

**Metro Transit Department**

**Rail Division**

 **TRACK ALLOCATION REQUEST/ WORK PERMIT FORM**

***To open/close permits or to report an emergency call:***

**Link Control Center (LCC) 206-205-8177**

 **Permit # P23-**

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| Company Name(s) include all sub-contractors:  | Main Office Phone:  |
| Onsite Work Crew Leader’s Name:  | On Site Phone:  |
| LOTO Contact Name (if applicable):  | LOTO Contact Phone:  |
| Number of Work Sites:  | Number of Employees:  |
| Sound Transit Project Manager Name:  | ST Project Mgr. Phone:  |
| **Describe the type of work being performed:** *Be as detailed as possible including, who, what, when, where, why and how. A detailed work plan is also required as a separate attachment, please include relevant pictures and drawings.*Names of the employees that will be working under this permit (must be ROW trained) – *on site substitutions are permitted with ROW training card, picture ID, and approval of the EIC* |
| **List tools & equipment to be used:** On Track Equipment (OTE):(If yes, Sound Transit Hi-Rail Vehicle Verification Form must be included with request) **YES** [ ]  **/NO** [ ]   |
| **Location of work (please provide details):** | NORTH  | [ ]  | SOUTH | [ ]  |
| **PROTECTION REQUIRED – determined by KCM Link Light Rail Personnel** |
| **De-Energize TPSS** |  | **Lockout Tags** **Lockout Locks** |  | Work Zone |  | KCM Link Staff Employee in Charge |  |
| **Energize TPSS** |  |
| **De-Energize OCS** |  | Flagger’s Required |  | Confirm support arrangements 24 hrs in advance and again 1 hr |  |
| **Energize OCS** |  |
| **Bore Closure Required** |  | Track Switching  |  | LRV Operations |  | KCM Link Staff Employee in Support |  |
| **Single Tracking** |  |
| **Special Requirements:** **REQUESTOR: Complete the chart below with each date/time you are requesting to work within the week, permits begin 0001 on Monday’s and conclude at 2359 on Sundays.**  **Date Time**

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| CONTRACTOR/PERMIT HOLDER AGREES TO THE FOLLOWING |
| **I have read and understand the rules and requirements detailed in Standard Operating Procedure (sop) 6.15 current revision** **(see** [**https://www.kcmetroraildivision.com/track-access**](https://www.kcmetroraildivision.com/track-access)**) and will abide by all aspects of said sop.** **This Permit may be revoked at any time for violation of rules & requirements or as deemed necessary for the safety of personnel and equipment.** |
| PERMIT HOLDER MUST REPORT CANCELLATIONS AS FOLLOWS: |
| **Notify, by phone KCM support chief of any permit cancellations that have KCM support scheduled.****Report the cancellation using the QR code, forward a copy to your ST Project Manager and the support craft Chief involved (if applicable)** **If not using the QR code, e-mail Permit Cancellations at** **permitcancellations@soundtransit.org** **and ST Project Manager (if applicable).****Must include the permit # in the subject line and indicate the reason for the cancellation.*****Contact info noted on this permit, see Sound Transit Project Manager Name and KCM LINK Authorization information*** |
| Submitted by (name and contact number):  | Date:  |
| KCM LINK Authorization |
| **Signals/Comm Dept.** James Sanderson 206-503-3124 cellJames.Sanderson-KCRail@soundtransit.org | **Traction Power Dept.** Titus Hinga 206-661-9623 0600-1400 HoursTitus.Hinga-KCRail@soundtransit.org Maria Roberts 206-677-6071 1400-2200 HoursMaria.Roberts-KCRail@soundtransit.org   | **Restricted Access Office:**Approved [ ]  Denied [ ]  |
| **SCADA Dept**. Adam LaZerte206-833-1983 cell / 206-903-7739 after hours Adam.Lazerte-KCRail@soundtransit.org |
| **Facilities Dept:** James Thames (electricians) 206-619-4488 cell /206-398-5361 ofc.James.Thames-KCRail@soundtransit.orgJoe Lagonoy (mechanics)206-584-7434 cellJoseph.Lagonoy-KCRail@soundtransit.org | **Track Dept:** Mike Larson (Day)206-255-0482 cell /206-903-7723 ofcMike.Larson-KCRail@soundtransit.orgRobert Garraway (Graveyard) 206-945-7620 cell / 206-553-3785 ofcRobert.Garraway-KCRail@soundtransit.org |
| **KCM LINK Track Access Representative:**  Kathy Morgan 206-519-9163, Lauren Griffiths 206-953-9145 or Molly Cornell, 206-666-7259For more information, please visit: [**https://www.kcmetroraildivision.com/track-access**](https://www.kcmetroraildivision.com/track-access))  | Date: |
| ATTENTION**A hard copy of the permit and each employee’s ROW card must be at the work site at all times.**  |

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