



DEPARTMENT OF STREETS AND SANITATION  
CITY OF CHICAGO

TO: All Sanitation and General Laborers, RCCs, FSIs and Sanitation Clerks

FROM: Tommie Johnson, Managing Deputy Commissioner

DATE: Monday 6/1/2026

RE: 1001 Transfer Portal

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Starting Monday June 1, 2026 through Tuesday June 30, 2026 the transfer portal for ALL 1001 union members will be open.

The transfer portal can be accessed through the following site:

<http://tiny.cc/DSSTransfers>



To submit a transfer request, users are required to know your login ID.

If you are a **Sanitation Clerk, RCC or FSI** use your current login ID and password.

**For General and Sanitation Laborers:**

If you do not know your login ID please follow these instructions:

- See your **Division Superintendent** and ask for your login ID. Make sure you are looking up your ID by your FULL NAME (ex. Thomas not Tom or Tommy) include middle initial if applicable.

**Keep this login ID number. This number will NOT change.**

Once you have your login ID you will need to have your password reset. To have your password reset do the following:

- Call 4 DATA help desk 312-744-3282 to reset your password.

It is your responsibility to acquire your login ID prior to the transfer period opening.

Once you have your login ID and password, if you have issues logging in to portal contact Robert Ross @ 312-744-0311

The deadline for submitting your transfer is the end of the day Tuesday, June 30<sup>th</sup>. Access to this link will be shut down after this date.

If you wish to retreat your transfer request, you must submit your request in writing by Monday, June 22, 2026, to [nadia.suarez@cityofchicago.org](mailto:nadia.suarez@cityofchicago.org). **No exceptions.**