



SELKIRK YARD

FIELD MANUAL

FIELD MANUAL

For Information of Employees

SPRING 2003

SELKIRK TERMINAL MANUAL OF OPERATIONS
TABLE OF CONTENTS

	Page
1.00 SAFETY	2-3
2.00 HOUSEKEEPING	4
3.00 LOCATION MAP	5
4.00 EMERGENCY RESPONSE	6-8
5.00 ALARMS	8-9
6.00 FIREFIGHTING EQUIPMENT	9
7.00 RESTRICTED AREAS	9
8.00 YARD LIGHTING	10
9.00 HAZARDOUS SPILL PROCEDURES	10-12
10.00 TRACK LAYOUTS	12-15
11.00 SWITCHES AND DERAILS	15-16
12.00 SIGNALS	16
13.00 ROADS	16
14.00 CAR INSPECTION	16
15.00 MAINTENANCE OF WAY PROTECTION	17
16.00 SUPERVISORY POSITIONS	17
17.00 BUILDING INVENTORY AND MAJOR OFFICE ASSIGNMENTS	18-20
18.00 VAN ASSIGNMENTS	20
19.00 COMMUNICATIONS SYSTEMS	20-21
20.00 CREW ASSIGNMENTS	22
21.00 LOCOMOTIVE	22
22.00 CAR RESTRICTIONS	22

1.00 SAFETY

Welcome to Selkirk Terminal –

Safety is A Way of Life

1.01 CSXT SAFETY VISION

CSXT will be widely seen as the industry leader.

- We want to be known as being “**obsessed**” with safety.
- We want to be viewed as “**world class**” in safety.
- We want our employees to go home the same way they came to work.
- We want to “**convince**”, not “**confront**” our employees.
- We **will live by our** human and moral commitment to our employees and customers to reduce pain and suffering in the workplace.
- We will have the lowest personal injury and train accident rates.

1.02 CSXT SAFETY POLICY

We are committed to provide transportation services in a manner that will ensure the safety of our employees, our customers and the communities we serve.

1.03 SELKIRK SAFETY ACTION PLAN

The safety action plan for Selkirk Terminal is as centralized and directive a plan as possible. We, as supervisors and union employees, will follow these basic guidelines listed below:

- Be obsessive. Be where the work is. Time in the field is vital. Watch what and how we do tasks. Special attention should be paid to foul points, unsafe acts and radio procedures. When asking questions, remember why, what, when, if and how.
- Be constructive, not destructive. Always use initiative in your observations and suggestions. Talk to all employees as your equal. Use the Safety Leadership Process (SLP). We are all members of CSXT and the Albany Division. As a cohesive team, we can – and will – prevent any and all injuries. Commitment from all employees is essential.
- Communication must be constant and consistent. Use the face-to-face method of communication to best ensure that information, both positive and negative, flows in both directions. Always be open to ideas from anyone. Listen to your personnel in the field and those closest to the work.
- Regularly discuss in a formal environment any problems, suggestions or criticisms that may arise. Use monthly meetings such as TAPS, Safety Committee and General Chairmen's meetings so that management and labor alike are represented.

- Job safety briefings are the perfect way to ensure that employees have made the transition from being off-duty to on-duty. Safety goals (injury-free days, derailments, human factor incidents, etc.) should be regularly communicated and the status of these goals incorporated into job safety briefings. Any and all known hazards, as well as the details of significant incidents on other divisions or railroads, should be included as a topic of discussion as well. When making observations, pay particular attention for “mental vacations.” We must remain focused on the task at hand and ensure that everyone leaves work the same way they came to work.

- ZERO is the only acceptable number.

1.04 SAFETY LEADERSHIP PROCESS

WHAT IS THE SAFETY LEADERSHIP PROCESS?

- It is a process that involves everyone
- It is the conviction that **all** injuries can be prevented
- It is proactive and allows us to focus our efforts concerning safety
- It is the **ability to build a network of communication**

WHAT IT IS NOT?

- It is not efficiency testing
- It is not confrontational

WHAT ARE THE MAIN ELEMENTS OF THE PROGRAM?

- Observation program
- Incident and investigation system
- Training
- Involvement of entire organization
- Management commitment

WHAT ARE THE SIX STEPS OF AN OBSERVATION?

- Observe
- Provide positive feedback
- Discuss:
 - Consequences of unsafe habits
 - Safer way to do the job
- Commitment to work safely
- Discuss other safety issues
- Thank the employee

USING OBSERVATIONS AS A TOOL

- Reinforce the positive
- Detect developing problems and make corrections
- See trends and make corrections

2.00 HOUSEKEEPING

2.01 POLICIES AND PROCEDURES

A display of personal and professional pride in our ourselves and our company is essential to ensure the safety and well-being of all of our employees. Toward that end, it is imperative that we maintain our track areas, right-of-way, and other work areas clean and free of debris and refuse. To support this endeavor, Selkirk Terminal is equipped with numerous receptacles throughout the yard for discarding refuse, debris and scrap parts. Complying with the following good housekeeping basics will produce a safer more attractive work environment.

- **DO NOT LITTER.**

Refuse, debris, broken tools and other scrap parts must be properly stowed and disposed in appropriate receptacles within the yard when safe to do so.

- NEVER THROW ANYTHING OUT ON THE YARD.

Any discarded items found on the yard should be picked-up or steps taken to notify the appropriate personnel for proper disposal.

- OPEN FIRES FOR BURNING REFUSE AND DEBRIS ARE PROHIBITED.

- LUNCH AND CREW ROOMS ARE TO BE MAINTAINED IN AN ORDERLY AND CLEAN CONDITION.

- ALL WORKING AREAS SUCH AS SHOPS, OFFICES AND LOCOMOTIVES, MUST BE CLEAN AND FREE OF REFUSE AND DEBRIS.

- TRANSPORTING REFUSE AND DEBRIS ON TO COMPANY PROPERTY, FOR THE PURPOSE OF DISPOSAL, IS PROHIBITED.

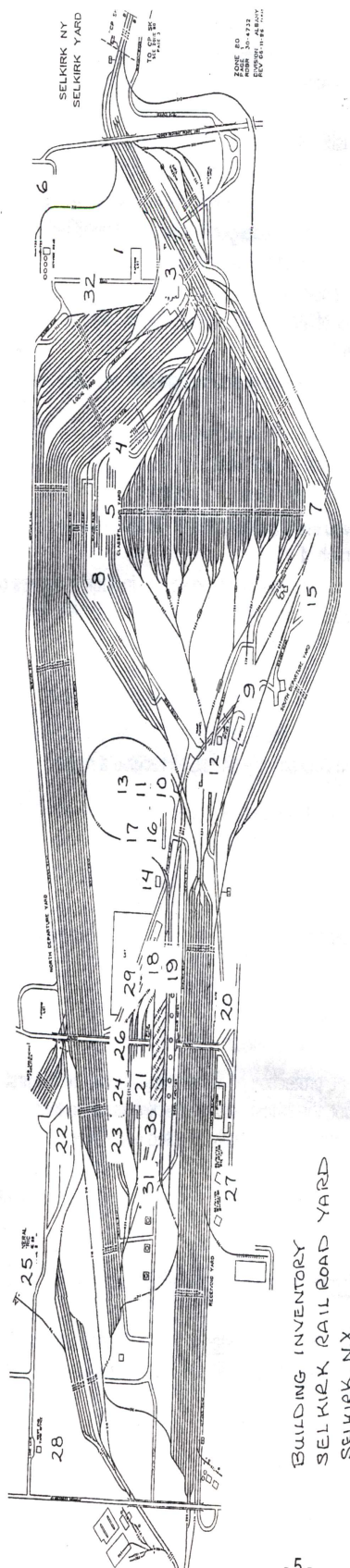
2.02 Refuse and debris receptacles are found at the following locations:

1. East End locker room
2. Car Shop
3. GYO Building
4. Locomotive Shop
5. Locomotive Service Center
6. Maintenance of Way Building
7. Division Office Building
8. Top End Yard Office
9. Hump Tower
10. Signal Annex Building

2.03 Scrap parts receptacles are found at the following locations:

1. Locomotive Repair Shop
2. Car Repair Shop
3. East End Car Inspectors Building
4. Material Yard

3.00 LOCATION MAP



31 - NY 865 - NEW FUEL PLANT PUMP HOUSE
32 - NY 866 - BACK FLOW PREVENTION

- 21 - NY 692 - WHEEL SHOP
- 22 - NY 693 - AUTO SITE BUILDING
- 23 - NY 695 - MATERIAL STORE HOUSE
- 24 - NY 696 - DIESEL SHOP
- 25 - NY 697 - AUTO SITE GUARD HOUSE
- 26 - NY 698 - DIESEL INSPECTION SHED
- 27 - NY 703 - BACK FLOW PREVENTION
- 28 - NY 707 - WEST END YARD MASTER BLDG.
- 29 - NY 863 - NEW GENERAL YARD OFFICE
- 30 - NY 864 - NEW FUEL SERVICE ENTRY

- 11 - NY 680. CHLORINE TREATMENT BLDG.
- 12 - NY 681. HUMA YARD OFFICE
- 13 - NY 682. METER HOUSE
- 14 - NY 683. LIQUID CHLORINE BLDG.
- 15 - NY 684. AIR COMPRESSOR BLDG.
- 16 - NY 685. DISPOSAL PLANT
- 17 - NY 686. WATER TREATMENT PLANT
- 18 - NY 689. GENERAL YARD OFFICE
- 19 - NY 690. SAND/FUEL ISLAND
- 20 - NY 691. TRACK /B&H BUILDING

1 - N4 600 - THE GAR LOCKER ROOM
2 - NY 668 - YMCA SEWER PUMP HOUSE
3 - NY 669 - EAST END YARDMASTER TOWER
4 - NY 671 - WELDING SCHOOL BUILDING
5 - NY 673 - GAR SHOP
6 - NY 674 - T/W GARAGE
7 - NY 675 - SCALE HOUSE
8 - NY 677 - STORES, ANNEX.
9 - NY 678 - POWER HOUSE STRANDEY
10 - NY 679 - PUMP HOUSE TMT BUILDING

4.00 EMERGENCY RESPONSE

4.01 In case of fire or medical emergency you must dial 9-911 and provide the following information:

- Identify by stating – This is CSX Selkirk Yard
- Describe the emergency, i.e.; fire, injury, etc.
- Give your name and call back phone number.
- Give directions to the scene of the emergency, being sure to direct emergency responders to the appropriate entrance.
- Notify Trainmaster on extension 6554 (outside number is 518-767-6554) and inform the trainmaster of the entrance to be utilized so that this route can be cleared and/or kept open
- Direct an employee to meet the emergency vehicle and lead them to the site.

4.02 VEHICLE ACCIDENT

- If personal injury is involved immediately call 9-911 and follow instructions as listed above in Paragraph 4.01.
- Obtain as much information as possible at the scene, including: names of driver, passengers, witnesses and policemen; and details of all events relevant to the accident.
- Exchange information, insurance card, license.
- Complete the accident report and notify Gallaher Basset Co.
- Forward a copy of your report to the District Claim Agent, your supervisor and Vehicle Operations in Jacksonville should all receive a report.

4.03 PERSONAL INJURY

For a serious personal injury, call 9-911 immediately and follow the above instructions, especially the location of the injured employee or advise that a CSX employee will meet and lead emergency vehicles to the injured employee.

4.04 SELKIRK EVACUATION PLAN

In the event of an incident, protection of life and health must be the first concern. In case of doubt, the safest course of action must be taken. However, decisions to evacuate potentially affected populations must be based upon facts and not fears. The Senior Transportation Officer will communicate directly with local emergency officials regarding the potential need to evacuate adjacent population.

In brief, the Evacuation Plan is designed to work as follows:

- In the event of an incident, the Trainmaster or Senior Transportation Officer on duty will be in charge and determine if an evacuation is needed or to the extent of Evacuation.

- If an Evacuation is required the Transportation Supervisor in charge will communicate to the Yardmasters, Car Dept., Track Dept., C & S Dept., Fuel Plant, Diesel Shop and Regional Office of an Evacuation and also a Muster area location.

- When authorized, the Yardmaster will:
- Announce on the Radio: “**Emergency, Emergency, Emergency,**” Yard Evacuation due to (brief description and location). All employees are to proceed to (designated Muster Area) and wait for further instructions.
- Instruct crews to clear all crossings.
- Designated Gathering or Muster Areas:

1. Bethlehem Town Park Rte. # 32 (4 miles)
2. Henry Hudson Park – Rte. 144 (4 miles)
3. Bethlehem Town Park – So. Albany Rd. (1.5 miles)
4. TNT Parking Lot – Rte 396 (1.5 mile)

EVACUATION

Evacuation for life threatening situations would essentially occur by vehicle or foot to the nearest available Muster Area beyond the limits of danger. The Muster Areas and directions via internal roads and also major public roads will be shown on Evacuation maps. These maps will be posted at all locations in the Terminal.

In the event of an actual or imminent threat to human health or safety, the Senior Transportation Officer shall provide verbal notification of evacuation and direct the evacuation as follows:

1. Order all phone conversations terminated. All personnel should turn off any equipment they are using. Contact all departments and order evacuation.
2. Direct all personnel to seek exits that lead outdoors in a timely manner, avoiding fire areas containing flammables or explosives, or the source of the hazard.
3. Once outside, all personnel must use the safest path to Designated Muster Area, staying alert for moving locomotives and trains (all tracks are active 24-hours a day).
4. All personnel remain at Designated Muster Area, until a headcount is performed by the designated Supervisor.
5. Personnel **must not leave** Designated Muster Area until advised to do so by designated Supervisor.

In the event that the Senior Transportation Officer is not present, the non-agreement Supervisors shall be designated as back-ups to direct the evacuation. Evacuation due to the centralized incident such as a building fire, tank explosion or derailment would be specific to the incident. In general, a base Muster Area will be designated by the Senior Transportation Officer on a case-by- case basis. Common sense should be used in terms of any employee remaining within the area of potential danger. Safety policies should be considered by all employees in this regard.

TRANSPORTATION RELATED PROCEDURES

The following plan is adapted for use in the Selkirk Yard area and used the most updated CSX policies, CT 225, which includes transportation related incidents.

The Senior Transportation Officer on duty will be in charge and will determine when an evacuation is necessary on the extent of the evacuation needed. The Senior Transportation Officer will also work with Local Emergency Responders to determine if it is necessary to evacuate the general public and inform the proper authorities.

YARD OVERVIEW:

CSXT's Selkirk Yard, located about eight miles south of Albany, New York, was built in 1968 and designed to serve as the gateway to New England, New York City and various other points east of the Hudson River. Strategically located at a convergence of main routes, Selkirk is connected with the entire CSXT system, and provides direct train service to and from principal points throughout the Northeast, Midwest and the Province of Quebec. At the time it was built, Selkirk was the first yard designed to operate exclusively with a digital computer control system. This system was subsequently updated and replaced by the ProYard system, which was installed in 2001.

Selkirk Yard encompasses an area of 1,250 acres, and includes 11 receiving yard tracks, 70 classification tracks, 16 departure yard tracks, 8 tracks for the automobile unloading site, a car repair shop, a locomotive shop, a new locomotive servicing center, opened in November of 2002, and a newly renovated hump tower, opened in March of 2003. Selkirk Yard is capable of building more than 70 blocks for outbound traffic and originates more than 20 regularly scheduled trains per day.

See attached map of yard layout.

5.00 ALARMS

5.01 LOCOMOTIVE REPAIR SHOP

A siren and red lights designate movement on shop repair tracks. Each track has its own distinct alarm. Each crane has a beeper alarm. A siren with a different sound is used as an evacuation alarm. All vehicles and mobile equipment are equipped with back-up alarms.

5.02 CAR SHOP

An audible alarm indicates track movement of freight cars, and a visual alarm indicates which track. All vehicles and mobile equipment are equipped with back-up alarms.

5.03 HUMP AND EAST END TOWERS

The panel conductor in both the hump and east end towers have a manual alarm that can be activated to alert personnel on the hump or in the class yard to car/engine movements or other unusual circumstances.

6.00 FIREFIGHTING EQUIPMENT AND LOCATIONS

6.01 NOTIFICATION

Each employee is responsible for prompt reporting of fire, theft, vandalism, trespassing, or other violations to company and personnel property.

6.02 FIRE PROTECTION

A. HYDRANTS are found at the following locations:

Location	Fire Hydrants
Region Building	North End of building
Hump Tower	East and West Ends of hump
Locomotive Repair Shop	East, West and South sides of building
Car Repair Shop	East and West ends of building
GYO	East and West Ends of building
East End Tower	West side of tower
Top End	West side of building

B. LOCAL FIRE DEPARTMENT:

Selkirk Fire Department – Phone 9-911 or (518) 439-1234

7.00 RESTRICTED AREAS

7.01 RESTRICTED AREAS

Locomotive Shop

- Basement
- Pump House
- Wheel True Building

Hump Tower

- 2nd Floor Signal Control Area

8.00 YARD LIGHTING

8.01 YARD LIGHTING appliances, equipped with photocell devices, are located at eleven towers throughout the yard along with numerous pole lights.

8.02 Problems with yard lighting should be reported to local supervision designated below:

ELECTRICAL & LIGHTING	TITLE	RNX	PHONE
J. R. (Bob) Schmid	Facilities Supervisor	245-6216	518-767-6216

9.00 HAZARDOUS SPILL PROCEDURES

9.01 HAZMAT SENTINEL QUALIFIED PERSONNEL

- J. D. Lewandowski, Terminal Superintendent. (Sentinel Plus)
- Matt Carson, Senior General Car Foreman
- Joe Lengfellner, General Car Foreman

9.02 POLICIES AND PROCEDURES

All spills or releases of hazardous materials must be reported immediately. Upon notification of a spill or release of hazardous materials, **DO** the following:

1. Gather Information

- Car Initial and Numbers
- Product(s) involved (from waybill or train document)
- Nature of the problem (leaking, on fire, venting, etc.)
- Exact location of the problem (include directions to the same)

2. Make Notifications

- **CALL 9-911** or local emergency number for the fire department, (272-2155)
- If there is a fire, smoke, strong fumes or explosion
- The spilled material is getting into a waterway or flowing off site
- The spilled material presents an immediate danger to other employees or the public.
- Notify the Operations Center, Director of Network Operations at **RNX 322-7551** or (904) 359-7551 or 800-232-0144

Provide the following information:

- Your name and callback phone number
- Your location your Building No. and 491 South County Rd. 800 East, Avon, In.
- Nature of the problem (Describe what is happening, i.e. leaking, fuming, fire, etc.)
- Name of product or materials spilled (from waybill)
- Directions to the scene of the emergency
- Additional information as necessary

3. Protect Yourself and Others

- Advise Employees to avoid the area where the spill has occurred.
- Provide additional direction as required.

4. Assist Local Authorities

- Direct an employee to meet the emergency responders at a designated location

5. Be Available to Relay Information

- Once you have made the appropriate notifications, you should be prepared to stand by at the callback phone to answer questions, receive guidance or other information.

9.03 SPILL COLLECTORS/TRACK PANS

There are track pans located at the west end of the Locomotive Service Center and on the steam crane track in the local yard.

9.04 Terminal Information and Emergency Phone List

Yard / Terminal Name	Primary Street Address	City	State	County
Selkirk Yard	1 Bell Crossing Road	Selkirk	New York	Albany

9.05 Key Terminal Personnel

Title	Name	Office Phone	RNX
Terminal Supt.	Jerry Lewandowski	(518) 767-6215	245-6215
Asst. Terminal Supt..	Rick Knaack	(518) 767-6554	245-6554
Asst. Terminal Supt.	Bill Keough	(518) 767-6554	245-6554
Terminal Trainmaster	Varies	(518) 767-6554	245-6554
Yardmaster – East End	Varies	(518) 767-6506	245-6506
Yardmaster – Top End	Varies	(518) 767-6277	245-6277
Yardmaster – Hump	Varies	(518) 767-6580	245-6580
Sr. General Car Foreman	Matt Carson	(518) 767-6584	245-6584
Diesel Plant Manager	Dean Erck	(518) 767-6224	245-6224
Roadmaster	Brad Hedges	(518) 767-6579	245-6579
Supervisor Signal Maint.	Greg Jordan	(518) 767-6296	245-6296
Supervisor Facilities	Bob Schmid	(518) 767-6216	245-6216
Hazmat Manager	Mike Bethge	(716) 891-6025	227-6025
Auto Site	Joe Pizza	(518) 767-6522	245-6522

9.06 Notification List

Contact	Phone Number
National Response Center (NRC)	(800) 424-8802
U.S. Environmental Protection Agency Region II – Federal OSC	(732) 548-8730
New York State Department of Environmental Conservation	(518) 457-7362
Bethlehem Police Non Emergency	9-911 or (518) 439-1234
Selkirk Fire & Ambulance Non Emergency	9-911 or (518) 439-1234
Hospital – Albany Medical Center	(518) 262-3131
Spill and Cleanup Assistance Miller Environmental – Albany, NY EP&S – Albany, NY	(518) 436-6552 (518) 465-4000
CSXT NOTIFICATIONS	
CSXT Operations Center	(904) 359-7551 or RNX 322-7551
CSXT Police Command Center	(800) 232-0144 or RNX 426-5570
STO – Albany	(518) 767-6900 or RNX 245-6900

9.07 For further details, see Transportation Emergency Response Plan and Environmental Emergency Response Plan (EERP) located in the Terminal Superintendent's Office (3rd Floor, Hump Tower).

10.00 TRACK LAYOUTS

10.01 Departure Tracks –

TRACK	LENGTH (FT)	GROUND AIR
351	8100	EAST END / WEST END
352	8100	EAST END / WEST END
353	7800	EAST END / WEST END
354	9170	EAST END / WEST END
355	9240	EAST END / WEST END
356	9500	EAST END / WEST END
357	9480	EAST END / WEST END
358	11680	EAST END / WEST END
359	11580	EAST END / WEST END
360	10288	EAST END / WEST END
361	10053	EAST END / WEST END
362	6325	EAST END / WEST END
363	6234	EAST END / WEST END
364	6188	EAST END / WEST END
365	6015	EAST END / WEST END
366	6025	EAST END / WEST END

10.02 Receiving Tracks –

TRACK	LENGTH (FT)	GROUND AIR
301	4520	NONE
302	7940	NONE
303	8160	NONE
304	8210	NONE
305	8450	NONE
306	8540	NONE
307	8810	NONE
308	10400	NONE
309	10550	NONE
310	10220	NONE
311	13200	NONE

10.03 Classification Yard – used for classifying freight as well as eastbound and westbound manifest train arrivals and departures.

TRACK	LENGTH (FT)	GROUND AIR
011	2429	NONE
012	2482	NONE
013	2482	NONE
014	2746	NONE
015	3168	NONE
016	2693	NONE
017	2693	NONE
018	2851	NONE
019	2798	NONE
020	2798	NONE
021	2693	NONE
022	2746	NONE
023	2746	NONE
024	3010	NONE
025	3485	NONE
026	3010	NONE
027	2957	NONE
028	3221	NONE
029	3168	NONE
030	3168	NONE
031	3432	NONE
032	3168	NONE
033	3221	NONE
034	3485	NONE
035	3960	NONE
036	3590	NONE
037	3538	NONE
038	3749	NONE
039	3749	NONE
040	3749	NONE
041	3907	NONE
042	3854	NONE

11.03 Derails are located on both the East and West ends of all track located in the Locomotive Service Center.

11.04 Derails are located on the East and West leads to the Car Repair Shop tracks.

12.00 SIGNALS

12.01 Signals govern movement on track 11 from CP SK (East End of Yard) to CP FB (West End of Yard), and are controlled by the NC Train Dispatcher. At CP SK there are a total of electric 19 switches, leading to the Fast Freight, North Departure and South Departure tracks. At FB, there are 5 electric switches, leading to 1 Main, the Yard Lead, and track 11 to CP SW, as well as the 5 Main Lead out to the spring switch on the Selkirk Branch.

13.00 ROADS

13.01 MAIN ROADS through the yard (Speeder Road and the road between the Receiving and North Departure Yards) are paved, and are used by employees and visitors as well as inspection vehicles. SPEED LIMIT IS 40 MPH.

13.02 SECONDARY ROADS are paved and/or gravel roads providing access to various parts of the terminal, and are used by employees and visitors, as well as inspection vehicles and authorized personnel in the performance of their duties. SPEED LIMIT IS 20 MPH.

13.03 INSPECTION ROADS are provided between tracks in the Receiving Yard, Departure and Classification Yard for use by authorized personnel only in the performance of their duties.

14.00 CAR INSPECTION

14.01 Car Inspectors headquartered at the East End Yard Office inspect INBOUND trains in the Receiving Yard.

14.02 OUTBOUND trains and cuts will have air hoses connected and brake tests performed by Car Inspectors with same headquarters previously stated.

14.03 INSPECTION VEHICLES consist of light duty vehicles capable of operating on all inspection roads for inspection and connecting air hoses. They are equipped with repair tools and parts for light repairs made outside the Car Repair Shop. One is equipped with a welder and torch.

14.04 BLUE FLAG PROTECTION is provided, after receiving permission from the respective yardmaster, by manual application of derails, blue flags and blue lights (during daylight hours) and blue lights (during night hours) at each end of the track, holding cars to be inspected, hoses connected or repaired, by car inspectors.

15.00 MAINTENANCE of WAY PROTECTION PROCEDURES

15.01 Protection for Engineering Personnel is provided by the respective yardmasters and the employee in charge, in accordance with the Lone Worker Safety Rules

16.00 SUPERVISORY POSITIONS

16.01 TRANSPORTATION DEPARTMENT

- A. Terminal Superintendent is responsible for Selkirk Terminal.
- B. Assistant Terminal Superintendents are responsible for Selkirk Terminal operations.
- C. Terminal Trainmasters manages terminal operations by promoting the Safety Leadership Process, conducting job briefings, supervising yardmasters and yard crews, under the direction of the Assistant Terminal Superintendent.
- D. Hump Yardmaster is responsible for the bleeders and hump crews working in the Receiving and Classification Yards, as well as the coordination of traffic to and from the Receiving Yard and the Hump.
- E. East End Yardmaster is responsible for the crews working at the pull out end of the classification yard, with primary responsibility for building of outbound train.
- F. Top End Yardmaster is responsible for the yard and local crews working local industries, the Port of Albany, the auto site and the shop. Loaded auto racks destined for the auto site are flat switched at the Top End.

16.02 MECHANICAL DEPARTMENT

Sr. General Foreman is responsible for Selkirk Terminal and Outlying points freight car maintenance and inspections. Sr. General Foreman is assisted by an Asst. General Foreman Yard Operations and an Asst. General Foreman Shop Operations.

Other support positions are:

- A. 4 – Asst. General Foreman positions are responsible for assigning priorities for carmen working in the Inspection yards. This position performs short-range planning.
- B. 1 – Asst. General Foreman position is responsible for assigning priorities for carmen working at the Car Repair Shop. This position performs short-range planning.

16.03 ENGINEERING

Roadmaster is responsible for Selkirk Terminal track maintenance and construction.

Foreman is responsible for scheduled and emergency track maintenance and construction.

16.04 TRAIN CONTROL

Supervisor of Signals is responsible for Selkirk Terminal signal maintenance and construction. Yard Foreman performs scheduled and emergency Signal maintenance and construction as assigned by the Supervisor of Signals.

TRACK	LENGTH (FT)	GROUND AIR
043	3960	NONE
044	4066	NONE
045	4646	NONE
046	4279	NONE
047	4224	NONE
048	4330	NONE
049	4224	NONE
050	4118	NONE
051	3960	NONE
052	3960	NONE
053	3854	NONE
054	3907	NONE
055	4279	NONE
056	3696	NONE
057	3538	NONE
058	3590	NONE
059	3379	NONE
060	3970	NONE
061	3379	NONE
062	3379	NONE
063	3379	NONE
064	3326	NONE
065	3748	NONE
066	3115	NONE
067	3009	NONE
068	3115	NONE
069	2956	NONE
070	2851	NONE
071	3115	NONE
072	3115	NONE
073	2956	NONE
074	3009	NONE
075	3379	NONE
076	2851	NONE
077	2904	NONE
078	2904	NONE
079	2745	NONE
080	2640	NONE

10.04 Top End Tracks –

TRACK	LENGTH (FT)	GROUND AIR
614	5714	NONE
615	5573	NONE
616	1517	NONE
618	3000	EAST END/WEST END
619	3000	EAST END/WEST END
620	3000	EAST END/WEST END
621	4806	EAST END/WEST END
622	4628	NONE

10.05 Local Yard Tracks

TRACK	LENGTH (FT)	GROUND AIR
601	3168	NONE
602	1953	NONE
603	2217	NONE
604	2270	NONE
605	2376	NONE
606	2481	NONE
607	2200	NONE
608	2340	NONE
609	2385	NONE
610	2396	NONE

10.06 Car Shop Tracks

TRACK	LENGTH (FT)	GROUND AIR
CS1	2963	NONE
CS2	3963	NONE
CS3	3196	NONE
CS4	3046	NONE
231	3696	NONE
500	2963	NONE
501	2963	NONE
502	3968	NONE
503	3196	NONE
504	3046	NONE

10.07 Locomotive Repair Shop

- West 1 and 2 tracks – Used for staging locomotives prior to moving to service tracks.
- Pit Tracks – Two tracks used for repairs and servicing locomotives.
- East Lot – Nine tracks used for locomotive staging after servicing.
- Hill and Spur Tracks – Used for staging locomotives after servicing.

11.00 SWITCHES AND DERAILS

11.01 Electric switches at the East End of the Class Yard are number 1-20, with single switches numbered 3, 4, 5, 6, 13 and 15, and crossover switches numbered 1, 2, 7, 8, 9, 10, 11, 12, 14, 16, 17, 18, 19 and 20. At CP SK (East End of the Yard) there are a total of electric 19 switches, leading to the Fast Freight, North Departure and South Departure tracks. At FB (West End of the Yard), there are 5 electric switches, leading to 1 Main, the Yard Lead, and track 11 to CP SW, as well as the 5 Main Lead out to the spring switch on the Selkirk Branch.

11.02 Permanent derails are located at the East and West End of the Departure Yards, the East and West Ends of the Receiving yard, the East and West Ends of all tracks in the Class Yard, and the East and West Ends of the North and South Litterage and Cleanout tracks.

17.00 BUILDING INVENTORY AND MAJOR OFFICE ASSIGNMENTS

17.01 Inventory

Building Number	Description
NY 600	EAST END CREW ROOM AND CAR DEPARTMENT
NY 668	YMCA SEWER PUMP HOUSE
NY 669	EAST END TOWER
NY 671	WELDING SCHOOL
NY 673	CAR SHOP
NY 674	M/W GARAGE
NY 675	SCALE HOUSE
NY 677	STORES-ANNEX
NY 678	POWER HOUSE STANDBY
NY 679	PUMP HOUSE TMT
NY 680	CHLORINE TREATMENT BUILDING
NY 681	HUMP TOWER
NY 682	METER HOUSE
NY 683	LIQUID CHLORINE BUILDING
NY 684	AIR COMPRESSOR BUILDING
NY 685	DISPOSAL BUILDING
NY 686	WATER TREATMENT PLANT
NY 689	GENERAL YARD OFFICE (GYO)
NY 690	SAND/FUEL ISLAND
NY 691	TRACK/B&B
NY 692	WHEEL SHOP
NY 693	AUTO SITE BUILDING
NY 685	MATERIAL STORE HOUSE
NY 696	DIESEL SHOP
NY 697	AUTO SITE GUARD HOUSE
NY 698	DIESEL INSPECTION SHED
NY 703	BACK FLOW PREVENTION
NY 707	WEST END YARDMASTER/CREW ROOM
NY 863	NEW GENERAL YARD OFFICE (GYO)
NY 864	LOCOMOTIVE SERVICE CENTER
NY 865	LOCOMOTIVE SERVICE CENTER FUEL PUMP HOUSE
NY 866	BACK FLOW PREVENTION

17.02 OFFICE ASSIGNMENTS

HUMP TOWER (NY 681)

1ST Floor

Storage Room

Electrical Supply Closet

Crew Room

Men's and Women's Restroom/Locker Room Facilities

Note: There is a standby generator located outside at the South End of the building.

2nd Floor

Signal Storage Room

Signal Control and Computer Room

Signal Technicians' Office

Signal Supervisor's Office

3rd Floor

Terminal Superintendent's Office

Asst. Terminal Superintendents' Office

Trainmaster's Office

Hump Yardmaster's Office

Panel Operator's Office

Chief Clerk's Office

Men's and Women's Restroom Facilities

Communications Storage Closet

Transportation Storage Closet

EAST END TOWER (NY 669)

East End Yardmaster

Panel Operator

Restroom

EAST END CREW/CAR DEPARTMENT BUILDING (NY 600)

Lead Carman – Mechanical

Carman

Men's and Women's (crew) Locker Rooms

Men's and Women's (crew) Restroom facilities

Crew Room

Men's and Women's (crew) Locker Rooms

Men's and Women's (crew) Restroom facilities

LOCOMOTIVE SHOP (NY 696)

Manager office

Supvr's office

Foreman's office

Lunch Room

Locker Room

Men's and Women's Restrooms

TOP END BUILDING (NY 707)

Yardmaster

Crew Room

Men's and Women's restrooms

Men's and Women's locker rooms

CAR SHOP AND ADMINISTRATIVE BUILDING (NY 673)

Senior General Foreman

General Foreman

Assistant General Foreman

Conference Room

Men's and Women's Restrooms

Car Repair area

M of W and B&B BUILDING (NY 691)

Basement

Equipment Storage

1st Floor

Locker Room

Lunch Room

Store Room

3 Offices - Vacant

Men's and Women's Restrooms

2nd Floor

Conference Room

Store Room

Roadmaster's Office

Assistant Roadmaster's Office

Supervisor Facilities

Assistant Supervisor Facilities

Restroom

17.03 FACILITY MAINTENANCE CONTACTS (INCLUDING ELECTRICAL)

CONTACT/TITLE	RNX	PHONE
Bob Schmid Facilities Supervisor	245-6216	(518) 767-6216

18.00 VAN ASSIGNMENTS

18.01 Three vans operated by clerk/messenger are utilized for transportation of crews within the yard. Line of road transportation is provided by W&W Taxi Service. W&W taxi requests are handled by the chief dispatchers. The crew hotel (Quality Inn on Everette Road) provides shuttle transportation for away from home road crews between GYO Building and the hotel.

19.00 COMMUNICATIONS SYSTEMS

19.01 The Selkirk Terminal communications system consists of radios, intercom units and telephones.

19.02 RADIO is the primary means of communications in the field. Yard crews, mechanical, engineering and train control employees are assigned portable radios. Yardmasters, Trainmaster and various Foreman locations are provided with base radio units. Channel assignments are as follows:

CHANNEL	USER
3	End to End
18	Locomotive Service Center
46	Mohawk Dispatcher
58	Riverline Dispatcher
64	Hudson Dispatcher
83	Albany Port
42	Top End 1
97	Top End 2
54	Hump
15	Puller 1
09	Puller 2
22	Puller 3
88	Puller 4
44	Puller 5
81/11	East End Car Department
68/40	M of W

19.03 INTERCOM UNITS are provided on a multiple party circuit at the following locations:

- A. Trainmaster
- B. East End Yardmaster
- C. Hump Yardmaster
- D. Top End Yardmaster
- E. Locomotive Service Facility
- F. East End Car Foreman

19.04 Reporting Procedures

Portable Radio Failures – see Chief Clerk for shipment to Louisville Radio Shop
Portable Radio Channel Assignments – use Communications Contacts
Base Radio – use Communications Contacts
Vehicle / Work Equipment Radio – use Communications Contacts
Data – use HELP DESK / Communications Contacts
Telephone / Intercom – use Communications Contacts

19.05 Communications Outage Contacts

NAME	TITLE	RNX	PHONE
Dick Stewart	Supervisor Communication	245-6060	(518) 767-6060
Wayne Walker	Communication Maintainer	245-6636	(518) 767-6636
Andy Berube	Communication Maintainer (Telephones)	245-6636	(518) 767-6636
Carl Roby	Communication Maintainer (Lead)	245-6636	(518) 767-6636
Mike O'Brien	Communication Maintainer (EOTs)	245-6636	(518) 767-6636
Bill Best	Radio and PBX Maintainer	245-6186	(518) 767-6186
Hal DuPrey	Communication Maintainer (Computers)	245-6868	(518) 767-6868

20.00 CREW ASSIGNMENTS**-- Notes --**

<u>YARD SYMBOL</u>	<u>WORK ASSIGNMENT</u>
Y101	HUMP
Y102	HUMP
Y201	HUMP
Y202	HUMP
Y301	HUMP
Y302	HUMP
Y116	EAST END PULLER
Y117	EAST END PULLER
Y118	EAST END PULLER
Y119	EAST END PULLER
Y216	EAST END PULLER
Y217	EAST END PULLER
Y218	EAST END PULLER
Y219	EAST END PULLER
Y316	EAST END PULLER
Y317	EAST END PULLER
Y319	EAST END PULLER
Y550	EAST END PULLER
Y104	PORT JOB
Y122	TOP END JOB
Y220	AUTO BUCK
Y318	AUTO BUCK
Y221	SHOP BUCK
Y222	INDUSTRY BUCK

21.00 LOCOMOTIVE**21.01 LOCOMOTIVE SERVICING**

Locomotive servicing and fueling is performed as required by scheduled maintenance or as directed by the Power Manager. A copy of the yard servicing schedule is included:

22.00 CAR RESTRICTIONS

SUN	MON	TUE	WED	THU	FRI	SAT
8832-8840	2437-1008	2438-1010	2439-1015	6940-2202	6907-2311	6908-2296
6219-4432	8867	8872	8873	8878	8875	8877
8871	8870	8876	8869			8874

22.01 SELKIRK TERMINAL YARD CLEARANCE SHIPPING PLAN

There are no movement restrictions on High-Wide shipments through the yard, but such shipments are normally parked on the short connection to allow for improved observation from the Hump Tower. Such shipments will then move in either special train service on the weekend, or on the appropriate local for shipments destined to customers in the Albany area.