

ATTACHMENT – E

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)

SITE SPECIFIC WORK PLAN GUIDLILNES



Washington Metropolitan Area Transit Authority

**OFFICE OF RAIL TRANSPORTATION
MAINTENANCE OPERATIONS CONTROL**

Administrative Procedure

CATEGORY Operational Interdepartmental Activity		TOPIC Site Specific Work Plan (SSWP)	
PROCEDURE NO 200-33	TITLE Site Specific Work Plan (SSWP)		
LATEST REVISION NO. Rev 03	LATEST REVISION DATE September 3, 2014	LATEST REVIEW DATE September 3, 2014	EXPIRATION DATE NONE
PROCEDURE APPLIES TO All WMATA Employees and contractors			
OFFICE/INDIVIDUAL OF PRIMARY RESPONSIBILITY Office of Rail Transportation, Track Access for Maintenance and Construction			
EFFECTIVE PAGES Revision: - 00 June 2, 2006 - 01 February 17, 2011 - September 3, 2014			
DISTRIBUTION All OAP MANUAL HOLDERS, USERS AND OPRS		COORDINATION WITH OTHER PUBLICATIONS OAP, MSRPH & RWPM	
APPROVAL: Director of Rail Transportation Hercules Ballard		DIRECTED BY: Deputy General Manager of Operations A. Robert Troup	

1. PURPOSE

The purpose of this Operations Administrative Procedure (OAP) is to delineate responsibilities and requirements for the development of a Site Specific Work Plan (SSWP) for certain work activities performed on, around, to or adjacent to WMATA Facilities.

The purposes of a SSWP are as follows:

- A. To describe the performance of construction and/or maintenance activities where track access or other interface with critical systems is required. Critical systems include but are not limited to power/electrical, communications, track and passenger interfaces.
- B. To describe how each activity affects the operating system.
- C. To define the scope of work, schedule, cut-in requirements, Contingency Plan for returning the system back to normal operations and any modifications to the operating system between the start and finish of the work.
- D. To identify potential problems and/or schedule overruns for close monitoring.
- E. To facilitate the implementation of a Contingency Plan when schedule overruns cannot be averted.
- F. To provide for timely review and approval of work activities.

Abbreviations and capitalized terms herein are defined in **Section-4 Acronyms/Definitions**.

2. SCOPE

This OAP is applicable to all WMATA personnel, contractors and consultants performing certain work on, around, to or adjacent to WMATA Facilities as further described below.

3. RESPONSIBILITIES

A. POLICY REVIEW & UPDATE

- 1. The Managing Director of Rail Transportation (RTRA) is responsible for implementing and for approving revisions to this OAP.
- 2. The Superintendent of Track Access for Maintenance and Construction (TAMC), or his designee, is the reviewing authority and, as such, is responsible for periodic review of this OAP and for reporting accomplishment of the review by January, 31 of each year.

B. INDIVIDUAL SSWP's

- 1. WMATA personnel, contractors and consultants are responsible for submitting SSWP's in compliance with this procedure and are responsible for performing the work as stated in their approved SSWP.
- 2. The originating office Maintenance/Project Manager is responsible for Review, comment, Acceptance and Approval of each SSWP. They must ensure that all required signatures are obtained and, with

their own signature, attest that all related engineering and Design Documents, equipment certificates, and other required support documents have been Reviewed/Approved as appropriate. **NOTE: Such supporting documents shall not be included in or attached to the SSWP.**

3. The originating office Director/General Superintendent, or authorized designee(s) is responsible for Review, comment, Acceptance and Approval of each SSWP from their office.
4. Supporting departments' Director(s)/General Superintendent(s), or authorized designee(s), are responsible for Review, comment, Acceptance and Concurrence with each SSWP.
5. The Deputy Chief Rail Safety & Structures of the Department of System Safety and Environmental Management (SAFE), or authorized designee(s), is responsible for Review, comment, Acceptance and Approval of each SSWP.
6. The Superintendent of TAMC, or authorized designee(s), is responsible for Review, comment, Acceptance and Approval of each SSWP where track access, red tag power outage or supervisory outage is required. After final Approval, TAMC shall post the completed, signed SSWP to the WMATA intranet.
7. The originating office Director/General Superintendent, or authorized designee(s), is responsible to attach the Approved SSWP to any requests entered into the General Order and Track Rights System (GOTRS).

4. ACRONYMS / DEFINITIONS

A. ACRONYMS

- EMI: Engineering Modification Instruction
- GOTRS: General Orders and Track Rights System
- MOCC: Maintenance Operations Control Center
- MSRP: Metrorail Safety Rules and Procedures Handbook
- NTSB: National Transportation Safety Board
- OAP: Operations Administrative Procedure
- ROCC: Rail Operations Control Center
- RSA: Revenue Service Adjustment
- RTRA: Office of Rail Transportation
- RWPM: Roadway Worker Protection Manual
- SAFE: System Safety and Environmental Management
- SSWP: Site Specific Work Plan

- TAMC: Track Access for Maintenance and Construction
- TMCC: Track Mobile Command and Coordination
- TOC: Tri-State Oversight Commission
- TRST: Office of Track & Structures

B. DEFINITIONS

Acceptable: Response indicating that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility.

Acceptable with Comments: Response indicating that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility, pending incorporation of comments provided by the reviewer.

Approval: (As opposed to Concurrence)

- **Approval by the Requesting Office and Director thereof:** Acknowledgement that all required reference material, test procedures and certification required to complete this SSWP have been reviewed and Approved by the appropriate WMATA personnel.
- **Approval by SAFE:** Acknowledgement that all stated materials/equipment, PPE, work methods and power outages required to complete this SSWP are in compliance with WMATA SOP's.
- **Approval by TAMC:** Acknowledgement that the stated work area, power outage and materials/equipment used will not disrupt the operation of revenue service unless otherwise stated.

Bus Facility: Any facility associated with the operation and maintenance of buses, e.g. bus garages.

Concurrence: (As opposed to Approval) Acknowledgement by the supporting departments that they have read the SSWP, that the work is ready to proceed and they agree to provide the support as stated in the SSWP.

Construction Activities: The building and/or rehabilitation of WMATA Facilities, not including Routine Maintenance.

Contingency Plan: An alternate process for the completion of each Milestone event for use when the primary plan cannot be completed within the timeframe defined by the SSWP.

Design Document(s): A document(s) prepared by a contractor or consultant for work to be performed by non-WMATA personnel.

Disarrangement: Removal, rearrangement or replacement of existing equipment and facilities.

Dynamic Outline: An outline of the cross sectional area, above and beside the tracks, which will be occupied by a train passing through a vertical plane which is perpendicular to the track. A passing train will collide with any object or person within this outline.

Engineering Modification Instruction (EMI): A document prepared by WMATA personnel for work to be performed by WMATA personnel.

General Orders and Track Rights System (GOTRS): A Web based computer system used by WMATA personnel to

enter track rights and red tag requests for approval and subsequent closeout of approved track rights and switch orders in accordance with OAP 100-9.

Hi-Rail Vehicle: A truck or automobile with retractable flanged wheels that permit it to be used on either roads or tracks.

Integrated Work Crews: Both WMATA and Contractor personnel performing work together in the field.

Maintenance Operations Control Center (MOCC): A sub-unit of OCC that functions as a control and dispatch center for maintaining the Authority's fixed assets.

Milestone: A clearly identifiable point in a project/work activity that represents the completion of a related or important set of tasks.

Not Acceptable: Response indicating that the responsible party has read the draft SSWP and finds it to be *severely* deficient i.e. cannot be corrected with minor edits and requires re-submission. The reviewer must provide additional information detailing deficiencies to be corrected.

Not Reviewed: Automatic response recorded if assigned reviewer does not respond within the allocated time period.

Office of Rail Transportation (RTRA): Responsible for the operation and maintenance of WMATA rail lines and vehicles.

Operations Administrative Procedure (OAP): A structured set of guidelines, administrative policies and procedures.

Parking Facility: Any revenue generating surface or structure where passenger vehicles are parked.

Platform: A fixed boarding location which may be within a Station for patrons or elsewhere along the roadway for employees, defined as the area from end railing to end railing at either end of the Platform, including the walkways beyond the station platform end-gates protected by handrails.

Point of No Return: A defined Milestone in the project where it is determined that any further activities being performed will not allow a return to the conditions that existed prior to the start of work.

Rail Operations Control Center (ROCC): Responsible for providing effective control over train mainline and yard movements, Station activities, mainline subsystems (Power, Automatic Train Control (ATC), Automatic Fare Collection (AFC)) and communications to ensure safe, secure and efficient passenger movement

Rail Yard: See Yard

Revenue Service Adjustment (RSA): A temporary adjustment to the Metrorail passenger train operating schedule in order to accommodate maintenance or construction activities on the Metrorail main line during revenue service.

Reviewed: Response indicating that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility and has no comments.

Reviewed with Comments: Response indicating that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility contingent upon incorporation of comments as provided by the reviewer.

Roadway: Any location where roadway worker protection is required as defined in the MSRP.

- a) On at-grade track, it is all areas between the Roadway fences, except where an intermediate boundary fence exists.
- b) On aerial structures, it is all areas between hand railings to include all safety walks.
- c) In tunnel areas, it is all areas between tunnel walls to include all safety walk areas and open shafts and ancillary areas.
- d) In transition areas, it includes fence to fence, wall to wall, railing to railing, fence to wall, fence to railing, and wall to railing.
- e) The shop aprons, yards and their tracks are excluded from the Roadway, and from the Roadway Worker Protection Rules, with the exception of the yard's arrival and departure tracks, and in areas where track repair work is being performed, in which case, Roadway Worker Protection Rules will be put in place for the gangs and workers associated with that track work and its associated work zone.
- f) Embedded tracks within maintenance facilities are not considered part of the Roadway; however, carwash tracks are included.
- g) Station platforms are not considered part of the Roadway nor are the walkways beyond the station platform end-gates protected by handrails. However, during any maintenance or construction, the use of tools, ladders, scaffolds or lifts that have the potential for fouling the track requires a RWIC to use Roadway worker protection in accordance with the RWPM, even if performed behind the hand rails.
- h) Individuals are considered off the Roadway if they are on the non-track side of the intermediate boundary fence.
- i) For WMATA employees, walkways protected by handrails beyond the station platform end-gates are not considered part of the WMATA Roadway. All non-WMATA employees must be escorted and be granted permission by ROCC to go beyond end-gates.

Roadway Worker Protection Manual (RWPM): Handbook that establishes specific responsibilities for operating departments and roadway workers.

Routine Maintenance: Standard maintenance activities, performed by WMATA personnel, contractors, or Integrated Work Crews required for the upkeep of the system and which are defined and prescribed by WMATA SOP, OAP, and/or EMI.

Shutdown: A complete disruption of revenue service between two or more Metro Rail Passenger Stations.

- a) All Shutdowns will be managed by the TRST/TMCC.
- b) TRST/TMCC will provide a Shutdown Coordination Plan that will include the type of work and where within the shutdown area all of the departments/contractors will be working, to include each work zone, deraillers and track equipment.
- c) All departments/contractors who wish to work within the shutdown area must provide their own Approved SSWP which will be incorporated into the Shutdown Coordination Plan provided by TRST/TMCC.

Shutdown Coordination Plan: Summary document consisting of all individual SSWPs related to a specific Shutdown, developed by TRST/TMCC as an information and coordination tool for all work to be performed during the Shutdown. The Shutdown Coordination Plan shall be submitted for Approval by TAMC & SAFE and

Concurrence by all participating project office Maintenance/Project Managers.

Station: All public areas; service rooms inside the gates; at underground stations this also includes from the end of platform to end of platform outside 5' the running rail, Platforms, and mezzanines.

Support Facility: Those facilities that support bus and/or rail operations, including but not limited to Carmen Turner, JGB, Stone Straw, and Metro PD facilities.

System Safety and Environmental Management (SAFE): WMATA department responsible for apprising and updating the agency as to local and federal safety requirements; providing identification, elimination and proper disposal of chemical, environmental, and other related hazards; recommending the design and fabrication of safety equipment; and conducting a systematic proactive approach to analysis and surveillance of operational safety for passengers and employees as well as all agency facilities, operational work areas, and equipment.

Towbar: Device used to connect disabled track equipment to a prime mover in order to remove it from the roadway. Must comply with *SPN-0041*.

Track Mobile Command and Coordination (TMCC): TRST department responsible for coordination of work requiring a full system shutdown. TMCC operates the Mobile Command Center which monitors the position and movement of work crews and equipment into, out of and on the roadway during Shutdowns, communicates power outage requests to the OCC, collects progress updates and acts as an information clearing house for all work activities during the Shutdown.

Visual Inspection: Inspection of a site or equipment at a WMATA Facility which does not require disconnection of power or Disarrangement of equipment. Opening of cabinets is included in visual inspections provided the previously stated criteria are met.

WMATA Facilities: Includes Roadways, Stations, Bus Facilities, Support Facilities, Parking Facilities, and Rail Yards as further defined in this section.

Yard: A system of tracks used for connecting and storing trains where all train movement is under the control of the tower / interlocking operator.

5. POLICIES

A SSWP shall be generated by the office planning to perform or manage certain work activities in, around, to or adjacent to WMATA Facilities.

- A. A SSWP is required per Standard Operating Procedures (SOP) #19, in addition to the requirements of this OAP.
- B. SSWPs are required for work performed in WMATA Facilities as detailed below:
 1. Roadway
 - Contractors engaged in Construction Activities
 - Any complete Shutdown (in coordination with TRST/TMCC. See *Section 6-B: SSWP Process.*)
 - Change in configuration of facilities and/or systems that could result in operational impacts
 2. Stations

- Contractors engaged in Construction Activities
 - Any complete Shutdown (in coordination with TRST/TMCC. See *Section 6-B: SSWP Process.*)
 - Change in configuration of facilities and/or systems that could result in operational impacts
 - Routine Maintenance which occurs in a public area *and*:
 - Has potential customer impacts where the work area is not defined by a type of barricade
 - Requires the use of overhead mechanical equipment such as cranes or lifts
 - Routine Maintenance which produces fire, smoke or impacts fire/life/safety systems
 - Routine Maintenance which occurs in proximity to or above the Roadway or intrudes or has the potential to intrude on the Dynamic Outline.
3. Bus Facilities
- Contractors engaged in Construction Activities involving electrical switching
 - Change in configuration of facilities and/or systems that could result in operational impacts
4. Support Facilities
- Contractors engaged in Construction Activities
 - Electrical work involving switching
 - Change in configuration of facilities and/or systems that could result in operational impacts
5. Parking Facilities
- Contractors engaged in Construction Activities involving electrical switching
 - Routine Maintenance or Construction Activities which:
 - Require use of overhead mechanical equipment such as cranes or lifts which have the potential to foul the roadway
 - Require excavation that will impact underground utilities
 - Produce fire or smoke in a garage or impacts fire/life/safety systems
6. Rail Yards
- Contractors engaged in Construction Activities
 - Routine Maintenance involving electrical switching
 - All work that is going to take a track out of service for more than one day will require a SSWP with Approval of the RTRA Supt. of the Yard and the CMNT Supt. of the Yard in addition to the standard Approvals required by this OAP 200-33.
- C. SSWPs are **NOT** Required under the following circumstances:
1. Emergencies
 2. Routine Maintenance (Except as required above)
 3. Visual Inspections (in compliance with RWP requirements)
 4. Site verification and field measurements of rail flaws by Ultra Sonic Train
 5. Geometry Train, Rail Grinder and Lateral Load Train

6. ATC engineering consultant rail to earth testing
 7. Access to the Roadway by the Tri-State Oversight Committee (TOC) and National Transportation Safety Board (NTSB)
 8. Routine Yard work that takes a track out of service for one day or less. However, this requires the permission of both the RTRA Supt. of the Yard and the CMNT Supt. of the Yard in lieu of the standard Approvals required by this OAP 200-33.
 9. When the requirement is waived by written approval from the Deputy Chief Rail Safety & Structures of SAFE AND the Superintendent of TAMC or their designees.
- D. WMATA personnel and contractors/consultants performing the same activity multiple times or at multiple sites may submit a single SSWP provided it includes specific locations, associated dates for work, and all required information, as outlined in *Section 6-A: SSWP Content*, for each location of work.
 - E. The SSWP requirement may be waived with written approval from the Deputy Chief Rail Safety & Structures of SAFE AND the Superintendent of TAMC or their designees.
 - F. The SSWP shall provide pertinent information to all parties involved. All designated parties from impacted or supporting departments must sign the SSWP to indicate their Approval/Concurrence (as outlined in *Section 6-B: Process*) with the plan before work may commence.
 - G. A written detailed plan must be submitted for Review by the originating office to the Deputy Chief Rail Safety & Structures of SAFE and the Superintendent of TAMC and any other impacted/supporting departments at least **60 calendar-days** prior to the start date of the requested work activity and it should reference any required and approved Engineering Modification Instructions (EMIs) or Design Documents, as per OAP #200-4. **NOTE: EMI's and Design Documents shall not be included in or attached to the SSWP.**
 - H. Approvals/Concurrence from SAFE & TAMC, supporting departments and the originating office Maintenance Manager or Project Manager must be received a minimum of **14 calendar-days** prior to the requested start date of work.
 - I. Until implementation of the electronic system, email transmission of a SSWP is acceptable for submission for Review and return of comments to the originating office.
 - J. Any approved request(s) for track access may be canceled by the ROCC Superintendent in conjunction with the MOCC Superintendent to meet any emergency maintenance or other situation that could affect revenue service as stated in OAP #100-9.
 - K. The Approval of an SSWP does not replace the GOTRS entry requirement as per OAP 100-9.
 - L. A SSWP expires **30 calendar-days** from the end date of the work activity as stated in the SSWP, unless otherwise agreed, e.g. Item "D" above. In addition, SSWP's can be extended, by request to the Superintendent of TAMC, for a one-time extension of **up to 90 calendar-days**.
 - M. Until implementation of the electronic system, copies of all Approved SSWP's will be posted on the WMATA intranet by the Superintendent of TAMC.

6. PROCEDURE

Attachment-A is a sample SSWP.

A. SSWP CONTENT

1. **General Information:**

- **Title & Document #:** Include project name and/or work area name. Include revision #, starting with Rev-0, which should be updated when the document is revised and re-submitted throughout the process. For capital project work include a sequential number, e.g. Dulles Expansion Project: SSWP-062 Rev-01.
- **Summary Statement:** Provide a summary description of work to be completed, i.e. 1-2 sentences.
- **From:** Include Contract #, Department and Project Name
- **Distribution:** Include all departments to whom the SSWP will be distributed for Review and Approval/Concurrence.

2. **Work Plan:**

- **Description of Work:** Provide a brief description of work to be completed, i.e. high level, bullet points.
- **Start and Finish Times and Dates:** Identify the beginning and end dates and times for the project and proposed work activities.
- **EMI, Design Documents:** All approved EMIs and/or Design Documents shall be referenced in the SSWP. **NOTE: copies of such documents shall not be included in or attached to the SSWP.**

3. **Location:** Identify the line, track and chainage of the proposed work activity. Include the following: (as required in SOPs #19 & #28)

- Power Outage Requirements as applicable
- Track Rights
- Protected Limits
- Actual Work Zone
- Type of Protection

4. **Support Personnel:** Identify the required support departments and staffing levels needed to accomplish scope of work (as required in OAP #100-9 and SOP #19).

- Indicate whether a test train will be needed. If so, include date, time and location where it is needed and also how the train will be utilized.

5. **Equipment:** Identify all equipment necessary for the work activities.

- Maintenance/Project Manager Approval of the SSWP indicates that all WMATA and/or contractor equipment will be inspected, calibrated and certified by the responsible party prior to use.
- Contractor Equipment:
 - Hi-Rail equipment must be run through the Dynamic Outline template to ensure that it will fit within the Dynamic Outline of the railroad.
 - Maintenance records for high rail equipment must be up to date
 - Towbar must be available for high rail equipment and meet specifications of SPN-

0041.

- All contractor equipment must comply with P/I TRST042011
6. **Staging:** Identify the placement of all personnel and material to allow for schedule adherence (as required in SOP #19). Address securing material before, during and after work as well as clean up.
7. **Safety Plan:**
- **Safety Requirements:**
 - Identify the proper personal protective equipment (PPE) and safety requirements.
 - Identify the work area, including the protected as well as the actual work zones.
 - Include a fan configuration plan when working in tunnels and schematics of work site breakdown (as required in SOPs #19 & #28.)
 - Include a drawing showing configuration of protective devices.
 - **Tunneling or Digging:** Address whether work will disrupt the track, distance to roadway, shoring requirements, and track support requirements.
 - **Fire/Smoke:** Address whether work activities will create fire or smoke, whether fans will be required and whether applicable safety and detection systems should be disabled and if so, the earliest they can be re-enabled.
 - **Schedule Milestones:** Clearly identify point(s) in a project/work activity that summarizes the completion of a related or important set of tasks (as required in SOP #19).
 - **Material:** Identify all materials required for the completion of the work activity. With the exception of TRST and SMNT, material or equipment shall not be stored on a station platform or within eight (8) feet of a track, unless authorized by the COO-RAIL (per MSRP Section 4.77).
 - **Customer Impacts:** Address whether the work will impact the customer experience accessing a station, in a station and/or in transit and methods to mitigate such impacts while maintaining a clean and safe environment.
 - **No Clearance Zones:** Identify whether a temporary or permanent No Clearance Zone is created by the work, fouling the track and walkways.
8. **Work Activity Schedule:** Provide a detailed summary of the work activity, including:
- Description of activity
 - Person/department/agency performing work
 - Time and date of each activity
 - Duration of tasks in hours
 - Critical Milestones (Including Point of No Return)
 - Contingency Plan for specific activity

B. SSWP PROCESS

Attachment-B is a flow chart of the Review and Approval/Concurrence process.

The following is a step-by-step outline of the SSWP process with set deadlines for action at each phase. SSWP originators and reviewers are expected to complete their activities within these timeframes to ensure timely Approval of SSWPs. Submission of a quality draft as well as thorough review and quality feedback throughout the

process is vital.

1. STEP-1: SUBMITTED FOR INITIAL REVIEW

- a. A draft SSWP must be submitted for Review **at least 60 calendar-days prior to the start of the work** and shall include all required information and references as noted above. **NOTE:** 60 calendar-days is the **minimum** time requirement. The more complex the project, the earlier the SSWP submission should be made.
 - The SSWP should be emailed to the following people for concurrent Review:
 - Originating office Maintenance/Project Manager
 - Originating office Director/General Superintendent, or authorized designee(s)
 - Department head(s), or authorized designee(s), of all other impacted/supporting departments.
 - When the requested work requires a Shutdown, TRST/TMCC shall be included as a supporting department Reviewer through the SSWP process. See **Attachment-C** for the TMCC Shutdown Coordination Plan Work Flow.
 - Deputy Chief Rail Safety & Structures of SAFE, or authorized designee(s)
 - Superintendent of TAMC, or authorized designee(s)
 - Department heads may choose to distribute the draft SSWP to others in their department. Comments from such reviews should be resolved directly with the originating office (c.c. department head) to expedite the process.
- b. Comments must be returned to the originating office **within 14 calendar-days of the initial submission**.
 - The originating office is responsible to follow up with all outstanding reviewers to ensure timely response.
 - Lack of a response within the allotted time period will be understood to mean the reviewing party has no questions, comments or suggested revisions.
 - Reviewers must Review and return comprehensive comments on the entire document at initial submission. Partial comments will only delay the process.
- c. Reviewers shall respond with one the following:
 - **Reviewed:** Indicates that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility and has no comments.
 - **Reviewed with Comments:** Indicates that the responsible party has read the draft SSWP and agrees with the content relevant to their area of expertise and responsibility contingent upon incorporation of comments as provided by the reviewer.
- d. If no response is received from a designated reviewer, a note of **"Not Reviewed"** shall be logged.

2. STEP-2: SUBMITTED FOR ACCEPTANCE

- a. The originating office must address all comments and questions received in the Step-1 review, incorporate all changes as noted by the reviewers and resubmit the SSWP for concurrent review by all parties **at least 35 calendar-days prior to the requested work.**
- The originating office is responsible to follow up with all outstanding reviewers to ensure timely response.
 - Lack of a response within the allotted time period will be understood to mean the reviewing party has no questions, comments or suggested revisions.
 - Additional resubmissions may be necessary. However, final Approval must be received in accordance with the timeline below.
- b. Reviewers must review and respond to the originating office **within 7 calendar-days of submission** using one of the following:
- **Acceptable:** Reviewer has no further comments. Draft is acceptable for Step-3, final Approval. Draft will not be re-submitted in Step-2.
 - **Acceptable with Comments:** Draft is acceptable for final Approval pending incorporation of additional comments. Draft will not be re-submitted in Step-2.
 - **Not Acceptable:** Draft is not acceptable for final Approval. Reviewer must provide additional information detailing deficiencies. Drafts rated Not Acceptable must be resubmitted in Step-2 and cannot advance to Step-3 until the status is revised to Acceptable (with Comments) by the reviewer.
- c. If no response is received from a designated reviewer, a note of "***Not Reviewed***" shall be logged.

3. STEP-3: SUBMITTED FOR APPROVAL / CONCURRENCE

- a. The SSWP shall be distributed for final Approval and Concurrence **at least 21 calendar-days prior to the start of the work.** Until implementation of the electronic system, each party must sign a hard copy of the original SSWP.
- b. The order of precedence for final Approval/Concurrence is as follows:
1. Issued concurrently to:
 - Originating office Maintenance/Project Manager (***for Approval***)
 - Originating office Director/General Superintendent, or authorized designee(s) (***for Approval***)
 - Department head, or authorized designee(s) of all other impacted/supporting departments (***for Concurrence***)
 - Approvals are expected **within 5 calendar-days of submission.**
 2. Deputy Chief Rail Safety & Structures of SAFE, or authorized designee (***for Approval***)
 - Approval is expected **within 1 calendar-day of submission.**

3. Superintendent of TAMC, or authorized designee *(for Approval)*
 - Approval is expected within 1 calendar-day of submission.
 - c. Until implementation of the electronic system, the originating office Maintenance/Project Manager must deliver a hard copy SSWP that includes all of the required signatures to TAMC for Approval and posting to the WMATA intranet at least 14 calendar-days prior to the date of the work.
 - d. If assigned approvers have not responded within the required deadline, the originator and delinquent responder's Manager or Department Head shall be notified for further action.
 - e. If required Approvals have not been received by 14 calendar-days prior to the start date of the work, scheduled track rights will be revoked.
 - f. When the requested work requires a Shutdown, TRST/TMCC shall coordinate all SSWPs related to the shutdown into a comprehensive Shutdown Coordination Plan. The Shutdown Coordination Plan shall be submitted for Approval by TAMC & SAFE and Concurrence by all participating project office Maintenance/Project Managers.
 - TRST/TMCC shall submit the Shutdown Coordination Plan for Approval and Concurrence at least 21 calendar-days prior to the start of the work.
 - Approval and Concurrence by all parties must be received no later than 7 calendar-days prior to the start of the work.

4. MANAGEMENT REVIEW

- a. Deputy Chief Rail Safety & Structures of SAFE, Superintendent of TAMC and Directors/General Superintendents from TIES shall regularly evaluate reviewer and approver response logs to ensure that:
 - SSWP's are being submitted in a timely fashion and that revisions address comments and changes received from reviewers.
 - Reviews, with comprehensive and legitimate comments, are being conducted in a timely fashion.

7. ATTACHMENTS

Attachment-A: Sample SSWP

Attachment-B: SSWP Review & Approval Work Flow

Attachment-C: Shutdown Coordination Plan Work Flow

ATTACHMENT-A: Sample SSWP

The following is a sample SSWP taken from the Dulles Expansion Project to be used for reference for the type and scope of information to be included in such a document.

A template SSWP form is available online.



Date Created:	06/28/2011
Date Revised:	08/03/2011

SUMMARY STATEMENT:

This SSWP identifies work to be accomplished between August 22 – Sept 2, 2011 during non-revenue hours, and during a scheduled complete red tag outage on Sept. 2 – 6, 2011, from East Falls Church Station to the West Falls Church Station to facilitate the installation of the K&N Junction, # 10 Double Crossover.

The work will take place inside the WFC/ Station, the Fisher Ave TPSS and within the Right of Way (ROW) for installation and testing of the systems and trackwork modifications during the installation of the # 10 Double Crossover at the new K&N Junction control area. These activities include required temporary point protection and wayside signal operation.

From: Contract #: Dulles Expansion Project
Project Sponsor: Metropolitan Washington Airport Authority
Project Contractor: Dulles Transit Partners
WMATA Representative: John Thomas, Director MCAP

Distribution: SSRM/PVFL
Rail/OCCO
OCCO/TAMC

ATTACHMENT-A: Sample SSWP

WORK PLAN

Description of Work:

The scope of this work includes the following DTP activities and tasks to be performed for and during the construction of the # 10 Double Crossover.

1. Preparatory work to accommodate cable tunnel access during the outage. (DTP)
2. Preparatory wayside access for removal of trough covers and Installation of Temporary Point Protection cables for new switch machines 1A, 1B, 3A and 3B. (DTP)
3. Paint bolted connections, weld areas, and bearings of aerial spans 4 and 5B.
4. Remove WMATA ROW fence and IDW on the OB side for access into the WMATA ROW from K2 489+30 to K2 489+00. (DTP)
5. Install the new No.10 DXO on the K-Line, IB and OB Track, at approximately station 484+95 to approximately 486+97 and install new insulated joints at approximately 484+70. (DELTA)
6. Temporary removal of signals 4 and 8 during construction activities. (DTP)
7. Switch machines (qty 4) installed, wired and mechanically adjusted. (DTP)
8. Install temporary bonding at LJ locations and install permanent negative return bonding in the DXO.
9. Temporary Point Protection circuitry will be installed within the wayside to the switch machine circuit controllers, incorporating existing signals 4, 8, 34 and 38 and connected into the WFC Station TCR vital control logic. (DTP)
10. Test Temporary Point Protection at the switches 1A, 1B, 3A and 3B, signals 4, 8, 34 and 38 and affected existing track circuits for proper operation. (Alstom)
11. Install crossbond conduits N1-K1, N2-K2, K1-K2 and N1-N2. (DTP)
12. Re-install WMATA ROW fence on OB side from K2 489+30 to K2 489+00. (DTP)
13. Inside the Fisher Ave TPSS determinate existing feeder cables, connect new DC Feeder cables unto DC breakers 31 and 32 (DTP)
14. On the ROW connect new DC Feeder cables unto the new contact rail configuration. (DTP)
15. Energize new contact rail, verify. (WMATA)
16. Verify operation of the ETS units for new trackwork configuration.

To facilitate this work DTP will require access and escorts for the following areas and facilities:

West Falls Church Station TCR
 Fisher Ave TPSS
 K1 and K2 Wayside Track access.

A coordination meeting will be held daily at the work site with DTP and WMATA escorts and MWAA or other agency representative(s) as needed. Work schedule for all work will be coordinated with WMATA.

ATTACHMENT-A: Sample SSWP

Please note: Upon completion of the work WMATA will assume operational control of new trackwork, switch and signals. Along with this operational acceptance WMATA will provide switch point blocks, clamps and locks.

Outage GO / NO-GO evaluation points:

1. 0400 HRS - Access not granted by 0400 HRS
2. 0500 HRS - Review DC Feeder / SSR negative cable megger results. WMATA to advise NLT 0500 HRS.
3. 1200 HRS – DELTA, DTP, WMATA to evaluate progress of trackwork accomplished, yet to go and weather forecast for balance of outage.

To facilitate this work DTP will require access and escorts for the following areas and facilities:

- West Falls Church Station TCR
- Fisher Ave TPSS
- K1 and K2 Wayside Track access.

A coordination meeting will be held daily at the work site with DTP and WMATA escorts and MWAA or other agency representative(s) as needed. Work schedule for all work will be coordinated with WMATA.

Project Start:	<u>08/01/2007</u>	<u>N/A</u>	Proposed Work Start:	<u>08/22/2011</u>	<u>0030 Hrs</u>
	Date	Time		Date	Time
Project End:	<u>12/31/2013</u>	<u>N/A</u>	Proposed Work End:	<u>09/6/2011</u>	<u>0430 Hrs</u>
	Date	Time		Date	Time

24 Hour Closure (Y/N): Yes

EMI# (Y/N): NA

Design Docs Approved (Y/N) reference: _____

LOCATION
WFC Station (K06), Fisher Ave TPSS and K1/K2 ROW)

ATTACHMENT-A: Sample SSWP

Chain Markers: K1/K2 526+23 to K1/K2 439+76
 K3 518 K3 508

Protected Limits: From: K1 526+23 to: K1 439+76 TRACK 1
 From: K2 526+23 to: K2 439+76 TRACK 2
 From: K3 518+00 TRACK 3

Actual Work Zone: From: K1 521+23 to: K1 444+76 TRACK 1
 From: K2 521 +23 to: K2 410+73 TRACK 2
 From: K3 513+00 to: K3 508+00 TRACK 3

Power Outage Required: Yes – Supervisory/Non-Revenue, Red Tag/Outage

RSA Approved (Y/N) do not attach: Yes

SUPPORT PERSONNEL (Escorts)

Department:	MCAP
Support Departments:	SMNT/POWR
Support Departments:	SMNT/ATC
Support Departments:	TRST

# Personnel Required:	1 per shift or as required
# Personnel Required:	2 per shift or as required
# Personnel Required:	2 per shift or as required
# Personnel Required:	2 per shift or as required

Test Train Required (Y/N): No **Date & Time Needed:** _____ **Location:** _____

How will test train be utilized: _____

LIST OF MATERIALS/EQUIPMENT TO BE USED

Materials / Equipment:	Cable and Reels, Fiber Glass Fish Tape, Hand tools, Nylon Rope, Jet Line, generators, Hand tools, Hammer Drill, Generator, Crimpers, Light Plant, Cable Tags, Electrical Tape, and Tie wraps, Manhole Tripod,	Staging Locations:	Tracks K1 & K2 483+00 to 504+00 will be the primary construction zone. Hi-Rail Equipment to be staged on Track
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ATTACHMENT-A: Sample SSWP

	<p>Air quality meter.</p> <p>Service truck 4 ea, Log Truck 1 ea Dozer 1 ea, Ballast Car 2 ea Roller 1 ea, Gradall 1 ea Pettibone 1 ea, Ballast Compactor 1 ea Excavator 1 ea, Truck Crane 1 ea Loader 1 ea, Production Tamper 1 ea Ballast regulator 1 ea, Dump Truck 1 ea</p> <p>MATERIALS No. 10 Double Crossover, Ballast, Cross ties 8'-6", Rail, Insulated Joints, Contact rail system</p>	<p>N2 and moved from there to the K-Line work area.</p> <p>Other materials and equipment will be moved by the roadway</p> <p>DTP and Contractor walk-in personnel will stage at the Great Fall bridge for safety briefing.</p>
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SAFETY PLAN

Safety Requirements

Personnel will wear safety shoes and approved class III orange safety vests at all times.

Prior to start of shift, employees will participate in Safety Task Analysis Risk Reduction Talk (STARRT).

Job Hazard Analysis covers all DTP construction activities.

During all work activities, necessary safety measures (procedural and physical) will be in place. Only employees with WMATA ROW training/Contractor ID Cards, proper identification and appropriate training will be allowed in work area within 25 feet of WMATA tracks.

For work areas that are outside of WMATA ROW, DTP will protect the WMATA ROW fence with daily pre-shift safety and work plan meetings and will coordinate all work in the area with WMATA.

Work crews will be protected by the installation of rail shunts, red lights, red flags and WSAD Units installed by WMATA escorts within the actual and protected work areas.

WMATA escort will be in constant contact with OCC and fellow escorts by way of radios and cell phones.

DTP requests that WMATA install derailleurs on K1 and K2 at the west end of EFC station and at the east end of WFC station, within the Protected Work Area, in accordance with WMATA procedures.

If required, DTP further requests that WMATA reconfigure the contact rail on track K3 by removing the previously cut contact rail.

Lock out/tag out procedures will be followed. DTP will not be working on anything energized.

During access to manholes, DTP will follow safety requirements and procedures for entering a confined space.

ATTACHMENT-A: Sample SSWP

PPE and Other Safety Equipment:	Hard hats, safety glasses, approved class III orange safety vests, work boots, hearing protection, flash lights, red lights, shunts, red flags and WSAD units.
Schematics Attached (Y/N):	YES

WORK ACTIVITY SCHEDULE

Activity #1	Mobilization on site. Meet and coordinate with WMATA Escort as required. Work crews to complete daily STARRT (Safety Task Analysis Risk Reduction Talk) and review the JHA (Job Hazard Analysis).		
From	8-22-11 0030 Hrs	To	9-02-11 0100 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity #2	<u>PREPARATORY WORK- Non-Revenue Service (DTP)</u>		
	On a non-intrusive basis DTP will perform the following advance outage work:		
	<ul style="list-style-type: none"> • Remove trough covers between 483+00 and 489+00 on track K1 • Pre-Install temporary point protection cables, for Switch Machines 1A, 1B, 3A and 3B, from the associated wayside case into the cable trough. These cables will be connected during the outage. 		
From	8-22-11 0100 Hrs	To	9-02-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity #3	<u>PREPARATORY WORK – (DTP)</u>		
	DTP will perform the following tasks:		
	<ul style="list-style-type: none"> • Provide temporary lighting within the cable tunnel from the manhole located in track centerline at 487+25. • Pump down water within the traction power cable tunnel. 		
	<i>Please note, DTP will require access into this area as one of their initial outage tasks (Saturday, 0000 Hrs 9/3/11) (Please refer to Attachment # 5 – K98-TP-417)</i>		
From	8-30-11 0030 Hrs	To	9-01-11 0430 Hrs
Critical Milestones	N/A		

ATTACHMENT-A: Sample SSWP

Contingency Plan	N/A		
Activity # 4	Red Tag Outage		
	At 2200 Hrs (10:00 PM) on Friday 9/2/11, WMATA will establish a RED TAG outage on tracks K1, K2, and K3 between WFC and EFC stations.		
From	9-02-11 2200 Hrs	To	9-02-11 2359Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 5 Mobilize at Site	<p>Mobilization and Work Area Entry</p> <p>DTP personnel and equipment will mobilize and review STARRT Card and JHAs. Begin personnel ROW badge verification and enter WMATA ROW through the WMATA escort designated area and proceed into the ROW work area after receiving confirmation from the WMATA authorized person in charge that the third rail power is down, and the work zone is protected. A coordination meeting will be held at the work site with DTP and WMATA escorts and MWAA or other agency representative(s) as needed.</p> <p>Work schedule for all work will be coordinated with WMATA.</p> <p>After the completion of work, DTP will complete the ROW Verification form with the WMATA escort person.</p>		
From	9-02-11 2300 Hrs	To	9-02-11 2359 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 6	<p>IDW De-Energized</p> <ul style="list-style-type: none"> • ALSTOM personnel will Pre-inspect and verify IDW operation. • ALSTOM personnel will place IDW in By-Pass and de-energize • DTP personnel will remove the IDW equipment from fence between stationing K2 487+42 to K2 490+50. Roll back and secure to fence 		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		

ATTACHMENT-A: Sample SSWP

Plan			
Activity # 7	<p><u>Disconnect – Remove Existing ROW Positive Feeders</u></p> <p>DTP shall perform the following:</p> <ul style="list-style-type: none"> Remove (cut off) the exposed portion of the positive feeder cable ends At K1/K2 track center line, stationing ~486+80 Stub up, between the contact rail and the top of the existing ductbank stub-ups. Identify the cables in the cable tunnel, pull them out of the ductbank and leave coiled out of the way in the cable tunnel. (These abandoned cables will be removed in a subsequent SSWP.) Excavate the Stub Up to make way for track work installation Seal the conduit with duct plugs to prevent inflow of ground water into the tunnel. <p>(Please refer to Attachment # 2, K98-TP-408 & 409 and Attachment # 5, K98-TP-416 & 417)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 8	<p><u>Remove Signal 4 and Signal 8</u></p> <ul style="list-style-type: none"> DTP Personnel will temporarily remove signals 4 & 8 @ K1/K2 -484+81. Signals will be stored away from the construction area. DTP Personnel will secure and protect signal lighting cable and foundation associated with the temporary point protection. 		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 9	<p><u>TPSS Inspection & Survey - Powell</u></p> <p>During the outage the switch gear supplier (Powell) will access the Fisher TPSS for non-intrusive survey and inspection of the existing switchgear and room layout.</p> <p>The duration of this activity is anticipated to take no longer that 3 hours (9-3-11)</p>		

ATTACHMENT-A: Sample SSWP

From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 10	<p><u>DELTA TRACKWORK INSTALLATION</u> Work sequence is described below :</p> <ol style="list-style-type: none"> 1. Remove OB WMATA ROW fence from K2 487+30 to K2 487+00 (Temp fence Area) 2. Install survey layout staking. 3. Move equipment and material into the work area from WFCY. 4. Remove existing contact rail and track as required and transport removed materials to WFCY. 5. Excavate existing ballast with excavator and transport spoils to WFCY. 6. Install new ballast pad and compact ballast with dozer and roller. 7. Distribute double crossover panels with crane. 8. Distribute loose switch ties with excavator and log truck. 9. Set loose rails on top of ties with Pettibone. 10. Assemble double crossover by installing rail joints, rail pads, insulators and rail clips. 11. Install ballast on double crossover with ballast cars and loader. 12. Surface double crossover with production tamper. <p>Final dress ballast with ballast regulator and Gradall.</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 11	<p><u>Conduit (DTP Civil)</u> DTP will continue installing conduits as detailed in the enclosed attachment. (Please refer to Attachment 23-Buried Conduit Locations)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	Will install on another outage if not completed		

ATTACHMENT-A: Sample SSWP

Activity# 12	<p><u>Delta-Trackwork Completion Activities</u></p> <p>15. De-stress the rail and install closure thermit welds and bonded joints. 16. Install contact rail system with pettibone. 17. Clean up worksite 18. Re-install WMATA ROW fence</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity# 13	<p><u>Install Negative Return & Temp IJ Bonding</u></p> <ul style="list-style-type: none"> • Install Negative Return Bonding at Turnout and provide temporary bonding around IJ's Refer to Attachment 9, drawing K00-ATC-CON-530) 		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 14	<p><u>Switch Machine Installation</u></p> <p><u>DTP Personnel will pre install the Switch Machines on the panels connecting all of the rods and do a rough adjustment prior to the outage</u></p> <p>After panelized sections are in place and track is aligned and surfaced.</p> <ul style="list-style-type: none"> • DTP Personnel will finalize the mechanical adjustment of the switch machine. • DTP Personnel will wire internal Switch Machine controller. • DTP Personnel will test the Switch cable. • DTP Personnel will lubricate switch points. <p>(Please refer to Attachment 7 Installation and Adjustment, Attachment 8 for the Switch Machine Test Procedure and Attachment 6, cable test procedure.)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs

ATTACHMENT-A: Sample SSWP

Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 15	<p>Reinstall Signal 4 and Signal 8</p> <p>After panelized sections are in place and track is near complete.</p> <ul style="list-style-type: none"> • DTP Personnel will reinstall signals 4 & 8 @ K1/K2 484+81. • DTP Personnel will re-Install signal lighting cable associated with the temporary point protection. • DTP Personnel will test the cable. <p>(Please refer to Attachment 6, cable test procedure.)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 16	<p>Reinstall IDW</p> <ul style="list-style-type: none"> • DTP personnel will re-install IDW to fence between stationing K2 487+42 to K2 490+50 <p>ALSTOM personnel will Re-energize IDW, verify operation and return to service.</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity 17	<p>ATC Testing</p> <ul style="list-style-type: none"> • ALSTOM personnel will adjust and test affected wayside track circuits (existing K1- 474& K2-476) • ALSTOM personnel will test signal lighting (Signals 4 and 8). • ALSTOM personnel will test temporary point protection circuits Switches 1A, 1B, 3A, and 3B. <p>Perform Attachment 10 – Field Series 22.0 TP Pretest Inspection (Wayside) (Please refer to Attachment 8- Point Protection Cutover Plan which provides documents, test procedures, check lists, and data sheets required for this outage.)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		

ATTACHMENT-A: Sample SSWP

Activity # 18	<p>Positive Feeder Termination – New Cables DTP shall perform the following:</p> <ul style="list-style-type: none"> • Pull previously installed cables from the hi-voltage manhole adjacent to the ROW through the ductbank to the new stub-ups located at K1/K2 486+50. • Megger cables and record results on the approved form prior to connection. • Connect/terminate the New DC feeder cables to the new contact rail. • Connect/terminate the New cable between the new contact rail and the existing Contact rail at 486+98 on both K1 and K2 tracks. • Connect/land the New DC feeder cables to the existing DC switchgear (DC breakers 31 & 32). <p>(Please refer to Attachment 5, drawing K98-TP-416 and Attachment 6, cable test procedure)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 19	<p>Switch & Special Trackwork Inspection WMATA, Delta, ALSTOM, DTP – Perform final inspection/ acceptance of track and special trackwork. Block, clamp and lock switch and points in the normal position. (Please note: WMATA is to provide switch blocks, clamps and locks.)</p>		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 20	<p style="text-align: center;">Spot Paint Spans 4 and 5IB</p> <ul style="list-style-type: none"> • Spread drop clothes under aerial work area to protect ROW • Access work area from ROW using ladders • Surface prep bolted connections, weld areas, and bearings with hand wire brushes, power wire brushes, and solvent. • Paint bolted connections, weld areas, and bearings using a paint system. 		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		

ATTACHMENT-A: Sample SSWP

Activity # 21	<u>Final ROW Inspection</u> Perform a ROW inspection to finalize activities and provide/complete the DTP ROW Verification Checklist. WMATA, MWA, DELTA, ALSTOM, DTP – (Refer to Attachment 17 ROW Verification Checklist)		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		
Activity # 22	<u>WMATA Traction Power Certification</u> WMATA to remove Red Tag and initiate energization of existing DC breakers 31 and 32. WMATA, with DTP support, shall verify that the new contact rail configuration is energized.		
From	9-03-11 0000 Hrs	To	9-06-11 0430 Hrs
Critical Milestones	N/A		
Contingency Plan	N/A		

ATTACHMENT-A: Sample SSWP

<u>Approvals:</u>			
Originating Office:			
	Signature	Print Name	Date
Originating Office Director/General Superintendent:			
	Signature	Print Name	Date
<u>Concurrence:</u>			
Supporting Dept. Director/General Superintendent			
	Signature	Print Name	Date
Supporting Director/General Superintendent			
	Signature	Print Name	Date
TMCC Director (Required ONLY for Shutdowns)			
	Signature	Print Name	Date
<u>Approvals:</u>			
SAFE			
	Signature	Print Name	Date
OCCO/TAMC			
	Signature	Print Name	Date

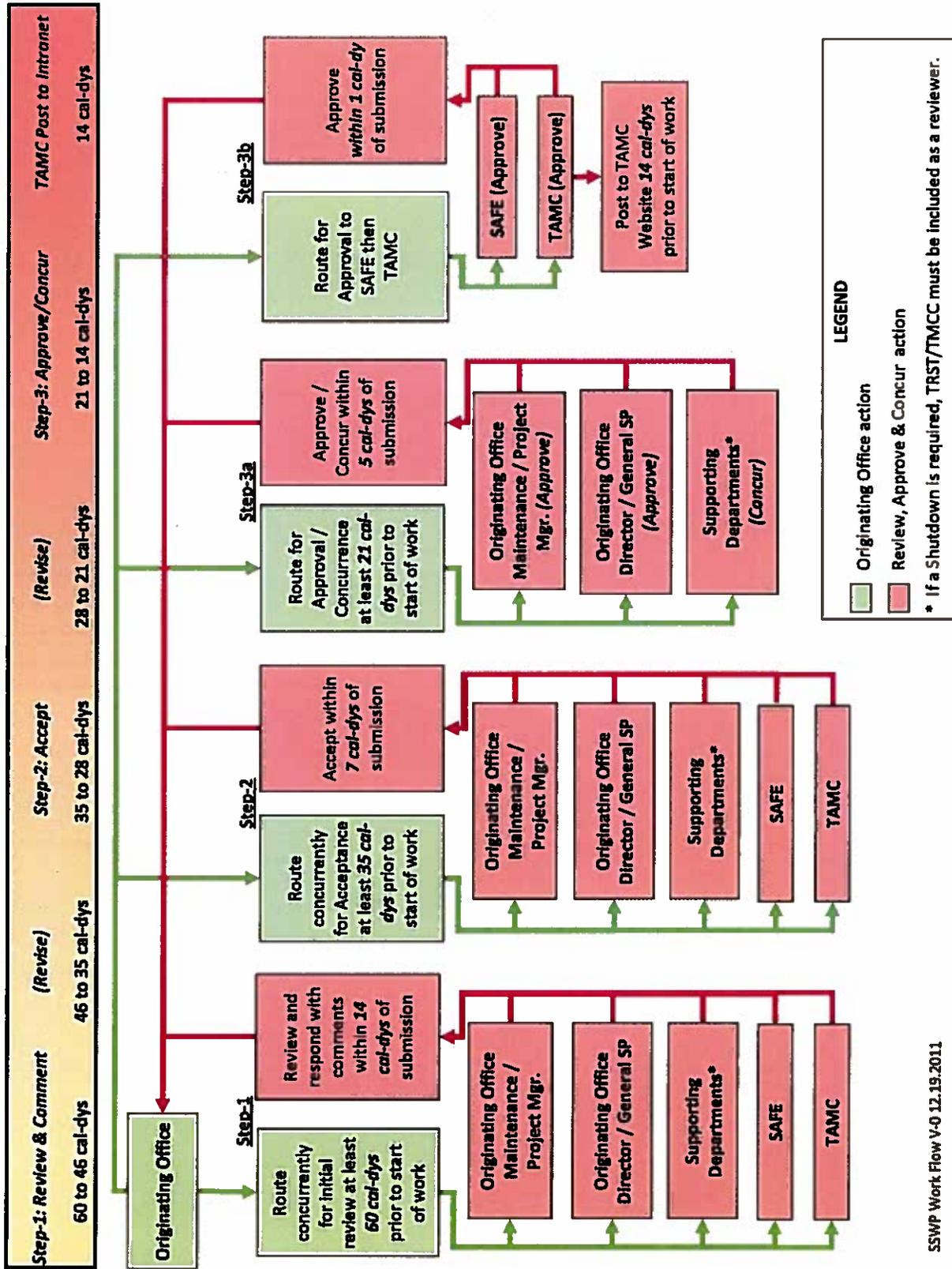
ATTACHMENT-A: Sample SSWP

WORK SITE REPRESENTATIVES:

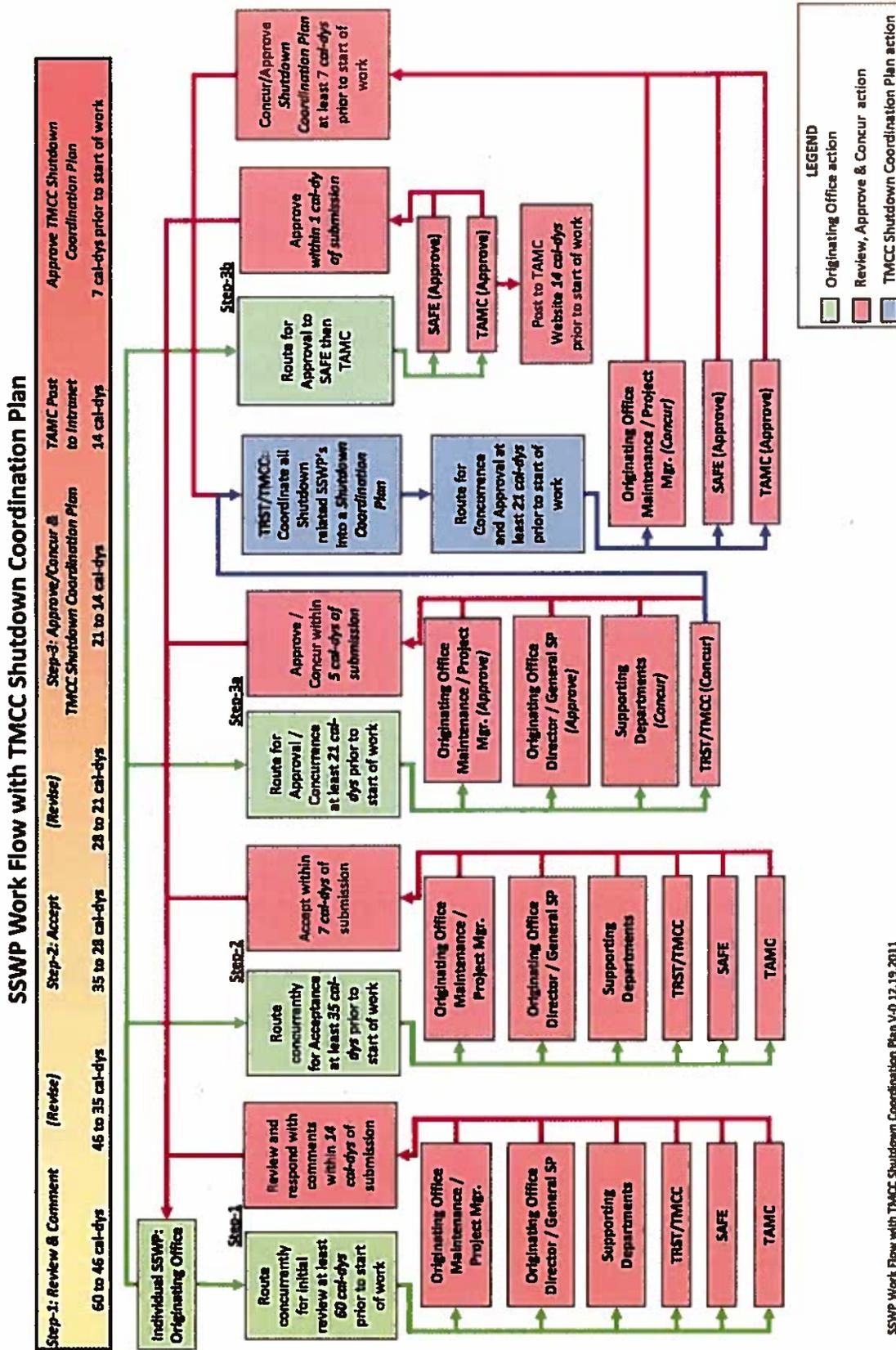
	<u>DATE/HOURS</u>	<u>NAMES</u>	<u>ORGANIZATION</u>	<u>TELEPHONE</u>
1.		John Brewer	DTP	571-283-7572
2.		Kirk Hunt	MCAP-WMATA	571-527-4806
3.		John Green	E S & H Manager (Contractor Safety Rep)	571-221-9070
4.		Don Painter	MWAA - PMSS	703-572-0641
5.	Revenue Hours	Customer OPS	OCCO-WMATA	202-962-1970
6.	All Time	Comm Desk	OCCO-WMATA	202-962-1700
7.	2300 - 0700	Comm Supervisor	COMM-TSSM-WMATA (Escorts)	202-962-1383 (after 11 PM)
8.	All Time	MOC	WMATA	202-962-1530
9.	All Time	OCC	WMATA	202-962-1652
10.		K. Baryshev	SAFE-WMATA	202-669-4191 or 202-962-2711
11.		C. Dzduch	Line Service Director-LSBO-WMATA	202-962-2762
CENTRAL CONTROL:			WMATA, OCCO	8956 Blue/Orange Line Desk – OPS2
POLICE:				
AMBULANCE: 911			WMATA, MTPD	(202) 962-2121
			FIRE DEPTS:	

ATTACHMENT-B: SSWP Review & Approval/Concurrence Work Flow

SSWP Work Flow



ATTACHMENT-C: TMCC Shutdown Coordination Plan Work Flow



SSWP Work Flow with TMCC Shutdown Coordination Plan V-0 12.19.2011