The AAR Embargo system is used by railroads to issue instructions to temporarily control traffic movements, amend and cancel embargoes and grant permits to embargoed destinations. Embargoes and OPSL Notes are similar but differ in the length of time they are valid for (embargoes are for one year, OPSL Notes are for more than a year). See Additional Resources at the bottom for more information.

Use this procedure to **manage embargoes**:
- Sign in to **Launch Pad** and navigate to **AAR Embargo/OPSL Permit System.**

To **Search** for embargoes and OPSL notes and learn about other services available:
1. To search embargoes, select **Embargoes > Search Embargoes** from the menu.
   To search OPSL notes, select **OPSL Notes > Search OPSL Notes** from the menu.
2. **Advanced Search** is available from the search page.
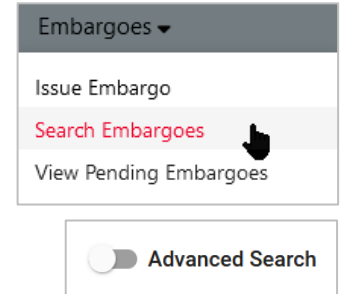
Once an embargo or OPSL Note is approved and becomes effective, the embargo or OPSL Note can be cloned, amended, re-issued or canceled.

Open the embargo or OPSL Note from the search results by selecting the link in the embargo or OPSL Note column. Choose from the following actions:
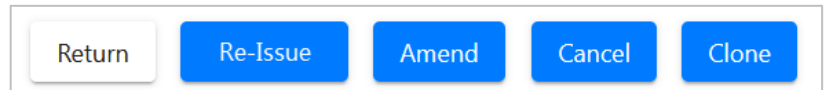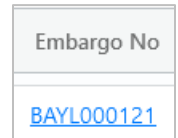
To **Clone** an embargo or OPSL Note:
1. Open an effective embargo/OPSL Note.
2. Scroll to the bottom and select **Clone**.
3. Make any appropriate changes and select **Save as Draft** or **Issue Embargo.**
4. The original embargo will not be deleted or altered.
5. An embargo can also be cloned as an OPSL Note, by selecting **Clone OPSL Note**.

To **Amend** an embargo or OPSL Note:
1. Select **Amend** to edit the embargo. Once the desired changes are made, submit the embargo for approval.
2. Updates are not visible until the amendment is approved. Previous versions of the embargo can be reviewed and are selectable.

To **Re-issue** an embargo or OPSL Note:
1. Select an embargo that is less than 30 days from expiration and view its details.
2. Select the **Re-issue** button and confirm your submission by selecting **Re-issue** once more.
3. If the re-issue is successful, the status will be **Re-issue Pending** and require approval from an AAR administrator.

To **Cancel** an embargo or OPSL Note:
1. Select a current embargo and view its details.
2. Select **Cancel.** You will be prompted to enter a reason for the cancelation.
3. Select **Cancel Embargo** to confirm. Once the internal process is complete, waybills will no longer receive hold notifications for the canceled embargo.

Additional Resources

The following additional resources are available:
- Consult the *AAR Embargo System User Guide* for information data field definitions and business rules.
- Consult the *Single Sign On (SSO) Administrator Guide* for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.