



SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY
Rail Transportation Division – Railroad Operations
Division Notice Number: 5-3

ISSUED: December 28, 2011

EFFECTIVE: 2:01 AM Monday, January 2, 2012

This Division Notice supersedes Division Notice 5-2 and Supplemental Division Notice 5-2A.

(A) TERRORISM AWARENESS

August, 2011

On-going terrorist attacks are evidence that we must maintain a heightened awareness of our susceptibility to unprovoked aggression without warning. Employees must recognize that any public gathering may be considered an 'opportunity' by individuals inclined to attack innocent, defenseless people. While the very freedoms and liberties we enjoy create an environment that makes it very difficult to guarantee safety from terrorist actions, following the basic procedures listed below may help prevent a future tragedy.

- Be alert for suspicious objects, persons, or activity in the work area.
- Provide notification by the quickest means available about anything of a suspicious nature to either:
 - ◆ SEPTA Police (215-580-4131);
 - ◆ local municipal police (911); or
 - ◆ The Railroad Division Operations Center (RROC, 215-580-8668).The situation will dictate the specific course of action.
- Do not attempt to move or remove a suspicious device, if one is discovered. Refrain from using radio communications or cell phones in the vicinity of the device. Use a standard telephone to contact authorities. Leave the immediate area of the device and advise others to do so.
- Do not take aggressive action against a suspicious person or persons. If possible, keep them in view until the police arrive.
- Take notes of your observations as soon as practical so that accurate information can be provided.

(B) NESHAMINY LINE & CSX TRENTON SUBDIVISION

June, 2011

Silverliner V Station Stop Locations at Langhorne and Woodbourne

Additional platform walkouts at access #2 track have been placed in service at Langhorne and Woodbourne stations to accommodate the door locations of Silverliner V cars.

Trains consisting of Silverliner II, II, IV or Push/Pull equipment may continue stopping at their normal locations.

Langhorne

Northbound Silverliner V trains operating No. 2 track will stop with their head ends at the "Silver V T/S" sign located south end of Bellevue Ave. This stopping location accommodates 6 cars.

Southbound Silverliner V trains operating N. 2 track will stop with their head ends at the "Silver V T/S" sign located 500 feet south of Bellevue Ave.

Woodbourne

Northbound Silverliner V trains operating No. 2 track will stop with their head ends at the "Silver V T/S" sign located south end of Woodbourne Ave. This stopping location accommodates 5 cars.

Southbound Silverliner V trains operating N. 2 track will stop with their head ends at the "Silver V T/S" sign located 425 feet south of Woodbourne Ave.

(C) CHESTNUT HILL LINE

December, 2011

The walkway on the Wayne Ave. UGB (MP5.04) between No.1 and No.2 track on the Chestnut Hill East line is removed from service.

(D) SAFETY RULES FOR RAIL TRANSPORTATION EMPLOYEES (SR-1)

July, 2009

Safety Rules for Rail Transportation Employees revised to change all reference to safety rule of the day to safety rule of the week.

(E) ELECTRIC TRACTION OPERATING INSTRUCTIONS (SET-01)

April, 2011

1. Section 2.1 Characteristics of the Overhead Electrical Catenary System
References to R2, R3, R5, R6, R7 and R8 deleted.

2. Section 5.1 Number of cars in MU & Push/Pull Consists revised to include exceptions
Train 6576 is permitted to operate in Revenue service with 7 cars.
Train 6576 may operate utilizing full power (P3) between north of the Phase Break and Dale.

3. Section 5.6 Phase Breaks

AEM-7 and the ALP-44 locomotives are prohibited from being operated through the Phase Break with both pantographs in the raised position, except when being used in ice breaker service or directed by the Train Dispatcher. When required to operate with both pantographs raised, one of the pantographs must be electrically disconnected as per the equipment operating instructions

Section 5.1 revised to include an exception:

Trains 9701 and 9241 are allowed to operate in revenue service with 7 cars.

(F) EMERGENCY EVACUATION PROCEDURES MANUAL (SEP-1)

December, 2004

Emergency Evacuation Procedures Manual, page 16, item b, first paragraph revised to read:

The STO will coordinate and direct the rescue train that will be used to evacuate passengers. The rescue train must be positioned so that travel between trains is direct and safe. Simultaneous physical contact with both trains must be avoided. After the rescue train is in position, crew members must evacuate passengers onto the roadbed consistent with the procedure outlined below and then proceed onto the rescue train.

(G) SEPTA EQUIPMENT MANUAL (SEQ-1)

September, 2009

1. **Section 4.3. Diesel Locomotive ATC Testing Procedures** revised for clarity and to include procedures for testing the 9-Aspect Cab Signal System.

a. Item A. first sentence revised to read:

A. The test of the Harmon cab signal/ATC system on diesel locomotives must be performed as follows:

b. Item B. first sentence revised to read:

B. In the event of the Harmon System failing to properly test due to operator or system error, the code 'ERR' will appear in the digital speed indicator instead of the code 'run'.

c. Item C. added :

C. The test of the 9-Aspect Cab Signal System must be performed as follows:

1. Place Isolation Switch in Run Position.
2. Put ATC Territory switch (control stand) to the IN position.
3. The ATC Receiver Direction bar switch should be in the direction you are traveling.
4. Place Reverser in Neutral Position.
5. Place Engineer Brake valve in Lead In Position
6. Fully charge system.
7. Place Independent Brake valve to fully apply.
8. Put key in Departure test slot and turn.
9. ATC Departure test light will illuminate.
10. ADU will display Restricting Aspect and Overspeed Indicator light will illuminate.
11. Alarm will sound. Do not acknowledge on all up sequences.
12. Acknowledge on all down sequences of cab signals.
13. When the ADU displays a Restricting Aspect and alarm goes off do not acknowledge.
14. A penalty application of the brakes will occur.
15. Place the Automatic Brake Handle in Suppression Position and acknowledge.
16. When test is complete the LED on the Departure Test panel will extinguish.

2. **Section 3.3 Storing MU Equipment with Pantographs Raised** revised and renamed as follows.

3.3 Storing MU Equipment

A sufficient number of handbrakes must be applied to equipment whenever it is to be stored or left unattended for an extended period of time. Refer to Special Instruction 109-S1 for specific information on consist sizes. All available handbrakes must be applied to passenger equipment in the following instances:

1. Whenever storing equipment on main tracks.
2. Whenever equipment is standing for 10 continuous minutes or longer with no overhead power (i.e. pantographs have been lowered or overhead catenary power has been removed).

Test applied handbrakes by releasing the pneumatic brakes and applying a quick on/off point of power to insure that the car(s) will stop when power is removed.

Handbrakes must be applied on Silverliner IV equipment when there is a mixed consist with Silverliner II or Silverliner III MU's.

Wheel chocks must be used anytime equipment is left unattended with pantographs lowered.

3. **Section 3.4 Storing MU Equipment with Pantographs Lowered**, revised and renumbered as follows.

3.4 Storing MU Equipment: Doors

When storing equipment at other than Roberts Ave Yard, Powelton Ave Yard, and Frazer Yard, close all side and end doors.

(H) AIR BRAKE TESTING AND INSPECTION MANUAL (SAB-1 2nd Edition)

May, 2010

1. **Section 2 - Standard Air Pressures** (page 2-1) revised to include Silverliner V and Eng 70 as follows.

a. 2.1 Standard Pressure Settings

	Brake Pipe	Main Reservoir
Silverliner V	110	128-148

b. 2.2 Maximum Independent Brake Cylinder Pressure Chart

2GS14B Diesel Locomotive	75
--------------------------	----

c. 2.3 Maximum Service Brake Cylinder Pressure Chart

	Service Reduction	Brake Cylinder
Silverliner V	26	40-46
2GS14B Diesel Locomotive	26	58-62

d. 2.4 Maximum Emergency Brake Cylinder Pressures

Silverliner V	44-50
2GS14B Diesel Locomotive	76

3. **Section 3.4 (page 3-2) Class II Air Brake Test**, item C, 8 revised to read: On MU locomotives, allow the deadman apparatus to create a penalty application of the brakes, except when adding or removing cars or equipment en-route.

4. **Section 7.24 Independent Brake Apparatus**, added as follows:

7.24 Independent Brake Apparatus

A. On locomotives equipped with an independent brake, the apparatus must be tested following a Class 1A or Class II air brake test to ensure it is operating properly. While the equipment is properly secured, the independent brake must be tested as follows:

5. Move the independent brake handle to the fully applied position.

6. Observe the brake cylinder pressure gauge to determine that brake cylinder pressure increases accordingly.

7. Move the independent brake handle to the release position.

8. Observe the brake cylinder pressure gauge to determine that brake cylinder pressure releases accordingly.

E. On locomotives equipped with an independent brake, the bail-off feature of the apparatus must be tested during a Class 1A or Class II air brake test to ensure it is operating properly. To test the apparatus:

2. After receiving a signal to release the train brakes, activate the bail-off feature before releasing the train brakes.

3. Observe the brake cylinder pressure gauge to determine that brake cylinder pressure on the locomotive releases accordingly.

4. After observing the operation of the feature, continue with the air brake test.

Notify the RROC Mechanical Desk at the completion of the air brake test if the bail-off feature does not operate as intended, and follow the instructions received.

5. **Section 7.25 Exterior Side Door Safety System** added as follows

Silverliner IV Equipment

A. Introduction

The Silverliner IV Exterior Side Door Safety System consists of Door Control Panels, End Door By-Pass Switches, red door defect lights on the side of each car, and door cut-out switches in each door's access panel. It provides for a loss of traction power when any trainline door malfunctions or is opened improperly. This feature effectively prevents traction power under these conditions while the End Door By-Pass Cut-out switch is in the "Normal" position. This system is an additional safety feature intended to supplement existing crew responsibilities for ensuring employee and passenger safety. It does not replace or eliminate the responsibility of any crew member to ensure the doors are clear before attempting to close any door.

As a safety feature, altering, nullifying or tampering with its intended function is prohibited, except when specifically authorized to do so.

B. Normal Operation

Normal operation occurs when all exterior side doors are functioning as intended. An approved coach key must be in a control panel to operate the doors. The key must be in a panel and in the "On" position if the doors are to be open and the trap is down while the train is in motion. An open door without a key in the panel, the panel "On," and the trap down will cause a traction power knockout. When this condition occurs, the "End Door Closed" light on the engineer's control stand will not be lit. Traction power will be unavailable while these conditions exist. (Note: a trap is considered "down" unless it is completely raised and latched in the "up" position.)

When closing doors while departing a station, the panel must remain "On" and the key in until the door is completely closed. Turning the panel "Off" and removing the key before the door is completely closed will result in a traction power knock-out. Once doors are trainlined closed there is a three to five second delay before the End Door Closed light comes on. The engineer must wait for the light to come on before attempting to take power.

C. Job Briefing Responsibility

All crew members must participate in a job briefing that includes a discussion on the operation of the exterior side doors. This briefing must include a discussion on the types of cars in the train and each crew members' responsibility relative to the operation of all exterior side doors. All crew members must be made aware of any condition that would affect the normal and safe operation of any exterior side door.

D. End Door By-Pass Switch

The End Door By Pass switch must be sealed in the "Normal" position, except when a door malfunction occurs.

1. When taking charge of the equipment at the train's initial terminal, a crew member must inspect the End Door By-Pass Switch at the front end of the leading unit and the rear end of the trailing unit and any known cuts to ensure it is sealed in the "Normal" position. The crew member responsible for this inspection must be determined during the crew's initial job briefing.

a. If an End Door By-Pass switch is found in "By-Pass" or with the seal broken with no MP-11 or defect information available, the crew must perform a power test immediately after the required brake tests and inspections are performed. To perform this test:

- 1) Ensure the End Door By-Pass Switch is in the "Normal" position and all trainline doors are closed.
- 2) The engineer must then attempt to take power to determine if traction power is available. Report the situation to the yard supervisor or train dispatcher, including the outcome of the power test, and follow the instructions given.
- 3) The conductor or engineer must notify the yard supervisor (if at a location where one is on duty) or train dispatcher (if at a location where no yard supervisor is on duty) as soon as practical that a switch was found in the "By-Pass" position or if the seal is broken, and the results of the power test.

b. If an End Door By-Pass switch is found in "By-Pass" or with the seal broken with an MP-11 documenting the malfunction, the crew must notify the yard supervisor (if at a location where one is on duty) or train dispatcher (if at a location where no yard supervisor is on duty) and follow the instructions received.

E. Door Malfunction

Traction power will not be available if a door malfunctions or becomes defective and the End Door By-Pass Switch is in the "normal" position. When a malfunction or defect occurs, the red indicator light on the side of the car with the defective door will light and the End Door Closed light will go out. (There is one red defect light on each side of each car. Both lights will light regardless of which door is defective.) A crew member must identify which car has the defective door. If no red indicator lights are lit all doors must be checked. (Employees are reminded to be aware of the possibility of trains or other equipment on adjacent tracks when opening side doors to check the equipment.) To troubleshoot the defect:

1. Identify the car with the defect/malfunction.
2. By-pass or cut out each door one-by-one until the End Door Closed Light comes on.
3. The defective door must be tagged with a "Door Locked" defective door sticker. If both exterior side doors on one side of an individual car become defective both doors must be tagged and the passengers removed from that car.

4. If the problem cannot be corrected the End Door By-Pass switch on the head end must be placed in the "By-Pass" position.

The train dispatcher must be notified as soon as practical, without additional delay to the train, if a door defect or failure occurs en-route that requires the End Door By-Pass Switch to be placed in the "By-Pass" position.

The train may be operated with the switch in "By-Pass" until it arrives at a repair facility. Note: If the initial terminal is an outlying point or other than a repair facility the train may be operated in by-pass, after notifying the Train Dispatcher, but only until it arrives at a repair facility. Arrival means entering the facility, not passing it.

Upon arrival at a repair facility, an MP-11 must be submitted and the Yard Supervisor or Mechanical Department foreman verbally informed that the Door By-Pass Switch seal has been broken and the switch placed in "By-Pass."

F. "Dogged" Heads

"Dogging" the heads will interrupt the door summary circuit, eliminating protection for any door malfunction after the dogged head. Trainline door capability remains from the rear end of the train to the "dogged" head and from the "dogged" head to the head-end of the train, but is lost from any point past the "dogged" head to the head-end of the train. Protection against a malfunctioning door remains from the "dogged" head to the head-end of the train, but is lost beyond the "dogged" head.

A job briefing must be held when this situation exists and all crew members must have an understanding as to how the doors will be operated throughout the train.

G. Mixed Consists

The presence of Silverliner II or III cars in a train consist will nullify the door summary circuit and require the End Door By-Pass switch to be placed in the "By-pass" position.

1. When a train is made up of mixed consist equipment and taken over by a crew at a location where a yard supervisor is on duty: The supervisor must advise the crew before the crew takes charge of the equipment. If at any other location notify the Dispatcher.
 - a. The engineer must place the End Door By-Pass switch in the "By-Pass" position and complete an MP-11 indicating the reason was due to a mixed consist.
 - b. The engineer must place the End Door By-Pass switch in the "Normal" position if the Silverliner II or III car(s) are removed from the train en-route.

Bombardier Push Pull Equipment

A. Introduction

This information refers to the Door By Pass switch feature on Bombardier push-pull train sets, cab cars 2401-2410 and coaches 2501-2559. These instructions do not apply to Comet cars 2460 and 2461 or Comet 1 passenger coaches 2590-2595.

For the purposes of these instructions, the term "repair facility" only applies to the following locations:

1. Frazer Yard;
2. Overbrook Yard;
3. Powelton Ave Yard;
4. Roberts Ave Yard;
5. Wayne Electric Car Yard.

B. Bombardier Push Pull Operations: Door- By-Pass Procedures

1. Door By-Pass Operation

Bombardier coaches are equipped with a door by-pass feature that provides for a loss of traction power when any trainline door malfunctions. This feature effectively prevents traction power if a trainline door becomes defective or a malfunction occurs when the Door By-Pass Cut-out switch is in the "Normal" position and the train consist is being operated from a cab car or an ALP-44 locomotive. AEM-7 locomotives are not equipped with this feature, so there is no power knock-out for a door malfunction when the train consist is being operated from an AEM-7.

2. Door By-Pass Switch

The Door By-Pass Switch must be sealed in the "Normal" position, except when a door malfunction occurs. The following procedures must be followed by crews assigned to a Bombardier push-pull train consist.

- a) Upon taking charge of the equipment at the train's initial terminal, a crew member must inspect the Door By-Pass Switch and ensure it is sealed in the "Normal" position. The crew member responsible for this inspection must be determined during the crew's initial job briefing. The conductor or engineer must notify the Yard Supervisor if at a repair facility or train dispatcher if at a terminal other than a repair facility as soon as practical if the switch is found in the "By-Pass" position or if the seal is broken.
- b) The train dispatcher must be notified as soon as practical, without additional delay to the train, if a door defect or failure occurs en-route that requires the Door By-Pass Switch to be placed in the "By-Pass" position.
- c) The train may be operated with the switch in "By-Pass" until it arrives at a repair facility. Note: If the initial terminal is an outlying point or other than a repair facility the train may be operated in by-pass, after notifying the Train Dispatcher, but only until it arrives at a repair facility. Arrival means entering the facility, not passing it.
- d) Upon arrival at a repair facility, an MP-11 must be submitted and the Yard Supervisor or Mechanical Department foreman verbally informed that the Door By-Pass Switch seal has been broken and the switch placed in "By-Pass."

3. Crew Responsibilities

The Door By-Pass mechanism is an additional safety feature intended to supplement existing crew responsibilities for ensuring passenger safety. It does not replace or eliminate the responsibility of train crew members to ensure the doors are clear and the passengers are safe before signaling an engineer to begin the train's movement. Also, as a safety feature, altering, nullifying or tampering with its intended function is prohibited, except when specifically authorized to do so.

J. FOLEY
CHIEF RAIL TRANSPORTATION OFFICER

SAFETY RULE REVIEW

In the application of Safety Rule 1301, employees must comply with the following procedures when riding or getting on or off equipment:

- a. Face the direction of movement. Keep body as close as possible to the equipment.
- b. Choose a safe location for getting on or off equipment: away from live tracks, main tracks, close clearances, or other potential hazards.
- c. Use only the handhold, ladder, step, stirrup, or other part designated and placed for the purpose of getting on or off equipment.
- d. When using a ladder or ladder-style step, position heel against the outside edge of the rung or stirrup if possible. Otherwise, use the ball of foot turned slightly sideways and pointed in the direction of movement.