

Section I. Pre-Rule Quiet Zones: Qualifying for Automatic Approval (Chart 1A)

1. Identify all the crossings you wish to include as part of the proposed Quiet Zone (QZ).
2. Check whether each crossing qualifies as a pre-rule crossing (horns not sounding on October 9, 1996 and December 18, 2003 because of state/local law or community agreement with the railroads). If all crossings do not qualify as pre-rule crossings, then the proposed quiet zone does not qualify as a Pre-Rule QZ, and you should refer to *Section III, New Quiet Zones*.
3. Determine whether you wish to eliminate any crossings from the proposed QZ. The length of a Pre-Rule QZ may continue unchanged from that which existed on October 9, 1996. If, however, you choose to eliminate a crossing, the QZ must be at least ½ mile in length along the railroad tracks.
4. A QZ may include highway-rail grade crossings on a segment of rail line crossing more than one political jurisdiction, or there may be roads within a particular area that are the responsibility of different entities (State or county roads within a town, for example). If the selected crossings are the responsibility of more than one entity, obtain the cooperation of all relevant jurisdictions.
5. Update the USDOT Grade Crossing Inventory Form to reflect conditions at each public and private crossing; this update should be complete, accurate, and be dated within 6 months prior to the QZ implementation. For instructions on how to complete the update, see the FRA website at <http://www.fra.dot.gov/eLib/details/L02730>.
6. If each public crossing in the proposed QZ is equipped with one or more Supplementary Safety Measures (SSMs) as defined in Appendix A of the Rule, the QZ qualifies for Automatic Approval. To complete the process of creating the QZ, notify the parties listed in rule section 222.43 by December 18, 2004.

Note: Once the QZ has been created, install the required signage by December 18, 2006. (Refer to rule sections 222.25 and 222.35 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 4.5-5 years. (Refer to rule section 222.47 for details.)

7. If every public crossing is not equipped with at least one SSM, then the QZ can automatically qualify by comparing its Quiet Zone Risk Index (QZRI) with the Nationwide Significant Risk Threshold (NSRT). However, these QZs are subject to annual review by the FRA.

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8. Using the FRA's Quiet Zone Calculator, a web-based tool that can be found at <http://safetydata.fra.dot.gov/quiet/>, determine whether the QZRI of the proposed QZ is less than or equal to the NSRT. If the QZRI is less than or equal to the NSRT, the QZ qualifies for Automatic Approval. Notify the parties listed in rule section 222.43 by December 18, 2004.

Note: Once the quiet zone has been created, install the required signage by December 18, 2006. (Refer to rule sections 222.25 and 222.35 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

9. If the QZRI is greater than the NSRT, use the FRA's Quiet Zone Calculator to check whether it is less than twice the NSRT. If the QZRI is more than twice the NSRT, the QZ cannot qualify for Automatic Approval. For information on how to proceed, see *Section II, Pre-Rule Quiet Zones Not Qualified for Automatic Approval*.
10. If the QZRI is greater than the NSRT, but less than twice the NSRT, determine whether any of the public crossings have experienced a "relevant collision" on or after December 18, 1998. (See rule section 222.9 for the definition of a "relevant collision.") If there have not been any "relevant collisions" at any public crossing since December 18, 1998, the QZ qualifies for Automatic Approval. Notify the parties listed in rule section 222.43.

Note: Once the quiet zone has been created, install the required signage by December 18, 2006. (Refer to rule sections 222.25 and 222.35 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

11. If the QZRI is greater than the NSRT, but less than twice the NSRT, and there has been a "relevant collision" at a public crossing within the proposed QZ, the QZ cannot qualify for Automatic Approval. For information on how to proceed, see *Section II, Pre-Rule Quiet Zones Not Qualified for Automatic Approval*.

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Section II. Pre-Rule Quiet Zones Not Qualified for Automatic Approval (Chart 1B)

1. Review *Section I, Pre-Rule Quiet Zones: Qualifying for Automatic Approval*, to confirm that the proposed Pre-Rule Quiet Zone does not qualify for Automatic Approval.
2. If each crossing qualifies as a pre-rule crossing (horns not sounding on October 9, 1996 and December 18, 2003 because of state/local law or community agreement with the railroads), send notice of continuation of the quiet zone to all parties by December 18, 2004. (Refer to rule section 222.43 for details.)

Note: If you eliminated any pre-rule crossings to create the proposed Quiet Zone, the Quiet Zone must be at least ½ mile in length along the railroad tracks.

3. Submit to FRA a detailed plan for establishing a quiet zone before December 18, 2006. This plan should include a timetable for the implementation of safety improvements. If you intend to implement ASMs, the plan should include a completed application for FRA approval of their use. If a detailed plan is not been submitted by December 18, 2006, the quiet zone will terminate. (Refer to rule section 222.41 for details.)

Note: Since the proposed quiet zone does not qualify for Automatic Approval, any SSMS and ASMs used must be implemented in accordance with rule section 222.39.¹

Note: For guidance on ASM use, see *Section IV, Creating Quiet Zones using Engineering Alternative Safety Measures (modified SSMS)* and *Section V, Creating Quiet Zones using Non-engineering Alternative Safety Measures*.

Note: Required signage must also be installed by December 18, 2006. (Refer to rule sections 222.25 and 222.35 for details.)

4. Install SSMS and/or traffic control device upgrades as necessary to reduce risk within the proposed quiet zone.
5. If every public crossing in the proposed Quiet Zone is equipped with one or more SSMS as defined in Appendix A of the Rule, you can establish the proposed Quiet Zone through public authority designation by completing the following steps:

¹ Although the requirements for implementation of SSMS and ASMs must be in accord with rule section 222.39, the Pre-Rule Quiet Zone requirements covering minimum length and traffic control devices remain in effect for these crossings.

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- a. Complete the planned improvements by December 18, 2008,²
- b. Update the USDOT Grade Crossing Inventory Form.
- c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 4.5-5 years. (Refer to rule section 222.47 for details.)

6. Using the FRA's Quiet Zone Calculator, a web-based tool that can be found at <http://safetydata.fra.dot.gov/quiet/>, determine whether the implementation of SSMS, ASMs, and/or traffic control devices will reduce the QZRI of the proposed Pre-Rule Quiet Zone to the level of risk that would exist if the train horns were still sounded (RIWH). If the QZRI will be less than or equal to the RIWH, you can establish the Quiet Zone through public authority designation by completing the following steps:

- a. Complete the planned improvements by December 18, 2008,²
- b. Update the USDOT Grade Crossing Inventory Form.
- c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

7. Using the FRA's Quiet Zone Calculator, a web-based tool that can be found at <http://safetydata.fra.dot.gov/quiet/>, determine whether the implementation of SSMS, ASMs, and/or traffic control devices will reduce the QZRI of the proposed Pre-Rule Quiet Zone to the Nationwide Significant Risk Threshold (NSRT). If the QZRI will be less than or equal to the current NSRT, you can establish the Quiet Zone through public authority designation by completing the following steps:

- a. Complete the planned improvements by December 18, 2008.²
- b. Update the USDOT Grade Crossing Inventory Form.

² If the State is involved in the development of Quiet Zones, then the date for completion is extended an additional 3 years.

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- c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Quiet Zones established by comparison to the NSRT are subject to annual FRA review. (Refer to rule section 222.51 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

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Section III. Creating a New Quiet Zone Using SSMs (Chart 2)

1. Select the crossings to be included in the New Quiet Zone.
2. A Quiet Zone may include highway-rail grade crossings on a segment of rail line crossing more than one political jurisdiction, or there may be roads within a particular area that are the responsibility of different entities (State or county roads within a town, for example). If the selected crossings are the responsibility of more than one entity, obtain the cooperation of all relevant jurisdictions.
3. A New Quiet Zone must be at least ½ mile in length along the railroad tracks.
4. A New Quiet Zone must have, at a minimum, flashing lights and gates in place at each public crossing. These must be equipped with constant warning time devices where reasonably practical, and power out indicators. Any necessary upgrades must be completed before calculating risk for the quiet zone.
5. Are there any private crossings within the proposed Quiet Zone? If any private crossings allow access to the public or provide access to active industrial or commercial sites, you must conduct a diagnostic team review of those crossings. Following the diagnostic review, you must comply with the diagnostic team's recommendations concerning those crossings.
6. Update the USDOT Grade Crossing Inventory Form to reflect conditions at each public and private crossing; this update should be complete, accurate, and dated within 6 months prior to the Quiet Zone implementation³. For instructions on how to complete the update, see the FRA website at <http://www.fra.dot.gov/Content3.asp?P=801>.
7. Using the FRA's Quiet Zone Calculator, a web-based tool that can be found at <http://safetydata.fra.dot.gov/quiet/>, determine whether the Quiet Zone Risk Index (QZRI) of the proposed Quiet Zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT). If the QZRI is less than or equal to the NSRT, you can establish the Quiet Zone through public authority designation by completing the following steps:
 - a. Install required signage at each crossing. (Refer to rule sections 222.25 and 222.35 for details.)
 - b. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

³ For New Quiet Zones, the baseline conditions for calculating risk require that the minimum required traffic control devices are in place. This first Inventory update, therefore, must be completed after the gates, lights, and signs are in place, but before the SSMs and other measures are implemented.

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Note: Quiet Zones established by comparison to the NSRT are subject to annual FRA review. (Refer to rule section 222.51 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

8. The step described above involves qualifying a quiet zone without implementing any Supplementary Safety Measures (SSMs) or Alternative Safety Measures (ASMs). If FRA's Quiet Zone Calculator indicates that the proposed quiet zone will not qualify on that basis, install any measures that are needed. To qualify for Public Authority Designation, you must implement SSMs, build grade separations, close crossings, or install wayside horns.

Note: If you would like to implement any ASMs, their use must be approved in advance by FRA, in accordance with Appendix B of the rule. For guidance on ASM use, see *Section IV, Creating Quiet Zones using Engineering Alternative Safety Measures (modified SSMs)* or *Section V, Creating Quiet Zones using Non-engineering Alternative Safety Measures*.

9. If every public crossing in the proposed Quiet Zone is equipped with one or more SSMs, you can establish the Quiet Zone through public authority designation by completing the following steps:
 - a. Install required signage at each crossing. (Refer to rule sections 222.25 and 222.35 for details.)
 - b. Update the National Grade Crossing Inventory to reflect current conditions at each public and private crossing within the Quiet Zone.
 - c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 4.5-5 years. (Refer to rule section 222.47 for details.)

10. If every public crossing is not equipped with an SSM, use FRA's Quiet Zone Calculator to determine whether enough SSMs have been implemented to reduce the QZRI to the level of risk that would exist if the train horns were still sounded (RIWH). The Quiet Zone Calculator can be found at <http://safetydata.fra.dot.gov/quiet/>. If the QZRI is less than or equal to the RIWH, you can establish the Quiet Zone through public authority designation by completing the following steps:

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- a. Install required signage at each crossing. (Refer to rule sections 222.25 and 222.35 for details.)
- b. Update the National Grade Crossing Inventory to reflect current conditions at each public and private crossing within the Quiet Zone.
- c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

11. Use FRA's Quiet Zone Calculator to determine whether enough SSMs have been implemented to reduce the QZRI to the Nationwide Significant Risk Threshold (NSRT). The Quiet Zone Calculator can be found at <http://safetydata.fra.dot.gov/quiet/>. If the QZRI is less than or equal to the current NSRT, you can establish the Quiet Zone through public authority designation by completing the following steps:

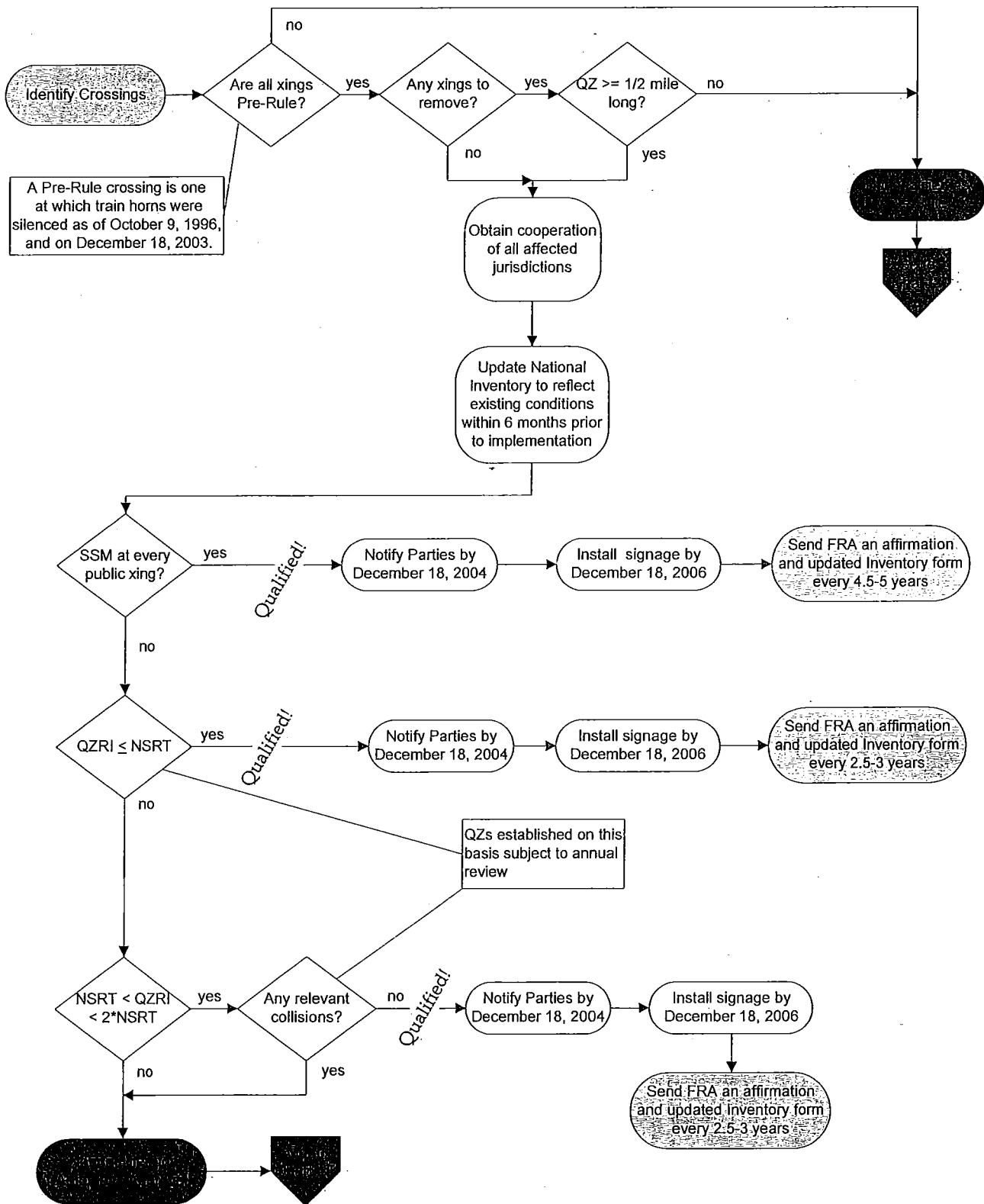
- a. Install required signage at each crossing. (Refer to rule sections 222.25 and 222.35 for details.)
- b. Update the National Grade Crossing Inventory to reflect current conditions at each public and private crossing within the Quiet Zone.
- c. Notify the parties listed in the rule. (Refer to rule section 222.43 for details.)

Note: Quiet Zones established by comparison to the NSRT are subject to annual FRA review. (Refer to rule section 222.51 for details.)

Note: Periodic updates, including updated USDOT Grade Crossing Inventory Forms, must be submitted to FRA every 2.5-3 years. (Refer to rule section 222.47 for details.)

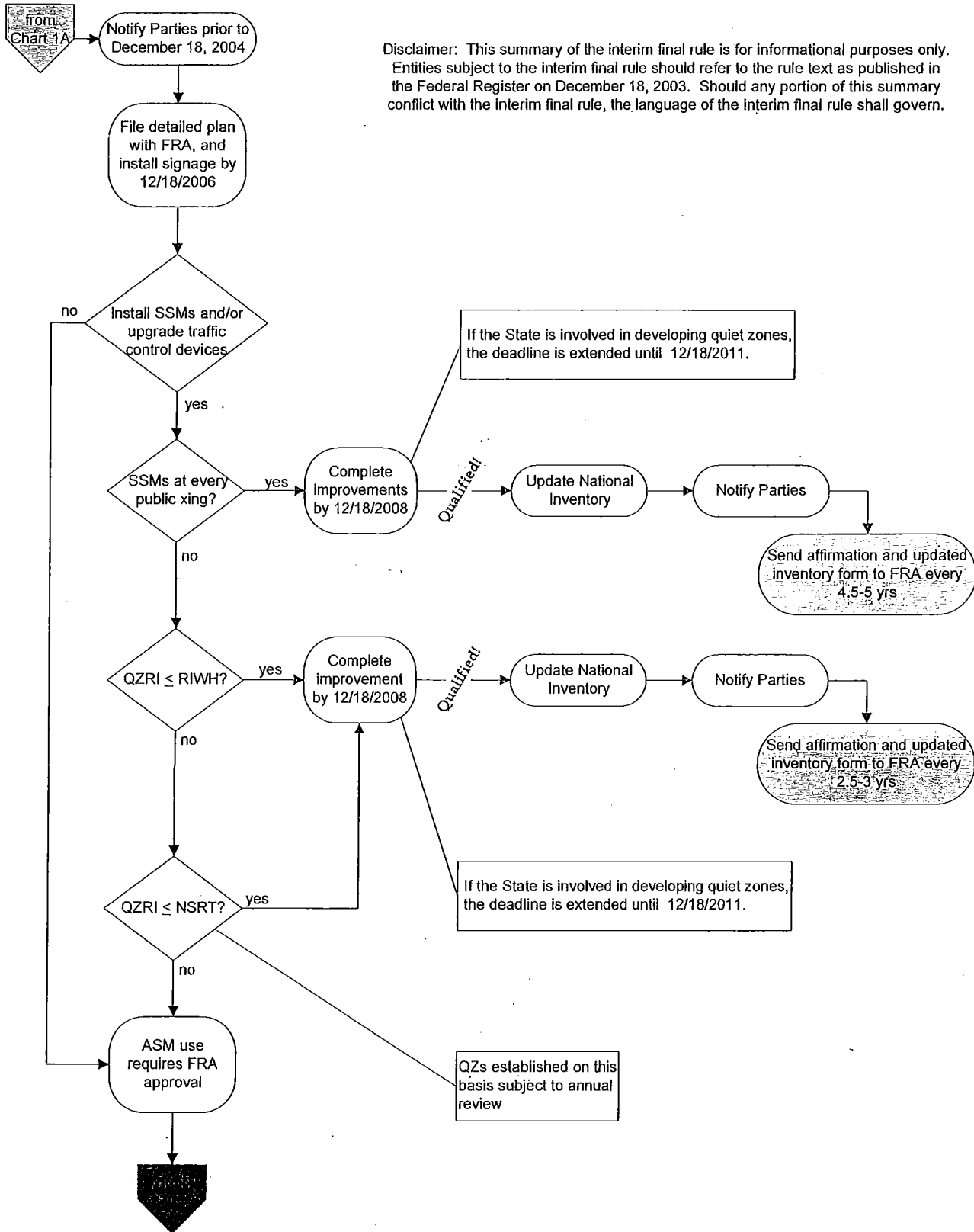
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Chart 1A - Pre-Rule Quiet Zones: Qualifying for Automatic Approval



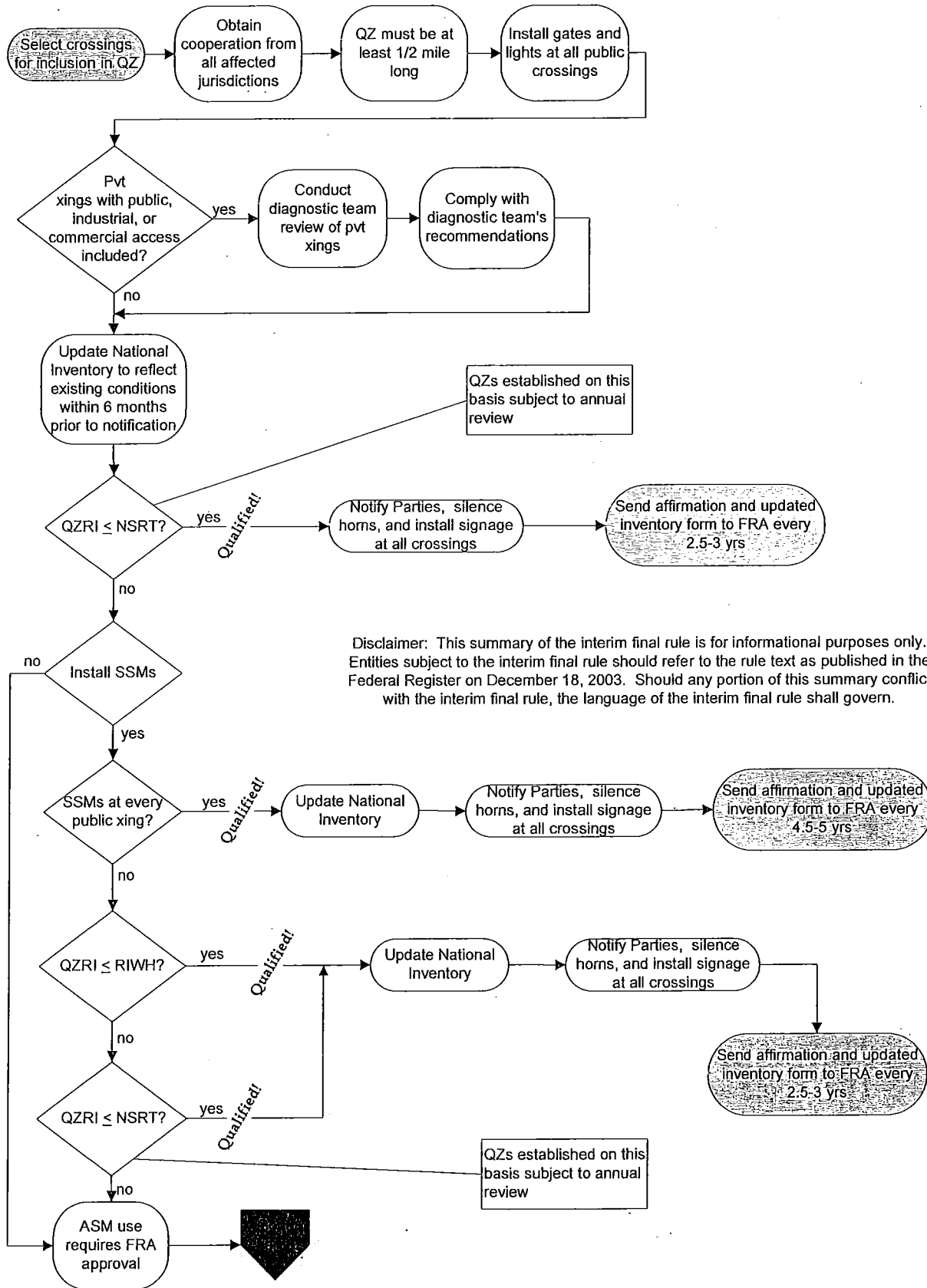
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Chart 1B - Pre-Rule Quiet Zones: Not Qualified for Automatic Approval



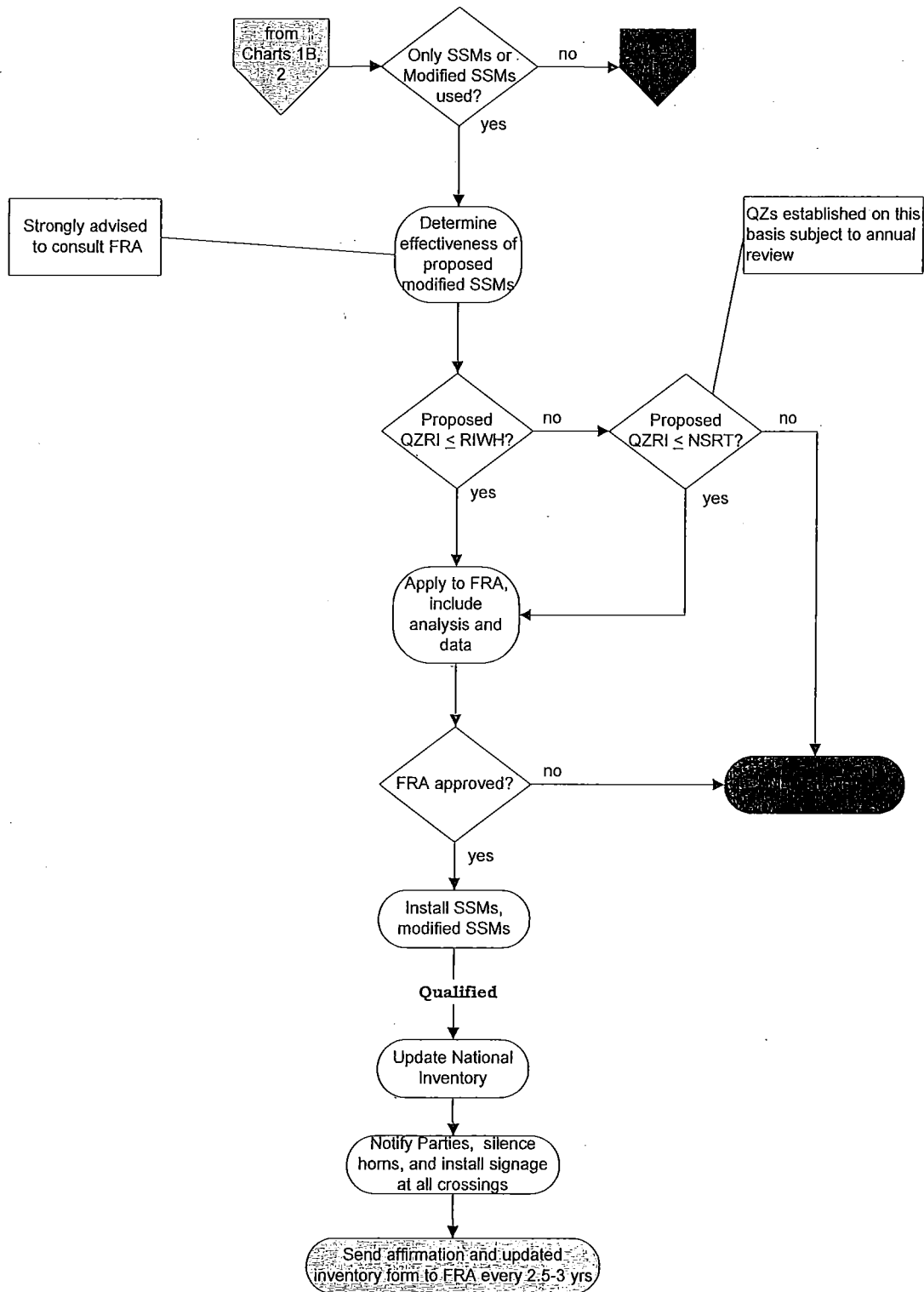
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Chart 2 - Creating a New Quiet Zone using SSMs



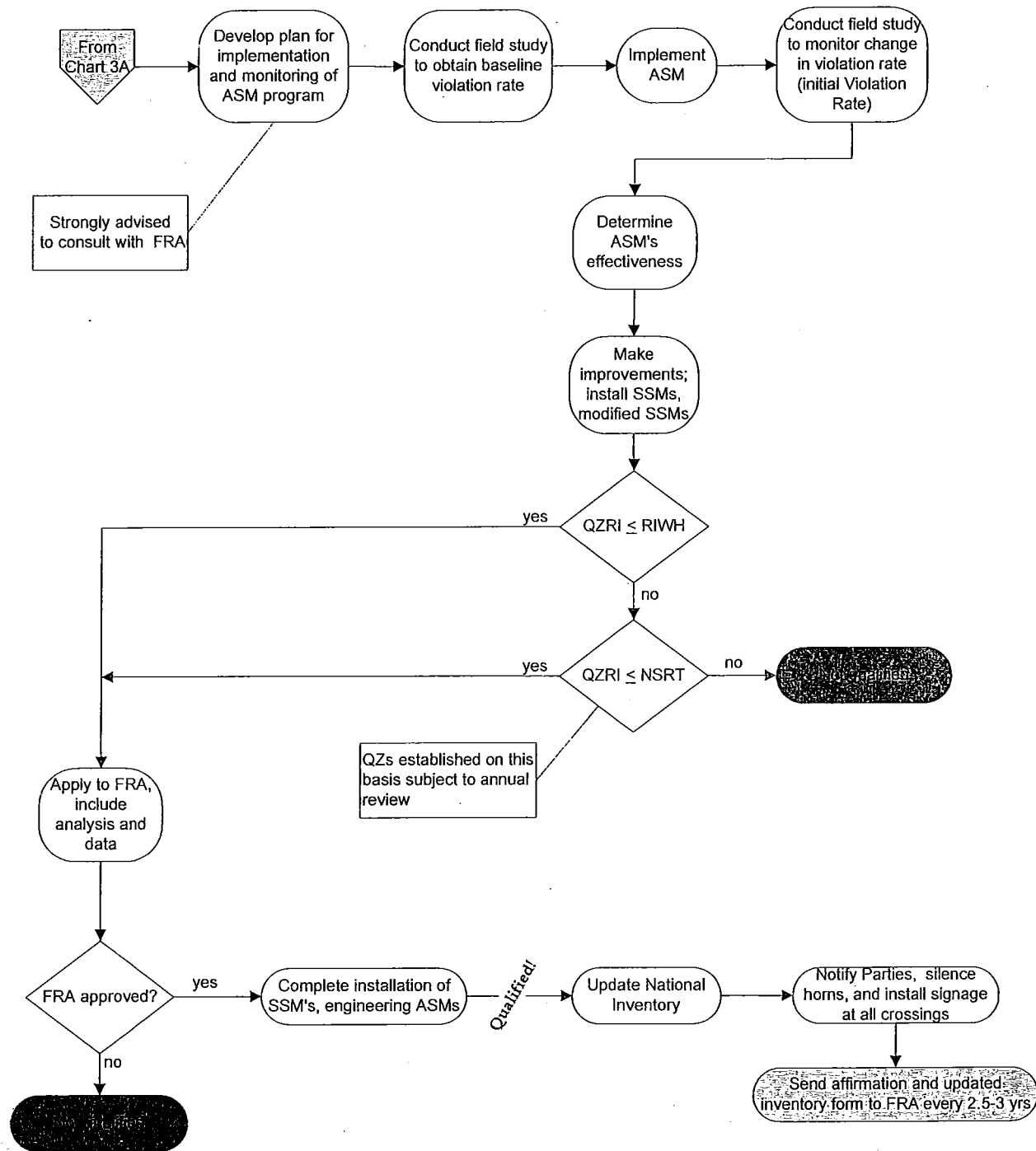
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Chart 3A - Creating a Quiet Zone using Engineering ASMs (Modified SSMs)



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Chart 3B: Creating a Quiet Zone using Non-engineering ASMs



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List of Crossings within Quiet Zone

Submit to all Parties

Quiet Zone Name: _____

The following crossings are included in the above named Quiet Zone:

USDOT Crossing ID Number	Street or Highway Name

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Basis for Continuation of a Pre-Rule Quiet Zone:

Submit to all Parties

Quiet Zone Name: _____

This quiet zone is being continued in compliance with the following (check all that apply):

- §222.41(a) Pre-Rule Quiet Zones that qualify for automatic approval because
 - every crossing is equipped with an SSM.
 - $QZRI \leq NSRT$, or
 - $NSRT < QZRI < 2 * NSRT$, and there have been no relevant collisions within the 5 years preceding December 18, 2003
- §222.41(b) Pre-Rule Quiet Zones that do not qualify for automatic approval

Note: Quiet Zones established in accordance with §222.41(b) can be maintained under that provision for an interim period only. Continuation of the quiet zone beyond the interim period will require implementation of SSMs or ASMs in accordance with the section of the rule governing establishment of a New Quiet Zone (§222.49).

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FRA Quiet Zone Calculator Pages

Submit to all Parties

If the Quiet Zone is being continued under §222.41(a), Pre-Rule Quiet Zones which qualify for automatic approval, the notification to the parties must also include a copy of the FRA web page containing the quiet zone data upon which the public authority relies.

The Quiet Zone Calculator can be found at: <http://safetydata.fra.dot.gov/quiet/>



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Certificate of Service (submit one for each party notified)

Submit to all Parties including FRA

Quiet Zone Name: _____

Notice of the establishment or continuation of this Quiet Zone was provided to the following:

Name:	
Title:	
Organization:	
Address:	
Notification Method:	
Notification Date:	

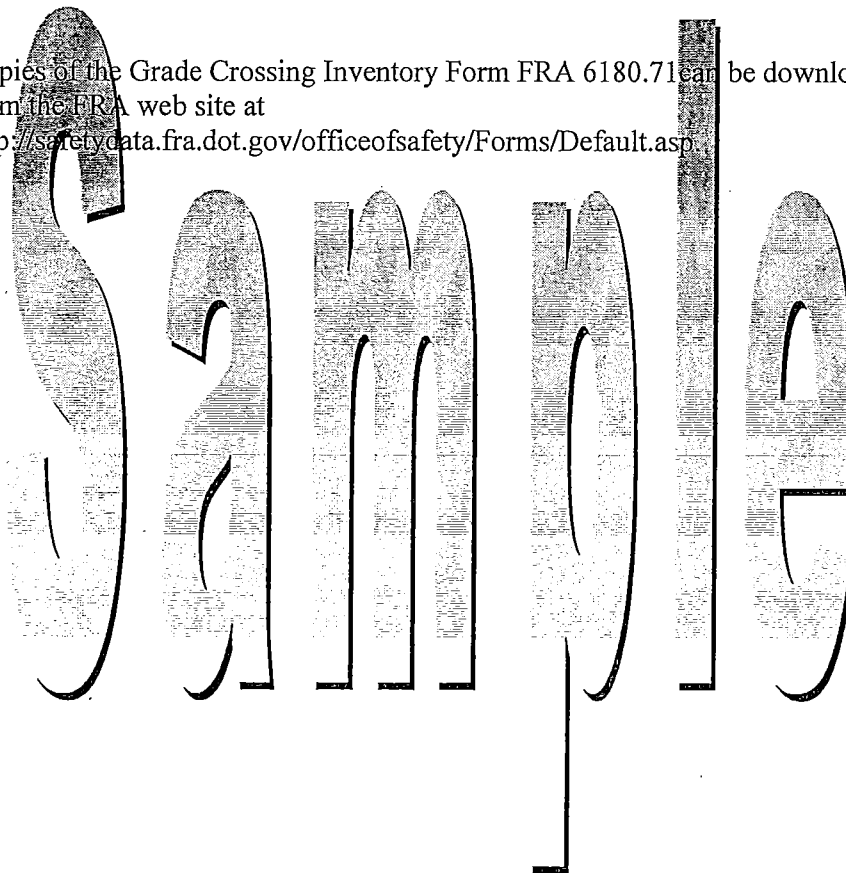
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Grade Crossing Inventory Form (Initial)

Submit to FRA Associate Administrator, Office of Safety

Submit an accurate and complete Grade Crossing Inventory Form for each public and private crossing within the quiet zone, dated within six months prior to notification of the quiet zone. This form should reflect conditions prior to implementation of SSMS and ASMs.

Copies of the Grade Crossing Inventory Form FRA 6180.71 can be downloaded from the FRA web site at <http://safetydata.fra.dot.gov/officeofsafety/Forms/Default.asp>



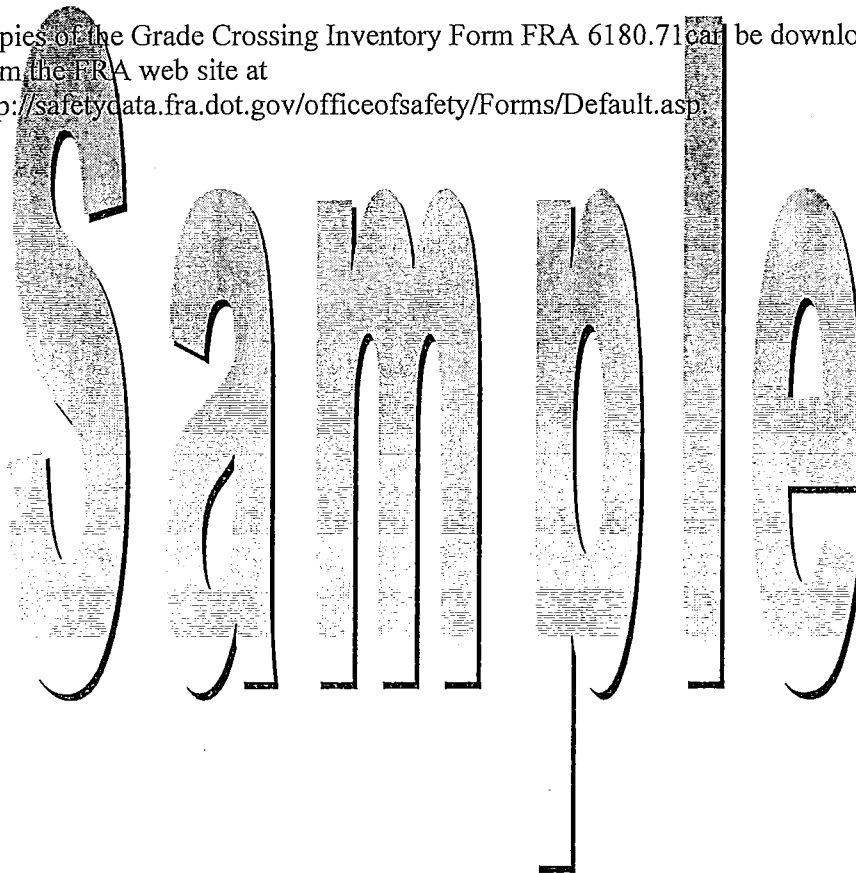
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Grade Crossing Inventory Form Reflecting Improvements

Submit to FRA Associate Administrator, Office of Safety.

Submit an additional accurate and complete Grade Crossing Inventory Form for each public and private crossing within the quiet zone, reflecting the improvements implemented within the Quiet Zone.

Copies of the Grade Crossing Inventory Form FRA 6180.71 can be downloaded from the FRA web site at <http://safetydata.fra.dot.gov/officeofsafety/Forms/Default.asp>.



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Point of Contact Information

Submit to FRA Associate Administrator, Office of Safety

Quiet Zone Name: _____

Date: _____

The following individual is responsible for monitoring compliance with §222:

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

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Chief Executive Officer Statement

Submit to FRA Associate Administrator, Office of Safety

Quiet Zone

Designation: _____

I hereby certify that responsible officers of the public authority of which I am the Chief Executive Officer have reviewed documentation prepared by or for the FRA, filed in Docket No. FRA-1999-6439, sufficient to make an informed decision regarding the advisability of establishing the quiet zone.

Signature

Date

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Pre-Rule Quiet Zone Notification Checklist

Be sure to include the following information when providing notification of the continuation of a pre-rule quiet zone. Notifications must be sent by certified mail, return receipt requested.

All parties, including FRA, must receive:

- List of Crossings within Quiet Zone
- Basis for Continuation of a Pre-Rule Quiet Zone
- FRA Quiet Zone Calculator Page if quiet zone qualifies for automatic approval under §222.41(a)
- Certificate of Service (submit one for each party notified)

FRA must also receive the following:

- Grade Crossing Inventory Form (Initial)
- Grade Crossing Inventory Form Reflecting Improvements (when applicable)
- Point of Contact Information
- Chief Executive Officer Statement

Notification should be mailed to FRA at the following address:

Associate Administrator for Safety

Federal Railroad Administration

1120 Vermont Avenue, NW

Washington, DC 20590

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Pre-Rule Quiet Zone Notification Checklist

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All parties, including FRA, must receive:

- List of Crossings within Quiet Zone
- Basis for Continuation of a Pre-Rule Quiet Zone
- FRA Quiet Zone Calculator Page if quiet zone qualifies for automatic approval under §222.41(a)
- Certificate of Service (submit one for each party notified)

FRA must also receive the following:

- Grade Crossing Inventory Form (Initial)
- Grade Crossing Inventory Form Reflecting Improvements (when applicable)
- Point of Contact Information
- Chief Executive Officer Statement

Notification should be mailed to FRA at the following address:

Associate Administrator for Safety
Federal Railroad Administration
1120 Vermont Avenue, NW
Washington, DC 20590

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New Quiet Zone Notification¹

Parties to be notified

Once a public authority has successfully established a quiet zone either through public authority designation or through FRA approval, it must provide written notice to several parties. These parties include the following:

- All railroads operating over the public highway-rail grade crossings within the quiet zone,
- The highway or traffic control authority, or the law enforcement authority with jurisdiction over motor vehicle traffic at the quiet zone crossings,
- Landowners with control over any private crossings within the quiet zone,
- The State agency responsible for highway and road safety, and
- The FRA Associate Administrator.

All notices must be provided by certified mail, return receipt requested.

Deadlines

The notice sent to the above parties must designate a specific date on which the routine sounding of horns at crossings within the quiet zone shall cease. On no account shall this date be earlier than 21 days after the mailing of this written notification.

¹ This collection of information will be used by FRA to increase safety at highway-rail grade crossings. Public reporting burden is estimated to average five (5) hours per response for notifications, and thirty-five (35) hours per response for the certification, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection of information is 2130-0560.

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Notification contents

- The notice must unambiguously state which crossings will be contained within the quiet zone. Each public and private crossing must be identified by both the U.S. DOT National Highway-Rail Grade Crossing Inventory number and the street or highway name.
- The notification must also clearly cite the regulatory provision that provides the basis for establishing the quiet zone. For a new quiet zone, one of the following provisions should apply:
 - §222.39(a)(1), implementation of SSMS at every public crossing in the quiet zone;
 - §222.39(a)(2)(i), the QZRI is at or below the NSRT without installation of any SSMS;
 - §222.39(a)(2)(ii), SSMS were implemented at some crossings to bring the QZRI to a level at or below the NSRT;
 - §222.39(a)(3), SSMS were implemented at some crossings to bring the QZRI to a level at or below the RIWH; or
 - §222.39(b), public authority application to the FRA.
- If the quiet zone is established on the basis of §222.39(a)(1), (2), or (3), the notification must include a copy of the FRA web page containing the quiet zone data upon which the public authority is relying.
- If the quiet zone is being established on the basis of § 222.39(b) (public authority application to the FRA), the notification must include a copy of the FRA's notification of approval.
- All notifications must contain a certificate of service. This certificate of service shall show to whom the notice was provided, and by what means the notice was provided.

Additional information that must be submitted to FRA

The items listed above must be submitted to each of the parties listed in the section labeled "Parties to be notified". Public authorities are also required to submit the following information in their submission to FRA:

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- ❑ An accurate and complete Grade Crossing Inventory Form for each public and private crossing within the quiet zone, dated within six months prior to designation or FRA approval of the quiet zone;
- ❑ An accurate, complete, and current Grade Crossing Inventory Form reflecting the SSMS and ASMS implemented within the quiet zone. (SSMS and ASMS that cannot be fully described on the Inventory Form must be described separately);
- ❑ The name and title of the person responsible for monitoring compliance with the requirements of the rule and his/her contact information. In addition to the person's name, title, and organization, contact information should include his/her business address, telephone number, fax number, and email address;
- ❑ A list of all parties notified in accordance with the rule; and
- ❑ A statement signed by the Chief Executive Officer (CEO) of each public authority establishing the quiet zone. In the CEO's statement, he or she must certify that responsible officials of the public authority have reviewed the documentation prepared by or for the FRA, and filed in Docket No. FRA-1999-6439, sufficient to make an informed decision regarding the advisability of establishing the quiet zone.

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Pre-Rule Quiet Zone Notification¹

Parties to be notified

A public authority that wants to continue silencing the locomotive horn at grade crossings within a Pre-Rule Quiet Zone must provide written notice to several parties. These parties include the following:

- All railroads operating over the public highway-rail grade crossing within the quiet zone,
- The highway or traffic control authority, or the law enforcement authority with jurisdiction over motor vehicle traffic at the quiet zone crossings,
- Landowners with control over any private crossings within the quiet zone,
- The State agency responsible for highway and road safety, and
- The FRA Associate Administrator.

All notices must be provided by certified mail, return receipt requested.

Deadlines

Notice of the continuation of a Pre-Rule Quiet Zone must be served no later than December 18, 2004.

¹ This collection of information will be used by FRA to increase safety at highway-rail grade crossings. Public reporting burden is estimated to average five (5) hours per response for notifications, and thirty-five (35) hours per response for the certification, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection of information is 2130-0560.

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Notification contents

- The notice must unambiguously state which crossings are contained within the quiet zone. All public and private crossings must be identified by both the U.S. DOT National Highway-Rail Grade Crossing Inventory Number, and by street or highway name.
- The notification must clearly cite the regulatory provision that provides the basis for continuing the Quiet Zone.

Note: The continuation of Pre-Rule Quiet Zones that qualify for automatic approval is governed by § 222.41(a). All other Pre-Rule Quiet Zones are governed by § 222.41(b).

- The notification must also include an explanation as to how the quiet zone is in compliance with § 222.41.
- If the quiet zone is being continued on the basis of §222.41(a) (automatic approval), the notification must include a copy of the FRA web page containing the quiet zone data upon which the public authority is relying.
- All notifications must contain a certificate of service. This certificate of service shall show to whom the notice was provided, and by what means the notice was provided.

Additional information that must be submitted to FRA

The items listed above must be submitted to each of the parties listed in the section labeled "Parties to be notified". Public authorities are also required to submit the following information in their submission to FRA:

- An accurate and complete Grade Crossing Inventory Form for each public and private crossing within the quiet zone, dated within six months prior to designation of the quiet zone;
- An accurate, complete, and current Grade Crossing Inventory Form reflecting the SSMS and ASMS implemented within the quiet zone;
- The name and title of the person responsible for monitoring compliance with the requirements of the rule and his/her contact information. In addition to the person's name, title, and organization, contact

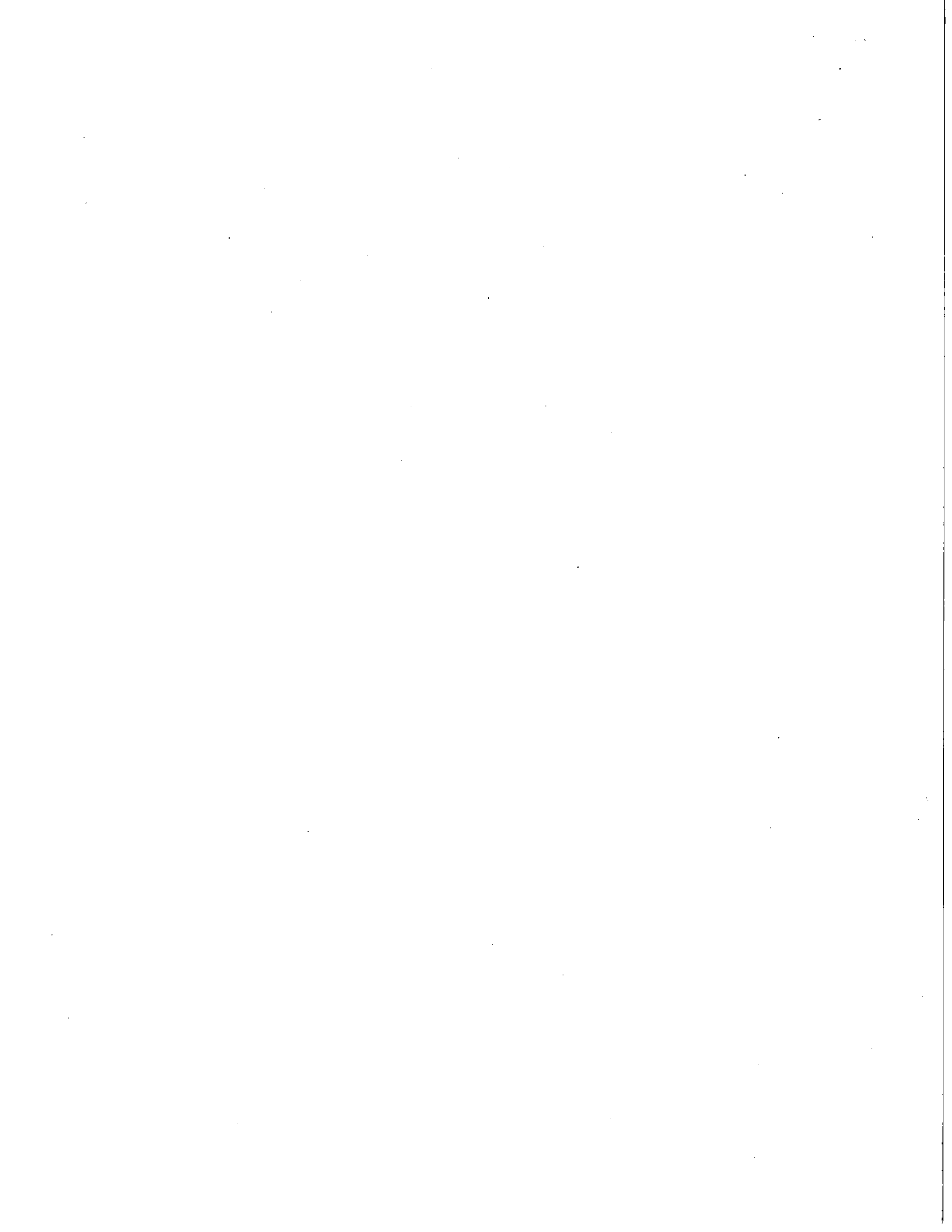
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information should include his/her business address, telephone number, fax number, and email address;

- ❑ A list of all parties notified in accordance with the rule; and
- ❑ A statement signed by the Chief Executive Officer (CEO) of each public authority continuing the quiet zone. In the CEO's statement, he or she must certify that responsible officials of the public authority have reviewed the documentation prepared by or for the FRA, and filed in Docket No. FREA-1999-6439, sufficient to make an informed decision regarding the advisability of establishing the quiet zone.

Note: Pre-Rule Quiet Zones that do not qualify for automatic approval can only be maintained for an interim period. Continuation of the quiet zone beyond the interim period will require submission of a detailed plan, as well as implementation of SSMs or ASMs in accordance with section 222.39. Please refer to sections 222.39 and 222.41 for more information.

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Inventory Updating Instructions for Quiet Zones

2014

Summary

The Highway-Rail Crossing Inventory Program is a required process, by law, whereby every crossing in the nation is assigned a Crossing Inventory Number (a six digit number followed by an alphabetical character) which coincides with inventory information on the Location, Classification, Physical Characteristics, Traffic Control and Warning Devices, Railroad Information, and Highway Information that is obtained and recorded in the US DOT National Highway-Rail Crossing Inventory File, as well as in individual State and Railroad files. The responsibility for updating the Inventory is that of both the State and the Railroad – each updating the elements and data fields which are in their purview. Normally, FRA only accepts updates to the Inventory File from the State and Railroad Inventory Contacts, those individuals employed by the State or Railroad that are responsible for this activity.

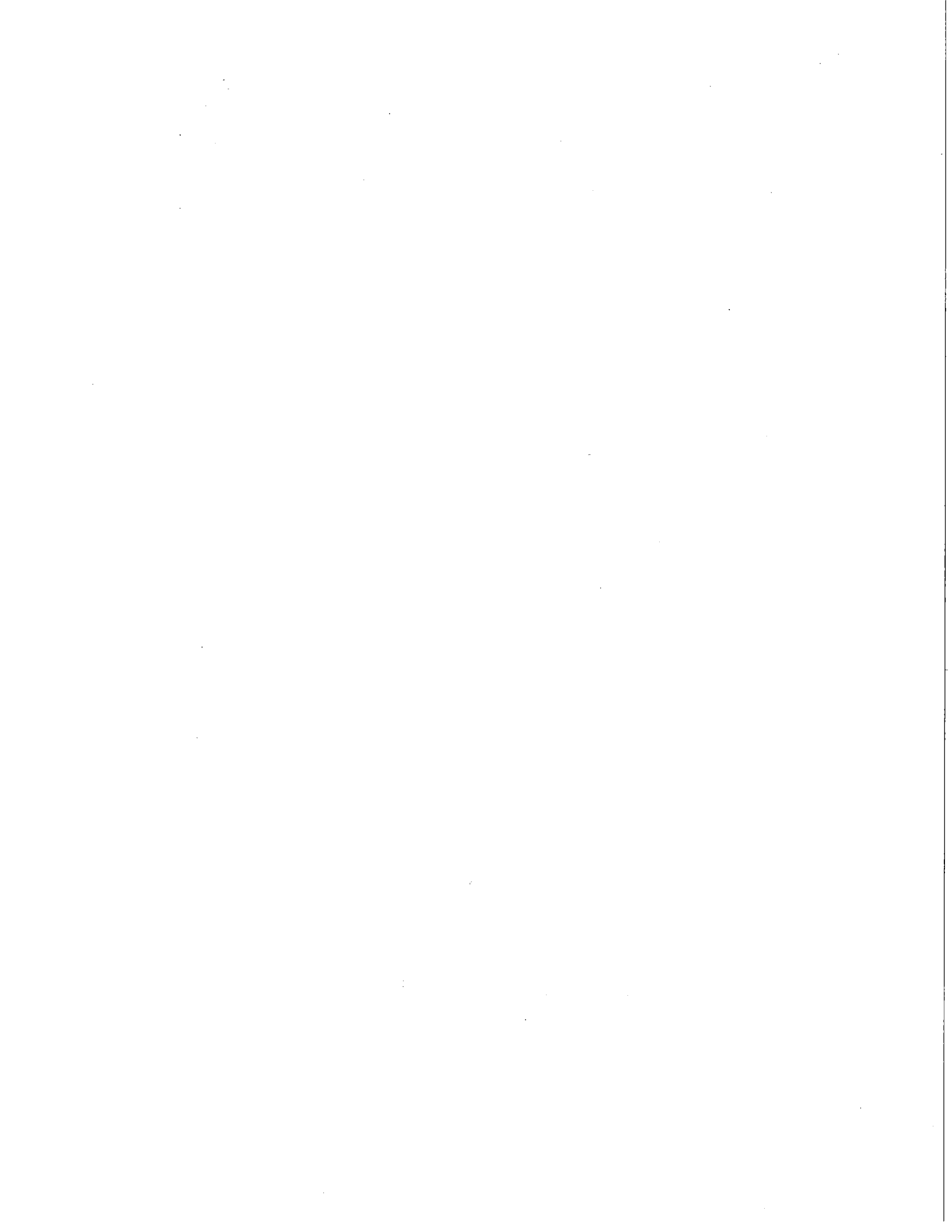
Public Authorities creating or continuing Quiet Zones are required to initially and periodically update the Inventory File for all crossings in the Zone. Public Authorities are required to provide current, accurate, and complete Crossing Inventory Forms for each highway-rail grade crossing (public, private and pedestrian) located within the Quiet Zone. The following Steps outline the procedure and activities necessary for a Quiet Zone Public Authority, either currently having or creating a Quiet Zone(s), to perform an Inventory File update for crossings within their jurisdiction. These Instructions are provided as guidance for that process.

I. Obtain the Current Record On File

The first step in updating is to obtain a copy of the *Current Inventory Record* on file for the crossing(s) within the Quiet Zone. This can be found on the FRA Safety Data Website at <http://safetydata.fra.dot.gov/officeofsafety/>. Click on the Crossing Tab. If the crossing number is known, enter it and obtain the two page Inventory Report for the crossing's *Current Inventory Record*. This copy can be used to indicate the changes and corrections, or alternatively, the "U.S. DOT Crossing Inventory Form" may be used.

Additional items should also be obtained to aid in the updating process. These include a copy of a blank Inventory Form (FRA Form F6180.71 (11/99) which is also OMB No. 2130-0017) and the "Instructions" for completing the Form. The "U.S. DOT Crossing Inventory Form" is available electronically on FRA's Website at <http://www.fra.dot.gov/eLib/Details/L02727> in an Adobe Acrobat Reader [.pdf] format and in an Word [.doc] fill-in template version. Use the Form to refer to the specific type and format of the information required or being updated. (This Form may also be used to submit updates in hardcopy.)

The "Instructions" for completing the Form are located on the Inventory Program Webpage at





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<http://www.fra.dot.gov/Page/P0111>. This page will also provide information on the inventory contacts for the appropriate State and Railroad for the crossings in the Quiet Zone.

These are located under the section entitled "Contact Lists." These are the individuals that are responsible for submitting Crossing Inventory updates to FRA.

II. Perform a Site Survey and Contact Highway/Railroad Officials

Once the current inventory records have been obtained for the desired crossing(s), a site survey must be conducted to verify and update the information. Additional research may be necessary to obtain current traffic counts from local traffic engineers/officials and current train counts from railroad officials, as well as other railroad data. The *Current Inventory Record* printout can be marked-up by crossing out incorrect data and indicating the changes or corrections. Be sure to indicate the Effective Date of the changes, or if that is unknown, use the date of the site survey.

The Public Authority performing this activity needs to give special attention to the following items to insure that this data is correctly provided:

Part I

A. Initiating Agency	Insure that this indicates the "State"
C. Reason for Update	Check or circle "Changes in Existing Data"
D. Effective Date	Indicate the date that the data was obtained
23. Latitude	Get actual GPS reading, if not already "Actual"
24. Longitude	Get actual GPS reading, if not already "Actual"
25. Lat/Long Source	Must be "Actual"
31. Emergency Contact	Telephone number posted at the crossing
32. Railroad Contact	Telephone number for Railroad Inventory Contact
33. State Contact	Telephone number for State Inventory Contact

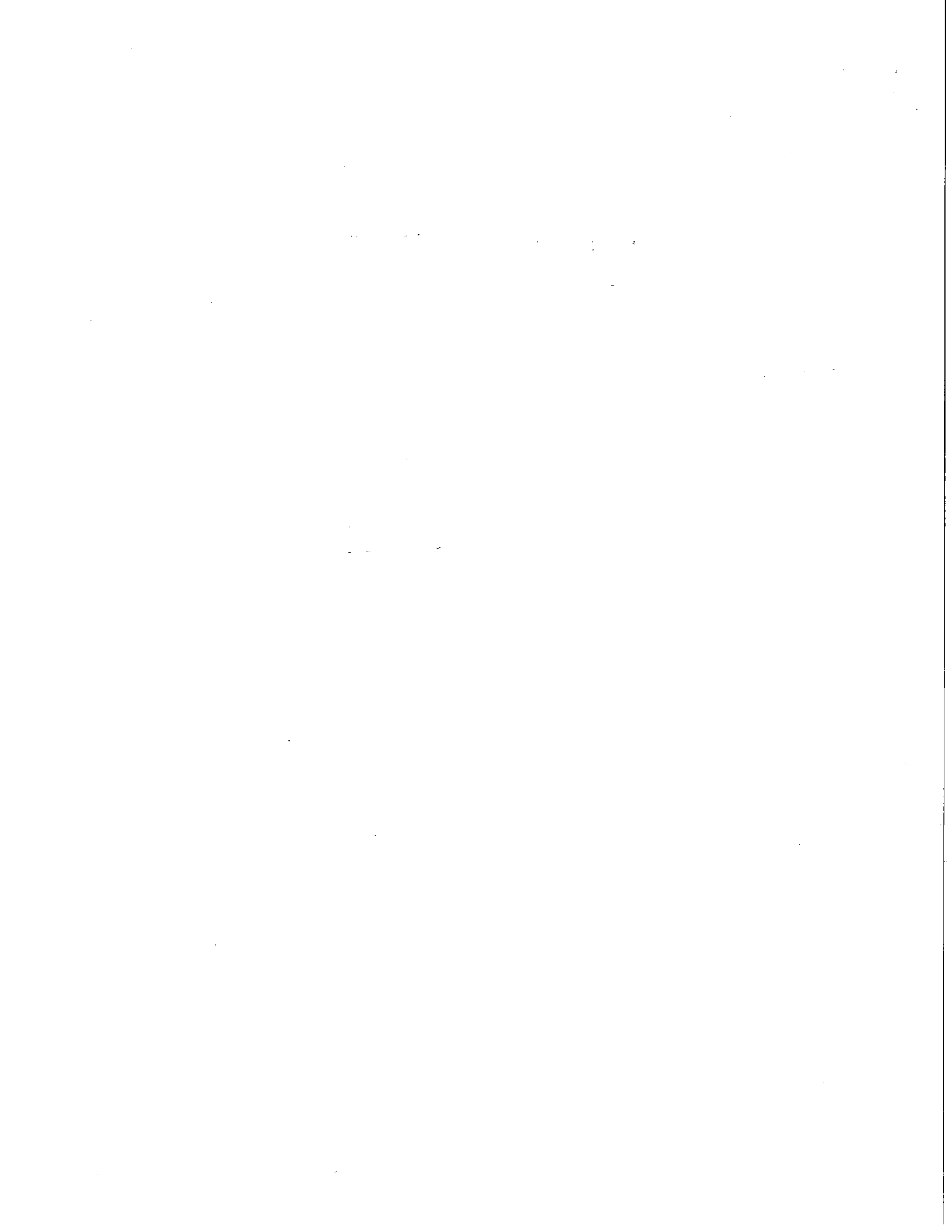
Part II

1. Number of Trains	Check with the Railroad for current train counts
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Part V

5. AADT	Obtain the Average Daily Traffic count for the current year, or you may use the pervious year, but no older. Also, indicate the year of the count data.
7. School Buses	Indicate the Average Number of School Buses over the crossing per school day.

For the balance of the data fields, indicate the changes/corrections as appropriate. Refer to the "U.S. DOT Crossing Inventory Form" and the "Instructions" for the information required and the





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correct format. For example, if Gates are present, "Yes" is not the correct information; the number of gates (arms) is required.

If there are absolutely no changes in the data, then write "No Changes" in the upper right hand corner and change the Effective Date to January 1st of the current year.

III. Forward the Forms to the State Inventory Contact

Contact the State Inventory Contact to inform him (her) that updated crossing inventory information is being forwarded to him with a cover letter. Request that the update be expedited and forwarded to FRA for processing. Also, send a copy to the Railroad and copy both the railroad and FRA on the transmittal letter. Request that the State Inventory Contact copy you when the updated record(s) is forwarded to FRA. It will take about three months from the date that the State forwards the updated record to FRA for this new information to appear in the National File.

If the State or Railroad fails to provide needed information, or if the State fails to forward an updated crossing inventory record to FRA in a timely manner, that is within 30 days, then the Quiet Zone Public Authority filing the updated information may send the updated Inventory Form directly to the Associate Administrator for Railroad Safety, Federal Railroad Administration, 1200 New Jersey Ave., SE, RRS-1, Washington, DC 20590.

CONTACT FOR ASSISTANCE

If you need additional information about the Inventory updating process, need assistance, or have any questions, please contact:

Jo Ann Scott, Program Analyst
Crossing Safety and Trespass Prevention Division
U.S. Department of Transportation
Federal Railroad Administration (RRS-23)
1200 New Jersey Avenue, S.E., W33-476
Washington, DC 20590
Main Number: 202-493-1368
Email: jo_ann.scott@dot.gov

