




MetroLink Operations

700 South Ewing Street • Saint Louis, Missouri 63103-2902

Operating Procedure	SOP #	Date:	Page 1 of 3
Operations Department	101.23	January 10, 2023	REVISION
Title: PERMIT NUMBERS AND TRACK ALLOCATION			

Classifications: OCC - Rail Dispatcher - Contractors
Other Departments: Engineering – MOW - Operations - Safety
Issued by: 
General Manager MetroLink
Supersedes: SOP 101.23 dated April 8, 2009

I. OBJECTIVE

The purpose of this procedure is to document the process for issuing permit numbers and track allocation planning in an effort to maintain a safe environment and efficient transit system for MetroLink customers, employees, and contractors when work is being performed on the MetroLink operating right-of-way.

The scope of this procedure is limited to Metro’s internal procedures for issuing permit numbers, track allocation planning and the daily operating clearance. Refer to SOP 101.17 for procedures and requirements regarding applications for a temporary work permit for contractors and Metro departments.

II. ASSIGNING PERMIT NUMBERS

MetroLink Operations assigns all permit numbers for work within the operating Right-of-Way and communicates this number to the contractor following the logic in the example below.

Current Year	Date the Permit Goes into Affect	“C” Identifies a Contractor Permit or a “M” Identifies a Metro Permit	Sequential Order of the Weekly Permits
07	0326	C	002

The example permit number 07-0326-C002 refers to the 2nd Contractor Permit for the week of 3/26/07.

III. PROCEDURE FOR TRACK ALLOCATION PLANNING

1. MetroLink Operations receives Right-of-Way Temporary Work Permit (SOP 101.17 Exhibit B) and/or Metro Personnel Right-of Way Work Permit (SOP 101.17 Exhibit E) no later than **Wednesday 12 Noon**, prior to the week the work will be accomplished. Permits that are not turned in on time will no longer be approved unless authorized by the General Manager of MetroLink . Permit must be submitted every week during the length of the proposed project. Permit numbers will be assigned after the track allocation meeting, and will appear on the



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form after signatures are received.

Note: If there is a Metro recognized holiday on Thursday, the work permits are due on **Tuesday, 12 Noon.**

2. MetroLink Operations develops a detailed Track Allocation Worksheet for review in weekly Track Allocation Planning meeting.
3. All requestors or designees are required to attend weekly Track Allocation meeting with MetroLink Operations, Maintenance of Way (MOW), and Safety to respond to questions regarding proposed work. The Metro Technical Representative or Project Manager is ultimately responsible for all Metro Contracts and Contractors working on our property. Permit can be rejected if requestor or designee does not attend.

Note: Scheduling of Right-of-Way activities is subject to availability of MOW, Operations and Safety personnel and customer service considerations based on the impact the proposed work has on service quality and train schedules.

Work within the right-of-way requiring temporary restrictions generally start at 7:30 AM daily. Some work will be restricted to the after revenue service hours approximately 1:30 AM to 3:30 AM.

4. Track Allocation planning meetings are held every Thursday at Ewing Facility to schedule work within the Right-of-Way for the following week.

Note: When the week includes a Metro recognized holiday on Thursday, the Track Allocation Planning meeting is scheduled for Wednesday.

5. All permits are reviewed and must be approved by MetroLink Operations and MOW at the weekly Track Allocation meeting prior to work being performed.
6. MetroLink Operations maintains approved work permit(s) and current track allocation in a weekly track allocation folder maintained in the Operations Control Center (OCC).
 - The approved work permits and track allocations are maintained on file for 1 year.
 - MetroLink Operations maintains an electronic copy of approved work permits on the file server for a minimum of 5 years.
7. MetroLink Operations issues approved Track Allocation sheet to affected parties.
8. MetroLink Operations provides contractors a copy of approved temporary permit (SOP 101.17, Exhibit B), which must be available on the project site to confirm permission to occupy the Right-of-Way.



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IV. DAILY CLEARANCE UPDATES FOR RESTRICTION CHANGES

1. Work requiring temporary restrictions will be indicated on the MetroLink Operating Clearance. Operations will issue the MetroLink Operating Clearance daily.
2. Limits of work are typically shown between mileposts. Every effort should be made to minimize the length of these work areas and to plan weekly work activities in advance.
3. If it is not possible to identify a small work area within the limits of the approved work permit, larger limits can be identified with specific work locations communicated daily to the OCC.
4. All changes must be within the limits on the approved work permit. OCC will not authorize work outside the limits of the approved work permit.
5. **ALL DAILY CHANGES NEED TO BE COMMUNICATED VIA EMAIL TO OCC AT THE END OF THE WORK SHIFT, BUT NO LATER THAN 2:00 AM OF ANY DAY OF SCHEDULED WORK PRIOR TO REVENUE SERVICE.**
6. All correspondence needs to be sent to: dailyclearanceupdate@metrostlouis.org
7. The e-mail should contain the current permit number, Contractor or Metro Manager Name, updated location (by mileposts), time and track number.
8. OCC reserves the right to terminate work activities if the actions do not match what is on the Daily Clearance.
9. Requestors must have their Flagperson contact OCC **via Motorola Radio** for permission to access right-of-way prior to any activity conducted. OCC has authority over all activity along the MetroLink right-of-way at all times.