



J. J. Usher
Asst. Vice President-Business Services

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To Private Car Shippers and Owners:

Attached is a copy of the revised AAR Circular OT-5 K that will be effective January 1, 2009 and will supersede Circular OT-5 J. This circular has several changes from the previous version. The new internet based system for Circular OT-5 loading authority application submissions by shippers and car owners for private freight cars will be available immediately upon receipt of this correspondence.

- The verbiage in the circular has been simplified and the redundancy from Circular OT-5 J has been eliminated.
- The new circular requires that requests for loading authority be filed electronically using the Railinc internet web based system created to facilitate this process.
- Loading authorizations are required for tank cars for the first time under this AAR Circular. There will be a one year period, January 1, 2009 through December 31, 2009, during which applications for authorization to load certified tank cars may be submitted subject to the provisions contained in Circular Letter OT-5 K. After the completion of this one year period, requests for authorization to load tank cars must be submitted as prescribe in AAR Circular OT-5 K.

In order to use the Railinc Circular OT-5 application, the following steps need to be taken.

- A Railinc **Single Sign-On (SSO)** user name and password need to be assigned. (Existing Railinc authorized user names and passwords will be sufficient.). Submitters of OT-5 K loading authority applications and railroad personnel approving these submissions must sign on to SSO by going to www.Railinc.com. Railinc's Customer Service Center representatives can help new users unfamiliar with Railinc's Single Sign On process. Please contact csc@railinc.com or dial 1 (800) 544-7245 to speak to a CSC representative.
- For railroad employees with the responsibility of approving and/or reviewing OT-5 loading authority applications and pre-authorizations, registration in **FindUS.Rail** will be required. FindUs.Rail can be accessed through www.Railinc.com or by contacting Railinc's Customer Support Center at csc@railinc.com or call 1 (800) 544-7245 for help in establishing your contact information for OT-5 administrative functions.
- Companies submitting OT-5 loading authorization applications will need to have a company ID. Valid identifiers are AAR assigned reporting mark (ABCX) or a Railinc assigned alphanumeric identifier. Companies that do not have an assigned company ID must request one by emailing Private.Marks@railinc.com. This company identification will be an alphanumeric ID like **S001**. There is a one-time setup charge of \$500 USD for registering a company ID with Railinc. This identifier is unique and once established may be used to access other Railinc systems.

If you have any questions regarding the Circular and its application to you, please contact Jim Pinson at Railinc, at james.pinson@railinc.com or call him at (919) 651-5047.

Respectfully,

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