

Circular OT-5

Summary & Information

The Circular OT-5 system provides a centralized, paperless process for submitting and approving OT-5 applications. It is a web-based communication system that facilitates the potential placement of private freight equipment at specified loading locations on a railroad. Rail equipment must be approved for potential loading on a railroad as specified in the Association of American Railroads Circular OT-5 for Rules Governing the Assignment of Reporting Marks, Mechanical Designations and for the Use of Private Equipment, by submitting a Circular OT-5 application to the linehaul carrier for the loading location.

Additional features of the Circular OT-5 system include pre-authorization, which allows submitters to gain preliminary authorization for an OT-5 application, and a web-based interface for approving and rejecting applications. In addition, the Circular OT-5 system will support data integrity by receiving automated updates from Railinc's Customer Identification File (CIF), the Centralized Station Master (CSM) and the Umler/EMIS file.

In order to report OT-5 applications via Railinc's Circular OT-5 system, your company will need to have a company ID. Valid identifiers are AAR assigned reporting mark (ABCX) or a Railinc assigned alphanumeric identifier. Companies that do not have an assigned company ID must request one by emailing Private.Marks@railinc.com. This company identification will be an alphanumeric ID (S001). There is a one-time setup charge of \$500 USD for registering a company ID with Railinc. This identifier is unique and once established may be used to access other Railinc systems.

The AAR Circular OT-5 is published in the Association of American Railroads, Circular OT-10, which is published in The Official Railway Equipment Register. Copies of Circular OT-10 can be obtained by contacting the publisher – Commonwealth Business Media, Inc. at cbizservices@sunbeltfs.com or by calling 888-215-6084. Railinc does not take orders for copies of AAR Circular OT-10.

OT-5 approval is an authorization required by the railroad for moving a private car over its lines. OT-5 approval is newly required for tank cars. This approval must be obtained at the time of a new contract or at contract renewal. You are responsible for obtaining preliminary, verbal approval of OT-5 from the railroad before making your railcar move onto the lines. You can do this by calling the railroad, telling them the number of Rail Services cars you want to move onto the lines, and asking their permission to do so. They will give you a verbal answer at that time.

The car owner or agent then submits an OT-5 application to the railroad. OT-5 applications are made for a fixed period of time and the following information is required:

- ✓ Name of owner and lessee (OT-5 contact and phone number for each)
- ✓ Specific car number(s), the station(s), and industry(s) at which loads originate
- ✓ Name of originating line haul carrier and interchange carriers
- ✓ Commodity(s) carried
- ✓ Storage location and car capacity in case originating carrier cannot store cars
- ✓ Mechanical specifications of car(s)
- ✓ OT-5 specifications can be found in The Official Railway Equipment Register under Circular No. OT-5-J Section II (c). The railroad can deny OT-5 approval for a variety of reasons such as mechanical factors, inadequate storage space, safety reasons, capacity on their lines or over-abundance of railroad-available cars.

The Association of American Railroads (AAR) has issued a revised AAR Circular OT-5 K "Rules Governing Assignment of Reporting Marks, Mechanical Designations, and Application for the Use of Private Equipment" that supersedes Circular OT-5 J. These new rules are effective January 1, 2009.

Changes from the previous version address a new internet-based system for loading authority submissions, and for the first time, a new requirement that loading authorizations will be required for tank cars. Applications for authorizations to load tank cars must be submitted, subject to the provisions in Circular OT-5 K, during a one year period beginning January 1, 2009. Due to the specific nature of the information contained in the OT-5 Loading Authority Application, it is the shipper's responsibility to file these requests with the originating railroad utilizing the "Railinc" system.