

 POLICY AND PROCEDURES MANUAL	NUMBER OPS-LRTP 101.12 rev 9	EFF. DATE 06/01/2022
	SUPERSEDES OPS-LRTP 101.12 rev 8 06/11/2021	
RESPONSIBLE DEPARTMENT Rail Operations	KEY SUBJECT ROW PERMITS	
TITLE Permit Numbers and Track Allocation		
APPLIES TO All HRT Employees and Contractors	APPROVAL(S) Greene, Moore	

Purpose

The purpose of this procedure is to document the process for issuing permit numbers and track allocation planning in an effort to maintain a safe environment and efficient transit system for Tide customers, employees, and contractors when work is being performed on the Tide right-of-way (ROW).

Policy Statement

This procedure is limited to the agency's internal procedures for issuing permit numbers, track allocation planning and the Daily Operating Clearance. Refer to **SOP 101.13 WORK PERFORMED ON THE TIDE ROW** for procedures and requirements regarding applications for temporary work permit for contractors and Hampton Roads Transit departments.

Procedures

ASSIGNING PERMIT NUMBERS

Rail Operations assigns all permit numbers for work within the operating ROW and communicates this number to the contractor following the logic in the example below.

Year project began	Month project began	Week of the project	Designation and sequential order
10	07	02	C02

The example permit number **10-07-02-C02** refers to the 2nd contractor project started in July of 2010 during week 2 of the work. **C = Contractor / T= Tide**

TITLE Permit Numbers and Track Allocation	NUMBER OPS-LRTP 101.12 rev 9	DATE 06/01/2022	Page 2
---	--	---------------------------	------------------

PROCEDURE FOR TRACK ALLOCATION PLANNING

- Track Allocation planning meetings are held every Wednesday at the Norfolk Tide Facility to schedule work within the ROW for the following week.

Note: If a Tide recognized holiday falls on a Wednesday, the track allocation planning meeting is scheduled on that Tuesday.

- All submitted permits are reviewed and must be approved by Rail Operations, Rail Systems, Track Department, Safety Department and Engineering Facilities at the weekly Track Allocation meeting prior to work being performed if the described work is applicable to that department.
- All requestors, including HRT project managers, are required to attend the weekly track allocation meeting with Rail Operations, Rail Systems, Engineering Facilities, Safety Department and ROW Maintenance to respond to questions regarding proposed work. Attendance will be tracked during each meeting. Any requestors needing to call in for the Track Allocation meetings will be accommodated only under certain circumstances.
- Once the requestors permits are reviewed and approved, Rail Operations Department will provide each requestor a copy of the approved temporary permit, which must be available on the project site to confirm permission to occupy the ROW. Requestors of the approved Work Permit are responsible for ensuring that the designated flagger, the foreman, and work crew members are fully aware of the work plan prior to reporting on the project site.
- Rail Operations will develop a detailed Track Allocation Spreadsheet that will contain all internal and external approved work permits. Rail Operations will issue the approved Track Allocation spreadsheets to all affected parties including The City of Norfolk's ROW & Development Administrator via email distribution list. Refer to the Track Allocation spreadsheet sample in this Standard Operating Procedure (SOP).
- Rail Operations Department maintains approved work permit(s) and the current Track Allocation spreadsheet in a weekly track allocation folder maintained in the Operations Control Center (OCC).
 - ❖ The approved work permits, and track allocation sheets are maintained on file for 3 years.

Note: Scheduling of ROW activities is subject to availability of Rail Operations, Rail Systems, Engineering Facilities, Safety Department, Security Department and customer service considerations based on the impact the proposed work has on service quality and train schedules.

TITLE Permit Numbers and Track Allocation	NUMBER OPS-LRTP 101.12 rev 9	DATE 06/01/2022	Page 3
---	--	---------------------------	------------------

- Work within the ROW requiring temporary restrictions will only be allowed during the non-peak operating times of Monday – Friday, 9:30 AM to 3:30 PM and 6:30 PM to the end of revenue service and on Saturday and Sunday.
- Based on the safety risk associated with each project, some work will be restricted to the after-revenue service hours of 12:30 AM to 5:00 AM.
- Work requiring temporary restrictions will be indicated on the Daily Operating Clearance. Rail Operations will issue the Daily Operating Clearance on a daily basis.
- Requestors must contact the Control Center via Hampton Roads Transit two-way radio using, Operations 1 channel for permission to access the ROW prior to any activity conducted and contact the Control Center once all work is complete.

Note: OCC has authority over all activity along the ROW at all times.

TITLE Permit Numbers and Track Allocation	NUMBER OPS-LRTP 101.12 rev 9	DATE 06/01/2022	Page 4
---	--	---------------------------	------------------

ATTACHMENTS

Exhibit A		Permit #:	
HRT - Right of Way Temporary Work Permit			
<p>This permit must be submitted by 5:00 P.M. on Tuesday prior to the work week requested email to: rowworkpermit@hrtransit.org (if unable to email) Fax to: 757-222-6119 Operations Control Center 757-222-6063</p>			
Company:			Date:
Requester:	Email Address:		
Office:	Cell:	Fax:	(In Lieu of Email Address)
Contractor's HRT Contact:			
Detailed description of work to be performed:			
Will personnel or equipment be within <u>12ft.</u> from center of nearest track <u>at anytime?</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If within 12ft a HRT Qualified Flag Person will be required	HRT <input type="checkbox"/> Self <input type="checkbox"/>
Will work or equipment be within <u>10ft.</u> of the closest overhead catenary wire <u>at anytime?</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will any excavating be performed (by hand or machine)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the work described above being performed under a <u>HRT contract?</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If excavating is being performed Dig Number must be provided	
Dates Work Performed:	Start Date:	Finish Date:	
Enter Time in 24hr. Format:	Start Time:	Finish Time:	
Work Location by MP:	From MP:	To MP:	
Track to be Accessed:	Track 1 Eastbound <input type="checkbox"/>	Track 2 Westbound <input type="checkbox"/>	Both Tracks <input type="checkbox"/> Embedded Track <input type="checkbox"/> Yard Track <input type="checkbox"/>
<p>I understand that before entering the HRT Right-of-Way, and prior to the start of any work, permission must be obtained from Operations Control Center (OCC) via a HRT issued portable radio on the appropriate Operations channel for my work location. I understand all workers and equipment must remain 12ft. or more from the center of the nearest track at all times. If at anytime 12ft. cannot be maintained a restriction is required and the Contractor is responsible for having a HRT Certified Flagperson present with speed boards in place. If HRT radio fails OCC should be reached by phone at 757-222-6063.</p>			
HRT Maintenance of Way Use Only			
Operation's:	Insurance Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial:
Signal:	Cable Locate Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade <input type="checkbox"/> Track Vehicle <input type="checkbox"/>	Initial:
Comm:	Cable Locate Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Cones <input type="checkbox"/> Stop Signs <input type="checkbox"/>	Initial:
Traction Power:	Power Down Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Derails <input type="checkbox"/> Hand Tools <input type="checkbox"/>	Initial:
Rail Fac. Maint:	Flagperson Scheduled? Yes <input type="checkbox"/> No <input type="checkbox"/>	Ground Strap <input type="checkbox"/> Power Tools <input type="checkbox"/>	Initial:
Track:	Work is Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	PPE <input type="checkbox"/>	Initial:
HRT Safety Department's Use Only			
Safety	Work is Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Initial:
HRT Engineering Department's Use Only			
Engineering	Work is Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Initial:
HRT Operations' Use Only			
Operations:	Restriction Yes <input type="checkbox"/> No <input type="checkbox"/>	Speed Signs Yes <input type="checkbox"/> No <input type="checkbox"/>	Track Out of Service Track # 1 <input type="checkbox"/> Track # 2 <input type="checkbox"/> Rail Yard <input type="checkbox"/> Test Track <input type="checkbox"/>
	Moving Crew Yes <input type="checkbox"/> No <input type="checkbox"/>	Single Track Yes <input type="checkbox"/> No <input type="checkbox"/>	
Operation Authorization Signature			Date
<p>*** Please submit the following information with this Permit - Detailed Work Plan, Any prints/Schematics, A list of workers that will be conducting the work, any equipment that will be used to conduct the work and any lane closures.</p>			

Exhibit B
Hampton Roads Transit Personal Right of Way Work Permit
 Email to: rowworkpermits@hrttransit.org

Permit # _____

Requestor: _____ This permit must be submitted by 12:00pm on the Tuesday prior to the work week being requested and a copy must be available for review at the job site
 Email: _____ Department: Rail Operations Title: _____

Phone #: _____

Submit Date: _____ Finish Date: _____
 Start Date: _____

Start Date	End Date	Start Time	End Time	From Car #	To Car #	Track EBWB	Intruck Allowed	Description of Work and Equipment	Hampton Roads Transit Operations' Use Only					
									Track Out of Service	Single Track	Power Down	Flag Person out	Look out	Rest.

I understand that before entering the HRT Right-of-Way, and prior to the start of any work, permission must be obtained from Operations Control Center (OCC) via a HRT issued portable radio on the appropriate Operations channel for my work location. I understand that all workers and equipment must remain 12ft. or more from the center of the nearest track at all times, if at any time 12ft. cannot be maintained a restriction is required and a HRT Certified Flagperson must be present with Speed Boards in place.

MOW Dept. Use Only				
Operations Insurance Approved	Yes	No		Initial
Signal: Dig # _____			N/A _____	Initial
Comm: Dig # _____			N/A _____	Initial
Traction Power: Power Down:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Initial
Rail Fac. Maint: Flagperson Scheduled:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Initial
Track: Work is Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Initial
Training Completed?				
Yes _____ No _____				
Barricades Track Vehicle _____				
Cones Stop Signs _____				
Derrails Hand Tools _____				
Ground Straps Power Tools _____				
PPE N/A _____				
Operational Notes:				

Operations Department Authorization Signature _____ Date _____
 Safety Department Authorization Signature _____ Date _____
 Engineer Authorization Signature _____ Date _____

Note: If Flag Person is marked "Yes" a work zone must be established with speed boards. If Lookout is marked "Yes" this indicates you are a moving work crew.

Review / Revision History

REVIEW / REVISION	DATE	SECTION	DESCRIPTION	AUTHORITY
0	06/2009	Original		
1	03/2012	Revised		
2	09/2015	Reviewed		T. Manning
3	06/2017		Reviewed	J. Greene
4	05/2018		Reviewed	J. Greene
5	06/2019		Reviewed	J. Greene
6	05/2020	Revised	Procedures	J. Greene
7	08/2020	ALL	Exhibits update, annual review	J. Greene
8	06/11/2021	ALL	Revised	J. Greene
9	06/01/2022	Approvals	Title Changes	J. Greene