SUN LINK STREETCAR
STANDARD OPERATING PROCEDURE

Title:	Track Access Request
SOP #:	101.13
Date Issued:	05/11/2016
Supersedes:	04/01/2014
Page:	1 of 10

Classifications:	Supervisors, System Mechanics
Other Departments:	
Issued By:	Safety and Security Officer

Operations Manager	5-11-16 Date	Safety & Security Officer	5-11-16 Date
General Manager	5-11-16 Date		

I. PURPOSE

The purpose of this procedure is to maintain a safe environment and efficient transit system for customers, employees, and contractors when work is being performed on the Sun Link Streetcar (SLS) Operational Right-of-Way (ROW). The City of Tucson (COT) has been authorized to construct and operate a fixed rail guide way system on COT, Arizona Department of Transportation (ADOT), and University of Arizona (UofA) property. The SLS Operational ROW is the area including all tracks (single and double) and the space extending four (4) feet beyond the furthest rail, any portion of a station stop, and ten (10) feet from the Overhead Catenary System (OCS). The SLS Operational ROW also includes the substations and the poles and wires that make up the OCS.

In order to maintain a safe environment for anyone requiring track access, the following procedures and requirements must be adhered to by the contractor or city department requesting access to the SLS Operational ROW and/or has the potential to impact the operation of Sun Link.

Rail Supervisory Personnel, Operators, Way Power & Signals employees, Contractors, and Contractors' personnel working in or on the SLS Operational ROW shall have a valid Track Access Training Card (TATC) in their possession. It is essential that contractors are trained to know and understand this procedure. Contractor(s)/employees working on the ROW shall possess a TATC or designate a qualified individual with a TATC within each work group who will be responsible for the safety of the work group.

For the purpose of this document the following terms apply: City of Tucson is referred to as "COT". Other parties or contractors are referred to as "Contractor." The designated contact person for SLS is the Rail Supervisor.

II. EXHIBITS

EXHIBIT A: Sun Link Track Access Request (2 pages)

EXHIBIT B: Sun Link Alignment Map (1 page)

III. CONTRACTOR RESPONSIBILITIES

1. Prior to any work within the SLS Operational ROW, the Contractor must submit a Track Access Request to SLS at least 7 days prior to scheduling work/access. A request may be submitted by fax, email, or in person. Track Access Request requirements include: location and duration of work, impact on streetcar service, real estate issues, insurance requirements, existing contracts, Blue Stake requirements, and required contractual agreements.

2. A copy of this procedure, including Track Access Request, can be obtained from the SLS Operations and Maintenance Facility or by facsimile, electronically, or U.S. Postal Service (USPS).

   Sun Link Operations
   290 E. 8th Street
   Tucson, AZ 85705

   E- Mail: trackaccess@tucsonaz.gov
   Phone: (520) 791-3333
   Fax: (520) 882-3797

3. It is the responsibility of the Contractor requesting to work on, under, across, or over the SLS Operational ROW, as defined within this document, to coordinate with SLS personnel.

4. Prior to being granted authority to work within the SLS Operational ROW, the Contractor is required to:

   a. Provide a completed "Sun Link Track Access Request" (Exhibit A) and a work plan, including drawings as necessary, illustrating proposed work locations and work details. Work plan and drawings will describe the proposed work, equipment, crew size, vehicles to be used, and location of work. The Contractor may be required to meet with the Rail Supervisor or designee in the field to clarify the work plan and determine any additional requirements.

b. Comply with applicable federal, state, local, and agency requirements.

c. Submit one (1) copy of the work plan to the SLS no later than seven (7) calendar days prior to the requested work date. Seven (7) days are required by SLS to develop an alternate operational plan for the system to include coordination with Sun Tran for possible bus bridges, rescheduling staff, establishing temporary stops, and notification to the public.

5. When all requirements in Item 4 have been submitted, reviewed, and approved, the Contractor will receive an approved Sun Link Track Access Permit which must be in the Contractor's possession prior to commencing work. This document must be retained on site for the duration of the work.

6. A Track Access Permit from SLS does not replace the need to acquire any permit required by COT, to include a Temporary Traffic Control permit issued by COT Traffic Engineering. The Contractor must contact Traffic Engineering for a Temporary Traffic Control Permit for work that impacts traffic, as required by COT.

7. If required by SLS Operations, the Contractor is responsible for providing temporary traffic control; SLS does not provide temporary traffic control. When working in the Warren Underpass, a flagger with two-way communication is required in each direction. Requirements for flaggers shall be based on the impact the proposed work has on service quality and schedules. The Contractor is responsible for satisfying all safety requirements including, but not limited to: field supervision, communication device(s), certifications, reflective safety vests, hard hats, safety glasses, security, etc.

8. SLS will provide track access training at no charge to Contractors with a required two (2) weeks advance notice. Training is subject to the availability of SLS Operations personnel.

9. The Contractor will be responsible to reimburse SLS for all labor, equipment, vehicles, materials, power downs, and overhead expenses incurred as a result of supporting its work. Typical expenses include, but are not limited to, engineering, administrative support, field meetings/reviews, and other assistance provided or required by SLS.

10. Contractor will stop work in progress and immediately notify SLS if work in progress deviates in any way from the written plans submitted and approved by SLS.
11. The Contractor's work may be stopped immediately by SLS management, with or without notice, at any time. Typical conditions under which this could occur include, but are not limited to:
    a. Safety violation or issues.
    b. Scheduling violation or issues.
    c. Deviations from approved Track Access Permit.
    d. Temporary traffic control not available.
    e. Any time SLS management deems necessary.
12. Work performed by Contractor during operational hours shall not cause interference with the constant, continuous, and uninterrupted use of the Streetcar system, or with other contractors performing work along the SLS Operational ROW.
13. Under no circumstances will a contractor access tracks with vehicles, equipment, or machinery without permission of the Rail Supervisor.
14. Excavations within five (5) feet of either side of buried signals or power and communication cables will require SLS personnel present at the site.
15. Cables crossing the track(s) must comply with both National Electric Safety Code (NESC) clearances and pertinent SLS requirements.
16. Contractors must contact the Operations Control Center (OCC) at (520) 791-3333 (select option 3) thirty minutes prior to entering the ROW, when work begins, and when exiting the ROW.
17. Contractor will not foul tracks without prior authorization. "Fouling" is defined as workers, equipment, or materials within the defined SLS Operational ROW. Flagger(s) are required when tracks are fouled.
18. In the event that the Contractor is authorized by SLS to perform work on the SLS Operational ROW that moves, disturbs, or modifies SLS's property in any manner, the Contractor shall, at its own expense, restore the property to the same condition before the work was performed. Such

restoration must be to the satisfaction of the SLS Operations Manager or designee.

19. The Contractor must comply with all applicable federal, state, and local laws, regulations, and standards affecting its work.

20. As a limitation to any rights or licenses that may be granted to the Contractor, SLS reserves the right to use and maintain its entire property. This includes SLS's right to construct, maintain, repair, renew, use, operate, change, or modify: platforms, signal, communication, fiber optics, power, or other wire lines, pipelines, and other facilities upon, along, or across any or all parts of its property. All or any of the above mentioned use and maintenance may be freely done at any time or times by SLS without liability to the Contractor or any other party for compensation or damages.

21. In accordance with SLS's "Track Access Request" requirements and in exchange for the authorization to perform work on or near the SLS Operational ROW, contractor agrees, to the fullest extent permitted by applicable law, to indemnify, defend and hold harmless SLS and its officers, officials, agents, and employees from and against any and all claims, suits, actions, judgments, fines, penalties, loss, damage, costs, or expense (including but not limited to attorneys' fees), whether direct or indirect, due to bodily or personal injury, death, sickness or property damage (including loss of thereof) arising out Contractor's activities.

    In the event a third party makes a claim or files a lawsuit against SLS for injury or death to persons, for damage to property, or for costs associated with loss of business, caused in any way by the contractor's activities, the contractor shall defend such claims or suits, on behalf of SLS at contractor's sole cost and expense.

    Contractor further agrees to repair any damage or disturbance to SLS property caused by the contractor's activities or caused, in whole or in part, by its subcontractors, employees or agents.

IV. SUN LINK FACTS AND WARNINGS THAT CONTRACTORS MUST KNOW

1. The Rail Supervisor has authority over all activity dealing with streetcar movement along the SLS Operational ROW.

2. SLS must authorize any construction activity that encroaches on the SLS Operational ROW.
3. Track Access Permits are approved weekly on Thursdays.
4. Sun Link streetcars are quiet and travel at speeds up to twenty-five (25) mph.
5. Always STOP and LOOK in both directions and LISTEN before crossing tracks.
6. Constantly be on the lookout for streetcar movements when occupying the SLS Operational ROW, even when flagger(s) are present.
7. Electrified high voltage cables are located above and below the tracks.
8. The overhead contact wire is **NOT electrically insulated.**
9. Non-insulated overhead contact wire carries **a minimum of 750 VOLTS DC.**
10. Electrified high voltage cables are buried throughout the SLS Operational ROW.
11. Buried cables may or may not be encased in conduit or concrete.
12. Buried cables may carry a variety of lethal voltages: 240VAC, 120VAC, 108VAC and 750VDC.
13. Buried cable is located at varying depths and distances from the tracks.
14. Buried cable is located under tracks and behind or around station stop platforms and electrical houses (substations, relay houses, communications rooms, etc.).
15. Sun Link streetcars require extended stopping distance.
16. Always keep clear of switch machines. Switches operate automatically and may cause serious/permanent injury.
17. Sun Link streetcars are scheduled to operate with 10 minutes separation. They may be as close as a few seconds apart (streetcars moving in opposite direction on the other track).
18. Sun Link streetcars can operate on any track in any direction at any time.

19. Peak ridership periods are between 6:30 a.m. and 6:30 p.m. weekdays.
20. Sun Link streetcars typically do not operate from 2:00 a.m. to 6:00 a.m. weekdays.
21. Normal streetcar direction is east on the eastbound track and west on the westbound track.
22. Contractor/work crew personnel must wear OSHA required personal protective equipment.
23. Work performed at night shall have appropriate lighting to provide good visibility.

EXHIBIT A

TRACK ACCESS REQUEST

Sun Link – OPERATIONS

Phone: (520) 791-3333 | Fax: (520) 882-3797 | Email: trackaccess@tucsonaz.gov

COMPANY:_____ DATE:_____

ON-SITE REPRESENTATIVE/CONTACT:_____

TITLE: _____ ROW CARD #: _____

TELEPHONE:_____ FAX: _____

CELLULAR/PAGER NO.: _____

Location and Description of work to be performed on Sun Link Right-of-Way:

_____

_____

_____

_____

IMPORTANT: You must notify Operations Control Center (OCC) 30 MINUTES PRIOR TO ENTERING, BEFORE WORK STARTS, AND PRIOR TO EXITING THE RIGHT OF WAY at (520) 791-3333 – select option 3.

Equipment to be used: _____

_____

Do you need power down? ☐ Yes ☐ No

If Yes, Do you need a ground strap? ☐ Yes ☐ No

Start Date:_____ Start Time:_____

Finish Date:_____ Finish Time:_____

☐ This is for an event and there is no work to be performed.

Special Operation Conditions:

1. Requests must be submitted no later than 7 calendar days prior to the start date.
2. Approved and signed requests are valid for a maximum of 7 calendar days.
3. All personnel are required to wear OSHA required personal protective equipment while on or near the Sun Link Operational Right-of-Way.
4. Sun Link Rail Supervisor must be notified, authorize the permit, and assign a work number prior to occupying the alignment and/or starting any work.

CAUTION: The Overhead Catenary System (OCS) must be considered ENERGIZED (HOT) at all times.

Removal of electrical power must be confirmed in the field with the designated personnel and/or a ground strap must be applied.

EXHIBIT A

TRACK ACCESS REQUEST

Sun Link – OPERATIONS

Phone: (520) 791-3333 | Fax: (520) 882-3797 | Email: trackaccess@tucsonaz.gov

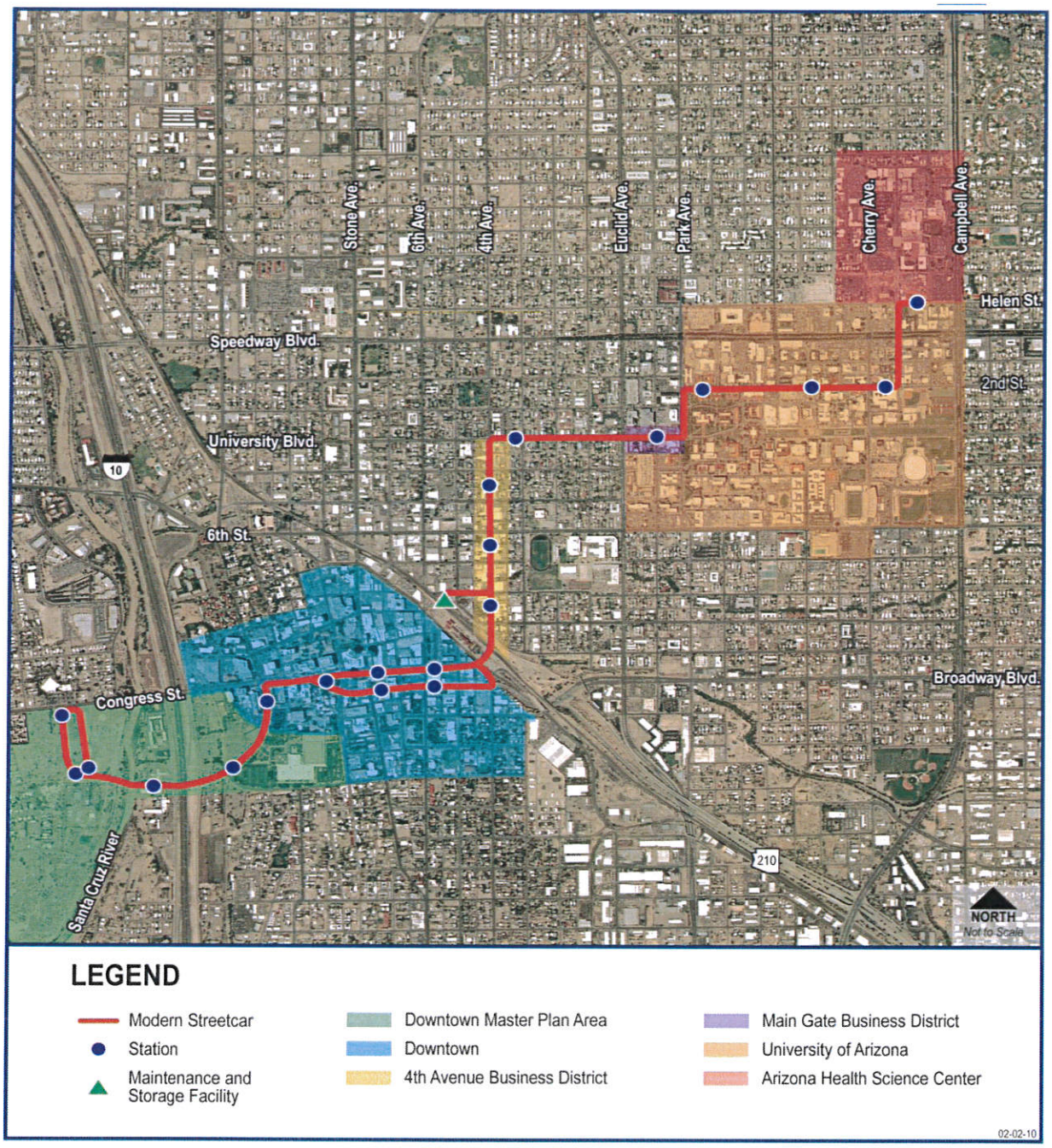
THIS SECTION WILL BE COMPLETED BY SUN LINK RAIL SUPERVISOR OR DESIGNEE IN THE FIELD.

Permit Number: _____ ROW Card #: _____

Required:				
	Special Instructions	☐ Yes	☐ No	Explain _____
	Streetcar Order	☐ Yes	☐ No	Explain _____
	Wayside Signs	☐ Yes	☐ No	Explain _____
	Flagger	☐ Yes	☐ No	Explain _____
	Power Removal	☐ Yes	☐ No	Explain _____
	Sun Link Employee	☐ Yes	☐ No	Explain _____

Approved By: _____ Track Access Coordinator

Date Issued: _____

EXHIBIT B

SUN LINK ALIGNMENT MAP