

## Railroad Flagging & Inspection Request Form

(For use with an existing permit)

Today's Date: \_\_\_\_\_

ARRC Permit No\*: \_\_\_\_\_

Permit Holder: \_\_\_\_\_

*\*A valid ARRC Permit is required for any activity on the Right-of-Way.*

*If you do not have a valid ARRC permit, please contact the ROW Permit Administrator at (907) 265-2247.*

### **REQUESTOR INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Contact (if different from above): \_\_\_\_\_ Cell: \_\_\_\_\_

### **BILLING INFORMATION:**

***If no other agreement is in place, flagging, inspection, and coordination is billed out at a flat rate of \$150 per hour***

Billing Contact Name & Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **PROJECT INFORMATION:**

***It may take 10 business days to schedule flagging, please plan accordingly***

Work Days – Check all that apply

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Preferred Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Shift Start/End Times: \_\_\_\_\_ Total Duration (days/hours): \_\_\_\_\_

Location (detailed description including ARRC Milepost, if known, or attach a map):  
\_\_\_\_\_

Description of work (including number of personnel and type of equipment):  
\_\_\_\_\_  
\_\_\_\_\_

***Is your schedule flexible?***

- NO
- Yes, could shift days
- Yes, could shift weeks
- Other:

### **CERTIFICATION:**

*I have read and understand the Railroad Flagging Policy. I agree to pay for actual flagging and inspection hours which will typically exceed onsite work hours and may be subject to a minimum hour requirement.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **ARRC INFORMATION:** (FOR ARRC USE ONLY)

ARRC Project Manager: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Job Name: \_\_\_\_\_

Job Code: \_\_\_\_\_

Type of Protection:

- Track Lockout
- Authority
- Form B
- Other: \_\_\_\_\_

Track Inspection Required?

- Yes
- No

Vehicle Requirements:

- None
- Hyrail, # \_\_\_\_\_
- Other, # \_\_\_\_\_

Minimum Hour Requirement:

- None
- 3.5 hours
- 8 hours

Employee to cover (name & ID): \_\_\_\_\_ Contact Info: \_\_\_\_\_

**Note: Flagger to contact the ARRC PM & Onsite Contact Person prior to start date/time of request to confirm arrangements**

# **RAILROAD FLAGGING & INSPECTION POLICY**

*FOR WORK CONDUCTED WITHIN THE ALASKA RAILROAD CORPORATION'S  
RIGHT-OF-WAY AND OTHER PROPERTY IN THE VICINITY OF RAILROAD TRACKS*

## ***Situational Requirements:***

Railroad flag protection (flagging) **is required** whenever **people, vehicles, or equipment are within 20' of the tracks**. Flagging ***is also required*** if **equipment can reach within 20' of the tracks**. Some examples of other situations which may require flagging:

- Surveying within 20' of the tracks
- Boring under the tracks
- Working over the tracks (on a bridge or with overhead utility lines)
- Working within 20' of any railroad facilities, including signal facilities.
- Movement of off-road or oversized/overweight loads over at-grade crossings
- Operating tracked equipment over at-grade crossings
- Using a sweeper truck on at-grade crossings
- Crossing tracks on foot with limited sight distance
- Demolition or removal of trees and vertical structures that could fall within 20' of the tracks

Railroad flagging personnel are provided to protect ARRC personnel, equipment, passengers, and facilities from the work being performed, and to provide protection from ARRC operations to parties working within ARRC ROW. Flaggers will provide daily job briefings and ensure at each briefing that all activities planned for that day will comply with the most current version of the Alaska Railroad Safety Operating Manual.

A single flagger may cover a limited length of track, depending on track curves, sight lines, radio contact, and other factors. The ARRC will determine, in its discretion, flagging limits per location and how many flaggers are necessary to cover the required work area.

## ***Work Coordination, On-Site Observation, and Track Inspection:***

ARRC reserves the right to charge permittee for time spent by ARRC personnel coordinating work on projects, whether such coordination activities occur in-office or off-site. All attempts should be made by parties intending to work on ARRC land to carefully plan and schedule work prior to contacting ARRC.

Flaggers are ***NOT*** inspectors of the work being performed. ARRC reserves the right to require on-site observation and/or inspection by ARRC personnel for work within ARRC ROW as needed. Permittees should expect to incur costs for site meetings, for preliminary coordination and for work completion inspections. Additional inspection time may be incurred any time onsite coordination is requested or if work activities are found to be out of compliance with approved plans and specifications or any applicable standards, regulations, codes, permits or laws.

Additionally, separate track inspection is required to be performed by a qualified track inspector prior to the passage of trains whenever the work performed has the potential to damage the track structure. The assigned flagger may or may not be qualified to inspect the track and ARRC may be required to send an additional track inspector to the site. ARRC will determine, at its discretion, whether track inspection will be required prior to the scheduling of any flagging activities. Track inspection costs are the sole responsibility of the Permittee.

**Scheduling:**

Flagging requests must be submitted **10 business days** prior to the start of work. ARRC will make a reasonable effort to provide flagging to accommodate contractors' schedules. However, staffing is limited during certain times of the year and personnel may not be available at specific times.

For regularly-scheduled flagging services, the minimum flag protection time for which a permittee shall be responsible is 8 hours per day, per flagger, regardless of the actual time during each day that flagging is required.

For short duration and call-out flagging needs (e.g., emergencies, high-wide loads at crossings, etc.) the minimum flag protection time for which a permittee shall be responsible for is 3.5 hours, regardless of the actual time worked by the assigned flagger(s).

No single flagger may work more than 12 hours in a given day, 60 hours in a given week, or 6 days in a row.

Flagging hours will typically exceed the contractor's onsite work hours. Additional time is required for flaggers to print reports for the day, to travel to and from the work site, to obtain track authority, to set up and tear down equipment, and to release track authority, each of which are included in the time allotted for flag protection. On average, a flagger will work 2-3 hours per day in addition to the onsite flagging time.

To avoid flagging charges, cancellations of flagging requests must be made at least 72 hours prior to the scheduled start of flagging operations. Any cancellations received with less than 72 hours' notice are subject to payment of the minimum daily rate then in effect, as determined by ARRC, for the number of flaggers assigned to the project.

**Cost:**

If no reimbursable services agreement exists to cover the cost of flagging, inspection, and work coordination for a particular project, the following rates apply:

- Flagging will be billed out at a flat hourly rate of \$150.00 per flagger, subject to the daily 8-hour minimum described above.
- Inspection by ARRC inspectors (including travel time) will be billed out at a flat hourly rate of \$150.00 per inspector, subject to a 1 hour minimum.
- Work Coordination by ARRC employees will be billed out at a flat hourly rate of \$100.00.