



ALERT —
TODAY

ALIVE —
TOMORROW



ELGIN, JOLIET AND EASTERN
RAILWAY COMPANY

GENERAL OPERATING PROCEDURES
FOR EAST JOLIET YARD

JOLIET, ILL.

**GENERAL OPERATING PROCEDURES
FOR EAST JOLIET YARD**

**Elgin, Joliet and Eastern Railway Company
October 1958**

CONTENTS

	<u>PAGE</u>
PRESIDENT'S MESSAGE	
GENERAL MAP OF AREA	
GENERAL LAYOUT AND FACILITIES	1
TRAIN ARRIVAL PROCEDURES	2 & 3
I. Receiving Track Assignments	
II. Handling Waybills and Consists	
III. Doubling into Yard	
IV. Caboose Handling	
YARD TRACK ASSIGNMENTS	4 & 5
MAP OF WEST END OF YARD	6
WEST-END OPERATION	7
EAST-END OPERATION	8
MAP OF EAST END OF YARD	9
PREPARATION OF SWITCH LISTS	10
RECORDS AND PROCESSING	11
I. Car Records	
II. Weighing Cars	
III. Filing Waybills	
IV. Preparing List for Rehandle Track	
V. Preparing Outbound Consist	
VI. Clerical Records and Processing	

On the sides of our box cars we have painted: "Around, Not Thru, Chicago". This slogan implies and advertises that the "J" provides the fastest service for through car movements in the Chicago area. We do have a distinct geographical advantage in by-passing the congestion in the central Chicago district. However, new and improved classification yards of other railroads with carefully and thoroughly planned train movements have reduced the delays and effects of congestion going through Chicago. If we do not develop improvements and better operating methods in our yard and interchange facilities, the advantage of our favorable location will diminish and we will continue to lose an important part of our traffic.

In addition to increased competition from other railroads, the gradual shift of business from plants on our line to truck transportation is continuing unabated. The effects of the present low level of business in some commodities has made it clear that we need the diversity of traffic obtainable from increased business from the many industries which we now serve and from other industries which we hope to serve in the future.

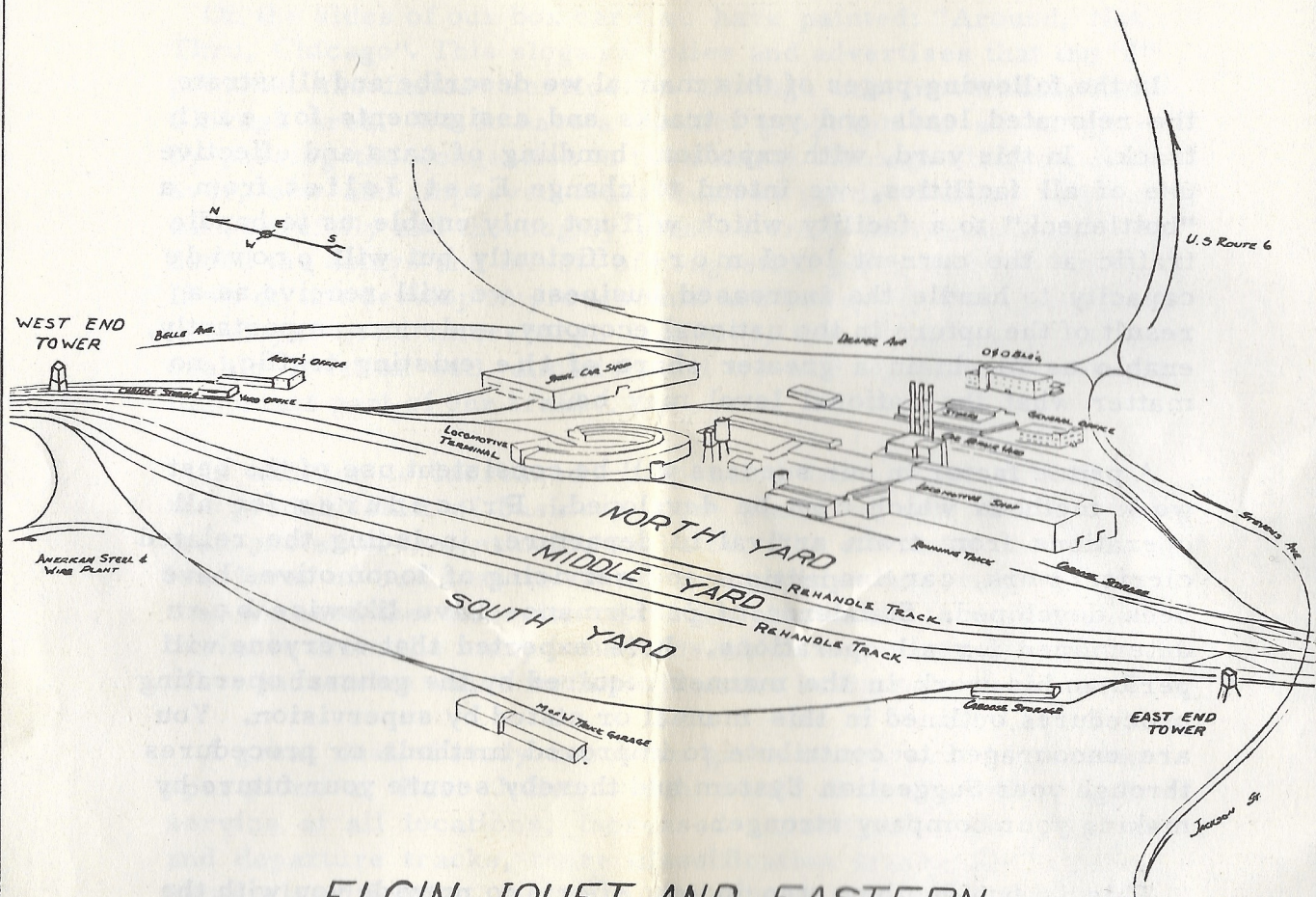
A great deal of study has been given to ways of improving operations at East Joliet, which would in turn lead to better service at all locations. Increased capacity, longer receiving and departure tracks, more classification tracks and possible hump classification facilities have been carefully considered, but because of limited space and other important factors, such large-scale improvements would involve an expenditure in the millions of dollars for a new yard at a new location. An investment of this size could not be justified at this time and we must, therefore, obtain the essential increased capacity by a rearrangement of present facilities and a more efficient use of them.

In the following pages of this manual we describe and illustrate the relocated leads and yard tracks and assignments for each track. In this yard, with expedient handling of cars and effective use of all facilities, we intend to change East Joliet from a "bottleneck" to a facility which will not only enable us to handle traffic at the current level more efficiently but will provide capacity to handle the increased business we will receive as a result of the upturn in the national economy, and more importantly, enable us to obtain a greater share of the existing traffic, no matter what the national level may be.

A prime factor in our success will be consistent use of the best work methods which can be developed. Procedures for all operations from train arrival to departure, including the related clerical work, car inspections and servicing of locomotives have been developed. Standards of performance have likewise been determined for all operations. It is expected that everyone will perform his work in the manner required by the general operating procedures outlined in this manual or stated by supervision. You are encouraged to contribute to improved methods or procedures through your Suggestion System and thereby secure your future by making your company stronger.

This is but another step in our efforts to provide you with the most efficient and modern tools. All we ask is that you use them properly.

T. D. Beven
President



ELGIN, JOLIET AND EASTERN
RAILWAY COMPANY

EAST JOLIET YARD

GENERAL LAYOUT AND FACILITIES

The overall arrangement of the East Joliet Yard, shown on the accompanying diagram, provides a 10-track, 619 car receiving yard at the center designated as the "Middle Yard," a 35-track, 1082 car "South Yard" for eastbound and related classifications, and a 37-track, 1189 car "North Yard," for westbound and related classifications. The running track on the north side of the yard allows a rapid movement from end to end of the yard and access to the adjacent facilities. Yardmaster towers are designated as east-end and west-end towers.

WEST-END OPERATIONS

The preponderance of classification will normally be accomplished at the west-end of yard. Classification cuts of advantageous length are selected by the yardmaster at the west-end tower and assigned to the North or South Yard switching lead according to the predominant classifications in the cut. Cars in the cut for the opposite yard will normally be switched to the rehandle track adjacent to the Middle Yard. Connections to the rehandle tracks are installed at both ends of the yard to provide access for cross haul and rehandling at either end.

EAST-END OPERATIONS

The east-end of the yard is planned primarily for coupling, doubling and aligning cars in station order for out-bound trains and transfers. In addition, classification of rehandle tracks, weighers, holds and repaired bad-order cars may be accomplished at this end.

GENERAL FACILITIES

Communication facilities, signals, yard air outlets and lighting are provided as outlined in the following sections of this manual. Facilities for clerks, car inspectors and other yard operating personnel are provided to eliminate all possible delay situations and assure the most efficient movement of cars through the yard.

LOCOMOTIVE SERVICING

Yard locomotives are serviced at designated relief points. Schedules for servicing are established by the Mechanical Department in accord with maintenance and inspection rules and the needs and requirements of yard operations.

TRAIN ARRIVAL PROCEDURES

RECEIVING TRACK ASSIGNMENTS

Inbound road trains will normally be received in the Middle Yard. Adjustment of the Middle Yard operation to meet the length and number of road trains is of primary importance. On the basis of the train consist and the condition of the Middle Yard a receiving track will be assigned for a train. The yardmaster at the proper time will notify the Rock Island tower of the track assignment to be posted on the track indicator board for trains from the east, and the switch tender shanty at west-end of the yard will be notified of the track assignment to be posted for trains from the west.

Yarding of inbound EJ&E transfers will be controlled by the yardmaster. Transfers with less than 20 cars may be yarded in either the North Yard or South Yard to retain full capacity in the Middle Yard for longer cuts. Cuts may be yarded in a classification track when a block of cars is received for the classification.

The yarding of inbound deliveries by the transfers from the Rock Island, Michigan Central, or Milwaukee Railroads will be similar to the yarding of EJ&E transfers.

When each receiving track assignment is made the yardmaster will notify the car inspector stating the train identity and expected arrival time in the yard. Arrangements will be made at the same time to have a bleeder at the designated track ready to handle the train as soon as it is yarded.

HANDLING WAYBILLS AND TRAIN CONSISTS

The conductor of each inbound road train will prepare a list of the cars in his train, showing for each car in train order, its initial and number, contents, final destination, connecting line railroad with junction when indicated on waybill and for E. J. & E. proper cars the specific consignee. Conductors will deliver the waybills and consists to the designated locations.

Transfer train waybills which are delivered to the agent's office in advance of the arrival of the cars will be processed to IBM records as soon as all of the information is received.

TRAIN ARRIVAL PROCEDURES

Continued

DOUBLING INTO THE YARD

Some inbound road trains will require doubling into the Middle Yard receiving tracks. Planning ahead for long trains and developing a close coordination between road and yard engine moves will permit maximum use of the Middle Yard tracks and minimize delays on the Middle Yard leads.

Advance consists for some road trains will permit immediate switching of the double and eliminate the necessity for use of a second track.

After the train is yarded the cars will be bled for classification. The agent's office will have prepared copies of the switch list for the cars to be classified and will have forwarded copies to the yardmaster. Any corrections or additions to these lists disclosed by checks made by the agent's office shall be communicated to the yardmaster where appropriate corrections will be undertaken.

CABOOSE HANDLING

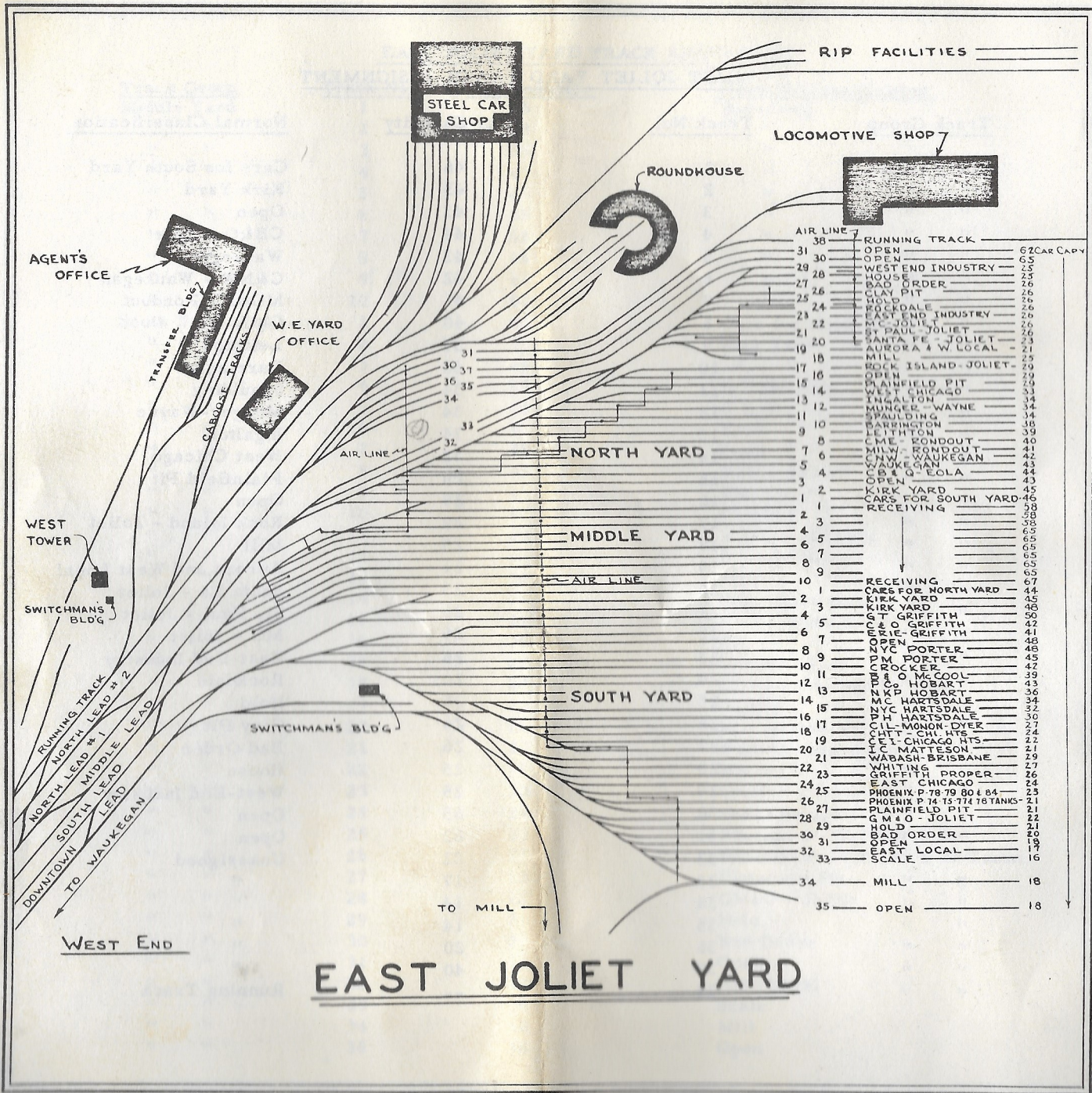
The movement of cabooses will be carried out in accordance with existing instructions.

EAST JOLIET YARD TRACK ASSIGNMENT

<u>Track Group</u>	<u>Track No.</u>	<u>Car Capacity</u>	<u>Normal Classification</u>
Middle Yard	1	58	Receiving
" "	2	58	"
" "	3	58	"
" "	4	65	"
" "	5	65	"
" "	6	65	"
" "	7	65	"
" "	8	65	"
" "	9	65	"
" "	10	67	"
South Yard	1	44	Cars for North Yard
" "	2	45	Kirk Yard
" "	3	48	" "
" "	4	50	G T Griffith
" "	5	42	C & O "
" "	6	41	Erie "
" "	7	48	Open
" "	8	48	NYC - Porter
" "	9	45	PM "
" "	10	42	Crocker
" "	11	39	B & O - Mc Cool
" "	12	43	P Co. - Hobart
" "	13	36	NKP "
" "	14	34	MC - Hartsdale
" "	15	32	NYC - Hartsdale
" "	16	30	PH "
" "	17	27	Monon - Dyer
" "	18	24	CHTT - Chicago Heights
" "	19	22	C&EI - " "
" "	20	21	IC - Matteson
" "	21	29	Wabash - Brisbane
" "	22	27	Whiting
" "	23	26	Griffith Proper
" "	24	24	East Chicago
" "	25	23	Phoenix-P-78-79-80 & 84
" "	26	21	Phoenix-P-74-75-77 & 78 Tanks
" "	27	21	Plainfield Pit
" "	28	22	GM&O - Joliet
" "	29	21	Hold
" "	30	20	Bad Order
" "	31	18	Open
" "	32	17	East Local
" "	33	16	Scale
" "	34	18	Mill
" "	35	18	Open

EAST JOLIET YARD TRACK ASSIGNMENT

<u>Track Group</u>	<u>Track No.</u>	<u>Car Capacity</u>	<u>Normal Classification</u>
North Yard	1	46	Cars for South Yard
" "	2	45	Kirk Yard
" "	3	43	Open
" "	4	44	CB&Q - Eola
" "	5	43	Waukegan
" "	6	42	C&NW - Waukegan
" "	7	41	Milw. - Rondout
" "	8	40	CME "
" "	9	39	Leithton
" "	10	38	Barrington
" "	11	34	Spaulding
" "	12	34	Munger-Wayne
" "	13	34	Ingalton
" "	14	33	West Chicago
" "	15	29	Plainfield Pit
" "	16	29	Open
" "	17	29	Rock Island - Joliet
" "	18	25	Mill
" "	19	21	Aurora and West Local
" "	20	23	Santa Fe - Joliet
" "	21	26	St. Paul - Joliet
" "	22	26	MC - Joliet
" "	23	26	East-End Industry
" "	24	26	Rockdale
" "	25	26	Hold
" "	26	26	Clay Pit
" "	27	26	Bad Order
" "	28	25	House
" "	29	25	West-End Industry
" "	30	65	Open
" "	31	62	Open
" "	32	22	Unassigned
" "	33	17	"
" "	34	14	"
" "	35	14	"
" "	36	20	"
" "	37	40	"
" "	38	--	Running Track



WEST-END OPERATIONS

CLASSIFICATION OF CARS

The yard track layout and classification assignment for each track shown on the opposite page has been planned for maximum utilization of tracks to minimize rehandling of cars. The track assignments shown permit single classifications, but in limited instances alternate tracks may be used when one is flagged for inspection or train departure. Careful planning by the yardmaster of the tracks to be handled and time of handling will minimize the need for temporary reassignment of tracks and subsequent rehandling of cars. The classification may be changed to expedite the movement of traffic through the terminal. With the exception of cuts or doubles selected to reduce car handling or detention all trains will normally be handled in the order received.

ASSIGNMENT OF CLASSIFICATION CUTS

Promptly after arrival of a train or transfer a switch list will be prepared and delivered to the yardmaster where it will be reviewed and incorporated into his plan of operation. The yardmaster will separate the switch lists into cut lengths and assign switch lists to the yard crew on the lead. Four copies will be delivered to the engine foreman for use by his crew. Classification cuts will be assigned by the west-end yardmaster for engines working on the west-end lead. Information on all switch lists and cut assignments will also be furnished to the east-end yardmaster. Any temporary or emergency changes in track assignments will be given to the yard crews via the communications system.

CLASSIFICATION SWITCHING METHODS

Trains of less than full track capacity yarded in the Middle Yard or in open tracks will be stopped with west car approximately at the west clearance point of the track to minimize travel distance for classification engines in picking up the cuts. Cuts are pulled from the receiving tracks in number of cars designated by yardmasters.

Interference with other locomotives or cars on the middle lead will be minimized by the selection of times for yarding trains or pulling cuts to the lead. It should be emphasized however, that coordination of movements to and from the Middle Yard of road trains and classification engines must be maintained by the yardmaster to minimize delays at the west-end of the yard.

The arrangement of tracks and assigned classifications at the west-end of the yard as shown on the opposite page are the result of careful studies of traffic volume for each classification, along with requirements for train make-up, grade, length of lead, etc. The assigned classifications will provide the minimum rehandling of cars. Tracks N-32 and N-33 are provided for cars which may require an additional switch to final classification in the North Yard.

The engine foreman will note any changes on his switch list resulting from bad orders, special cars, etc., and upon completion of switching the cut will return the list to the yardmaster's office with his signature thereon and the time switching was completed.

SPECIAL CLASSIFICATION

Cars from the rehandling, hold, scale, downtown lead and North Yard tracks 32 thru 37 will normally be classified from the west-end unless special handling is designated by the yardmaster. The assignment of such movements and preparation of switch lists will be the same as those outlined previously.

Special switching for "message cars", bad orders, handling of cabooses and other miscellaneous switching will be assigned by the yardmaster and performed in accordance with existing procedures.

CAR RIDER ASSIGNMENTS

Car riders for classification operations will be assigned by the yard office to meet existing conditions.

EAST-END OPERATIONS

TRAIN MAKE-UP

The track layout and track assignments shown on the opposite page have been designed to expedite train make-up, car inspection and train departure procedures. Classifications regularly doubled to make up a train have been assigned to adjacent tracks to facilitate train make-up.

The seven tracks shown as "open" will be used as receiving, departure, or classification tracks. Their use will be carefully planned and regulated by the yardmaster. Efficient use of these tracks will minimize reassignment of classification tracks when trains are being made up for departure.

ROAD TRAIN MAKE-UP

The tracks to be doubled to make up a train consist will be selected by the yardmaster to meet existing conditions.

When the double to the departure track is begun the yardmaster will notify the car inspectors of the track number so that prompt car inspection can be accomplished. The need for prompt car inspection is imperative and any delay situations should be reported promptly by the yardmaster to the trainmaster for appropriate action.

The end car of the outbound cut will be located to facilitate connections to yard air outlets, as shown on opposite page.

TRANSFERS AND LOCAL TRAIN MAKE-UP

The switching of transfers and locals will be

assigned and supervised by the yardmaster to coordinate train and transfer requirements and schedules. Such switching will normally be done by a lead engine, however, when conditions warrant transfer crews may be instructed by the yardmaster to perform such switching. The yardmaster will also be responsible for consolidation of transfer assignments and will plan and coordinate transfer moves to attain maximum locomotive utilization.

EAST-END SWITCHING OPERATIONS

Provisions have been made in the yard layout for access to the rehandle tracks from both ends of the yard to permit classification of such cars at either end of the yard. The scale track, hold tracks and repaired bad order cars can be effectively switched from the east end of the yard. The assignment of such tasks will be made by the yardmaster in the manner outlined for classification at the west end of the yard.

Handling weighers, switching cabooses, special cars, pulling bad orders and other miscellaneous switching will be assigned by the yardmaster and performed in accordance with existing procedures.

TRAIN DEPARTURES

The use of the open tracks for train departures has been previously mentioned. To minimize delays the yardmaster will, prior to the time that the train is to be doubled for departure, insure that car inspectors are available to make the necessary air test.

EAST JOLIET YARD

38	RUNNING TRACK	
31	OPEN	62 CAR CAPY
30	OPEN	65
29	WEST END INDUSTRY	25
28	HOUSE	26
27	BAD ORDER	26
26	CLAY PIT	26
25	HOLD	26
24	ROCKDALE	26
23	EAST END INDUSTRY	26
22	MC - JOLIET	26
21	ST PAUL - JOLIET	26
20	SANTA FE - JOLIET	25
19	AURORA & WEST LOCAL	21
18	MILL	25
17	ROCK ISLAND - JOLIET	25
16	OPEN	29
15	PLAINFIELD PIT	79
14	WEST CHICAGO	29
13	INGALTON	33
12	MUNGER - WAYNE	34
11	SPALDING	34
10	BARRINGTON	38
9	LEITHYON	39
8	CME - RONDOUT	40
7	MILW - RONDOUT	41
6	CNW - WAUKEGAN	42
5	WAUKEGAN	42
4	CB & Q - EOLA	43
3	OPEN	43
2	KIRK YARD	45
1	CARS FOR SOUTH YD - RECEIVING	56
3		59
4		65
5		65
6		65
7		65
8		65
9		65
10	RECEIVING	67
1	CARS FOR NORTH YD	44
2	KIRK YARD	48
3	KIRK YARD	48
4	GT - GRIFFITH	30
5	CB & Q - GRIFFITH	42
6	ERIE - GRIFFITH	48
7	OPEN	48
8	NYC - PORTER	48
9	PORTER	45
10	COCKER	42
11	BB & O - MC COOL	39
12	PCo - HOBART	36
13	N K P - HOBART	36
14	MC - HARTSDALE	34
15	NYC - HARTSDALE	32
16	PH - HARTSDALE	30
17	CIL - MONON - DYER	27
18	CHT - CHI HTS	24
19	CE I - CHICAGO HTS	22
20	I C - MATTESON	21
21	WABASH - BRISBANE	29
22	WHITING	27
23	GRIFFITH PROPER	26
24	EAST CHICAGO	24
25	PHOENIX P 78 79 80 84	23
26	PHOENIX P 74 75 77 78 TANKS	21
27	PLAINFIELD PIT	21
28	GM & O - JOLIET	21
29	HOLD ORDER	21
30	OPEN	20
31	OPEN	20
32	EAST LOCAL	17
33	SCALE	16
34	MILL	18
35	OPEN	18

