

READING BLUE MOUNTAIN & NORTHERN RAILROAD
PO Box 218 1 Railroad Blvd, Port Clinton, PA 19549
Phone 610-562-2902 Fax 610-562-5379

PROCEDURE FOR REQUESTING INSPECTORS ON RAILROAD PROPERTY

- Contractor or other persons requesting access to Railroad property must have a qualified Railroad Inspector with them 100% of the time they are occupying Railroad property.
- Contractor submits a request and fee payment (SEE INSPECTOR FEE SCHEDULE) for an inspector **NO LESS THAN 14 DAYS IN ADVANCE OF BEGINNING OF CONSTRUCTION.** The Inspector Request Form #R166 which must be filled out in detail by Contractor may be obtained from the web site. Contractor will send a detailed letter explaining why they need to be on Railroad property. Request must be very detailed including number of days and hours each day the contractor will be occupying the railroad, exact location of occupation by M.P. (if known). **BE ADVISED:** Should a project require more days than originally requested, the Railroad cannot guarantee availability of additional consecutive days. The project will be shut down until further arrangements can be made according to our inspector schedule.

NOTE: If the project involves boring under the railroad, the Contractor will be required to request an Inspector for **NO LESS THAN 5 DAYS.** Unused days will be reimbursed upon satisfactory completion of the job.

- **INSPECTOR HOURS BEGIN:** when the Inspector leaves the Port Clinton Headquarters and end when the Inspector returns to the Port Clinton Headquarters. Travel time is calculated at 2 hours per day. If you plan to be on site for 8 hours, you are required to submit payment and request a 10 hour work day.
- **PAYMENT MUST BE RECEIVED A MINIMUM OF 14 BUSINESS DAYS PRIOR TO FIRST DAY INSPECTOR IS REQUIRED.**
- When payment is received, an Inspector will be scheduled. Contractor may not occupy Railroad property until they receive Form # R0118 Confirmation Of Inspector. Once Contractor receives Confirmation Of Inspector Form they will know that all approvals have been granted and they can count on beginning work with a Railroad approved Inspector on the day stated on the Confirmation Form.

The Contractor is responsible to contact the assigned Inspector and the Real Estate Office NO LESS THAN 2 hours prior to start time if for any reason the job must be cancelled on that day. FAILURE TO CONTACT THE REAL ESTATE OFFICE WILL RESULT IN FORFEITURE OF PAYMENT FOR THAT DAY.

- The Contractor by requesting an Inspector **AGREES** to abide by the rules and policies of the Railroad as set forth in this document and in the RB6 Specific Requirements for Working on the Railroad Right Of Way.
- The Inspector controls the work site. The Contractor will work within the hours stated on the Confirmation Of Inspector form and will leave the work site on time. The Inspector may not work beyond the times or hours stated on the already approved Confirmation Of Inspector form.
- **ANYTIME AN UNUSUAL OCCURRENCE OR SAFETY RISK OCCURS ON A PROJECT ALL WORK STOPS IMMEDIATELY UNTIL A REPORT AND INVESTIGATION IS COMPLETED. RAILROAD MANAGEMENT WILL ADVISE IF AND WHEN WORK CAN RESUME. DELAY OF TRAIN AND ASSOCIATED CHARGES MAY APPLY.**
- It is Railroad policy to treat any unauthorized entry onto Railroad property as a trespass, so persons are warned not to be present on Railroad property unless accompanied by Inspector.