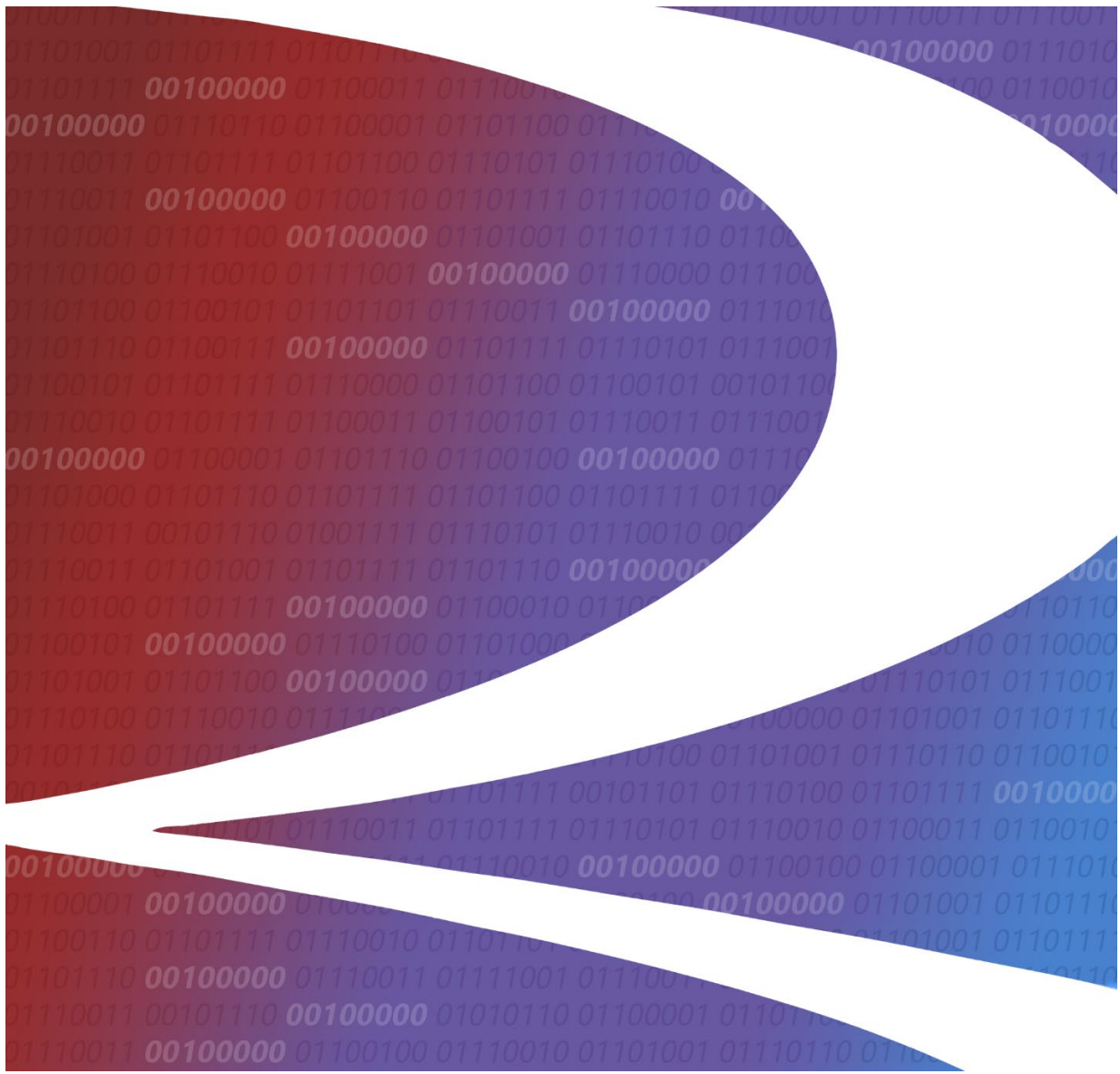




Tank Car Mileage Equalization User Guide



© 2025 Railinc. All Rights Reserved.

Last Updated: July 2025

Legal Disclaimer: Any actions taken in reliance on or pursuant to this document are subject to Railinc's Terms of Use, as set forth in <https://public.railinc.com/terms-use>, and all AAR rules.

Table of Contents

Learning About Tank Car Mileage Equalization 1
 System Requirements 1
 Accessing the Railinc Customer Success Center 1
Getting Started..... 2
 Learning about User Roles..... 2
Equalization Adjustments 3
 Adding an Equalization Adjustment 3
 Searching for an Equalization Adjustment..... 4
 Updating an Equalization Adjustment 5
 Deleting an Equalization Adjustment..... 7

List of Exhibits

Exhibit 1. Tank Car Home Page..... 1
Exhibit 2. SSO Request Permission 2
Exhibit 3. Add Equalization Adjustment Record..... 3
Exhibit 4. Search Equalization Adjustments..... 4
Exhibit 5. Equalization Adjustments Search Results 5
Exhibit 6. Equalization Adjustment Search Results with Active Status and Paying Mark Link ... 5
Exhibit 7. Edit Adjustment Information..... 6

Learning About Tank Car Mileage Equalization

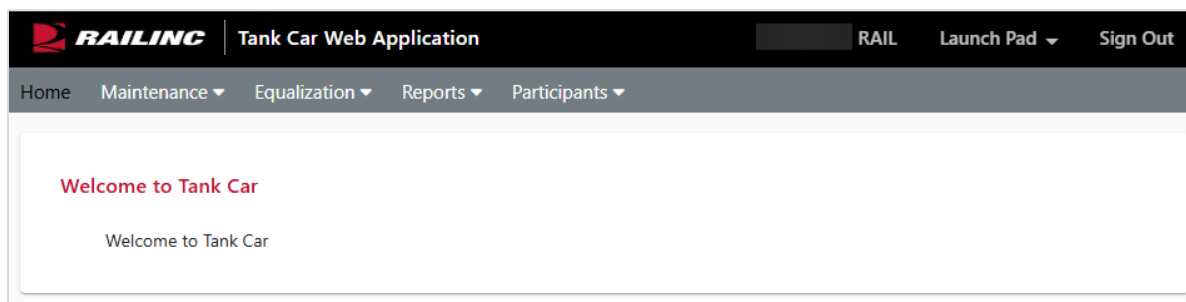
Tank Car Mileage Equalization is a process between carriers and private car owners supervised by the STB in accordance with tariff RIC 6007.

Tank car mileage is reported through the Car Hire Data Exchange Process (CHDX) for the year. Annually, loaded and empty mileage is compared. For each car initial, empty mileage can exceed loaded mileage by up to six percent (6%) without triggering a charge. If the empty mileage for a mark exceeds the loaded mileage by more than six percent, Railinc invoices the mark owner at a rate calculated annually per the RIC 6007 tariff.

A copy of the RIC 6007 tariff is available for download here:

<https://public.railinc.com/resources/national-tariffs>

Exhibit 1. Tank Car Home Page



[Exhibit 1](#) is the Tank Car Home page. From here you can perform the following actions as described in this guide:

- [Equalization Adjustments – Add](#)
- [Equalization Adjustments – Search](#)
- [Equalization Adjustments – Update](#)
- [Equalization Adjustment - Delete](#)

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 and timely 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

To use the Tank Car application, you must first register as a Railinc Single Sign-On user. After your registration has been processed, you will be able to login with your designated username and password at <https://sso.railinc.com/rssso>. For details, see the [Railinc SSO and Launch Pad User Guide](#). You can also login from the [Railinc.com](#) home page by selecting the **Customer Login** link located in the upper right corner.

CUSTOMER LOGIN →

Learning about User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface.

Exhibit 2. SSO Request Permission

The screenshot shows the Railinc Launch Pad interface. At the top, the Railinc logo and 'Launch Pad' are visible. The user is logged in as 'RAILINC CORPORATION' and can click 'Sign Out'. The breadcrumb trail is 'Home / Request Application Access by Role'. The main content area is titled 'Tank Car Mileage Equalization' and includes a description: 'Tank car equalization application will generate tank car equalization reports for Railroads and private tank car owners and will distribute them electronically. Also it allows to enter any adjustments to the mileage.' Below this is a progress bar with three steps: '1 Select Roles', '2 Confirm', and '3 Done'. Under '1 Select Roles', there is a checkbox for 'Tank Car Adjustment User (MARK required)' with a note: 'For external customers, must have a Roadmark, can have multiple roadmarks'. There is also a 'Comments...' text area. At the bottom right, there are 'Return' and 'Next' buttons. A character count '0/255' is visible next to the comments area.

For external users of the system there is only a single role available.

- **Tank Car Adjustment User (company required):** External customers must have a Mark (Company ID) or can have multiple Marks. This role will allow railroads to log into the system to enter adjustments for the month. This will also include agents assigned by a railroad.

Equalization Adjustments

Adding an Equalization Adjustment

The system allows carriers to create equalization adjustments. These adjustments will be applied on equalization data received from the Car Hire Data Exchange. The application also provides functionality to an administrator to enter adjustments on behalf of carriers and make modifications to submitted data. Upon a successful add of an equalization adjustment, the system will notify the user via email.

NOTE: Adjustments made after the close of business (11:00 PM ET) on the 20th of each month will be included in next month's register.

Use the following procedure to add an Equalization Adjustment:

1. From the navigation menu, select **Equalization > Adjustments > Add**. The Add Equalization Adjustments page is displayed ([Exhibit 3](#)).

Exhibit 3. Add Equalization Adjustment Record

Add Equalization Adjustments

Paying Mark*
RAIL

Car Initial*

Allowed Month*
May

Allowed Year*
2025

Earned Month*
May

Earned Year*
2025

Loaded Miles*
0

Empty Miles*
0

Adding or Deducting Miles(Loaded):*

Adding or Deducting Miles(Empty):*

Addition

Deduction

Addition

Deduction

Adjustments entered are not violating the provisions of the Tariff *

Comments

Adjustments made after the close of business (11:00 PM ET) on the 20th of each month will be included in next month's register.

Cancel
Add

2. Complete the available described fields.

- **Paying Mark** – SCAC of paying Mark; Alpha/Min 2, Max 4; populated from SSO and contain multiple values for agents.
- **Car Initial** – Initials of affected equipment; Alpha/Min 2, Max 4.

Tank Car Mileage Equalization User Guide

- **Allowed Month/Year** – Month and Year which adjustment is allowed; cut off on 20th day, at 11:00 PM ET of every month.
 - **Earned Month/Year** – Month and Year for which mileage is earned.
 - **Loaded Miles** – Loaded Mileage on the adjustment.
 - **Adding or Deducting Miles (Loaded)** – Select to indicate either an “Addition” or a “Deduction”.
 - **Empty Miles** – Empty Mileage on the adjustment.
 - **Adding or Deducting Miles (Empty)** – Select to indicate either an “Addition” or a “Deduction”.
 - **Adjustments entered are not violating the provisions of the Tariff** – Must be checked to continue. Indicates your compliance with the rules published in Tariff RIC 6007.
 - **Comments** – Free-text comment field. Comments will be included in the adjustment email. User can type up to 256 characters.
3. Select the **Add** button. A confirmation message is displayed. Select **OK** to continue to submit the adjustment. If all validation rules pass, a message is displayed stating that the adjustment has been successfully added. An email is sent to the affected party to inform them of the adjustment.

Searching for an Equalization Adjustment

Use the following procedure to search for Equalization Adjustment records:

1. From the navigation menu, select **Equalization > Adjustments > Search**. The Search Equalization Adjustments page is displayed ([Exhibit 4](#)).

Exhibit 4. Search Equalization Adjustments

The screenshot shows a web form titled "Search Equalization Adjustments". It contains several input fields: a "Paying Mark*" dropdown menu with "UP" selected, a "Car Initial*" text box, and four date selection fields (Allowed Month, Allowed Year, Earned Month, Earned Year) each with a "Select Month" and "Select Year" dropdown. At the bottom right are "Cancel" and "Search" buttons.

2. Complete the available described fields.
 - **Paying Mark** – SCAC of paying Mark; Alpha/Min 2, Max 4; populated from SSO and will contain multiple values for agents.
 - **Car Initial** – Initials of road of equalization adjustments; Alpha/Min 2, Max 4.
 - **Allowed Month/Year** – Month and Year which adjustment was allowed.
 - **Earned Month/Year** – Month and Year for which mileage was earned.

Tank Car Mileage Equalization User Guide

3. Select **Search**. The search results are displayed ([Exhibit 5](#)).

Exhibit 5. Equalization Adjustments Search Results

Search Equalization Adjustments

Paying Mark*
UP

Car Initial*
UTCX

Allowed Month
Select Month

Allowed Year
Select Year

Earned Month
Select Month

Earned Year
Select Year

Cancel Search

Paying Mark	Car Initial	Allowed Month Year	Earned Month Year	Loaded Mil...	Added/Deducted(Loaded)	Em...	Added/Deducted(Empty)	Last...	Last...	Status	Dat...
UP	UTCX	1, 2025	11, 2024	250	A	670	A	BSA...	07-1...	Active	

Updating an Equalization Adjustment

Use the following procedure to update active Equalization Adjustment records:

NOTE: Records that have been processed or updated cannot be modified.

1. After completing a search for Equalization Adjustment (see [Searching for an Equalization Adjustment](#)), results that can be modified will contain a status of **Active** and the **Paying Mark** will be a link ([Exhibit 6](#)).

Exhibit 6. Equalization Adjustment Search Results with Active Status and Paying Mark Link

Search Equalization Adjustments

Paying Mark*
UP

Car Initial*
UTCX

Allowed Month
Select Month

Allowed Year
Select Year

Earned Month
Select Month

Earned Year
Select Year

Cancel Search

Paying Mark	Car Initial	Allowed Month Year	Earned Month Year	Loaded Mil...	Added/Deducted(Loaded)	Em...	Added/Deducted(Empty)	Last...	Last...	Status	Dat...
UP	UTCX	1, 2025	11, 2024	250	A	670	A	BSA...	07-1...	Active	

2. Select the **Paying Mark** link. The Edit Adjustment Information page is displayed ([Exhibit 7](#)).

Tank Car Mileage Equalization User Guide

Exhibit 7. Edit Adjustment Information

Edit Adjustment Information

Paying Mark*
UP

Allowed Month*
January

Loaded Miles*
250

Empty Miles*
670

Car Initial*
UTCX

Allowed Year*
2025

Earned Month*
November

Earned Year*
2024

Adding or Deducting Miles(Loaded):*
☒ Addition ☐ Deduction

Adding or Deducting Miles(Empty):*
☒ Addition ☐ Deduction

Adjustments entered are not violating the provisions of the Tariff *
☐

Comments
This is for the miles earned in November 2024 for AARX.

Adjustments made after the close of business (11:00 PM ET) on the 20th of each month will be included in next month's register.

Cancel

Delete

Update

3. As needed, make updates to the available input fields. Make sure to re-check the **Adjustments entered are not violating the provisions of the Tariff** checkbox.
4. Select **Update** to save changes. A confirmation message is displayed. Select **OK** to continue. A message appears stating that the adjustment has been updated.

6

Revised July 2025

Deleting an Equalization Adjustment

Use the following procedure to delete active Equalization Adjustment records.

NOTE: Records that have been processed or updated cannot be modified.

1. After completing a search for Equalization Adjustment (see [Searching for an Equalization Adjustment](#)), results that can be modified will contain a status of **Active** and the **Paying Mark** will be a link ([Exhibit 6](#)).
2. Select the **Paying Mark** link. The Edit Adjustment Information page is displayed ([Exhibit 7](#)).
3. Re-check the **Adjustments entered are not violating the provisions of the Tariff** checkbox.
4. Select **Delete**. A confirmation message is displayed. Select **OK** to continue. A message appears stating that the adjustment information has been successfully expired.