

Inventory Updating Instructions for Quiet Zones

The Highway-Rail Crossing Inventory Program is a required process, by law, whereby every crossing in the nation is assigned a Crossing Inventory Number (a six digit number followed by an alphabetical character) which coincides with inventory information on the Location, Classification, Physical Characteristics, Traffic Control and Warning Devices, Railroad Information, and Highway Information that is obtained and recorded in the US DOT National Highway-Rail Crossing Inventory File, as well as in individual State and Railroad files. The responsibility for updating the Inventory is that of both the State and the Railroad - each updating the elements and data fields which are in their purview. Normally, FRA only accepts updates to the Inventory File from the State and Railroad Inventory Contacts, those individuals employed by the State or Railroad that are responsible for this activity.

Public Authorities creating or continuing Quiet Zones are required to initially and periodically update the Inventory File for all crossings in the Zone. Public Authorities are required to provide current, accurate, and complete Crossing Inventory Forms for each highway-rail grade crossing (public, private and pedestrian) located within the Quiet Zone. The following Steps outline the procedure and activities necessary for a Quiet Zone Public Authority, either currently having or creating a Quiet Zone(s), to perform an Inventory File update for crossings within their jurisdiction. These Instructions are provided as guidance for that process.

STEP 1. Obtain the Current Record on File

The first step in updating is to obtain a copy of the *Current Inventory Record* on file for the crossing(s) within the Quiet Zone. This can be found on the FRA Safety Data Website at <http://safetydata.fra.dot.gov/officeofsafety/>. Click on the Crossing Tab. If the crossing number is known, enter it and obtain the two page Inventory Report for the crossing's *Current Inventory Record*. This copy can be used to indicate the changes and corrections, or alternatively, the "U.S. DOT Crossing Inventory Form" may be used.

Additional items should also be obtained to aid in the updating process. These include a copy of a blank Inventory Form (FRA Form F6180.71 (11/99) which is also OMB No. 2130-0017) and the "Instructions" for completing the Form. The "U.S. DOT Crossing Inventory Form" is available electronically on FRA's Website at <http://www.fra.dot.gov/us/content/801> in an Adobe Acrobat Reader [.pdf] format and in an Word [.doc] fill-in template version. Use the Form to refer to the specific type and format of the information required or being updated. (This Form may also be used to submit updates in hardcopy.)

The "Instructions" for completing the Form are located on the Inventory Program Webpage at <http://www.fra.dot.gov/us/content/801>. Click on Crossing Inventory Policy, Procedures and Instructions, August 2007 to obtain the instructions. This page will also provide information on the inventory contacts for the appropriate State and Railroad for the crossings in the Quiet Zone.

These are located under the section entitled “Contact Lists.” These are the individuals that are responsible for submitting Crossing Inventory updates to FRA.

STEP 2. Perform a Site Survey and Contact Highway/Railroad Officials

Once the current inventory records have been obtained for the desired crossing(s), a site survey must be conducted to verify and update the information. Additional research may be necessary to obtain current traffic counts from local traffic engineers/officials and current train counts from railroad officials, as well as other railroad data. The *Current Inventory Record* printout can be marked-up by crossing out incorrect data and indicating the changes or corrections. Be sure to indicate the Effective Date of the changes, or if that is unknown, use the date of the site survey.

The Public Authority performing this activity needs to give special attention to the following items to insure that this data is correctly provided:

Part I	A. Initiating Agency	Insure that this indicates the “State”
	C. Reason for Update	Check or circle “Changes in Existing Data”
	D. Effective Date	Indicate the date that the data was obtained
	23. Latitude	Get actual GPS reading, if not already “Actual”
	24. Longitude	Get actual GPS reading, if not already “Actual”
	25. Lat/Long Source	Must be “Actual”
	31. Emergency Contact	Telephone number posted at the crossing
	32. Railroad Contact	Telephone number for Railroad Inventory Contact
	33. State Contact	Telephone number for State Inventory Contact
Part II	1. Number of Trains	Check with the Railroad for current train counts
Part V	5. AADT	Obtain the Average Daily Traffic count for the <u>current</u> year, or you may use the pervious year, but no older. Also, indicate the year of the count data.
	7. School Buses	Indicate the Average Number of School Buses over the crossing per school day.

For the balance of the data fields, indicate the changes/corrections as appropriate. Refer to the “U.S. DOT Crossing Inventory Form” and the “Instructions” for the information required and the correct format. For example, if Gates are present, “Yes” is not the correct information; the number of gates (arms) is required.

If there are absolutely no changes in the data, then write “No Changes” in the upper right hand corner and change the Effective Date to January 1st of the current year.

STEP 3. Forward the Forms to the State Inventory Contact

Contact the State Inventory Contact to inform him (her) that updated crossing inventory information is being forwarded to him with a cover letter. Request that the update be expedited and forwarded to FRA for processing. Also, send a copy to the Railroad and copy both the railroad and FRA on the transmittal letter. Request that the State Inventory Contact copy you when the updated record(s) is forwarded to FRA. It will take about three months from the date that the State forwards the updated record to FRA for this new information to appear in the National File.

If the State or Railroad fails to provide needed information, or if the State fails to forward an updated crossing inventory record to FRA in a timely manner, that is within 30 days, then the Quiet Zone Public Authority filing the updated information may send the updated Inventory Form directly to the Associate Administrator for Railroad Safety, Federal Railroad Administration, 1200 New Jersey Ave., SE, RRS-1, Washington, DC 20590.

CONTACT FOR ASSISTANCE

If you need additional information about the Inventory updating process, need assistance, or have any questions, please contact:

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