

Bullet points for Stakeholders Track Access Training

questions re active Right of Way and processes when working within vs. submitting a permit request

- What is the purpose of the Track Access process?
 - To provide the process for managing access to the Link Light Rail System Right of Way (ROW), which includes trackway and all related properties.
 - Track Access is defined as the management, scheduling and authorization of access for employees and contractors to perform work on, near or adjacent to the ROW or any Sound Transit facilities (located within the ROW).
- What function does a Track Access Permit serve?
 - A Track Access Permit Request is a document used by non-KCM personnel to request authorization to perform work in, near or adjacent to the ROW which has the potential to affect operations. Once approved, the request becomes a permit and serves as written authorization to allow such work to be performed. It restricts such work to specific areas, times and the conditions as listed on the permit.
 - Permits, unless the work has been classed as permit except, are required for all work in the ROW. A copy of the approved work permit must be in the possession of the work party at the work site. Failure to produce a valid work permit upon request will result in removal of the work party of the ROW.
 - Permit requesters must abide by all requirements of Standard Operating Procedure (SOP) 6.15.
- What is the ROW (definition)?
 - The area and property that extends 10 feet from the nearest rail and/or property that is dedicated to Light Rail mainline operations.
- What joint KCM/ST SOP covers the Track Access process?
 - Standard Operating Procedure (SOP) 6.15 – Track Access Procedures *(Note that permit requesters must abide by all requirements of this SOP.)*
- What are the responsibilities of a permit requester?
 - Submit permit requests in compliance with SOP 6.15.
 - Provide accurate and timely information for each permit request, including complete work plans, and other relevant information (photos, drawings, etc.) to aid in communicating details about the work involved.
 - Once final approved permit is received, communicate directly with SME chief for the identified support group or with Link Control Center if no support is required. Communication requirements are detailed in SOP 6.15.

- What are the responsibilities of the Sound Transit Project Manager?
 - Review, understand, and comply with all aspects of SOP 6.15.
 - Ensure contractors understand and comply with Track Access process requirements outlined in SOP 6.15.
 - Responsible for contractors' performance during permitted work.

- What is the deadline for submitting permit requests?
 - The completed permit request must be submitted no later than Monday at 8am two weeks prior to the start of the week of work.

- What is a work plan?
 - An outline of all tasks or tests associated with work related to permit requests, including but not limited to: date range of planned work, list of participant names, individual roles and responsibilities, detailed description of the work, maps, tools/equipment listing, and safety plan and any other information required by the Track Access Coordinator(s).

- What is the LCC (definition)? What does the LCC do?
 - Link Control Center (LCC) is the primary location for controlling, monitoring, and dispatching the entire Link Light Rail system. Also used to address (or refer to) the controller in charge of the rail system at any given time. The function of the LCC is similar to that of air traffic control for air traffic/airports.

- How do permit holders and the LCC work together?
 - LCC must be contacted to open the permit each day before any work begins. LCC must also be contacted to close the permit each day once all work for that day/shift is complete and all workers and equipment are clear of the ROW. *This practice ensures the LCC knows where work is taking place, when it begins and when it ends each day.*
 - Notifications to LCC are required each time before entering or exiting the trackway during the permitted time period unless an absolute block or permissive block is in place (see SOP for complete definitions of these blocks, but note is a form of work area protection that excludes others outside of the permit holder group from entering that area).
 - When an EIC/EIS has been assigned to a permit, the work permit is opened and closed by the EIC/EIS only – those communications with the LCC are the responsibility of the individual in that role.
 - Work permits that do not require an EIC or EIS are opened and closed by the individual designated on the work permit.
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- **What is meant by Non Revenue Hours?**
 - The period of time each day when there is no scheduled passenger train service. **Note that trains such as test trains or ice trains may operate during these hours if needed. As mentioned in ROW training, for your own safety, even during non revenue hours, you should assume trains may be operating.**
- **What is a KCM Rail “craft” and what role do crafts serve in the Track Access process?**
 - The specific department with submit matter expertise that reviews, signs off on and supports a permit that affects their operation; namely Facilities, Traction Power, SCADA, Signals, Track, Vehicle Maintenance and Operations.
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- **What is an LRV?**
 - Light Rail Vehicle – the trains that operate along Link Light Rail.
- **What is the OCS?**
 - Overhead Contact System – the overhead wires and equipment that distribute electric power from substations to light rail vehicles.
- **What is LOTO?**
 - Lockout/Tagout – A system used to isolate equipment where an unexpected start up or energization could occur and cause injury.
- **What is an EIC?**
 - Employee in Charge – The designated KCM employee, with a current KCM Light Rail EIC certification, that is in charge of a work group.
- **What is an EIS?**
 - Employee in Support – The designated KCM employee, with a current KCM Light Rail EIC certification, who provides periodic access and monitoring of work groups that do not require full EIC support.
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- **When is the Track Access Coordination meeting?**
 - The coordination meeting is held on Wednesdays at 1300.
- **What is the purpose of the Track Access Coordination meeting?**
 - At this meeting, permit requestors or representatives will meet with KCM and ST staff. The upcoming week’s track access schedule will be reviewed and scheduling conflicts or questions concerning work are discussed.

- **When are approved permits issued?**
 - **Following signature approval, a PDF file of the original permit will be sent to the requestor no later than the end of business on Friday.**
- **What does the permit number on an approved permit indicate?**
 - **The numbering convention is an indication of the year, month, week and number of permits issued during that week.**

*Using this example - PXX-XX-XXX – **P23-01-1XX***

- **PXX – indicates the year, for example P23 means the permit year is 2023**
- **XX, etc – indicates the month of the of the year, for example 01 is January**
- **XXX – indicates the week of the month, for example 100 series is the first week of the month. The numbers after the first digit indicate the sequential number of permits for that week.**

SEE NEXT PAGE – ROLES AND RESPONSIBILITIES FROM SOP 6.15



Standard Operating Procedure	SOP 6.15	Page 16 of 16
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TRACK ACCESS PROCEDURES		

Appendix 3: TRACK ACCESS ROLES AND RESPONSIBILITIES

TRACK ACCESS STAFF:

- Responsible for the process by which Track Access Permit Requests are received, managed, reviewed, coordinated, and approved.
- Review all information associated with each permit request submittals, including work plans and other documentation.
- Coordinate communications and information flow to all stakeholders during the review and approval process of permit requests. Stakeholders include subject matter (SME) expert chiefs from Metro Rail Division departments, permit requestors, and Sound Transit project managers.
- Conduct weekly meetings with stakeholders to discuss all permits planned for the upcoming week.
- Conduct all actions related to the final approval of permits, permit transmittal and posting of all finalized permit documents and related reports.

KCM CHIEFS (RAIL SMEs):

- Provide SME review for permit requests. Assess permit work impacts on SME's operating environment, including identifying potential conflicts.
- Determine staff required to support permits, determine the required support availability, and schedule support personnel.
- Provide signature approval, if information meets review requirements.

REQUESTORS:

- Submit permit requests in compliance with SOP 6.15.
- Provide accurate and timely information for each permit request, including complete work plans, and other relevant information (photos, drawings, etc.) to aid in communicating details about the work involved.
- Once final approved permit is received, communicate directly with SME chief for the identified support group or with Link Control Center if no support is required. Communication requirements are detailed in SOP 6.15.

SOUND TRANSIT PROJECT MANAGERS:

- Review, understand, and comply with all aspects of SOP 6.15.
- Ensure contractors understand and comply with Track Access process requirements outlined in SOP 6.15.
- Responsible for contractors' performance during permitted work.

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