



## MISSISSIPPI TENNESSEE RAILROAD

PO Box 99 | O'Fallon, IL 62269 | ph: 618-632-4400

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### PROPERTY ENTRY PROCEDURES

ALL CONTRACTORS, SUB-CONTRACTORS, MUNICIPALITIES OR OTHERS MUST FOLLOW ALL OF THE BELOW PROCEDURES BEFORE BEGINNING ANY WORK ON THE RAILROAD RIGHT-OF-WAY.

THE RAILROAD RESERVES THE RIGHT TO DENY ENTRY TO RAILROAD PROPERTY.

### **RAILROAD PROPERTY ACCESS PROCEDURES**

1. If it is necessary to enter the railroad company's property for any reason, both the Permit to Be On Railroad Property form and Release form must be printed, executed and returned following the instructions given in the permit.

P.O. Box 99  
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Fax: (618) 632-4562

A MTNR officer must finalize the execution of these documents.

2. Initially, MTNR requires a minimum of 2 week notice for potential work on the Railroad's property. If at any time and for whatever reason MTNR requires flagging for the work conducted on the Railroad property, MTNR will provide flagging at the current rates and invoice this work on a weekly basis. These invoices will be due in 10 day terms. MTNR may require a security deposit for this work.
3. Additionally assuming the scope of the work and documentation is accepted by MTNR, MTNR additionally requires a daily phone call prior to entry of the Railroad property to ensure the Railroad know exactly where the contractor will be working.
4. Before construction begins, agreements must be executed by MTNR and the Contractor and / or SubContractor, if applicable, and returned to our office. Verbal authorizations of documents or permits will not be permitted or granted. Generally, a minimum of 48 hours advance notice after execution of an agreement will be required prior to entry.
5. Insurance certificates, if required, must be submitted at the time you execute and return the agreements.

6. Depending on the scope of the work and proximity to our tracks we may require that Railroad Protective Liability Insurance (“RPL”) be obtained, in addition to general liability insurance. If an RPL policy is required, you must name Mississippi Tennessee Railroad, L.L.C. as the insured.
  1. More information can be found in the RPL Policy Requirements section.
  2. We’ve found that in many instances it may be cheaper for the Contractor or Sub-Contractor do obtain their own coverage. However, we do encourage you to shop around, as you may find a more favorable rate. An application and additional information on Railroad Protective Liability Insurance through Railroad Protective Solutions.
7. If an RPL policy is not required, the Railroad will require a General Liability policy for the work to be performed. The Contractor or Sub-Contractor will be required to provide the Railroad with a Certificate with the following details.
  1. The Certificate should state “No Exclusions for work within 50’ of the Railroad Right of Way”
  2. Mississippi Tennessee Railroad, L.L.C. (“MTNR”) named as additional insured in regards to the General Liability
  3. A waiver of subrogation has been issued in favor of MTNR on the General Liability policy listed above
8. If an RPL is provided by a Contractor for a specific project, this policy may or may not cover work done by Sub-Contractors. If the policy covers work for Sub-Contractors on the particular project, then the single RPL policy provided by the Contractor will be acceptable. If it does not cover work of Sub-Contractors, then the Sub-Contractor will be additionally required to provide an RPL policy and follow all of the processes as described herein.