



# Customer Information Package

Thank you for your interest in pursuing your business opportunity with Canadian Pacific Kansas City.

Whether you are constructing a new facility or altering an existing facility, CPKC's Industrial Development team is here to help you navigate the process, requirements, and timelines. The table below describes the responsibilities of each party during the process of making or altering a connection to CPKC Infrastructure.

For more information, please visit our website <https://www.cpkcr.com/en/our-advantage/Rail-Development>.

| PROJECT PHASE              | KEY DELIVERABLES  |
|----------------------------|---|
| <b>1. FEASIBILITY</b>      | <ol style="list-style-type: none"> <li><b>Customer Information Form:</b> Assess requirements based on site-specific details.<br/>▶ <b>CPKC Feasibility Approval</b></li> </ol>  |
| <b>2. CONCEPT DESIGN</b>   | <ol style="list-style-type: none"> <li><b>Site Layout Plans:</b> Describe the scope of the project. Identify any proposed deviations to CPKC private siding engineering standards.</li> <li><b>Proposed Operating Plan:</b> Determine site requirements based on proposed operating plan to ensure CPKC's safe and continuous network operations. Visual drawing format.<br/>▶ <b>CPKC Concept Approval</b></li> </ol>  |
| <b>3. DETAILED DESIGN</b>  | <ol style="list-style-type: none"> <li><b>Detailed Design Package</b></li> <li><b>Design Submission Form</b></li> <li><b>Updated Operating Plan</b></li> <li><b>Supplemental Technical Studies</b><br/>▶ <b>CPKC Design Approval</b></li> </ol>   |
| <b>4. PRE-CONSTRUCTION</b> | <ol style="list-style-type: none"> <li><b>Executed Site Agreements:</b> Construction Agreements, Industry Track Agreements, Land Agreements, and any applicable Operating Agreements.</li> <li><b>Construction Execution Plan:</b> Construction schedule identifying work activities on CPKC property. Names and eRailSafe designations for all proposed contractors. Access plan onto and through CPKC property.<br/>▶ <b>CPKC Construction to Commencement Approval</b></li> </ol>  |
| <b>5. CONSTRUCTION</b>     | <ol style="list-style-type: none"> <li><b>Construction:</b> Anticipate CPKC scopes take at least 6 months due to procurement timelines.</li> <li><b>Construction Updates:</b> Weekly updates for work taking place on CPKC Property, including any revisions to Construction Execution Plan.</li> <li><b>QA/QC Documentation:</b> Compaction reports, survey reports, weld testing, etc.</li> <li><b>CPKC Site Inspection:</b> Roadmaster will inspect the track to identify any deficiencies. Customer to rectify deficiencies prior to putting track into service.<br/>▶ <b>Construction Completion Approval by CPKC</b></li> </ol> |
| <b>6. ONBOARDING</b>       | <ol style="list-style-type: none"> <li><b>As-Built Surveys:</b> Customer to provide CPKC survey of constructed infrastructure in both PDF and AutoCAD format. These files must be projected in a coordinate system. PDF version to identify any changes from the design revision approved by CPKC in the Detailed Design phase</li> </ol>   |

CPKC requires ~2 weeks to review designs at each step of your project. However, this timeline will be extended indefinitely for:

- Submissions that are incomplete or are not compliant with the requirements described in this document.
- Facilities with operating complexities that the parties need to resolve before advancing the project.

#### Appendices:

- Customer Information Form
- Industry Track – Design Review & Approvals
- Drawing Submission Form
- Service Provider Considerations
- CPKC Ancillary Agreements
- Planning Your Project – Top 5 Considerations
- Customer Safety Handbook



# Customer Information Package

## Appendix A: Customer Information Form

### Customer Request Type (select one)

|              |                                    |                            |
|--------------|------------------------------------|----------------------------|
| New Facility | Facility Alteration / Reactivation | Lease of CPKC Track / Land |
|--------------|------------------------------------|----------------------------|

### Customer Information

|                     |  |            |  |
|---------------------|--|------------|--|
| Company Name        |  |            |  |
| Contact Name, Title |  |            |  |
| Mailing Address     |  |            |  |
| E-mail Address      |  |            |  |
| Office Phone        |  | Cell Phone |  |

### Facility Information

|                           |          |       |             |
|---------------------------|----------|-------|-------------|
| Operation Description     |          |       |             |
| Municipal Address         |          |       |             |
| Legal Land Description    |          |       |             |
| Ownership Status (select) | Freehold | Lease | Prospective |

### Traffic Information

| Commodity | Origin | Destination | Number of Rail Cars per Year |          |
|-----------|--------|-------------|------------------------------|----------|
|           |        |             | Current                      | Expected |
|           |        |             |                              |          |
|           |        |             |                              |          |
|           |        |             |                              |          |
|           |        |             |                              |          |

### Service Information

|   |                                    |
|---|------------------------------------|
| Do you own/lease your own rail cars? If not, do you intend to?          |                                    |
| How many rail cars will you receiving/shipping at one time?             |                                    |
| How many cars will you be able to store on site?                        |                                    |
| How frequently do you anticipate requiring rail service?                |                                    |
| What will be your onsite product storage capacity?                      |                                    |
| Will rail cars require on-site repositioning between delivery & pickup? |                                    |
| If so, what will be the method of repositioning?                        |                                    |
| How will rail cars be loaded/unloaded?                                  |                                    |
| Anticipated date for first shipment                                     | Anticipated date for last shipment |



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## Appendix B: Submission Requirements

► **NOTE: INCOMPLETE SUBMISSIONS WILL BE RETURNED FOR RESUBMISSION, WITHOUT REVIEW**

### Drawing Criteria

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- Proposed industry track submissions should be in PDF and Digital format (DWG or DGN file).
  - Digital files must be projected in a coordinate system.
    - For the U.S. use NAD 83 State Plane U.S. Survey Feet. For Canada, use UTM.
- Plan scale shall be no smaller than 1:200. Plan size shall be 11" x 17".
- Draw tracks with single lines representing track centerline. Format as 'existing to remain' shown in solid black, existing to be removed/relocated' in dashed black and 'proposed new/relocated' in solid red lines.
- Drawings to adhere to CPKC's Engineering Guidelines for Private Siding Design and Construction
  - <https://www.cpkcr.com/content/dam/cpkc/our-advantage/rail-development/CP-Engineering-Guidelines-for-Private-Siding-Construction.pdf>

### Engineering Submissions (<sup>C</sup> denotes required at Concept Phase; <sup>D</sup> denotes required at Detailed Phase)

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- **Site Development Plan** <sup>CD</sup>
  - Satellite imagery background.
  - Existing and proposed track alignments.
  - Existing and proposed key rail interfaces (e.g., loading/unloading facilities, buildings, crossings, culverts).
- **General Site Layout Plan** <sup>CD</sup>
  - White background (no satellite imagery).
  - Customer and CPKC property lines, existing CPKC track infrastructure, and utilities within project limits.
  - Existing and proposed track alignments.
  - Existing and proposed rail interfaces (e.g., loading/unloading facilities, buildings, crossings, culverts).
  - Table listing all facility tracks and corresponding lengths.
  - Annotation on CPKC mainline indicating distance to nearest road crossing in each direction.
- **Operating Plan** <sup>CD</sup>
  - Visually demonstrate where CPKC will deliver cars, how customer will reposition cars on site, and where CPKC will lift cars. Plan should show the incremental steps to demonstrate the movement of cars on site.
  - Indicate how bad order rail cars and customer locomotives will not interfere with CPKC servicing the site.
  - Show crew considerations such as walking paths, site lighting, vehicle pickup locations, and vehicle access to switches, derails, and rail car connections.
  - See sample operating plan appended
- **Supplemental Technical Studies** <sup>D</sup>
  - Environmental screening report for work on CPKC property.
  - Geotechnical report for work on CPKC property.
  - Hydrology reports, including stamped engineer's letter confirming no drainage impacts to CPKC property.
  - Crossing assessments for facilities within 2,500 feet of a public road crossing to determine if there are any impacts to public safety and for regulatory compliance.
- **Construction Execution Plan** <sup>D</sup>
  - Construction schedule, specifically identifying work activities on CPKC property.
  - Names and eRailSafe designations for all proposed contractors.
  - Access plan onto and through CPKC property.

### Other Potential Requirements

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- Design standard exception requests may require detailed rail movement simulations to determine impacts to technical specifications. Simulations will impact the overall review timeline.
  - Powered and heated mainline switch may be required to ensure continuous operations, determined case-by-case.
  - While CPKC may provide comment on exceptions during concept design, final construction review will not be completed until submission of final design stamped by the engineer of record.
  - CPKC may have need to engage a third party to assess customer submissions, if required this will be conducted at the Customer's sole expense.
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## Appendix C: Design Submission Form (page 1)

|    | ✓ | Required Information   |
|----|---|--|
| 1  |   | Legible North Arrow  |
| 2  |   | Physical Street Address in Title Block   |
| 3  |   | Legal Land Description in Title Block  |
| 4  |   | Railroad Property Lines Identified   |
| 5  |   | Plan, Profile and Typical Cross Sections   |
| 6  |   | Horizontal and Vertical Curve Data   |
| 7  |   | Location of Clearance Points   |
| 8  |   | Proposed Rail Specifications (e.g., rail weight)   |
| 9  |   | Switch Types, Sizes and Locations  |
| 10 |   | Derail and Bumping Post Locations  |
| 11 |   | Track Center Spacing Dimensions  |
| 12 |   | Locations of All Existing and Proposed Utilities   |
| 13 |   | Locations of All Existing and Proposed Structures, Including Rail Car Interface Locations                |
| 14 |   | Types of Road Crossing Warning Devices and Insulated Joints. Note Any Required Modifications to Existing |
| 15 |   | Location of Any Fixed Car-Pulling or Indexing Devices  |
| 16 |   | Location of Unloading Pits or Track Scales   |
| 17 |   | Track Grounding Details for Loading/Unloading Flammable Commodities                                      |
| 18 |   | Drainage Plan Prior, During and After Construction   |
| 19 |   | Table Listing Existing and Proposed Track Capacities   |
| 20 |   | Restricted Clearance Locations Identified (Also Noted on Design Exception Request Form)                  |



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## Appendix C: Design Submission Form (page 2)

Design submissions containing variances from CPKC standards (as defined in CPKC's Engineering Guidelines for Private Siding Design and Construction, current version) require review and acceptance by CPKC to ensure the operational safety. Customer to itemize *each* variance in the table below, providing accompanying cover letter with design drawing submission. Cover letter to address each requested variance and provide supporting rationale as to why the design does not meet CPKC standard, signed by the Engineer of Record.

| #  | Description of Requested Design Variance Exception | Code | CPKC Response Comments |
|----|--|------|------------------------|
| 1  |  |      |                        |
| 2  |  |      |                        |
| 3  |  |      |                        |
| 4  |  |      |                        |
| 5  |  |      |                        |
| 6  |  |      |                        |
| 7  |  |      |                        |
| 8  |  |      |                        |
| 9  |  |      |                        |
| 10 |  |      |                        |

(CPKC Response Codes: 1- Acceptable, 2- Acceptable with Noted Changes, 3- Requires Further Information as Noted, 4- Not Acceptable)

### Reviewed and Approved by Engineer of Record

\*Except as specifically identified above, the attached design complies with the current CPKC's Engineering Guidelines for Private Siding Design and Construction.

|                 |          |  |
|-----------------|----------|--|
| Name, Position: | Company: |  |
| Signature:      | Date:    |  |



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## Appendix D: Service Provider Considerations

Customers are responsible to procure the appropriate expertise necessary for the execution of work on their property. Often, this expertise comes through the services of consulting firms that specialize in specific subject matters. The following are a few considerations to keep in mind when selecting external consultations services.

### Facility, Capacity and Operational Planning

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- ❖ Does the firm understand the requirements of a rail operations plan?
- ❖ Can the firm articulate the needs from an operating and technical perspective to develop concepts appropriate to both?
- ❖ Do they have experience communicating that plan in a form acceptable to CPKC?

### Technical Design

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- ❖ Does the firm have previous experience designing rail facilities?
- ❖ Is the firm aware of and experienced in the regulatory, permitting, and environmental requirements necessary for the project?
- ❖ Is the firm familiar with the requirements of CPKC such that they understand the format of submissions that are expected and CPKC's Engineering Guidelines for Private Siding Design and Construction?

### Construction

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*Note: CPKC crews will be perform all work on CPKC ROW, unless resourcing requires third party to complete. This decision is at the sole discretion of CPKC.*

For Contractors procured by the Customer:

- ❖ Has the contractor worked on projects with CPKC before?
  - ❖ Does the contractor understand the safety and productivity considerations related to working in proximity to an operating rail corridor?
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## Appendix E: CPKC Ancillary Agreements

### Construction Agreement

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- Pertains to the construction of private track on private land (i.e., customer owns land and track) where CPKC involvement is required (e.g., CPKC network connection on CPKC ROW, flagging protection).
- Covers terms, conditions, and requirements of both customer and CPKC during Construction Phase.
- CPKC requires a fully executed Construction Agreement before either ordering any materials or scheduling any activities on CPKC property.

### Industry Track Agreement

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- Applies where CPKC provides service to a private facility (i.e., customer owned).
- Clarifies ownership and defines operational & maintenance responsibilities.
- Covers terms and conditions related to customer tracks, including alterations, clearances, liability, insurance, fees, termination, and assignment.
- CPKC requires Industry Track Agreement and Construction Agreement executed at the same time.

### Reimbursement Agreement

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- Applies where CPKC is to provide service for the customer which requires reimbursement of expenditure (e.g., engineering services)
- Covers the scope, estimated cost, terms, and conditions for CPKC provided service.
- CPKC requires a fully executed Reimbursement Agreement before committing to the expenditure of any funds.

### Siding Access Agreement and/or Land License Agreement

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- Applies where Customer operates on CPKC facility (i.e., CPKC owned track or land).
- Defines the limits of track and land accessible to customer. Access is non-exclusive.
- Covers terms and conditions related to the use of CPKC facility, including alterations, clearances, liability, insurance, fees, termination, and assignment.
- CPKC requires fully executed Agreement prior to customer accessing the facility; including for the purpose of staging, preparing, or utilizing CPKC track and land in preparation for alterations or occupation.

**\*Other agreements may also apply to your development based on site or service conditions, which your Industrial Development representative will discuss as required**

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## Appendix F: Planning Your Project – Top 5 Considerations

Working near railway operations requires unique and important considerations to ensure the safety of people and property. The following are common considerations that anyone working near a rail line need to understand and follow. This list does not represent a complete set of considerations and are provided only as a reminder of some key considerations.

### #1. Keep clear of the railway track.

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- Contact CPKC to arrange for investigating or working near any track. Contact should be made several weeks prior to the work taking place to allow adequate time to prepare and schedule the necessary safety precautions.
- When designing your facility, familiarize yourself with the network considerations for your location. CPKC may require the facility to include sufficient track to enable servicing clear of the main line track. This is particularly important for facilities with complex operating plans that would otherwise impact the mainline or crossings for long periods of time.
- Use of siding by CPKC for building and brake testing train may be appropriate, evaluated on circumstances at each location.

### #2. Crossing Compliance

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- CPKC may not block a public road crossing for more than 5 minutes at a time while switching cars.
- Equipment cannot sit idle on the approach circuit for a grade crossing warning system that will cause the signals to operate unnecessarily.
- Design must consider these requirements during switching of traffic in/out of facility.
- This includes assessing potential impacts to nearby public road crossings which are affected by the construction or alteration of a customer facility.

### #3. In-Plant Switching

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- Customer must develop and provide CPKC with a plan that allows for sufficient loading/unloading capacity and for efficient servicing by the railway.
- If facility requires rail cars to be repositioned within the facility, customer to arrange for this service through a 3<sup>rd</sup> party.

### #4. Meet CPKC Industrial Track Standards

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- Designs must meet the requirements of the current CPKC's Engineering Guidelines for Private Siding Design and Construction at the time of design submission. Note that this guideline may change between design submissions, requiring alterations to designs to comply with the current revision.
- A copy of the current design handbook can be found at:
  - <https://www.cpkcr.com/content/dam/cpkc/our-advantage/rail-development/CP-Engineering-Guidelines-for-Private-Siding-Construction.pdf>

### #5. Timelines

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- Work with your engineering consultant to determine and plan for design timelines. These timelines can vary depending on the scope and complexity of your project but are typically between 6-12 months.
    - Working with engineering consultants who are familiar with CPKC standards and expectations can reduce preventable delays during the design process, which can be significant.
  - CPKC typically requires 2 weeks to review each drawing submission, however, designs that do not comply with CPKC Industrial Track Standards take much longer to assess technical safety and alternative solutions.
  - CPKC scopes typically require 6-7 months after design approval and agreement execution. You should strive to submit fully compliant designs for CPKC review at least 8 months prior to your desired in-service date. Non-compliant designs should be submitted earlier than this depending on the nature of non-compliance.
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## Appendix G: Customer Safety Handbook

The Customer Safety Handbook serves as a guide to safe rail operations, with special focus on customer facilities. CPKC places a strong emphasis on workplace safety and strives to arrive at the customer facility without damage to the product and in a timely manner, while always protecting the personal safety of the public, our employees, and our operation.

All customer personnel involved in the use of the private track infrastructure must comply with CPKC's Customer Safety Handbook.

CPKC and our customers collaborate in five key areas regarding railway operations safety.

1. Track Maintenance
2. Movement and Securement of Equipment
3. Walking Hazards
4. Restricted Clearance Hazards
5. Spillage/Wheel Contamination

The Customer Safety Handbook describes these key areas, along with other important best safety practices. A copy of which can be found online at:

- <https://www.cpkcr.com/content/dam/cpkc/our-advantage/rail-development/CP-Engineering-Guidelines-for-Private-Siding-Construction.pdf>
-