

1. System Name: Contractor Metrorail Right of Way (ROW) Training Records.
2. System Location: System Safety and Risk Protection/Industrial Construction and Environmental Services (SARP/ICES); Originals of Certification of Eligibility for WMATA Contractor Identification Card forms, photographs of trainees and hard copies of the sign-in sheets. Originals of the sign-in sheets, records of training and contractor ROW exams, and answer sheets are located in the Carmen E. Turner Facilities, 3500 Pennsy Drive, Hyattsville, MD 20785.
3. Categories of Individuals Covered by System: Contractors' employees who receive Metrorail Right of Way Training.
4. Categories of Records in the system: Contractors' employees' right-of-way training records, including names, social security numbers, work numbers, signatures, work to be done, locations of work, time frames for work, and identification photographs.
5. Principal Purpose: To administer and track compliance with right of way training that WMATA requires of contractors' employees prior to allowing them to perform work within the energized rail system right of way, to verify identification of such employees, and to provide contractor identification cards.
6. Routine Uses of Records maintained in the System: General Routine Use F (Disclosure of Contractor, grantees, and Others); H (Disclosure in Connection with Litigation); and J (Disclosure to the GAO, FTA, or Other Government Oversight Agencies) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: By date and name.
  - Storage**: Hard copies.
  - Safeguards**: All records are maintained in a lockable cabinet in secure, access-controlled areas in the Jackson Graham Building and the Carmen Turner Facility.
  - Retention and Disposal**: Indefinitely.
8. Systems Manager: Loss Control Analyst in the Department of System Safety and Risk Protection.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.
10. Records Source Categories: Contractors' employees who receive Right Of Way Training and WMATA employees who provide training.