



**Petroleum Restoration Program Guidance**

**Procedures for CSX Property Site Access  
and Direct Payment for Railroad Flag Protection**

**Author:**  
Kyle Kilga

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Due to the unique safety requirements for railroad properties, site access to CSX properties (source or off-site) requires execution of a *'RIGHT-OF-ENTRY: Access to CSX Transportation, Inc. Property for Certain Environmental Investigatory Work Paid for by the State of Florida, Department of Environmental Protection's Petroleum Restoration Program'* agreement prior to any work being performed.

This guidance assists the Site Manager with the process of obtaining an executed site access (*RIGHT-OF-ENTRY*) agreement from CSX.

- 1) DEP Site Manager must submit a the CSX Application for Right-of-Entry thru the CSX Property Portal located at: [https://propertyportal.csx.com/pub\\_ps\\_res/ps\\_res/jsf/public/index.faces](https://propertyportal.csx.com/pub_ps_res/ps_res/jsf/public/index.faces).

To enter the Portal, you must sign up to establish an account. This information is specific to the site manager and should include the site managers contact information. A CSX Property Portal tutorial located at: <https://www.csx.com/index.cfm/library/files/customers/property-real-estate/permitting/utility-permits/property-portal-tutorial/> includes step-by-step instruction for the portal.

- 2) Once the account is established, the DEP Site Manager must complete the application in the portal. Select *'Submit an Environmental Right of Entry Application'*.
  - a. Customer Details section requests information regarding the Party Performing the Work which would be the assigned contractor.
  - b. Billing Details is FDEP - PRP Accounting - FAC ID XX/XXXXXXX, Mail Station 4575, 2600 Blair Stone Rd., Tallahassee, FL 32399; Russell Rhodes – PRP Accounting Manager, 850-245-7686, [PRP\\_Accounting@FloridaDEP.gov](mailto:PRP_Accounting@FloridaDEP.gov);
  - c. Project Contact is the Site Manager contact information;
  - d. Project Information should reference the FDEP FAC ID, identify the program (EDI, ATRP, PLIRP, etc.) under which the site is eligible for remediation and provide the Discharge Notification Date;
  - e. Project Scope should reference the scope of work proposed for the property;
  - f. Project location is the CSX property location (including latitude/longitude) where access is needed;
  - g. Attachments should include at minimum, a map of the property and locations of proposed activity.
- 3) Once the application is submitted thru the portal, CSX will prepare and email the documents including the *RIGHT-OF-ENTRY: Access to CSX Transportation, Inc. Property for Certain Environmental Investigatory Work Paid for by the State of Florida, Department of Environmental Protection's Site Investigation Section, Waste Cleanup Program or Petroleum Restoration Program (RIGHT-OF-ENTRY)* and the *INDEMNIFICATION AGREEMENT FOR CONTRACTOR*, to the Site Manager and Contractor respectively, with a cover letter, instructions and CSX Statement of Fees. (Note: No fee will be charged to the Department for site access.)
- 4) Upon receipt,
  - a. Site Manager will email the *RIGHT-OF-ENTRY* to the PRP-CSX Contract Manager for signature by the Program Administrator. Once signed, the Site Manager will forward the *RIGHT-OF-ENTRY* to CSX [Kevin\\_Boland@csx.com](mailto:Kevin_Boland@csx.com).
  - b. Contractor must sign the *INDEMNIFICATION AGREEMENT FOR CONTRACTOR* and send a copy of the executed to Agreement to CSX via email to: [Kevin\\_Boland@csx.com](mailto:Kevin_Boland@csx.com) along with the Certificate of Insurance naming CSX Transportation, Inc. as additional insured. If Railroad Protective Liability (RPL) insurance has been required by CSX and the Contractor has elected the RPL Insurance Rider in lieu of purchasing a RPL Policy, a check for the payment of the applicable fee must be submitted to CSX. [Note the cost of RPL insurance or the RPL Insurance



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Rider fee is an acceptable expense in SPI section 22 and must be added to the MFMP PO via an RFC prior to making payment to CSX.]

- 5) CSX will execute the agreements and email the executed agreements with scheduling instructions to the DEP Site Manager and the Contractor.
- 6) The DEP Site Manager must insert the complete executed RIGHT-OF-ENTRY package into OCULUS.

Note: When CSX is the offsite property, the same procedure will be followed by the Site Manager. SPI pay item 1-5 Off-Site Property Access Agreement is applicable.

**RAILROAD FLAG PROTECTION**

If during the scheduling process with CSX it is determined that flag protection will be required during the performance of the work, the associated costs/fees will be paid directly by DEP by setting up a direct payment account. To set up an account for payment:

- a. Site Manager prepares an RFC with the following language in the description box and submit as a No-Cost change order.

This is a NO COST change order to encumber State funds for FDEP direct payment to CSX for Flag Protection.

“When work under this Purchase Order is close to a working CSX railroad track, a CSX flagman is required and Railroad shall be reimbursed directly by the Department. Contractor must assure the 'Access to CSX Transportation, Inc. Property for Certain Environmental Investigatory Work Paid for by the State of Florida, Department of Environmental Protection's Petroleum Restoration Program' is fully executed and an executed copy is provided to the Department site manager.”

This project is being conducted under Agreement No. CSXxxxxxx (In OCULUS) and Outside Party Request Form Tracking ID xxxxxxxx attached.

Estimated cost of \$1,500 per day for xx days = \$xxxxx.  
This amount will not encumber additional funds under this PO.

The supporting documentation includes a copy of the CSX Outside Party Request Form indicating the estimated per day cost and the Project Duration in Days in the Scheduling Information section. The fully signed and executed CSX/PRP Access document must be in OCULUS.

- b. Site Manager emails the signed RFC with attached Outside Party Request Form to the PRP-CSX Contract Manager.
- c. PRP-CSX Contract Manager will verify the executed CSX/PRP Access document is in OCULUS and approve the RFC. The RFC will be forwarded to PRP Accounting to assign an internal contract number and encumber the funds and to [PRP.NoCostChange@dep.state.fl.us](mailto:PRP.NoCostChange@dep.state.fl.us) with Facility ID# - CSX Flag Protection in the subject.
- d. PRP-CSX Contract Manager will email the Site Manager with authorization to proceed.



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- e. After the work is completed, CSX will submit invoices to [PRP\\_AcctingInvoices@dep.state.fl.us](mailto:PRP_AcctingInvoices@dep.state.fl.us) for processing.
- f. PRP Accounting will prepare the invoice package and request a signed Contract Summary Form from the PRP-CSX Contract Manager.
- g. PRP-CSX Contract Manager must receive confirmation from the Site Manager that work was completed per the Agreement prior to submitting the Contract Summary Form to F&A for payment.

NOTE: If a change to the scope of work or schedule determine that the original CSX Flagging Estimate and RFC is not sufficient to complete the project, an additional RFC must be processed (with appropriate documentation supporting the change in project duration) to encumber additional funds to address the additional days following the procedures outlined above with the following exception. In step c. above, the PRP CSX Contract Manager will prepare a contract amendment and process it through Kevin Boland at CSX and the PRP Program Administrator. This Amendment may take several days to execute so Contractors and Site Managers must be vigilant and plan ahead.

If you have any questions, please work with your team leader.