



New Orleans Public Belt Railroad

For NOPB RR Use Only

Job Code: _____ Job Name: _____
Company Name: _____
NOPB MP: _____ Work Start Date: _____

Railroad Flagging Request Form January 2023-December 2025

Today's Date: _____

Has a NOPB Encroach or ROE Permit been filed? YES NO

Is work being done on, under, adjacent to and/or over Railroad
Tracks? YES NO

Has a Railroad Cable Location been requested? YES NO

REQUESTOR INFORMATION:

Name: _____ Company: _____

Phone : (____) _____ Cell : (____) _____ Email: _____

Onsite Contact (if different from above): _____ Cell : (____) _____

BILLING INFORMATION:

Prepayment must be received before Flagging Protection will be scheduled. There is a 10-hour minimum per day, which includes 2 overtime hours for the flagman to mobilize/de-mobilize. The base rate per day for Flagman Protection is \$1250.00 for 10 hours. Additional overtime hours must be prepaid at the rate of \$187.50 per hour. Weekends must be prepaid at the overtime rate with a \$1875.00 / 10 hour minimum. NOPB RR Observed Holidays must be prepaid at the overtime rate of \$2,500 / 10-hour minimum. Any prepayment for additional days or overtime not used can be refunded. NOPB Holidays may vary. For standard NOPB Holidays, please see the NOPB's Freight Tariff.

Billing Contact Name & Company: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Company Phone: (____) _____ Fax: (____) _____

PROJECT INFORMATION:

It will take 10 business days to schedule flagging once we receive your prepayment, please plan accordingly.

Workdays - Check all that apply

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Estimated Start Date: _____ Estimated Completion Date: _____

Shift Start/End Times: _____ Total Duration (days/hours): _____

Location (detailed description including NOPB Milepost, if known, or attach a map): _____

Description of Work (Including number of personnel and type of equipment):

CERTIFICATION:

I have read and understand the Railroad Flagging Policy. I agree to pay the fees and charges in accordance with said policy.

Signature: _____ Date: _____



RAILROAD FLAGGING POLICY

*FOR WORK CONDUCTED WITHIN
THE NOPB RIGHT-OF-WAY AND PROPERTY IN THE VICINITY OF RAILROAD TRACKS*

Situational Requirements:

Railroad flag protection (flagging) **is required** whenever **people, vehicles, or equipment are within 25' of the tracks**. Flagging **is also required** if **equipment can reach within 25' of the tracks**. Some examples of other situations which may require flagging:

- Surveying within 25' of the tracks
- Boring under the tracks
- Working over the tracks (on a bridge or with overhead utility lines)
- Working within 25' of any railroad facilities, including signal facilities.
- Movement of off-road or oversized/overweight loads over at-grade crossings
- Operating tracked equipment over at-grade crossings
- Using a sweeper truck on at-grade crossings
- Crossing tracks on foot with limited sight distance

Railroad flagging personnel are **NOT** inspectors of the work being performed. NOPB reserves the right to require construction observation for work within NOPB right of way ("ROW") at an additional cost to the permittee. Flaggers will provide daily job briefings and ensure at each briefing that all contractor activities planned for that day will comply with the most current version of the New Orleans Public Belt Safety Operating Manual.

A single flagger may cover a limited length of track, depending on track curves, sight lines, radio contact, and other factors. The NOPB will determine in its discretion flagging limits per location and how many flaggers are necessary to cover the required work area.

The minimum flag protection time for which a permittee shall be responsible is 10 hours per day, per flagger, regardless of the actual time during each day that flagging is required.

Flagging hours will typically exceed the contractor's onsite work hours. Additional time is required for flaggers to travel to and from the work site, to obtain track occupancy, and to set up and tear down equipment, which on average, requires an additional 2 hours per day.

Scheduling:

Flagging requests must be submitted **10 business days** prior to the start of work. NOPB will make a reasonable effort to provide flagging to accommodate contractors' schedules. However, staffing is limited during certain times of the year and personnel may not be available at specific times.

A flagging request can be cancelled at no charge if the cancellation is made no less than 48 hours before the scheduled start date. If a cancellation is received with less than 48 hours' notice, the contractor will be charged the minimum daily rate then in effect, as determined by NOPB, for the number of flaggers assigned to the project.

Flag Protection Cost:

There is a 10-hour minimum per day, which includes 2 overtime hours for the flagman to mobilize/demobilize. The base rate per day for Flagman Protection is \$1250.00 for 10 hours. Additional overtime hours must be prepaid at the rate of \$187.50 per hour. Weekends must be prepaid at the overtime rate with a \$1875.00 / 10 hour minimum. Holidays must be prepaid at the rate of \$2500/with a 10 hour minimum. Any prepayment for additional days or overtime not used can be refunded. NOPB Holidays may vary from Federal Holidays. For standard NOPB Holidays, please see the NOPB's Freight Tariff.