




## **NOTICE**

NOTICE NO. 078-20

June 8, 2020

TO: All Division of Station Environment and Operations Employees   
FROM: David Santoro, Acting Chief Stations Officer, Station Environment and Operations  
SUBJECT: **REPLACEMENT OF EXPIRING EMPLOYEE PASSES**

All Station Environment & Operations employees with EPIC passes that expire on **June 30, 2020** will be issued new passes.

The new passes will be available for pick up at your assigned District Field Office or Support Office from **June 11, 2020 to July 24, 2020.**

**District Field Office Locations:**

District Field Office #1 – 125<sup>th</sup> Street Station, **4 5 6**

District Field Office #2 – 42<sup>nd</sup> Street/Port Authority, **A C E**

District Field Office #3 – 7<sup>th</sup> Avenue Station, **F Q**

District Field Office #4 – Jamaica Center/Parsons Archer **E J Z**

**Specialty Cleaning Support Office** (Mobile Wash / Track Tile) – 90 Quay Street Facility  
**Environmental Operations Support Office** – Coney Island/Stillwell Avenue, **D F N Q**

You must surrender your current pass to receive your new pass. If you do not have your current pass, you must complete the Application For Employee Photo Identification MetroCard. The approved Application For Employee Photo Identification MetroCard must be submitted to your District Field Office/Support Office in order to receive your replacement EPIC pass.

As of **Monday, July, 27 2020** employees with expired pass inquiries should contact Operations Support/Administration Processing Unit at [SubwaysAdministration@nyct.com](mailto:SubwaysAdministration@nyct.com) .

A copy of this Notice can be obtained from the Station Environment and Operations' Policy and Procedures Unit, located at the Operations Support and Assignment Center (OSAC), 130 Livingston Street 5<sup>th</sup> Floor, Cubicle 5031 or via MTA Today-NYCT.