



TASK FORCE CHARTER

Damage Prevention Outreach Program

I. BUSINESS CASE / PROJECT NEED

Intermodal chassis are used and handled by a wide range of facilities and operators across the entire industry. The facilities and operators utilize drivers and equipment operators with both varying skill sets and general knowledge of how the equipment actually works and how best to handle it without damage. Additionally, many facility operators likely do not fully understand the consequences, both financial and operational, of the improper handling / use of intermodal chassis. Given the wide range and sheer number of facilities who handle intermodal chassis, an IANA-driven training or outreach program is not realistic; however, IANA can assist by providing presentation tools and resources to assist members in conducting the necessary outreach in an effort towards preventing a large portion of the damage that occurs today, and subsequently creating more Good Order Chassis available for use in the industry.

II. GOAL STATEMENT

The Task Force's goal is to raise awareness and share information regarding preventable chassis damage with stakeholders involved in moving, storing and maintaining chassis. Presentation tools and resources, which could include documents, slides, and/or handouts, may be utilized by IANA members during local outreach events to highlight proper use and handling of intermodal chassis and the operational and safety benefits of doing so.

III. WORK PLAN AND TIMELINE

- Using member supplied data, identify damage most likely preventable by facility type.
- Determine the cost (both financial and operational) that facilities and users incur due to preventable damage occurring on their facilities; leverage available IANA staff to remove any commercially sensitive data.
- Reach out to FMCSA for national OOS and Citation statistics related to preventable items.
- With the above data and research, create a template training/outreach program containing relevant industry stats that can be customized with local or company specific data.
- The Task Force should not involve any commercial interests; and
- The Task Force should be able to execute the plan within a reasonable timeframe (i.e. 12 – 18 months)
 - Q1 2021 – Seek approval for Charter from M&R Committee
 - Q1 2021 – Recruit Task Force Members, hold first Task Force meeting, begin gathering materials and data
 - Q2 2021 – Provide Task Force update at Business Meeting
 - Q2-Q3 2021 – Begin work on deliverables

- Q3 2021 – Provide Task Force update at EXPO
- Q3 2021 – Q1 2022 – Complete work on deliverables
- Q2 2022 – Provide final recommendations to the M&R Committee at the Business Meeting

Task Force should follow these working guidelines:

- Task Force leaders and committee leaders will meet monthly;
- Based on the monthly Task Force reports, committee leadership will determine if sufficient progress has been or is being made to justify the continuation of the Task Force;
- Task Force will meet immediately before any regularly scheduled full Committee meeting;
- Task Force must report progress in the Committee meetings, if no progress the work will be suspended; and
- When a Task Force has completed its work, the results and recommendations will be presented to committee members for review. Adoption of any recommendations will require a majority vote of the Committee members present at the time of the vote.

IV. DESIRED OUTCOMES

- Identify tools to educate the industry on preventable chassis damage and the benefits to industry, operators and facilities of preventing damage to chassis.
- Identify and leverage existing IANA resources to support the program.
- Combine the above items into an outreach template to be used on a local level by IANA members.
- Primary target audiences would be Terminal Operators and Motor Carriers.
- Secondary audiences would be BCOs, DCs, NVOs etc.

V. ROLES AND RESPONSIBILITIES

- The Task Force leader is appointed by the Committee Chair.
- 8-10 individuals with a wide range of professional skill sets are recommended in an effort to form a diverse Task Force team.
 - Terminal Operators
 - Suppliers
 - Railroads
 - Motor Carriers
 - IEPs
- Task Force members will be appointed by the Committee Chair.
- The Committee Chair and Vice Chairs are ex-officio members of the Task Force
- All members must be active participants. If not, the Task Force leader or the Committee Chair must remove them.
- Based on the skill sets of Task Force participants, there should be two components to the group each working toward the common goal:
 - Members who lean toward the operations or data side of the industry should begin to mine the needed data from IANA members to identify areas that would have the most impact.
 - Members who lean toward the training or marketing side of the industry should start to create the template presentation. This would include sorting through existing IANA

documents and resources to select items that would be helpful (stacking procedures, DVIR cards, etc.)