



# THE BELT RAILWAY COMPANY OF CHICAGO

## TRANSPORTATION - CLERICAL NOTICE

**#2020-C011**

Effective 0001, November 3, 2020

**To: All Concerned, Transportation – Clerical Employees**

**Subject: Revised Instructions for the Handling of Lost Cars**

When Yardmasters, Train Dispatchers, or others note that cars showing in tracks at the locations are not in the proper location or are otherwise deemed lost, clerks must do the following:

Direct any lost cars in the following locations to the noted track:

- Clearing Yard, direct car to the BRC Team Track in the Clearing District Yard.

<https://beltapps.belrailway.com/Belt/yard/#/outlying/clearingdistrict/BRC%20Team%20Track>

- Commercial Avenue Yard, direct car to 19 COMM.

<https://beltapps.belrailway.com/Belt/yard/#/outlying/southchicagocommercial/19>

- South Chicago District Yard, direct car to SCJYD.

<https://beltapps.belrailway.com/Belt/yard/#/outlying/southchicagodistrict/SCJYD>

- Rockwell Street Yard, direct car to the Wabash Lead

<https://beltapps.belrailway.com/Belt/yard/#/outlying/rockwell/Wabash>

At other locations, send car detail to the Director, Car Operation and Project Management in email and be governed by the instructions received.

Lost Car Process:

The Chief Clerk will review the tracks noted once per shift and identify actual car location by using the AEI scanner reads or contacting the connecting carrier. Corrections will be made in the inventory management system as details are received.

The Chief Clerk will outbound the cars that have been verified as departed or report to the appropriate yardmaster the last AEI scan location of the lost cars to allow them to assist in locating lost cars. At outlying locations, the report will be made to the train dispatcher.

The exception to this process is for RSSM, High Wide, or High Value cars that must be found immediately if they become lost cars. If an RSSM, Dimensional, or High Value car is lost, notify the Terminal Manager on duty, and forward an email with all known details to the Director Car Operations and Project Management prior to the end of the work shift.

**Peter D. Sturgeon**  
**Director Car Operations and Project Management**

Transportation - Clerical Notices in Effect:

<b>Year of Issuance</b>	<b>Numbers</b>
<b>2016</b>	<b>001</b>
<b>2017</b>	<b>007, 008</b>
<b>2018</b>	<b>002, 003, 007, 010</b>
<b>2019</b>	<b>001, 005, 010, 013, 014, 015, 016, 017</b>
<b>2020</b>	<b>001, 002, 005, 006, 007, 008, 009, 010, 011</b>