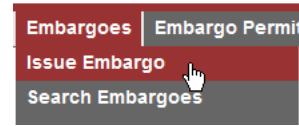


AAR Embargo/OPSL System is used to issue an embargo or OPSL note. Embargoes are used by railroads to issue instructions to temporarily control traffic movements. The difference between an embargo and OPSL note is that an embargo is issued for one year while an OPSL note applies for more than one year. Embargo is used in this example, but the forms for each are basically the same. See [Additional Resources](#) at the bottom for more information.

Use this procedure to **issue** an **embargo**:

1. Sign in to **Launch Pad** and navigate to **AAR Embargo/OPSL Permit System**.
2. From the menu bar, select **Embargoes > Issue Embargo**.
3. In the **General Embargo Information** section:



- The **Issuing Road** is the road creating the embargo.
- Selecting **Operating Station Notice** only sends an email to the affected parties and sets **Allow Permits** to **No** and **Bypass Local Waybills** to **Yes**. EDI 824 Hold Notifications are not delivered.
- Checking **Effective Immediately** is for emergencies such as a bridge outage and is effective directly after AAR approval. When **not** checked, the embargo becomes effective at midnight 48 hours after AAR approval.
- Selecting **Yes** to **Allow Permits** allows permit requests for the issued embargo to be submitted so approved traffic can be controlled. Selecting **Yes** also allows you to choose a **Permit Officer** or let it default to Any.
- **Include All Empty Cars** is only used for weather conditions, derailment or bridge out.
- When **Max Car Allowed** is checked, **Number of Max Car Allowed** field appears.

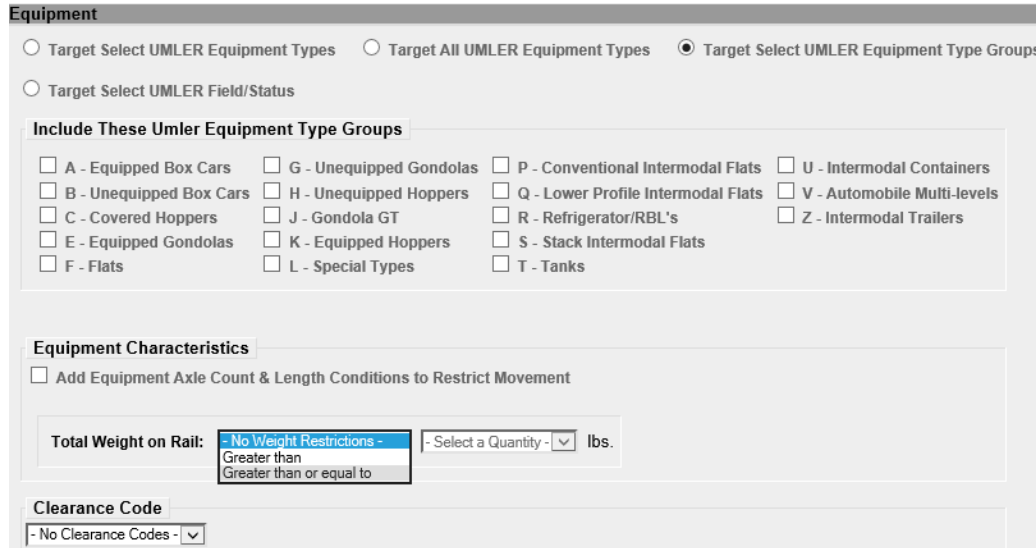
A screenshot of a web form titled 'General Embargo Information'. It contains several fields: 'Embargo No:' (empty), 'Issuing Road:' (dropdown menu with 'BNSF' selected), 'Allow Permits:' (dropdown menu with 'Yes' selected), 'Op Station Notice' (checkbox, unchecked), 'Effective Immediately' (checkbox, unchecked), 'Include Empty Revenue Cars' (checkbox, unchecked), 'Permit Officer:' (dropdown menu with 'Any' selected), 'Participating Roads:' (text area), 'Bypass Local Waybills:' (dropdown menu with 'No' selected), 'Include All Empty Cars' (checkbox, unchecked), 'Notes to Participating Roads:' (text area), 'Status:' (text 'New'), 'Effective Date:' (calendar icon, date '08-15-2019'), 'Expiration Date:' (text '08-15-2020'), 'Max Car Allowed' (checkbox, checked), and 'Number of Max Car Allowed:' (text area).

4. Select **Target Select Commodities** and enter them in the textbox or use the search. Select **Target All Commodities** to enter any commodities to be excluded or allowed through the embargo.
5. Choose a **Cause** for the embargo and enter the **Cause Details**.
6. In the **Geography** section:

1. The first set of **Origin** and **Destination** fields are the **FSACs** or **States** to **include**.
2. The second set are the ones to **exclude**.
3. The third set are interchanges that can be included. If you select **AND**, the waybill must match both the station and interchange. If you select **OR**, the route and the Origin and Destination station(s) will both be considered when matching a waybill.
- Templates can be created in the Geography section for common routes.

A screenshot of the 'Geography' section of the form. It has a title 'Geography' and two bullet points: '(To just embargo all traffic in and out of one station, enter...)' and '(When issuing an Embargo or OPSL Note and Target A...'. Below are radio buttons for 'Include These Locations' (selected) and 'Target All Locations'. There are three 'Origin' sections. The first has a dropdown for 'FSAC' (selected) and a text area with a red circle '1'. The second has a dropdown for 'FSAC' and a text area with a red circle '2'. The third has a dropdown for 'OR' (selected), a dropdown for 'AND' (selected), and a dropdown for 'OR' (selected), with a text area and a red circle '3'. There are also radio buttons for 'Include These Interchanges' (selected) and 'Target All Interchanges'.

7. **Equipment** allows you to choose the types and characteristics of equipment (certain types, group types or field status) from the Umler application.
- For **weight restrictions**, use the **Total Weight on Rail** drop-downs to specify weight or equipment dimensions. If any cars need to be exempt from this restriction, select and enter the specific cars in the **Except These Cars** field.



The screenshot shows the 'Equipment' configuration form. At the top, there are three radio buttons: 'Target Select UMLER Equipment Types', 'Target All UMLER Equipment Types', and 'Target Select UMLER Equipment Type Groups' (which is selected). Below this is another radio button: 'Target Select UMLER Field/Status'. The main section is titled 'Include These Umler Equipment Type Groups' and contains a grid of checkboxes for various equipment types: A - Equipped Box Cars, B - Unequipped Box Cars, C - Covered Hoppers, E - Equipped Gondolas, F - Flats, G - Unequipped Gondolas, H - Unequipped Hoppers, J - Gondola GT, K - Equipped Hoppers, L - Special Types, P - Conventional Intermodal Flats, Q - Lower Profile Intermodal Flats, R - Refrigerator/RBL's, S - Stack Intermodal Flats, T - Tanks, U - Intermodal Containers, V - Automobile Multi-levels, and Z - Intermodal Trailers. Below this is the 'Equipment Characteristics' section, which includes a checkbox for 'Add Equipment Axle Count & Length Conditions to Restrict Movement'. The 'Total Weight on Rail' section has a dropdown menu currently showing '- No Weight Restrictions -' with a sub-menu open showing 'Greater than' and 'Greater than or equal to'. Next to it is a quantity dropdown and the unit 'lbs.'. At the bottom, there is a 'Clearance Code' dropdown menu showing '- No Clearance Codes -'.

8. Select **Target Select Waybill Parties** and enter the **CIFs to be targeted** or select **Target All Waybill Parties** and enter any **CIFs** to be excluded.
9. Select **Save Draft** to save your work or **Issue Embargo** to submit the embargo for approval. You will be prompted to select **Issue Embargo** once more to confirm.
10. After issued:
- Embargo numbers** are generated by the system at the time the embargo form is submitted.
 - Newly issued embargoes remain in **Pending** status until approved by an **AAR administrator**
 - OPSL note numbers** must be acquired by contacting Railinc's Customer Success Center.

Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.