



**BUILDING AMERICA®**

Dear UPRR Contractor / Sub Contractor,

Given heightened concerns regarding national security, Union Pacific Railroad has implemented safeguards to control and secure our operations and facilities. To ensure we are providing the highest level of security possible we are working with e-VERIFILE Inc., to provide credentials and training to qualified contract personnel through eRailsafe. The eRailsafe program is an industry standard among the U.S. Class 1 railroads providing safety testing and training, background screening and contractor badging.

To summarize the process, Union Pacific will require:

- Railroad Contractors to register their company with eRailsafe by visiting [www.eRailsafe.com](http://www.eRailsafe.com)
- Railroad Contractors must 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 Union Pacific. Any contractor employee who refuses to provide consent to a background check will not be allowed to provide services to the Union Pacific Railroad.
- Railroad contractors will submit necessary employee information to eRailsafe via the website.
- Contract employees (Contractees) will be required to provide their electronic photo to the contractor, for their submittal to eRailsafe. The contract employee will then complete the on-line training for Railroad Safety and Railroad Security Awareness via the eRailsafe website.
- After the contractee satisfactorily completes the training program, a background investigation is initiated.
- ERAILSAFE will then score that investigation to validate that it meets all the criteria for the issuance of a photo identification badge.
- When a satisfactory score is rendered, eRailsafe will automatically print a photo identification badge and mail the photo identification badge to the contractor's business address for distribution to the contractee.
- The contractee is responsible to wear the approved badge, as well as carry another form of government issued ID with them at all times while on railroad property. Contractor employees without the identification card will not be allowed to work on Union Pacific property. If already on our property, the contractor employee will be required to leave until the appropriate ID card is obtained. Employees leaving the employment of a contractor must surrender the identification card to either the contractor or to Union Pacific.

Please note that once an eRailsafe credential has been obtained by a contractee for one Class 1 railroad, it may be endorsed by other Class 1 railroads without the Contractor having to repeat the enrollment process. **Contact eRailsafe for further information on this process.**



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Understand that Union Pacific is not telling its contractors whom they can employ, however we are setting standards for those contractors who will be allowed to enter our property and/or perform work for Union Pacific Railroad. Regardless of whether a contractee successfully passes the eRailsafe process, Union Pacific reserves the right to bar any persons from UP property at our discretion.

You and your subcontractors are to comply with requirements detailed in this program within 30 days after receipt of this letter. After 30 days unannounced audits will be conducted to verify compliance with this requirement. Contractor personnel unable to provide both an eRailsafe card and a government issued photo ID will be removed from UPRR property.

In a *few* isolated instances, exemptions have been allowed and the requirement for participation in this program has been waived. If you feel that your company should be granted an exemption, you must still contact Union Pacific Railroad to request they start the exemption review process with Union Pacific Railroad personnel.

If you have any questions regarding the eRailsafe services, please contact e-VERIFILE through its website at [www.eRailsafe.com](http://www.eRailsafe.com) or at 800-560-6435.

**NOTE:** *You will need your Union Pacific Railroad Vendor ID to create your account for the first time in eRailsafe. Please contact your Company contract administrator or your Union Pacific Supply contact if you do not have your Vendor ID.*

**Should you have any questions or concerns in reference to Union Pacific's security policies feel free to contact Union Pacific's eRailsafe representative by phone at 402-544-8722 or by email at [erailsafe@up.com](mailto:erailsafe@up.com). Additional information can also be found on the [Union Pacific eRailsafe](#) web page for your convenience.**

