

## **Rail Security Coordinator Reporting Guidance**

**(For Freight Railroads, Hazardous Materials Shippers and Receivers)**

As required by 49 CFR 1580.101, covered entities need to designate, and report to the Transportation Security Administration (TSA), a rail security coordinator (RSC) and at least one alternate RSC to be available to TSA on a 24-hour, seven days per week basis to serve as the primary contact for receipt of intelligence information and other security-related activities.

Covered entities include the following:

- Each freight railroad carrier that operates rolling equipment on track that is part of the general railroad system of transportation;
- Each rail hazardous materials shipper;
- Each rail hazardous materials receiver located within a High Threat Urban Area;
- Each freight railroad carrier hosting the passenger operations described in 49 CFR 1580.1(4); and
- Each operator of private cars, including business/office cars and circus trains, on or connected to the general railroad system of transportation, when notified by TSA in writing that a threat exists concerning that operation.

Covered entities can notify TSA of their rail security coordinator in one of two ways.

1) RSC information can be e-mailed to TSA at [freightrailsecurity@dhs.gov](mailto:freightrailsecurity@dhs.gov) and should include the following:

- Names of the designated RSC and alternate(s), and for each:
  - Titles
  - Name of facility or facilities for which the RSCs are responsible, including address information
  - Phone numbers (primary office, fax, mobile, and emergency, if applicable)
  - E-mail addresses
- Phone number for which TSA can call to obtain location and shipping information, as required by  
49 CFR 1580.103

Please include in the subject line, "RSC Information for [company name]."

2) The RSC information can also be submitted to TSA via postal mail by sending a letter to:  
Transportation Security Administration  
Freight Rail Security Division, TSA-28  
601 South 12th Street  
Arlington, VA 20598-6028

TSA needs to be notified within 7 calendar days when any of the above RSC information changes.

Changes can be sent to TSA via [freightrailsecurity@dhs.gov](mailto:freightrailsecurity@dhs.gov)

**See 49 CFR 1580.101 for detailed information**

# SAMPLE

**From:** Joe Smith [JSmith@acmechemicals.com]  
**Sent:** Wednesday, November 26, 2008 9:30AM  
**To:** FreightRailSecurity [freightrailssecurity@dhs.gov]  
**Subject:** RSC Information for Acme Chemicals

**Rail Security Coordinator**

Joe M. Smith, Vice President of Safety and Security  
Acme Chemicals  
4321 Acme Drive  
Fort Worth, TX 76101  
(123) 456-7890 office  
(123) 456-0987 facsimile  
(123) 456-7809 cellular, sms enabled  
[jsmith@acmechemicals.com](mailto:jsmith@acmechemicals.com)

**Alternate RSC**

Bob E. Jones, Facilities Manager  
Acme Chemicals  
4321 Acme Drive  
Fort Worth, TX 76101  
(123) 456-8970 office  
(123) 456-0879 facsimile  
(123) 456-9078 cellular, sms enabled  
[bjones@acmechemicals.com](mailto:bjones@acmechemicals.com)

24 Hour Contact Phone (123) 456-7098

This number calls into the Operations Control Room and is monitored 24/7

# SAMPLE

**Paperwork Reduction Act Statement**

The public reporting burden to complete this information collection is estimated at .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. TSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. The OMB control number assigned to this collection is 1652-0051. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to TSA/TSNM, 601 S 12<sup>th</sup> Street

Arlington, VA 20598-6019: ATTN: PRA (1652-0051) Expiration Date: 04/30/2012