

CANADIAN PACIFIC

PORT COQUITLAM, B. C., NOVEMBER 15, 2011

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BC OPERATING BULLETIN NO. BCO-204/11

CONDUCTORS' & TRAINMEN'S
YARD FORMEN & YARDMEN'S:
BULLETIN BOOKS:

WILLISTON / COQUITLAM / ROBERTS BANK
MISSION / VAN INTERMODAL FACILITY

LOCOMOTIVE ENGINEERS'
BULLETIN BOOKS:

WILLISTON / COQUITLAM / ROBERTS BANK
MISSION / VAN INTERMODAL FACILITY

SUBJECT: Vancouver/Waterfront Instructions - Job Aid

The following Vancouver/Waterfront Instructions Job Aid, can be found in the Booking-in-Rooms at Williston and Coquitlam Yard Offices. Each employee affected is responsible to secure a copy of same in order to ensure that it accessible while on duty.

General

To ensure the best possible customer service, in all cases the most efficient and safest manner of handling cars, switching and positioning crew members must be used. This includes and is not limited to requesting assistance from Williston Supervisor of Operations or other crews, vehicles or taxi's.

1. Two crew members are to be used within the facilities whenever possible to reduce the time blocking the Port roadway and reduce the down time of the facility. When possible line up the route to be used prior to making a pull and clear the roadway prior to proceeding to the head end. Contact the Williston Supervisor Operations for the possibility in assisting of returning one or both members of the crew to the head end.
2. When two crew members are being used, whenever possible they are to position themselves on the opposite sides of the movement when pulling to observe the condition of the cars being pulled. Do not walk all the tracks looking for possible issues with cars. Cars being pulled from facilities are to be inspected as they are being pulled.
3. At the direction of the Supervisor Operations Williston, both sides of transfer movements that are going to proceed at 30 mph must be inspected and not exceeding 5 mph during pull-by inspection.
4. When lifting cars from sidings or adding cars to tracks in the N, L, K Yards, air hoses must be connected and where connected, angle cocks opened to allow air flow.
5. To facilitate handling of cars on air in Vancouver, the angle cock opposite to the normal end for coupling locomotives when lifting or switching, must be left closed or as designated by the Supervisor Operations Williston. If unclear which end of the track must be left closed, you must contact the Supervisor Operations Williston.
6. At any time if you are delayed more than 10 minutes while switching, you are to contact the Williston Supervisor of Operations to determine if alternate arrangements can be made.

N Yard

There is less than standard clearance between cars in tracks N1 through N17 inclusive. Employees are PROHIBITED from riding equipment in tracks N1 through N17 inclusive unless the adjacent track is SEEN to be clear of fouling points due to less than standard track centers. Tracks N18, N19, and N20 have standard clearance. Be aware of close clearance of switch targets.

Heatley Diamond:

Time Table 80: Revision to Vancouver Terminal Footnote 10.2 on page 12:

New paragraph as follows:

“All devices controlling signals governing movements to or from the BNSF Burrard Inlet Line must be blocked at Stop by the Vancouver Terminal RTC, unless otherwise authorized by the Supervisor Operations, Williston.

While blocking is in place, the RTC must not give permission to open a knife switch, or to place the dual control switch in hand position, for the purposes of a movement passing signal 1N or 4E at Stop, or a track unit entering the interlocking, and proceeding to or from the BNSF Burrard Inlet Line, or for the purposes of a foreman performing track work.”

Replace 2nd bullet reading:

“Automatic for movements on CN switching lead and CP yard tracks” with new wording as follows:

“Manual (governed by special instructions) for movements on CN switching lead and CP yard tracks.

Instructions For A Movement To Reverse Direction

After a movement has stopped with its trailing end within the interlocking limits of a CP yard track, or the CN switching lead, verbal permission must be received from the Supervisor Operations Williston to reverse direction.

Before giving permission to reverse direction, the Supervisor Operations must ensure that devices controlling signals governing movements to or from the BNSF Burrard Inlet Line are blocked at STOP by the Vancouver Terminal RTC.”

Connecting track on the CN lead just East West Coast Reductions.

All movements through the connecting track to the CN Lead just East of the West Coast Reductions’ lead are restricted to 5 MPH and must not handle more than fifty six (56) cars or platforms (loads or empties) at one time.

This applies when spotting or pulling Vanterm East or Pacific Elevator.

Vancouver Waterfront Noise Reduction and Control Instructions

As part of our continuing effort to mitigate noise disturbance to Vancouver waterfront neighboring residents the following instructions apply between Second Narrows at Mileage 124.1 and Victoria Drive at Mileage 126.9 Cascade Subdivision:

1. Maximum coupling speed is reduced from 4 mph to 2 mph
2. Cars may not be cut off in motion. All cars must be pushed to coupling.
3. Cars must not be coupled with more force than necessary.
4. Any occurrence requiring use of whistle signal CROR 14(f), a succession of short sounds as an alarm to warn persons or animals on or near the track, MUST be reported to the Williston Coordinator who will record the occurrence so we may advise our Community Relations group.
5. All railway crossings over Stewart and Commissioner St. are designated and posted as PRIVATE CROSSINGS; Whistle signal as prescribed by CROR 14(l) is NOT required
6. Whistle signal 14(l) is prohibited at Victoria Drive.
7. Testing of the Whistle and Bell on the Williston Shop track is not permitted and can be done once leaving the vicinity of the Shop Track.

DP World (formally Centerm, L81)

General Instructions (All Tracks)

1. Maximum Speed in all tracks 10 MPH
2. The engine bell must be rung continuously while the engine is in DP World property
3. All automated gates must be opened AND closed with a Port ID swipe card
4. In all cases if you leave the DP World property you must close the gate. This applies when leaving the site to pick up cars and return.

Container tracks – L8107, L8108, L8109 and L8110,

1. Stop at intercom box under Heatley Overpass to communicate with DP World staff
2. Once permission to enter has been granted, swipe port pass to open gate
3. If your Swipe Card does not open or close gate, contact Supervisor Operations or use Intercom to call DP World for assistance.
4. Stop at the blue light control box to meet DP World personnel or security staff to ensure the DP World crews are clear of tracks. If permission was granted to pull / spot at intercom then turn on alarms and lights and proceed.
5. When DP World staff are on hand, be governed by their instructions to activate the blue warning lights. In the event there are not any DP World staff on hand, be governed by the Williston Supervisor Operations. Blue lights must be activated on entry and deactivated upon completion of switching.

Spotting

1. A crew member must protect the leading end of each movement. Once the first track is spotted remain at the west end so you are in position for the rest of the tracks being spotted.
2. The handbrake must be applied on the east end and effectiveness tested.

Pulling

8. Stop just short of the first track to be pulled to ensure it is properly secured. Once checked, tie on to the track, cut in the air and release the handbrake.
9. You must be aware of the location of any containers containing dangerous commodities inspecting for placards and general condition from the ground, GOI section 8, item 1.1 applies. If it is more expedient to pull the car up to your location, you are to do so.
10. As you pull each track, unless otherwise instructed, you are to cut in air to ensure air continuity and position yourself that while viewing down the track you check for issues, such as car and load condition, sticking brakes, cars tracking correctly or any other conditions as you would normally when pulling any track.

Warehouses - Ballentyne Pier, tracks WF43, 44, 45 or track WF39 on DP World's dock.

1. When pulling stop just short of the first track to be pulled to ensure it is properly secured. Once checked it is appropriate to tie onto the track, cut in the air and release the handbrake.
2. Be aware of close clearances, do not ride on the east side of equipment
3. A crew member must protect the leading end of each movement .
4. A warning device to warn DP World employees of approaching movement is located at the corner of the building on WF39 and the building at WF43. This device must be activated by swiping your port pass prior to entering and performing any switching movements in these tracks . Warning devices must be deactivated on completion of switching and gates closed by swiping your port pass.

Lantic Sugar (L15)

General

1. 6 axle locomotives are prohibited in the Alliance Grain Terminal. This includes when servicing Lantic Sugar
2. In order to pull and spot Lantic you must gain permission to enter Alliance from the Supervisor Operations, Williston. Be on the look-out for the Alliance switch engine when entering the Alliance terminal
3. There are two derails in the Lantic siding handled by Lantic employees
4. Cars must be pulled into Alliance Terminal

Spotting

1. Spot up to 2 hopper cars to the extreme west end of L15 and apply a handbrake to each car and test effectiveness.
2. One tank car may be spotted east of the two hoppers, with the centre of the tank car lined up with the yellow line on the building. Apply a handbrake and test effectiveness
3. On occasions when Lantic orders one tank car for spotting to Alliance Grain, spot as instructed to track #1, just north of the derail, (before the gravel road crossing just inside the gates).

Alliance Grain Elevator (L56)

General

1. Maximum Speed in all tracks 10 MPH
2. 6 axle locomotives are prohibited in the Alliance Grain Terminal.
3. Permission to enter Alliance Grain is granted from the Supervisor Operations, Williston.
4. Alliance consists of tracks 1 – 11, from east to west, tracks 4-11 do not have standard clearance, DO NOT RIDE equipment unless adjacent track is clear.
5. Watch for Alliance engine when entering facility, it should be stopped in the clear.
6. All movements in Alliance must be done with air cut into all cars.

Spotting

1. 6 axle locomotives are prohibited in the Alliance Grain Terminal
2. When spotting a crew member must protect the leading end of each movement. One crew member can remain at the north end and have the remaining tracks brought north.
3. All tracks must have one handbrake and must be applied on the south east end and effectiveness tested (releasing all air brakes and allow or cause the slack to adjust).

SPOTTING DUMPER (when AGT is not working and/or at the direction of your FOP's Supervisor)

1. 6 axle locomotives are prohibited in the Alliance Grain Terminal
2. When spotting track shed, use at least one idler when spotting to the dumper. Engine must not enter the dumper area. Alliance engine will clear.
3. A manual alarm switch is located on centre pillar between track 1 and 2.
4. Alarm to be activated on entering track shed at all times and deactivated when leaving.
5. Do not ride cars in track shed. Point protection must be provided by walking through or around the dumper shed before pushing cars.
6. Spot up to 10 cars into dumper, (shoving through the house), with the south wheel of the south end car at the "SPOT CAR HERE" sign. (1 foot high), there is also a yellow line, both the sign and line are just south of the dumper pit.
7. Apply 2 handbrakes test on south end and test effectiveness. (releasing all air brakes and allow or cause the slack to adjust)

Pulling

1. When pulling stop just short of the first track to be pulled to ensure it is properly secured. Once checked it is appropriate to tie onto the track, cut in the air and release the handbrake.
2. At this point it is expected a crew member will have proceeded the north end to ensure no cars are in the sand and if so, contact Williston and be governed by their instructions. Once this check is complete you proceed to the next joint and commence pulling.

Note: Tracks 4-11 do not have standard clearance, DO NOT RIDE equipment unless adjacent track is clear

3. As you pull each track, unless otherwise instructed, you are to cut in air to ensure air continuity and position yourself that while viewing down the track you check for issues, such as car and load condition, sticking brakes, cars tracking correctly or any other conditions as you would normally when pulling any track.

VANTERM East (L67-L72) West (L61-L63) TSI Oil (L66)

To raise and lower Roadway Crossing arms on the East Side (L67-L72) and TSI Oil(L66)

Gate codes CP78: *6711# (lower) *6710# (raise)

Due to the number and proximity of switches in the area near the entrance tracks to West Coast Reduction, Vanterm Container tracks, and Pacific Elevators; employees must ensure they have sufficient clearance before riding equipment in this area. Watch also for clearance between cars on nearby tracks. Additional caution should be used when entraining or detraining in this area.

General

1. Speed limit on all tracks is 10 mph
2. Be aware of close clearances and tracks left foul as Vanterm may move cars
3. Initiate contact with Vanterm security using intercom to obtain permission to enter and/or contact the Williston Supervisor Operations and be governed by their instructions
4. Opening of the gate by security indicates permission has been granted to enter.
5. Activate track warning light switch, next to intercom prior to entering Vanterm.
6. CP Rail and Vanterm employees are prohibited from making any arrangements to allow other work to be performed while rail crews switch Vanterm property.
7. In the event of any movements being made by Vanterm employees while a CP crew is within the facility, you are to stop movement immediately and contact the Supervisor

Operations, Williston. Any such incidents are to be reported and will be investigated as a breach of safety protocols.

8. when you leave the Vanterm property, even if you plan to return with more cars, CP crew must deactivate alarms and regain permission to enter with the second movement.

Spotting:

1. A crew member must protect the leading end of each movement and when possible remain at the North end for any further tracks being shoved.
2. Spot on south end of each track unless otherwise advised by the Supervisor Operations, Williston.
3. Secure by applying one handbrake on south end of each cut of cars being spotted and test the effectiveness. (releasing all air brakes and allow or cause the slack to adjust)

Pulling

4. Stop just short of the first track to be pulled to ensure it is properly secured. Once checked it is appropriate to couple to the track, cut in the air and release the handbrake.
5. At this point it is expected a crew member will have proceeded to the north end to ensure no cars are in the sand and if so, contact Williston Supervisor Operations and be governed by their instructions. Once this check is complete you can ride the first track back to the next joint and commence pulling.
6. You must be aware of the location of any containers containing dangerous commodities inspecting for placards and general condition from the ground. If it is more expedient to pull the car up to your location you are to do so.
7. As you pull each track, unless otherwise instructed, you are to cut in air to ensure air continuity and position yourself that while viewing down the track you check for issues, such as car and load condition, sticking brakes, cars tracking correctly or any other conditions as you would normally when pulling any track.

West Coast Reduction (L26)

Due to the number and proximity of switches in the area near the entrance tracks to West Coast Reduction, Vanterm Container tracks, and Pacific Elevators; employees must ensure they have sufficient clearance before riding equipment in this area. Watch also for clearance between cars on nearby tracks. Additional caution should be used when entraining or detraining in this area.

General

1. Permission to enter is provided by the Williston Supervisor Operations.
2. West Coast Reduction (WCR) has an automatic gate and rail-movement warning system controlled by an electric switch located on the fence beside the rail entrance. Rail crews are responsible to open and close the gate (switch will also turn off the rail-movement warning system) when switching is completed.
3. Be aware of slippery walking conditions and hoses used for loading and unloading.
4. Crews must close gate upon leaving the facility by using the push button located on west side of gate. This function controls the alarms, lights and operation of the gate.

Spotting

1. Spotting must be done at no more than 2 mph.
2. All cars must be coupled and on air when spotting and pulling.
3. Point of movement must be physically protected. NO LONG DISTANCE SPOTTING.
4. While switching in (WCR) a minimum train brake on all cars must be set at all times.
5. Spot leading car wheel on yellow marker at end of tracks
6. For a full spot, spot L26-01 (east track) 5 cars first, spot L26-03 (west track) 3 cars second then spot L26-02 (center track) 6 cars, pulling balance of 2 cars to blue flag gate to spot on lead just south of L26-01 switch.

7. Apply 2 handbrakes on the North end of each track or cut of cars left in the spur and test effectiveness. (releasing all air brakes and allow or cause the slack to adjust)
8. Crews are to apply a full train brake before closing the angle cock and making a split in each track to prevent slack running out into sand pile.

Pulling

1. When pulling it is expected you will proceed to the north end to ensure no cars are in the sand and if so, contact the Supervisor Operations, Williston and be governed by their instructions.
2. Once this check is complete you can ride the first track back to the next joint and commence pulling.

Pacific Elevator (L74)

Pac #3 Gate codes CP78: *6711# (lower) *6710# (raise)

Pac #1 Gate codes CP78: *3911# (lower) *3910# (raise)

Due to the number and proximity of switches in the area near the entrance tracks to West Coast Reduction, Vanterm Container tracks, and Pacific Elevators; employees must ensure they have sufficient clearance before riding equipment in this area. Also watch for clearance between cars on nearby tracks. Additional caution should be used when entraining or detraining in this area.

General

1. Crossing warning devices must be fully operational prior to movements fouling the crossing.
2. CP crews must receive Pacific's permission before entering onto Pacific's tracks. This permission may be received from the Pacific foreman or it may be relayed by your Field Operations Supervisor.
3. Track horns are at Pacific 3 (west elevator) on fence post at entrance by track 5. For Pacific 1 (east elevator) horn is located on side of building, west side of tracks and can be operated by rail or elevator personnel
4. 5 miles per hour while passing underneath the dumper shed.

Spotting

1. A crew member must ride on, or walk near, the leading car to protect the point of the movement.
2. Do not ride through track shed, at either Pacific 1 or Pacific 3, close clearance sign.
3. At Pacific 3 spot cars to end of track, clear of roadway south end, tracks 5 thru 8
4. At Pacific 1 spot to yellow line, tracks 1 thru 3 as instructed by the Supervisor Operations, Williston. Secure by applying one handbrake on south end of each cut of cars being spotted and test effectiveness. (releasing all air brakes and allow or cause the slack to adjust)

Pulling

1. Stop just short of the first track to be pulled to ensure it is properly secured. Once checked it is appropriate to tie onto the track, cut in the air and release the handbrake.
2. At this point it is expected a crew member will have checked to ensure no cars are in the sand and if so, contact Williston and be governed by their instructions. Once this check is complete you can commence pulling.

Emergency Sirens consist of blue flashing warning lights accompanied by a siren. All movement in the facility must stop until lights and siren cease or information is received from Pacific personnel to resume movements. In the event alarms sound while rail crews are

working at Pacific and it is safe to do so, car string may be uncoupled and pulled westward to clear Stewart St. for emergency vehicles and to permit CP personnel to vacate until situation is secure.

Columbia Containers (L40)

Spotting

1. Facility has one main track, L40-01 and a short stub track L40-02, the facility holds 8 cars
2. Access to this facility can only be made from track LT29
3. Be aware of steep grade into facility
4. Protect the point when spotting.
5. The track branches off just east of the dumper, spot 8 cars to L40-01 clear of roadway unless otherwise instructed.
6. Do not ride on north side of equipment account close clearances
7. Apply 2 handbrake and test effectiveness. (releasing all air brakes and allow or cause the slack to adjust).

Pulling

1. Stop just short of the track to be pulled to ensure it is properly secured.
2. Once checked it is appropriate to tie onto the track, cut in the air and release the handbrakes.
3. It is expected a crew member will proceed to the east end to ensure no cars are in the sand and if so, contact Supervisor Operations Williston and be governed by their instructions.
4. As you pull, unless otherwise instructed, you are to cut in air to ensure air continuity and position yourself that while viewing down the track you check for issues, such as car and load condition, sticking brakes, cars tracking correctly or any other conditions as you would normally when pulling any track.

Cascadia (K09)

General

1. In the event CP crews are nearby and hear Cascadia’s alarm sirens sound, please safely vacate the immediate area and contact/advise the Field Operations Supervisor for further instructions.
2. Cascadia Terminal movements will be coordinated with the Field Operations Supervisor and/or the Cascadia Supervisor.
3. CP crews must receive Cascadia’s permission BEFORE entering onto Cascadia’s tracks K09-01, K09-02. and/or K08,
4. Permission may be received by radio or it may be relayed to crews by the Field Operations Supervisor.
5. Cascadia Monitors Transfer one, AAR 4141 (CP78)
6. The Engineer must be properly positioned on the head end prepared to pull and is not to change ends within the facility.
7. Cascadia signals governing entrance to K9 and K10

Light(s)	Indication
Flashing Green	Proceed to K09-01 (south) (K9)
Flashing Red	Proceed to K09-02 (north) (K10)
Steady Green	K09-01 is requested but switch is lined for K09-02. Line switch for K09-01 and wait for Flashing Green indication

**Spotting
No Cars**

Steady Red	K09-02 is requested but switch is lined for K09-01. Line switch for K09-02 and wait for Flashing Red indication
One light steady, other light flashing	Both tracks K09-01 and K09-02 are ready to be switched. Color of flashing light determines authorized route and may be changed by reversing switch.
Both lights not lit.	Stop movement and contact Operations Supervisor for instructions from Cascadia.

**Loads:
on track**

1. Derails are located at the west end of K09-01/K09-02 lead
2. Cascadia also has their own derails just inside our derails at both the east and west ends of both tracks, controlled by Cascadia.
3. When the house is clear for spotting (no cars to couple to) loads must be pushed in until the leading end of the first car is at the window of the control booth or over the pit, so that the indexer can reach the cars. Signs on the control booth indicate this point.
4. Spot equal number of cars to each track up to the yellow marks or as directed by the Field Operations Supervisor, secure with 5 hand brakes on the west end of each track and test for effectiveness.

Spotting Loads: With cars on Track

5. Yellow marks have been painted near the west end of K09-01 and K09-02 to indicate Cascadia's maximum indexing capability of 60 cars in each track. Cars should not be left west of the yellow marks in these tracks.
6. Spot equal number of cars to each track up to the yellow marks or as directed by the Supervisor Operations, Williston, secure with 5 hand brakes on the west end of each track and test
7. When a coupling is to be made in K09-01 and/ or K09-02 west of the dumper in Cascadia, crews must **stretch the coupling** to ensure the coupling was made also couple the air hoses and open angle cocks.
8. Loaded cars placed to K09-01 and/or K09-02 west of the dumper Crews are required to provide the Supervisor Operations, Williston with cut numbers for work performed. When entering the dumper area inside the house, do not walk between K9-01and K9-02 , walk south of K9-01 or north of K09-02.

Light(s)	Indication
Flashing Green	Proceed to K09-01 (south)
Flashing Red	Proceed to K09-02 (north)
Steady Green	K09-01 is requested but switch is lined for K09-02. Line switch for K09-01 and wait for Flashing Green indication
Steady Red	K09-02 is requested but switch is lined for K09-01. Line switch for K09-02 and wait for Flashing Red indication
One light steady, other light flashing	Both tracks K09-01 and K09-02 are ready to be switched. Color of flashing light determines authorized route and may be changed by reversing switch.

Both lights not lit.	Stop movement and contact Operations Supervisor for instructions from Cascadia.
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Pulling Empties: Cascadia

1. Derails are located at the east end of K09-01/K09-02
2. Cascadia also has their own derails just inside our derails at both the east and west end of both tracks, controlled by Cascadia
3. Stop just short of the track to be pulled to ensure it is properly secured.
4. When entering the dumper area inside the house, do not walk between K9-01 and K9-02, walk south of K9-01 or north of K09-02. There is also a walkway underneath the tracks in at the south end of the dumper area, to cross from either side to the centre
5. Pull cars outside the dumper before attaching an SBU.
6. If cars are to be left behind on the east side of the dumper shed, ensure that any cars remaining are secured with a minimum of 3 hand brakes.
7. Pulling of the empties from Cascadia must be done in the most efficient manner to reduce the amount of down-time incurred by the customer. As soon as sufficient air available, the movement must commence pulling.
8. Unless otherwise directed, movement to Coquitlam will be done at 15 mph not requiring further inspection and testing of the tail end three cars.
9. If a ride by taxi or other means is not available for the crew, the crew is advised to ride the movement clear of the east end and then stop and walk to the head end. Conversely, the movement can be pulled clear of the east end of Cascadia up to Goodwin-Johnson crossing while the crew waits for a ride; to allow Cascadia to begin unloading.

Troy Litowsky
Superintendent
Pacific Gateway