

1. System Name: Ergonomic Records on WMATA Employees.
2. System Location: Carmen Turner Facility, 3500 Pennsy Drive, Hyattsville, MD 20785.
3. Categories of Individuals Covered by System: WMATA employees who request ergonomic assessments and WMATA employees who are trained in ergonomic concepts.
4. Categories of Records in the system: Names, employee identification numbers, job title, hours of work, dates of training.
5. Principal Purpose: To evaluate work space for ergonomic risk of injury and to track and administer employee training.
6. Routine Uses of Records Maintained in the System): General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone; F(Disclosure of Contractor, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation); and I (Disclosure to WMATA Unions) apply to this system, and disclosure to employees' physicians when necessary for medical evaluation.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

 - Retrieved by**: By name.
 - Storage**: Lockable cabinet.
 - Safeguards**: Access controlled area with access restricted to the Loss Control Analyst.
 - 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: Employees who request ergonomic assessments; employees who provide ergonomic assessments; employees who receive ergonomics training; and doctors.