

Dear Service Provider:

Given heightened concerns regarding national security, BNSF Railway is implementing additional procedures to better control, secure and protect our operations and facilities. To ensure we are meeting government security recommendations and directives, we have initiated a new 3-step process that will include a background screening program, security awareness training and photo identification badge for all qualified service providers.

BNSF participates in the e-RAILSAFE program with other Class 1 railroads to maximize the program's value to our service partners, including consistent background screening requirements and improved access to participating railway properties. Additionally, competitive screening costs, identification cards, and a security awareness program assist in meeting minimum security standards now required of most companies providing services to transportation companies. This process will be administered by e-VERIFY.COM, Inc., a background investigation service provider, and will be known as e-RAILSAFE.

Participation in that program is required to operate on participating railway properties. [New paragraph] Service providers that have an alternative program that meets substantially all the requirements of the e-VERIFY/e-RAILSAFE program may be approved for operating on BNSF property and facilities. Service providers that wish to seek approval to use such an alternative program with BNSF should email the request to [www.rpsterailsafe.com](http://www.rpsterailsafe.com), with supporting detail.

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

- Register their company with the e-RAILSAFE program. The web address [www.e-RAILSAFE.com](http://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 will stipulate photo type, design, and provide assistance for creating and submitting this photo.
- 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 complete 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 properties. It is important to meet this requirement, since once the program is implemented, contract employees without the identification card will not be allowed on BNSF property. If already on the property, the contract employee will 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 telling its contractors whom they can 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. Also, BNSF reserves the right to bar any persons 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 90-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 will be removed from BNSF property.

If you have any questions regarding e-RAILSAFE services, please contact e-VERIFY.COM through its website at [www.e-RAILSAFE.com](http://www.e-RAILSAFE.com) or at telephone number 770.859.9899.

Should you have any questions or concerns in reference to BNSFs security policies, please call Bryan Bass at 817.224.7035.