



King County
Metro Transit Department
Rail Division



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	Date of Issue: April 30, 2021	Revision: 6
TRACK ACCESS PROCEDURES		

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1.0 PURPOSE

To provide the process for managing track access to the Link Light Rail System right of way including the Downtown Seattle Transit Tunnel (DSTT).

2.0 DEFINITIONS

Controller—The designated employee on duty in the Link Control Center (LCC) having authority over the entire Light Rail System, including all rail and bus movement in the DSTT.

Craft—The specific department with subject matter expertise that signs off on and supports a permit that affects their operation; namely Facilities, Traction Power, SCADA, Signals and Track.

Downtown Seattle Transit Tunnel (DSTT)—The tunnel portion of the Link Light Rail System located in the Seattle Central Business District.

Emergency Permit—A permit that is requested after the Track Access procedure has occurred and must be issued to address potential unsafe conditions, financial hardship, or catastrophic consequences to persons or equipment.



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Employee In Charge (EIC)—The designated KCM employee, with a current KCM Light Rail EIC certification, that is in charge of a work group. The EIC shall be assisted by flaggers when necessary.

Employee in Support (EIS)—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.

KCM – King County Metro Link Light Rail Division

Link Control Center (LCC)--The primary location for controlling, monitoring and dispatching the entire Link Light Rail System. Also used to address the controller in charge of the rail system at any given time.

Lockout/Tagout (LOTO) – A system used to isolate equipment where an unexpected start up or energization could occur and cause injury.

Overhead Contact System (OCS)--The overhead wires and equipment that distribute electric power from substations to light rail vehicles.

Permit Exempt Logged Activities (PELA)--Right of Way work, which because of its scope or location, will not have any impact on operations. Work with the potential of coming within 10' of the OCS, a Traction Power Substation, or within the trackway, in signal houses, and any time fire safety systems or technological assets that affect operations are involved is ineligible for a PELA.

Red Tag—A red tag is used to lockout / tagout necessary systems when working within 10 feet of the OCS. A red tag for lock out / tagout may also be required for work on other elements of the system as designated by the KCM Rail Section Manager or designee.

Right Of Way (ROW)—The area and property that extends 10 feet from the nearest rail and/or property that is dedicated to Light Rail mainline operations.

SCADA—Supervisory Control and Data Acquisition

SME - Subject Matter Expert



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ST – Sound Transit

Track Access – 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.

Track Access Coordination – The process by which Track Access Permit Requests are received, reviewed, coordinated, and approved.

Track Access Coordinator—The individual designated by the KC Rail Manager or designee, responsible for the coordination and management of all work performed in the ROW by non-KCM personnel.

Track Allocation Request/Work Permit Form—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 Track Allocation Request /Work Permit Form serves as written authorization to allow such work to be performed and restricts such work to specific areas and time periods. Herein referred to as permit requests or work permits once authorized.

Trackway— The area extending 10 feet from the nearest rail not designated for public use or separated from the rail by a permanent, fixed barrier.

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 work description, maps, tools/equipment listing, and safety plan and any other information required by Track Access Coordinator.

VM – Vehicle Maintenance

3.0 RESPONSIBILITIES

- 3.1. LCC may grant special authorization to commence emergency work as needed without a work permit.
- 3.2. Permit Requestors (Non-PELA)



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- 3.2.1. As required by KCM, permit requestors, unless the work permit is classified as PELA, must have an approved work permit and associated work plan prior to commencement of work.
- 3.2.2. Permits, unless the work permit is classified as PELA, 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 worksite. Failure to produce a valid work permit upon request will result in removal of the work party from the ROW.
- 3.2.3. Permit requestors must abide by all requirements of SOP 6.15.
- 3.2.4. Permit requestors must notify KCM craft chiefs (in accordance with section 4.9) of any permit cancellations that have KCM support scheduled.
- 3.2.5. Permit requestors must notify Track Access and ST Project Manager (if applicable) if their permit is cancelled for any reason. This notification will include the reason for cancellation.
- 3.3. Employee in Charge (EIC)
 - 3.3.1. The EIC shall open and close work permits with LCC. The EIC shall only close work permits after confirming that all personnel, equipment and material are clear of the ROW and that all systems have been restored to their normal state.
 - 3.3.2. Conduct a job/safety briefing with the contractor and crew prior to the start of work.
 - 3.3.3. Suspend all work activities if any member of the contractor work crew is found to be in violation of the conditions of the contractor Work Permit(s) or does not have a valid permit onsite.
 - 3.3.4. Remain on site and actively monitor the work to ensure that only work within the scope of the permit is performed.



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3.4. Employee in Support (EIS)

3.4.1 The EIS shall open and close work permits with LCC. The EIS shall only close work permits after confirming that all personnel, equipment and material are clear of the ROW and that all systems have been restored to their normal state.

3.4.2 Conduct a job/safety briefing with the contractor and crew prior to the start of work.

3.4.3 Suspend all work activities if any member of the contractor work crew is found to be in violation of the conditions of the contractor work permit(s) or does not have a valid permit onsite.

3.4.4 Provide a contact number to the lead of the work group and be available to answer any questions or return to the site in a timely manner as needed.

3.4.5 Check in on the progress of the work as needed or requested.

3.5. Link Control Center

3.5.1. Facilitate immediate access to the ROW in the event of an emergency.

3.5.2. Authorize access to the Link ROW to those performing routine maintenance if access does not unduly affect the safe, efficient movement of trains.

3.5.3. Inform operators of workers and work parties entering and leaving the trackway.

3.5.4. Coordinate activities with those performing work to ensure minimal impact on train as well as automobile and pedestrian traffic.

3.5.5. Coordinate non-routine activities and assist with sectionalization as required.



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3.5.6. Suspend work permits if required to ensure the safety of people and/or property, or during major service interruptions where the need to restore service is critical.

3.5.7. Ensure all work activities being performed within the Link ROW are recorded in the Track Access Permit Log. The EIC/EIS for each permit, if applicable, should be included on this log.

3.6. Field Supervisors

3.6.1. Monitor and report ROW activity and PELA violations or unsafe conditions to LCC.

4.0 REQUIREMENTS

4.1. All persons except for KCM Rail Section personnel and Transit Facilities Department personnel must have an approved work permit or PELA prior to performing work within the ROW.

4.2. In order to ensure the safety of personnel and equipment, and the safe movement of trains along the Link alignment including the DSTT, access to the ROW must be planned and approved by the KCM Track Access Coordinator prior to the performance of any work by non-KCM personnel.

4.3. All permit requests must include a detailed work plan of planned work. Work plans shall adequately describe the scope of planned work. Work that is scheduled to last more than one week must have a work plan with each permit request submittal. Work plans must be updated appropriately as the work progresses and submitted with the associated request.

4.4. The KCM Track Access Coordinator reserves the right to refer permit requests and/or work plans to the appropriate KCM craft representative or ST Project Manager for technical review as needed.



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- 4.5. Any work that has a potential to come within 10' of the OCS requires a de-energization and LOTO by the KCM Rail power group and must be indicated on the permit.
- 4.6. The KCM Rail Director or Track Access Coordinator has final authority concerning the issuance of work permits.
- 4.7. KCM Rail Operations reserves the right to cancel authorization to work in the ROW at any time.
- 4.8. In the event of an emergency that requires immediate action to safeguard persons or property, LCC may permit immediate access to the ROW as needed without a permit.
- 4.9. If a permit requires support from KCM Traction Power, Track, and Signals, KCM Facilities, KCM Vehicle Maintenance, and/or KCM Operations, coordination in advance is required. For these permits, notification to appropriate support department(s) of intent to use or to cancel the permit is required at least 24 hours in advance of the start time and should be directed to the craft signatory on the permit supporting the work. Failure to make these notifications to KCM may result in cancellation of the permit.
- 4.10. Permitted work must adhere to all conditions of the permit including permitted time, location and other restrictions. Performing work not identified on the respective permit will result in an immediate suspension of the work and revocation of the permit.
- 4.11. LCC must be contacted to open the permit before any work begins. LCC must be contacted to close the permit once all work is complete and all workers and equipment are clear of the ROW. Notifications to LCC are required each time before entering or exiting the trackway during the permitted time period unless an absolute or permissive block is in place. When an EIC/EIS has been assigned to a work group, the work permit shall be opened and closed by the EIC/EIS only. Work permits not requiring an EIC/EIS may be opened and closed by the individual designated on the work permit.



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- 4.12. All personnel who perform work within the ROW must have successfully completed the appropriate tier KCM Rail ROW safety training course.
- 4.12.1. All persons working in the ROW must have their valid ROW card in their possession.
- 4.13. All persons in the ROW, whether Link employees or others, shall immediately follow all orders from the LCC unless it is unsafe to do so.
- 4.14. All work in the ROW shall be governed by one of the four following levels of support by KCM.
- 4.14.1. Employee in Charge (EIC) – An EIC is required for all work in the trackway, in TPSS or when OCS de-energization is required, in signal houses, and any time fire safety systems or technological assets that affect operations are involved. KCM may require an EIC for other types of work at its discretion.
- 4.14.2. Employee in Support (EIS) – An EIS may be used at KCM's discretion if the Track Access Coordinator in conjunction with the craft signatories determines that the work does not require full time monitoring by an EIC.
- 4.14.3. No support required. Work that requires a permit but does not require any type of support. This is determined during review of the permit request, and if the Track Access Coordinator in conjunction with the craft signatories determines that the work does not require support.
- 4.14.4. Permit Exempt Logged Activity (PELA) – Work that the KCM crafts have classified as permit exempt will not require a KCM employee to monitor it, although it is still subject to periodic inspection by KCM employees to ensure that its scope falls under the guidelines of PELA. PELA work that is found to be outside the guidelines of PELA may immediately be suspended and re-categorized under one of the above categories at KCM's discretion.



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5.0 PROCEDURES

- 5.1. To obtain a Track Allocation Request/Work Permit Form, contact the Link Track Access Coordinator at LinkTrackAccess@soundtransit.org.

“The completed permit request must be submitted as a Word document no later than Monday at 8am two weeks prior to the start week of the work. Requests should be submitted as a Word document to the Track Access Coordinator @ linktrackaccess@soundtransit.org. See below for an example of this schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Track Access Permit Request Due by 8am					
			Weekly Track Access Meeting held to coordinate the permits that begin the following Monday		Final permits are emailed to requestor.	
	Permit Work Can Begin Just Past Midnight and continue through Sunday at 2359					



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Note: If permit request is not submitted before the deadline, contact the Track Access Coordinator for next steps.

- 5.2. Work Plans shall be submitted with the Track Allocation Request/Work Permit Form.

Note: Work plans involving SCADA systems must be approved by Sound Transit Operations Technology (OT) and the KCM SCADA Chief prior to submitting a permit request.

- 5.3. The Track Access Coordinator shall meet with KCM Rail Department representatives to review permit requests and any associated work plans. Representatives from the Track, Signals, SCADA, Traction Power, Facilities, and Operations departments, shall be given the opportunity to review permit requests and associated work plans. Support requirements, operational constraints, availability, and eligibility for PELA are determined at this meeting by KCM. To prevent conflicts, ST oversight will provide a priority listing for KCM Rail Division representatives to refer to when reviewing track access requests.
- 5.4. Permit requestor(s) or representatives must attend the Track Access Coordination meeting conducted at 1300 on Wednesdays either virtually or at the Link Operations and Maintenance Facility (OMF) 3407 Airport Way South, Seattle, WA 98134. See <http://www.kcmetroraildivision.com/track-access> for details about the virtual meeting. At this meeting, permit requestor(s) 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 the work will be discussed.
- 5.4.1. If the permit requestor or assigned representative is not present at the meeting, the Track Access Coordinator at his/her discretion may not approve the requested permit.
- 5.4.2. Due to major holidays limiting KCM support, the Track Access Coordinator may at his/her discretion hold one meeting in advance of the upcoming holiday and require all permit requests to be



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processed in advance. If this is the case, the Track Access Coordination meeting on the week of the holiday may be cancelled.

5.4.3. Under circumstances resulting in the absence of the Track Access Coordinator, the coordinator may hold the meeting on another day. Changes to the meeting schedule will be posted at www.kcmetroraildivision.com/track-access.

- 5.5. After a permit has been determined as PELA status, a representative is not required at the Track Access meeting unless otherwise instructed.
- 5.6. At KCM's discretion, PELA status work may be reclassified if the work has the potential to impact Rail operations.
- 5.7. Permits are subject to additional requirements as specified by KCM Rail Operations.
- 5.8. The Track Access Coordinator has final signature authority for issuance of all permits.
- 5.9. Following signature approval, a PDF file of the original permit will be sent to the requestor no later than the end of business Friday.
- 5.10. The Track Access Coordinator will produce and distribute a Track Access Report by the end of business on Friday. Track Access Report shall include all approved work permits and a listing of PELA.
- 5.11. Copies of all approved work permits and a PELA summary will be placed in the track access log book kept at the LCC.
- 5.12. The permit requestor, after receiving a copy of the completed and approved work permit, may plan the work per the instructions on the approved work permit.
- 5.13. A copy of the approved work permit must be in the possession of the work party at the worksite. Failure to produce a valid work permit upon request will result in removal of the work party from the ROW.



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- 5.14. Once issued, the conditions on a work permit may only be revised after direct communication between the LCC, the Track Access Coordinator and the craft signatory on the permit. Changes to dates, worker protections, etc. require that a revised permit be scanned to the LCC and filed with the original permit.
- 5.15. A onetime 30 minute time extension may be requested by the EIC/EIS to the LCC if it is necessary to finish work. The LCC is not obligated to grant the extension and will only do so if the extension does not adversely affect operations.
- 5.16. Requests for time extensions beyond 30 minutes require email authorization from the craft signatory and should be printed out and attached to the permit in the Track Access log book.
- 5.17. Permits that are considered to be Emergency Permits as defined in Section 2.0 must be accompanied by a specific justification statement addressing the need for the emergency request. The KC Metro Rail Division Director and the Executive Director of Sound Transit Light Rail Operations must grant approval to process the emergency request. This process is managed through the Track Access Coordinator.

6.0 APPENDICES

Appendix 1: Track Access Request/Work Permit Form

Appendix 2: Track Allocation Work Plan Template

Appendix 3: Track Access Roles and Responsibilities

7.0 SUMMARY OF CHANGES

Initial Issue-3/7/08

Revision 1-4/3/09



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- Changed the signature block and minor text changes in the body of the document.
- Revised Track Access Request/Work Permit Form

Revision 2—6/27/13

- Updated Definitions section
- Updated Requirements section
- Updated Procedures section

Revision 3—6/26/15

- Updated Definitions section
- Updated Responsibility section
- Updated Procedures section
- Updated Requirements section
- Updated Appendix

Revision 4—11/19/18

- Updated Definitions section
- Added new category of Employee in Support (EIS)
- Added new category of PELA
- Modified advance notice time requirements

Revision 5 – 03/13/2020

- Changed permit request due date to 2 weeks in advance
- Updated appendices
- Updated and clarified terminology used.
- Added definition for Track Access Coordination.

Revision 6 - 04/30/2021

- Permit requestors must review and acknowledge understanding of SOP 6.15
- Emergency permit process defined
- Added language about virtual meeting format and webpage
- Updated Appendix 1 and 2
- Added Appendix 3: Track Access Roles and Responsibilities



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Appendix 1: Track Access Request/Work Permit Form
See www.kcmetroraildivision.com/track-access for the latest form



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Appendix 2: Work Plan Template

See www.kcmetrorailldivision.com/track-access for the latest form



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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.