



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Director, Agency and Customer Service

TRANSPORTATION- CLERICAL NOTICE #2022-C001

August 22, 2022

To: All Concerned, Transportation – Clerical Employees

Subject: Maintaining Accurate Inventory

The following protocol has been put in place to maintain accurate inventory of equipment. When handling equipment outside of Clearing Yard, Train Dispatchers and Clerical employees must be informed of all changes with inventory that is handled to maintain accurate inventory.

Commercial Yard Inventory Process

- Transfer assignments will be provided an Inventory Tracker by the Chief Clerk with their outbound paperwork at beginning of the shift.
- Once the outbound train is yarded at Commercial Yard or other specified location, the crew will immediately contact the BRC Dispatcher and provide them a breakdown of how the train was yarded.
- Once the breakdown of the train has been received, the train dispatcher is to promptly provide this information to the chief clerk so the information can be input into Belt Apps Inventory.
- On the Inventory tracker, in the spaces provided, crew will notate what dispatcher they notified as well as the time notified. In addition, the head and rear car of each track yarded needs to be documented.
- Once crew arrives back at clearing, they will turn their Inventory Tracker into the chief clerk prior to ending their tour of duty.
- Chief Clerk will maintain a record of the Inventory Tracker along with the South Chicago outbound paperwork for a minimum of 2 weeks.

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T. Hartwig
Terminal Superintendent

Transportation - Clerical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001
2017	001, 003, 007, 008, 009
2018	001, 002, 003, 004, 005, 006, 007, 008, 009, 010,
2019	001
2022	001