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# CENTRALIZED STATION MASTER (CSM)

## FORM AD 101 Coding Instruction Guide

Effective September 27, 2006

Attached is a copy of the revised **FORM AD 101** for use when submitting Centralized Station Master (CSM) information. Please feel free to photocopy this form as often as required for future CSM updating.

Because the CSM is being used to house varied data; each element may or may not be required for each type of station. Please refer to the instructions below to determine under which conditions each item is required. Failure to complete any required data items on the form will result in a delay in processing your request.

### **RECORD/ELECTRONIC Section**

As stations are (A)dded, (C)hanged and (E)xpired to the CSM, a new record is created in the master CSM file that includes a series of items created by the system. These system created items do not appear on the **FORM AD 101**, but is important to know of their existence in order to understand how the CSM can be used. They include the LAST ACTIVITY DATE & TIME, and TRANSACTION TYPE.

These items can be used to track record history in the CSM file. Historical information exists for some stations all the way back to January 1, 1991. However, the LAST ACTIVITY DATA & TIME will reflect a date of June 1998, for these and other historical records.

Relevant to CSM, a station is created at the time the station key (a combination of the ROAD MARK, FSAC, Effective date and Expiration date) items described below) is created. Subsequent CSM records using the same key (along with Last Activity Date) will form a historical trail by which the status of any station can be determined for any point in the history of the station.

**Note: Required fields on FORM AD 101 submissions are noted with an asterisk \*.**

1. **SCAC(\*)** — The 2 to 4 character road mark of the carrier completing this form. For RAIL locations, the ROAD MARK must (currently) be registered in RAILINC's MARK Industry Reference File and must also be listed in the Standard Carrier Alpha Code (SCAC) Tariff published by the National Motor Freight Traffic Association ( NMF 101 series tariff).

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Non-rail locations are being accepted for addition to CSM at this time.

2. **FSAC(\*)** — The 5 digit Freight Station Accounting Code (FSAC) assigned to the station by the ROAD MARK . Leading zeros must be added to fill in all five positions. FSACs cannot be all zeros.

FSACs cannot be changed on existing records in the CSM. If an existing station is assigned a new FSAC, the old station should be (E)xpired the new station should be (A)dded.

3. **EFFECTIVE DATE(\*)** — The date that the station was originally created/made effective. This field is required and cannot be left blank on (A)dd Transactions.
4. **EXPIRATION DATE(\*)** — The date after which the data of this record is no longer effective. Only actual or future expiration dates are acceptable. For current, active records this date should be filled in as 9999-12-31. Expiration dates can be backdated, but only by RAILINC.
5. **STATUS REASON** — Transaction code that describes the activity you desire to be performed to the records of the CSM: (A)dd, (C)HANGE or (E)xpire. **NOTE:(A)dd is used to create new stations in the CSM, (C)hange to alter data of a record already in the CSM. When processing an Expire or a Change to CSM, it is necessary to provide the following data on the FORM AD 101:**

**CHANGE (For an add/change)**

SCAC/MARK, FSAC

EFFECTIVE DATE – (current date of active record)

EXPIRATION DATE – (date record of is keyed or a future date)

STATUS REASON – (leave blank)

REQUESTER INFORMATION = RESPONDENT & PHONE NUMBER

**EXPIRE (Abandoned or Sold)**

SCAC/MARK, FSAC

EFFECTIVE DATE – (CURRENT DATE OF ACTIVE RECORD)

EXPIRATION DATE – (DATE RECORD IS KEYED OR A FOTURE DATE)

STATUS REASON – A = ABANDONED, S = SOLD

REQUESTER INFORMATION – RESPONDENT & PHONE NUMBER

**GEOGRAPHY Section**

6. **LOCATION TYPES(\*)** — (A)dd transactions may specify from one to five type codes per station entry which indicate the role(s) the carrier plays at the station. Note: No hierarchy is inferred. (E)xpire transactions may specify only one station type code per station entry.

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FOR ADDS ONLY: (May specify up to five station type codes)

- R = Revenue location; a station where a revenue waybill may be issued to or from. An R without an O on a station means that the railroad does not physically serve that location. **Both an R and an O means that the station is physical served by the railroad, and cars can be waybilled to that point.**
- O = Operating Location; a station where no revenue waybills may be issued to or from. An O without an R on a station means that the station is located on the railroad, but no waybills may be issued to or from this location. **Both an R and an O means that the station is physically served by the railroad, and cars can be waybilled to that point.**
- J = Junction Settlement station; this station is serviced through a junction settlement agreement with another carrier. Because of the creation of a Junction Settlement file in the JUNC Industry Reference File (IRF) database, the "J" station is to be eliminated some time in 1996 when the industry begins using EDI version 3060 for the CSM. In the meantime, the use of this station type is discouraged.
- H = Haulage station; this station is serviced by this carrier over tracks not owned by this carrier.
- W = Switching Carrier station; this station is serviced through a switching agreement with another carrier.
- L = International Location; only used on non-rail stations outside of North America.
- M = Motor Freight Tariff Location; non-rail points
- T = AEI Reader Equipped Location.

7. **LOCATION SPLC(\*)** — The Standard Point Location Code assigned to the station. It is a 6 to 9 digit numeric code used to specify the physical location of the station. A minimum of 6 digits is required. SPLCs are assigned through Business Services Division of Railinc by the NMFTA (for US & Mexican locations) and by the Canadian Transportation Agency (CTA) of Canada (for Canadian locations).

The SPLC is required on all FORM AD 101 requests. This item is quite important for relating CSM records to other Industry Reference File (IRF) data, so care should be exercised to ensure the correct SPLC is used.

8. **LOCATION NAME(\*)** — The station's name. Often the location of the station is used as the station's name. This item is limited to a total of 19 characters and spaces. This name can be whatever the ROAD MARK desires, does not need to be unique, and is not edited in any way. This item cannot, however, be left blank.
9. **LOCATION COUNTY** — The county where the station is located. This item is limited to 26 characters, and requires the approved spelling of the county as shown in the NMFTA SPLC Master tariff.

This item is required for all rail and non-rail locations in North America. Locations in Canada

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and Mexico currently use the country name in this item. **10. STATE/PROVINCE--** *The approved 2 character abbreviation of the state or province where the station is located. This item is required for all rail and non-rail locations in North America.*

- 10. LOCATION STATE/PROVINCE(\*)** — The approved 2 character abbreviation of the state or province where the station is located. This item is required for all rail and non-rail locations in North America.
- 11. LOCATION ZIP/POSTAL CODE** — The station's postal zip codes. This item is limited to 9 characters and is recommended, but optional.
- 12. JR260 ABBREVIATION** — The alpha abbreviation (Rule 260) assigned to stations at which interchanges between railroads occur. There are different types of interchanges possible including Operating only, Revenue only and normal (for both operating and revenue purposes). This item is limited to a maximum of 5 characters, RULE 260 JUNCTION ABBREVIATIONS can only be assigned by the Railinc Business Services Division (Senior Data Analyst).
- 13. LATTITUDE** — 7 Digit signed numeric location coordinates based on global width and expressed in degrees, minutes and seconds in format DDD-MM-SS. An example would be +035-12-10 for 35 degrees, 12 minutes & 10 seconds north latitude. (If the latitude is expressed as a negative number, it is interpreted as south latitude.) This item can be completed for any type of station, not just for type "T".

The data in this field will be stored in the CSM file as a 9 digit signed decimal number representing coordinates based on global width expressed in 3 digit degrees and a 6-digit fraction of a degree.

- 14. LONGITUDE** — 7 digit signed numeric coordinates based on global length and expressed in degrees, minutes and seconds in the format DDD-MM-SS. An example would be + 070-22-33 for 70 degrees, 22 minutes & 33 seconds west longitude. (If the longitude is expressed as a negative number, it is interpreted as east longitude.) This item can be completed for any type of station, not just for type "T".

The data in this field will be stored in the CSM file as a 9 digit signed decimal number representing coordinates based on global length expressed in 3 digit degrees and a 6-digit fraction of a degree.

## **RATING Section**

- 15. RATING ZIP/POSTAL CODE** — Between 5 and 9 characters in length, the RATING ZIP is for the purpose of setting rates. The RATING ZIP may be different than the Station ZIP (item # 12 above). This is required for all revenue rail locations.
- 16. CANADIAN INTERSWITCH SPLC** — ***Canadian interswitching (reciprocal switching) is mandated by Canadian legislation to all stations within a 30 km (18 mile) radius of an interchange between federally regulated carriers. A six digit Canadian Interswitch SPLC is required on all Canadian rail station records. Canadian rail stations at which***

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***interswitching applies are to be coded with the Canadian Transportation Agency (CTA) of Canada's SPLC of the applicable interchange. For Canadian rail stations where interswitching does not apply, enter all zeros (000000) in this field. This field must be blank for rail stations in the United States and Mexico and for all non-rail stations.***

- 17. NRB SPLC** — The Standard Point Location Code for the Rate Basing Point. This is a 6 to 9 digit numeric item. The SPLC (minimum of 6 digits) of the rate must be provided if a rate base exists for the station. If no rate base is in effect, the item is left blank.
- 18. NRB CITY** — The rate base city. A total of 30 characters may be used. If no rate base exists, this item is left blank. The CITY must be spelled exactly as it appears or should appear in the National Rate Basis column in the Alphabetical - Freight Section in Official Railroad Station List - OPSL 6000-Series Tariff.
- 19. NRB STATE** — The 2 character rate base state or province postal abbreviation. This is required only if a rate basis exists. If "No Rate Basis" information appears, this item is left blank.
- 20. REVENUE SWITCH SPLC** — The six digit SPLC of the switch limit must be provided if a switch limit exists for the station. If no switch limit exists, the item is coded with the same SPLC as the station itself (data item 6). In essence, the station is its own "switch limit".
- 21. REVENUE SWITCH CITY** — The switch limit city. A maximum of 30 characters may be used. If no switch limit exists, the Revenue Switch City is the Location Name that relates to the SPLC value as found in the NMFTA or CTA SPLC table.
- 22. REVENUE SWITCH STATE/PROVINCE** — The 2 character postal abbreviation of the state or province in which this REVENUE SWITCH CITY exists. This is required if a switch limit exists. If the Location belongs to its own unique revenue switch area, the value is the Revenue Switch State/Province that relates to the SPLC value as found in the NMFTA or CTA SPLC tables.
- 23. OPSL NUMBER** — The station's official OPSL number as listed in the Official Railroad Station List - OPSL 6000-Series Tariff. This numeric item is limited to a total of 8 positions – 5 digits plus decimal point plus 2 digits (e.g., 12345.00). Leading zeros should be omitted.
- 24. OPSL Name** — The stations official tariff spelling as listed in the Official Railroad Station List - OPSL 6000-Series Tariff. Often the location of the station is used as the station's OPSL name. This item is limited to a total of 30 characters and spaces.

This item is required unless the STATION TYPE (item #15 below) is M (motor freight tariff location), L (international location) or T (AEI Reader Equipped Location). When the STATION TYPE is O (operating location) only (without an accompanying R), then this field can contain "not applicable".

- 25. OPSL NOTES** — OPSL Note Numbers applicable to the station as listed in the Official Railroad Station List - OPSL 6000-Series Tariff. These numeric items range from 1 to 5100. ***Use of these numbers are assigned by carriers, assignment of new OPSL numbers can be coordinated with the Documentation Specialist, at (919) 651-5285 .***

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## **FACILITY Section**

**26. CUSTOMS** — Whether U.S. Customs will inspect cars and/or intermodal units requiring customs clearance at this station. Only one code may be entered for this item.

CODE: “Y” rail and/or intermodal units can be inspected at this station

“N” customs inspections are not made here

**27. CIF NUMBER** – Published in the IRF Customer Identification File (CIF), this item is a combination of the 9 digit DUNS number plus an optional 4-character suffix code. It will ultimately replace the customs address information, as the CIF will be the official source of address in the IRFs. (This item will not be part of the CSM data).

**28. DAYLIGHT INDICATOR** — A 1 character alpha ‘Y’ (for yes) or ‘N’ (for no) indicator of a station’s observance of daylight savings time. This item can be completed for any type of station, not just for type “T”.

**29. IMPORT/EXPORT** — Whether imports and/or exports are handled at the station. Only one code may be entered for this item.

CODE: “B” A U.S. station having a border crossing from and to Canada or Mexico; or A U.S. having port facilities for importing and exporting shipments via water to and from the U.S.; or Canadian station having port facilities from and to the United States; or a Canadian station having port facilities for importing and exporting shipments via water to and from Canada.

“I” A U.S. station having a border crossing from Canada or Mexico; or a U.S. station having port facilities for importing shipments via water to the U.S.; or a Canadian station having port facilities from the United States; or a Canadian station having port facilities for importing shipments via water to Canada.

“E” A U.S. station having a border crossing to Canada or Mexico; or a U.S. station having port facilities for exporting shipments via water from the U.S.; or a Canadian station having port facilities to the United States; or a Canadian station having port facilities exporting shipments via water from Canada.

“N” No import/export activity occurs at this station.

**30. EMBARGOED** — Whether or not a station is closed for the acceptance of traffic due to external circumstances (i.e., weather disasters or work strikes). Only one code may be entered for this item.

CODE: “Y” the station is embargoed

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“N” the station is not embargoed

**31. GRAIN** — Whether recognized grain inspection authorities inspect grain at this station. Only one code may be entered for this item.

CODE: “Y” grain can be inspected at this station

“N” grain inspections are not made here

**32. RAMP** — Whether automobiles can physically be loaded and/or unloaded from multilevel cars at this station. Only one code may be entered for this item.

CODE: “N” No auto loading/unloading facilities exist at this station

“F” Fixed ramp(s) are located at this station

“P” Portable ramp(s) are located at this station

“T” Transversing ramp(s) are located at this station

“B” Both fixed and portable ramps

“A” All types of ramps

**33. INTERMODAL** — Whether facilities exist to physically load and/or unload trailers and/or containers from rail cars at this station. Up to 5 codes may be entered for this item.

CODE: “O” If no intermodal loading/unloading facilities exist at this station

“1” Circus type ramp(s) are located at this station

“2” Overhead crane(s) are located at this station

“3” Side lifter(s) are located at this station

“5” Stack Train(s) can be handled at this station

“6” Facility has been closed

“7” Both Carload and Intermodal Facility Available

“8” Port Facility

**34. PLATE** — Maximum Plate size that can be handled at this station – If other than plate C (which is considered normal and is the default), indicate Plate that can be handled

(See Official Railway Equipment Register, RER 6000 series tariff, for definition of Plate).

This item is employed to ensure that there are no clearance problems at this station. Plate size “X” means size restriction has been eliminated. Only one code may be entered in this item.

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**35. WEIGHT** — Maximum Gross Weight on the rail that can be handled at this station. If 263,000 pounds, leave blank as we will consider that the default. If other than 263,000 pounds, insert the weight. Weight is to be reported in hundred weights (abbreviated CWT). For example, 312,000 pounds would be reported as 3120. This item can contain a maximum of 4 digits.

## **RESPONDER Section**

**NAME** — The name of the individual completing the form. This will be the first person contacted in case Railinc has questions in regards to the request for station change(s) in the CSM. Signature is required on FORM AD 101. Please print the name of the respondent so it can be read.

**PHONE NUMBER** — The phone number of a person completing the form.

**DATE** — The date in which the form was completed and returned to RAILINC.

**FORM AD 101** should be sent by mail or fax to:

Data Analyst  
RAILINC - Business Services Division  
7001 Weston Pkwy., Suite 200  
Cary, N.C. 27513

Phone (919)-651-5077  
Fax (919)-651-5191