

Grade Crossing Inventory System (GCIS)

Quick Start Guide
2016

GCIS Background

- FRA requires Class I Railroads to submit crossing inventory data to the FRA electronically, as set forth in 49 CFR Part 234 Subpart F.
- To support this requirement, the FRA developed a new Grade Crossing Inventory System (GCIS).
- As a result, the FRA discontinued the use of GX 32, a PC-based crossing data maintenance system software previously used by data providers.
- The FRA now provides a new secure web-based application that allows Railroads, Transits, and States to submit their U.S. DOT Crossing Inventory data (Form FRA F 6180.71) as electronic files.

User Registration

- To register, click the Register link located on the GCIS Sign In page.
- Complete all required fields and click the Complete Registration button.
- Primary User registration is approved by FRA Grade Crossing staff.
- Secondary User registration is approved by the Primary User of each Railroad, Transit, or State.



The screenshot shows the 'Sign In / Register' page for the Federal Railroad Administration Office of Safety Analysis. The page title is 'Grade Crossing Inventory System (GCIS)'. Below the title, there is a 'Sign In' section with fields for 'Username:' and 'Password:'. There is a 'Remember Me' checkbox and a 'Sign In' button. A 'Forgot Password?' link is also present. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.



The screenshot shows the 'User Account Registration' form. The form title is 'User Account Registration'. Below the title, there is a 'Complete Registration' button. The form contains several fields: 'First Name: *' (Sample Test), 'Last Name: *' (User), 'Phone Number: *' (999-555-0000), 'Email Address (Username): *' (sample.test.user@test.com), 'Security Question: *' (What is your favorite sport?), 'Security Answer: *' (Test), 'User Request Type: *' (Primary/Secondary), 'Agency Type: *' (RAILROAD), 'Agency: *' (CSX Transportation [CSX]), and 'Enter code as shown: *' (100). There is a 'Privacy & Terms' link and a 'Complete Registration' button at the bottom right.

Reset Password

- To reset a password, click on the Forgot Password? link located on the GCIS Sign In page.
- Enter username and press Next.
- Complete Security Answer and click Change Password button.
- If the Security Answer is correct, an email containing a temporary password will be sent to the email address on file.



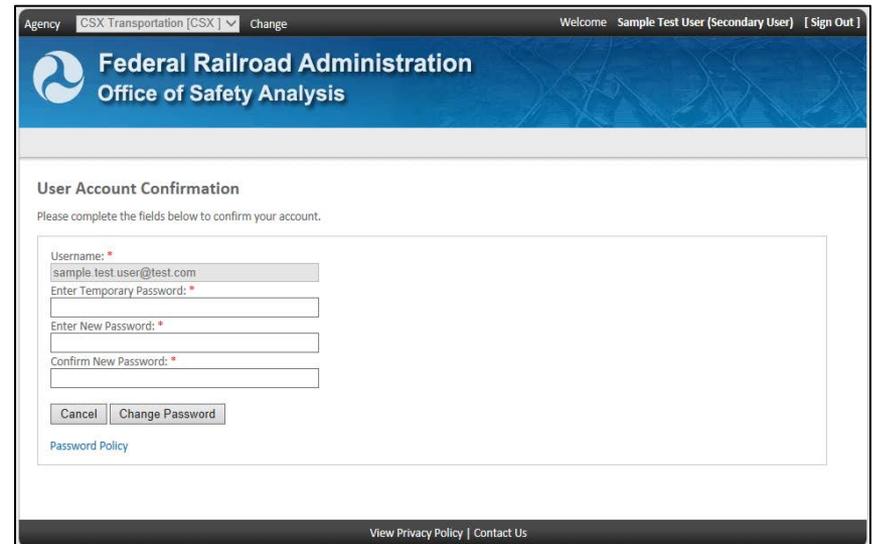
The screenshot shows the 'Sign In' page for the Grade Crossing Inventory System (GCIS). The header includes the Federal Railroad Administration logo and the text 'Sign In / Register'. Below the header, there is a navigation bar with 'GCIS Home > Sign In'. The main heading is 'Grade Crossing Inventory System (GCIS)'. A message states: 'To sign in to GCIS, please enter your Username and Password below. Register if you do not have an account.' The 'Sign in' section contains a 'Username:' input field, a 'Password:' input field, a 'Remember Me' checkbox, a 'Sign In' button, and a 'Forgot Password?' link. At the bottom, there are links for 'View Privacy Policy' and 'Contact Us'.



The screenshot shows the 'Reset Password' page. The header is identical to the sign-in page. The main heading is 'Reset Password'. A message states: 'Please provide the answer to your Security Question, then press the Change Password button. If you do not know or do not have a security question or answer, please contact Help Desk Support at (888) 372-9393 (press 1) to reset your password.' The 'Account Information' section contains a 'Username:' field with the value 'sample.test.user@test.com', a 'Security Question:' field with the value '* What is your favorite sport?', and a 'Security Answer:' field. There are 'Cancel' and 'Change Password' buttons at the bottom.

Changing Temporary Password

- Login with Username and temporary password.
- System will display User Account Confirmation page.
- Enter and confirm password and press Continue.



The screenshot shows a web browser window with the following elements:

- Agency:** CSX Transportation [CSX] Change
- User:** Welcome Sample Test User (Secondary User) [Sign Out]
- Header:** Federal Railroad Administration Office of Safety Analysis
- Section:** User Account Confirmation
- Text:** Please complete the fields below to confirm your account.
- Form Fields:**
 - Username: * (sample.test.user@test.com)
 - Enter Temporary Password: *
 - Enter New Password: *
 - Confirm New Password: *
- Buttons:** Cancel, Change Password
- Link:** Password Policy
- Footer:** View Privacy Policy | Contact Us

GCIS v2.0 is a Role-Based System

- You are assigned one of two roles: Primary User or Secondary User.
- Your system access – what you can/cannot do in GCIS – is determined by your role.
 - For example, users with the role of Primary User or Secondary User can (1) view or update an existing crossing, (2) submit new crossing information, and (3) submit crossing records using a file upload mechanism.
 - Only Primary Users can (1) approve Secondary User account requests (within their agency), (2) reset a Secondary User password, and (3) update a Secondary User's profile information.

GCIS Home Page

- Landing page upon system login
- View pending crossing records
- Update multiple forms filed records
- Primary users

The screenshot shows the GCIS Home Page for a user named 'Sample Test User (Primary User)'. The page header includes the Agency 'CSX Transportation [CSX]' and the user's name. The main header is for the 'Federal Railroad Administration Office of Safety Analysis'. A navigation menu includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 'Reports', and 'Help'. The main content area welcomes the user to the 'Grade Crossing Inventory System (GCIS)' and provides instructions on how to navigate. A list of actions is provided: 'View an Existing Crossing', 'Update an Existing Crossing', and 'Add a New Crossing'. Below this, a section titled 'Pending Crossing Records' indicates that multiple forms have been filed and action is needed. A table provides a list of all saved crossing records, including columns for CrossingID, Primary Operating Railroad, State, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The table contains 11 rows of data. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

Agency: CSX Transportation [CSX] Change | Welcome: Sample Test User (Primary User) | Sign Out |

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.

- View an Existing Crossing
- Update an Existing Crossing
- Add a New Crossing

Pending Crossing Records | Multiple Forms Filed: Action(s) Needed

The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

Crossing: Filter

CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	Edit Cancel
227837G	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 10:22:20 AM	Edit Cancel
340334V	CSX	GA	Full Inventory Record	Online Form	Private	Highway	At Grade	12/28/2015 10:18:42 AM	Edit Cancel
501905I	CSX	MA	Full Inventory Record	Online Form	Public	Highway	At Grade	9/24/2015 3:33:19 PM	Edit Cancel
621451T	CSX	FL	Full Inventory Record	Online Form	Public	Highway	RR Under	12/15/2015 10:37:20 AM	Edit Cancel
627930T	CSX	FL	Full Inventory Record	Online Form	Private	Highway	At Grade	10/21/2015 2:52:00 PM	Edit Cancel
630968T	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:22:24 PM	Edit Cancel
630969A	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:24:26 PM	Edit Cancel
631101D	CSX	FL	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 1:56:58 PM	Edit Cancel

Page: 1 of 3

View Privacy Policy | Contact Us

GCIS Navigation

- 8 Navigation Tabs:
 - Home
 - View Crossings
 - Update Crossings
 - Add New Crossing
 - File Upload
 - Downloads
 - User Management
 - Delegations
 - Reports
 - Help

The screenshot shows the GCIS web application interface. At the top, there is a navigation menu with tabs: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The 'Home' tab is currently selected. Below the navigation menu, the page title is 'Federal Railroad Administration Office of Safety Analysis'. The main content area displays a welcome message and a list of pending crossing records. The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
224406E	CSX	VA	Full Inventory Record	Online Form	Private	Highway	At Grade	1/31/2016 7:12:02 PM	Edit Cancel
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227837G	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 10:22:20 AM	Edit Cancel
627930T	CSX	FL	Full Inventory Record	Online Form	Private	Highway	At Grade	10/21/2015 2:52:00 PM	Edit Cancel
630493D	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	1/12/2016 9:55:22 AM	Edit Cancel

State Users

- No Add New Crossing tab
- Under Reports tab:
 - No Overdue Summary report
 - No Days Overdue report

The screenshot shows the web interface for the Grade Crossing Inventory System (GCIS) v2.4.0.0. At the top, there is a navigation bar with the following elements: Agency: VIRGINIA (with a dropdown arrow and 'Change' link), Welcome: Sample Test User (Primary User) [Sign Out]. Below this is the Federal Railroad Administration Office of Safety Analysis logo and name. A secondary navigation bar contains tabs: Home, View Crossings, Update Crossings, File Upload, User Management, Reports, and Help. The main content area displays a welcome message: 'Welcome to the Grade Crossing Inventory System (GCIS) v2.4.0.0'. Below this, a paragraph explains the system's purpose: 'GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.' Two links are listed: 'View an Existing Crossing' and 'Update an Existing Crossing'. A message box states: 'There are no saved records for VIRGINIA'. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

GCIS Web Session Management

- Closed after 30 minutes of inactivity.
- When prompted, may Extend or End Session.

The screenshot displays the Federal Railroad Administration Office of Safety Analysis web application. The top navigation bar includes the agency name, user information (Sample Test User), and a sign-out link. The main content area shows the 'Online Grade Crossing Inventory Form' with a warning message: 'Your session is about to expire. To continue with the same session, click on the Extend button. Otherwise, click on the End Session button.' Below the warning are 'Extend' and 'End Session' buttons. The form also includes a 'Save a PDF Copy' button and a 'Crossing ID = 340334V' label. The bottom section contains form fields for 'A. Revision Date', 'B. Reporting Agency', 'C. Reason for Update', and 'D. DOT Crossing Inventory Number'.

View an Existing Crossing Inventory Record (1 of 2)

- View a published crossing record.
- Click View Crossings tab, enter Crossing Number, and click View.
- Click View Record link.

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

View an Existing Crossing Inventory Record

[GCIS Home](#) > [View Existing Crossings](#)

This page will allow you to view an existing crossing inventory record that has been previously saved or submitted. To view a record, enter the Crossing Number provided in the field below, then press the View button.

Enter Crossing Number: View

Note: Crossing Number must be six digits followed by a letter.

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

View an Existing Crossing Inventory Record

[GCIS Home](#) > [View Existing Crossings](#)

This page will allow you to view an existing crossing inventory record that has been previously saved or submitted. To view a record, enter the Crossing Number provided in the field below, then press the View button.

Enter Crossing Number: View

Note: Crossing Number must be six digits followed by a letter.

Railroad	Record Type	Action
Norfolk Southern Railway Company [NS]	Full Inventory Record	View Record
CSX Transportation [CSX]	Railroad Data Only	View Record

[View Privacy Policy](#) | [Contact Us](#)

View an Existing Crossing Inventory Record (2 of 2)

- User can save a PDF copy.
- View Another Crossing Record.
- Exit back to Home Page.

Agency: CSX Transportation [CSX] | Change | Welcome Sample Test User [Primary User] | Sign Out

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Online Grade Crossing Inventory Form
GCIS Home > View Existing Crossings > Grade Crossing Inventory Form

Save a PDF Copy | Crossing ID = 724864Y

Part I | Part II | Part III | Parts IV and V

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire Inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

A. Revision Date 02/18/1997	B. Reporting Agency <input checked="" type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input type="radio"/> FRA Internal	C. Reason for Update Closed	D. DOT Crossing Inventory Number 724864Y
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Part I: Location and Classification Information

1. Primary Operating Railroad Norfolk Southern Railway Company [N]	2. State IN	3. County GIBSON
4. City/Municipality <input checked="" type="radio"/> In PRINCETON <input type="radio"/> Near	5. Street/Road Name & Block Number MAKEMSON ST (Street/Road Name) * (Block Number)	6. Highway Type & No
7. Do Other Railroads Operate a Separate Track at Crossing? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, Specify RR CSX Transportation [CSX] Select One..... Select One.....	8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One..... Select One..... Select One.....	
9. Railroad Division or Region WESTERN <input type="checkbox"/> None	10. Railroad Subdivision or District WEST <input type="checkbox"/> None	11. Branch or Line Name <input type="checkbox"/> None
12. RR Milepost 0162.54 (prefix) nnnn.nnn (suffix)	13. Line Segment * PRINCETON	14. Nearest RR Timetable Station * Select One.....
15. Parent RR (if applicable) Select One..... <input type="checkbox"/> N/A	16. Crossing Owner (if applicable) Select One..... <input type="checkbox"/> N/A	
17. Crossing Type <input checked="" type="radio"/> Public <input type="radio"/> Private	18. Crossing Purpose <input checked="" type="radio"/> Highway <input type="radio"/> Pathway, Ped. <input type="radio"/> Station, Ped.	19. Crossing Position <input checked="" type="radio"/> At Grade <input type="radio"/> RR Under <input type="radio"/> RR Over
20. Public Access (if Private Crossing) <input type="radio"/> Yes <input checked="" type="radio"/> No	21. Type of Train (Check all that apply) <input type="checkbox"/> Freight <input type="checkbox"/> Intercity Passenger <input type="checkbox"/> Commuter <input type="checkbox"/> Transit <input type="checkbox"/> Shared Use Transit <input type="checkbox"/> Tourist/Other	22. Average Passenger Train Count Per Day <input type="radio"/> Less Than One Per Day <input type="radio"/> Number per day 0
23. Type of Land Use <input type="radio"/> Open Space <input type="radio"/> Farm <input checked="" type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional <input type="radio"/> Recreational <input type="radio"/> RR Yard		

Update an Existing Crossing Inventory Record (1 of 2)

- Click Update Crossings tab.
- Enter Crossing Number and click Update.



The screenshot shows a web application interface for the Federal Railroad Administration Office of Safety Analysis. The top navigation bar includes the agency name, a user dropdown menu, and a 'Sign Out' link. The main navigation menu has tabs for Home, View Crossings, Update Crossings (which is active), Add New Crossing, File Upload, User Management, Reports, and Help. The page title is 'Update an Existing Crossing Inventory Record'. Below the title, there is a breadcrumb trail 'GCIS Home > Update Existing Crossing'. The main content area contains a text box for 'Enter Crossing Number:' and a note stating 'Note: Crossing Number must be six digits followed by a letter.' Below the text box is an 'Update' button. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

Update an Existing Crossing Inventory Record (2 of 2)

- Save at any point by clicking Save.
- When ready to submit, click Submit button. System will validate submission.

24. Is there an adjacent Crossing with a separate number?
 Yes No If Yes, Provide Crossing Number

26. HSR Corridor ID
 N/A

27. Latitude in decimal degrees
 28.0

28. Longitude in decimal degrees

29. Lat/Long Source
 Actual Estimated

30.A. Railroad Use *

30.B. Railroad Use *

31.B. State Use *

This record contains validation errors. Please correct the errors, and then press the Submit button.

Ok

Online Grade Crossing Inventory Form
 GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form

Save a PDF Copy
 Crossing ID = 626889A

Validation Errors

Code/Error Description	Section
129 Field 1.11: Please enter the Branch or Line Name. If this does not apply, answer with "None".	Part I: Location and Classification Information
141 Field 1.15: Please provide the name of the Parent Railroad. If this does not apply, answer with N/A.	Part I: Location and Classification Information
142 Field 1.16: Please provide the name of the Crossing Owner. If this does not apply, answer with N/A.	Part I: Location and Classification Information
028 Field 1.21: Type of Train Service must be selected.	Part I: Location and Classification Information

Part I | Part II | Part III | Parts IV and V

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory form, with the exception of Part I Item 20 and Part III Item 2.A. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.A., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.A., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

A. Revision Date: 10/30/2015
 B. Reporting Agency: Railroad
 C. Reason for Update: Change in Data
 D. DOT Crossing Inventory Number: 626889A

1. Primary Operating Railroad: CSX Transportation (CSX)
 2. State: FL
 3. County: HILLSBOROUGH
 4. City/Municipality: TAMPA
 5. Street/Road Name & Block Number: ARMENIA AVE (Street/Road Name), CR 507 (Block Number)
 6. Highway Type & No.: CR 507
 7. Do Other Railroads Operate a Separate Track at Crossing? No
 8. Do Other Railroads Operate Over Your Track at Crossing? No
 9. Railroad Division or Region: JACKSONVILLE
 10. Railroad Subdivision or District: CLEARWATER
 11. Branch or Line Name: None
 12. RR Milepost: 0851.32
 13. Line Segment: SY
 14. Nearest RR Timetable Station: SULPHUR SPRGS
 15. Parent RR: None
 16. Crossing Owner: None
 17. Crossing Type: Public
 18. Crossing Purpose: Highway
 19. Crossing Position: At Grade
 20. Public Access: No
 21. Type of Train: None
 22. Average Passenger Train Count Per Day: 0
 23. Type of Land Use: Residential
 24. Is there an adjacent Crossing with a separate number? No
 25. Quiet Zone (FRA Provided): No
 26. HSR Corridor ID: N/A
 27. Latitude in decimal degrees: 28.0330497
 28. Longitude in decimal degrees: -82.4841258
 29. Lat/Long Source: Actual
 30.A. Railroad Use *
 30.B. Railroad Use *
 30.C. Railroad Use *
 30.D. Railroad Use *
 31.A. State Use *
 31.B. State Use *
 31.C. State Use *
 31.D. State Use *
 32.A. Narrative (Railroad Use) *
 32.B. Narrative (State Use) *
 33. Emergency Notification Telephone No. (Posted): 800-232-0144
 34. Railroad Contact (Telephone No.):
 35. State Contact (Telephone No.): 850-414-4500

Save Submit

Online Grade Crossing Inventory Form
 GCIS Home > View Existing Crossings > Grade Crossing Inventory Form

Save a PDF Copy
 Crossing ID = 626889A

Part I | Part II | Part III | Parts IV and V

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory form, with the exception of Part I Item 20 and Part III Item 2.A. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.A., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.A., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

A. Revision Date: 10/30/2015
 B. Reporting Agency: Railroad
 C. Reason for Update: Select One
 D. DOT Crossing Inventory Number: 626889A

Part I: Location and Classification Information

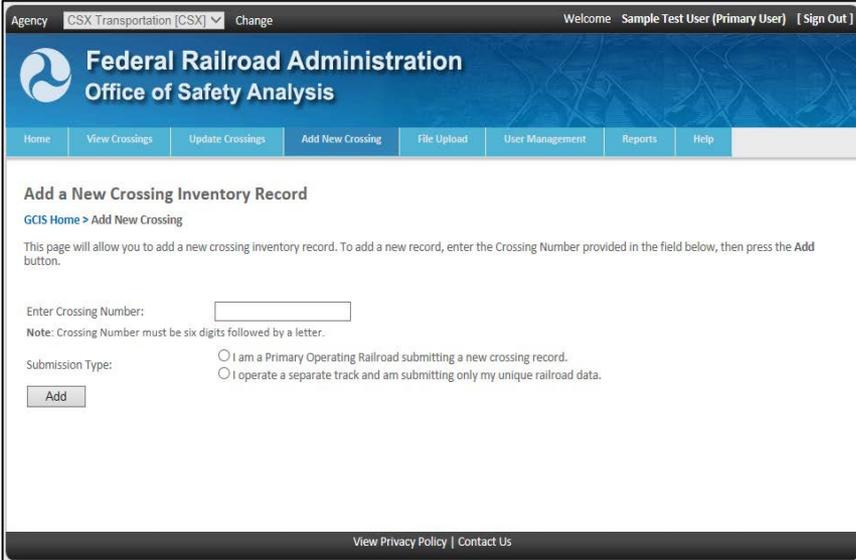
1. Primary Operating Railroad: CSX Transportation (CSX)
 2. State: FL
 3. County: HILLSBOROUGH
 4. City/Municipality: TAMPA
 5. Street/Road Name & Block Number: ARMENIA AVE (Street/Road Name), CR 507 (Block Number)
 6. Highway Type & No.: CR 507
 7. Do Other Railroads Operate a Separate Track at Crossing? No
 8. Do Other Railroads Operate Over Your Track at Crossing? No
 9. Railroad Division or Region: JACKSONVILLE
 10. Railroad Subdivision or District: CLEARWATER
 11. Branch or Line Name: None
 12. RR Milepost: 0851.32
 13. Line Segment: SY
 14. Nearest RR Timetable Station: SULPHUR SPRGS
 15. Parent RR: None
 16. Crossing Owner: None
 17. Crossing Type: Public
 18. Crossing Purpose: Highway
 19. Crossing Position: At Grade
 20. Public Access: No
 21. Type of Train: None
 22. Average Passenger Train Count Per Day: 0
 23. Type of Land Use: Residential
 24. Is there an adjacent Crossing with a separate number? No
 25. Quiet Zone (FRA Provided): No
 26. HSR Corridor ID: N/A
 27. Latitude in decimal degrees: 28.0330497
 28. Longitude in decimal degrees: -82.4841258
 29. Lat/Long Source: Actual
 30.A. Railroad Use *
 30.B. Railroad Use *
 30.C. Railroad Use *
 30.D. Railroad Use *
 31.A. State Use *
 31.B. State Use *
 31.C. State Use *
 31.D. State Use *
 32.A. Narrative (Railroad Use) *
 32.B. Narrative (State Use) *
 33. Emergency Notification Telephone No. (Posted): 800-232-0144
 34. Railroad Contact (Telephone No.):
 35. State Contact (Telephone No.): 850-414-4500

Save Submit



Add a New Crossing Inventory Record

- Submit data for new crossing not in the National Crossing Inventory.
- Click Add New Crossing tab.
- Enter Number and select Submission Type, then click Add button.



The screenshot shows a web browser window with the URL 'Agency CSX Transportation [CSX] Change' and a user greeting 'Welcome Sample Test User (Primary User) [Sign Out]'. The page title is 'Federal Railroad Administration Office of Safety Analysis'. The navigation menu includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 'Reports', and 'Help'. The main content area is titled 'Add a New Crossing Inventory Record' and includes a breadcrumb 'GCIS Home > Add New Crossing'. A text block states: 'This page will allow you to add a new crossing inventory record. To add a new record, enter the Crossing Number provided in the field below, then press the Add button.' Below this is a form with the label 'Enter Crossing Number:' and an empty text input field. A note below the field reads: 'Note: Crossing Number must be six digits followed by a letter.' Underneath is the 'Submission Type:' section with two radio button options: 'I am a Primary Operating Railroad submitting a new crossing record.' and 'I operate a separate track and am submitting only my unique railroad data.' An 'Add' button is located below the radio buttons. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

File Upload (1 of 3)

- Download FRA Approved Excel File Template
 - Separate templates for Railroad and State users

Agency: CSX Transportation [CSX] Change Welcome: Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing **File Upload** User Management Reports Help

Upload Multiple Crossing Record

GCIS Home > File Upload

GCIS provides the ability to submit multiple crossing records at the same time using a preformatted Excel file template. You can download a copy of the Excel template using the link provided below. When you are ready to upload crossing records, press the Browse button to locate and attach the file. After the file is selected, press the Submit button to send the record for error-checking and publishing (if successful).

File to upload: Browse... Submit

Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 - Railroad Submitting Full Inventory Form
Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 - Railroad Submitting Only Train Count Data

NOTE: Only Microsoft Excel 2007 or newer is supported.

You can narrow your search results by using the fields provided below, and then press the Search button.

Internet Explorer dialog box:
What do you want to do with Grade Crossing Inventory Form Template RR_Full_Inventory_Record v2.4.0.0 Rel 02-12-2016.xlsx?
Size: 477 KB
Type: Microsoft Excel 12
From: test.fra.dot.gov
Options: Open (selected), Save, Save as
Cancel

File Upload (2 of 3)

- Built-in validation
- Naming Convention:
 - Railroad:
GXRR_RAILROAD_MMDDYYYY.XLSX
 - State:
GXST_STATEABBREVIATION_MMDDYYYY.XLSX

Grade Crossing Inventory Form Template RR_Full_Inventory_Record v2.4.0.0 Rel 02-12

PART I: LOCATION AND CLASSIFICATION					
A.	B.	C.	D.	I.1.	I.2.
Revision Date	Reporting Agency	Reason for Update	DOT Crossing Inventory Number	Primary Operating Railroad	State
2/8/2016	Railroad	Change in Data	123456A	CSX	OHH

Field I.2. Please enter a valid code for State. (Column G)

Buttons: Retry, Cancel, Help

File Upload (3 of 3)

- Upload and Submit
- Download and Review Error Report
- Download Crossings Report

The screenshot displays the 'Upload Multiple Crossing Record' page in the Federal Railroad Administration Office of Safety Analysis web application. The page includes a navigation menu with options like Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area provides instructions for uploading multiple crossing records using a preformatted Excel file template. It features a 'File to upload:' field with a file path 'C:\Projects\GCIS\Troubleshoot\GXRR_CSX_02122016.xlsx' and 'Browse...' and 'Submit' buttons. Below this, there are links to download the Excel template and a note stating 'NOTE: Only Microsoft Excel 2007 or newer is supported.' A search section allows users to filter results by submission ID and status. A table titled 'Submitted Files' lists two submissions with columns for File Name, Agency, Submission ID, Submission Date, Submitted By, Current Status, and Error Report. The first submission is 'GXRR_CSX_10012015.xlsx' with a status of 'Pending', and the second is 'GXRR_CSX_09302015.xlsx' with a status of 'Submitted w/ Errors'. At the bottom, a file download dialog box is visible, asking to open or save 'f609194e-e26f-47bd-9e33-f84a7803e5b1_errorReport_Codes.csv' (235 bytes) from 'stage.fra.dot.gov'.

File Name	Agency	Submission ID	Submission Date	Submitted By	Current Status	Error Report
GXRR_CSX_10012015.xlsx	CSX	a95ba35-7201-4f60-a260-6807caf6f4ee	10/1/2015 11:24:13 PM	ltran@csx.com	Pending	Errors Crossings
GXRR_CSX_09302015.xlsx	CSX	f609194e-e26f-47bd-9e33-f84a7803e5b1	9/28/2015 7:18:59 PM	ltran@csx.com	Submitted w/ Errors	Errors Crossings

File Download

- Click Downloads Sub-menu, under File Upload.
- Submit Download Request.
- Once files have been generated, download button will be enabled.

Agency: CSX Transportation [CSX] Change | Welcome: Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Downloads

Welcome to the Grade Crossing Inventory System

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site.

The request has been successfully submitted.
Please check back in 24 hours to view the status of the request.

OK

Agency: CSX Transportation [CSX] Change | Welcome: Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Download Crossings Records

GCIS Home > File Download

GCIS provides you the ability to download all crossing records (for your agency) that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template. A request must be submitted by pressing the "Submit a Download Request" button. Once the file has been generated, the "Download" button will be enabled. Depending on the number of crossing records are available for your agency, the request could take up to 48 hours to process. In addition, the files will be compressed and included in a ZIP file. You must have a ZIP extractor in order to open the file(s).
Note: You may only submit one request at a time. If a new request is submitted, the previous file will no longer be available for download.

Submit a Download Request

Data Files							
Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	ltram@csx.com	Pending		Download

View Privacy Policy | Contact Us

User Management (1 of 3)

- Click user Management Tab.
- User Profile available to all users.
- Secondary User tabs only available for Primary Users.

The screenshot shows the user management interface for a primary user. The page title is "Federal Railroad Administration Office of Safety Analysis". The user is logged in as "Sample Test User (Primary User)". The "User Management" tab is selected. The "Manage My Profile" section contains the following information:

First Name: *	Sample Test	Last Name: *	User	Phone Number: *	999-999-9999
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I wish to receive the following types of email notifications:

- Delegation ?
- Crossing Data Submitted for my Agency ?
- User Account Updates ?

Update My Profile

The screenshot shows the user management interface for a secondary user. The page title is "Federal Railroad Administration Office of Safety Analysis". The user is logged in as "Sample Secondary User (Secondary User)". The "User Management" tab is selected. The "Manage My Profile" section contains the following information:

First Name: *	Sample	Last Name: *	Secondary User	Phone Number: *	999-111-1234
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I wish to receive the following types of email notifications:

- Delegation ?
- Crossing Data Submitted for my Agency ?
- User Account Updates ?

Update My Profile

User Management (2 of 3)

Manage My Users

To view a list of all users, just press the Search button. You can narrow your search results by entering the user's first name, last name, or email address, then press the Search button.

First Name: Last Name: Email Address (Username):

First Name	Last Name	Email Address (Username)	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status		Comments (Optional)	Action
Sample	Secondary User	csxsecondary2@csx.com	123-456-7000	CSX	08/26/2014		No	Active <input type="button" value="v"/>	<input type="checkbox"/> Reset Password?		 Update  Cancel
Jane	Doe	jane.doe.test@test.com	999-123-4567	CSX	09/03/2014		No	Active			 Edit
Sample Test	User	sample.test.user@test.com	999-555-0000	CSX	09/03/2014		No	Pending			 Edit

- Click Edit Link in Action column to edit First name, Last Name, Phone Number and Status.
- Select Reset Password to force password reset for this user.
- Deactivate user by selecting Inactive in Status column.

User Management (3 of 3)

- Activate Inactive Secondary Users from Inactive Secondary Users tab.
- Deactivate Active Secondary Users from Active Secondary Users tab.

The screenshot shows the 'Manage GCIS Users' page with the 'Inactive Secondary Users' tab selected. A table lists one user with a green status icon. A legend below the table explains the status icons.

	Username	First Name	Last Name	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	sample.test2@csx.com	Sample	Secondary User 2	999-213-4567	Secondary User		

Legend

- The user's email address matches the primary user's email exchange
- The user's email does not match the primary user's email exchange

The screenshot shows the 'Manage GCIS Users' page with the 'Active Secondary Users' tab selected. A table lists three users with various status icons. A legend below the table explains the status icons.

	Username	First Name	Last Name	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	csxsecondary2@csx.com	Sample	Secondary User	999-111-1234	Secondary User		
<input type="checkbox"/>	jane.doe.test@test.com	Jane	Doe	999-123-4567	Secondary User		
<input type="checkbox"/>	sample.test2@csx.com	Sample	Secondary User 2	999-213-4567	Secondary User		

Legend

- The user's email address matches the primary user's email exchange
- The user's email does not match the primary user's email exchange

Reports (1 of 4)

The screenshot shows the web interface for the Federal Railroad Administration Office of Safety Analysis. At the top, there is a navigation bar with the agency name, a user login for 'Super User (GCIS Admin)', and a 'Sign Out' link. Below this is a blue header with the organization's logo and name. A horizontal menu contains several options: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Admin Tools, Reports, and Help. The main content area is titled 'GCIS Internal Reports' and includes a breadcrumb trail 'GCIS Home > Reports'. A paragraph explains that users can generate reports for pending, published, and expired crossing data, with a note that asterisks indicate required fields. Below the text are three tabs: 'Agency Report' (selected), 'Overdue Summary Report', and 'Days Overdue Report'. A form area contains a note about filtering and a row of input fields for 'Agency Type', 'Agency', and 'Date Range'.

- Use tabs to navigate between Agency, Overdue Summary, and Days Overdue report.

Reports (2 of 4) - Agency Report

- Agency Report – provides information for records that have been saved, published, or expired for your agency.

Agency Report | Overdue Summary Report | Days Overdue Report

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.
 NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type: Agency: Date Range: From To

Record Status: Reason for Update:

Crossing Type: Crossing Purpose: Crossing Position:

1 of 24 Find | Next

Crossing Records by Status for CSX Transportation [CSX]
 # of Records Returned: 1000
 Date Report Generated: January 12, 2016

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
908418R	CSX	01/01/2015	Published	Closed	Private	Highway	At Grade
350352V	CSX	01/02/2015	Published	Change in Data		Pathway,Ped.	RR Over
230199B	CSX	01/02/2015	Published	Closed	Private	Highway	RR Over
229428W	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229418R	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229417J	CSX	01/02/2015	Expired	Change in Data	Private	Highway	At Grade

Reports (3 of 4) – Overdue Summary Report

- Overdue Summary Report – shows the number of crossing inventory records that is currently overdue, the total number of crossings for your agency, and the percentage.

Agency Report | **Overdue Summary Report** | Days Overdue Report

This report shows a summary of all agencies that have not updated their inventory records on time.

Generate Report

1 of 1 Find | Next

Overdue Summary Report

Date Report Generated: January 12, 2016

Railroad	# of Overdue Crossings	Total Crossings	% of Crossings Overdue
CSX	1579	53409	2.96%

1 of 1

Reports (4 of 4) – Days Overdue Report

- Days Overdue Report – shows the crossing numbers that have not been updated on time and the number of days overdue.

Agency Report | Overdue Summary Report | **Days Overdue Report**

This report shows the agencies that have not updated their inventory records on time. You may filter the results either by using the Agency Type and Agency drop-down menus below.
NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type: Agency:

14 | 1 of 24 | Find | Next

Days Overdue Report
of Crossings Overdue: 1000
Date Report Generated: January 12, 2016

Crossing ID	Railroad	Revision Date	Crossing Type	Crossing Purpose	Crossing Position	# of Days Overdue
621532T	CSX	08/15/1988		Pathway,Ped.	At Grade	8916
628390D	CSX	10/03/1989	Private	Highway	At Grade	8502
628391K	CSX	10/03/1989	Private	Highway	At Grade	8502
624601J	CSX	12/31/1989	Private	Highway	At Grade	8413
624602R	CSX	12/31/1989	Private	Highway	At Grade	8413
626372Y	CSX	12/31/1997	Private	Highway	At Grade	5491
147083A	CSX	01/17/1998	Private	Highway	At Grade	5474
637899L	CSX	02/05/1998	Public	Highway	At Grade	5455

Help (1 of 5)

- Help tab includes FAQs, Reference Documents, Release Notes and Contact information.

The screenshot shows the Federal Railroad Administration Office of Safety Analysis website. The top navigation bar includes links for Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled "GCIS Help" and includes a breadcrumb trail "GCIS Home > Help". Below this, a paragraph states: "GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below." There are four tabs: FAQs, Reference Documents, Release Notes, and Contact FRA. The "FAQs" tab is active, showing a list of questions under the "General" category. The first question is "Why does GCIS display error messages for optional fields?" with an answer explaining that error messages are shown when data is incomplete or in the wrong format. Other questions include "What is a test?", "Why does GCIS automatically disable some fields?", and "Why were some of the values in existing fields dropped?".

Help (2 of 5)- FAQs

- FAQ divided into categories:
 - General
 - Part I
 - Part II
 - Part III
 - Part IV
 - Part V
 - Public API
 - Secure API

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

GCS Help
GCS Home > Help

GCS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below.

FAQs Reference Documents Release Notes Contact FRA

FAQs

- General
Click on each question to reveal the answer.
- Part I
 - Why does GCS display error messages for optional fields?
- Part II
Error messages will be displayed for optional fields when the data entered is incomplete or not in the correct format. If data is entered in an optional field, that data must be valid.
- Part III
 - Why does GCS automatically disable some fields?

Help (3 of 5) – Reference Documents



Agency: CSX Transportation [CSX] Change Welcome: Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

GCIS Help

[GCIS Home](#) > [Help](#)

GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below.

[FAQs](#) | **[Reference Documents](#)** | [Release Notes](#) | [Contact FRA](#)

Reference Documents

- [Guide for Preparing U.S. DOT Inventory Forms](#)
- [6180.71 - U.S. DOT Crossing Inventory Form](#)
- [GCIS Web User Guide v2.3.0.0 Rel 01-15-2016](#)
- [GCIS Data Migration Strategy v2.3.0.0 Rel 01-15-2016](#)
- [GCIS Electronic Submissions Instructions v2.3.0.0 Rel 01-15-2016](#)
- [Grade Crossing Inventory Form Template v2.3.0.0 Rel 01-15-2016 – Railroad Submitting Full Inventory Form](#)
- [Grade Crossing Inventory Form Template v2.3.0.0 Rel 01-15-2016 – Railroad Submitting Only Train Count Data](#)

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- Click the appropriate link to begin downloading or opening the document to view or save to your computer.

Help (4 of 5) – Release Notes



The screenshot shows the GCIS Help page for the Federal Railroad Administration Office of Safety Analysis. The page is titled "GCIS Help" and includes a navigation menu with options like Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The "Release Notes" section is active, displaying a list of release dates and versions:

- Release Date: 02/12/2016 - Version #2.4.0.0
- Release Date: 01/15/2016 - Version #2.3.0.0
- Release Date: 11/13/2015 - Version #2.2.0.0
- Release Date: 10/02/2015 - Version #2.1.0.0

- Information pertaining to each versions that were published along with the dates and release notes will be displayed in this section.

Help (5 of 5) – Contact FRA



The screenshot shows a web browser window displaying the Federal Railroad Administration Office of Safety Analysis website. The page title is "Help (5 of 5) – Contact FRA". The user is logged in as "Sample Test User (Primary User)". The page features a navigation menu with options: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled "GCIS Help" and includes a link to "GCIS Home > Help". A paragraph explains that GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. Below this, there are four tabs: FAQs, Reference Documents, Release Notes, and Contact FRA. The "Contact FRA" tab is active, showing contact information for FRA Support (phone and email) and the mailing address for GCIS.

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

GCIS Help

[GCIS Home > Help](#)

GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below.

FAQs Reference Documents Release Notes **Contact FRA**

To contact FRA Support, call (888) 372-9393 and then press 1.
To contact FRA by email, [click here](mailto:RSISRXIUpdates@dot.gov).

The mailing address for GCIS is:
Grade Crossing Safety and Trespass Prevention,
Office of Safety Analysis
Federal Railroad Administration
1200 New Jersey Avenue SE., Mail Stop 25
Washington, DC 20590

- Contact Information includes phone, email and mailing address.
- Please email RSISRXIUpdates@dot.gov if you require any assistance.