the completed application. The My Applications page is displayed with a confirmation of the submitted application and the assigned case number and the case number for the application. Once submitted, an email is sent to the EEC Manager to notify them to review and update the status of the application. For more details, see [Application Statuses](#).

Exhibit 62. Increased Life Status Application Successfully Submitted

Application Form Submitted Successfully: Case Number - 203.51
✕

My Applications

Case Number	Application Type	Submission Date	Equipment Group	Application Status
203.51	ILS - Inspection Method	"2016-02-24T05:00:00.000Z"	BOXC	Submitted
195.143	IGRL - Code 3	"2016-02-23T05:00:00.000Z"	BOXC	Submitted
219.404	Modified Units	"2015-06-09T04:00:00.000Z"	HOPP	Cancelled
219.403	Modified Units	"2015-06-05T04:00:00.000Z"	HOPP	Cancelled

Note: The applicant and the EEC Manager have the ability to cancel the application. See [Cancelling an Application](#) for more information.

Cancelling an Application

Once an application is submitted, either the applicant or the EEC Manager can cancel the application.

1. Use the My Applications page to open the application to be cancelled and select **Cancel Application** at the bottom of any page.

Exhibit 63. Increased Life Status: Select Cancel Application Button

Increased Life Status - Unit Details (203.43)

GUIDELINES CONTACT DETAILS **UNIT DETAILS** QA CODE ATTACHMENTS

* Denotes required field

Select the type of ILS requested * ☒ Inspection Method ☐ Fatigue Method

Approval age ☒ 50-55 years ☐ 55-60 years ☐ 60-65 years

Equipment Group * Gondola Car

Car Mark and Numbers * UP98381
UP98383
CSXT122959
CSXT122959

The following 3 car(s) are added to the application

Car Mark	Car Number	Built Date	Rebuilt Date
UP	31295	11/1964	
UP	31300	4/1966	
UP	31270	11/1964	

Cancel Application Back Continue

2. Once you select **Cancel Application**, a confirmation pop-up is displayed.

Exhibit 64. Increased Life Status: Cancel Application Confirmation Pop-up

Are you sure you want to Cancel this Application?

Note: If you cancel the application, you CANNOT edit it. The cancelled application can only be viewed from your dashboard.

Cancellation Notes

Maximum 250 characters. 0 of 250 entered

DO NOT cancel Cancel Application

3. Select **Cancel Application** again to confirm. A cancellation message displays at the top of the page.

Exhibit 65. Increased Life Status: Application Successfully Cancelled

Application Cancelled Successfully: Case Number 203.43 ✕				
My Applications				
Case Number	Application Type	Submission Date	Equipment Group	Application Status
203.43	ILS - Inspection Method	"2016-02-21T05:00:00.000Z"	GOND	Cancelled
203.42	ILS - Fatigue Method	"2016-02-21T05:00:00.000Z"	GOND	Submitted
203.41	ILS - Fatigue Method	"2016-02-21T05:00:00.000Z"	GOND	FRA Pending
203.40	ILS - Inspection Method	"2016-02-21T05:00:00.000Z"	GOND	Approved
195.142	IGRL - Code 3	"2016-02-10T05:00:00.000Z"	TANK	Approved

- The applicant and EEC Manage are sent emails confirming the cancellation of the application.

Exhibit 66. Increased Life Status: Application Cancelled Email

From: mrr.noreply@railinc.com [mailto:mrr.noreply@railinc.com]
Sent: Monday, February 29, 2016 2:12 PM
To: Hamida, Sophie
Subject: TST: Rule 88 ILS application 203.43 is cancelled

Hello Sophie Hami,

The ILS application with case number 203.43 submitted on 2016-02-21 21:19:04.347 by RAILINC CORPORATION was cancelled on Mon Feb 29 14:11:42 EST 2016.

Cancellation notes: Duplicate application .

The cancelled application can be viewed under "My Applications" within the Mechanical Reference Repository (MRR). If you choose to re-submit this application, you must create a new application within MRR.
Please contact the EEC Manager (EEC@aar.com) for any questions or concerns with the Rule 88 process.

Kind Regards,
Railinc

Note: Once an application is cancelled, you cannot modify it or reopen it for submission. You would need to create a new application.

My Applications

When you select **My Applications** on a Mechanical Reference Repository page, the My Applications page is displayed. The page displays the submitted applications and status.

Exhibit 67. My Applications

RAILINC

Mechanical Reference Repository

Launch Pad ▾

Contact Us

Sign Out

Home

Certifications ▾

My Applications

User Guide

My Applications

Case Number	Application Type	Submission Date	Equipment Group	Application Status
219.250	Rebuilt Units	11/26/2014	GOND	Submitted
219.249	Modified Units	11/26/2014	BOXC	Submitted

Viewing My Applications

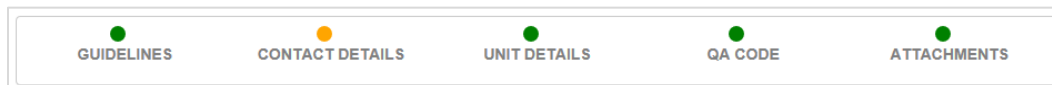
1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed ([Exhibit 2](#)).
2. Select **My Applications**. The My Applications page is displayed ([Exhibit 67](#)).
3. Select the case number of the application that you want to view. The view-only pages for the selected application are displayed.

Exhibit 68. My Applications: Modified Units View Only

Modified Units: Guidelines: 219.249				
GUIDELINES	CONTACT DETAILS	UNIT DETAILS	QA CODE	ATTACHMENTS
Guidelines: Application fee - Please refer to Appendix E in AAR Office Manual for complete fee details. Appeal Process - Should a dispute arise over the submitted engineering analysis, the Equipment Engineering Committee will serve as the "Arbitration" body to render a final decision regarding the disposition of the application. A request should be made in writing through the AAR Executive Directory - Rules and Standards. Waivers - Requests for waivers of any provisions, as contained in this Rule, shall be submitted in writing to the AAR Executive Director - Rules and Standards. Important Contact Information EEC Manager, Rules and Standards : EEC@aar.com AAR Executive Director for Tank Car Safety : kdorsey@aar.org and CC to: mforister@aar.org Railinc Customer Support : csc@railinc.com Application Fee: Which form of payment was used to initiate this application? ☐ Wire Transfer ☒ By Check ☐ Credit Card Note* Approval will not be granted until the payments are made for the given application according to Appendix E in AAR Office Manual Cancel Application Continue				

- Applications with **Draft** and **Corrective Action Required** statuses can be edited and submitted. The corrective action is used by the EEC Manager to request additional information.
 - After an application is created, the applicant can select the **Cancel Application** button to cancel the application. An email is sent to the applicant and EEC Manager when an application is cancelled.
4. Select the **Continue** and then the **Back** buttons to move between each page of the application. The yellow dot indicates which page is currently displayed.

Exhibit 69. My Applications: View Page Indicator With Contact Details as Current Page



Running Repair Agent

See the following sections for information about the Running Repair Agent (RRA) process:

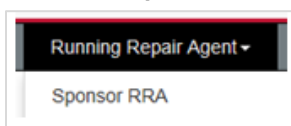
- [Associating the Sponsoring Railroad with the RRA](#)
- [Viewing RRA Sponsor Applications](#)
- [Registering a New Running Repair Agent Company ID](#)

Associating the Sponsoring Railroad with the RRA

The Running Repair Agent process signifies an association with the sponsoring railroad and the designated RRA Company ID and SPLC. Here is the process completed by the Running Repair Agent sponsor.

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed with the menu options for a Running Repair Admin/Sponsor.
2. Select **Running Repair Agent > Sponsor RRA** from the menu.

Exhibit 70. Sponsor RRA Menu Option



3. The Running Repair Agent Details page is displayed.

Exhibit 71. Running Repair Agent Details

 A screenshot of the 'Running Repair Agent Details' page in the Mechanical Reference Repository. The page has a header with the RAILINC logo and navigation links. Below the header, there are tabs for 'Home', 'Running Repair Agent', and 'User Guide'. The main content area is titled 'Running Repair Agent Details' and contains a form. At the top of the form, there is a blue banner with an information icon and text: 'If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.' The form includes fields for 'Running Repair Company Lookup:' with a search button, 'Running Repair Company ID:', 'Running Repair Company Name: *', and 'RRA Email Address: *'. Below these fields, there is a red box indicating 'Max 15 stations' and a field for 'Add station SPLC to application:' with an 'Add SPLC' button. At the bottom of the form, there are three buttons: 'Exit', 'Back', and 'Continue'.

- Select the **Search** button to look up a Running Repair Agent Company. The Search Company pop-up is displayed.

Exhibit 72. Running Repair Agent: Search Company Pop-up

Search Company

Company Name

Company ID

	Company ID	Company Name
☐	A001	TTX COMPANY RUNNING REPAIR AGENT MARK
☐	A046	TTX RAILCAR CANADA LTD

- Enter a Company Name or Company ID. An asterisk (*) can be used as a wildcard. Select **Search**. From search results, select a listed company and select the **Select** button. The Running Repair Agent Details page is redisplayed with the Running Repair Agent entered.

Exhibit 73. Running Repair Agent Details

RUNNING REPAIR AGENT DETAILS

SPONSORING RAILROAD DETAILS

Running Repair Agent Details

! If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup:

Running Repair Company ID:

Running Repair Company Name: *

RRA Email Address: *

Max 15 stations

Add station SPLC to application:

Note: Only company IDs with a registered Running Repair Agent ID will display (e.g., A001). If the search results do not contain the Running Repair Agent ID, the Sponsoring Railroad must provide the company name and email address. This will initiate the process for

the prospective Running Repair Agent to register for a Railinc Running Repair Agent Company ID (see [Registering a New Running Repair Agent Company ID](#)).

6. Select the **Add SPLC** button ([Exhibit 73](#)) in order to add station SPLCs to the application. The Search SPLC pop-up is displayed.

Exhibit 74. Running Repair Agent Details: Search SPLC

Search SPLC

City

FAYETTEVILLE

State

NC

SPLC

E.g. 359923000

Search

	SPLC	City	State
☐	407750000	FAYETTEVILLE	NC

Close

Add selected SPLC(s)

7. Enter a City, State or SPLC. An asterisk (*) can be used as a wildcard. Select **Search**. Select a SPLC and click the **Add Selected SPLC(s)** button. The Running Repair Agent Details page is redisplayed with the found SPLC entered.

Exhibit 75. Running Repair Agent Details With Selected SPLC

RUNNING REPAIR AGENT DETAILS

SPONSORING RAILROAD DETAILS

Running Repair Agent Details

If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup:

Search

Running Repair Company ID:

A001

Running Repair Company Name: *

TTX COMPANY RUNNING REPAIR AGENT MARK

RRA Email Address: *

vamsi.maganti@railinc.com

Max 15 stations

Add station SPLC to application:

Add SPLC

Station Details

SPLC	City	State	Effective Date	Termination Date	
407750000	FAYETTEVILLE	NC	YYYY/MM/DD	YYYY/MM/DD	Remove

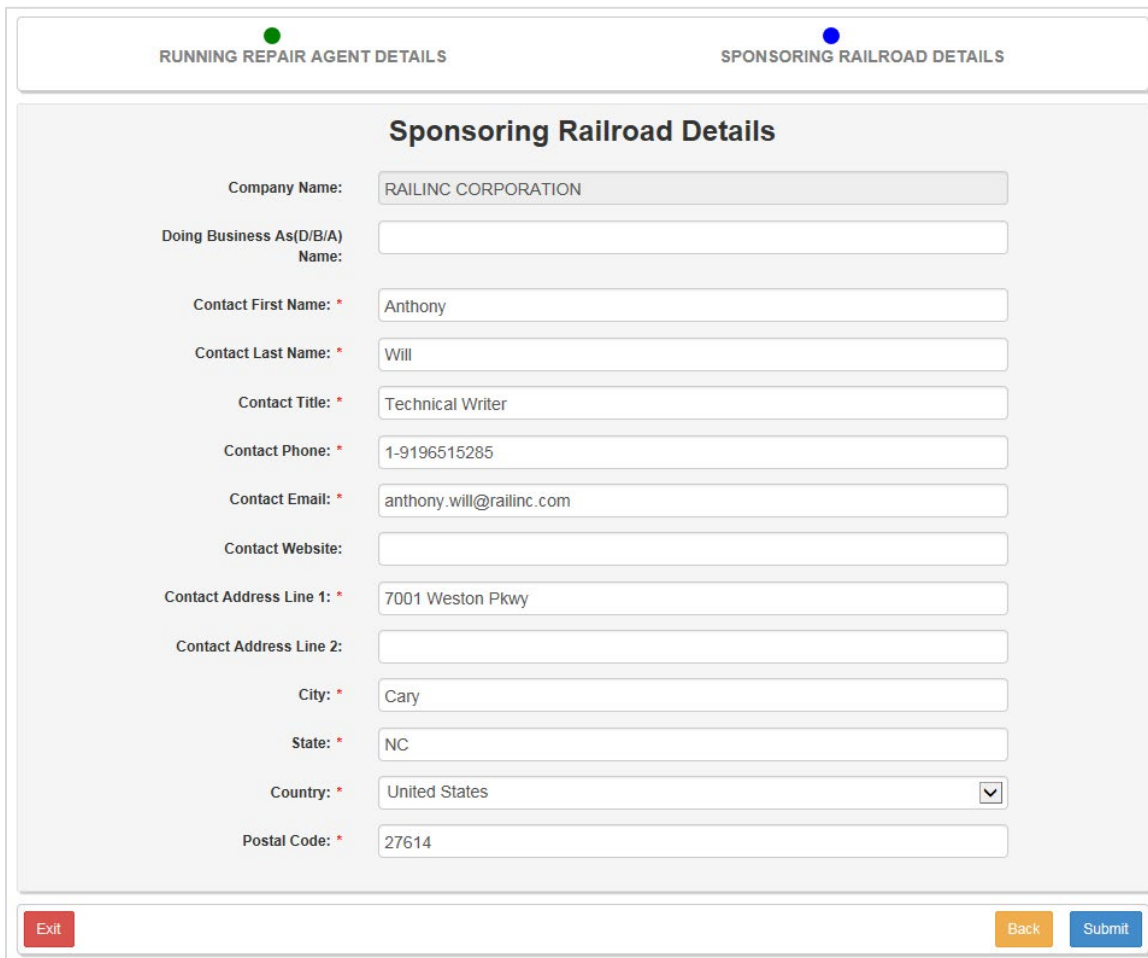
Exit

Back

Continue

- Complete the input fields for Effective Date and Termination Date. The calendar icon can be selected to assist with the date input. When ready, select **Continue**. The Sponsoring Railroad Details page is displayed.

Exhibit 76. Sponsoring Railroad Details



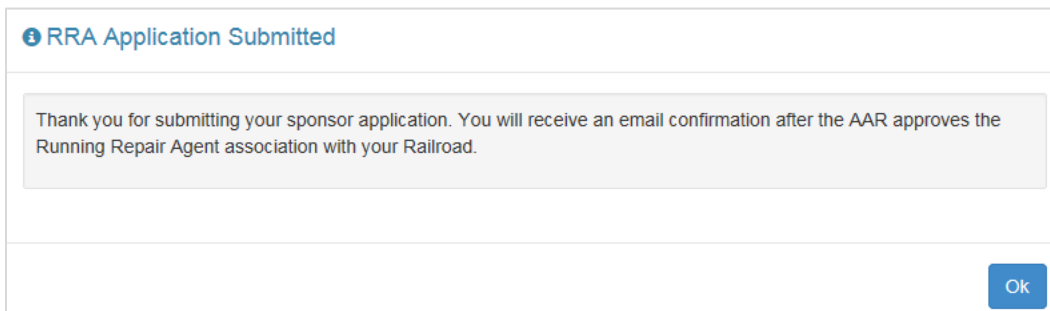
The screenshot shows a web form titled "Sponsoring Railroad Details". At the top, there are two tabs: "RUNNING REPAIR AGENT DETAILS" (with a green dot) and "SPONSORING RAILROAD DETAILS" (with a blue dot). The form contains the following fields:

- Company Name: RAILINC CORPORATION
- Doing Business As(D/B/A) Name: (empty)
- Contact First Name: * Anthony
- Contact Last Name: * Will
- Contact Title: * Technical Writer
- Contact Phone: * 1-9196515285
- Contact Email: * anthony.will@railinc.com
- Contact Website: (empty)
- Contact Address Line 1: * 7001 Weston Pkwy
- Contact Address Line 2: (empty)
- City: * Cary
- State: * NC
- Country: * United States (dropdown menu)
- Postal Code: * 27614

At the bottom of the form, there are three buttons: "Exit" (red), "Back" (orange), and "Submit" (blue).

- As necessary, make any edits or additions to the listed contact details. The details are pulled from your SSO profile. Select **Submit**. The RRA Application Submitted Confirmation pop-up is displayed.

Exhibit 77. RRA Application Submitted Confirmation



The screenshot shows a confirmation pop-up window titled "RRA Application Submitted". It contains the following text:

Thank you for submitting your sponsor application. You will receive an email confirmation after the AAR approves the Running Repair Agent association with your Railroad.

At the bottom right of the pop-up, there is a blue button labeled "Ok".

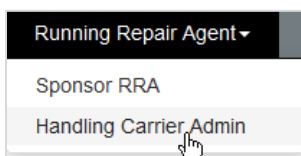
10. Select **OK** to close the pop-up. You will receive an email confirmation after the AAR approves the Running Repair Agent association with your railroad.

Viewing RRA Sponsor Applications

You have access to view the applications that you have submitted that are pending AAR approval. This is useful to keep from duplicating applications. You'll also be able to view applications that have been approved by AAR for the mark and permissions that you have been granted. Here is to how to view RRA Sponsor Running Repair Agent applications.

1. Log into the Mechanical Reference Repository as described in [Logging In](#). The Mechanical Reference Repository Home page is displayed with the menu options for a Running Repair Admin/Sponsor.
2. Select **Running Repair Agent > Handling Carrier Admin** from the menu.

Exhibit 78. Handling Carrier Admin Menu Option



3. The RRA Sponsor Applications Pending Approval tab is displayed. The **Pending Applications** tab is automatically selected by default.

Exhibit 79. RRA Sponsor Pending Applications Tab

Pending Applications

Approved Applications

Running Repair Agent Sponsor Applications Pending Approval

To view the complete list of Running Repair Agents in FindUs.rail, click [here](#).

RRA Mark	Company Name	Railroad	Submission Date	RRA Status	SPLCS	Application Detail
A012	ROAD & RAIL SERVICES INC RUNNING REPAIR	UNION PACIFIC RAILROAD COMPANY	05-08-2020 12:15:37	Existing	687772000	View
A006	UNITED INDUSTRIES CORPORATION RUNNING REPAIRS	UNION PACIFIC RAILROAD COMPANY	05-08-2012 00:00:00	Existing	886534000 382867000 762800000	View

25

50

100

250

500

1000

4. Sort on a column by clicking the column header.
5. Change the number of records shown in the table per page in the bottom right by choosing the appropriate button. When there is more than one page, you can select page and arrow links in the bottom left.
6. Select the **View** button to view the application details.

Exhibit 80. View Details of RRA Sponsor Pending Application

Details for Running Repair Agent Mark A012

Sponsor Information		Running Repair Agent Information	
Company Name:	UNION PACIFIC RAILROAD COMPANY	Company Name:	ROAD & RAIL SERVICES INC RUNNING REPAIR
First Name:	Miles	Company Email:	noreply@railinc.com
Last Name:	Lucero		
Phone:	7193691809		
Email:	mlucero@aar.org		
Address:	425 Third Street SW		
Address 2:			
City:	Washington		
State:	DC		
Country:	United States		
Zip Code:	20024		

Station Details

SPLC	City	State	Effective Date	Termination Date	Edit
687772000	CALAVERAS	TX	05-08-2020	10-01-2020	

[Back](#)

7. Select the **Approved Applications** tab in the top left to view applications that have been approved by AAR.

Exhibit 81. RRA Sponsor Approved Applications Tab

Pending Applications
Approved Applications
[Print \(Export as pdf\)](#)

Approved Running Repair Agent Sponsor Applications

To view the complete list of Running Repair Agents in FindUs.rail, click [here](#).

RRA Mark	Company Name	Railroad	Submission Date	RRA Status	SPLCS	Approved By	Approved Date	Application Detail
A028	TNT RAILCAR SERVICES INC RUNNING REPAIR AGENT	UNION PACIFIC RAILROAD COMPANY	05-08-2020 12:33:37	Existing	656140000	Miles Lucero	05-08-2020 12:36:12	View
A008	PROGRESS RAIL SERVICES DE MEXICO SA DE CV RUNNING RE	UNION PACIFIC RAILROAD COMPANY	05-08-2020 12:03:53	Existing	118075000	Miles Lucero	05-08-2020 12:10:44	View
A028	TNT RAILCAR SERVICES INC RUNNING REPAIR AGENT	UNION PACIFIC RAILROAD COMPANY	07-15-2013 00:00:00	Existing	656140000	Heidi Dyser	07-15-2013 00:00:00	View
A001	TTX COMPANY RUNNING REPAIR AGENT MARK	UNION PACIFIC RAILROAD COMPANY	08-08-2012 00:00:00	Existing	384141000 384066000 380415000 846200000 883619000 687485000 876430000	Miles Lucero	05-08-2020 12:27:27	View
A065	INTER-RAIL TRANSPORT	UNION PACIFIC RAILROAD COMPANY	04-01-2012 00:00:00	Existing	874788000	Heidi Dyser	04-01-2012 00:00:00	View

[«](#)
[1](#)
[2](#)
[3](#)
[4](#)
[»](#)

25

50

100

250

500

1000

8. Sort on a column by clicking the column header.

9. Change the number of records shown in the table per page in the bottom right by choosing the appropriate button. When there is more than one page, select page and arrow links in the bottom left.
10. Select the **View** button to view the application details, including the SPLC details for each location.

Exhibit 82. View Details of RRA Sponsor Approved Application

Details for Running Repair Agent Mark A028

Sponsor Information

Company Name:

First Name:

Last Name:

Phone:

Email:

Address:

Address 2:

City:

State:

Country:

Zip Code:

Running Repair Agent Information

Company Name:

Company Email:

Station Details

SPLC	City	State	Effective Date	Termination Date	Edit
656140000	BAYOU PIERRE	LA	05-08-2020	05-22-2099	Edit

[Back](#)

11. Select **Edit** to edit the **Termination Date**.

Exhibit 83. Edit Term Date for SPLC of RRA Sponsor Approved Application

Station Details

SPLC	City	State	Effective Date	Termination Date	Edit
656140000	BAYOU PIERRE	LA	05-08-2020	05-22-2099 ☰	Cancel

[Back](#)

[Submit](#)

12. Enter a new date or select the date from the calendar icon.
13. Select **Submit** to submit your changes or **Cancel** to cancel without saving the date.
14. Select the **Back** button to return to the Approved Applications tab.

Registering a New Running Repair Agent Company ID

The Sponsoring Railroad initiates the process for prospective Running Repair Agent. An email is sent to the prospective Running Repair Agent with an identification key. This will prompt the prospective Running Repair Agent to register for a Railinc Running Repair Agent Company ID.

1. If a search does not result in a registered prospective Running Repair Agent, then the Sponsoring Railroad would need to enter the RRA's email address to send them and invitation to register.

Exhibit 84. Unsuccessful RRA Search

The screenshot shows a 'Search Company' dialog box. At the top, it says 'Search Company'. Below that, a red message box states: 'There are no companies matching your search criteria. You may still proceed by closing the window and entering the email of the company you wish to sponsor as a Running Repair Agent.' Below the message box, there are two input fields: 'Company Name' with the text 'test' and 'Company ID' with the text 'A000'. To the right of these fields is a blue button with a magnifying glass icon and the text 'Search'. At the bottom right of the dialog box are two buttons: a blue 'Close' button and a green 'Select' button.

2. The Sponsoring Railroad returns to the Running Repair Agent Details page and enters the RRA's email address to send them and invitation to register and select **Continue**.

Exhibit 85. Entered Unregistered RRA Company Information

The screenshot shows the 'Running Repair Agent Details' page. At the top, there are two tabs: 'RUNNING REPAIR AGENT DETAILS' (selected) and 'SPONSORING RAILROAD DETAILS'. Below the tabs, the title 'Running Repair Agent Details' is centered. A blue message box states: 'If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.' Below the message box, there is a 'Running Repair Agent Company Lookup:' section with a blue 'Search' button. Below that, there are three input fields: 'Running Repair Company ID:', 'Running Repair Company Name: *' (with the text 'Test'), and 'RRA Email Address: *' (with the text 'test@railinc.com'). Below the email field, there is a red button that says 'Max 15 stations'. At the bottom, there is an 'Add station SPLC to application:' section with a blue 'Add SPLC' button. At the very bottom of the page are three buttons: a red 'Exit' button, an orange 'Back' button, and a blue 'Continue' button.

3. Complete the rest of the [Associating the Sponsoring Railroad with the RRA](#) process.

- The prospective Running Repair Agent receives an invitation email similar to the email below. The email includes the Identification Key required for RRA registration.

Exhibit 86. Prospective Running Repair Agent Invitation Email

Dear "Prospective" RRA,

The sponsoring railroad AAR has initiated the Running Repair Agent process. The sponsoring railroad was unable to locate a Running Repair Agent ID for your company. In order to complete the Running Repair Agent process, you must register for a Railinc Company ID specific for Running Repair Agents. This process involves completing the necessary forms and receipt of payment for the Running Repair Agent Company ID to Railinc. The steps below will assist you in completing this process.

Steps to complete Running Repair Agent Company ID process

- You will register for the Running Repair Agent ID using Railinc's Onboarding application. Click on this link: <https://www.railinc.com/onboard/#/>
- The encryption key is required to complete the process. You will need to copy this Encrypted key: XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX and enter it in the appropriate field.
- Complete the Running Repair Agent application form. Your request will be reviewed and you will be contacted if additional information is required.
- Assignment of the Running Repair Agent Company ID **will not occur until payment is received**. Refer to Railinc's Price List for fees associated with company ID.
 - To pay fee by credit card, follow this link: <https://public.railinc.com/support/make-payment>
 - To pay fee by check, the check should be in US funds made out to RAILINC and mailed to:

RAILINC
Attn: Umler Group
7001 Weston Parkway, Suite 200
Cary, NC 27513-5157

If you have any questions related to this process, please contact Railinc's Customer Success Center at csc@railinc.com or (877)724-5462.

Regards,
Railinc

- Once you've received the email with the Identification Key, select the onboarding link at <https://sso.railinc.com/onboard/#/>. This link opens the **Onboarding** application page.

Exhibit 87. Onboarding Application for Running Repair Agent Registration

 Onboarding Launch Pad Sign In

Company ID Registration

If you are a Shipper/Fleet Manager or a Repair Shop: Shippers and fleet managers must request a Railinc-assigned identifier. The following information is required to receive a Railinc-assigned identifier: company name, contact information, billing information, applications/services you are requesting access to and Rule 114 (FindUs.Rail) contact information. Repair shops are required to provide the above information as well as their Standard Point Location Code (SPLC).



Private Mark Registration

If you are an Equipment Owner and need an AAR-assigned Reporting Mark, please select this option. You will be required to provide company name, contact information, billing information, applications/services you are requesting access to and Rule 114 (FindUs.Rail) contact information.



Running Repair Agent Registration

The Running Repair Agent (RRA) process allows a sponsoring railroad to identify Running Repair Agents. New RRA applications can be submitted online to receive RRA Mark. Approved RRA associations with given sponsoring railroads are displayed in FindUs.Rail, and then printed in the quarterly update to Appendix H of the AAR Interchange Rules.



Railroad Mark Registration

Please choose this option if you are a Railroad and require a new Reporting Mark or are going through a merger/name change. Railroad Standard Carrier Alpha Codes (SCACs) are assigned based on operating authority approved by the [Surface Transportation Board](#), [Canadian Transportation Authority](#), or the Mexican Government and code availability with the [National Motor Freight Traffic Association](#) (NMFTA). All SCAC codes issued for railroads must have the first letter of the Mark be the same as the company or road name and have two to four alpha characters.



6. Select the **Running Repair Agent Registration** option by clicking anywhere within the box.
7. The Onboarding page for Running Repair Agent Registration is displayed.

Exhibit 88. Running Repair Agent Registration

RAILINC | Onboarding Launch Pad

Running Repair Agent Registration

1 Correspondence 2 Running Repair Agent Information 3 Interchange Agreement 4 Confirmation 5 Done

Primary Contact

First Name * 0/25

Last Name * 0/25

Business Title * 0/30

Email * 0/50

Phone Number * 0/12

Fax Number 0/12

Country * United States

Address * 0/40

Address 2 0/40

City * 0/30

State/Province * North Carolina

Zip/Postal Code * 0/10

Billing Contact

[This contact will be listed on the invoice for this Mark request]

Use Primary Contact

Handler Contact

Use Primary Contact

Inquirer Contact

Use Primary Contact

Remittance Processor Contact

Use Primary Contact

Next

8. All required fields are marked with an asterisk (*). Enter all required fields and select **Next** to continue through the process screens.

Exhibit 89. Running Repair Agent Information

The screenshot shows a multi-step registration process titled "Running Repair Agent Registration". The progress bar at the top indicates five steps: 1. Correspondence, 2. Running Repair Agent Information (current step), 3. Interchange Agreement, 4. Confirmation, and 5. Done. The current step contains two text input fields. The first field is labeled "Company name that will be registered as owner of the Running Repair Agent Reporting Mark *" and has a character count of 0/65. The second field is labeled "Identification Key *" and has a character count of 0/50. Below the second field, a note states: "You must enter the Identification Key you received in the email in order to proceed with applying for a Running Repair Agent Mark." At the bottom right, there are two buttons: a blue "Back" button and a grey "Next" button.

9. Be sure to include the **Company Name** and **Identification Key** as they are listed in the received invitation email. Select **Next** to continue to the Interchange Agreement and Confirmation screens.
10. Complete the payment method details. Select **Submit**. Following completion, Railinc will contact you for additional information.