

J. FORMS AND REPORTS

120. General Instructions

Forms and/or reports as required by these rules shall be in accord with the following provisions as to form, use, and manner of preparation. Any suitable equivalent form or report may be used, provided it embodies the minimum information required.

121. Trailer Interchange and Safety Inspection Report, Form J-1

This form or equivalent shall be prepared by an authorized representative each time a trailer is offered for interchange movement by street or highway. [See **Figure 2.**]

Copies shall be retained by the originating carrier for use as required.

122. Trailer Damage Responsibility Report, Form J-2

(a) Preparation and Use of Form

This form [see **Figures 3 and 4**] shall be prepared in quadruplicate and signed by an authorized representative of the handling carrier, to cover damage or loss for which the handling carrier is responsible. The form shall be prepared at the first available inspection point, at which time the original shall be placed in the trailer receptacle, and shall remain with the trailer until repairs are made, and then accompany the bill for repairs to the carrier responsible.

One copy shall be forwarded to the trailer owner, one copy shall be sent to the company to which the trailer is delivered, and one copy shall be retained by the party responsible for the damage. Copies shall be forwarded within 48 hours from the time of preparation. Whenever a duplicate copy of Form J-2 is requested, it shall be the responsibility of the party responsible for the damage to furnish a copy to all parties involved.

(1) Interchange With Unrepaired Damage Not Covered by Form

In the event a trailer is offered in interchange with unrepaired damage or loss for which the delivering carrier is responsible, and which is not covered by a copy of this form, the receiving carrier shall obtain from the delivering carrier four copies of such form, placing the original in the trailer receptacle, forwarding one copy to trailer owner, one copy to delivering carrier, and retaining one copy for its own file.

(2) Time Limit for Repair

Damage covered by this report must be repaired within six months after receipt home, to justify bill for repairs.

(3) Associated Damage

When performing repairs to Form J-2 defects listed below, it is allowable to repair and bill for the associated damaged item(s), if necessary for a proper repair. However, if the estimate of associated repairs exceeds \$ 250, or another amount specified by a responsible party, Form J-4 must be issued and endorsed by the responsible party prior to repairs being made.

<u>J-2 Defect</u>	<u>Associated Damage</u>
(1) Nose rail/corner cap	Roof sheet at nose, nose panels
(2) Side panel	Side post(s), interior/floors
(3) Radius panel	Radius post, panel/interior/corner cap
(4) Nose panel	Nose post
(5) Rear header	Roof sheet at rear, doors, corner post
(6) Roof sheet	Roof bow(s)
(7) Door(s)	Door hardware
(8) Top side rail	Roof sheet/roofbow(s), panels, top rail protectors
(9) Crossmember(s)	Flooring
(10) Landing Gear	Braces, crossmember(s), floor, wing plate(s)
(11) Bottom Rail	Side panels, crossmembers, lift pads, side posts

(b) Exception to Form

After issuance, this report must not be altered and shall be binding. It is the responsibility of the party taking exception to Form J-2 under provisions of Rule 122(a)(2), Time Limit for Repair, to provide equipment movement information to the billing party to substantiate exception.

(c) Provision of Rebill Authority

When a trailer is returned to its owner, the delivering carrier shall provide the owner with rebill authority within 48 hours, excluding Saturdays, Sundays, and holidays, from written or electronic notification by the owner to the delivering carrier of damages, unless in dispute. Failure to provide the owner with rebill endorsement authority, unless in dispute, shall constitute a valid acceptance by the delivering carrier of damages as specified on Form J-2, or its equivalent.

123. Authority For Adjustment Or Transfer Of Trailer Or Trailer Lading, Form J-3

(a) Preparation and use of Form

This form [see **Figure 5**] shall be prepared in triplicate by an authorized representative of the handling carrier, when it is necessary to transfer or adjust lading in a trailer, or a trailer on a car, and it is the responsibility of the carrier as set forth in Section I, Adjustment Or Transfer Of Trailers And/Or Lading, of these rules.

The original form shall accompany the bill, one copy shall be forwarded to the carrier responsible, and one copy shall be retained by the handling carrier.

(b) Expense Responsibility

The expense of adjustment or transfer of trailer or trailer lading shall be handled by contract.

124. Joint Inspection Certificate (JIC), Form J-4

[See Figure 6.]

(a) Unrepaired Damage

This section applies in the following circumstance:

- A trailer is received home with a Trailer Damage Responsibility Report for handling carrier damage,
- It develops that there is other unconcealed or concealed associated unrepaired damage that evidently occurred at the same time, and
- The damage has an estimated repair cost in excess of \$250, or other amount specified by the handling carrier.

In this case, a Joint Inspection Certificate must be executed within 60 days after the first receipt of the trailer home, showing the name of the carrier which issued the Trailer Damage Responsibility Report, the date and the place the report was issued, and the name of the inspector signing the report. The Joint Inspection Certificate should include a list of additional, associated unrepaired damage.

Before repairs are begun, the Joint Inspection Certificate shall be subject to acceptance by the carrier responsible for such damage. Upon completion of repairs by the owner, the trailer billing repair form covering such repairs must be attached to the Joint Inspection Certificate, which shall constitute authority for bill versus damaging carrier, together with the Trailer Damage Responsibility Report. All of these forms should be sent to the carrier issuing the original report.

If repairs are not made at the time of joint inspection, a copy of the Joint Inspection Certificate must be attached to the Trailer Damage Responsibility Report, and replaced in the trailer receptacle, to remain with the trailer until repairs are completed.

(b) Wrong Repairs

(1) Execution of JIC

Where a trailer has evidence of wrong repairs, a Joint Inspection Certificate may be made at any point on the home line at which the wrong repairs are found, but preferably at the point at which the trailer is received home. The Joint Inspection Certificate must be executed within 60 days after the first receipt of the trailer home.

(2) Wrong Repairs Over Limit

If the estimated cost of correcting the wrong repairs is in excess of \$250, or another amount specified by the handling carrier, the cost shall be subject to acceptance by the carrier responsible for such wrong repairs. If the carrier responsible cannot be determined, authorization from the owner must be obtained.

(3) Wrong Repairs Corrected at Inspection

If the wrong repairs are corrected at the time of inspection, a trailer billing repair form covering proper repairs must be attached to the Joint Inspection Certificate, which shall constitute authority for bill versus the carrier which made the wrong repairs. The name of the carrier responsible for the wrong repairs can usually be ascertained by a check of incoming repair bills.

(4) Serviceable Material (Wrong Repairs)

Where serviceable material (wrong repairs) not standard to the trailer is removed by the owner, and upon notification, the carrier responsible for the wrong repairs elects to have such material returned, shipping instructions must be furnished within 30 days, accepting bill for freight charges, collect. Otherwise, such material may be treated as scrap.

(5) Wrong Repairs Not Corrected at Inspection

If the wrong repairs are not corrected at the time of joint inspection, a copy of the Joint Inspection Certificate must be placed in the trailer receptacle, and remain with the trailer until the wrong repairs are corrected.

(c) Time Limit for Repair

The Joint Inspection Certificate shall not be valid unless repairs are made within four months from the date of issuance.

(d) Signatures and Endorsement

The Joint Inspection Certificate must be signed and two authorized representatives, one representing the owner of the trailer, and the other representing a railroad carrier, its subsidiary motor carrier, or a representative of an outside trailer repair shop. This form shall be signed jointly only after an actual inspection has been made. Upon receipt of Form J-4 from the owner, the responsible carrier shall have 30 days to endorse the Form J-4 or participate in a joint inspection to verify the accuracy of responsibility, and if found to be responsible, endorse Form J-4.

(e) Repairs Below \$250

Repairs covered by Rule 124(a), 124(b)(2), and 124(b)(3), not exceeding \$250, or other amount specified by a responsible party, shall not require a Form J-4 to justify billing.

(f) Authority for Repair

After endorsement, the J-4 certificate shall constitute authority for repairs, and billing must not be altered, and shall be binding.

(g) Distribution of Form

This form shall be prepared in triplicate. The original shall be attached to the trailer billing repair form, one copy shall be forwarded to the carrier responsible for the wrong or unrepaired damage, and one copy shall be retained by the trailer owner.

(h) Completion of Form

The Joint Inspection Certificate has two columns, "wrong repairs" and "unrepaired damage." The appropriate column must be marked.

125. Authority for Counterbilling, Form J-5

(a) Purpose

Counterbilling authority shall be used for monetary adjustment between the parties concerned. [See **Figure 7**.]

(b) Completion of Form

All details in Counterbilling Authority, Form J-5 must be properly filled out.

126. FHWA-PI Certification, Form J-6

This form [see **Figure 8**] shall be prepared by a certified FHWA-PI inspector: The original shall accompany the bill, one copy shall be placed on the trailer, one copy shall be forwarded to the owner within 30 days after certification, and one copy shall be for the inspector.

127. FHWA-PI Certification Acknowledgment, Form J-7

The Form J-7 (decal) [see **Figure 9**] shall be applied to the lower right front center (nose) of the trailer (curb side).

The decal shall have black letters on a white background. It shall be at least 8 ½ by 8 ½ inches in size. Its letters shall have the following minimum dimensions:

"AAR FORM J-7": ½ inch

"FHWA – PI," "MONTH, YEAR": 1 inch

Other letters: 5/16 inch