**Link Track Access Permit Process**C:\Users\morgank2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\018X8THE\MC900334676[1].wmf

(rev. 11, dated 05-25-2022)

The goal of the Track Access Permit Process is to ensure safe working conditions for all work performed along the Right-of-Way, on any Link Controlled Property and in all Passenger Areas.

When activated by the Link Control Center (LCC), permits authorize your presence on these properties and inform our Train Operators of your whereabouts and activities. These actions, and your own compliance, keep you safe.

The purpose of this document is to provide information on the steps required to submit a permit request, obtain an approved permit, and remain in compliance during usage.

The Basics -- Submitting a Permit Request Form:

1. To obtain a permit request form, visit the Track Access webpage https://www.kcmetroraildivision.com/track-access.
2. Deadline to submit completed request forms is Monday at 8 am for the Permit Week that begins two weeks later. (Permit Weeks begin each Monday morning just after midnight and end the following Sunday at midnight.)
3. For complex work, defined as work that:
   * may impact operating systems,
   * required access to the trackway,
   * is within 10 ft. of the Overhead Contact System (requires de-energizing of the overhead power system), and/or
   * requires multiple weeks to complete

should be submitted at least three weeks in advance of the work.

1. The permit request form must submitted by email as a Word document.
2. Permits issued to Primary Contractors may include subcontractors. However, all contractor names must be on the permit. To include multiple contractor names on one form, the scope of work, exact location of the work, and all other aspects of the work must be the same.
3. Names of all employees who will be working on site must be included on your permit.
4. Include detailed work plans with your permit request. The work plan should be included you’re your request as a separate document. See the work plan template for an example.

Special Requirement – Right of Way Training:

1. Every person who performs work within the Right-of-Way (ROW) must have current KCM ROW safety training. All persons working in the Right-of-Way must have their ROW Worker’s Safety Card in their possession. First time training is in a virtual classroom format; renewals are done through online testing. Cards are issued after successful completion of the ROW training and are valid for one year.
2. You can access first time training and renewal information via the following web link: (<https://www.flexiquiz.com/SC/N/LinkROW>)’
3. For questions related to ROW training, please send an email to [ROWtraining@soundtransit.org](mailto:ROWtraining@soundtransit.org)

Permit Review Steps:

1. Complicated work may need additional review time and to arrange for/schedule support personnel. If your project is complex, contact the Link Track Access Office ([LinkTrackAccess@soundtransit.org](mailto:LinkTrackAccess@soundtransit.org) at least 3 weeks in advance to allow for this additional review.
2. Permit requests should be written as “stand alone” documents – “stand alone” defined as self-explanatory with enough detail to convey the basics of the work to be done.
3. Submit a separate work plan with the permit request. The work plan will provide the detailed information above and beyond the permit request. See work plan template for an example.
4. The Track Access Coordination meeting held virtually each Wednesday at 1PM. Attendance is required unless you have been notified by Track Access staff. At this meeting, representatives from King County Metro (KCM), Sound Transit (ST), and all other groups requesting permits meet to review the upcoming week’s work and address any questions or conflicts. Failure to attend may result in the cancellation of your permit request. The meeting information and link is below:

[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTBkZDEwZDItYTZiNi00MWM3LWEwM2QtYjE1N2JiMmUxMDJl%40thread.v2/0?context=%7b%22Tid%22%3a%22ca24b0af-d8fb-4e62-9ead-8b37062261d0%22%2c%22Oid%22%3a%228d4eb4b9-7327-4a48-a220-fb141a995dca%22%7d)

[+1 206-485-1387](tel:+1%20206-485-1387,,887969077# )   United States, Seattle (Toll)

Conference ID: 887 969 077#

If possible, please attend the meeting by using the link above. This is preferable to calling in as information is shared on screen during the meeting.

1. Permits are subject to additional requirements/review as specified by KCM Rail Operations.

Receiving Your Approved Permit:

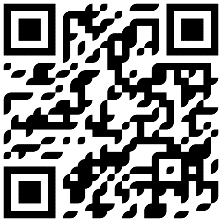
1. Approved permits are sent to the requestor as a PDF file before close of business on Friday.
2. Review your permit immediately for accuracy. If you find errors or omissions, contact the Link Track Access Office ([LinkTrackAccess@soundtransit.org](mailto:LinkTrackAccess@soundtransit.org)) as soon as possible.
3. As the permit holder, be sure you understand how to open and close the permit. See next section “Using Your Permit” below.

Using Your Permit:

1. Coordinate support (Employee in Charge/EIC or an Employee in Support/EIS), by contacting the KCM Link Authorization person noted on your permit (highlighted) in advance. Daily confirmation of intent to use or to cancel is required 24 hours and 1 hour in advance of the start time, or the support may not be provided.
2. LCC must be contacted to activate the permit before the work starts and to close out the permit when the work is complete. If your permit requires an EIC or EIS, that person will contact the LCC. If your permit doesn’t require an EIC or EIS, you will need to contact the LCC each day of the permit period before entering and leaving the worksite. The LCC telephone number is noted at the top of the permit.
3. A paper copy of the approved work permit must be in the possession of the work party at the work site at all times.
4. Permitted work may be done only during the permitted time, location and within the restrictions of the permit.
5. Working on tasks not identified on the respective permit will result in an immediate suspension of the work and revocation of the permit.

**If permit holder cancels permit, permit holder must:**

1. Notify, by phone and email, KCM support chief of any permit cancellations that have KCM support scheduled.
2. **Report the cancellation using the QR code, forward a copy to your ST Project Manager and the support craft Chief involved (if applicable)**

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1. **If not using the QR code, e-mail Permit Cancellations at** [**permitcancellations@soundtransit.org**](mailto:permitcancellations@soundtransit.org) **and ST Project Manager (if applicable). Must include the permit # in the subject line and indicate the reason for the cancellation.**