



THE CHICAGO CAR INTERCHANGE BUREAU

62 Orland Square Dr., Suite 301
Orland Park, IL 60462

**CCIB INTERMODAL BULLETIN
SUPERCEDES CCIB BULLETIN TOFC/COFC-8**

INSTRUCTIONS ON ISSUANCE OF "J" FORMS,
AS PUBLISHED BY AAR MECHANICAL DIVISION
INTERCHANGE RULES, AND UNIFORM PRACTICES
TO BE FOLLOWED IN THE
INTERCHANGE OF INTERMODAL EQUIPMENT
WITHIN
THE DISTRICTS UNDER THE JURISDICTION OF
THE CHICAGO CAR INTERCHANGE BUREAU

EFFECTIVE

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INDEX

<u>SUBJECT</u>	<u>SECTION</u>	<u>PAGE</u>
Members	1	4
Districts	2	5
Intermodal Equipment Interchange and Safety Inspection Form J-1	3	5
Care and Issuance of the CCIB Form J-2	4	6-7
Associated Damage	5	7
CCIB Form J-2 Issued By Other Than Bureau Supervisors	6	8
When CCIB Form J-2 Must Be Issued By Bureau Supervisors Only	7	8-9
Interchange Records for Intermediate Railroads	8	9
Intermodal Equipment Moving Via Intermediate Switching Lines	9	9
Intermodal Equipment Damaged in Joint Accidents	10	10
Form J-2 Offsets	11	11
J-2 Billing – Why Made Codes	12	11
Guidelines for Railroads Rejection of Intermodal Equipment	13	12
Authority for Rejection of Intermodal Equipment	14	12

INDEX

<u>SUBJECT</u>	<u>SECTION</u>	<u>PAGE</u>
Interpretation and Uniform Practices	15	13
Section F (Tires)		13
Section C – Landing Gears		14
Section J – Forms and Reports		14-15

PREAMBLE

The latest published edition of the CCIB Intermodal Bulletin shall supersede any previous editions, updates, circulars, actions, publications and/or dockets intended for inclusion in and/or relating to the issuance of CCIB Forms J-2 and J-3.

PREFACE

In accordance with the preface to the AAR Intermodal Interchange Rules, CCIB members agree to adopt the following rules in lieu of the corresponding AAR Intermodal Interchange Rules.

SECTION 1

MEMBERS

The instructions herein shall govern the issuance of "J" forms and establish uniform practices and common understanding, to be followed by personnel of The Chicago Car Interchange Bureau and of its members.

Members of The Chicago Car Interchange Bureau are:

<u>Trunk Lines</u>	<u>Intermediate Switching or Industrial Lines</u>
BNSF Ry.	BRC
CP Rail	B&OCT RR.
CSX	IHB RR.
CN RR.	
IAIS RR.	
KCS RR.	
NS RR.	
UP RR.	

SECTION 2

DISTRICTS

This Bulletin is applicable only to interchanges between CCIB members in the following metropolitan areas:

Chicago, IL

Kansas City, MO

Memphis, TN

New Orleans, LA

St. Louis, MO

SECTION 3

INTERMODAL EQUIPMENT INTERCHANGE AND SAFETY INSPECTION FORM J-1

Street Interchanges: This form shall be prepared by members as outlined in AAR Intermodal Interchange Rule 121.

Rail Interchanges: Inspection within 24 hours of grounding and a movement record with damage exceptions notated are required.

SECTION 4

CARE AND ISSUANCE OF THE CCIB FORM J-2

In lieu of AAR Intermodal Interchange Rule 122(a), CCIB members agree to the following rules to govern issuance of Form J-2:

(a) Form J-2 Preparation

Form J-2 (see Figure 3 in the AAR Intermodal Interchange Rules) shall be prepared by an authorized representative of the receiving CCIB member to document damage or loss for which the delivering CCIB member is responsible. The form shall be prepared in accordance with the restrictions below:

- (1) The Section F damages documented on Form J-2 must meet the definition of AAR Intermodal Interchange Rule 82.
- (2) In the event a CCIB Form J-2 is issued against a delivering member in conflict with the provisions of this bulletin, CCIB Form J-2 will be canceled or offset against the offending member.
- (3) Members own empty intermodal equipment and tires, with Section "F" damage, must be held for inspection and issuance of CCIB Form J-2 by an authorized representative of the Bureau. A run flat tire will need to be removed for proper CCIB inspection. Cut or slid flat tires may be removed from the unit prior to CCIB inspection. This applies only to the Chicago Terminal District.
- (4) Exacting care should be exercised in deciding whether or not the damage impairs the intermodal equipment sufficiently to warrant repairs, and all concerned should make earnest efforts towards complying with the requirements of AAR Intermodal Interchange Rule, Section "F".
- (5) The writing on CCIB Form J-2 should be clear and distinct and no alterations may be made after issuance. It must be issued in duplicate, and the original (top copy) with inbound J-1, waybill or railroad movement record must be sent to The Chicago Car Interchange Bureau, 62 Orland Square Dr., Suite 301, Orland Park, IL 60462. Flat-file feeds are allowed in a format acceptable to the CCIB data system. Data contained in feed must originate at time of interchange, and no alterations may be made after submission to the CCIB. The CCIB will retain all paper copies for 3 months, and all electronic copies will be retained indefinitely. The duplicate copy is retained by the issuing railroad.

- (6) All visible Section F damage, in accordance with the AAR, should be carefully itemized.
- (7) Vague statements of damage on CCIB Form J-2 must be avoided: For instance, indicate dimensions or quantities where appropriate.
- (8) The location of damage should be shown as outlined in AAR Rule 171; keeping in mind at all times that the right side and left side are determined by facing the rear end of the intermodal equipment. Diagrams should be marked as close as possible to area of damage.
- (9) When reporting the name or initials of the intermodal equipment owner, the initials as stenciled on intermodal equipment must be used.

(b) Time Limit for Repair

Form J-2 issued at facilities not equipped with automatic gate systems must have Form J-2 damages repaired within ~~90~~ 60 days of interchange to justify billing the delivering CCIB member for repairs. (AAR Rule update 6/1/2016)

Form J-2 issued at facilities equipped with automatic gate systems must have Form J-2 damages repaired within ~~45~~ 60 days of interchange to justify billing the delivering CCIB member for repairs. (AAR Rule update 6/1/2016)

SECTION 5

ASSOCIATED DAMAGE

When performing repairs to damaged items noted on Form J-2, it is allowable to repair and bill for the associated damaged item(s) if necessary for a proper repair. Associated items must be indicated by Why Made Code 01 on repair bill.

If the estimate of associated repairs exceeds \$250, endorsement by the responsible CCIB member must be secured prior to repairs being made.

Associated damage is damage to adjoining components occurring in the same incident.

SECTION 6

CCIB FORM J-2 ISSUED BY OTHER THAN BUREAU SUPERVISORS

- (a) Section F damage noted on Form J-2 must be identical to defects taken exception to on the receiving CCIB member's Form J-1 issued at the time and place of interchange.
- (b) The street interchange must be a direct interchange between CCIB members, with the unit interchanged to the receiving CCIB member within 72 hours of outgating from the delivering CCIB member.
- (c) The rail interchange must be inspected within 24 hours of deramping.
- (d) One copy of the Form J-2 shall be forwarded to CCIB within ~~7~~ 60 calendar days from the time of interchange for street interchanges or the time of deramping for rail interchanges. After verification that the Form J-2 was issued in accordance with the AAR Intermodal Interchange Rules, as amended by this Bulletin, CCIB will electronically distribute copies of Form J-2 to all CCIB members. (CCIB Board Vote 3/8/2017)

SECTION 7

WHEN CCIB FORM J-2 MUST BE ISSUED BY BUREAU SUPERVISORS ONLY

No one but properly authorized representatives of the Bureau will be permitted to issue CCIB Form J-2 in the following circumstances:

- (a) Empty intermodal equipment owned or leased by receiving member. EXCEPTION – Any empty owned or leased intermodal equipment not being deramped in the Chicago Terminal District may be inspected on car and CCIB J-2 issued by receiving member at the point of interchange. In such cases, copy of waybill must be furnished to the Bureau as proof of such delivery.
- (b) Street Interchange J-1

In order to secure protection for damaged equipment, as specified in paragraph (a), the receiving carrier must provide the authorized representative of the Bureau a copy of receiving carrier J-1.

(c) Rail Interchange

In order to secure protection for damaged equipment, as specified in paragraph (a), the receiving carrier must provide the authorized representative of the Bureau a movement record with the damage notated within 24 hours of deramping.

- (d) Street Interchange: Proper documentation, as outlined in Paragraph (b), must be furnished to CCIB Supervisor not more than three (3) days after receipt of intermodal equipment, (day one will be the following working day), weekends and holidays excluded, or request for protection from CCIB Supervisor will be declined.
- (e) Rail Interchange: The same three (3) days provision applies to intermodal equipment subsequent to deramping.
- (f) Intermodal equipment damaged in joint accidents within the territory in which the Bureau functions, as referred to in Section 10.
- (g) Damaged tires as outlined in Section "F" – 82e, f, g, or h of AAR Intermodal Interchange Rules and Section 15 of this Bulletin.

SECTION 8

INTERCHANGE RECORDS FOR INTERMEDIATE RAILROADS

Member trunk lines must secure full protection for delivering carrier responsibility damage on intermodal equipment at point of interchange. No CCIB Form J-2 will be issued by the Bureau in favor of trunk lines on authority of records.

SECTION 9

INTERMODAL EQUIPMENT MOVING VIA INTERMEDIATE SWITCHING LINES

When a CCIB Form J-2 is issued by the receiving trunk line for delivering carrier responsibility damage to intermodal equipment in rail interchange via an intermediate switching line, great care should be taken in placing the responsibility. If it can be decided by looking at the damage, or by evidence on car or intermodal equipment that the intermediate line is not responsible, CCIB Form J-2 shall be issued against the last delivering trunk line.

SECTION 10

INTERMODAL EQUIPMENT DAMAGED IN JOINT ACCIDENTS

When intermodal equipment is damaged in accidents where two or more members are involved, the Bureau will take no action, other than as follows, towards establishing responsibility, this being a matter for operating officials to decide.

Except for empty owner's intermodal equipment, the Bureau will issue CCIB Form J-2 for the damage originating in the accident, against the Company having the intermodal equipment in its possession when the accident occurred.

NOTE: Empty intermodal equipment having a home in Bureau territory which do not belong to the Bureau member who had them in its possession when damaged, may be forwarded to owner for issuance of CCIB Form J-2.

The Bureau will report the initials and numbers of intermodal equipment damaged in joint accidents to the proper officials of the members concerned, but will make no adjustments until all companies involved in such accidents have agreed as to responsibility.

In the event it is subsequently decided that the Company against whom CCIB Form J-2 was issued is not responsible, the Bureau will make proper adjustments by the issuance of offset CCIB Form J-2, except when the members involved agree to make the adjustments by letters authorizing counter billing.

SECTION 11

FORM J-2 OFFSETS

The CCIB will maintain continuous audit of incoming copies of CCIB J-2s issued by members and prior to distribution will issue offsets on incorrectly issued CCIB J-2s containing ordinary maintenance items, alterations or non-Section "F" damage or other damages not handling member's responsibility; and bringing to the immediate attention of the issuing member such error.

Offset D	Offset ID description(Offset Origin)
1	No Sec. F (AAR)
2	No Sec. F per CCIB Insp. (AAR)
3	No Exceptions (AAR)
4	Not Presented to CCIB within 3 Days of Interchange (CCIB)
5	Rule 86B (AAR)
6	Rule 6e/Tires (CCIB)
7	Non-member (CCIB)
8	Not in Delivering RR a/c (AAR)
9	Rule 6a/Own Empty (CCIB)
10	Rule 6b/No Driver's Sign. (AAR)
11*	Previously Covered (CCIB)
12	Partial Previously Covered (CCIB)
13	Terminated to Owner (CCIB)
14	Altered J1/J2 (AAR)
15	Vague (Misc) (CCIB)
16	No Sec. F per J1 (AAR)
17	Not Rec'd-7 Days I/C (CCIB)
18	Tire not held for CCIB inspection (CCIB)

11* - Possible Previously covered J-2s will be set by reviewing J-2s issued in last 60 days for J-2s issued within a 30 day period of each other.

SECTION 12

J-2 BILLING – WHY MADE CODES

Matching Why Made Codes for billing: Broken and cut why made codes are interchangeable. Bent is bent only.

SECTION 13

GUIDELINES FOR RAILROADS REJECTION OF INTERMODAL EQUIPMENT

- When load requires extensive adjustment of lading or transfer.
- Container/chassis unit offered in TOFC interchange may be refused by receiving carrier if it does not comply with the foregoing requirement or is not in safe condition for movement, the receiving carrier to be the judges.
- **Receiving member carrier has an obligation to notify CCIB of rejection of intermodal equipment and cause for rejection.**

SECTION 14

AUTHORITY FOR REJECTION OF INTERMODAL EQUIPMENT

The rejection and/or return of defective or improperly loaded and/or secured intermodal equipment interchanged in the district over which the Bureau has jurisdiction shall be supervised by the Chicago Car Interchange Bureau with the understanding that any loaded intermodal equipment returned per Section 13 and found not to be in order will cause the rejecting carrier to be responsible for all excess cartage and per diem cost. The excess cartage fee will be reclaimed by the CCIB issuance of a [Form J-3](#).

SECTION 15

INTERPRETATIONS AND UNIFORM PRACTICES

The following are interpretations and understandings of the various sections of the AAR Intermodal Interchange Rules and uniform practices that will govern the CCIB and its members' personnel:

INTERPRETATION-SECTION F (Tires)

In the Chicago Terminal District, no one but a District Supervisor of the Bureau will be permitted to issue a CCIB Form J-2 to receiving members for damaged tires on intermodal equipment delivered in interchange by members.

To justify claim for a CCIB Form J-2 the damaged tire must be held for CCIB inspection. Tires cut through plies of fabric or slid flat can be inspected on unit. Run flat tires must be removed for CCIB inspection. The tire removed must have the initials and number of the intermodal equipment written on it and be held for inspection by the Bureau representative so as to determine nature of defects. The removed tire must be available for CCIB inspection within 3 days of initial CCIB inspection.

In order for CCIB members to get J-2 coverage for Section F tires in non-Chicago CCIB locations, pictures of the damaged tire(s) are required in order to validate J-2 coverage.

No offset CCIB Form J-2 will be issued in favor of member trunk lines held responsible for damaged tires on claim of having a record of same when intermodal equipment was last received from a connecting member road.

INTERPRETATION-SECTION C LANDING GEARS

In cases where intermodal equipment is offered in interchange with the landing gear not in proper operating condition, extreme care must be taken to determine the cause, and unless it can be definitely decided that the damage is a result of a Section F condition of the Intermodal Interchange Rules, no CCIB J-2 should be issued.

No CCIB Form J-2 shall be issued for slightly damaged landing gear attachments when the proper operation and/or function of the landing gear is not impaired, nor for entirely concealed landing gear damage.

INTERPRETATION-SECTION J FORMS AND REPORTS

FORM J-1. INTERMODAL EQUIPMENT INTERCHANGE AND SAFETY INSPECTION FORM

This form must be prepared by members as outlined in AAR Intermodal Interchange Rule 121.

FORM J-2. INTERMODAL EQUIPMENT DAMAGE RESPONSIBILITY FORM

When intermodal equipment is offered in interchange with unprotected AAR Section F damage for which the delivering member is responsible, a CCIB Form J-2 must be used in lieu of the delivering carrier's Form J-2, and the CCIB Form J-2 furnished to members must only be used by the receiving member for intermodal equipment received from a connecting member in Bureau territory. (See Section 2)

FORM J-3. AUTHORITY FOR ADJUSTMENT OR TRANSFER

(a) Preparation of Form

When it is necessary for a receiving member to transfer or adjust the intermodal equipment lading or the intermodal equipment on car, and it is the responsibility of the delivering member, an authorized Bureau representative will prepare CCIB Form J-3 as authority for the transfer or adjustment.

(b) Photographs Required

The CCIB requires pictures of the intermodal equipment on car if transfer or adjustment is required on a rail move. Without pictures on car, request for J-3 coverage will be declined. However, if unit requiring J-3 is in bottom of double-stack, a picture of unit on car or train list indicating bottom unit will suffice.

(c) Notification

The CCIB will notify the responsible member of a pending transfer or adjustment within five (5) days of inspection of intermodal equipment.

(d) Expense Responsibility

The cartage fee for the cost of returning the empty defective unit will be included in the J-3 cost.

(e) Time Limits

(1) Billing

The receiving member has sixty (60) days from date of CCIB inspection to provide CCIB with bill for transfer or adjustment or request for J-3 coverage will be declined.

(2) Rebill

The handling CCIB member must issue billing against the responsible CCIB member within 60 days of issuance of Form J-3 or lose the right to do so.

CONCLUSION

As the foregoing instructions and section interpretations are based on rules as published by the AAR Intermodal Interchange Rules for Intermodal Equipment, it is required that all Bureau member employees involved in this interchange be furnished a copy of this CCIB Intermodal Bulletin.

W. Helmus, Jr.

