



WMSC Inspection Report 20250708

ISSUED 07/14/2025

Inspection Details

Title: Metro Operating Rulebook (MOR) Inspection

Location: Shady Grove Yard (A99)

Date of Inspection: 7/9/2025

Time of Inspection: 7:00am to 9:00am

Announced (WMATA Safety Department Invitation)

Risk-Based (Corrective Action Plan C-0193)

Functional Area: Operations

Hazard Rating: 4C

Overview

The Washington Metrorail Safety Commission conducted an announced, risk-based inspection to verify that the current version of the Metrorail Operating Rulebook (MOR) were present and available for personnel to use. Access to the current rules is necessary for safe rail operations. The WMSC was invited to accompany WMATA's Department of Safety on this rulebook check.

Rulebook document control and accessibility issues were identified in finding 13 from the [2022 Safety Audit of Rail Operations](#):

“With frequent modifications due to temporary and permanent orders, and outdated versions of Metrorail’s rule book being distributed to personnel when hard copies are available, the latest Metrorail rules are not easily accessible to train operators. This creates document control issues and makes a rule requiring personnel to carry the latest version of the Metrorail Safety Rules and Procedures Handbook (MSRPH) unrealistic.”¹

As a result, the WMSC required that “Metrorail must ensure that only current copies of the rulebook are available and in use. Metrorail must provide operational employees with immediate access to the current rules relevant to their work during their work assignments, including any modifications due to temporary or permanent orders.” This was formalized in corrective action plan C-0193 that

¹ On September 1, 2023, the Metrorail Operating Rulebook (MOR) replaced the Metrorail Safety Rules and Procedures Handbook (MSRPH).



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included an interim mitigation: that copies of the Metrorail Operating Rulebook be “available and under control of division Managers in every tower, terminal, and breakroom.” Additionally, that “Physical MORs will be clearly marked to identify the responsible division name and location and will be updated by division Managers when new orders are issued. Rail Transportation will submit a document control log showing the location and responsible division name for all controlled, physical copies of the MOR.” C-0193 remains open with an anticipated closure date of July 20, 2026.

Along with the release of General Order 103-01 (Effective 0001 hours, Monday July 7, 2025), the WMSC received a request from the Department of Safety to participate in a planned Metro Operating Rulebook check. Metrorail selected Shady Grove Yard (A99) for the compliance inspection. The following locations at Shady Grove Yard (A99) were inspected as stipulated by actionable item 11 of C-0193: The Tower, the Station Terminal, and the Breakroom. At all three locations, the WMSC Inspector checked that the current Metro Operating Rulebook (version effective July 1, 2025) was present along with the current bulletin and safety orders (General Order 103-01 effective July 7, 2025).

The inspection revealed the following information.

Location	Rulebooks Encountered	Updated Rulebooks with up-to-date bulletin and safety orders
Tower	1	0
Station Terminal	1	0
Breakroom	1	0

Table 1. Lists the locations, number of rulebooks encountered, and number of rulebooks with up-to-date bulletin and safety orders.

The inspection concluded that the MORs were not properly updated at Shady Grove (A99). The WMSC Inspector found none of the MORs inspected at the three locations within the Shady Grove Rail Yard were updated and included the latest bulletin orders and safety orders.

After concluding the inspection, the WMSC Inspector conducted a debrief with onsite Metrorail Department of Safety personnel, in accordance with Program Standard Section 6.F.1. As a result of the debrief, the Department of Safety stated the Shady Grove Division management would be notified, and the Metrorail Operating Rulebooks at these locations would be updated with the bulletin and safety orders immediately.

Additionally, the WMSC Inspector found an outdated copy of the Metrorail Safety Rules and Procedures Handbook (MSRPH), dated April 2011, in the Shady Grove Service and Inspection (S&I) building. This was immediately mitigated by the WMATA Department of Safety representative who removed the outdated rulebook. Additionally, the MOR located at the Service and Inspection (S&I) office was last updated September 1, 2023, and lacked updated bulletin orders and safety orders.



Defects and Corrective Actions

WMSC Inspections identify safety issues that may be classified as defects, findings, or recommendations. Findings and recommendations are defined by Program Standard Section 5.E.2 and 5.E.3, respectively. Ordinarily, issues identified in a WMSC inspection report are classified as defects. Defects are specific safety issues of non-conformance/non-compliance that are identified and that require remedial action.

This inspection did not identify any findings or recommendations and therefore does not require a WMSC Corrective Action Plan in accordance with Program Standard Section 5.E.4.

Defect Observations and Determinations

Mitigated Defect 1

The inspector found a copy of an outdated Metrorail Safety Rules and Procedures Handbook (MSRPH) (dated April 2011) in the Shady Grove Service and Inspection (S&I) building. According to the current Metrorail Operating Rulebook (MOR) which states "This Metrorail Operation Rulebook supersedes and replaces all previous versions of the Metrorail Safety Rules and Procedures Handbook...", the MSRPH was to be removed from all work areas. This was remediated onsite by a member of the Department of Safety.

Hazard Rating: 4C

Photo



Photo 1. 2011 MSRPH circled.



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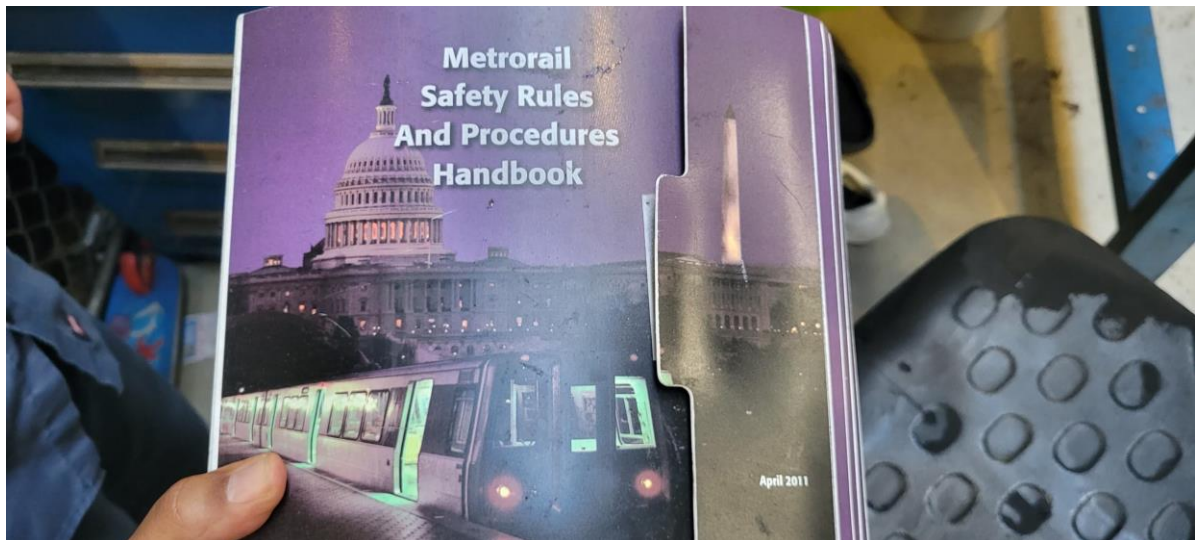


Photo 2. 2011 MSRPH.

Defect 1

The WMSC Inspector identified that copies of the MORs were not fully up to date in the specified locations. That is, none of the MORs inspected at the three locations at Shady Grove Rail Yard (the tower, station terminal, and breakroom) were equipped with the latest bulletin and safety orders.

Hazard Rating: 4C

Photos

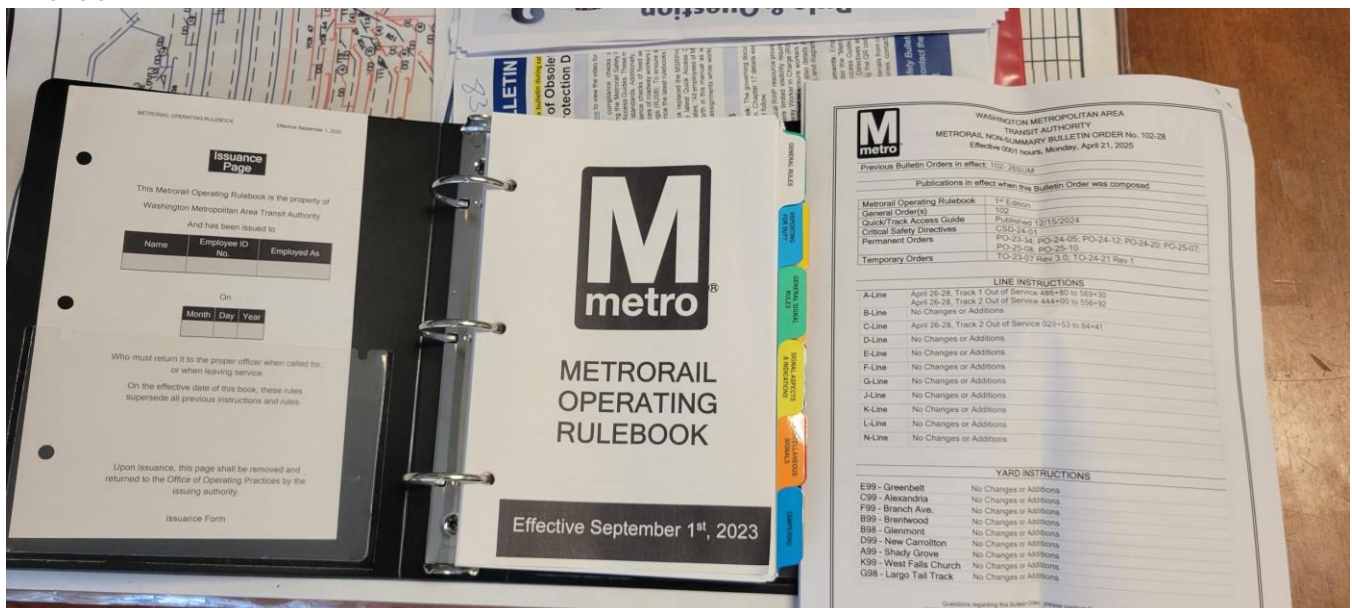


Photo 3. Outdated MOR from the tower.



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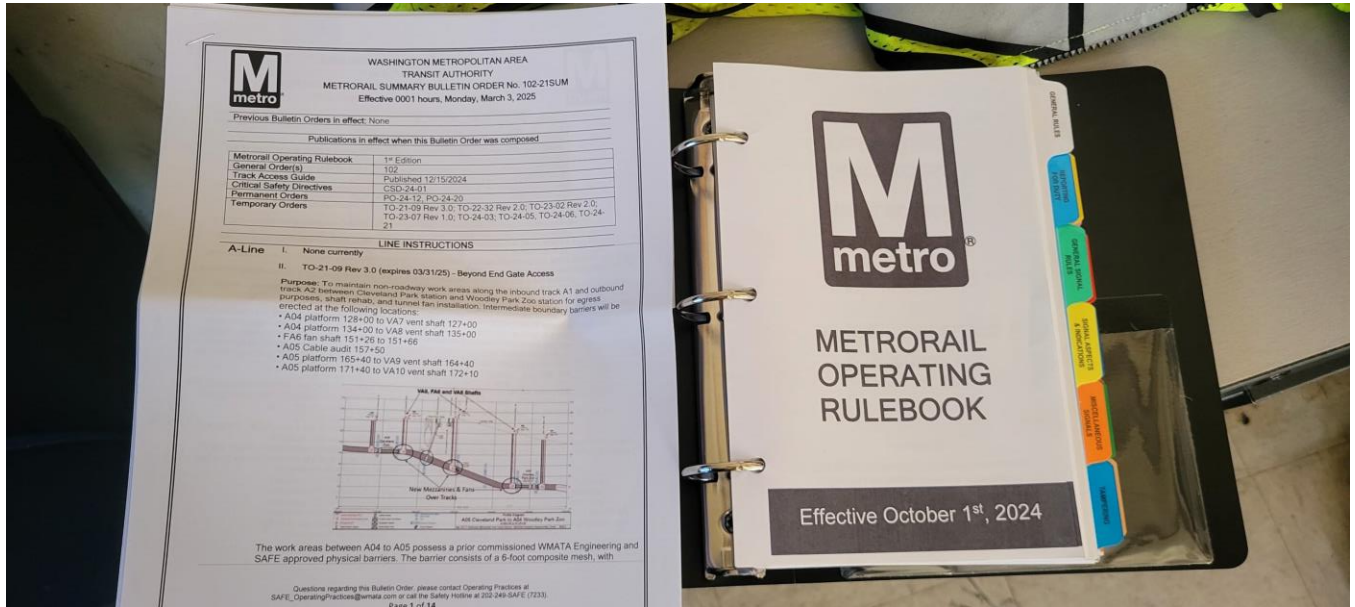


Photo 4. Outdated MOR from the terminal.



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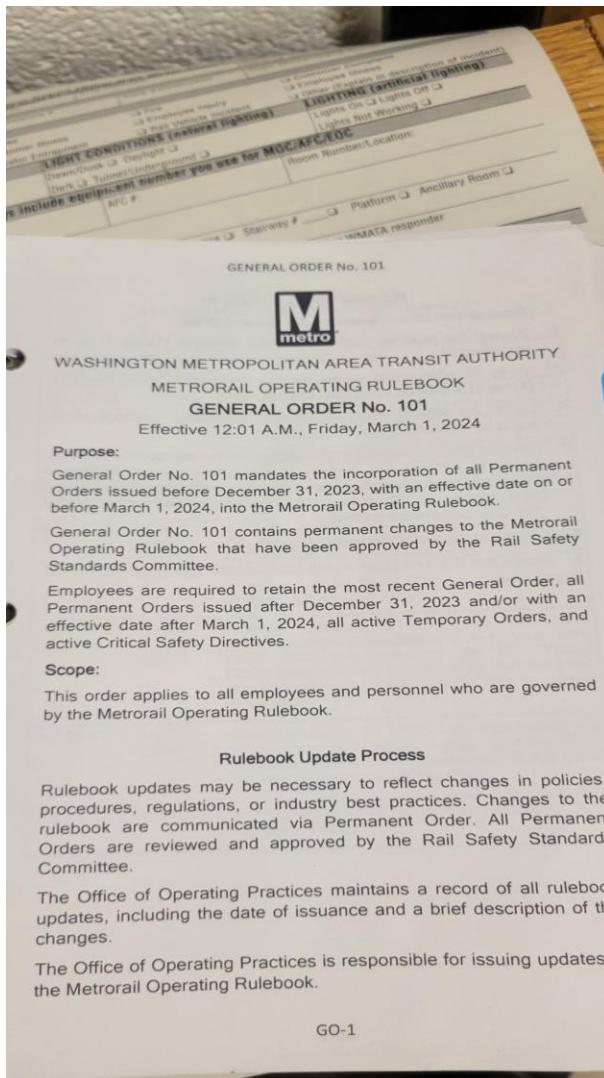


Photo 5. Outdated MOR from the breakroom.

Defect 2

The inspection revealed that the MOR located at the Shady Grove Terminal was not updated properly to reflect the changes in policy, procedures, and regulations. WMSC Inspector notes the updated policy inserts were located within the MOR, but all inserts were still bound and unopened.

Hazard Rating: 4C



Photo



Photo 6. MOR inserts bound and unopened from the terminal.

Next Steps

Please respond **by Thursday, July 17, 2025**, to acknowledge receipt and to convey responses to the WMSC regarding what, if any, actions will be or have been taken in response.