

Section 8

Dangerous Goods

TABLE OF CONTENTS

1.0	Car Inspection by Train or Yard Crews.....	112
2.0	Safety Marks (e.g., Placards).....	112
3.0	Documentation.....	113
4.0	Record Position of Placarded Cars.....	116
5.0	Switching.....	117
6.0	Marshalling.....	117
7.0	Emergency Procedures	119
8.0	SPECIAL Dangerous Commodities	121
9.0	Positive Chain of Custody on Cross Border shipments of Alert Cars.....	122

General

- a) **Regulation:** The transportation of dangerous goods is governed by Transport Canada's Transportation of Dangerous Goods Act and Regulations. Violation of these regulations can result in penalties and/or fines to the company and/or to individual employees.
- b) **Guidebook:** A copy of the NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK must be accessible to each crew member while on duty. Refer to this book if required to reference applicable placard types, UN numbers, commodity names, and emergency procedures.
- c) **Definition:** Dangerous goods car - A loaded dangerous goods car or a car containing a residue of dangerous goods.

1.0 Car Inspection by Train or Yard Crews**1.1 Shipper's Siding or Interchange**

Before lifting a dangerous goods car from a shipper's siding or interchange:

1. Comply with Pre-departure Inspection Procedures in Section 5, item 4.0 (i.e., item 4.1, Hazardous Conditions; item 4.2, Performing the pre-departure inspection; and 4.3, Hazardous Condition Found).
2. Ensure the car:
 - is not leaking;
 - is equipped with serviceable roller bearings and trucks;
 - is properly placarded (if required, as per item 2.1).

If the car is a tank car, also ensure it has:

- double-shelf couplers;
- dome cover, or manway cover closed;
- bottom outlet cap and plugs applied;
- caps and plugs of all other visible openings in their proper places;
- loading/unloading rack equipment is clear and secured.

If a car does not meet all of these requirements, and the exception cannot be corrected, then **do NOT lift the car**. If you do not lift the car, notify the appropriate person.

1.2 In Transit or in a Yard

Do not move, without authorization, a car found leaking in a yard or in transit.

Follow the Emergency Procedures outlined in item 7.2, Leaks and Spills.

2.0 Safety Marks (e.g., Placards)**2.1 Shipper's Siding or Interchange**

Before lifting a placarded car from a shipper's siding or interchange, check the following:

- a) **Placards** are:
- applied to both sides and both ends of the car, container, or trailer;
 - the same in all locations;
 - right-side up in the diamond position;
 - clearly visible and legible from the ground; and
 - in good condition.
- b) **UN/NA number** is:
- displayed on placards or orange panels, e.g.,



1203

- the same as indicated on the documents.

Notes:

- Placarded shipments without the required documentation must not be lifted, as per item 3.1.
- Traffic originating from the U.S. or overseas may display placards with words.
- Mixed loads may display danger placards. These placards do **not** display UN numbers.

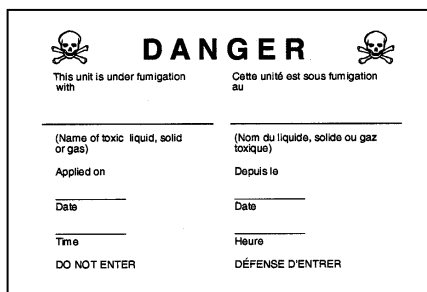
**2.2 In Transit or in Yard**

Placards or orange panels found missing, unreadable, or damaged in transit must be replaced:

- at locations where THAT train is given a standing train inspection by Mechanical Forces, and
- prior to being interchanged to another carrier.

2.3 Cars Under Fumigation

Do NOT Enter Cars under fumigation – Cars under fumigation are marked with the following label.



3.0 Documentation

3.1 Shipper’s Siding or at Interchange

Before lifting a dangerous goods car from a shipper's siding or interchange, complete the following steps.

1. Obtain for each car:
 - Shipper supplied document, or
 - Compressed waybill, or
 - Foreign line waybill (interchange only).
2. Verify the following on each document:
 - a) car initials and number,
 - b) shipping name,
 - c) class(es),

Note: A non-numerical class may or may not be provided for some commodities (i.e., combustible liquids and limited quantity or consumer quantity shipments).
 - d) UN/NA number (when displayed),
 - e) a 24-hour emergency telephone number is indicated.

Note: Some smaller shipments, and residue drums and fumigated consignments do **not** require a 24-hour emergency number.
3. Update the appropriate train documents to show the position of all placarded cars. (See item 4.0.)

If a car does not meet all of these requirements, and the exception cannot be corrected, then **do NOT lift the car**. If you do not lift the car, notify the appropriate person.

3.2 At Train Origin and Regular Crew Change Points

- a) Ensure all dangerous goods cars on the train consist have one of the following required documents:
 - Compressed waybill, or
 - TSC-DG8 Documentation Authorization.

(See item 3.4, Compressed Waybill Missing.)

At crew change points, radio waybills must be replaced with a compressed waybill or a TSC-DG8, unless the Director Operations – NMC provides authority to proceed with an existing radio waybill. (See item 3.7.)

- b) If the first page of the FIT dangerous goods compressed waybill documentation package indicates there are mixed loads on the train requiring shipper supplied documentation (as per item 3.3) then:
 1. Ensure there is a documentation envelope for mixed loads.
 2. Compare the car initials and numbers on the envelope to the car initials and numbers listed in the FIT message.
- c) Emergency response information provided in the FIT documentation is intended as a supplement to the Emergency Response Guidebook. It is not a required document for train movement.

Do not leave without all of the required documents.

3.4 Compressed Waybill Missing

a) “Compressed Waybill Missing” Messages

When a compressed waybill is missing, a message appears in place of the compressed waybill. The compressed waybill missing messages are summarized on the last page of the FIT documentation package. For example:

```
*****
*
*                               ATTENTION                               *
*          DANGEROUS GOODS COMPRESSED WAYBILL(S) MISSING  001 CARS      *
*
* FOR MISSING CANADIAN DOCUMENTS CONTACT TSC WINNIPEG: 1-866-432-6437   *
*
*                               1-866-4-DANGER                          *
*
* FOR MISSING U.S. DOCUMENTS CONTACT TSC MINNEAPOLIS 888-872-8720 1-9-7566 *
*
* CP 00382977                                                           *
*****
```

b) Obtain Documents Before Departing

If the FIT documentation includes a “COMPRESSED WAYBILL MISSING” message, then **before departing** obtain:

- the missing compressed waybills, or
- TSC-DG8 authorization and appropriate shipping document(s). (A TSC-DG8 is the train crew’s authorization to move dangerous goods on a document that is not FIT supplied.)

If the required documents cannot be obtained, then the car(s) must be set off.

3.5 Lifting a Dangerous Goods Car En Route (Except shipper siding or Interchange)

1. Before lifting a dangerous goods car, ensure you have the required documents:
 - Compressed waybill, or
 - TSC-DG8 Documentation Authorization. (See item 3.4.)
 - Documentation envelope for mixed dangerous goods, if applicable. (See item 3.3.)
2. Update the appropriate train documents to show the position of all placarded cars. (See item 4.0.)

3.6 Setting off a Dangerous Goods Car En Route

1. If the setoff was **planned**, deliver a copy of the document to the appropriate location (e.g., the consignee, or point of interchange).
2. If the setoff was **unplanned**, notify the RTC and request instructions. The RTC will specify where to leave the dangerous goods documents.
3. If the car is a **mixed load** of dangerous goods requiring shipper supplied documents, then:
 - i) Open the “Dangerous Commodity Mixed Load Documentation Package;”
 - ii) Extract only the documents for the car(s) set off;
 - iii) Complete and sign the “CAR NUMBERS SET OFF ENROUTE” section of the envelope, including the:
 - date,
 - car number,
 - location,
 - employee name and number.
4. Update the appropriate train documents to show the position of all placarded cars. (See item 4.0.)

3.7 Radio Waybill (Required Documents Missing En Route)

Dangerous goods cars cannot be moved without the required documentation. Occasionally, errors occur and dangerous goods cars depart the origin or crew change point without the required documentation. This error may be identified by the train crew, or by another employee.

Use the following process when a train has departed the train consist origin or crew change point without the required documents.

Documents Discovered Missing while En Route		
Step	Employee	Actions
1.	Train crew, or other employee	Discovers documents are missing and promptly reports this to the RTC.
2.	RTC	<ul style="list-style-type: none"> Obtains documents and relays the required information to the train crew; or If unable to locate the documents, then advises train crew where to set off the car.
3.	Train crew	<ul style="list-style-type: none"> Records information on “Dangerous/Hazardous Materials Radio Waybill;” or Sets off car as per RTC instructions.
4.	Relief crew at next crew change point	<p>Does not move the dangerous goods car until the radio waybill has been replaced by:</p> <ul style="list-style-type: none"> Compressed waybill, or TSC-DG8 Documentation Authorization. <p>Exception: The Director Operations – NMC may authorize continued movement with the existing radio waybill.</p>

3.8 Custody or Control of Documents

Documents or copies must be in the custody or control of:

- the crew, when the shipment is part of a train or any other movement for delivery to customer or interchange.
- the responsible yard office, when the car is in a rail yard for other than repairs,
- the person in charge of a repair track, when the car is there.

In all other cases, the documentation must be at a location designated by the RTC.

4.0 Record Position of Placarded Cars

4.1 Position of Placarded Cars

Train crews shall have in their possession a document indicating the position of each placarded car in their movement. When the position of a dangerous goods car changes (e.g., cars lifted or set off), or a placarded car is placed in the train, update the document to indicate the change. A train consist, switch list, or other prepared document may be used to meet this requirement.

4.2 Information to Show

When using form 125 (or any other appropriate form) to indicate cars lifted en route, show the following information for **loads and residues**:

- car initials and number,
- product name,
- class,
- UN/NA number,
- position from locomotives, and
- SPECIAL dangerous** (if applicable).

5.0 Switching

These requirements are in addition to the restrictions contained in CROR Rule 113 (Coupling to Equipment) and Rule 116 (Running Switch).

Important: Promptly report to the appropriate supervisor any impact suspected of being faster than 6 MPH with, or onto, a dangerous goods car.

5.1 Flat Switching

Do **not** cut off in motion, or couple onto by a car or cars moving under its own momentum:

- a) A loaded dangerous goods car in class:
 - Explosive 1.1 or 1.2, or
 - Poison gas 2.3.
- b) A flat car carrying containers or trailers bearing any placard.

5.2 Humping Operations

A loaded tank car in placard group "C" (see marshalling chart, item 6.3) must be a single car cut over the hump, unless shoved to a coupling or rest. Also, the next car into the same track must be a single car cut unless shoved to a coupling or rest.

6.0 Marshalling

6.1 Application

These Marshalling restrictions apply to all placarded cars (loads & residues) on movements **exceeding 15 MPH**.

6.2 Check Train Consist Dangerous Commodities Marshalling Messages

Step	Action
1.	Check the train consist "Start of Dangerous Commodity Marshalling Messages" for any marshalling violations.
2.	Verify and correct all violations.
3.	If discrepancies exist between the Dangerous Commodities Marshalling Messages and the marshalling instructions in this item (item 6.0), then comply with the instructions in this item.

6.3 General Marshalling Restrictions (Except Placarded Containers and Trailers Positioned on Flat Cars)

The following marshalling restrictions apply to all placarded dangerous goods cars.





Do **not** marshall a placarded Dangerous Goods car next to:

- an operating locomotive (unless all cars in the movement have a placard);
- any occupied car (unless all other cars are either occupied or have a placard);
- a car equipped with a mechanical heating or cooling device or has a source of ignition, and is in operating mode (This includes but is not limited to mechanical refrigerator units, intermodal generator sets and air repeater cars);
- an open top car when lading protrudes beyond car or lading above car end is liable to shift lengthwise (except packaged and/or banded lumber on a bulkhead flat car provided the top packages do not exceed the bulkhead by more than 50%);
- a loaded flat car (except trailers or containers on flat cars, multi-level auto transport cars, or any car specially equipped with tie down devices for handling vehicles).

Note: When a multi-platform car is used as a buffer car, each platform counts as one car.

Marshalling Chart

The following chart outlines additional restrictions for Placarded Dangerous Goods cars. (This chart does not apply to Placarded containers and trailers positioned on flat cars, item 6.4.)

Dangerous Goods Cars in Group/Class:	Must not be placed next to:		
	Group A	Group B	Group C
Group A: Explosives Classes 1.1 & 1.2 		X	X ⁽¹⁾
Group B: (Infrequently handled. See list below.)	X	X ⁽²⁾	X
Group C: Explosives Classes 1.3 to 1.6,  Classes 2, 3, 4, and 5. 	X ⁽¹⁾	X	
Group D: Classes 6, 7, 8, 9, and mixed loads 	Only general marshalling restrictions (item 6.3) apply.		
Notes: X "must not be next to" restriction (1) not applicable to explosives in Classes 1.3 to 1.6. (2) not applicable if the next car has the same UN number.			
Group B Dangerous Goods (Infrequently handled) UN 1008, CLASS 2.3 UN 1660, CLASS 2.3 UN 1026, CLASS 2.3 UN 1911, CLASS 2.3 UN 1051, CLASS 6.1 UN 1975, CLASS 2.3 UN 1067, CLASS 2.3 UN 2188, CLASS 2.3 UN 1076, CLASS 2.3 UN 2199, CLASS 2.3 UN 1589, CLASS 2.3 UN 2204, CLASS 2.3 UN 1614, CLASS 6.1 UN 3294, CLASS 6.1			

6.4 Marshalling Restrictions - Placarded Containers and Trailers Positioned on Flat Cars

The following marshalling restrictions apply to placarded containers and trailers positioned on flat cars.

- Containers or trailers placarded as "Explosives 1.1 and 1.2" or "Radioactive, Class 7" must **not** be positioned on the first platform next to an operating locomotive.
- Containers or trailers placarded as "Explosives 1.1 and 1.2" must **not** be positioned or marshalled next to a container, trailer, or car that:
 - is equipped with a mechanical heating or cooling device, in **operating mode**
 - has a source of ignition.

(For example: mechanical refrigerator units, intermodal generator sets, and air repeater cars that are operating.)

- For trains destined to the U.S.A., containers or trailers placarded as "Explosives 1.1 and 1.2" must **not** be positioned or marshalled closer than six cars or platforms from the operating locomotive.

Note: When a multi-platform car is used as a buffer car, each platform counts as one car.

6.5 Marshalling Plain Bearing Cars

Loaded Dangerous Goods in Cabooseless Train Operations can be anywhere in the consist, subject to the marshalling restrictions indicated in this section, provided there are no plain bearings on the train ahead of a loaded dangerous goods car.

In addition to the other requirements outlined in items 6.3 and 6.4, loaded dangerous goods cars marshalled behind cars that have plain bearings:

- must be marshalled within the first 2000 feet on trains 4000 feet or less, or;
- must **not** be marshalled in the last 2000 feet on trains over 4000 feet.

6.6 Marshalling U.S.A. Destined Trains

Crews on trains originating in Canada with a destination in the U.S. are governed by the "Trains Moving in the U.S. Marshalling Messages."

7.0 Emergency Procedures

7.1 Accidents, Collisions, Derailments

Use these procedures (a to f) for incidents involving a car, container, or trailer that contains or last contained dangerous goods.

The order in which the steps are completed depends on the incident. After the initial response and initial assessment, many actions are completed simultaneously.

Note: Emergency procedures for leaks and spills are described in item 7.2.

a) Protect and Communicate – Initial Response

Step	Action
1.	Protect train in accordance with CROR and/or Special Instructions. <ul style="list-style-type: none"> • CROR Rule 125, Emergency Communication Procedures; or • CROR Rule 35 Emergency Protection; • CROR Rule 102, Emergency Stop Protection.
2.	En Route, complete emergency call to the RTC. <ul style="list-style-type: none"> • The RTC immediately advises the designated NMC manager. In yards, contact the responsible supervisor. <ul style="list-style-type: none"> • The supervisor calls: <ul style="list-style-type: none"> – Calgary NMC Emergency Number (1-800-795-7851)

b) Assess Dangerous Goods Hazard

Step	Action
1.	Visually inspect the incident, from the cab of the locomotive if possible.
2.	Identify dangerous goods involved using the train documents: <ul style="list-style-type: none"> • Compressed waybill, or • TSC-DG8 Documentation Authorization. (See item 3.4). • Documentation envelope for mixed dangerous goods, if applicable. (See item 3.3.)
3.	Use the Emergency Response Guidebook to identify protective actions. To use the Guidebook: <ol style="list-style-type: none"> Find the material’s Guide number using the: <ul style="list-style-type: none"> – UN Number (yellow-bordered pages), OR – Shipping name (blue-bordered pages). Use the Guide number to find the “Public Safety” instructions in the orange-bordered pages. (Note: The emergency response information in the train documents may be used as a supplement to the Emergency Response Guidebook.)

c) Assess Site Hazards

Step	Action
1.	If the dangerous goods hazard does not prevent you from approaching the derailed cars and it is necessary to approach the cars, then assess the site hazards. <ul style="list-style-type: none"> • Physical: slip, trip, fall, sharp objects, moving equipment, shifting loads, or shifting track material. • Chemical: from derailed cars, or damaged underground utility or pipeline. • Electrical: power lines (over-head or underground) and fiber optic cables. (See Section 11, item 10.0.) • Other: water, embankments, bridges, etc.
2.	Keep away from hazards to avoid injury.
3.	Avoid any unnecessary exposure to smoke or fumes.
4.	Keep all open flames, including fusees and smoking material, away from the incident scene.

Continued on next page...

d) Rescue and Secure

Step	Action
5.	If it can be done safely, rescue the injured and move them to a safe place. Apply first aid or secure medical assistance.
6.	Keep public well away from the scene. If necessary, secure help from police forces.
7.	If the locomotives are not directly involved in the accident, the train should be cut as close as safely possible and cars removed a safe distance.

e) Communicate Details

Use the shipping document, compressed waybill, or the train consist to provide the following information for cars containing dangerous goods, or residue cars:

- i) location (Subdivision and mileage),
- ii) number of cars involved and condition,
- iii) car initials and number,
- iv) weather conditions,
- v) any additional information, as requested.

f) Documents

KEEP all documents until relieved of that responsibility by a CP Officer.

When a public security official (e.g., police officer, fire fighter) arrives at the scene, attempt to contact the official and assist him/her in examining the:

- FIT supplied dangerous goods documents/shipping document(s),
- Train consist, form 125, or other appropriate form, and
- Emergency Response Information.

7.2 Leaks and Spills

If you suspect a car containing dangerous goods is leaking, or you see a dangerous goods spill:

Step	Action
1.	Get clear of the spill or leak immediately, upwind if possible. Avoid low-lying areas.
2.	From a safe location, notify others in the area as soon as possible.
3.	En Route, notify the RTC and use the shipping document, compressed waybill, or the train consist to provide the following information: i) location, ii) car initials and number, iii) weather conditions, iv) additional information requested. In the yard, contact the responsible supervisor.
4.	Keep the area clear of all personnel except Emergency Responders.
5.	Do not move, without authorization, a car found leaking in a yard or in transit.

7.3 Cars Under Fumigation

An accident, collision, derailment, spill or leak involving a car under fumigation does **not** require special considerations for dangerous goods. However, **ensure no one enters these cars.**

8.0 SPECIAL Dangerous Commodities

8.1 Identifying SPECIAL Dangerous Commodities

To alert all concerned that a **SPECIAL dangerous** commodity is being handled, the load may be identified as follows:

- a) The first line of messages on the train consist displays either:
 - “THIS TRAIN HANDLING **SPECIAL DANGEROUS** COMMODITIES,” or
 - “TRAIN IS CARRYING **SPECIAL DANGEROUS** COMMODITIES.”
- b) The first page of the compressed waybill package displays “TRAIN IS CARRYING **SPECIAL DANGEROUS** COMMODITIES.”
- c) Form 125 indicates **SPECIAL dangerous** lifted en route.

8.2 Instructions - References

The following references direct you to other instructions that apply when handling **SPECIAL dangerous** commodities.

Topic	Reference
<ul style="list-style-type: none"> • Speed restrictions, and • Locations where inspection is required. 	Time Table footnotes item 3.0, Dangerous Commodities and CROR Rule 104(p).
Procedures at locations where inspection is required.	Section 5, item 1.1, Inspecting SPECIAL Dangerous Commodities at Locations without HBD
Inspection required at HBD locations identified with double asterisks (**) in the time table when: <ul style="list-style-type: none"> • the HBD is withdrawn from service, • the HBD reports "System Not Repeat Not Working" or is otherwise known to be inoperative, • any part of the movement passes the HBD at 8 MPH or less, • no message is received, from the HBD or • the HBD reports incorrect axle count and system reports No alarms. 	GOI, Section 5, item 27.0.

9.0 Positive Chain of Custody on Cross Border shipments of Alert Cars

9.1 Positive Chain of Custody

US Security Regulations require carriers to provide “Positive Chain of Custody”, including attending or maintaining positive control, performing security inspections and “documenting transfers” of loaded shipments of rail security sensitive materials (“Alert” shipments) between carriers and:

- US Shippers
- Other rail carriers
- US Receivers located in “high threat urban areas”

This regulation applies in the US only and does NOT apply to CP-to-CP transfers or transfers between CP and DME. **Canadian crews performing interchanges of Alert Cars with foreign carriers at the Canada / US Border or in the US will be required to follow the procedures as outlined below.**

In order to accommodate the regulatory requirements, a section has been added to the Outbound Wheel Report / Train Consist. This section will appear on Canadian and US Train Documents but is only required as outlined in these procedures.

If you have any questions regarding if these changes apply to your terminal, please contact your immediate Supervisor.

9.2 Alert Cars

Alert cars include loads of:

- Tank cars containing poisonous inhalation (PIH) commodities
- Cars containing more than 2,268 kg (5,000 lbs) of a Division 1.1, 1.2, or 1.3 (explosive) material
- Cars containing a highway route-controlled quantity of a Class 7 (radioactive) material shipped under any of the following HazMat STCCs or Hazardous Materials Response Codes — 4929142, 4929143, 4929144, 4929147
- May also be referred to as Rail Security Sensitive Materials (RSSM)

Identifying Alert Shipments

Information to identify Alert Cars & Commodities will be available:

- On the Outbound Wheel Report / Train List, listed in the “Document the Transfer” section.
- Identified as “Alert Load” in the sequenced list of the cars on the Outbound Wheel Report.
- On the Compressed Waybill.
- On a shipper supplied document, such as a Bill of Lading.
 - Information is included as part of the hazardous materials details.
 - May be displayed in various locations on the document.

Identifying PIH Shipments

PIH commodities include but are not limited to:

- Materials that contain the phrase “Poison-Inhalation Hazard,” “PIH,” “Toxic Inhalation Hazard,” or “TIH” on the shipping documents or compressed waybills.
- Materials identified or placarded as Class 2.3 or Class 6.1.
- The following commodities:
 - UN #1005 Anhydrous Ammonia
 - UN #1017 Chlorine
 - UN #1079 Sulfur Dioxide
- In an electronic document package PIH shipments are identified as “PIH” in the sequenced list of the cars on the Outbound Wheel Report

9.3 Acceptance or Transportation of Alert Shipments

Only accept or transport loaded Alert shipments that conform to:

- The current General Operating Instructions (GOI), Section 8 **AND**
- These instructions

9.4 Interchange Transfers

CP Train Crew to a Foreign Carrier in the US or at Cross Border Locations to the US

1. Prior to delivering a train with dangerous goods cars, the conductor must:

- Review the Outbound Wheel Report or other shipping documents for any “Alert Cars”.
- If “Alert Cars” are being delivered in the US or at cross border locations to the US:
 - As soon as practicable or if status changes en-route, advise the responsible CP RTC/Dispatcher, Yard Master or other employee in charge that your train is carrying “Alert Cars” and may require special handling
 - Prior to delivery to the foreign carrier, contact the foreign carrier’s designated on-site representative to notify them that the train requires special handling and to confirm that the transfer is attended. The on-site representative may be a Yard Master, train crew member or other designated representative.

“Document the Transfer” on the Outbound Wheel Report / Train List as per item 9.5.

2. Upon arrival at final terminal, fax the completed Outbound Wheel Report / Train Consist to the CSF (Customer Service Finance, formerly CST/CSO).

Foreign Carrier to a CP Train Crew in the US

1. Prior to receiving or taking charge of a train or dangerous goods cars in the US, the conductor must:

- Contact the foreign carrier’s designated on-site representative to determine if the train requires special handling or review shipping documents for any “Alert Cars”.

The Outbound Wheel Report, compressed waybill or other prepared document may be used to meet this requirement.

- If “Alert Cars” are included in the train:
 - Contact the foreign carrier’s designated on-site representative and confirm that the transfer is attended. The on-site representative may be a Yard Master, train crew member or other designated representative.

Perform a Car Inspection if required under General Operating Instructions (GOI) Section 8. If a car inspection is required, a security inspection must be included.

“Document the Transfer” on the Outbound Wheel Report / Train List as per item 9.5.

- Before departing or if status changes en-route, advise the responsible CP RTC/Dispatcher, Yard Master or other employee in charge that your train is carrying “Alert Cars” and may require special handling

2. Upon arrival at final terminal, fax the completed Outbound Wheel Report / Train List form to the CSF.

Note: In the application of 9.3, the crew **MUST CONTACT** the RTC/Dispatcher, YARD MASTER or other employee in charge as soon as practicable and be governed by their instructions, if the train crew determines that:

- The Alert Car **CANNOT BE DELIVERED**
- The crew will meet Hours of Service limit en-route while in the US

9.5 Attendance

If required, an employee or authorized representative attends an Alert Car by:

- Being physically located on site in “reasonable proximity” to the Alert Car AND
- Capable of promptly responding to unauthorized access or activity at or near the rail car AND
- Responding immediately to any unauthorized access or activity at or near the Alert car either personally or by contacting law enforcement or other authorities

“Reasonable Proximity” is classified as follows for:

A) Cars in a Train:

- Train crewmembers that:
 - Are located on or near the train.
 - May be located at the front of the train and physically unable to visually observe every rail car.

B) Cars NOT in a Train:

- An employee or authorized individual has within his or her field of vision either:
 - the rail car OR the area surrounding the rail car, including access paths to the car.

9.6 Document the Transfer

CP employees who transfer loaded Alert shipments to another party are responsible for completing a “Positive Chain of Custody” Report. The report must be filled out and faxed to the CSF (Customer Service Finance, formerly CST/CSO) along with any other required paperwork.

The conductor must record the following information in the section on the Outbound Wheel Report (OWR) / Train Consist:

- Car initial and number
- CP Conductor’s first and last name
- First and last name of the transfer party’s designated, on-site representative (Shipper, Receiver or Foreign Carrier)
- Date and time the transfer was completed
- Location of transfer (track ID)
- If additional room is required, information should be recorded on the F125

Fax the completed OWR / Train Consist to the CSF with other required crew documents.

9.7 Security Inspection Procedures

In conjunction with the inspections required under General Operating Instructions, Section 8, from ground level, inspect all loaded Alert rail cars for signs of tampering, such as suspicious or dangerous items or items that do not belong on trains as per Section 11, item 3.0.