



Construction Scheduling For Existing Utility Maintenance*

Outside Party Number Request Form

Instructions: Please fill out Sections 1 and 2 then submit this form, along with a detailed scope of work and plans, to our Flagging Coordinator via email or fax.

Flagging Coordinator

E-Mail: op_request@csx.com
Fax: 904.245.3692
Telephone: 904.279.3805

Flagging/Inspection (Responsibility of Agreement Holder)

Average Cost
 Flagging: \$1,500 per day (minimum 8 hours)
 Inspection: \$1,500 per day
 Please see Page 2 for more information

*The maintenance form should only be used for maintenance work (minor inspection or replacement of existing facilities with like-kind). However, all work within the rail corridor must meet CSXT Specifications; CSXT Design and Construction Specifications are available on the CSX.com website.

By submitting this form, the applicant acknowledges he/she has read and understands the conditions specified on pages 2-3.

Section 1: Project Location		To be Completed by Customer	
CSXT Agreement No:**		City:	
Agreement Holder:		County:	
CSXT Agreement Date:		State:	
Requested Start Date:		Railroad Milepost:	
Duration in Days:		Latitude/Longitude:	
Detailed Description of Work (attach plans):			
**Failure to provide the CSXT Agreement Number may cause a delay in scheduling. Contact CustomerRel@csx.com to obtain the CSXT Agreement Number .			
Section 2: Billing and Project Contact Information		To be Completed by Customer	
Billing Information for Agreement Holder/Project Owner		Project Contact (if different from Billing)	
Contact Name:		Contact Name:	
Company Name:		Company Name:	
Billing Address:		Address:	
Address (2):		Address (2):	
City/State/Zip:		City/State/Zip:	
Phone/Fax:		Phone/Fax:	
Email:		Email:	
CSXT Use Only			
Roadmaster Name:		Signal Manager Name:	
Roadmaster Email:		Signal Manager Email:	
Roadmaster Phone:		Signal Manager Phone:	
Division:		Subdivision:	
Special Instructions:			
Scheduled Start Date:			
Inspection Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Engineering Review Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
RPL Purchased Under CSXT's Blanket Policy:	<input type="checkbox"/> Yes <input type="checkbox"/> No	RPL Expiration Date:	CGL Expiration Date:
OP Number:			



Construction Scheduling for Existing Utility Maintenance Instructions

Outside Party Number Request Form
Instructions Revised 5/10/16

Flagging services are required when projects are within close proximity to active rail lines and can only be performed by qualified CSXT personnel. Conditions when CSXT flagging services are required include:

- An agency, consultant, or contractor is working on, near, or adjacent to active railroad tracks
- An outside party is using railroad property or performing operations that may affect railroad property or facilities
- Work off railroad property could impact CSXT property or operations
- Off-highway construction equipment is crossing the railroad at a private or public crossing
- Oversized equipment or highway vehicles are crossing the railroad at a private or public crossing

CSXT flagging services may only be performed by qualified CSXT employees who are; (i) trained in the proper procedures related to rail operations and safety requirements, (ii) familiar with rail operations and procedures in a project area, and (iii) able to communicate directly with CSXT dispatching personnel and train crews. Depending on the current schedule of projects and/or your project scope, it may take 30 or more days to secure a flagman. If it is necessary for CSXT to advertise a flagging job for bid, CSXT shall not be liable for the cost of delays attributable to obtaining such service.

The maintenance form should only be used for maintenance work (minor inspection or replacement of existing facilities with like-kind). However, all work within the rail corridor must meet CSXT Design and Construction (D&C) Specifications available on the CSX.com website.

IMPORTANT INFORMATION: The estimated flagging and inspection cost is based on average cost for 8 hours regular time on CSX work days. Overtime rates will apply for hours beyond 8 hours per day or beyond 40 hours per week for railroad personnel. Inspection costs will include inspector's project time, travel time, expenses, per diem, project scheduling cost, means and methods review, coordination, and general account administration. Other railroad costs may include signal locates, material, rental equipment, burden and tax. The above flagging and inspection costs are estimates only.

In the event local flagging services are not available at the time of your request, flagging resources from outside the geographical area of your project may be assigned an extra cost to the Agreement Holder/Project Owner. The cost of flagging services vary based on factors including but not limited to: type of project, duration of project, utilization of local or out-of-town flagging personnel, etc.

CSXT requires that insurance coverage be provided prior to any entry/work activity within the rail corridor. The license agreement defines the requirements in greater detail. As referenced below, please be sure to submit insurance information as required under the CSXT Agreement Number. For more information regarding our requirements for Railroad Protection Liability Insurance, please review Page 5 of our Permit Information Packet on our website <https://www.csx.com/index.cfm/library/files/customers/property-real-estate/permitting/utility-permits/permit-information-packet/>

INSTRUCTIONS:

- **All** information must be TYPED or CLEARLY PRINTED
- **Proof** of insurance as required by CSX or as indicated in your agreement (Certificate of Insurance which states CSX Transportation, Inc. as additional insured. Current coverage requirement is \$5 million per occurrence. Please direct any questions to the Flagging Coordinator at 904.279.3805)
- **Note:** If flagging protection is required, the average cost is \$1,500.00/day, minimum 8 hours plus mobilization/travel time and other incurred expenses. This is not an invoice. A separate invoice for actual costs of flagging services will be sent to the Licensee or Project Owner upon completion of the project. **(Please note certain projects may require engineering review and the Agreement Holder/ Project Owner will be responsible for all costs associated with this review by CSXT and/or its Contractors.)**



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Flagging Coordinator
E-Mail: op_request@csx.com
Fax: 904.245.3692
Telephone: 904.279.3805

Flagging/Inspection (Responsibility of Agreement Holder)
Average Cost
Flagging: \$1,500 per day (minimum 8 hours)
Inspection: \$1,500 per day

- In the event that local flagging services are not available at the time of your request work effort, flagging services from outside the geographical area of your project may be assigned but at extra cost to the **Agreement Holder/ Project Owner**. The cost of flagging services vary based on factors including, but not limited to, type of project, duration of project, utilization of local or out of town flagging personnel, etc.
- In the event it is necessary to cancel or re-schedule flagging services already scheduled, the following notice periods are required (**failure to provide notice as stated shall result in the customer incurring costs associated with the scheduled flagging services**):
 - 48 hour notice - Short term projects (project time frame of 1 – 3 days to completion)
 - 3 days notice - Medium term projects (project time frame of 4 – 19 days to completion)
 - 5 days notice - Long term projects (20 or more days to completion)

COMPLETING THE FORM:

Section 1: Project Location (to be completed by customer)

- CSXT Agreement No. - Typically located in the top right corner of the agreement. Failure to provide the Agreement Number may cause a delay in scheduling.
- Agreement Holder: - Entity named in agreement – other than CSXT. Typically located on page 1 of the agreement
- CSXT Agreement Date - Date agreement executed. Typically located on page 1 of the agreement
- Requested Start Date - The day you wish to initiate your work efforts (*note: depending on the work to be performed and the duration in days, 30 days advance notice is required*)
- Duration in Days - The number of days you expect your work effort to take place
- Scope of Work - A summary description of your work effort (*note: this information is required in making the decision as to the necessity of flagging services. Please include your detailed scope of work and plans when submitting the form*)
- City, County, State - Location of the requested work to be performed
- Railroad Milepost - Typically located on page 1 of the agreement
- Latitude/Longitude - GPS coordinates indicating the approximate location of the project.

Section 2: Billing and Project Contact Information (to be completed by customer)

- Billing Information for Agreement Holder/Project Owner** - The agreement holder is the company/individual/municipality who has entered into an agreement with CSXT for use of the rail corridor. The fields under this section pertain to the Agreement Holder.
- Project Contact (If different from Billing)** - The Project Contact information should indicate who is performing the work.