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Dear Service Provider:

In 2006, BNSF Railway implemented the use of e-RailSafe to better control, secure and protect our operations, facilities and personnel. In addition to providing you, our service providers with consistent background screening requirements and improved access to participating railroad properties, you will benefit from competitive screening costs, identification cards and a security awareness program.

BNSF Railway utilizes e-VERIFILE.COM, Inc, a background investigation service provider to administer the e-RailSafe program. Service Providers requiring unescorted access to BNSF Railway property, personnel, or information systems are required to participate in the e-RailSafe Program. Service providers that currently utilize a background screening service may request exemption from e-RailSafe if their program is deemed to meet the same requirements as established in the e-RailSafe program. Service providers that wish to seek approval to use such an alternative program with BNSF should email the request to rpsterailsafe@bnsf.com, with supporting detail.

To meet accepted standards and ensure effective functioning of the e-RailSafe program, railway service providers that contract services with BNSF Railway and physically operate unescorted on BNSF Railway property will be required to fulfill the following actions:

- Register their company with the e-RailSafe program through the web address www.e-RAILSAFE.com. Each service provider will initiate an individual relationship with e-RailSafe and be responsible for all charges incurred as a result of this program.
- Secure Background Consent Forms (waivers) from each of their employees who, in the scope of their duties, will need to enter onto the property of BNSF. **Any contracted service provider or contracted employee who refuses to provide this waiver will not be allowed to provide services to the BNSF Railway.**
- Submit necessary employee information to e-RailSafe program via the website for purposes of the background investigation and photo identification card.
- Provide an electronic photo of each employee participating in the e-RailSafe program. Instructions found in the web site specify photo type, design, and provides assistance for creating and submitting photos.
- Notify e-RailSafe upon termination of any employee covered under this program or when railway services will no longer be provided under the existing contract. This information will be utilized to cancel the photo identification badge issued by e-RailSafe.

All e-RailSafe program applicants will be required to fulfill the following actions:

- Satisfactorily complete the e-RailSafe on-line Security Awareness program and test.
- Display their e-RailSafe photo identification badge on their outermost clothing and have available Government Issue photo identification (driver's license, state identification card, or passport) at all times while on BNSF Railway properties. It is important to meet this requirement since contract employees without the identification card may not be allowed on BNSF Railway property. If already on the property, the contract employee may be required to leave until the appropriate identification card is obtained.



- Surrender their e-RailSafe photo identification card to the contracted service provider upon termination of employment or service.

Contract employees will be denied an identification card and access to BNSF property if the background screening reveals one or more of the disqualifying factors outlined on the e RAILSafe web site. **Contract employees denied an identification card may appeal the decision through the e RAILSafe appeals program.**

Please note that BNSF is not prescribing to its contractors whom they may employ; however, we are setting minimum standards for those contract employees who will be allowed access to BNSF properties, regardless of whether a contract employee successfully passes the e-RailSafe process. In addition, BNSF reserves the right to prohibit any person(s) from BNSF property at our discretion.

An overview of the e-RailSafe program is included with this letter and explains in detail many of the program benefits.

All affected service providers and their subcontractors are expected to comply within 30-days after receipt of this notice, unless exigent circumstances warrant an extension. After that date, BNSF Railway or the U.S. Transportation Security Administration may audit for compliance. Contract personnel unable to provide the e-RailSafe identification are subject to removal from BNSF property until they are in compliance.

If you have any questions regarding e-RailSafe services, please contact: e-VERIFY.COM, through its website at www.e-RAILSAFE.com or by calling 770-859-9899.

Should you have any questions or concerns in reference to BNSF's security policies, please call Bryan Bass at 817-224-7035.