AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO



## APPENDIX C TO PART 224—GUIDELINES FOR ELECTRONIC SUBMISSION OF REFLECTORIZATION IMPLEMENTATION COMPLIANCE REPORTS

### Appendix C

### Guidelines for Submitting Reflectorization Implementation Compliance Reports 49 C.F.R. Part 224

The guidelines below are intended to provide freight rolling stock owners specific guidance and directions for the submission of "Reflectorization Implementation Compliance Reports" (Form FRA F 6180.113) when required by 49 CFR Part 224. A freight rolling stock owner may also contact the FRA's Office of Safety, Motive, Power, & Equipment Division, for further guidance on the submission of such reports.

**Who must file a Reflectorization Implementation Compliance Report with FRA?**

(1) A freight rolling stock owner (as defined at 49 CFR § 224.5) electing to follow the implementation schedule of 49 CFR §§ 224.107(a)(2)(ii) or (b)(2)(ii); or
(2) A freight rolling stock owner seeking to have existing freight rolling stock grandfathered pursuant to 49 CFR §§ 224.107(a)(3) or (b)(3).

**What are the deadlines for submission of Reflectorization Implementation Compliance Reports?**

In order to take advantage of the flexible implementation schedules provided in 49 CFR § 224.107(a)(2)(ii) or (b)(2)(ii) or to have freight rolling stock grandfathered pursuant to 49 CFR §§ 224.107(a)(3) or (b)(3), a freight rolling stock owner must submit initial and updated Compliance Reports with the Federal Railroad Administration (FRA) as follows:

(1) An initial Compliance Report no later [INSERT DATE 90 DAYS AFTER PUBLICATION DATE OF FINAL RULE],
(2) An updated Compliance Report no later than [INSERT DATE 26 MONTHS AFTER EFFECTIVE DATE OF FINAL RULE], and
(3) An updated Compliance Report no later than December 31 of each year for the duration of the implementation period.

See 49 CFR §§ 224.107(a)(2)(ii), (a)(3), (b)(2)(ii), (b)(3).

**How do I submit a Compliance Report to FRA?**

A Compliance Report may be submitted electronically or by filing a paper copy of completed Form FRA F6180.113 (found in Appendix B to 49 CFR Part 224) by following the directions below. If the electronic media or paper copy does not meet the requirements of 49 CFR Part 224, the entire submission will be returned.

(1) Paper Submission: Complete Parts I, II, III, IV and/or V of Form FRA F 6180.113 as instructed on the Form and send the completed Form to the following address:

Creative Information Technology, Incorporated (CITI)
4601 North Fairfax Drive
Suite 1100
Arlington, VA 22203
703-548-3313 Extension 223
POC: Angelica Mamani

**Appendix C**

**Guidelines for Submitting Reflectorization Implementation Compliance Reports**
**49 C.F.R. Part 224**

(2) Electronic Submission:

(a) Acceptable Disc Media: CD-R storage media only with 700 MB possible range, 1x-48x speed compatible, 4 ½" diameter (Note: CD-RW storage media cannot be accepted)

(b) Specific Directions:

(i) Complete Parts I, II, III, and IV on Form F 6180.113 as instructed on the Form and scan the completed Form FRA F6180.113 onto the disk media into either an Adobe Acrobat format or .jpg format (Note: Forms submitted on CD-RW storage media cannot be accepted and will not be returned); and

(ii) Following the format below, enter the information required by Part V of Form FRA F6180.113 into a spreadsheet in any one of the following formats: MS Excel, Quattro Pro, RTF, or CVS and save that spreadsheet onto the same CD-R disk media as (i) above.

**Spreadsheet Format:**

| Columns on the spreadsheet | Field Name | Size of the Field | Content/Description |
|---|---|---|---|
| A | Car Owner Reporting Code | 4 Character | 1. The Car Owner Reporting Code found in **Part I** (*Identification*) of the OMB F6180.113.<br>2. Enter this code in Column A of the spreadsheet.<br>3. Enter all Capital Letters |
| B | Identification Number | 6 Numbers | 1. This is the identification number on **Part V**, (*Identification of rail freight rolling stock confirming to 49 CFR Part 224*).<br>2. This is the numeric unit identification (use leading zeros)<br>3. Enter this number in Column B of the spreadsheet. |
| C | Reapplied | 1 Character | 1. Has this equipment been reported?<br>2. Enter 'R' (*replacing the check mark required on the form*), if the car/locomotive was reported in Part V of a previous Reflectorization Implementation Compliance Report.<br>3. Enter 'I', if the car/locomotive has not been reported previously.<br>4. Entry must be a capital letter<br>5. Enter this information in Column C of the spreadsheet. |
| D | Type | 1 character | 1. Is this a car/locomotive?<br>2. Enter 'C' (*replacing the check mark required on the form*), if a rail freight rolling stock car.<br>3. Enter 'L' (*replacing the check mark required on the form*), if a locomotive.<br>4. Entry must be a capital letter.<br>5. Enter this information in Column D of the spreadsheet. |

**Appendix C**

**Guidelines for Submitting Reflectorization Implementation Compliance Reports**
**49 C.F.R. Part 224**

(ii) Send the CD-R disk media with the relevant information to FRA at the following address:

Creative Information Technology, Incorporated (CITI)
4601 North Fairfax Drive
Suite 1100
Arlington, VA 22203
703-548-3313 Extension 223
POC: Angelica Mamani