

LMIS OTMA User Guide



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Table of Contents

Learning about LMIS OTMA	1
Overview.....	1
System Requirements.....	2
Accessing the Railinc Customer Success Center.....	2
Getting Started.....	3
Registering to Use Railinc SSO.....	3
Requesting Access to LMIS OTMA.....	3
Registering to Use FindUs.Rail.....	6
Logging In.....	7
Logging Out.....	9
Working with Locomotive OTMA's	10
Viewing Locomotive OTMA Status.....	10
Managing Locomotive OTMA Requests.....	12
Working with Request ID Details.....	13
Viewing Images.....	14
Viewing an Inspection Report.....	15
Viewing the Activity History.....	16
Viewing the Approval Letter.....	17
Creating a New Locomotive OTMA Request.....	18
Completing the General Information.....	20
Completing the OTM Details.....	21
Completing the FRA Contacts.....	24
Reviewing the OTM Details.....	25

List of Exhibits

Exhibit 1. OTMA Process Flow.....	1
Exhibit 2. User Roles and Tasks (Showing the OTMA Roles Highlighted)	3
Exhibit 3. LMIS Request Permission (Showing the OTMA Roles Highlighted).....	5
Exhibit 4. FindUs.Rail Add Contact Page (Showing the Categories Section).....	6
Exhibit 5. Railinc Welcome Page	7
Exhibit 6. Railinc Launch Pad	8
Exhibit 7. Locomotive Application Suite Page (Showing the OTMA Icon Highlighted)	8
Exhibit 8. Locomotive OTMA Status Page	9
Exhibit 9. Locomotive OTMA Status Page	10
Exhibit 10. Request ID Page (Showing the Request ID Details Tab).....	12
Exhibit 11. Update OTMA Page.....	13
Exhibit 12. Close Request Popup.....	14
Exhibit 13. Inspection Report Tab	15
Exhibit 14. View Activity Tab.....	16
Exhibit 15. Approved Request Tab.....	17
Exhibit 16. Locomotive OTMA Status Page (Showing the Menu Icon)	18
Exhibit 17. Create OTMA Page.....	19
Exhibit 18. Create OTMA Page (Showing the General Information Section).....	20
Exhibit 19. Create OTMA Page (Showing the OTM Details Section – Part 1 of 2)	21
Exhibit 20. Create OTMA Page (Showing the OTM Details Section – Part 2 of 2)	22
Exhibit 21. Create OTMA Page (Showing the FRA Contacts Section)	24
Exhibit 22. Create OTMA Page (Showing the Review OTMA Section)	25

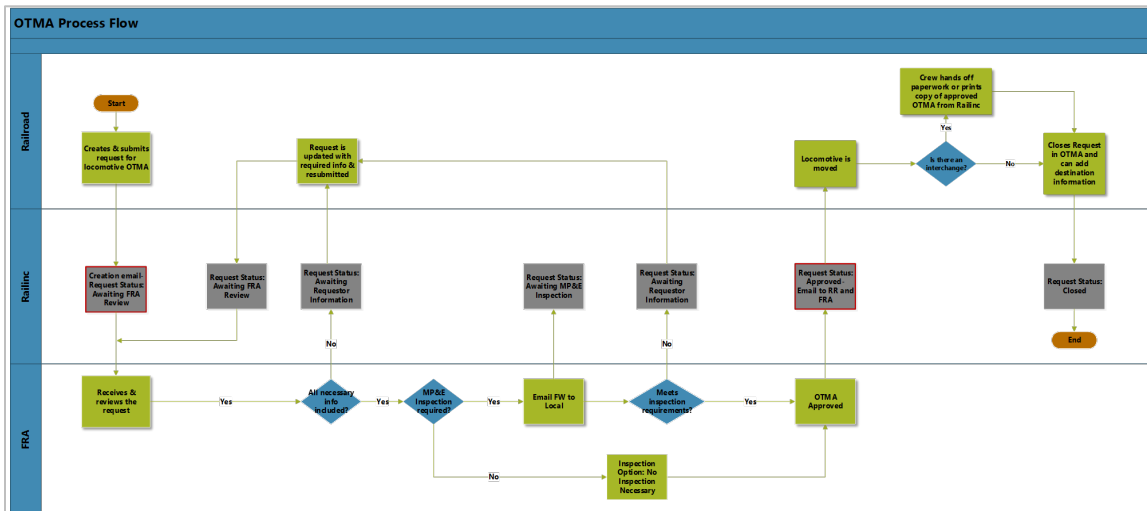
Learning about LMIS OTMA

LMIS One-Time Movement Approval (OTMA) is an application that enables users to create and submit one-time movement requests to the FRA for non-complying locomotives. It helps increase efficiency and locomotive utilization by reducing the time needed to receive movement approval from the FRA. OTMA is an application module within the Locomotive Management Information System (LMIS).

Overview

OTMA enables railroad users to create and submit locomotive OTMA requests. It also enables railroad users to respond to requests for additional information from the FRA and to close completed locomotive OTMA requests. In addition to providing a comprehensive status page, OTMA sends notification emails to involved parties when actions are taken. [Exhibit 1](#) provides an overview of the process.

Exhibit 1. OTMA Process Flow



A railroad uses the OTMA application to create a locomotive OTMA request, including their general contact information, details about the non-compliant locomotive and the incident, photos of the damage, safety steps to be taken prior to the movement, and the FRA contact(s) to be notified. The OTMA application generates an approval request letter based on the information provided by the railroad. After ensuring the approval request letter is correct and complete, the railroad submits the locomotive OTMA request to the FRA. The status of the request is set to “Awaiting FRA Review”.

Upon receiving the request, the FRA assigns a reviewer. The FRA reviewer evaluates the new locomotive OTMA request and determines if an inspection is needed. If the FRA determines that an inspection is needed, the status changes to “Awaiting MP&E Inspection”. The inspection process is handled outside of the OTMA system. If an inspection report is generated, the FRA uploads the report to the OTMA system. The FRA may also request more information. If this occurs, the railroad receives notification, the status changes to “Awaiting Requestor Information” (which enables the railroad to modify the request), and the **Update Request** button is activated.

Once the FRA completes their review process, they either approve or deny the request.

If the request is approved, the status is changed to “Approved & Awaiting Closure from Railroad” and an approval letter is emailed to the railroad contact(s). An additional tab (Approved Request) is added to the Request ID page. This tab contains the approval letter sent by the FRA as well as a **Print Approval** button. The railroad crew moving the non-compliant locomotive is required to have a printed or electronic copy of the approval letter. When the movement has been completed, the railroad is required to notify the FRA. To do this, the railroad opens the Request ID Details tab of the Request ID page and selects **Close Request**. The railroad enters a comment indicating that the locomotive has reached its destination and then selects **Update**. The status is changed to “Closed” and the FRA is notified.

If the request is denied, the status is changed to “Request Denied”. The railroad can either close the request or update the request with additional information and re-submit the request to the FRA.

This document describes how to use OTMA through the following major sections:

- [“Getting Started”](#) on page 3 describes how to access and log in to the system.
- [“Working with Locomotive OTMA’s”](#) on page 10 describes how to view a list of your railroad’s locomotive OTMA requests and their status as well as how to select an individual request and view its details.

Note: This section also describes how to respond to requests for additional information from the FRA, which requires the Railroad OTMA Requestor permission.

- [“Creating a New Locomotive OTMA Request”](#) on page 18 describes how to create a new locomotive OTMA request and submit it to the FRA for review.

Note: Creating a new locomotive OTMA request requires the Railroad OTMA Requestor permission.

For additional information, contact the Railinc Customer Success Center (see [“Accessing the Railinc Customer Success Center”](#) on page 2).

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

OTMA is an application module within the LMIS application, which uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at <http://www.railinc.com> and select **Customer Login** at the top right of the page.

Registering to Use Railinc SSO

Each LMIS OTMA user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the [Railinc Single Sign-On and Launch Pad User Guide](#) for more information. Once you have completed SSO registration, request access to OTMA within SSO.

Requesting Access to LMIS OTMA

After you receive authorization to use Railinc SSO, you must request access to LMIS by following instructions in the [Railinc Single Sign-On and Launch Pad User Guide](#).

Your level of access and authorization for LMIS OTMA is determined when you request access through Railinc SSO. [Exhibit 2](#) shows a complete list of LMIS roles as seen in SSO. The OTMA roles are highlighted.

Exhibit 2. User Roles and Tasks (Showing the OTMA Roles Highlighted)

Role	Description
eLabels Government Agency View Only	Allows EPA and other Government Agency users to view certificates in the eLabels application.
eLabels Label Creator	This permission allows manufacturers (certificate holders) to create Engine Family data (FELs/Standards) as well as submit all labels.
eLabels Modifier	This permission allows users to modify the reference data (Engine Families) that have already been created in eLabels for their certificate holder.
eLabels Reinstaller	This permission lets re-installers create the remanufactured locomotive and engine labels based on engine families already created by manufacturers.
eLabels View Labels	This permission allows equipment owners/handling carriers the ability to view locomotive labels in the eLabels application.
LMIS Company Admin	This role enables users to grant mark permissions. Note: Either eLabels Label Creator, eLabels Reinstaller, or eLabels Modifier permission is also needed to use eLabels.
LMIS Foreign Repair Auth Admin	This role enables users to provide handling roads permissions to Grant Handling Road Foreign Repair Authorization by Job Code.
LMIS Subsystem Health Admin	This role enables LMIS Health and Status users to submit Subsystem Health Reports.

Getting Started

Role	Description
LMIS User	This role enables LMIS Health and Status users to view Umler Characteristics, Federal Inspection Status, Subsystem Health Status, Foreign Repair Authorizations, and the User Guide. Users must request access under the mark that they represent.
Railroad OTMA Generic Access	This role enables LMIS OTMA users to have read only access to the OTMA Application and to view Locomotive OTMAs as a Railroad.
Railroad OTMA Requestor	This role enables LMIS OTMA users to access the OTMA Application and submit Locomotive OTMAs as a Railroad.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface ([Exhibit 3](#)).

Exhibit 3. LMIS Request Permission (Showing the OTMA Roles Highlighted)

Locomotive Management Information System
LMIS is a window into the 3 sub-applications (depending on a user's access): Locomotive Self Service, EPA Emissions eLabels and FRA OTMA Tool.

1 Select Roles 2 Confirm 3 Done

- eLabels Government Agency View Only
The role for Government Agency users to view all labels in the eLabels application.
- eLabels Label Creator
This permission allows manufacturers (certificate holders) to create Engine Family data (FELs/Standards) as well as submit all labels.
- eLabels Modifier
This permission allows users to modify the reference data (Engine Families) that have already been created in eLabels for their certificate holder
- eLabels Reinstaller
This permission lets re-installers create the remanufactured locomotive and engine labels based on engine families already created by manufactures
- eLabels View Labels (MARK required)
This permission allows equipment owners/handling carriers the ability to view locomotive labels for their equipment.
- LMIS Company Admin (MARK required)
Allows the user to grant mark permissions
- LMIS Foreign Repair Auth Admin (MARK required)
Allows the user to provide handling roads permission to Grant Handling Road Foreign Repair Authorizations by Job Code
- LMIS Subsystem Health Admin (MARK required)
Allows the user to submit Subsystem Health Reports
- LMIS User (MARK required)
Allows the user to view Umlier Characteristics, Federal Inspection Status, Subsystem Health Status, Foreign Repair Authorizations, and the User
- Railroad OTMA Generic Access (MARK required)
Users with this role will have read only access to the OTMA Application and can view Locomotive OTMAs as a RR
- Railroad OTMA Requestor (MARK required)
Users with this role will have access to the OTMA Application and can submit Locomotive OTMAs as a Railroad

Comments ..

0/255

Return Next

Choose your role(s) and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in to LMIS and begin using OTMA. You can set up your OTMA contact information in FindUs.Rail to help in receiving email notifications related to OTMA requests and to receive the locomotive OTMA weekly status report (see “[Registering to Use FindUs.Rail](#)” below for more information).

Registering to Use FindUs.Rail

Important: To set up default contacts (email addresses) for receiving email notifications about requests created using OTMA and/or to receive the weekly OTMA status report, use FindUs.Rail, a Railinc application that serves as a central directory of contacts for the rail industry.

If you do not have access to FindUs.Rail, you can request access to the FindUs.Rail application as described in the [Single Sign-On and Launch Pad User Guide](#). When you are prompted to select a role, select **Contact Company Admin for MARK** unless you need permission to approve FindUs.Rail access requests for other users at your company (in that case, select **FindUsRail Company Admin**). It may take up to two business days to process your request.

Once you have access to FindUs.Rail (or if you already have access), use the following procedure to set up FindUs.Rail to work with OTMA:

1. Log in to www.railinc.com and select **FindUs.Rail** in the My Applications portlet.
2. Select **Contacts** from the menu bar, and then select **Add Contact**.
3. Complete the fields in the Contact section. Required fields are labeled in red. In the Email field, enter the email address where you would like to receive notifications from OTMA. You can enter a group email in this field if you want multiple contacts to receive notifications.
4. In the Categories section, select “Locomotive OTMA” from the Category drop-down (see [Exhibit 4](#)).

Exhibit 4. FindUs.Rail Add Contact Page (Showing the Categories Section)

Categories

Any assigned categories must have at least one category function specified.

✖ Category
Locomotive OTMA

Category Role: Primary

Category Functions:

<input type="checkbox"/> Locomotive OTMA Reports	This function will specify the contact/distribution list receiving the Locomotive OTMA Status Report.
<input checked="" type="checkbox"/> Locomotive OTMA Requestor	This function will specify that the entered primary contact information is used in the OTMA electronic letter sent to the FRA for review and approval.

To facilitate sending and receiving OTMA notification emails, set up one email address with the category role of “Primary” for the “Locomotive OTMA Reports” category and/or “Locomotive OTMA Requestor” function. The email set up as primary for Locomotive OTMA Reports receives all status reports, and the email set up as primary for Locomotive OTMA Requestor serves as the default email contact for the railroad for notifications

related to locomotive OTMA requests. Emails set up as secondary for Locomotive OTMA Reports also receive all status reports. Emails set up as secondary for Locomotive OTMA Requestor are automatically added to the General Information section when a new locomotive OTMA request is created under the company's mark.

5. If you are the primary Locomotive OTMA Reports contact, select "Primary" in the Category Role field, and then select "Locomotive OTMA Reports" in the Category Functions area.

If you are the primary Locomotive OTMA Requestor contact, select "Primary" in the Category Role field, and then select "Locomotive OTMA Requestor" in the Category Functions area. Requestor contact emails can be overridden in the OTMA application.

Note: There can only be one primary contact per category, but there can be many secondary contacts. If a primary contact already exists for a category, simply add yourself as a secondary contact.

6. As needed, set up the remaining category functions. If there is no primary contact specified for a category function, you can select "Primary". If you want to be a secondary contact for the remaining category functions, select **Add** to add a new category, select "Locomotive OTMA" from the Category drop-down, select "Secondary", and select the checkboxes for the remaining category functions.
7. When you have completed the Contact and Categories sections, select **Save** at the bottom right of the page. The contact information is saved and will be used to send email notifications for OTMA requests.

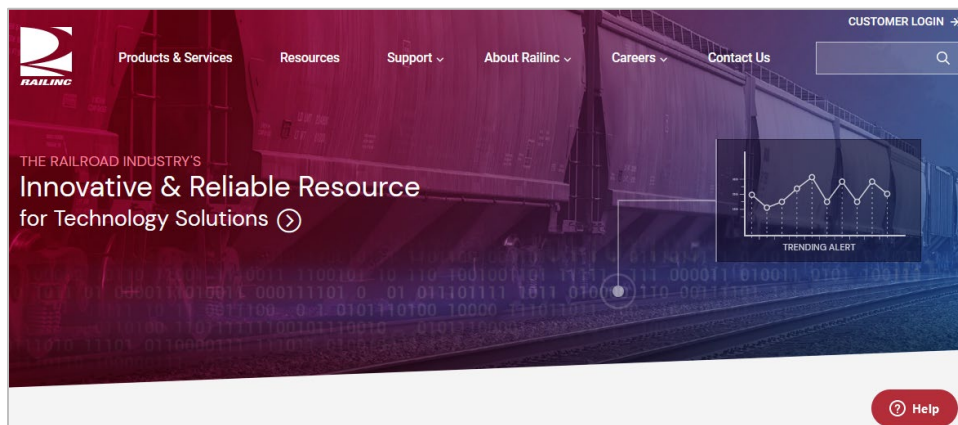
Refer to the [FindUs.Rail web page](#) for more information, including a user guide and demos.

Logging In

Use the following procedure to log into LMIS OTMA:

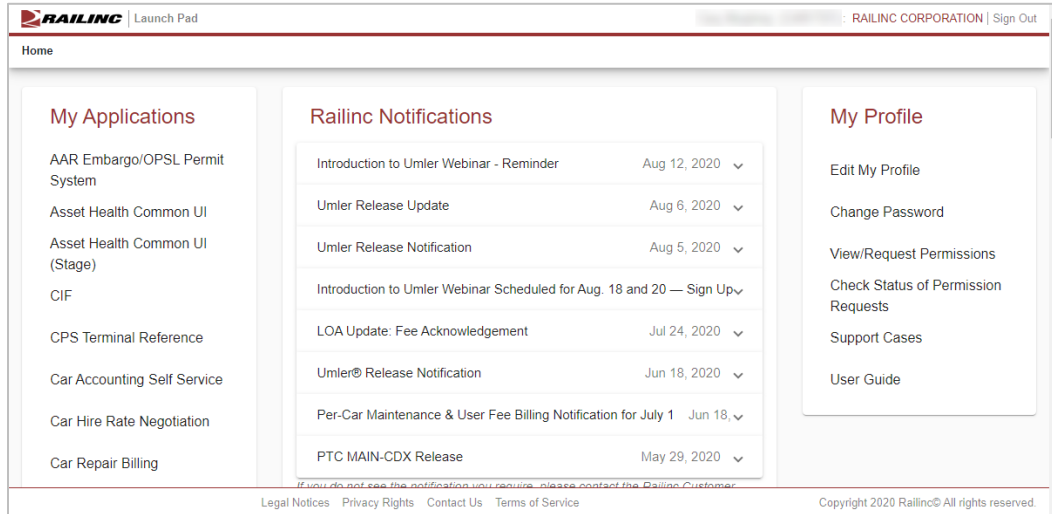
1. Open your internet browser.
2. Enter the following URL: <http://www.railinc.com>. The Railinc Welcome page is displayed ([Exhibit 5](#)).

Exhibit 5. Railinc Welcome Page



3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.
4. In the Account Access panel, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed ([Exhibit 6](#)).

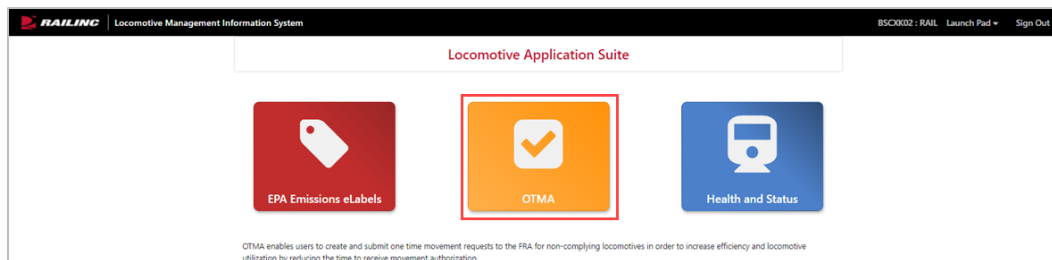
Exhibit 6. Railinc Launch Pad



5. Under **My Applications**, select **Locomotive Management Information System** (you may need to scroll down). The Locomotive Application Suite page is displayed ([Exhibit 7](#)).

Note: If you only have permission for one LMIS application module, the Locomotive Application Suite page is bypassed, and you proceed directly to the application module for which you have access.

Exhibit 7. Locomotive Application Suite Page (Showing the OTMA Icon Highlighted)



6. Select the **OTMA** icon. The Locomotive OTMA Status page is displayed ([Exhibit 8](#)).

Exhibit 8. Locomotive OTMA Status Page

Request ID	Locomotive ID	Date of Request	Requestor	Reviewer	Status	Approval Date	Last Update Received	Total Days Open	Days with RR Action Required	Days with FRA Action Required
603	CKMX152	01/18/2022	Christy Kaplan	Christy Kaplan	Approved & Awaiting Closure from Railroad	01/18/2022	01/20/2022	9	9	0
602	MCCX91	01/13/2022	Christy Kaplan	Cary Murphrey	Approved & Awaiting Closure from Railroad	01/13/2022	01/13/2022	14	14	0
601	CKMX54	01/10/2022	Christy Kaplan	MP and E Division	Closed	01/13/2022	01/13/2022	3	0	3
600	RAIL10	12/15/2021	Christy Kaplan	MP and E Division	Approved & Awaiting Closure from Railroad	12/15/2021	01/05/2022	43	43	0
599	CKMX99	12/08/2021	Christy Kaplan	Check Kam	Closed	12/08/2021	12/08/2021	0	0	0
598	RAIL1	12/07/2021	Christy Kaplan	Check Kam	Awaiting FRA Review		01/19/2022	51	41	10
597	RAIL2	12/07/2021	Christy Kaplan	MP and E	Closed		01/18/2022	42	32	10

The Locomotive OTMA Status page contains rows and columns of information pertaining to OTMA requests (see “[Working with Locomotive OTMA’s](#)” on page 10 for more information).

OTMA has a menu bar that contains the following options:

- Home** Return to the Locomotive OTMA Status page after viewing another OTMA page. This page displays a list of locomotive OTMA’s (see “[Working with Locomotive OTMA’s](#)” on page 10).
- User Guide** View the *LMIS OTMA User Guide*.

Logging Out

Select the **Sign Out** link to end an OTMA session.

Working with Locomotive OTMA's

The OTMA application module enables you to view, manage, and create locomotive OTMA requests.

Note: Only users with the Railroad OTMA Requestor permission can manage and create locomotive OTMA requests. Other users have read-only access and can only view the status.

Viewing Locomotive OTMA Status

When first opened, the Locomotive OTMA Status page is displayed, which contains a table listing your railroad's locomotive OTMA requests ([Exhibit 9](#)).

Exhibit 9. Locomotive OTMA Status Page

Request ID	Locomotive ID	Date of Request	Requestor	Reviewer	Status	Approval Date	Last Update Received	Total Days Open	Days with RR Action Required	Days with FRA Action Required
603	CKMX152	01/18/2022	Christy Kaplan	Christy Kaplan	Approved & Awaiting Closure from Railroad	01/18/2022	01/20/2022	9	9	0
602	MCCX91	01/13/2022	Christy Kaplan	Cary Murphrey	Approved & Awaiting Closure from Railroad	01/13/2022	01/13/2022	14	14	0
601	CKMX54	01/10/2022	Christy Kaplan	MP and E Division	Closed	01/13/2022	01/13/2022	3	0	3
600	RAIL10	12/15/2021	Christy Kaplan	MP and E Division	Approved & Awaiting Closure from Railroad	12/15/2021	01/05/2022	43	43	0
599	CKMX99	12/08/2021	Christy Kaplan	Check Kam	Closed	12/08/2021	12/08/2021	0	0	0
598	RAIL1	12/07/2021	Christy Kaplan	Check Kam	Awaiting FRA Review		01/19/2022	51	41	10
597	RAIL2	12/07/2021	Christy Kaplan	MP and E	Closed		01/18/2022	42	32	10

The Locomotive OTMA Status page lists the following columns of information:

- Request ID** A numeric identifier for the request. Select a Request ID link to view request details and work with the request (see [“Managing Locomotive OTMA Requests”](#) on page 12).
- Locomotive ID** The equipment ID of the locomotive associated with the OTMA request.
- Date of Request** The date the OTMA request was originally submitted.
- Requestor** The name of the person or group that submitted the OTMA request.
- Reviewer** The name of the FRA person or group that is assigned to review the OTMA request.
- Status** The current status of the OTMA request as described below:
 Draft – Indicates that a new locomotive OTMA request is in the process of being created, but has not yet been submitted to the FRA.

Awaiting FRA Review – Indicates a newly submitted or updated locomotive OTMA request.

Awaiting Requestor Information – Indicates that the FRA has communicated to the railroad that they need more information about the request.

Awaiting MP&E Inspection – Indicates that the FRA has requested an inspection and is awaiting the results of that inspection.

Approved & Awaiting Closure from Railroad – Indicates that the FRA has approved the request and the request needs to be closed by the railroad.

Request Denied – Indicates that the FRA has denied the request. The request can either be updated or closed by the railroad.

Closed – Indicates that the request has been closed.

If a request remains in a status other than “Closed” for more than three days, the status is highlighted in red.

Note: Use the **Display Closed Request** toggle at the top left to control whether or not closed requests are displayed.

Approval Date	The date on which the OTMA request was approved (if approved).
Last Update Received	The date when the request was last updated.
Total Days Open	The number of days that the OTMA request has been (or was) open.
Days with RR Action Required	The number of days that the OTMA request has been (or was) open and awaiting an action by the railroad.
Days with FRA Action Required	The number of days that the OTMA request has been (or was) open and awaiting an action by the FRA.

The current and total number of OTMA's is displayed at the top right. If the current number is less than the total number, this indicates that a filter has been applied. Select the **Clear Filters** button to clear all of the filters and see all of the OTMA records.

You can select the download icon (↓) to download the currently displayed list of OTMA's as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

You can sort any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

You can also filter any column by typing a string in a filter box below a column header. Use advanced column filtering options by selecting the filter icon (∇) to the right of a filter box.

In addition, if you have the Railroad OTMA Requestor permission, you can select the menu icon (≡) at the top left of the Locomotive OTMA Status page to create a new locomotive OTMA request (see [“Creating a New Locomotive OTMA Request”](#) on page 18).

Managing Locomotive OTMA Requests

From the Locomotive OTMA Status page ([Exhibit 9](#)), select the Request ID link for the request with which you want to work. The Request ID page is displayed ([Exhibit 10](#)).

Note: Managing locomotive OTMA requests requires the Railroad OTMA Requestor permission. If you have the Railroad OTMA Requestor permission, a menu icon (☰) is displayed at the top left of the Locomotive OTMA Status page ([Exhibit 16](#)). If you do not see this icon, you have read-only permission, which enables you to view (but not manage) locomotive OTMA requests.

Exhibit 10. Request ID Page (Showing the Request ID Details Tab)

Request ID: 590

Request ID Details Images Inspection Report View Activity

☰ Update Request
 💬 Add a Note
 🔒 Close Request
 🖨️ Print Request

Status: Awaiting Requestor Information
 Date of Request: 12/01/2021
 Inspection Details:
 Reviewer: MP and E Division
 919651

Notes:

From [redacted] 12/13/2021 at 01:07 PM: *add a note.*

From [redacted] 12/13/2021 at 01:06 PM: *Request more information.*

Hello MP and E Division,
 BNSF RAILWAY COMPANY is requesting a one time movement for locomotive BNSF 2. BNSF 2 was involved in a collision. Crew was shoving intermodal cars and smashed into parked locomotive in track 207, no injuries on 2021-12-01. The OTM Reason is for Repair and the non-complying items are listed below:

Safety appliances and protection against personal injury
 Rear end sheet, rear engineer side cat walk and handrail destroyed, damages to main res piping and rear engineer side brake piston, rear engineer side ladder destroyed, and MU cable receptacle

BNSF 2 will be moved 1750.0 miles from its current location of Stockton, CA STOIMF Yard to the final destination of Topeka, KS.

If permitted to move locomotive BNSF 2 to the destination listed above, the following precautions will be taken to ensure the safe movement of the locomotive:

Yes	No	N/A	FRA Liability Waiver Specifications	Explanation if marked No or N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove or secure all loose and protruding parts.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A thorough examination must be made to ensure there is no interference between the front truck and damaged section of the stairwell in addition to adequate clearance to the rail.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The damaged locomotive will be inspected and tagged in accordance with 49 CFR 229.9- Movement of non-complying locomotives.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The locomotive air brakes will be operational.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbrake will be operational and effective on the subject locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbrake will be reasonably accessible on the subject locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No personnel shall be permitted to ride or occupy the defective equipment.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The crew(s) hauling the non-complying equipment shall be notified in writing of its presence in the train and of the individual defects, and shall be given a copy of this letter, which must be kept in the lead locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The equipment may not be moved beyond the destination identified in this letter.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA will be notified when this equipment reaches its destination.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The affected areas will be sealed off to prevent train crew usage while boarding or exiting and a sign, or the words "DO NOT BOARD," painted in 3-inch letters and displayed on each side of the locomotive near the damaged appliances.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Office of Railroad Infrastructure and Mechanical Equipment will be notified in writing if any accident/incident or injury to railroad personnel occurs while this equipment is en route.	

Routing information, contact information or details that are important for the Railroad to provide the FRA can be included in this space by the Railroad Requestor. The local point of contact for this locomotive OTMA request is:

[redacted]
 Business Analyst
 [redacted]
 919651

Sincerely,
 [redacted]
 BNSF RAILWAY COMPANY
 Business Analyst
 [redacted]
 919651

The Request ID page shows detailed information for an individual request. It contains the following tabs:

- [Request ID Details](#)
- [Images](#)
- [Inspection Report](#)
- [View Activity](#)
- [Approved Request](#) (this tab is only displayed after a request is approved by the FRA)

Working with Request ID Details

The Request ID Details tab ([Exhibit 10](#)) contains detailed information about the request. It also contains the following buttons, which allow you to take actions related to the request:

Note: If the status indicates that an action is required by the FRA, certain buttons are not available.

Update Request Displays the Update OTMA page, which is similar to the Create OTMA page and enables you to add to or modify the existing information for the OTMA request ([Exhibit 11](#)). See “[Creating a New Locomotive OTMA Request](#)” on page 18 for a description of these fields.

Exhibit 11. Update OTMA Page

The screenshot displays the 'Update OTMA' page, which is a multi-step form. The first step, 'General Information', is active and contains the following fields:

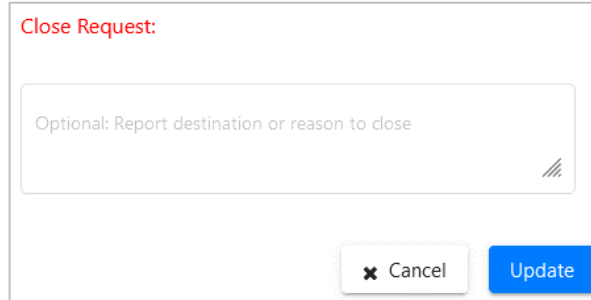
- Date of Request ***: A date picker showing 12/1/2021.
- Request ID: 590**: A read-only field.
- Company Name ***: A text input field containing 'BNSF RAILWAY COMPANY'.
- Mailing Address:** A section with a **Street *** field.

Below the first step is a vertical ellipsis menu. The second step, 'OTM Details', is partially visible and contains an **Email *** field. At the bottom of the form are three buttons: 'Cancel', 'Clear', and 'Continue'.

Make the necessary updates. Use the **Continue** and **Previous** buttons to move through the different sections of the page. Once you have completed the updates, select **Update Request** to save the updated request and change the status of the locomotive OTMA request to “Awaiting FRA Review”.

- Add a Note** Displays a popup that enables you to add a note to the request. The note is added to the Notes section of the Request ID Details tab and is viewable by the FRA. Adding a note does not change the request status. Users with read-only permission are able to add notes.
- Close Request** Displays a popup that enables you to optionally report that the locomotive has reached its destination or provide another reason to close. Select **Update** to change the status of the locomotive OTMA request to “Closed”.

Exhibit 12. Close Request Popup



- Print Request** Launches the Print dialog, which enables you to print the request.
- Create PDF** Launches the Create PDF dialog, which enables you to create a PDF document of the request (this button is only displayed on requests that are in “Closed” status).

As you work with a request, use the buttons as needed to provide more information or move the request to the next status. When you take an action on a request, a note is added to the Notes section at the top of the Request ID Details tab. When the request status is changed, a record is added to the Activity History (see “[Viewing the Activity History](#)” on page 16).

Viewing Images

The Images tab of the Request ID page contains images of the non-compliant locomotive that have been uploaded by your railroad to support the locomotive OTMA request. Images are uploaded by using the OTM Details tab of the Create/Update OTMA page when creating or updating a locomotive OTMA request (see “[Completing the OTM Details](#)” on page 21).

Railroads can upload up to ten images for a total of 30MB. Supported filetypes are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

You can select an image to download so that you can view it in a larger format.

Viewing an Inspection Report

The FRA may schedule an inspection of the non-compliant locomotive. Once the inspection is completed, the FRA can upload the inspection report to the Inspection Report tab where it can be viewed by the railroad ([Exhibit 13](#)).

Exhibit 13. Inspection Report Tab

Request ID Details		Images		Inspection Report		View Activity							
DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)				INSPECTION REPORT		OMB Approval No.: [REDACTED]							
Inspector's Name [REDACTED]		Inspector's Signature [REDACTED]		Inspector's ID No. [REDACTED]	Report No. 76	Date yy mm dd 2021 04 23							
Railroad Company Name & Address [REDACTED]			R/C R	Division SYSTEM	RR Co. Representative (Receipt Acknowledged) Name [REDACTED] Title General Foreman Email [REDACTED] Signature _____								
From: City BEDFORD PARK		Codes 0610	Destination City & County		Codes	From Latitude							
State IL		17	City			From Longitude							
County COOK		C031	County			To Latitude							
Mile Post: From To		Inspection Point BRC- CLEARING YARD			To Longitude								
Activity Code:	223	229D	232	232X									
Units:	1	1	1	1									
Sub Units:	0	0	0	1									
Item	Initials Milepost	Equipment/Track #	Type/Kind	49 CFR/USC	Defect	Subrule	Speed	Class	Train #/Site	SNPR*	RCL**	# of Occ.***	Activity Code
1	[REDACTED]	[REDACTED]	EMF							N	N	0	

Viewing the Activity History

The View Activity tab of the Request ID page contains a record of activities (status changes) on the locomotive OTMA request. This tab functions as an audit trail, and includes the following information: status, comments, requestor mark, user (who made the change), and the date and time of the change ([Exhibit 14](#)).

Exhibit 14. View Activity Tab

Status	Comment	Requestor Mark	User	Date & Time ↓
Approved & Awaiting Closure from Railroad			FRAADMIN	12/15/2021 11:01 AM
Awaiting MP&E Inspection			FRAADMIN	12/15/2021 10:56 AM
Awaiting FRA Review		RAIL	RAILOTMA	12/15/2021 10:54 AM
Awaiting Requestor Information	Requesting More Information for this request.		FRAADMIN	12/15/2021 10:42 AM
Awaiting FRA Review		RAIL	RAILOTMA	12/15/2021 10:28 AM

By default, the View Activity tab is sorted by the Date & Time column, with the most recent status change displayed at the top. You can sort any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

You can also filter any column by typing a string in a filter box below a column header. Use advanced column filtering options by selecting the filter icon (▼) to the right of a filter box. Select the **Clear Filters** button to clear all of the filters and see all of the activity records.

You can select the **Export to CSV** button to download the currently displayed list of activities as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

Viewing the Approval Letter

If the FRA approves the locomotive OTMA request, the status is changed to “Approved & Awaiting Closure from Railroad” and a new Approved Request tab is displayed on the Request ID page ([Exhibit 15](#)).

Exhibit 15. Approved Request Tab

Request ID: 603

Approved Request | Request ID Details | Images | Inspection Report | View Activity

[Print Approval](#)

01/18/2022

RAILINC CORPORATION
Business Analyst
@railinc.com

Locomotive OTMA 603: Locomotive ID –

Dear ,

This reply is in reference to RAILINC CORPORATION 01/18/2022, letter to the Federal Railroad Administration (FRA) requesting concurrence with the one-time movement (OTM) for a non-compliant locomotive, for Repair. The subject locomotive was involved in a collision. Crew shoving intermodal cars crashed into parked locomotive. RAILINC CORPORATION requests the unit be moved 78.0 miles from its current location Cary, NC to the final destination of Repair Facility in Greensboro, NC.

After careful review of RAILINC CORPORATION request, the FRA concurs with the OTM of for Repair subject to the following conditions:

- 1) must be inspected, properly tagged, and moved in accordance with Title 49 Code of Federal Regulations Section 229.9-Movement of non-complying locomotive.
- 2) The air brakes must be functional, and an initial terminal air brake test and inspection must be conducted before departure.
- 3) The handbrake must be accessible and function as intended.
- 4) All loose and protruding parts of locomotive must be secured or removed prior to movement.
- 5) All damaged areas must be completely blocked off in such a manner to prevent access at those locations.
- 6) All remaining accessible safety appliances that is non-compliant must be repaired or replaced, and made compliant with federal regulations.
- 7) Stencils with letters no less than 3 inches in height must be placed on the cab doors and on the barriers, as close to the damage as possible, with the words "DO NOT OCCUPY" and "DO NOT BOARD."
- 8) must be moved dead-in-tow, locked and secured, and unoccupied for the entire move.
- 9) Any speed restrictions will be governed by the railroad's operating rules.
- 10) must not be moved beyond its final destination of Repair Facility in Greensboro, NC under the authority of this letter.
- 11) testing

The movement of the non-compliant locomotive is solely at the risk of the railroad doing the moving. This OTM authority letter does not relieve the railroad from the liability to recover damages for death or injury of any railroad employee arising from this movement.

RAILINC CORPORATION must notify FRA's Office of Railroad Infrastructure and Mechanical Equipment of the completion of this movement and of any significant problems encountered during the move.

Sincerely,
123-456-7890 ext. 123

The Approved Request tab contains the approval letter sent by the FRA as well as a **Print Approval** button. The railroad crew moving the non-compliant locomotive is required to have a printed or electronic copy of the approval letter.

When the movement has been completed, the railroad is required to notify the FRA and close the request (see “[Working with Request ID Details](#)” on page 13 for more information).

Creating a New Locomotive OTMA Request

This section describes how to create a new locomotive OTMA request, which requires the Railroad OTMA Requestor permission. If you have the Railroad OTMA Requestor permission, a menu icon (☰) is displayed at the top left of the Locomotive OTMA Status page ([Exhibit 16](#)).

Exhibit 16. Locomotive OTMA Status Page (Showing the Menu Icon)

Request ID	Locomotive ID	Date of Request	Requestor	Reviewer	Status
603	CKMX152	01/18/2022	Christy Kaplan	Christy Kaplan	<i>Approved & Awaiting Closure from Railroad</i>
602	MCCX91	01/13/2022	Christy Kaplan	Cary Murphrey	<i>Approved & Awaiting Closure from Railroad</i>
601	CKMX54	01/10/2022	Christy Kaplan	MP and E Division	Closed
600	RAIL10	12/15/2021	Christy Kaplan	MP and E Division	<i>Approved & Awaiting Closure from Railroad</i>
599	CKMX99	12/08/2021	Christy Kaplan	Check Kam	Closed

To create a new locomotive OTMA request, select the menu icon (☰) at the top left of the Locomotive OTMA Status page and then select **Create OTMA**. The Create OTMA page is displayed ([Exhibit 17](#)).

Exhibit 17. Create OTMA Page

The screenshot shows a web form titled "Create OTMA" with a sidebar on the left containing four numbered steps: 1. General Information, 2. OTM Details, 3. FRA Contacts, and 4. Review OTMA. The "General Information" section is active and contains the following fields:

- Date of Request ***: 1/28/2022 (with a calendar icon)
- Request ID:** TBD
- Company Name ***: RAILINC CORPORATION (with a search icon)
- Mailing Address:**
 - Street ***: 7001 Weston Pkwy
 - City ***: Cary
 - State ***: NC
 - Zip ***: 27513
- Company Contact:**
 - First Name ***: [Redacted]
 - Last Name ***: [Redacted]
 - Title / Position ***: Business Analyst
 - Phone ***: 1 - 919-651-[Redacted]
 - Ext**: [Redacted]
 - Email ***: [Redacted]
- Local Point of Contact**: Different from Company Contact

At the bottom of the form are three buttons: "Cancel", "Clear", and "Continue".

The Create OTMA page has four sections, which must be completed before the locomotive OTMA request can be submitted to the FRA:

- [General Information](#)
- [OTM Details](#)
- [FRA Contacts](#)
- [Review OTMA](#)

Note: The Create OTMA page and the Update OTMA page are identical, except that the Update OTMA page, which is displayed when you select **Update Request** from the Request ID Details tab of the Request ID page, enables you to add to or modify information in an existing OTMA request. See "[Working with Request ID Details](#)" on page 13 for more information.

Completing the General Information

The General Information section ([Exhibit 18](#)) contains fields requesting information such as the date, company name, mailing address, company contact, and local contact. Many fields are prepopulated based on information from your company’s primary contact as listed in FindUs.Rail (see “[Registering to Use FindUs.Rail](#)” on page 6). You can modify the existing information as needed.

Exhibit 18. Create OTMA Page (Showing the General Information Section)

The screenshot shows a web form titled "General Information". At the top left, there is a red information icon and the title "General Information". The form contains several sections:

- Date of Request:** A date picker field showing "1/28/2022". To its right, "Request ID: TBD" is displayed.
- Company Name:** A text input field containing "RAILINC CORPORATION" with a search icon on the right.
- Mailing Address:** A section with four input fields: "Street" (7001 Weston Pkwy), "City" (Cary), "State" (NC), and "Zip" (27513).
- Company Contact:** A section with four input fields: "First Name", "Last Name", "Title / Position" (Business Analyst), and "Phone" (1 - 919-651-...).
- Local Point of Contact:** A section with an "Email" field, a "Phone" field, and an "Ext" field. Below these fields are red (-) and blue (+) circular icons.
- Local Point of Contact:** A toggle switch labeled "Different from Company Contact" which is currently turned off.

At the bottom of the form, there are three buttons: "Cancel", "Clear", and "Continue".

Complete the fields as needed. Required fields are indicated with an asterisk (*).

Any secondary contacts listed in FindUs.Rail are automatically added. Select the icon to add additional email addresses if needed. Select the icon to remove an unnecessary email address.

If the local point of contact is different from the company contact, select the **Different from Company Contact** toggle and complete the additional set of contact fields.

Once you have completed the required fields, the Continue button activates. Select **Continue** to proceed to the [OTM Details](#) section.

Completing the OTM Details

Once you have completed the General Information section and selected **Continue**, the OTM Details section is displayed (see [Exhibit 19](#) and [Exhibit 20](#)).

Exhibit 19. Create OTMA Page (Showing the OTM Details Section – Part 1 of 2)

☰
Create OTMA

1 General Information

2 OTM Details

Non-Complying Items Include:

(Select at least one item)

 Safety Appliances and protection against personal injury

List of Damaged Parts:

Separate parts with a comma. (e.g., short hood end, conductor's front steps, engineer's rear)

Brakes

List of Damaged Parts:

Separate parts with a comma. (e.g., short hood end, conductor's front steps, engineer's rear)

Location:

Confirm each of the following by checking the boxes: *

Yes	No	N/A	FRA Liability Waiver Specifications	If Marked No or N/A please provide details why:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remove or secure all loose and protruding parts.	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	A thorough examination must be made to ensure there is no interference between the front truck and damaged section of the stairwell in addition to adequate clearance to the rail.	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The damaged locomotive will be inspected and tagged in accordance with 49 CFR 229.9- Movement of non-complying locomotives.	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The locomotive air brakes will be operational.	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The handbrake will be operational and effective on the subject locomotive.	

LMIS OTMA User Guide


21

Revised December 2022

Exhibit 20. Create OTMA Page (Showing the OTM Details Section – Part 2 of 2)

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The handbrake will be reasonably accessible on the subject locomotive.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No personnel shall be permitted to ride or occupy the defective equipment.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The crew(s) hauling the non-complying equipment shall be notified in writing of its presence in the train and of the individual defects, and shall be given a copy of this letter, which must be kept in the lead locomotive.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The equipment may not be moved beyond the destination identified in this letter.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The FRA will be notified when this equipment reaches its destination.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The affected areas will be sealed off to prevent train crew usage while boarding or exiting and a sign, or the words "DO NOT BOARD," painted in 3-inch letters and displayed on each side of the locomotive near the damaged appliances.		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The Office of Railroad Infrastructure and Mechanical Equipment will be notified in writing if any accident/incident or injury to railroad personnel occurs while this equipment is en route.	Delete	Add

Damage Photos (Please include photos of all 4 corners):




Drag and drop file here
or

Browse for file

Additional Comments:

FRA Contacts
 Review OTMA

Complete the following fields as needed. Required fields are indicated with an asterisk (*).

Note: Certain fields have an expand icon () in the lower right corner. You can select this icon to increase the size of the field.

Locomotive Reporting Mark* Enter the mark of the locomotive.

Locomotive Reporting Number* Enter the number of the locomotive.

Cause of Incident* Enter a description indicating the cause of the incident.

Creating a New Locomotive OTMA Request

Date of Incident* Use the calendar tool (☞) to select the date on which the incident occurred.

OTM Reason Use the drop-down icon (▼) to select the reason for the one-time movement (Dismantling, Positioning/Resale, Prototypes, or Repair).

In the Non-Complying Items Include section, select at least one checkbox and complete at least one of the following two items:

Safety Appliances and protection against personal injury In the List of Damaged Parts field, enter the damaged parts. Separate each part with a comma.

Brakes In the List of Damaged Parts field, enter the damaged parts. Separate each part with a comma.

In the Location section, complete the following three fields:

Current Location of Locomotive* Enter the current location of the locomotive (e.g., train yard name and address, GPS coordinates, city and state).

Destination of Locomotive* Enter the destination of the locomotive (e.g., train yard name and address, GPS coordinates, city and state).

Mileage between Origin and Destination* Enter the numeric distance between the current location of the locomotive and its planned destination.

The Create OTMA page lists a series of FRA Liability Waiver Specifications and requires that you confirm that you will take the steps described in each specification by selecting the **Yes** button associated with each specification. If you will not take the steps described in a specification or if the specification does not apply to the current situation, select **No** or **N/A** as appropriate and provide a reason in the Details column.

You can select **Add** to include additional steps that you will take that are specific to the situation. Select **Delete** if you need to remove any additional steps that you have added.

In the Damage Photos section, select **Browse for file** or drag and drop photos showing the damage. Include photos showing all four corners of the locomotive. You can include up to ten images for a total of 30MB. Supported filetypes are: .PNG, .BMP, .JPEG, .JPG, and .PDF.

If needed, enter additional descriptive text in the Additional Comments field.

Once you have completed the required fields in the OTM Details section, the Continue button activates. Select **Continue** to proceed to the [FRA Contacts](#) section. You can select **Previous** to return to the previous section or select **Cancel** to cancel and delete the new locomotive OTMA request.

Completing the FRA Contacts

Once you have completed the OTM Details section and selected **Continue**, the FRA Contacts section is displayed ([Exhibit 21](#)).

Exhibit 21. Create OTMA Page (Showing the FRA Contacts Section)

Name / Title / Contact Information	Address	Role
[Redacted]	1200 New Jersey Avenue, SE Washington, DC 25906	Secondary Contact
[Redacted]	1200 New Jersey Ave Washington, DC 20590	Secondary Contact
[Redacted]	1200 New Jersey Avenue, SE Washington, DC 25906	Secondary Contact
<input checked="" type="checkbox"/> MP and E Division - MP&E TEAM	1200 New Jersey Avenue, SE Washington, DC 20590	Primary Contact
[Redacted]	7001 Weston Pkwy Cary, NC 27513	Secondary Contact
[Redacted]	1200 New Jersey Avenue Washington, DC 20590	Secondary Contact
[Redacted]	7001 Weston Pkwy Cary, NC 27609	Secondary Contact

Select one or more checkboxes to indicate the FRA contact(s) to receive the locomotive OTMA request and all automated email notifications related to this OTMA request. You must always select the primary contact; you can also select secondary contacts to be copied on notifications.

Once you have selected the FRA contact(s), the Continue button activates. Select **Continue** to proceed to the [Review OTMA](#) section. You can select **Previous** to return to the previous section or select **Cancel** to cancel and delete the new locomotive OTMA request.

Reviewing the OTM Details

Once you have completed the FRA Contacts section and selected **Continue**, the Review OTMA section is displayed ([Exhibit 22](#)).

Exhibit 22. Create OTMA Page (Showing the Review OTMA Section)

☰
Create OTMA

- 1 General Information
- 2 OTM Details
- 3 FRA Contacts
- 4 Review OTMA

Please review the details included in your OTM Request before clicking Submit.

🔗 **Uploaded Damage Photos will be active links in the OTMA Request email once submitted**

Hello MP and E Division,
 RAILINC CORPORATION is requesting a one time movement for locomotive RAIL 12. RAIL 12 was involved in a Intermodal cars collided with parked locomotive while assembling consist. on 01/31/2022. The OTM Reason is for Repair and the non- complying items are listed below:
 Safety appliances and protection against personal injury
 Rear end sheet, rear engineer side catwalk, handrail

RAIL 12 will be moved 1750.0 miles from its current location of Stockton, CA STOIMF to the final destination of Topeka, KS.

If permitted to move locomotive RAIL 12 to the destination listed above, the following precautions will be taken to ensure the safe movement of the locomotive:

Yes	No	N/A	FRA Liability Waiver Specifications	Explanation if marked No or N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove or secure all loose and protruding parts.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A thorough examination must be made to ensure there is no interference between the front truck and damaged section of the stairwell in addition to adequate clearance to the rail.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The damaged locomotive will be inspected and tagged in accordance with 49 CFR 229.9- Movement of non-complying locomotives.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The locomotive air brakes will be operational.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbrake will be operational and effective on the subject locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbrake will be reasonably accessible on the subject locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No personnel shall be permitted to ride or occupy the defective equipment.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The crew(s) hauling the non-complying equipment shall be notified in writing of its presence in the train and of the individual defects, and shall be given a copy of this letter, which must be kept in the lead locomotive.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The equipment may not be moved beyond the destination identified in this letter.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FRA will be notified when this equipment reaches its destination.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The affected areas will be sealed off to prevent train crew usage while boarding or exiting and a sign, or the words "DO NOT BOARD," painted in 3-inch letters and displayed on each side of the locomotive near the damaged appliances.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Office of Railroad Infrastructure and Mechanical Equipment will be notified in writing if any accident/incident or injury to railroad personnel occurs while this equipment is en route.	

Sincerely,

 RAILINC CORPORATION
 Business Analyst

 919-65-

Previous
Cancel
Save As Draft
Submit

The Review OTMA section contains a draft notification based on the information you entered.

Review this notification and ensure that it contains the correct information. If you need to make changes, select the **Previous** button or select a section link at the top of the page to return to a section. Note that the information you entered using the Create OTMA page is not saved until you select either **Save As Draft** or **Submit**.

Creating a New Locomotive OTMA Request

You can save your locomotive OTMA request as a draft by selecting the **Save As Draft** button. When you save the request as a draft, the Create OTMA page is closed and you are returned to the Locomotive OTMA Status page ([Exhibit 9](#)), where you can see that the new request is saved in “Draft” status. You can then select the request to view it, select the **Update Request** button, make any needed modifications, go to the Review OTMA section and submit the request to the FRA.

Once you have reviewed the request and are satisfied that it is complete and correct, select **Submit**. The locomotive OTMA request is sent to the FRA and the status is changed to “Awaiting FRA Review”.