



Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Gina Fiandaca, Secretary & CEO  
Phillip Eng, General Manager & CEO



April 26<sup>th</sup>, 2023

Dear Vendor,

On April 18<sup>th</sup>, 2023 the MBTA was been directed by the FTA to prohibit access to the ROW unless individuals accessing the ROW have been trained on new materials and practices. This new material and practices, known collectively as the ROW Addendum will cover both an additional classroom portion and practical component (i.e. demonstration of skills on the ROW).

The MBTA is in the process of developing said ROW Addendum and planning the corresponding training schedule and tracking mechanisms. To ensure that the MBTA is correctly prioritizing employees and non-employees who require access to the ROW to complete their work, we have identified your organization as a key organization.

The MBTA is requesting all organizations to provide the estimated counts of people under each MBTA contract (including subcontractors) who fall into the below categories:

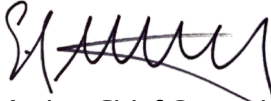
1. Essential to be ROW Addendum Compliant (RAC) by 6/15:
  - a. Currently possess active MBTA ROW certification
  - b. Is expected to or is highly likely to access Rail ROW between June 15th and August 1st. Specifically, these are individuals who will be working on or immediately adjacent to MBTA tracks. Those individuals who will only be accessing station platforms or rail yards (versus track or station pits) should be included in category #2.
2. Potentially Essential to be RAC by 6/15:
  - a. Currently possess active MBTA ROW certification
  - b. Is expected to or is highly likely to access ROW between June 15th and August 1st, but will only likely be accessing station platforms and/or rail yards. Those individuals who will be working on and immediately adjacent to MBTA tracks (including station pits) should be included in category #1.
3. Necessary to be RAC, but not by 6/15:
  - a. Currently possess active MBTA ROW certification
  - b. Unplanned or unlikely to access ROW until after August 1<sup>st</sup>
4. New individuals who will become Essential to be RAC by 6/15:
  - a. Currently do not possess active ROW certification
  - b. Is expected or is highly likely to access Rail ROW between June 15th and August 1st. Specifically, these are individuals who will be working on or immediately adjacent to MBTA tracks. Those individuals who will only be accessing station platforms or rail yards (versus track or station pits) should not be included.

Please complete this form <https://forms.office.com/g/jnCwAeMX8E> once for each contract your organization has with the MBTA. Your response should include all individuals under said contract, including any subcontractors as applicable. **Forms must be completed by COB on 4/28/23.**

Once received, the MBTA will work with you to identify specific individuals and training times for your essential staff to be made compliant with the ROW Addendum. Please note, prior to any contractor or subcontractor being trained on the new materials and practices, you will need to supply the MBTA with their name, badge number on ROW license, and ROW license expiration date.

Thank you for your continued support.

Erik Stoothoff

A handwritten signature in black ink, appearing to read 'Erik Stoothoff', written over a horizontal line.

Acting Chief Operating Officer