

ASSIGNMENT OF CROSSING INVENTORY NUMBERS

Requirement:

All crossings in the United States, public, private and pedestrian, both at-grade and grade separated (underpasses and overpasses) shall have a DOT Crossing Inventory Number assigned and posted at the crossing. The only exception is for a crossing that is to serve temporary construction activities and will not be in place for longer than six months. For Crossing Inventory purposes, a crossing is defined as those tracks that exist between a pair of the same warning devices.

A crossing inventory number contains 6 digits followed by an alphabetical letter. The alphabetical letter is a check character to insure that the number is valid. The number is like a "street-name sign" and should be posted, preferably, on both sides of the crossing on a signal mast, crossbuck post, sign post or pole, or it could even be spray painted on a bungalow or even on a tie. Responsibility for procuring or making the number signs is the responsibility of the railroad. They are usually made of aluminum, about motorcycle license plate size, and can be commercially purchased from Keyes-Davis in Battle Creek, Michigan, for between \$2.00 to \$20.00, depending on the number purchased. As an alternative, the number can be posted on an Emergency Notification System (ENS) sign on both sides of the crossing.

The responsibility for assigning a number to the crossing and for filing the initial inventory report is that of the "Operating Railroad," that is, the railroad that actually operates over the crossing and which would have to file an accident report if such occurred. This is also the case for crossings that are on private property such as in a plant area owned by a private corporation or in a rail yard of the Operating Railroad. If multiple railroads operate over a crossing, then the responsibility falls to the railroad who owns and/or maintains the trackage.

Crossings on Private Property and Railroad Yards:

Where there are crossings in a rail yard area belonging to a railroad, a private company, a port, or a dock area, one number can be assigned to include all crossings within the private property limits. The railroad should clearly post that number where the railroad enters the private property, e.g., "All Crossings in this Complex are Assigned Crossing No. 123-456X."

The purpose of this is to have a crossing number to assign to an accident report if an accident occurred in a rail yard on railroad property or that of a private company.

Assignment of Crossing Numbers:

Valid crossing numbers can be obtained by contacting Thomas Woll, FRA Washington Headquarters, at 202-493-6290 or by requesting the total number of numbers needed via Fax at 202-493-6478. These numbers are to be used for new crossings and for any crossings that have been identified as not having an assigned number (a careful detailed search should be made before such assignment).

The actual assignment of a number to a crossing is performed by the railroad when the number is placed on a completed Inventory Form and the Form is returned to FRA for processing into the National File (this processing takes about three months). It is important that this occur as quickly as possible for any existing crossings that do not have a number.

The U.S. DOT Crossing Inventory Form:

The U.S. DOT Crossing Inventory Form 6180.71 can be obtained from FRA's Office of Safety Website or by contacting Tom Woll. The two-sided single-sheet Inventory Form should be used which provides for easy photocopying for distribution to appropriate parties.

For public at-grade crossings, the railroad needs to complete Parts I, II, III & IV. The railroad must then send the original completed Form to the appropriate "State Crossing Inventory Contact" (available on FRA's Website) for completion of Part V and any State required data. We suggest that the railroad copy the FRA on the transmittal correspondence. The State will complete Part V, send a copy back to the railroad, and forward the original to FRA for processing into the National Inventory File.

For private, grade-separated (including public) and pedestrian crossings, only Part I information is required, although FRA will accept and input any additional information that the railroad desires to provide. For private, grade-separated, and pedestrian crossings, the railroad should send the original Form directly to FRA and send the State a copy for information purposes. This makes the process simple for assigning numbers to private crossings.

Questions or Need for Assistance:

If you have questions or need further assistance regarding the Crossing Inventory Program, the "GX" computer software program for updating inventory data, or the PCAPS software, please contact Tom Woll at (202) 493-6290, or via the Internet at tom.woll@fra.dot.gov.