

OAP Procedure Codes	
SERIES	CATEGORY
000-009	Unused
100-109	Organization and Administration
200-209	Operational Inter-Office or Inter-Departmental Activity
300-309	Financial Management
400-409	Support Services
500-509	Personnel Management
600-609	Procurement, Contracts, and Material
700-709	Design and Construction
800-809	Grants Management
900-909	Reserved
The third digit in the OAP number indicates its applicability, as follows:	
CODE	ORGANIZATION
xx0	Department of Operations (OPER-wide)
xx1	Rail Transportation (RTRA)
xx2	Rail Car Maintenance (CMNT)
xx3	Operations Support/Quality Assurance & Training
xx4	Rail Systems Maintenance (SMNT)
xx5	Office of Planning (PLNG)
xx6	Chief Engineer Office (CENG)
xx7	Bus Transportation (BTRA)
xx8	Track & Structures (TRST)
xx9	Plant Maintenance (PLNT)
x10	Bus Maintenance (BMNT)
X11	Americans With Disabilities Act Program (ADAP)



Washington Metropolitan Area Transit Authority

DEPARTMENT OF OPERATIONS

Administrative Procedure

CATEGORY Organization and Administration	TOPIC Access to Revenue/Start-up Railroad Facilities
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PROCEDURE NO. 100-9	TITLE Access to Revenue or Start-up Railroad Facilities
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LATEST REVISION NO. REV. 7	LATEST REVISION DATE September 15, 2000	LATEST REVIEW DATE September 15, 2000	EXPIRATION DATE None
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OAP APPLIES TO
All Department of Operations (OPER-wide) Employees

OFFICE/INDIVIDUAL OF PRIMARY RESPONSIBILITY
Office of Chief Engineer, Reliability Engineering

EFFECTIVE PAGES

Page No.	Change No.	Change Date
	Rev. 1	4/04/89
	Rev. 2	2/02/90
	Rev. 3	9/02/91
	Rev. 4	10/09/92
	Rev. 5	8/14/95
	Rev. 6	3/04/99
	Rev. 7	9/15/00

Note: This OAP is currently under review.

DISTRIBUTION All OAP Manual holders and users and all OPRs	COORDINATION WITH OTHER PUBLICATIONS
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APPROVAL: GENERAL SUPERINTENDENT IAGM	DIRECTED BY: DGM/OPER
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ACCESS TO REVENUE OR START-UP RAILROAD FACILITIES

1. PURPOSE

The purpose of this Operations Administrative Procedure (OAP) is to provide consistency and guidance to all personnel desiring access to facilities maintained or controlled by organizations associated with the Revenue (Active) or Start-up (Future Phase) Railroad Systems.

2. SCOPE

This OAP is applicable to all Department of Rail Service (RAIL) personnel, in addition to Contractors, Consultants and other WMATA employees having a need for such access.

Note: Approval of track rights or access to the wayside does not automatically provide switch orders. See OAP-200-10, OAP-200-6 and the Start-Up Rules.

3. RESPONSIBILITIES

- A. The Chief Engineering Officer, Rail Service (Implementing Authority) is responsible for implementing, and for approving revisions to this OAP.
- B. The Director, Reliability Engineering is designated the Reviewing Authority, and as such, is responsible for periodic review of this OAP and for reporting accomplishment of the review by January 31 of each year.

4. DEFINITIONS

Scheduled requests: requests entered into the "General Orders/Track Rights System" (GOTRS) following the procedure outlined in this OAP(100-9)

Unscheduled requests: WMATA's policy is to have all requests for access to revenue or start-up railroad entered into the "General Orders/Track Rights System" (GOTRS). Special requests either emergency or non-emergency for access to WMATA's revenue or start-up railroad that have occurred after the GOTRS deadline as outlined in OAP-200-10 will be considered an unscheduled request.

5. POLICIES

- A. The Reliability Engineering Branch of CENG coordinates all Rail Support Requests received in accordance with paragraph 6.a. below. This coordination activity receives input from those personnel designated below, or their representatives:
 - 1) RTRA - Operations Control Center (OCC) Superintendent
 - 2) SMNT - Maintenance Operations Center (MOC) Manager(s)
 - 3) SMNT - Automatic Train Control Branch Superintendent
 - 4) SMNT - Power Branch Superintendent



- 5) SMNT - Communications Branch Superintendent
 - 6) ENSP - Start-Up Manager
 - 7) PLNT - Plant Maintenance, General Superintendent
 - 8) TRST - Track and Structures, General Superintendent
 - 9) Other WMATA Offices/Branches/Sections, as required
- B. All coordination activity shall be conducted prior to the General Orders meeting (Wednesday of each week), after which requestor's will be advised of approval, disapproval or changes to their request. The Operations Support Branch, Maintenance Planning and Scheduling Section shall maintain records of all submitted Rail Support Requests in the mainframe-based GOTRS (General Orders Track Rights System).
- C. When required, CENG/ENSP/Start-Up and RAIL (SMNT, RTRA, CMNT, PLNT or TRST) will provide at the work location, escort(s) and/or support personnel who are completely aware of the nature and extent of the work and shall ensure that it is performed in compliance with the details of the approved request.
- D. The Asst. General Superintendent, OCC and the Superintendent, MOC shall, on a daily basis, monitor approved requests to as to be able to assist in the resolution of difficulties involving scheduled activities. In addition, they shall be available to review emergency requests for access as they arise.
- E. Requests entered in the "General Orders Track Rights System" (GOTRS) in accordance with paragraph 6.a. below, provide the routine means for personnel to request:
- 1) Access to revenue railroad facilities;
 - 2) Access to start-up railroad facilities;
 - 3) Escort or support service;
 - 4) Supervisory or red tag power outages;
 - 5) Certification of high-rail equipment.
- F. All requests involving facility additions or modifications must be approved by the appropriate General Superintendent in accordance with paragraph 6.e. below.
- G. Unscheduled requests may be made in accordance with paragraph 6.h. below.
- H. All requests for vehicle access to the revenue or start-up railroad must be made in accordance with paragraph 4.i. below.
- I. Requests for access to the revenue railroad must be made in accordance with Metrorail SOP 19, in addition to the requirements of this OAP.
- j. Requests for access to the start-up railroad must be made in accordance with Rules and Instructions for Conducting Start-Up Activities, in addition to the requirements of this OAP.
- K. Any approved request maybe canceled by the Asst. Superintendent, OCC in conjunction with the Superintendent, MOC to meet any emergency maintenance or other situation that could effect revenue service.

6. PROCEDURES

- A. Requests for access to either the revenue railroad facilities or the start-up railroad facilities, electrical power outages, and/or escort/support service by personnel of any Office, must be entered in the "General Orders/Track Rights System" (GOTRS), by the Requestor, not later than Tuesday at 1200 hours of the week preceding the WMATA operating week, which begins Saturday morning at 00:01



hours and ends Friday at 2400 hours. A copy (computer screen print) of the Rail Support Request screen is attached for reference.

- B. For requests that require escort and or support personnel the requestor has the responsibility to make all arrangements with any required escort(s) and or support organization. The requestor shall also ensure that the escort/support organization representative is completely aware of the nature and extent of the work to ensure compliance with the details of the request.
- C. A General Orders meeting will be conducted each Wednesday at a time and place designated by the RTRA-OCC Superintendent. Only those requests that are properly prepared, coordinated and submitted to the Reliability Branch of CENG in accordance with paragraph 6.a. by the preceding Tuesday at 1200 hours will be considered at the General Orders meeting for implementation for the following week (Saturday through Friday).
- D. Requests for access, once approved, may not be adjusted. Changes may only be accomplished by canceling the old request and entering a new request in GOTRS reflecting the desired version, in accordance with paragraph 6.a. above.
- E. Requests (such as engineering tests) involving special testing or work on the revenue railroad that may affect passengers or revenue service must be supported by prints or drawings and accompanied by a statement of work. They shall be forwarded to the RTRA General Superintendent so as to be received at least ten (10) days prior to the desired start date. These requests must be approved by the RTRA General Superintendent before they will be considered for scheduling.
- F. Access will not be permitted to perform work which has not been coordinated and approved in accordance with Authority policy. Refer to Policy/Instruction (P/I) 2.2/0 and 4.10.0 and OAP 200.4.
- G. Requests involving adjustments to the start-up wayside, the removal of gates or bumping-posts, or those which may infringe on the dynamic clearance envelope, shall be accompanied by a thoroughly detailed justification to include prints or drawings and accompanied by a statement of work. All requests involving the start-up railroad must be approved by the Start-Up Manager before they will be considered for scheduling.
- H. Unscheduled requests for access or escort/support not addressed by the General Orders planning and scheduling process, should be directed to:

OCC (revenue railroad access) (202) 962-1970

Start-Up (start-up railroad access) (202) 962-1080

MOC (revenue and start-up railroad access):

Automatic Train Control (202) 962-1797

Communications (202) 962-1700

Computer (202) 962-1790

Automatic Fare Collection (202) 962-2907

Power (202) 962-1058

Note: Unscheduled requests require the approval of OCC for rail access and MOC for red tag power outages and approval is subject to the availability of manpower and operational conditions. In such cases, the MOC shall prepare the necessary forms, to include power switching orders.

- I. Any requestor or WMATA support organization desiring to delay or cancel previously approved and scheduled access/support and/or power outage MUST call the appropriate MOC section as listed in



paragraph 6.h. above. Start-Up Control shall also be notified, as required. All cancellations should be reported in a timely manner.

- J. Contractors who wish to use equipment on Metrorail tracks must complete the "Hi-Rail Vehicle Certification" form (Attachment B). All Rail Support Requests involving any vehicle or rail equipment access to the revenue or start-up railroad must be accompanied by an approved "Hi-Rail Vehicle Certification" form, which must be submitted to the Start-Up Manager a minimum of ten (10) working days in advance of the week in which access is required.

7. ATTACHMENTS
