

Work Plan Guidelines for MTS Right of Entry (ROE) Permit

MTS requires most applicants/permittees for an ROE permit to submit a narrative work plan along with their construction documents. This work plan should cover all phases of construction that will impact or have the potential to impact MTS facilities, infrastructure, fee-owned land, bus stops, stations, railroad crossings, bus operations, and trolley operations. Projects that impact North County Transit District (NCTD) railroad operations or San Diego & Imperial Valley Railroad (SDIV) freight train operations should also state those impacts. The guidelines listed below outline the information that should be included in the work plan. If you need information on trolley/bus schedules and non-operating hours at your project location, contact MTS at mtsrow@sdmts.com. Note that extended trolley/bus shutdowns to accommodate construction activities generally are not granted unless no reasonable alternatives exist.

1	Names and Address of Contractor
2	Project Purpose
3	Project Scope
4	Project Location
5	Safety Training (RWP) and On Track Safety (Flaggers) plan
6	Emergency Response Plan a. First aid, location of nearest hospital, fire extinguisher, etc.
7	Means and Methods
8	Equipment to be used
9	Materials and Staging Areas
10	Excavation or earth movement (includes potholing, boring, excavation, etc.) a. List locations and depths
11	Survey monitoring plan (if applicable)
12	Backfill (if applicable)
13	Storm Water Management Plan (if applicable)
14	Schedule (particularly note when work within the ROW will be occurring)
15	Schedule for traction power shutdowns if equipment will come within 10' of overhead catenary system
16	List of Subcontractors
17	Noise, dust, or other impacts from equipment
18	Potential impacts to MTS operations
19	Community Outreach Plan (if applicable)
20	How Right of Way will be accessed
21	Traffic Control Plan (if not included in plan review)
22	Notification plan to MTS of work requiring inspection
23	Emergency Contacts a. MTS Central Control – (619) 595-4960 b. MTS Permit Coordinator – Marlyn Ruiz (619) 557-4520 c. Onsite Supervisor d. Project Manager e. Safety Manager (if applicable)