



Deval L. Patrick, Governor
Frank DePaola, Acting MassDOT Secretary & CEO
Beverly A. Scott, Ph.D., General Manager
and Rail & Transit Administrator



MEMORANDUM

TO: All Design and Construction Personnel

FROM: Erik Stoothoff, P.E.
Chief Engineer

DATE: December 11, 2014

RE: Keolis Roadway Protection Update – Adjacent Track Regulation

There have been a number of changes to the Keolis Roadway Worker Protection (RWP) Manual, which becomes effective January 1, 2015, including recent FRA regulation pertaining to **“Part 214.336: On-track safety procedures for certain roadway work groups and adjacent tracks.”**

In order that all roadway workers are able to ascertain appropriate on-track and adjacent track safety, MBTA has determined training and distribution requirements as follows:

- **MBTA Commuter Rail Construction Contractors:**
All employees – The attached MBTA Contractor Training Circular shall be distributed to all contractor employees, and acknowledgement of receipt is required. Contractor RWP Training is required for all employees when their current RWP card expires.
- **MBTA Commuter Rail Design Consultants:**
All employees – The attached MBTA Contractor Training Circular shall be distributed to all design consultant employees, and acknowledgement of receipt is required. Contractor RWP Training is required for all employees when their current RWP card expires.

All Contractors and Consultants employees will be required to sign a receipt acknowledging their duty and responsibility to read and familiarize themselves with the new guidelines.

A copy of the receipt must then be sent electronically to MBTA Safety as well as the MBTA Design and Construction Department to ensure all receipts are properly stored for training verification and auditing purposes.

Please email all receipts to Diane Gunther, Safety Analyst at dgunther@mbta.com, and cc both Holly Dorso, Safety Analyst at hdorso@mbta.com and Linda (Portis) Clements, Manager of Training and Mentoring at lportis@mbta.com.

Please be advised all MBTA Commuter Rail Construction Contractors and Design Consultants that do NOT comply with this mandate will not be permitted to access the Right of Way after January, 1, 2015. Failure to provide an acknowledgment receipt to Safety and the Design and Construction Departments as specified above, failure to provide evidence of having read the circular and provide acknowledgment receipt when accessing the right of way may result in your removal from the Right of Way, and revocation of RWP certification.



Deval L. Patrick, Governor
Frank DePaola, Acting MassDOT Secretary & CEO
Beverly A. Scott, Ph.D., General Manager
and Rail & Transit Administrator



Keolis Roadway Protection (RWP) Adjacent Tracking Training Receipt

I hereby acknowledge receipt of Massachusetts Bay Transportation Authority “MBTA Employee Training Circular Roadway Worker Protection Update – Adjacent Track Regulation”, I further acknowledge my duty and responsibility to read and thoroughly familiarize myself with all the rules presently contained herein.

Name (Print)

Title

Company Name

Employee Signature

Date