



Movement Approval Quick Guide

Federal Railroad Administration, Office of Railroad Safety, Hazardous Materials Division

1200 New Jersey Avenue SE, Washington DC 20590

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Introduction

The purpose of this quick guide is to help answer basic questions and provide resources for the One Time Movement Approval (OTMA) process.

Information in this document may not be current.

For updates to information contained in this document, please visit

<https://railroads.dot.gov/divisions/hazardous-materials/movement-approvals>

Hazmat Function Specific Training

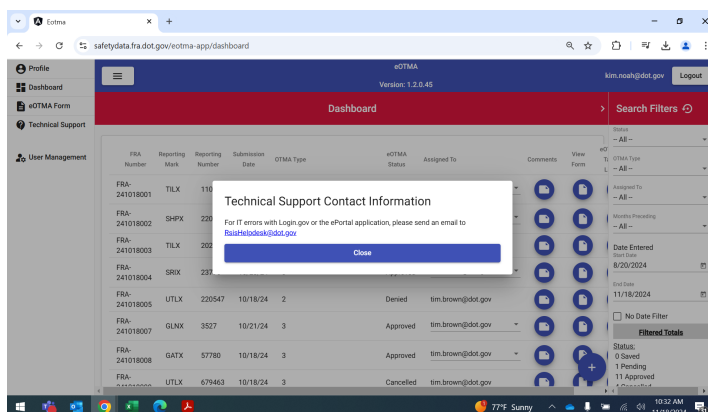
All persons submitting OTMAs must receive hazmat function-specific training from their respective employer in accordance with Title 49 Code of Federal Regulations (CFR) section 172.704(a)(2)(i). Failure to comply may result in recommendations for enforcement and civil penalties.

§ 172.704(a)(2)(i) – Hazmat employee function-specific training: Each hazmat employee must be provided function-specific training concerning requirements of this subchapter, or exemptions or special permits issued under subchapter A of this chapter, that are specifically applicable to the functions the employee performs.

OTMA ePortal Applicant Responsibility

All OTMAs must be submitted through the OTMA ePortal. Applicants submitting OTMAs in the OTMA ePortal are responsible for:

- All information contained in the OTMA application
- Providing additional requested information and/ or documentation to FRA
- Contacting the HelpDesk for technical assistance with using the ePortal



For questions regarding anything in this document, please email HMASSIST@dot.gov.

OTMA ePortal Guide

Tab 1: Applicant Information

Electronic OTMA Application

Version: 1.2.0.45

1 Applicant Information 2 Bulk Package Information 3 Movement Information 4 Defective Condition Information

Company Name: FRA Mailing Address: 1200 New Jersey Avenue SE

Country: UNITED STATES State: DISTRICT OF COLUMBIA City: Washington Zip: 20590

Company Contact: James Smith Title / Position: Scheduler

Contact Telephone: (202) 444-4444 Extension:

Email: OTMA@Scheduler.com

The Company Contact is responsible for:

- Entering information on the OTMA
- Providing any information requested from FRA

The applicant may add additional emails to the OTMA. All emails included on the OTMA application will receive a copy of the OTMA approval or denial.

[Add Additional Emails](#)

Tab 2: Bulk Package Information

Electronic OTMA Application

Version: 1.2.0.45

1 Applicant Information **2 Bulk Package Information** 3 Movement Information 4 Defective Condition Information

Type of Rail Car/Bulk Package: Tank Car

Reporting Mark: ADMX Reporting Number: 1234

Add Additional Reporting Mark / Number

DOT Specification: 105A200W

Special Permit Number if Applicable (e.g. SP-00001)

Applicants are required to choose the Type of Rail Car and Reporting Mark for the rail car chosen. The Reporting Number may be manually entered.

Applicants may enter up to 10 rail cars on an OTMA application by clicking the Add Additional Reporting Mark/ Number option.

If Tank Car is chosen as the Type of Rail Car, then the applicant is required to choose a DOT Specification from the drop-down menu.

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eOTMA Portal Guide

Tab 3: Movement Information Original Location

The screenshot shows the eOTMA portal interface. The browser address bar displays `safetydata.fra.dot.gov/eotma-app/eotma?inputId=9111`. The portal header includes the eOTMA logo, version 1.2.0.3, and a Logout button. The main navigation bar has four tabs: Applicant and Tank Car Owner, Bulk Package Information, **3 Movement Information**, and Defective Condition Information. A yellow arrow points to the 'Electronic OTMA Application' banner.

The 'Movement Information' tab is active, showing the 'Original Location' section. This section includes fields for Facility (ABC Facility), Country (UNITED STATES), State (FLORIDA), and City (Jacksonville). A blue callout box states: "The **Point of Contact** for each location of the package must be the person physically at that location." Below these fields is the 'Point of Contact' section with fields for Name (Jim Thompson), Telephone ((123) 456-7890), and Email (Jim.Thompson@ABCFacility.com). A checkbox labeled 'Check if Original Location is Different from the Current Location' is present. A blue callout box explains: "Check this box if the car is **currently located** in a different location from the Original Location." Below the checkbox is a link 'Would you like an Additional Destination?' with a blue arrow pointing to it. A final blue callout box states: "Click this link to **add a destination** where the car will be stopping for offloading, temporary repair or cleaning prior to reaching the Final Destination."

Tab 3: Movement Information Final Destination

The screenshot shows the eOTMA portal interface for the 'Final Destination' section. The browser address bar displays `safetydata.fra.dot.gov/eotma-app/eotma?inputId=9111`. The portal header includes the eOTMA logo, version 1.2.0.3, and a Logout button. The main navigation bar has four tabs: Applicant and Tank Car Owner, Bulk Package Information, **3 Movement Information**, and Defective Condition Information.

The 'Movement Information' tab is active, showing the 'Final Destination' section. This section includes fields for Facility (XYZ Facility), Country (UNITED STATES), State (VIRGINIA), and City (Richmond). A blue callout box states: "The **Point of Contact** for each location of the package must be the person physically at that location." Below these fields is the 'Point of Contact' section with fields for Name (Joe Meyer), Telephone ((123) 456-7890), and Email (Joe.Meyer@XYZFacility.com). A blue callout box states: "The **Total Mileage** of the move must be greater than zero." Below the contact fields is the 'Total Mileage Between Current Location and Final Destination' field with the value 598. A blue callout box states: "All carriers involved in the move must be included in the **Planned Rail Route**." Below the mileage field is the 'Planned Rail Route' field with the value CSXT-NS. Below the rail route field is the 'Approximate total mileage of this movement: 598 miles' field. At the bottom, there is a text area for 'If more than 30 days will be required to complete movement sought under this approval. Please explain'. At the very bottom are three buttons: Previous, Save, and Next.

eOTMA Portal Guide

Tab 4: Defect Condition Information: NAR, OTMA Type and Railroad Carriers

The screenshot shows the eOTMA portal interface. The top navigation bar includes the eOTMA logo, version 1.2.0.45, and a 'Logout' button. The main content area is titled 'Defective Condition Information'. It contains several sections:

- NAR Status:** A section asking 'Is this OTMA a result of a non-accidental release (NAR)?' with radio buttons for 'Yes' and 'No' (selected).
- OTMA Type:** A section asking 'What is the OTMA Type?' with radio buttons for 'OTMA 1' (selected), 'OTMA 2', and 'OTMA 3'.
- Railroad Carriers:** A section with checkboxes for various carriers: BNSF, CN, CP, CSX (checked), KCS, NS (checked), and UP. A note states: 'All Class 1 carriers included on the Movement Information tab in the Planned Rail Route field is required to be selected in the Railroad Carriers field.'
- Defective Condition:** A text input field with a dropdown arrow.
- Add Additional Defective Condition:** A blue button.

A yellow arrow points to the 'Logout' button in the top right corner.

Tab 4: Defect Condition Information: Defect Condition and Defect Description

The screenshot shows the eOTMA portal interface. The top navigation bar includes the eOTMA logo, version 1.2.0.45, and a 'Logout' button. The main content area is titled 'Defective Condition Information'. It contains several sections:

- Defective Condition:** A dropdown menu with 'Bottom Outlet Valve' selected. A note states: 'A specific list of Defective Conditions will appear based on the OTMA Type chosen, such as OTMA-1, OTMA-2 or OTMA-3.'
- Defect Number:** A dropdown menu with 'Defect No. 9' selected. A note states: 'Defect No. 9: A bulk package/package that contains non-hazardous material without damage to the tank shell, stub sill, body bolster or thermal protection.'
- Defect Description:** A dropdown menu with 'Blind flange corroded, broken or cracked' selected. A note states: 'A specific list of Defective Descriptions will appear based on the Defective Condition, OTMA Type and, if an OTMA-3 is selected, the Defect Number chosen.'
- Valve Manufacturer:** A dropdown menu with 'Jamesbury' selected.
- Valve Model:** A dropdown menu with '4 9REL422HBTTA' selected.
- Applicability:** A dropdown menu with 'D - Non-Hazardous Material' selected.
- Non-Hazardous Materials description:** A text input field with 'Corn Oil' entered. A note states: 'Valve Manufacturer and Valve Model refer to the service equipment chosen in the Defective Condition drop-down field.'
- Add Additional Defective Condition:** A blue button. A note states: 'Applicants may choose to add additional defective conditions using this button.'
- What measures have been taken to ensure that the car(s) will not leak in transportation?** A text input field with 'BOV cap is secured.'

Four blue arrows point to the 'Defective Condition', 'Defect Number', 'Defect Description', and 'Add Additional Defective Condition' fields.

For questions regarding anything in this document, please email HMASSIST@dot.gov.

OTMA Status

Any person emailing or calling a member of the FRA Hazardous Materials Division regarding the status of an OTMA should not expect a response.

FRA Number	Reporting Mark	Reporting Number	Submission Date	OTMA Type	eOTMA Status	Assigned To	Comments	View Form	eOTMA Task Link
FRA-230515006	UTLX	12345		1	Saved	— Unassigned —			

Items per page: 25 | 1 – 1 of 1 | < > >|

The status of an OTMA can be found on the applicant's dashboard.

SAVED: The OTMA has not been submitted to FRA and is saved for the applicant to either edit or to submit to FRA.

PENDING: The OTMA has been received by FRA and is in the process of being reviewed.

APPROVED: FRA has approved the application. A signed approval will be forwarded to all emails included on the OTMA. OTMA-3s are standing approvals and do not receive a written approval from FRA.

NOT APPROVED: FRA has denied the application. An email will be sent to all emails included on the OTMA with an explanation as to why the application was denied.

CANCELLED: If the OTMA is not required then the application will be cancelled.

Filters:

- Status: Saved
- OTMA Type: -- All --
- Assigned To: -- All --
- Months Preceding: -- All --
- ☒ No Date Filter

Filtered Totals

Status:

- 1 Saved
- 0 Pending
- 0 Approved
- 0 Cancelled
- 0 Not Approved
- 0 RCA Pending
- 0 RCA Complete
- 0 RCA Cancelled

OTMA Type:

- 1 OTMA 1
- 0 OTMA 2
- 0 OTMA 3

Defect Category:

OTMA Confirmation Emails

1. OTMA confirmation emails are sent to every email included on an OTMA
2. OTMA 1s, OTMA 2s and OTMA 3s all receive confirmation emails
3. OTMA confirmation emails are provided as a courtesy only and are not required for moving a car on an OTMA-3.
4. If an applicant does not receive a confirmation email after submitting an OTMA, they may check the status of the OTMA on their dashboard as confirmation that FRA has received the OTMA application. For more information, please review the OTMA Status tab under the OTMA ePortal Guide above.

Motive, Power & Equipment (MP&E)

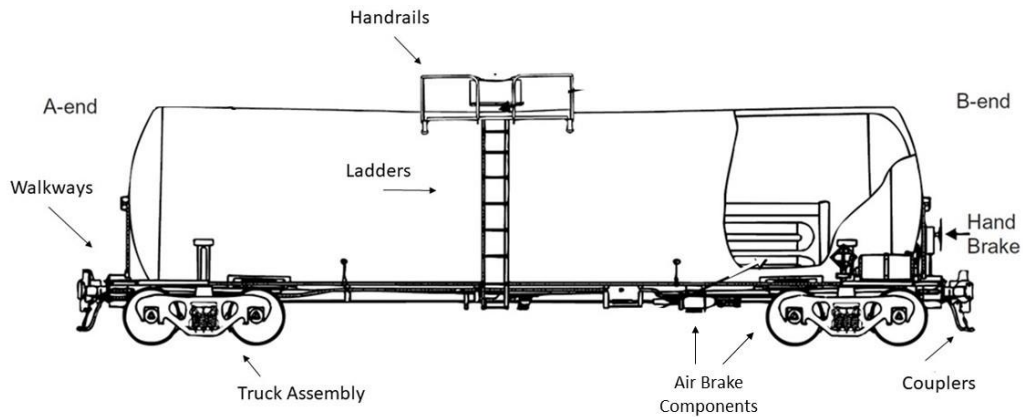
Movement approvals provided for bulk packages/packages moving in transportation with defective safety appliances (ladders, handrails, walkways, end sills, side sills, truck assembly, couplers) or bulk packages/packages that are considered overage must be obtained from the Motive, Power & Equipment Division (MP&E).

The Hazardous Materials Division = OTMA

The Motive, Power & Equipment Division = OTM

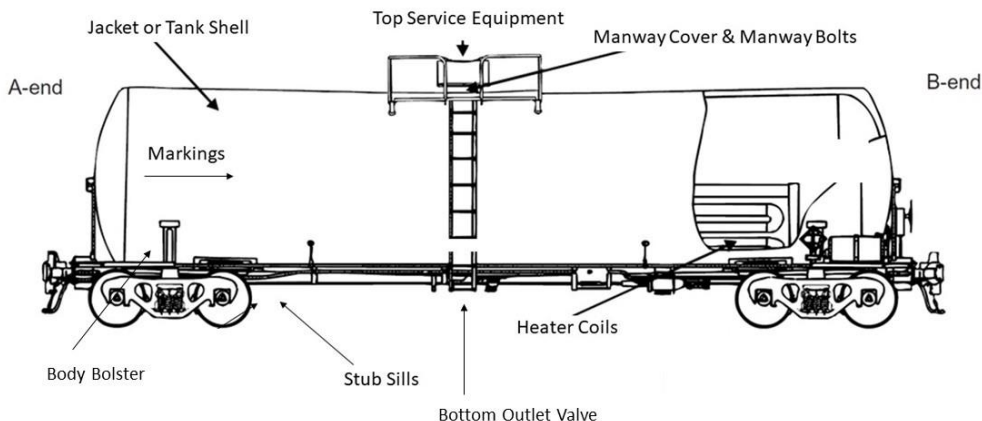
For more information on how to apply for a One Time Movement (OTM) with MP&E, please email RRSWebInquiries@dot.gov.

Defective conditions covered by the Motive, Power & Equipment Division are below.



*MP&E also provides movement approvals for overaged cars.

Defective conditions covered by the Hazardous Materials Division are below.



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Overloaded Cars

Overloaded by Volume

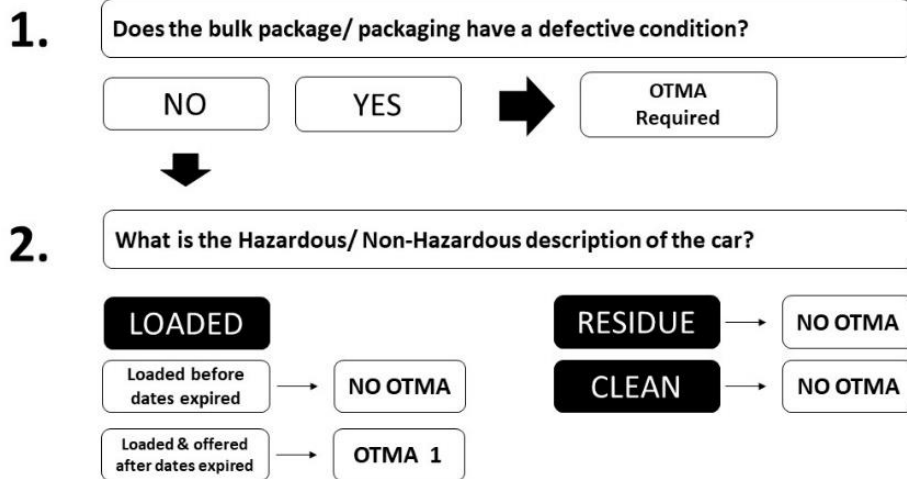
OTMA approval is not granted for packages overloaded by volume. Grantee must unload the overage amount before moving the package in transportation. If circumstances cause immediate threat or harm to human health or to the environment, please contact HMASSIST@dot.gov.

Overloaded with Non-Hazardous Material

Overloaded bulk packages moving in transportation containing non-hazardous material do not require an OTMA.

Overdue For Qualification

Does a car that is overdue for qualification require an OTMA?



AAR Specification Packaging

Are OTMAs required for AAR tank cars?

- YES** If the package is built to DOT specification
- NO** If the package is not built to DOT specification

Transport Canada

In Canada, the transportation of dangerous goods is regulated by Transport Canada under the Transportation of Dangerous Goods (TDG) Act and Regulations. Transport Canada has requirements for movements in Canada similar to FRA's requirements for movements in the U.S. Contact Transport Canada at the email address and website below for additional information.

Email Transport Canada: **tdgapprovals@tc.gc.ca**

Temporary Certificate Application:

<https://tc.canada.ca/en/dangerous-goods/how-apply-temporary-certificate>

Railroad Contact Information

Prior to requesting an OTMA from FRA, hazardous materials shippers must obtain written approval from the railroad(s) to offer a non-conforming bulk package for transportation under an OTMA. Hazardous materials shippers may use the contact information below to obtain written approval from the appropriate railroad(s). Please do not use these email addresses for any other purposes.

BNSF: safetydlfraotma@bnsf.com

CPKC: KCSOTMA@kcsouthern.com

CSXT: FRAHMreports@csx.com

Canadian National: OTMAApproval@cn.ca

Norfolk Southern: OTMA@nscorp.com

UP: NCSC_Hazmat@up.com or hmm@up.com

Placards

Is an OTMA required for a damaged or missing placard? **NO!**

See 49 CFR § 172.516(c), Visibility and Display of Placards for requirements.