

FOR RELEASE
04/01/1997 (Tuesday)
No. 97-19

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**SURFACE TRANSPORTATION BOARD ANNOUNCES NEW PROCEDURES, SCHEDULE
FOR DOCUMENT DELIVERY & RETRIEVAL**

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PUBLIC ADVISORY:
SURFACE TRANSPORTATION BOARD
ANNOUNCES NEW PROCEDURES, SCHEDULE
FOR DOCUMENT DELIVERY & RETRIEVAL

The Surface Transportation Board (Board) today announced new procedures that must be followed by members of the public personally delivering documents to, and retrieving documents from, the Board's relocated offices in the "Mercury Building" at 1925 K Street, N.W. (at the corner of 20th and K Streets) in Washington, DC.

FILING DOCUMENTS WITH THE BOARD: Without exception, all parties wishing to file documents with the Board in person must do so in Suite 700 (7th Floor) between the hours of **8:30 a.m.--5:00 p.m. only**, Monday through Friday, excluding federal government holidays. **There is no provision for document acceptance after business hours.** Formerly, 24-hour main-entrance security personnel at the Board's prior building location would hold documents delivered after hours for next-business-day retrieval and processing by Board personnel. This informal, unofficial practice will not be in place at the Board's new location for

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security reasons. Furthermore, because the Board is just one of several tenants in the privately operated Mercury Building, the building's lobby concierge is not authorized to receive documents on the Board's behalf at any time of day, and the concierge will refuse to do so.

MESSENGER DELIVERY/PICKUP AT THE BOARD: Without exception, all messengers seeking to deliver documents to, or to retrieve documents from, the Board first must check in at the security station located at the Mercury Building's **rear entrance** security desk accessible from the alley on L Street between 19th and 20th Streets. All messengers must display photographic identification cards, and the contents of their bags or pouches will be subject to screening by an electronic security device. Once they have cleared this security checkpoint, they will be permitted to proceed to Suite 700.

MEMBERS OF THE GENERAL PUBLIC: Anyone wishing to conduct research in the Board's library, or to retrieve copies of news releases or other documents, likewise must proceed to Suite 700 via the Board's main entrance at 1925 K Street. At Suite 700 they will be directed to the Board office housing the documents they are seeking.

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