METROLINX

Metrolinx Network Access Planning Standard

MX-RCAC-STD-001

Revision 02

December 2025

Metrolinx Network Access Planning Standard

MX-RCAC-STD-001
Publication: August 2023
Revised: July 2025, December 2025

Metrolinx,

an Agency of the Government of Ontario

Preface

This is the third edition of the Metrolinx Network Access Planning Standard (NAPS), MX-RCAC-STD-001. Revision 01 extends the long-term planning process from T-35 to T-50, adjusts the T-8 process to better meet Access Requestors' needs by reducing reliance on meetings, and clarifies Disruptive Possession descriptions. Revision 02 changes made to this standard have been implemented to ensure consistency with the Metrolinx Work Planning Standard (WPS).

This standard is to be used by Access Requestors who require access to, or are adjacent to, the Metrolinx-owned or operated Rail Corridor to perform their work.

This document was developed by the Rail Corridor Access Control (RCAC) Office, Service and Access Planning Division, Metrolinx.

Suggestions for revision or improvements, including a description of the proposed change(s) along with information on the background of the application and any other useful rationale or justification, can be sent to the Metrolinx Rail Corridor Access Control Office, Attention: Vice President, Service and Access Planning. The Vice President, Service and Access Planning, ultimately authorizes the changes. Proposals for revisions or improvements must include your name, company affiliation (if applicable), email address, and phone number.

December 2025

Contents

1 Introduction

1.1 Purpose

1.1.1 The Metrolinx Network Access Planning Standard (NAPS) articulates the access planning processes for requesting, deconflicting, and finalizing all Rail Corridor Access and Track Protection requests to support the safe execution of Works within the Metrolinx-owned and operated Rail Corridors.

1.1.2 Metrolinx may supplement, amend or replace the Network Access Planning Standard. The first accepted Network Access Planning Standard shall be "Network Access Planning Standard – Revision "0" and each revision thereafter shall update the revision number and shall be dated as of the applicable date of acceptance. Each newly published Network Access Planning Standard shall replace the previous revision.

1.1.3 The Office of the Executive Vice President of Network and Service Planning and Design will ultimately be accountable for all matters related to the Network Access Planning Standard. The Office of the Vice President, Service and Access Planning will be responsible for the implementation of the Network Access Planning Standard with support from the other Metrolinx departments that carry out the relevant operating and planning functions referenced herein.

1.2 Principles of NAPS

1.2.1 The core principles of NAPS are as follows:

a) **To enable safe Rail Corridor Access and Track Protection to the Metrolinx rail network.** Safe access to the Rail Corridor will be managed through a central knowledge of all works within or adjacent to the Rail Corridor, ensuring that all planned works have adequate time to be integrated into a Rail Corridor Access Plan and conflicts between Work Groups and Work Sites are identified and managed.

b) **To increase productivity during Track Closures and other planned Work Events**. Increased productivity is achieved through undertaking collective access agreements (sharing) and reducing the impact on Train Movements and Work Events. The coordination of activities promotes all Work Sites to work more efficiently.

c) **To facilitate the best for the industry and for customer decisions**. Justification and advanced knowledge of the impact on planned Train Movements by a requested Work Event ensure that the permitted level of impact on Train Movements allows for an effective and efficient Work Event. Planning Work Events that affect existing operating plans in advance enables train service schedules to be adjusted in a timely manner.

d) **To standardize the process for planning Rail Corridor Access**. Improving consistency in planning across categories of Rail Corridor Access promotes sufficient review, deconfliction, approval, and the productive execution of Work Events. This further reduces productivity losses caused by uncertain processes or inconsistent communication.

2 Abbreviations, Definitions, and Roles and Responsibilities

2.1 Abbreviations

2.1.1 The abbreviations used in this standard shall have the meaning prescribed in Table 1.

Table 1 Abbreviations

Abbreviation	Definition
CROR	Canadian Rail Operating Rules
CMO	Construction Management Office
CWZ	Continuous Work Zone
DT	Delivery Team
EAS	Engineering Access Statement
EASS	Engineering Access Statement Standard
GDP	Ground Disturbance Permit
MX GEI	General Engineering Instructions
NAPS	Network Access Planning Standard
NAPT	Network Access Planning Tool
NOC	Network Operations Control
OHSA	Occupational Health and Safety Act
ORP	Operations Readiness Panel
POC	Point of Contact
PSO	Permanent Slow Order
RCAC	Rail Corridor Access and Control
RCAP	Rail Corridor Access Plan
ROW	Right-of-Way
RCAR	Rail Corridor Access Request
RTC (Operations)	Rail Traffic Controller
SPOC	Single Point of Contact
TSO	Temporary Slow Order
TOP	Track Occupancy Permit
UPX	Union Pearson Express
USRC	Union Station Rail Corridor
WAN	Weekly Access Notice

2.2 Definitions

2.2.1. Capitalized terms used in this standard shall have the meanings prescribed in Table 2.

Table 2 - Definitions

Term	Definition
Access Point	As defined in the MX GEI.
Access Pack	The information issued weekly to all stakeholders dictates the means and methods for the Rail Corridor Accesses that Metrolinx has confirmed.
Access Requestors	Persons or entities, including but not limited to Delivery Teams, Contractors, and Third Parties, who submit Requests for Rail Corridor Access.
Blanket Request	Requests that are found not to be reflective of actual works being carried out in the field on the specific date and time, with a large variety or generic work scopes.
Business Justification	A business case presented to RCAC to assess the validity of a new Work Event or a modification to an existing Work Event that is requested outside of the prescribed timelines or any access above and beyond the opportunities outlined in the Engineering Access Statement (EAS), including any Operational Restrictions and Impairments. Template Link in Appendix C.
Construction	It is defined in the OHSA as being: The "erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or equipment, and any work or undertaking in connection with a project, but does not include any work or undertaking underground in a mine." The terms "Construction" and "Project" need to be read together. Where an activity within the definition of "Construction" is being performed on an object within a "Project," the matter is a Construction Project.
Contractor	An individual, person or entity engaged under contract by Metrolinx to provide Construction or maintenance services within Metrolinx's property.

Delivery Team (DT)	A group within Metrolinx that includes but is not limited to Senior Managers, Managers, Project Managers, Construction Managers, Construction Specialists, and Project Coordinators who support the Contractors in delivering their contractual obligations
Disruptive Possession	Works occurring in the Rail Corridor that could not be performed during Non-Disruptive Access. These Works require modified or cancelled Train Movements or reduced Train Movements.
Disruptive Possession Calendar	A part of the Engineering Access Statement that outlines the time when a Disruptive Possession is available.
Emergency Access Request	A Rail Corridor Access Request in respect of an Emergency Rail Situation.
Emergency Rail Situation	Any situation that, in the opinion of Metrolinx or another Rail Operator, causes an immediate and serious threat or danger to the public, Metrolinx, another Rail Operator, a Contractor, or causes an immediate and serious threat to Railway Operations.
Engineering Access Statement (EAS)	A document issued annually by Metrolinx detailing the Disruptive Possession Calendar, Rules of the Route, and available White Period Access.
Engineering Access Statement Standard (EASS)	The document governing the process for creating and distributing the Engineering Access Statement.
Foreman	The foreman, sub-foreman and other flag persons in charge of the Track Protection and Track Units during the Rail Corridor Access, by way of flagging.
General Engineering Instructions (MX GEI)	Instructions and procedures that provide information and guidance that must be adhered to when working within the Rail Corridor.
Government of Ontario (GO)	The Government of Ontario is the authoritative provincial administration that governs the Canadian province of Ontario. It establishes and enforces laws, implements policies, oversees public services, and manages a variety of agencies, boards, and commissions that are essential to its operations.
Green Zone	Has the meaning as defined in the Hierarchy of Control Workforce Protection Standard

Hour-By-Hour	A detailed schedule broken into 1–4-hour increments, used to track and coordinate work activities in real time. In accordance with the Hour-By-Hour Schedule Guide
Ground Disturbance Permit	A permit required to perform all ground disturbance work within the Metrolinx ROW.
Machine Movement Plan	Template as per Appendix C
Metrolinx	It is an agency of the Government of Ontario and includes GO Transit, Presto, and UP Express.
Network Access Planning Tool	An application which requesting parties utilize to submit their Request(s) for Rail Corridor Access.
Non-Disruptive Access	Works occurring within the Rail Corridor or adjacent to live tracks that do not impact Train Movements
Operating Bulletin	Written communication issued under the authority of the railway's rail traffic control that provides employees with temporary or urgent instructions affecting Railway Operations.
Operational Restrictions and Impairments	Any impact to Metrolinx infrastructure that modifies, disrupts, or cancels the current operating practices, procedures, or processes. This includes but is not limited to Permanent Slow Orders, Temporary Slow Orders, track diversions, lost functionality of plant, platform restrictions, door restrictions and tracks no longer in service.
Permanent Slow Order (PSO)	Is a fixed, mandatory reduction of the maximum allowable train speed over a specific section of railway track.
Positive Protection	Track(s) is protected in accordance with Canadian Rail Operating Rules (CROR) - Protection of Track Work (Rules 41, 42, 841, 842) or Track Occupancy Permit (TOP Rules 849 to 864 inclusive).
Priority Situation	A situation where a railway asset has failed, partially failed, or is highly likely to fail that has the potential to cause a threat to life and/or a threat to Railway Operations.
Priority Access Request	A request to resolve a Priority Situation.

Project	Any private or public construction project, including: • the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof • the moving of a building or structure; or • any work or undertaking, or any lands or appurtenances used in connection with construction.
Rail Corridor	Refers to the Metrolinx-owned or leased land, including but not limited to: Lakeshore West, Milton, Kitchener, Barrie, Richmond Hill, Stouffville, Lakeshore East, USRC, and on subdivisions of railway infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fences, everywhere within 30 feet from the outermost rails.
Rail Corridor Access	Access to a Rail Corridor.
Rail Corridor Access Plan (RCAP)	The plan prepared by the Access Requestor in connection with the Rail Corridor Access required for the Works/Project.
Rail Corridor Access Request Template (RCAR TEMPLATE)	A PDF form used to submit access within the USRC or when permitted
Rail Operator	Metrolinx, Canadian National Railway (CN), Canadian Pacific Kansas City Limited (CPKC), VIA Rail Canada, and/or any other third-party rail operator.
Railway Operations	The operation of one or more active railways by Metrolinx or other Rail Operators, including the passage of freight, equipment, and passenger trains, both in revenue service and non-revenue service.
Regulatory Maintenance (L1)	Inspections required by Transport Canada of any part of the Rail Infrastructure.
Request for Rail Corridor Access	Any application, request or submission for Rail Corridor Access submitted in accordance with the Metrolinx Network Access Planning Standard. For clarity, this includes any submissions made through a Rail Corridor Access Request Template.
Routing	A set of train operating instructions designed to maximize the White Period Access in a specific area.

Rail Traffic Controller (RTC)	A person in charge of the supervision and direction of Train Movements, including freight train movements, the provision of Positive Protection for track work, and Track Units on a specified territory.
Red Zone	Has the meaning as defined in the Hierarchy of Control Workforce Protection Standard
Safe Work Pack	Information used by stakeholders that provides the safety arrangements for all Work to be undertaken on site.
Scope Plan	As defined in the WPS.
T-XX	T-XX denotes the calendar week XX weeks prior to T-0. T-0 is the scheduled date for executing the Works on the Rail Corridor. For the purposes of these definitions, each calendar week runs from Monday 00:01 (Toronto local time) to Sunday 23:59 (Toronto local time). Where the NAPS specifies that an action is to occur "at T-XX" or "by T-XX," it must be completed no later than 23:59 on the Sunday of that week.
Temporary Slow Order	A temporary speed restriction on a track(s) is set below the track zone speed as indicated in the current timetable.
Third Party	any person or entity other than a Delivery Team or a Contractor that submits a Request for Rail Corridor, and for clarity, includes a Rail Operator.
Third-Party Projects	Work Events facilitated by a Third Party.
Third-Party Territory	Rail Corridor(s) owned by Canadian National Railway, Canadian Pacific Kansas City Limited or any other person/entity other than Metrolinx.
Track Closure	Track(s) are not available for planned Train Movements, and the track(s) are under a form of Positive Protection or Operating Bulletin.
Track Availability	The time from which Positive Protection on a track can be requested to the time the Positive Protection must be cancelled, within which a Work Event can occur.
Train Movements	Scheduled times and or routing for revenue and non-revenue trains operated by Metrolinx or other passenger rail operators, excluding freight.
Track Protection Forecast	An assessment of Track Protection, provided by the Access Requestors, outlining the required Track Protection resources for a given period.

Track Protection	All types of protection available in accordance with the Metrolinx General Engineering Instructions (MXGEI).
Track Units	A vehicle or machine capable of on-track operation and utilized for track inspection, track work and other railway activities when on the track.
Union Station Rail Corridor (USRC)	The Rail Corridor located approximately between Strachan Avenue and the Don River.
White Period Access	Rail Corridor Access that does not impact planned revenue service or require modified train schedules, reduced Train Movements, and/or cancelled Train Movements and is outlined within the EAS.
Work	Any activities that take place for the purpose of design, construction, maintenance, installation, testing or commissioning of a Project within the Rail Corridor.
Work Events	Any Rail Corridor Access that requires time and space to perform any Works within a Rail Corridor.
Work Plan	As defined in the WPS.
Metrolinx Work Planning Standard (WPS)	The standard that sets out the requirements and timelines for the development, submission, and execution of Work Plans required as part of Requests for Rail Corridor Access.
Work Groups	Any group assigned to carry out a specific task within the Rail Corridor as part of a Work Event that requires its own dedicated flagging resource.
Work Sites	A dedicated location for performing a specific task within the Rail Corridor related to a Work Event, task(s), and may require additional flagging resources in accordance with the MXGEI.
Work Train	A work train is a non-revenue train used in railway construction and maintenance. It supports activities such as ballast distribution, track renewal, material transportation, and on-track machinery movement.
Working Days	A day other than a Saturday, Sunday, or a holiday on which the Metrolinx head office at 97 Front Street West is not open for business.
Working Limits	Means the limits that the Work will occur within, not including travelling equipment moves.
Yellow Plant	Engineering machinery able to travel under its own power at track speed (or similar), such as tampers and ballast regulators.

2.3 Roles & Responsibilities

2.3.1 The table below provides a summary of the key stakeholders involved in the Rail Corridor Access planning process and their key roles and responsibilities associated with Rail Corridor Access planning.

Table 3 1 – Roles & Responsibilities of Key Stakeholders

Item	Role	Access Planning Responsibilities
1	**Metrolinx**	• To represent all key stakeholders and make best industry decisions for Railway Operations and customers. • To review/sign off on the 3-Year Rail Corridor Access Strategy, confirming it meets the requirements of all key industry stakeholders. • To review the annual Engineering Access Statement, confirming it meets the requirements of the identified industry stakeholders.
2	**Rail Corridor Access and Control**	• To manage and integrate all Rail Corridor Access requests across the operating network. • To develop and manage the publication of the 3-Year Rail Corridor Access Strategy and the annual Engineering Access Statement. • To manage and control the information contained in the Network Access Planning Tool or RCAR. • To plan onsite Track Protection. • To facilitate the GO/NO-GO decision as to whether a Work Event is to be delivered within a specific Rail Corridor Access.
3	**GO Service Design**	• To develop train schedules and the annual Engineering Access Statement, including associated superseding updates to the EAS. • To provide subject matter expertise as it relates to operational impacts at all stages of Rail Corridor Access planning.

4	**NOC Infrastructure Control**	• To work with RCAC to determine specific Work limits and train routing instructions prior to Works commencing on the Rail Corridor. • To provide subject matter expertise as it relates to operational impacts at all stages of Rail Corridor Access planning.
5	**Delivery Team**	• To provide the Contractor with the relevant access to Rail Corridor Access planning information (EAS & RCAS) as part of the pre-construction phase to support the Contractor in the development of its Rail Corridor Access Plan. • To validate the Rail Corridor Access Plans and Requests for Rail Corridor Access submitted by the Contractor to ensure they align with the requirements of the Project. • To develop the Rail Corridor Access Plan for its Project and to get this endorsed/approved by RCAC. • To prioritize and deconflict Works originating from their own division prior to submission. • To adhere to the planning timeframes and requirements set out in this NAPS and EASS. • To submit Requests for Rail Corridor Access, including all required information and attachments, within the Network Access Planning Tool or RCAR. • To have the Work Plan reviewed by all relevant stakeholders and all permits obtained. • Responsible for ensuring that the Contractor follows the WPS, as well as reviewing and approving the Work Plan submitted by the Contractor.
6	**The Contractor**	• To adhere to the planning timeframes and requirements set out in this NAPS and EASS. • To develop the Rail Corridor Access Plan for their Project, receive endorsement from the DT, and approval from RCAC. • To support RCAC in meetings intended to develop and deconflict conflicting Requests for Rail Corridor Access. • To submit Requests for Rail Corridor Access, including all required information and attachments, within the Network Access Planning Tool or RCAR. • To comply with the requirements and timelines set out in the WPS for the development, submission, and execution of Work Plans.

3 Categories of Rail Corridor Access

3.1 Categories of Rail Corridor Access

3.1.1 Rail Corridor Access is categorized into two types of access based on the level of disruption they cause to planned Train Movements. These are:

a) Non-Disruptive Access; and

b) Disruptive Possessions.

3.2 Non-Disruptive Access

3.2.1 Non-Disruptive Access is primarily for the purposes of Works occurring within the Rail Corridor that do not impact planned Train Movements.

1. 3.2.2 Examples of Non-Disruptive Access include, but are not limited to, the following: **White Period Access**: occurs outside scheduled Train Movements, excluding freight train movements, when tracks can be occupied.

   a) For each Rail Corridor, the Engineering Access Statement details the specific days, times, and tracks on which White Period Access is available for request at each location.

2. **Continuous Work Zone**: working behind a continuous work zone.

3. Using a form of Positive Protection to conduct Works without impacting scheduled Train Movements and freight train movements.

3.2.3. Access Requestors who seek White Period Access for purposes of Regulatory Maintenance (L1) are entitled to request/book Rail Corridor Access in priority to White Period Access requested by other Access Requestors. Such Rail Corridor Access must be booked annually and reflected in the EAS.

3.3 Disruptive Possessions

3.3.1. Disruptive Possessions are subject to the processes and timelines as defined in the Engineering Access Statement Standard (EASS) and Engineering Access Statement (EAS), which outlines the dates and types of Disruptive Possessions that can be booked in the subject year. See Appendix C for a link to the EAS.

3.3.2. Disruptive Possession requests require Rail Corridor Access to perform Works that could not be performed during Non-Disruptive Access. These Works require cancelled or modified Railway Operations on the Metrolinx Rail Network

3.3.3. Subcategories of Disruptive Possessions include:

1. **Hourly Service:** Removal of one or more tracks from service while allowing all scheduled freight movements; Train Movements of VIA Rail UPX, and Niagara Falls rail services; and reduced off-peak GO Transit services. Hourly Service is only available where the regular service frequency is greater than hourly.

2. **Cancelled Service**: Temporary removal of one or more tracks from service, which may require the cancellation of some GO Transit Train Movements while still allowing all scheduled freight movements, VIA Rail, and UPX Train Movements to proceed as scheduled.

3. **Full Closure**: Closure of all tracks and cancellation of all GO Transit Train Movements on all Metrolinx-owned zones associated with a specific subdivision. VIA Rail, UPX Train Movements, and all freight train movements may be cancelled or modified to allow movements with minimal impact on Work Events. This type of closure may also be referred to as a Major Track Closure.

4. **Partial**: Closure of all tracks and cancellation of all GO Transit Train Movements services within only specific zone(s) in Metrolinx-owned subdivisions or, in the USRC, based on track availability as determined in coordination with the Service Modifications team. VIA Rail and UPX Train Movements, and freight train movements may be cancelled or modified with minimal impact on planned Work Events.

5. **Special Disruption**: An impact to planned Railway Operations and does not fit into one of the above sub-categories; however, a Business Justification must be submitted to and approved by Metrolinx. Such access could include, but is not limited to, platform closures, portal platform closures, modified schedules, long-term track closures, and track diversions.

6. **Special Routings**: Rail Corridor Access that requires a modification to the rules of the route in the EAS and may require modifications to Train Movements

4 Planning Timeframes and Responsibilities

4.1 Overview of the Planning Process

4.1.1. Planning for Rail Corridor Access occurs over five main planning horizons:

1. **Rail Corridor Access Plans** – an overview of the access required over the life cycle of the Project submitted by the Access Requestor at the initiation of a Project, and annually through to the completion of the Project in accordance with the access available as outlined in the EAS, for the purpose of network-level service and access planning.
2. **Track Protection Forecast and Requirements -** a forecast for Track Protection that is provided by the Access Requestors outlining the required Track Protection resources for a given period of time to allow for Metrolinx to work with their Track Protection contractors to ensure that staffing resources will meet future requirements.
3. **Disruptive Possession Planning**
    a) **T-50 Disruptive Possession Request** - a formal submission by the Access Requestors at T-50, through the NAPT or RCAR, for Disruptive Possession to be reviewed by RCAC.
    b) **Disruptive Possession Planning Meetings (DPPM**) – meetings that will occur on a rolling basis at T-46, T-34, and T-22 weeks, to review planned Track Protection, adjacent works, scope, Project details, impacts to infrastructure, and impacts to operations. RCAC will deconflict adjacent Works and finalize the Rail Corridor Access arrangements. Disruptive possession planning meeting minutes, including an overview of all access requests, will be published and available for interested parties to review.
    c) **Disruptive Possession Readiness Review**– a series of requirements between T-16 and T-4 where Access Requestors demonstrate readiness to Metrolinx and receive a GO-NO-GO decision to proceed with the planned Works.
4. **T-8 Week Access Implementation Process** - the rolling T-8 planning process where Works are deconflicted, prioritized, and proceed through the T-8 planning coordination, T-3 flagging coordination, and T-1 GO-NO/GO meetings required to access the Rail Corridor within Non-Disruptive Access and Disruptive Possessions.
5. **Deviations and Unplanned Access:** Under exceptional circumstances, there may be a need for unplanned urgent Rail Corridor Access outside of the planning timeframes. Deviations and/or unplanned access falls into two categories: Emergency Rail Situations and Priority Situations.

4.2 Rail Corridor Access Plans

4.2.1. Rail Corridor Access Plans (RCAP) provide an overview of planned access over the life cycle of a Project.

4.2.2. RCAPs are submitted to RCAC by Access Requestors as soon as they are aware of the Rail Corridor Access needs for a new Project or Works, and are resubmitted annually, five weeks following the publication of the EAS, for each calendar year throughout the Project life cycle based on actual productivity, modifications to scope, and key milestone achievements. See Appendix A for timelines.

4.2.3. The Engineering Access Statement (EAS) and Engineering Access Statement Standard (EASS) are provided to the Access Requestor. The Access Requestors are responsible for ensuring that the Rail Corridor Access Plans adhere to the Rail Corridor Access opportunities outlined in the EAS.

4.2.4. The Rail Corridor Access Plan and each subsequent update thereto shall identify each of the Project's requested Rail Corridor Accesses, including:

a) the type and scope of Work to be carried out for each Rail Corridor Access;

b) the duration (s) of the Rail Corridor Access;

c) the location(s) of Rail Corridor Access and egress points, gates, barriers, and planked crossings applicable to the Work;

d) the category and subcategory of Access that will be required for each Rail Corridor Access;

e) the track(s) that are being requested;

f) the estimated flagging resources required for each Rail Corridor Access;

g) the Operational Restrictions and Impairments associated with each access request, or following a Disruptive Possession event; and

h) the proposed start date, end date, start time, and end time for each Rail Corridor Access that is planned for the remainder of the Project.

4.2.5. Where a Project's Rail Corridor Access Plan identifies the need for Rail Corridor Access above and beyond the opportunities outlined in the Engineering Access Statement (EAS), including any Operational Restrictions and Impairments, the Access Requestor must seek approval from Metrolinx through the EASS Business Justification process. Access Requestors must ensure that all key industry stakeholders are aware of the Request for Rail Corridor Access outside of the published opportunities in the EAS.

a) The Business Justifications will provide details on:

i. the proposed modification/addition to the draft EAS

ii. the reason why the Rail Corridor Access in the draft EAS is insufficient to meet the needs of the Project;

iii. the schedule advancement that will be achieved;

iv. the schedule and financial impact if the request is denied;

v. the operational impact (e.g. Permanent Slow Order/Temporary Slow Order/test train);

vi. the changes to infrastructure proposed to take place; and

vii. a task schedule proving the requirement for Disruptive Possession.

b) Access Requestors must have their Business Justification(s) signed off by their respective Vice President. Access Requestors will further be responsible for presenting their Business Justification(s) to the CPG Rail Access Planning Team for coordination and approval. All Access Requestors will be responsible for presenting their Business Justification(s) through the EASS process for acceptance.

c) Where Business Justification(s) have been approved, Access Requestors will be responsible for submitting their updated Rail Corridor Access Plans, including any approved modifications or additions of Disruptive Possession.

4.2.6. For Regulatory Maintenance, a Rail Corridor Access Plan with a 1-year outlook needs to be submitted on an annual basis.

4.2.7. Please be aware that inclusion of access plans in either a draft or formal Rail Corridor Access Plan does not guarantee that such planned access will ultimately be provided to the Contractor.

4.3 Track Protection Forecast and Requirements

4.3.1. Track Protection forecast applies only to Works planning to source Track Protection through Metrolinx

4.3.2. Track Protection must follow the requirements outlined in the CROR and the MX GEI.

4.3.3. Within Metrolinx Territory, the Access Requestors shall submit a Track Protection forecast, in respect of each location where the Work will be undertaken. The Track Protection forecast shall be submitted on a quarterly basis in accordance with the following:

a) on, or before, July 31 for the Track Protection forecast period between January 1 and March 31 of the following year;

b) on, or before, October 31 for the Track Protection forecast period between April 1 and June 30 of the following year;

c) on or before January 31 for the Track Protection forecast period between July 1 and September 30 of the current year; and

d) on, or before, April 30 for the Track Protection forecast period between October 1 and December 31 of the current year.

4.3.4. In Third Party Territory, the Track Protection forecast will be submitted by the Access Requestor outlining the Track Protection requirements for each location where the Work will be undertaken. The Track Protection forecast shall be submitted annually by December 1, covering the period from April 1 to March 31. In the event that the Access Requestor wishes to make any modifications to a Track Protection Forecast or an update thereto, the Access Requestor shall submit such forecast modification no later than 130 Working Days prior to the corresponding Work Event.

4.3.5. Due to the timelines required for flagging forecasting, Access Requestors are permitted to submit flagging forecasts per the above deadlines in anticipation of upcoming Works.

4.3.6. Access Requestors are also permitted to submit flagging forecasts as soon as they are aware of the Rail Corridor Access needs of a Project or Works for consideration for the use of available flagging resources that other Projects may have underutilized. However, only flagging resources forecasted in accordance with the timelines in 4.3.3 and 4.3.4 will be guaranteed by Metrolinx and the flagging provider.

4.4 Disruptive Possession Planning

4.4.1. Formal Application Request for Disruptive Possession:

1. Disruptive Possession must align with the available Rail Corridor Access set out in the Engineering Access Statement (EAS). Works requiring Disruptive Possession shall follow the process outlined in the Engineering Access Statement Standard (EASS) to ensure that the access required will be accommodated in the EAS. Priority will be given to Projects that are identified as requiring Disruptive Possession through the EASS process.
2. After the EAS has been published, the calendar of opportunity for requesting Disruptive Possession will be opened in the NAPT for a period of T-50 weeks.
3. At T-50, Access Requestors requiring Disruptive Possession are required to submit their Request for Rail Corridor Access via the Network Access Planning Tool or an RCAR where permitted.
4. This application shall include, but is not limited to, the following:
    a) Project name;
    b) Point of Contact (POC);
    c) Date and time;
    d) Subdivision;
    e) Working limits (Mileage);
    f) Access point(s);
    g) Track(s) to be protected;
    h) Hour-by-hour breakdown of the Work, including any activities required to return track and signals infrastructure back into service;
    i) Equipment and machinery (including Work Trains, Yellow Plant, on-track, and off-track machinery, and the associated movements required); and
    j) Operational Impacts and Restrictions (including Permanent Slow Orders or Temporary Slow Orders, test train requirements, and infrastructure changes).
5. Additional information may be required and coordinated at the Disruptive Possession planning meetings.
6. Following the expiry of the booking periods, any Disruptive Possession published within the EAS that an Access Requestor has not requested will revert to the regular train schedule.

7. The Access Requestors that do not require Disruptive Possession but would like to piggyback on a Disruptive Possession are permitted to submit their Request for Rail Corridor Access at T-8 weeks per Section 4.5. However, requests submitted after the T-50 week deadline will not be guaranteed priority and may be declined if in conflict with a request submitted per the T-50 week deadline. Additionally, these requests will not have been part of the operational coordination and may therefore be impacted by Railway Operations.

4.4.2. Disruptive Possession Planning Meetings

1. At T-46, T-34, and T-22 weeks to the Disruptive Possession, the RCAC team will host Disruptive Possession planning meetings for each Rail Corridor to review Disruptive Possession requests that have been formally submitted via the Network Access Planning Tool (NAPT) or, if permitted, by a Rail Corridor Access Request (RCAR). The purpose of the meetings is to confirm the requirements for Disruptive Possession, confirm all Work Events to be completed within the Disruptive Possession, determine working limits, stage gates, access locations, equipment storage, equipment movements, flagging coordination, and to resolve any conflicts and/or issues identified by the RCAC team.
2. Attendance at the Disruptive Possession Planning Meetings by representatives for the Works with the ability to make decisions is mandatory. Projects that are not represented at this meeting will have their Disruptive Possession requests cancelled.
3. At the Disruptive Possession Planning Meeting, Access Requestors will be expected to speak to and review their Disruptive Possession requests. This information should be consistent with the information submitted in the NAPT or by RCAR.
4. The Rail Corridor Access and Control team will:
    a) confirm the requirement for a Disruptive Possession Work Event;
    b) discuss Rail Corridor Access requirements against planned Work Events;
    c) identify conflicting requests and/or requirements and help determine priorities; and
    d) take and circulate meeting minutes with key agreements and decisions.
5. Over the course of the Disruptive Possession planning process, Access Requestors and the RCAC team will work together to develop a comprehensive Disruptive Possession plan, which will include the following, if applicable:
    a) Work event ID;
    b) Project name and number;
    c) Metrolinx contact;
    d) Contractor;
    e) Working limits;
    f) Track Protection limits;
    g) Type of Track Protection and Track Protection requirements (e.g. R842/TOP);

h) Activity list;
i) List of machinery;
j) List of Work Trains and Yellow Plant;
k) On-site working instructions;
l) Access Point(s);
m) Access path and, if required, travelling TOP requirements;
n) Routing instruction details;
o) Conflicting work sites (distance requirements of participating work sites);
p) Number of flagging resources;
q) External flagging requirements (CN/CP);
r) Impact on the signalling system and a list of all signals impacted;
s) CROR Rule 103g requirements;
t) Temporary Slow Order/Permanent Slow Order requirements and stakeholder approval;
u) In-Service certification arrangements;
v) Test train requirements;
w) Hour-by-hour schedule; and
x) Return to service plan and requirements (e.g. In-service testing and commissioning requirements).

6. At or before T-20 weeks, the Rail Corridor Access and Control team will issue a schedule of Works planned for the Disruptive Possession and which are subsequently required to proceed through the Disruptive Possession readiness review and T-8 planning processes.

4.4.3. Disruptive Possession Readiness Review Process

1. Disruptive Possession requests will be required to go through a readiness review process leading up to the execution of Works. This process is designed to ensure that Access Requestors have completed, or are in the process of completing, all necessary safety requirements, Rail Corridor Access requirements, and pre-Works requirements, leading up to a Disruptive Possession.
2. Attendance at the required meetings by a knowledgeable representative from the Access Requestor who has the authority to speak on behalf of the Works is mandatory. Access Requestors that do not provide such representation will have their Disruptive Possession request cancelled.

3. An exemption to the document submission requirements for the Disruptive Possession readiness review process will be provided to all Works that are required to participate in the Operations Readiness Panel (ORP) process, provided that all of the requirements described in 4.4.2.5.a have been approved through the ORP process. If the Request for Rail Corridor Access is subject to the WPS, the Scope Plan must be presented during the following Disruptive Possession readiness review stages.

4. **T-16 Weeks: Readiness Review - Stage 1**

   a) At T-16 weeks prior to a Disruptive Possession, the Rail Corridor Access and Control team will issue the formal reminder of the Readiness Review – Stage 2 requirements. At this time, Access Requestors who are completing Work during a Disruptive Possession event must have a clear understanding of the readiness review process and may submit any documentation for pre-review by the RCAC team before the GO/NO-GO decision.

5. **T- 12 Weeks: Readiness Review – Stage 2**

   a) At T-12 weeks, the Rail Corridor Access and Control team will host the Readiness Review – Stage 2 meeting, where Access Requestors are required to provide the following items through NAPT according to NAPT submission requirements:

      i. Review of Disruptive Possession plan as detailed in section 4.4.2.5

      ii. A Work Plan and Hour-by-Hour schedule for the breakdown of the Work;

      iii. Confirmed and approved Track Protection plan (type of Track Protection, implementation plan, flagging schedule/handover between shifts);

      iv. Gate access and travel plan for equipment, materials, and personnel;

      v. Return to service plan and requirements (e.g. in-service testing and commissioning requirements);

      vi. Confirmed and approved track infrastructure changes and impairments (e.g. if a TSO is required after the Work Event, test train requirements, if the Work will leave new infrastructure in place, etc.);

      vii. List of required equipment, planned date of delivery to site, and staging location;

      viii. List of required materials and planned date of delivery to site, and staging location;

      ix. List of required resources/personnel;

      x. Pre-Works milestone schedule (a schedule of all Non-Disruptive Access Work that needs to be completed leading up to the Disruptive Possession Work Event and timelines for when it will be completed).

xi. Contingency plans for Rail Corridor Access overruns, which identify at what point in the Hour-by-Hour Work breakdown schedule, if progress has not been made to an identified point, contingency measures will be enacted that prioritize returning tracks to service. For a Request for Rail Corridor Access that is subject to the WPS, the contingency plan is included in the Work Plan.

b) The Rail Corridor Access and Control team will provide the final GO/NO-GO decision, to be sent out in writing, within 2 Working Days of the readiness review – Stage 2 meeting, based on the completeness and acceptance of all requirements as outlined in section 4.4.3.5a)

6. **T- 4 Weeks: Readiness Review – Stage 3**

a) At T-4 weeks, Access Requestors will submit, in writing, confirmation that all items agreed to in section 4.4.2.5 remain unchanged and are ready to proceed to the Disruptive Possession. Access Requestors that do not confirm in writing their readiness to proceed, will have their requested access cancelled.

4.5 T-8 Week Access Planning Process

4.5.1. At T-8 weeks prior to the week where Rail Corridor Access will occur, the rolling planning process commences. This process includes the continuation of Disruptive Possession planning in coordination with Non-Disruptive Access requests, right through to the execution of all planned Rail Corridor Access.

4.5.2. T-8 Weeks: Request Submission

1. Requests for Rail Corridor Access must align with the requirements outlined in the Metrolinx GEI, Engineering Access Statement, Haulage Trains Standard, and Hierarchy of Control Workforce Protection Standard. Rail Corridor Access planning requests must demonstrate which level of the hierarchy of control has been designated for the requested Works through a risk assessment and provide an approved exemption for all Red Zone working.
2. Formal Requests for Rail Corridor Access are to be submitted via the Network Access Planning Tool by Monday at 1200 or the prior Friday at 1200 instead of a Monday statutory holiday and shall include the following:

a) Project name;

b) Date and time;

c) Detailed scope of work that will be performed for the specific requesting week;

d) Point of Contact (POC);

e) Canadian Rail Operating Rules (CROR) – Certified Metrolinx personnel, or a person deemed equivalent by RCAC, are responsible for overseeing work;

f) Subdivision;

g) Flagging territory;

h) Mileage or signal limits (working limits);

i) Tracks to be protected;

j) Proposed protection type;

k) Approved Red Zone exemption form (if required);

l) Number of separated Work Groups;

m) Maximum number of workers;

n) List of equipment and machinery;

o) A Machine Movement Plan;

p) Work Plan and Ground Disturbance Permits, including valid start and end dates;

q) Meeting location;

r) Access Point; and

s) NAPT map markers highlighting work limits, location of machinery, continuous work zones, and meeting locations.

3. A Machine Movement Plan as per the template provided in Appendix C is required for all equipment and machinery operating within the distance from track requiring Positive Protection per the GEI, detailing the specific times when machinery and equipment will be moving within the Metrolinx Right-of-Way (ROW) and the designated path for entering and exiting the work zone, including accessing the ROW through an approved access point.
4. Each Request for Rail Corridor Access must be limited to one type of Track Protection. When planned works require multiple types of Track Protection (e.g., R842 requires 0900 to 1500; Foreman to over see is required outside R842 limits from 0630 to 0900 and 1500 to 1630), these must be submitted as separate, individual requests.
5. The available track time for White Period Access is detailed within the Engineering Access Statement, and requested blocks must adhere to those times provided.
6. Access Requestors are responsible for submitting NAPT requests prescriptive to the Work planned for each Rail Corridor Access event. Requests that do not reflect the actual Works will be denied. These requests are typically known as Blanket Requests.

4.5.3. T-7 to T-4 Weeks: Planning & Scheduling

1. Planning and Deconfliction

a) After reviewing the submitted Request for Rail Corridor Access and the associated documentation, RCAC will:

i. confirm that all the requirements for access have been met;

ii. coordinate all requested Work Events;

iii. identify conflicting requests; and

iv. facilitate planning meetings.

b) Prior to the T-6 and T-4 planning meetings, the RCAC Team will provide a summary of the requests and conflicts for Access Requestors to review.

c) At the T-6 and T-4 planning meetings, RCAC will highlight the conflicting requests where coordination of activities is required. Where coordination is not possible, RCAC will review the locations and affected requests requiring prioritization of Works. For Works deemed lower priority, RCAC will coordinate with affected stakeholders to develop alternatives. If needed, the Access Requestor may be asked to resubmit their updated Request for Rail Corridor Access. If an alternative solution cannot be coordinated, the lowest priority request will be cancelled.

d) Where required, the RCAC team may schedule additional planning meetings to ensure that all aspects of access have been coordinated by T-4.

e) Disruptive Possession Access Requestors will also provide an update on progress against their pre-Works milestone schedule agreed to at T-16. Failure to meet milestones will result in the cancellation of the Disruptive Possession.

2. Finalize Schedule

a) At the end of T-4, on completion of the planning meetings, RCAC will update the Weekly Access Notice with the agreed changes to the Requests for Rail Corridor Access during the planning phase.

b) At T-4, all Work Events are considered finalized, which is formalized by the publication of the Weekly Access Notice.

3. Finalize Documentation

a) All documentation, including Work Plans, Ground Disturbance Permits, and Safe Work Packs, must be developed by the Access Requestors and reviewed within Metrolinx through the Operating Practices, Safety, Asset Management and Maintenance, and CMO processes. All documentation is to be approved and signed off by the flagging coordination meeting at T-3.

b) Access Requestors will then make the final amendments to their Work Plan(s) in accordance with the WPS, Ground Disturbance Permit(s), and all other required permits based on the agreed changes to the Requests for Rail Corridor Access during the planning meetings, if needed. Access Requestors will either update the Network Access Planning Tool or email the documents to confirm that the Work Plan has been finalized.

4.5.4. T-3 Weeks: Flagging Coordination

1. Only Work Events compliant with 4.5.3.3a) will proceed to the T-3 flagging coordination meeting.
2. With the Requests for Rail Corridor Access finalized and priority Rail Corridor Access established, the RCAC teams (or the Contractor, if self-flagging) will develop a flagging resource plan to apply Track Protection requirements efficiently.
3. Access Requestors will be required to attend a T-3 Week flagging review meeting to discuss Track Protection requirements and justify the requested flagging. Failure to attend the T-3 meeting will result in the cancellation of the Work Event.

4. At this stage, utilization data will be used to identify Access Requestors who repeatedly request access to the Rail Corridor but do not utilize their Rail Corridor Access. These Access Requestors will have their Work Event modified or cancelled at the T-3 flagging review meeting.

4.5.5. T-1 Weeks: GO-NO-GO Review and Issue the Final Access Pack.

1. At T-1, RCAC will hold a GO/NO-GO Meeting to provide a final review of the access plan, including all Work Events, coordination, Track Protection, and arrangements agreed to throughout the T-8 planning process. This meeting will confirm that the Access Pack accurately reflects the Work Event details agreed at the planning meetings and ensure all parties are aware of the full scope of the Work, the approved access, and their responsibilities in executing the plan to maximize safe delivery. Access Requestors will also validate that equipment, personnel, and materials are confirmed and ready for execution of Works.
2. Any Access Requestors that fail to confirm the readiness of any item will have their Work Event cancelled and will have to resubmit their Request for Rail Corridor Access per the timelines outlined in this standard, based on the type of Rail Corridor Access being requested.
3. The meeting will be chaired by RCAC. Attendance is mandatory for Access Requestors. If an Access Requestor does not attend or RCAC identifies significant changes to the access plan, RCAC will cancel the Works.
4. Following the T-1 GO/NO-GO meeting, a final Access Pack will be issued with all approved Rail Corridor Accesses.

4.5.6. T-0 Weeks: Execution of Works and the Management of Onsite Incidents

1. Access Requestors are to execute the planned Work Events according to the Access Pack and as per each Work's Work Plan.
2. Management of Onsite Incidents Impacting the Access Event (Potential for Overrun):
   a) White Period Access and Non-Disruptive Access
      i. In the event of a delay or change to a Work Event due to an incident onsite that impacts the Work Event and/or Track Protection arrangements, the flagging personnel will escalate to the NOC Operations Controller and NOC Infrastructure Management, who will coordinate any changes to the Work Event and Track Protection arrangements with RTC per the NOC Escalation process.
   b) Disruptive Possession Arrangements
      i. The Access Requestors are to monitor and report progress of Disruptive Possession Works against the Hour-by-Hour plan to RCAC, NOC Operations Controller and NOC Infrastructure Managers, providing reports on key milestone(s) to confirm progress against the plan. These updates are to be distributed at 4-hour intervals.

ii. In the event of overrun or impact to service: if the Works are falling behind when compared against the Hour-by-Hour schedule, the competent supervisor, designated by the Contractor, is to provide support to try to recover the schedule from the slippage. At the agreed point in the Hour-by-Hour plan, the Delivery Team is to decide whether to implement the contingency plan.

3. Modifications to Scheduled Track Protection Types

a) A Track Protection Worker (TPW) is not permitted to change the scheduled type of protection for their assigned duties while working within Metrolinx-owned corridors.

b) In the event it is found that applying the planned Track Protection will create a safety risk, TPWs are permitted to either cancel the Work Event or use the most appropriate Track Protection to address the safety risk. Once the safety risk is addressed, the TPW must notify their supervisor and RCAC's flagging team as soon as possible.

c) If a Work Group does not report on-site and has a Track Occupancy Permit (TOP), Safety Watch, or Rule 841 as a scheduled Track Protection type, the TPW will cancel the Work Event and not enact the planned Track Protection. Track Protection for Work scheduled with Rule 842 will remain in place, regardless of a Work Group's presence.

4.6 Deviations and Unplanned Access

4.6.1. Deviations and unplanned requests will only be approved if deemed to be critical to the Work Event process or Railway Operations.

4.6.2. Requests for Rail Corridor Access for deviations and unplanned work fall into two categories as defined below:

a) An Emergency Access Request; and

b) A Priority Access Request.

4.6.3. The Metrolinx Track Standards (MTS) and Appendix B outline the process for Emergency Access Requests and Priority Access Requests and the associated time required for Rail Corridor Access to be granted. Deviations and unplanned requests that do not fall within the categories identified in Appendix B will be evaluated using Figure 1.

4.6.4. Emergency Access Requests

1. In the event of an Emergency Rail Situation, if the individual who has identified the emergency is CROR qualified, they are to follow CROR Rule 125: Emergency Communication Procedures. All other individuals are to call the RTC Manager Emergency Line on: 416-681-9700. They are to:

a) Start the call with: "This is an Emergency Call;"

b) Provide your name, role, company, and location; and

c) Provide details of what the emergency is and what assistance is required.

2. The NOC will assist with organizing the required Rail Corridor Access and Track Protection

4.6.5. Priority Access Requests

1. For Priority Access Requests, the Access Requestor is to contact the RCACManagers@metrolinx.com as soon as reasonably practicable. The minimum information required to be provided is as follows:

   a) Business Justification;

   b) Preferred date;

   c) Time;

   d) Single Point of Contact (SPOC) for the additional Work;

   e) Project; and

   f) Scope of additional Work.

2. RCAC planning will determine the earliest available Rail Corridor Access opportunity that reduces the likelihood of impact to customers, operations, and other surrounding Works.

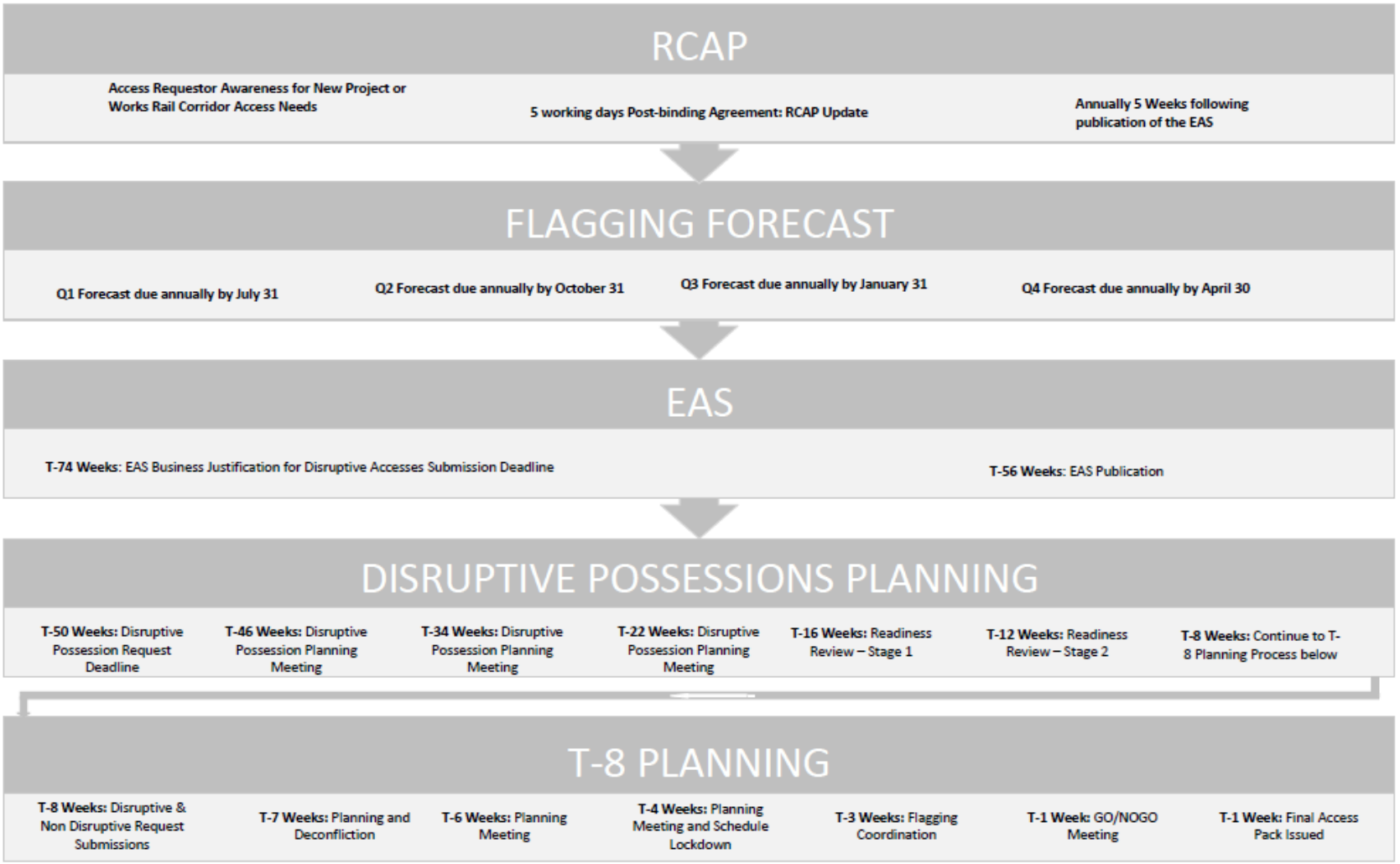
3. The requester is to produce and submit an approved Work Plan no less than 24 hours prior to commencing Works. This is to ensure Works have been correctly risk-assessed and are safe to deliver.

Figure 1 – Criteria Guide for Deviations and Unplanned Requests

CRITERIA GUIDE		
ACCEPT	**DECLINE**	**EVALUATE**
• Emergent/Safety Critical • Damaged Infrastructure • Critical Switch Repairs – Service impacting defects • Geometry Testing defect repair(s) • Reported inspections that are overdue • Weather Patrols • Snow Clearing/Filling salt bins • Removing debris from the track • Damaged flag stands • Change in clear time • Emergent TSO signal placement/ removal	• Change in limits, times, protection, equipment, scope • Even if there are no conflicts/impacts to Operations/after-service/ accommodating all other works. • Maintenance works that are not reported to be overdue	• Equipment travel (TOP or extended limits) • TOP for adjacent track protection as determined by the flagman • Routing adjustment • R42 Flag placement and removal (should be planned if required)

Appendix A – Summary of Access Planning Timescales & Deadlines

A.1 Access Planning Timescales



Appendix B – Category 1-4 Priority Access Categories & Planning Timescales

Category #1 0-24 hrs	Category #2 24-72 hrs	Category #3 3-7 days	Category #4 1-8 weeks
Infrastructure failures or asset impairment resulting in immediate revenue impact, for example:	*Near urgent defects found during regulatory patrols*	*Unforeseen infrastructure impairments warranting the application of class reducing slow orders*	*Priority defects found during regulatory patrols*
In-service rail failures • **Rail Break** • **Defective weld** • **Pull apart** • **Signal failures** • **Correspondence loss** **Etc.**	Follow up repairs to urgent conditions	Drastic change in temperatures that warrant escalated repairs as defined by Track standards	Changes in the deterioration rate of asset performance requiring replacement/rehabilitation
• **Track buckles / sun kinks**	Multiple class reducing defect repairs	Near urgent defects found during regulatory patrols	Priority detailed inspections identified during regulatory inspections
Damaged or vandalized assets	Support of defect repairs found during regulatory track geometry testing	Urgent structure repairs, including scaling of loose concrete, railing or walkway repairs, steel repairs, and bridge deck maintenance	Priority structure repairs, including railing/walkway repairs, scaling of loose concrete / concrete repairs, steel repairs, bridge deck maintenance, culvert coupler installation, scour / erosion protection, and bridge jacking
Severe weather responses, patrols, remediations, etc.	Support of defect repairs found during regulatory ultrasonic rail testing	Urgent detailed inspection identified duri ng regulatory inspections	
Rough track reports	Safety-critical infrastructure or adjoining asset repairs		

Bridge strike, bridge fire	Urgent structure repairs, including scaling of loose concrete, railing or walkway repairs, steel repairs, and bridge deck maintenance		
Urgent defects found during regulatory patrols	Urgent detailed inspection identified during regulatory inspections		
Third-party influences affecting asset stability, Rail Corridor Access and performance. **Internal Teams, CN, local municipalities, Hydro, Emergency services, etc.**	Critical vegetation management that has the potential to impact Train Movements.		
• **Improperly displayed, missing, damaged and/or incorrect protection flag(s)**	Emergent equipment moves to support urgent repairs or to return equipment to its original intended location after urgent repairs.		

Appendix C – Access Planning Templates and Complementary Standards

C.1.1. The table below provides a summary of all the Rail Corridor Access planning templates. Templates are updated from time to time, and it is the Contractor's responsibility to ensure that it is using the most up-to-date version of each template.

Item	Name	Link
1	Contractor's Rail Corridor Access Plan	Link
2	Business Justification Template Business Justification Job Aid	Link
3	Track Protection Forecast Template	Link
4	Engineering Access Statement Standard	Link
5	Metrolinx Work Planning Standard	Link
6	Machine Movement Plan	To be provided

Appendix D – Network Access Planning Tool (NAPT) Standard Operating Procedures and User Guide

Item	Template Name	Link
1	Network Access Planning Tool	https://mx-access.com/
2	Network Access Planning Tool Resources (Training Guide and Standard Operating Procedures)	Link