




NOTICE

NOTICE NO. 092-20

July 14, 2020

TO: All Division of Station Environment and Operations Employees 
FROM: David Santoro, Chief Stations Officer, Station Environment and Operations
SUBJECT: **PASS UNIT OPEN BY APPOINTMENT ONLY - COVID-19 CHANGES**

Effective Monday, July 6, 2020, the Pass Unit (located at 180 Livingston Street, 5th Floor) is open during the hours of 0830 – 1600, Monday through Friday to respond to **lost, stolen, and damaged** EPIC pass related issues by appointment only.

For scheduling appointments to obtain a replacement pass, employees must call the Pass Unit at one of the numbers listed below.

(347) 643-8308	(347) 643-8309	(347) 643-8312	(347) 643-8314	(347) 643-8317
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- Pass Unit no longer accepting walk-ins.
- Pass Unit is open for business by appointment only.
- Retiree Passes will be sent out by mail only.
- Retirees can no longer pick up passes directly from the Pass Unit

Employees with questions regarding expiring passes or any additional questions, please email SubwaysAdministration@nyct.com

For Kronos related pass issues, employees must email the previously designated liaison (G. Tobin) at Gabriela.Tobin@nyct.com.

A copy of this Notice can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5th Floor, cubicles 5029-5032 or via MTA Today-NYCT.