



CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY

MANUAL  
OF  
INSTRUCTIONS TO AGENTS  
AND  
OTHER STATION EMPLOYEES

EFFECTIVE NOVEMBER 1, 1959



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## FOREWORD

The rules in this Manual have been compiled to cover present conditions and are in loose leaf form to permit insertion of new pages when the revision of rules becomes necessary.

Employees observing conflict between these rules or with those of tariffs or any other instructions, or having any suggestions to make regarding revision of these rules or the addition of new rules, are requested to communicate with the appropriate departmental officer.

All employees must familiarize themselves with rules pertaining to their duties and be prepared to perform prompt and efficient service. Reference to this Manual will, in many cases, avoid the necessity of writing or wiring for instructions.



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Vice President and Comptroller



F. G. MC GINN  
Vice President-Operation



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Vice President-Traffic



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## GENERAL

**1. GENERAL APPLICATION.** This Manual becomes effective November 1, 1959 and supersedes all rules issued prior to that date that may have any bearing or comparable application.

Official circulars and instructions issued by departments having jurisdiction over functions of agents and other employees affected by this Manual shall supersede these rules and must be kept on file until receipt of revised pages which will carry the new or amended instructions. Revised pages shall be substituted in numerical sequence for the pages displaced thereby. The cancelled pages shall be removed and destroyed. Should it become necessary to procure additional information on some particular matter or rule, or clarification thereof, contact the departmental official having jurisdiction.

The answers to most matters confronting agency forces and other station employees will be found in this Manual. It should be utilized as a functional working tool as well as a reference book.

**2. BUSINESS CONDUCT.** The railroad has a valuable contact with its shipping and traveling patrons at the level of the local freight or passenger agent. The transportation of persons and property is highly competitive and selective at commercial levels requiring intelligent and aggressive representatives to retain the present traffic and to gain potential business that hinges on our willingness and ability to acquire for the Milwaukee Road.

Employees engaged in selling tickets should develop a close working knowledge of train schedules and familiarize themselves with highlights of our services as a selling force in attracting passengers for our railroad. A satisfied passenger may mean additional freight revenue for our company. Should the passenger be a shipper or controls routing of shipments he would very likely favor the railroad that extended to him courteous and pleasant treatment. It is incumbent on each employee to practice courtesy, patience and tact in his transactions with all patrons. If assistance is needed to neutralize competition, contact the nearest Traffic Sales Office.

**3. AGENT'S RESPONSIBILITY.** The duties and responsibilities of an agent for the operation of his station are embraced herein with the exception of such rules and instructions contained in circulars or other notifications released prior to the time that such changes or new matter are included in revised or additional pages to the Manual. These instructions are issued for the protection of the Company's interest and should be accessible at all times to employees concerned. Station Agents and other Supervisors should see that each employee responsible to them understands and observes the regulations in conformity with his assignment. Strict compliance therewith is essential to prevent the possibility of agents becoming liable under their surety bond for losses which may be incurred through their neglect or neglect of employees under their jurisdiction.

Agents are expected to collect or supervise the collection and safe custody of all revenues for which they account (including collections for sleeping and parlor car accommodations, Western Union Telegraph Company, Railway Express Company, Inc.); record collections at the time received; remit them promptly; and be familiar at all times with the condition of unsettled accounts.

At intervals the accounts of all employees handling Company funds should be carefully examined by the agent and a record of such examination maintained for inspection by the Traveling Auditor. Ticket clerks should be required to account daily for all tickets sold. In order that responsibility for mishandling of cash may be definitely fixed, the agent should see that a permanent record is made of all cash transferred to a subordinate, from a subordinate to the agent, or between subordinates, and for each such transfer of cash or transfer of a remittance package, a receipt is taken and included in such record. Should there be an interval

between assigned hours of personnel and it is not possible to make a direct transfer or dispose of cash on hand by remittance, agent should apply to Auditor of Station Accounts and Overcharge Claims for instructions. Divided responsibility is discouraged. Agents must not relax in their supervision of employees responsible for accounting and handling company funds. Agents should keep alert to prevent any dishonesty or culpable negligence that could be prevented by proper supervision.

Agents are responsible for correct rendition on due dates of reports to the various departments, and maintain properly a station file of records for examination by Traveling Auditor.

Agents must comply with tariff provisions and regulations prescribed by the Interstate Commerce Commission and other Federal and State regulatory bodies to avoid penalties against the Company.

Agents must not permit station facilities to be used as a gathering place for persons without business to transact.

Agents are responsible for Company property and equipment assigned to their custody. Defective equipment which becomes a hazard to anyone and liable to result in personal injury must be put in safe condition and if that is not possible the matter must be reported to the Superintendent for determination and decision.

Agents are held responsible for not only their own performance of duties and conduct but also that of subordinates under their jurisdiction. If detrimental qualities are discovered in other employees it is the agent's responsibility to apply remedial action with recourse to the Superintendent, if necessary.

**4. AUTHORITY TO EXAMINE RECORDS.** The transportation act to regulate commerce imposes heavy penalties for unlawful disclosure of information relating to interstate traffic and precaution must be taken to protect such records against disclosure to unauthorized persons.

Only employees on duty, Company officials, who are recognized as such with proper credentials, and others mentioned in the following should be permitted in the office or to have access to records, correspondence or telegrams, pertaining to their duties. Business ordinarily should be conducted at windows or over counters.

Other outside representatives whose duties may require admittance to station offices for purpose of examination of records, etc., are as follows:

Representatives of the Weighing and Inspection Bureaus and the Association of American Railroads, who present proper credentials and are acting in performance of their duties.

Representatives of the Interstate Commerce Commission. These men carry numbered official credentials that they will present whenever they desire to examine station records.

Representatives of Federal Agencies, such as the Internal Revenue Department, that are now or that may be established by law, who present official credentials. Such representatives should be requested to furnish a form of letter or subpoena stating what records they wish to examine.

Representatives of State agencies, established by law, who present official credentials issued by the state or department of the state that they represent. A form of letter or subpoena should be secured stating what records they wish to examine.

Any person, in response to legal process of any Federal or State Court.

Duly authorized persons whose legal functions are the prosecution of criminals or the apprehension of persons charged with or suspected of crime.

Letters or subpoenas must be kept on file at the station in order that the Railroad Company will have adequate protection against complaints that such disclosure of information was improper or unlawful.

Examination of records by other than those classified above, must be restricted to such records as normally pertain to the duties of such persons.

Agents must not furnish statistics of any kind for publication or for any other purpose unless authorized to do so. Requests for statistical information should be referred to the Public Relations Department with copy to Superintendent.

Agents must notify Auditor of Station Accounts and Overcharge Claims by wire of any examination of station records made by Federal or State representatives, stating what records were examined and the purpose and result of such examination, if obtainable.

**5. DIVULGING INFORMATION.** The Act also makes it unlawful for a common carrier to disclose to any person other than the billed shipper or consignee, any information relative to the kind, quantity, destination, consignee or routing of any shipment.

**6. EFFICIENCY IN OPERATION.** Desks and other office equipment should be so arranged as to afford sufficient space for the transaction of the Company's business. Accessibility to station records is an important factor to the efficient operation of an agency. Experience has proven that not conveniently filed records lend to inefficiency.

Current records should be easy of access as they are more likely to be used with repetition. Availability of non-current records should be fixed in relation to their age sequence to current records.

There should be a separation of records by calendar years which will facilitate its location in the station file and when the time is reached for its disposition, scheduling of the records will be a simple procedure.

The warehouse should be maintained in such order that every consignment on hand can be readily identified from discernible markings making the shipments available for expedited release from the house facilities.

**7. UNAUTHORIZED USE OF STATION FACILITIES.** Company premises must not be used for living quarters or for purposes other than the transaction of Company business without the specific authority of the Superintendent.

Employees must not keep personal property in depot or other Company buildings except such as is used in connection with the performance of their duties.

Agents must see that public waiting rooms are maintained in an attractive and pleasant atmosphere. Office and other station facilities must be kept in a clean and orderly manner which will invite favorable comment from patrons and others.

**8. UNAUTHORIZED SERVICE OR COMPENSATION.** Agents or other station employees must not represent shippers or consignees in any capacity except that required of them by the rules of this Company.

Agents or other station employees must not act as distributors of carload or less carload shipments except as provided in tariffs. Applications for this kind of service, not provided for in tariffs, should be declined but the applicant should be informed of draymen or other persons engaged in that line of business.

Agents or other station employees must not buy or sell any merchandise or commodity for the account of shippers or consignees nor represent them in such transactions.

Compensation of any nature offered by patrons for the performance of duties required of agents or other station employees by the rules of this Company must not be accepted.

**9. UNAUTHORIZED TRANSFERS, ABSENCE AND ASSIGNMENT OF DUTIES.** Agents must not transfer their station to others nor must any employee delegate the perform-

ance of any of his regular assigned duties to another or change the assigned hours of service without the authority of the Superintendent.

Agents must not be absent from their stations, grant leave of absence to their subordinates or make any changes in their forces without the authority of the Superintendent.

**10. TRANSFERS OF AGENTS' ACCOUNTS DUE TO VACATIONS, ETC.** To eliminate the necessity of both the outgoing and incoming agent being on duty on date of transfer, the outgoing agent on last working day shall place all accounting work on a current basis making the final remittance to close the accounts. In addition, a cut-off of tickets and preparation of station cash book together with other Railroad, Express and all companies accounted for, reports shall be accomplished in accordance with Auditor of Station Accounts and Overcharge Claims Circular No. 91 dated August 23, 1954 printed in this Manual under Rule No. 1222.

If personal contact between the outgoing agent and incoming agent can not be made under this form of transfer, the outgoing agent must comply with paragraph No. 8 of the above mentioned rule.

**11. REGULATIONS GOVERNING FILING OF TARIFFS.** The Interstate Commerce Commission requires common carriers to keep on file at all stations, where freight and ticket agents are employed, all tariffs applying from or at such station except those which the Commission has or may exempt upon application from the carriers showing that the need for such tariffs does not exist.

The regulations require that a notice be posted at every station where freight or ticket agents are employed informing the public that the required tariffs are on file in that office and naming the points where **complete tariff files** are located.

Tariffs must be made available to the public upon application and agents are required to lend any assistance desired in securing information from or interpreting tariffs.

Tariffs and supplements to tariffs must be stamped on the cover with the station dating stamp upon receipt by the agent.

Tariffs not yet in effect should be kept separate and arranged in effective date order. Upon the effective date the cancelled tariffs and supplements must be removed from the tariff file and replaced with those then becoming effective.

Cancelled or superseded tariffs should not be destroyed but should be placed with old records where they can be located should they be needed to establish a previously effective rate or should the tariff be restored.

**12. CHECKING AND FILING FREIGHT TARIFFS.** A list of freight tariffs (GFO 200 series) is published annually listing all freight tariffs in effect on the date of issue. A supplement to this tariff is issued quarterly showing all additions and cancellations that have been made.

The front pages of the list of freight tariffs enumerates all tariffs in effect and any tariff that may be on file that is not listed or that bears a suffix letter previous to that shown in the list of freight tariffs has either been cancelled or superseded and should be removed from the file.

Section (1) of the list of tariffs, alphabetically arranged by commodities, outlines the application of each tariff and is a convenient guide in locating any tariff desired. Each tariff in this section is assigned an index number which is a means of determining the tariffs that must be kept on file.

To determine the freight tariffs that are required to be on file at any station, the following procedure should be followed:



(1) Find the number assigned to your station in the alphabetical or geographical list of stations.

(2) Refer to section (5) of the list of freight tariffs which shows the tariff index number and, opposite to that, the number of the stations to which this index number applies.

(3) Follow through section (5) and draw off a list of all index numbers opposite to which your station number appears.

(4) Turn to section (1) and enter opposite the index number, listed from section (5), as mentioned above, the GFO number shown opposite the index number and the list of required tariffs is complete.

(5) If, however, a circled reference number is shown against any tariff in section (1), refer to section (5-A) as this indicates that the tariff, although applying from or at your station, is not required to be on file if your station number is opposite such reference.

Freight tariffs may be filed in either GFO number or in commodity order depending on the extent to which they are used. Smaller stations should file tariffs in GFO number order while larger stations may find it more convenient to file them in commodity order.

**13. CHECKING AND FILING PASSENGER TARIFFS.** An index of Passenger Tariffs and Circulars, lists all passenger tariffs and supplements to which this Company is a party, also Official Circulars that should be on file at stations where tickets are sold. The manner of determining what tariffs and circulars must be on file is covered by instructions in Index of Passenger Tariffs. Passenger tariffs may be filed according to the facilities of the station.

**14. ADHERENCE TO TARIFF RATES AND RULES.** Agents and others must adhere strictly to rates and rules published in tariffs and Freight Classification. Whenever doubt exists as to the application of a tariff rate or rule, agents must procure information from the Division Traffic Office.

Federal and state laws impose heavy penalties upon carriers and shippers alike for violations of legally published tariff rates and rules.

Any representative of this Company knowingly or deliberately becoming involved in misapplication of published tariffs is subject to penalty resulting in cancellation of surety bond.

**15. QUOTING RATES AND FARES.** When quoting rates or fares to the public, extreme care should be used to see that they are correct. Rates or fares quoted by Traffic Department are for immediate use only, unless the quotations provide otherwise.

Agents must not use rate quotations provided by shipper unless they are shown in published tariffs or confirmed by Traffic Department.

**16. PROTECTION OF STATION FUNDS.** The station working fund must be kept in a locked drawer while agent or other station employees are on duty, and locked in the safe (if station is provided with one), when no station employees are on duty.

If a station is not provided with suitable cash drawers or if the locks become defective, Superintendent should be notified. Funds on hand must be remitted, whenever possible, so that only the minimum amount necessary for making change will be carried during times when no one is on duty.

Remittances must be made with sufficient frequency to keep the cash on hand at or below the amount of the authorized working fund. Bank drafts or money orders should be purchased as late in the day as possible in order to reduce the amount of money carried overnight or over week ends.

If accumulation of funds, after purchase of bank draft or money order, is sufficient to warrant the purchase of another draft or money order or, if that is not possible, and train

service is such that a cash remittance can be made, such means must be used to reduce the amount of money carried over.

Under no circumstances should currency or coin be forwarded by U. S. Mail. Stations that have received specific instructions from the Treasurer, regarding the handling of collections and making remittances should be governed accordingly and such instructions should be kept on file and readily accessible to Traveling Auditors. Any questions pertaining to the handling of collections and the remitting of them, should be referred to the Treasurer.

Safe combinations should not be worked in the presence of any person not entitled to knowledge thereof, nor should the combinations of safes be given to any employee whose duties do not require access to the safe.

Traveling Auditors will change the combinations of safes at the time of transfers or audits if necessary, but, if in the opinion of any agent, the safe combination should be changed, at other times, he should communicate with the Auditor of Station Accounts and Overcharge Claims.

**17. PERSONAL FUNDS.** Agents personal funds must be kept entirely separate from those of the Company.

**18. CASHING CHECKS PROHIBITED.** Company funds should not be used to cash checks for the accommodation of anyone unless specifically authorized by the Treasurer. Funds of the Company must not be loaned or advanced to employees or other persons.

**19. CASH ACCUMULATION PROHIBITED.** Except on special authority of the Treasurer, funds should not be held or accumulated to cash vouchers, pay checks or drafts, discharge or time certificates, or other items.

**20. CHANGE ALLOWANCE.** The Treasurer may authorize the retention of a working fund from the collections of the collecting agent.

**21. CASH TO BE BALANCED DAILY.** Cash book should be written up, totaled each day and cash, by actual count, balanced with the cash on hand as shown by the cash book.

**22. STATION CASH BOOK.** Form No. 321 (Freight and Passenger Accounts) and Form No. 318 (Ticket Accounts), as well as form Nos. 3270, 3271, 3272 designed for Central Station Accounting Bureau stations, the agents affected will comply with Rule Nos. 254, 255, 256 respectively, of this Manual.

**23. ACCEPTING GOVERNMENT CHECKS.** Our Government issues nearly 1 million checks every working day. Thousands of these checks are stolen from mail boxes every year. The endorsements are forged and the checks are passed on storekeepers and cashiers, who are the ultimate losers. A Government check with a forged endorsement is as worthless as any forged personal check.

When accepting a Government check in payment of transportation charges use precaution.

1. Insist that the person presenting a Government check identify himself as the one entitled to the check.

2. Test the holder of the check with catch questions like these:

"So you live at 26 Elm Street?" (Give an address different from that on the face of the check). If the passer has stolen the check he will agree, because he is not sure which is correct.

Ask about a fictitious neighbor, using your own name or that of a friend. Say, "Oh, 26 Elm Street. You must live next door to John Jones. How is he?"

Mention a fictitious landmark. Say, "Why, this address is next door to the new Third National Bank. How's their new building coming?"

**24. COUNTERFEIT CURRENCY AND COIN—DETECTION OF:** Study the money you receive. Compare a suspected bill with a known genuine bill of the same denomination. See Rule Nos. 103, 104 and 105 for positive description of genuine currency. Coins too should be tested before acceptance. Ring all coin on a hard surface for a clear and bell like sound. See Rule No. 106 for further identity of genuine coins.

**IF YOU GET A COUNTERFEIT BILL:**

1. Do not return it to the passer.
2. Try to delay the passer by some reasonable excuse; then telephone your police department or the Secret Service.
3. Write down a description of the passer if he leaves before police or Federal authorities arrive.
4. Try to get the license number of the automobile if one used by the passer.

**25. COLLECTION AND AUDIT BILLS.** All bills not affecting station accounts, received by agents for collection, which bear a notation "Remit to Treasurer", must be collected promptly and remitted with other station funds. Station agents draft should be drawn, payable to "Treasurer, Chicago, Milwaukee, St. Paul and Pacific Railroad Company" and forwarded by railway mail to the Treasurer, Chicago, Illinois, with a letter explaining the collection. A copy of the letter should be sent to the department interested and a copy retained for the station records. Letter of explanation and station draft should show reference to bill or invoice, giving name of payee, date of bill or invoice, and any identifying number that might appear thereon.

Form 216, station remittance slip, must not be used for remitting the station draft to the Treasurer.

If collection cannot be made, is likely to be unusually delayed or if party owing the bill cannot be located, the facts should be reported to the source from which the bill was received.

Collections received from other sources, such as group or auto insurance, bills mailed direct to customers, which agents are asked to transmit to Treasurer, should be accepted, receipted for and promptly remitted to Treasurer by station draft as outlined in the first paragraph of this rule.

**26. ENDORSEMENT ON DRAFTS AND CHECKS** must be the same as required when cashing checks at banks.

All checks, drafts, paychecks, time vouchers, station drafts, etc., remitted to the depository bank or Treasurer, must be endorsed payable to the order of the depository bank or Treasurer.

Example:

Pay to the order of,  
(name of bank) or (Treasurer) .....  
Chicago, Milwaukee, St. Paul and Pacific Railroad Company  
(your name) ..... Agent.  
(name of your station) .....

Stations not furnished with endorsement stamps will endorse checks in writing, using station audit stamp for name of station.

Agents will be held responsible for the proper endorsement of checks accepted by them.

**27. ROBBERY OR BURGLARY AT STATIONS.** Agents should not resist armed robbery but must notify civil authorities immediately in such cases, giving them all details that would be of any assistance in apprehending the criminal. Superintendent and Auditor of Station Accounts and Overcharge Claims should be notified immediately by wire.

If burglary has occurred, agents must notify the civil authorities immediately and refrain from disturbing anything that might contain a clue until civil authorities have concluded their investigation.

The Superintendent and Auditor of Station Accounts and Overcharge Claims should be informed of the approximate loss incurred in robberies or burglaries with whatever details that may be available.

**28. CARBON COPIES OF REPORTS** must be clear and legible. Carbons must not be permitted to remain in book records from month to month until they become worn out or mutilated so that they will not make a legible copy.

All station employees must observe the carbon copies of reports that are made by them and replace worn out carbons in order to obtain clear, legible copies of reports.

**29. CORRESPONDENCE.** Inter-Company correspondence must be answered promptly, giving all the information requested pertaining to the subject matter in order to preclude unnecessary correspondence or delay to the disposition of the matter involved.

Correspondence from other than Company representatives must be answered promptly, giving any information requested to which the correspondent is lawfully entitled and which does not jeopardize the Company interests.

All communications received by agents pertaining to the business of the Company should be retained in station files; replies thereto must refer to date of communication, file number or include sufficient other reference to enable the correspondent to identify the reply with his file. A carbon copy should be retained of each letter or telegram sent from the station.

Letters relating to unadjusted items in station accounts must be kept in active files until such items are disposed of and should then be filed in accordance with Rule No. 1186 of this Manual applicable to station concerned.

Letters or telegrams relating to freight on hand, over or short freight, demurrage and storage, switching or other miscellaneous charges, should be attached to and filed with the copies of the bills to which they relate.

Extra copies of letters should be made and retained in station files covering subjects on which files may be called for, in which case the extra copies should be detached in order to retain a complete file of the subject at the station. (See Rule No. 1186 concerning the maintaining of records and files).

**30. PROTECTION OF RECORDS FROM FIRE.** Current month freight bills, received waybills and important records such as the cash book, ticket register, etc., that would be difficult or impossible to duplicate must be kept in the safe if the station is provided with one and space permits.

Space in the safe should not be utilized for material that can be duplicated from other sources but should be used to its capacity for the protection of current records from fire.

**31. PUBLIC NOTICES AND ADVERTISING MATTER** must be neatly displayed in the waiting rooms and must not be allowed to remain there after it has served its purpose or becomes unsightly.

Advertising or notices, not authorized by officers of this Company, should not be permitted to be displayed in waiting rooms.

When public notices, in effect, become torn, soiled or unsightly, agents should ask the department having jurisdiction for renewal.

Notices of the day and hour that stock trains are operated are furnished by the Superintendent and must be posted at all stations where such service is maintained.

**32. PRESS COMMENT AND PUBLISHED NOTICES.** News items, editorial comment and official notices published in local newspapers are often of vital interest to this Company and such items that may have, any relation to transportation or that may affect the railroad in any manner should be mailed to the department concerned.

News items relating to proposed construction of any kind that could result in freight traffic for our railroad should be sent to the Superintendent and the Traffic Officer having jurisdiction.

Comment regarding railroad service in general that may have any tendency to influence public opinion should be transmitted to the Superintendent, also the Public Relations and advertising Department.

Notices regarding public improvements that might involve assessments against this Company should be sent to the Superintendent and the Tax Commissioner.

**33. PUBLIC IMPROVEMENTS.** All employees are urgently requested to promptly notify Tax Commissioner and Division Superintendent of any public improvements, such as street paving, water mains, city water systems, sewers, sewage disposal plants, ornamental street lights, sidewalks and curbing, proposed to be constructed or in process of construction at or near any station grounds, right of way or other properties of the CMStP&P Railroad Company.

The town and city charter and the laws of the state usually provide that when any public improvement is proposed to be made there shall be published a notice stating nature and location of the proposed improvement and date when hearing will be held, at which property owners may protest or present arguments in favor of or in opposition thereto. Frequently no notice is mailed or otherwise given to the property owner, except by publication in some local newspaper. In such cases this Company does not receive any notice of the proposed improvement and it may be completed and a special assessment levied against the property before the proper official receives any notice that the public improvement is contemplated. When the improvements have been ordered and assessment rolls approved, it is too late to make any protest or express any preference as to kind of material to be used, or have any voice in the matter which may require this Company to pay a substantial amount as its proportion of the assessment for the cost of such public improvement.

The Chicago, Milwaukee, St. Paul and Pacific Railroad Company will not oppose reasonable and necessary public improvements. The railroad will however object and use every lawful means to prevent unreasonable or unnecessary expenditure of public money and levying of special assessments for cost of public improvements desired for the benefit of special interests.

Agents usually have knowledge of proposed public improvements at or near the station. They see official notice or news item in local newspaper.

Agents know from personal acquaintance with the Mayor, Councilmen and other city officials and from general observation what is being done, or is proposed to be done at stations with reference to public improvements, and should keep proper officials of this Company informed.

**34. DAMAGE FROM FIRES, WINDSTORMS OR FLOODS,** must be reported immediately to Division Superintendent by wire or telephone stating the extent of damage to Company structures and contents or to cars or other equipment that might be damaged.

**35. REFUND OF OVERCHARGES** will be permitted at the agency where collection was made provided the original receipted paid freight bill is surrendered. In the event the original receipted paid freight bill is lost or misplaced, claim for refund should be progressed with the Auditor of Station Accounts and Overcharge Claims mailing Bond of Indemnity in lieu of lost or mis-placed receipted freight bill with all claim papers.

**36. REFUND ON TICKETS,** when not authorized to make such refund at stations, agents will comply with instructions incorporated under "General Information" of the current Time Table of our issue.

**37. RECEIPTING FOR FREIGHT AND OTHER STATION COLLECTIONS.** Under no circumstances are "Duplicate Receipts" for collections to be issued and correct receipt issued unless original receipt has been surrendered and in Company's possession.

**38. RECORDS AND DESTRUCTION THEREOF.** All records not currently in use should be filed in record cabinets provided for. All books or packages containing records must be plainly marked with description of record date and year that the record commenced and terminated. The preservation of records and destruction thereof is governed by a mandatory order of the Interstate Commerce Commission; therefore, the responsibility rests with the agent to carefully preserve the station records until specific instructions are received from the Auditor of Station Accounts and Overcharge Claims.

**39. GARNISHMENTS, ATTACHMENTS AND OTHER LEGAL PROCEEDINGS** should be given immediate attention and handled in accordance with Rule Nos. 756 to 767, inclusive.

**40. REQUISITION FOR USE OF POSTAGE STAMPS.** Agents at stations on Lines East will use Form No. 47 and on Lines West Form 47-B when ordering postage. The forms are to be prepared in sets of four parts. The "OFFICE COPY" to be retained at station and remaining parts forwarded to Traveling Auditor of Division for approval and furtherance. Upon receipt of postage stamps and the accompanying two receipt portions of form, the receipt portions are to be signed by agent in verification of postage received and mailed to designated officer shown on form. Postage stamps so furnished must be used only for Company business and must not be used on Western Union, Express business or employees' personal use.

**41. STATIONERY AND SUPPLIES.** Requisition Form No. 61 is to be prepared in three parts for such articles as stationery, carbon paper, etc. Supplies must not be ordered in excess of ninety days' requirement and the first two parts of the form must be sent to the Division Superintendent for approval and furtherance; the third copy to be retained for station record.

Form 1962 requisition for office furniture, car seals and other sundry items not authorized for agents to purchase from their local dealers as specified in Vice President-Comptroller's Circular No. 96, dated November 13, 1957, (shown in detail under Rule No. 1070 of this Manual) should also be prepared in triplicate and handled as mentioned above.

In order to eliminate unnecessary delay in shipping of stationery, and to make certain all stations receive a sufficient supply to take care of current requirements, the following "Order Schedule" has been set up by the General Storekeeper.

**Lines East Ordering Schedule—Months Due**

**January, May, September**

L&R Division

TCT Division

H&D Division

**March, July, November**

Milwaukee Terminal Divn.

Chicago Terminal Divn.

**February, June, October**

Milwaukee Division

Madison Division

**April, August, December**

Terre Haute Division

D&I Division

Iowa Division

IM&D Division

## Lines West Ordering Schedule

January	}	Trans-Missouri and Rocky Mountain Divisions
May		
September		
February	}	Coast Division
June		
October		

Larger stations (Galewood, Milwaukee, Twin Cities, Kansas City, Seattle and Tacoma) now ordering on 30-day basis will continue to do so.

**42. ECONOMY IN USE OF STATIONERY.** The cost of stationery used at stations represents a large expenditure. Agents and other employees must refrain from waste of stationery. Printed forms must not be used for scratch paper and all forms must be kept in a neat and tidy order. Supplies must be kept down to a minimum and any oversupply returned to Storekeeper.

**43. TELEPHONE PAY STATIONS.** Where telephone pay stations are maintained in Company buildings, depots or elsewhere on Company property, and the commissions on collections of receipts made periodically by collector of telephone company tendered to the agent and/or Company employee in charge of the facility, must be forwarded to Division Superintendent with letter of transmittal prepared in duplicate, (copy for office file). The letter of transmittal should indicate name of telephone company, location, number of telephones on property as well as assigned telephone number, amount of collections and period covering.

The Division Superintendent, in turn, will forward all receipts to the office of Assistant Engineer of Signals and Communications, Chicago, also keeping a record of such transmittals for office file.

**44. ABBREVIATIONS FOR OFFICIAL TITLES.** Following is a list of abbreviations indicating title and location of Officers to whom reports shown in Rule 45 must be addressed:

A.E.A.	Auditor of Equipment Accounts,	Chicago, Ill.
A.G.F. & P.A.	Assistant General Freight and Passenger Agent,	Butte, Mont.
A.G.F.A.	Assistant General Freight Agent,	Chicago, Ill.
A. of E.	Auditor of Expenditure,	Chicago, Ill.
A. of P.A.	Auditor of Passenger Accounts,	Chicago, Ill.
A. of S.A. & O/C	Auditor of Station Accounts and Overcharge Claims,	Chicago, Ill.
C.D.A.	Chief Disbursement Accountant,	Chicago, Ill.
F.A.	Freight Auditor,	Chicago, Ill.
W.F.C.A.	Western Freight Claim Agent,	Seattle, Wash.
G.F.C.A.	General Freight Claim Agent,	Chicago, Ill.
G.F.T.M.	General Freight Traffic Manager,	Chicago, Ill.
G.P.A.	General Passenger Agent,	Milwaukee, Wisc.
G.S. of T.	General Superintendent of Transportation,	Chicago, Ill.
M.M.E.B. & M.D.	Manager Mail, Express, Baggage and Milk Department,	Chicago, Ill.
Supt.	Division Superintendent,	
T.M.	Traffic Manager,	Seattle, Wash.
A. to V.P.	Assistant to Vice President, In Charge of Claim Prevention, Refrigerator and Merchandise Service,	Chicago, Ill.

45. **LIST OF REPORTS DUE FROM STATIONS.** The following reports are required from Agents at regular intervals. In addition to those listed, Agents may be required to furnish other reports to the several departments and should furnish such reports promptly when requested:

<u>Form</u>	<u>Description</u>	<u>Send To</u>
<b>DAILY</b>		
236-Rev.	Agent's Application for Relief	A. of S.A. & O/C
104	Daily Report of Cars Interchanged	A. of E.A.
3269	Agent's Daily Invoice of Bills Issued	A. of S.A. & O/C (Cent. Sta. Acct. Bur.)
3270	Agent's Report of Cash Received	" " " "
3271	Agent's Report of Cash Received	" " " "
3272	Agent's Report of Cash Disbursed	" " " "
3273	Daily Report of Checks Received from Patrons	" " " "
10	Daily Fuel Report	C.D.A.
285	Daily Report of Company Coal or Fuel Oil Forwarded	C.D.A.
2649-A	Daily Overtime Report	C.D.A.
23-Rev.	Daily Abstract of Local Waybills Received	F.A.
24-Rev.	Daily Abstract of Local Waybills Forwarded	F.A.
37	Junction Forwarded Report of Intermediate Business	F.A.
37-A	Junction Received Report of Intermediate Business	F.A.
260-Corr.	Other Credit Freight Papers	F.A.
260-A-Rev.	U.S. Government Bills of Lading Remitted for Credit	F.A.
523-Rev.	Daily Abstract of Interline Waybills Received	F.A.
524	Daily Abstract of Interline Waybills Forwarded	F.A.
1308-A	Daily Abstract of Local Waybills Received, Large Stations	F.A.
1309	Daily Abstract of Interline Waybills Received, Large Stations	F.A.
<b>DAILY AS PAID</b>		
2981-Rev.	Receipt and Settlement Statement for Transfer Charges Paid to Contractors	A. of S.A. & O/C
3491-Rev.	Statement of Pick-up Service Performed on Live Stock	A. of S.A. & O/C
3508-Rev.	Receipt and Settlement for Freight Picked up or Delivered	A. of S.A. & O/C
3515-Rev.	Agent's Abstract of Claims for Pick-up and Delivery Service	A. of S.A. & O/C
<b>WEEKLY</b>		
207	Report of Drivers Return Tickets Issued on Account Stock	A. of P.A.
1382	Weekly Report of Passenger Business	A. of P.A.
121-Rev.	Tonnage Report of Merchandise Cars Operated	A. to V.P.
3460	Empty Cars Furnished and Received for Loading	G.S. of T.



<u>Form</u>	<u>Description</u>	<u>Send To</u>
<b>SEMI-MONTHLY</b>		
162-S.T.	Semi-Monthly Time Sheet	C.D.A.
162-T.R.	Semi-Monthly Time Sheet	C.D.A.
3854	Semi-Monthly Time Clock Record	C.D.A.
<b>MONTHLY</b>		
Special	Coin Controlled Locker — Accident Insurance — Vending Machine — Pay Toilet Lockers — Baggage Insurance	A. of P.A.
1380	Report of Credit Due on Passenger Account	A. of P.A.
284	Monthly Inventory — All Cars	A. of E.A.
10-C	Inventory of Locomotive Coal — Fuel Oil on Hand	C.D.A.
1092-Rev.	Agent's Ice Report	C.D.A.
26	Report of Miscellaneous Revenue	F.A.
100	Monthly Abstract of Deadhead Company Waybills Received	F.A.
101	Monthly Abstract of Deadhead Company Waybills Forwarded	F.A.
160	Recapitulation of Form 100	F.A.
161	Recapitulation of Form 101	F.A.
216	Recapitulation of Switching Charges	F.A.
1394	Monthly Abstract of Local Switching Waybills Received	F.A.
1395	Monthly Abstract of Local Switching Waybills Forwarded	F.A.
1396	Recapitulation of Form 1395	F.A.
1397	Recapitulation of Form 1394	F.A.
2	Monthly Report of Local Ticket Sales	A. of P.A.
2	Monthly Report of Federal Tax on Transportation of Persons, Etc.	A. of P.A.
5	Monthly Report of Local Excess Baggage Collections	A. of P.A.
5-A	Monthly Report of Parcel Room Checks and Storage Receipts	A. of P.A.
7	Monthly Report of Interline Ticket Sales, Including Separate Report for R.T.P.A. Business	A. of P.A.
241	Monthly Report of Interline Excess Baggage Collections	A. of P.A.
262-Rev.	Monthly Report of Local Sleeping and Parlor Car Ticket Sales	A. of P.A.
263	Monthly Report of Interline Sleeping Car Ticket Sales	A. of P.A.
265	Monthly Report of C.O.D. Milk Waybills Forwarded	A. of P.A.
266	Monthly Report of Milk and Cream Tickets Sold and C.O.D. Milk Waybills Received	A. of P.A.
266-A	Monthly Report of Prepaid Milk and Cream Waybills Forwarded and C.O.D. Milk Waybills Received	A. of P.A.
1379	Monthly Report of Prepaid Order Sales	A. of P.A.

<u>Form</u>	<u>Description</u>	<u>Send To</u>
<b>MONTHLY—Continued</b>		
1820	Report of Conductors' Remittance Ticket Sales	A. of P.A.
3795	Report of Government Requests Exchanged for ..... Tickets	A. of P.A.
28	Station Agent's Monthly Balance Sheet	A. of S.A. & O/C
39	Schedule of Uncollected and Unpaid Bills	A. of S.A. & O/C
227	Monthly Report of Drafts Drawn on Treasurer	A. of S.A. & O/C
1362	Abstract of Demurrage and Hazardous Storage	A. of S.A. & O/C
1363	Record of Cars Handled Under Average Agreement	A. of S.A. & O/C
1364	Monthly Storage Report	A. of S.A. & O/C
1365	Monthly Report of Uncollected Demurrage and Storage	A. of S.A. & O/C
1720	Authority to Agents to Pay Miscellaneous Bills (Original)	A. of S.A. & O/C
—	Statement of Distribution Misc. Station Force Hours	C.D.A.
268-Corr.	Monthly Statement of Freight Accounts	F.A.
745	Abstract of Interline Switching Waybills	F.A.
2975	Report of Interline Switching Waybills	F.A.
350	Monthly Report Showing Number of Loaded Cars Interchanged	A. of E.A.
Mimeo Form	Monthly Fuel Station Reports (Oil)	C.D.A.
Mimeo Form	Monthly Fuel Station Reports (Coal)	C.D.A.
3268	Agent's Monthly Stock Yard Balance Sheet	A. of S.A. & O/C
245	Monthly Report of Over and Astray Waybills	F.A.
1738	Statement Showing Total Tonnage of Freight Received and Forwarded	G.F.T.M.
3025	Correction of Form 3026	F.A.
273	Monthly Report of "Stock Yard Earnings"	A. of S.A. & O/C
3026	Switching Settlement Statement	F.A.
184	Monthly Per Diem Reclaim Report	A. of E.A.
119-Rev.	Record of Grain Doors and Boards	Supt.

#### **WHEN REQUIRED**

1720	Authority to Agents to Pay Miscellaneous Bills (Two Copies with Supporting Papers)	C.D.A.
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46 to 100, Incl.    **Reserved for Additional Rules.**

## ACCEPTANCE OF CURRENCY, NEGOTIABLE PAPER AND RELATED MATTERS

**101. CURRENCY.** Agents may accept, and they have a right to demand payment of amounts due the company, in United States currency or coin in bankable condition. Clipped, defaced, punched or mutilated coins or notes, worn gold pieces, foreign money either coin or notes, except as specifically authorized, or counterfeit notes or coins, should not be accepted. In doubtful cases the coin or notes should be rejected.

**102. CONFISCATION OF COUNTERFEIT MONEY.** In compliance with United States Treasury Department regulations, depositing banks are required to deduct from remittances and deliver counterfeit money direct to the United States Secret Service Division of the U. S. Treasury Department for investigation.

### Penalty for Possessing or Passing Counterfeit Money

Section 251 of the U. S. Code of Laws provides that whoever has knowledge of the commission of a crime (felony) and does not make it known to the authorities shall be fined not more than \$500 or imprisoned not more than 3 years or both. Section 286 states that all counterfeits of obligations of the United States or foreign governments must be surrendered to authorized agents of the Treasury Department. Anyone who has the custody or control of such counterfeits and refuses to surrender them upon request of an authorized Treasury Agent shall be fined not more than one hundred dollars or imprisoned not more than one year or both. The maximum penalty for possession of or passing a counterfeit bill with intent to defraud is 15 years in the penitentiary and a fine of \$5,000.

**103. TYPES OF CURRENCY.** The only three types of currency printed by the United States Government for circulation are:

1. Federal Reserve Notes, which bear GREEN serial numbers and seal,
2. United States Notes, which bear RED numbers and seal,
3. Silver Certificates, which bear BLUE numbers and seal.

There are in circulation a few of the following types of notes which are redeemable at full value, although these notes are no longer being issued by the United States Government:

National Currency—With BROWN seals and serial numbers,

Gold Certificates—With GOLD seals and serial numbers,

Invasion Currency—Silver certificates with GOLD seals and BLUE serial numbers.

**104. PORTRAITS ON CURRENCY.** Denominations of United States paper money may be identified by portraits as follows:

Washington	on all	\$ 1.00 bills
Jefferson	on all	\$ 2.00 bills
Lincoln	on all	\$ 5.00 bills
Hamilton	on all	\$ 10.00 bills
Jackson	on all	\$ 20.00 bills
Grant	on all	\$ 50.00 bills
Franklin	on all	\$100.00 bills

Other paper money issued by the United States bears portraits as follows:

McKinley	on all	\$ 500.00 bills
Cleveland	on all	\$ 1,000.00 bills
Madison	on all	\$ 5,000.00 bills
Chase	on all	\$10,000.00 bills

**105. HOW TO DETECT COUNTERFEIT BILLS.** Comparison of a suspected bill with a genuine of the same type may disclose differences, as follows:

(a) **Portrait:** Genuine is lifelike, stands out from background which is a fine screen of regular lines; notice particularly the eyes. Frequently the counterfeit is dull, smudgy or unnaturally white; scratchy; background dark with irregular and broken lines.

(b) **Seal:** On genuine, sawtooth points around rim are identical and sharp. On counterfeit, sawtooth points are usually different, uneven, broken off.

(c) **Serial Numbers:** Genuine, distinctive style, firmly and evenly printed, same color as seal. Counterfeit, style different, poorly printed, badly spaced, uneven in appearance.

(d) **Paper:** Genuine bills are printed on distinctive paper containing very small red and blue silk threads. Rubbing a bill on a piece of paper will not prove whether it is genuine or counterfeit; ink will rub off of either.

**106. HOW TO DETECT COUNTERFEIT COINS.**

(a) Genuine coins rung on a hard surface sound clear and bell like. Counterfeit usually sound dull and feel greasy.

(b) Compare the ridges (the corrugated outer edge) of a suspected coin with one known to be genuine. The ridges on genuine coins are distinct and evenly spaced. On counterfeit coins they are usually poorly spaced and irregular.

(c) Most counterfeits are made of soft metal which can be easily cut with a knife.

**107. CHECKS OR DRAFTS.** Charges for which a check or draft is accepted are not actually paid until the amount of such check or draft is collected from the bank or party on whom drawn. A check or draft is not money. It is only an order for money and should be deposited for clearance at the earliest practicable moment. Checks may be accepted in payment of charges from patron for whom freight credit has been authorized. Agent may accept checks for charges from other patrons when the financial responsibility of the maker or endorser is known to be satisfactory. If, however, such items are proved to be worthless or uncollectible, it will be the agent's responsibility to obtain replacement in valid paper or cash; the railroad will look to the agent for the amount.

**108. CHECKS PAYABLE TO RAILROAD.** All checks, drafts or orders for money tendered in payment of charges should be drawn or endorsed payable to the order of the company to which the amounts are due and included in remittance of current day if practicable.

Agents may at their own risk and discretion accept checks issued by a third party to a shipper or consignee in payment of freight or passenger charges, provided such checks are properly endorsed and they are satisfied that the issuer or the endorser thereof is in good financial standing, or the check has been accepted or certified by the bank upon whom drawn. All checks should be examined carefully to see that they are correctly dated, signed and where necessary endorsed by payees.

The Federal Reserve System having ruled that depositories will not be permitted to absorb collection charges on check or drafts drawn on or payable through non-par banks, it is desirable that all checks or drafts tendered be drawn on par banks, so they will be accepted as "cash" and not as "collection" items. If checks or drafts are drawn on non-par banks and a collection charge is assessed, the makers should either arrange with their banks to honor them at par, or else include the exchange charge in payment. Drafts which do not show any bank through which collectible are always recognized as collection items.

**109. CERTIFIED CHECKS.** Whenever there is any doubt as to patrons' financial responsibility only certified checks should be accepted; such certification should be obtained by the patron and not by the agent. Documentary stamps should be affixed where required by law.

**110. POST-DATED CHECKS.** Post-dated checks should not be accepted and checks received in settlement of accounts should not be held as a convenience to patrons.

**111. CHECKS IN EXCESS OF ACCOUNT.** The tendering of checks (except Travelers checks) in excess of amount due should be discouraged but when accepted a record should be made of the transaction.

**112. DRAFTS.**

(a) Drafts of other established Transportation Companies and of patrons for whom allowance of credit is authorized may be accepted in payment of charges, upon proper identification of presenter.

(b) Agents may, for the convenience of patrons, and when authorized by the Treasurer, draw drafts on them for charges within the allowable credit periods. Such drafts shall always name bank through which payable and should be remitted promptly with other collections and must be paid on first presentation; failure of patron to so pay should terminate the draft plan of settlement. The Federal Reserve will not handle drafts with receipted freight bills and statements attached as cash items, but will accept a draft form of envelope with all papers enclosed therein and sealed.

**113. MONEY ORDERS.** Money orders may be accepted in payment of charges when issued by Express Companies, or the United States Post Office.

**114. DISHONORED PAPER.**

(a) When negotiable paper has been dishonored, currency or certified check to cover should be demanded.

(b) If a check or draft is dishonored, no check unless it is certified, or draft issued by the same party, should be accepted thereafter until the maker's responsibility shall have been established.

**115. AGENTS' RESPONSIBILITY.** These instructions are issued for the protection of the Company's revenues and should be accessible at all times to employees concerned, and Station Agents and other Supervisors should see that each employee responsible to them understands and observes the regulations applicable to his duties. Strict compliance therewith is essential to prevent the possibility of agents becoming personally liable for losses which may be incurred through their neglect or neglect of employees under their jurisdiction.

**116. COLLECT ALL REVENUES.** Agents are expected to collect or supervise the collection of all revenues for which they account (including collections for sleeping and parlor car accommodations, Western Union Telegraph Company, Railway Express Agency, Inc., rents, salvage, miscellaneous items, and any other authorized accounts); record collections at the time received; remit them promptly, and be familiar at all times with the conditions of unsettled accounts.

**117. PREVENT LOSS.** Agents are held responsible for all funds received by them, and are expected to take every precaution to prevent losses through burglary, theft, or from any other cause. Money should be handled in a manner that will attract the least possible attention, and the amount of change on hand should at all times be kept at a minimum. As excess cash accumulates, it should, preparatory to remittance, be transferred to the office safe or a place safer than the cash drawer. Money, postage and negotiable paper should be placed in the safe or otherwise protected when the office is unoccupied. The office safe should always be locked except when entry therein is necessary.

**119. BURGLARIES.** Agents discovering any theft or attempted theft, breaking and entering, or attempted breaking and entering, should report to the Auditor of Station Accounts and Overcharge Claims by wire, and his Division Superintendent, whether there has been any loss or not.

**120. ACCOUNTS TO BE VERIFIED.** At brief and varying intervals the accounts of all employees handling Company funds should be carefully examined by the Agent and a record of such examination maintained for inspection of the Traveling Auditor. Ticket clerks should be required to account daily for all tickets sold.

**121. RECORD OF CASH TRANSFERRED.** In order that responsibility for the mis-handling of cash may be definitely fixed, the Agent should see that a permanent record is made of all cash transferred to a subordinate, from a subordinate to the Agent, or between subordinates, and that for each such transfer of cash or transfer of a remittance package, a receipt is taken and included in such record. Divided responsibility should be prevented.

**122. AGENTS' SUPERVISION OF EMPLOYEES.** Notwithstanding such fidelity bond arrangements as may exist, Agents should not allow long continued honesty and efficiency of an employee to engender any relaxation of strict supervision of the handling of cash and of accounting duties. The unexpected happens and agents should keep alert to prevent any dishonesty or culpable negligence that could be prevented by proper supervision.

**123. CASH SHORTAGES OF SUBORDINATES.** Agents should report to the Auditor of Station Accounts and Overcharge Claims by wire all shortages on the part of their subordinates, and if the shortage is in the Cash Account and the subordinate cannot give any satisfactory explanation, the Agent shall also report the matter to the Superintendent of his division, with the request that the pay due such subordinate be held, except in the State of Wisconsin where it is unlawful to withhold salary due the involved party without their specific consent. A complete explanation shall also be given and the subordinate required to make a written statement in duplicate, the original to be sent to the Auditor of Station Accounts and Overcharge Claims and a copy to the Superintendent.

**125. CASH AND VALUABLE PAPERS.** Currency in excess of actual amount needed for change should be kept in the safe, when safe is provided, and not in cash drawer. When collecting office is closed, all currency and valuable papers should be locked in the safe, where safe is provided, or personally safeguarded by the collecting agent.

**126. EMPTY CASH DRAWER OPEN.** Before closing agency at night, or other times, cash drawer should be left open so that it can be readily seen it contains no funds, thus preventing its being forced open in event thieves enter the station. So far as practicable, when the agency is closed, nothing should obstruct the view of the open empty cash drawer from any outside window, thus eliminating a possible incentive for a thief to force entrance.

At stations equipped with safes, safe combination shall be changed whenever employees having knowledge thereof leave the service of the Company, temporarily or otherwise, or are assigned to duties where knowledge of the combination is no longer necessary, and also at every transfer of Agents.

When a safe combination has been changed the new combination shall be thoroughly memorized before the safe is locked. No record or memorandum thereof should be kept except that a memorandum shall be prepared on paper approximately 8½" x 5½" headed—

Combination of Safe \_\_\_\_\_ Station  
\_\_\_\_\_ Date

showing the new combination and this shall be enclosed in small envelope, Form 1506, which must be sealed with wax, the face of the envelope to show—

Combination of Safe

\_\_\_\_\_ Station

\_\_\_\_\_ Date

This envelope (wax seal to the front) must then be enclosed in a larger envelope and forwarded to the Auditor of Station Accounts and Overcharge Claims. If the safe is owned by the Express Company, a similar memorandum must be prepared and forwarded to the Superintendent of the Express Company.

Safe combinations shall not be given to employees not under bond; nor to employees on duty at night, unless it is absolutely necessary for the proper transaction of business; nor shall combination be worked in the presence of anyone not entitled to knowledge of it, in such a manner as to disclose it.

Safe combinations shall not be left on what is known as the "Day Lock".

**129. CASHING PERSONAL CHECKS.** Agents are not authorized to cash personal checks either for themselves or for others, as an accommodation. They must not use company funds or substitute therefor personal checks or other paper except as authorized in the next paragraph.

**130. CASHING COMPANY CHECKS.** Negotiable paper issued by the company, including employees' pay drafts, loss and damage and overcharge claim drafts, and discharge certificates (or time tickets) when correctly endorsed by payee who is personally known or properly identified, may be cashed from available funds when authorized by the Treasurer. Funds are not to be accumulated for this purpose unless so authorized. Such negotiable instruments, when cashed, should be immediately initialed or stamped, to identify the employee accepting the paper, and should be stamped on back with station dating stamp and included in the next remittance to the bank.

Any check, draft, time ticket, or other paper that bears evidence of alteration or erasure, or is otherwise of questionable appearance, should not be cashed.

A check, draft or other paper issued payable to the order of any firm, corporation or partnership should not be cashed with company funds. Such instruments should be deposited by the payees in their own bank accounts.

**131. ENDORSEMENTS ON CHECKS AND DRAFTS.** Endorsements on checks and drafts must be technically correct. The name of the person who receives the money must be endorsed in ink or indelible pencil. If the endorser makes his mark, it must be witnessed and the address of the witness must be stated; whenever possible such witness should be someone other than the person who cashes the draft or check. If payee's name is misspelled on the face of the instrument, he should endorse, not only with his correct name, but also, immediately above such correct endorsement, the name as it appears upon the face of the check or draft.

No signature or endorsement for the payee by another person is valid, unless legal power of attorney therefor is attached to the check, draft, or voucher. So-called blanket powers of attorney are not acceptable. Agent should not, however, cash any paper except for the payee and then only if the paper is in proper form and the payee is known, or is satisfactorily identified.

**132. INSUFFICIENT FUNDS.** If currency on hand is insufficient to pay extra gangs, or for cashing pay drafts, time tickets or discharge tickets, request should be made to the Treasurer through the proper channels for sufficient cash to meet requirements. Such requirements should be anticipated when possible and request made in advance.

**133. GENUINE NEGOTIABLE PAPER.** All negotiable paper or orders of every kind for the payment of money, should be carefully scrutinized to see that the instrument is genuine; that the signature thereon is a bonafide signature and that the endorsement is technically correct. Any loss resulting from failure to observe these requirements, because of acceptance of counterfeit paper or forged signatures, may be charged against the employee at fault.

**134. TRAVELERS' CHECKS.** Agents are authorized to accept Travelers' Checks, at face value, issued by the following approved Banks and Companies, when presented in the regular course of business in payment of tickets or other passenger accommodations:

American Express Company

Bank of America National Trust and Savings Association, San Francisco, Calif.

Canadian Pacific Express Company

Thomas Cook & Son (Bankers) Ltd.

First National Bank of Chicago (including checks of this Bank sold by its correspondent banks and large corporations which have their names imprinted on each check under the signature of the holder)

First National City Bank of New York

In honoring these Travelers' Checks, which are issued mostly in denominations of \$10, \$20, \$50 and \$100 the following precautions are to be scrupulously observed:

1. That the checks have every appearance of and all facts obtainable point to their being genuine.
2. That no alteration, erasure, or change of any kind, has been made in the signature which was affixed to the check at the time of purchase (generally in the upper or the lower left hand corner, face of check). Checks which show any evidence of alteration, erasure or any other kind of manipulation should be refused.
3. That the countersignature, which must be affixed in your presence with ink or indelible pencil in the space provided (generally in either the upper or lower left hand corner, face of check), agrees with the original signature of the holder affixed at the time of purchase. Complete identification is accomplished when the two signatures agree. If there is any doubt as to the genuineness of the countersignature, accept only on personal identification.
4. If the purchaser has countersigned a check before presenting it to you, a duplicate signature must be written by the purchaser on the back of the check in your presence and the signatures must agree as aforementioned.
5. (a) That checks are properly filled in as to name of City, are dated and made payable to order of the Railroad Company.  
(b) If made payable to the holder, his or her endorsement on back of check is required in addition to the countersignature.
6. All paid checks should be included in your regular remittances.

**135. AGENTS NOT TO OPEN BANK ACCOUNTS.** Bank accounts with company funds should not be opened nor checks, drafts or certificates of deposit obtained in exchange therefor, nor negotiable paper received in the course of the business be endorsed or exchanged for currency unless specifically authorized by the Treasurer.

**136. AUTHORIZED DEPOSITS.** Collections authorized by the Treasurer to be deposited in local banks on the day received, if possible, but not later than the following business day unless authorized otherwise by the Treasurer.



**137. BANK FAILURES.** Agents should at once advise the Treasurer and the Superintendent by wire if a failure occurs of any bank in their territory.

**138. STATUS OF BANKS.** Agents should also advise by letter of any facts that may come to their attention, from time to time, that may relate unfavorably to the financial status of said banks.

**139. DELIVERY OF PAY DRAFTS AND PAY CHECKS.** Pay Drafts are forwarded by the Paymaster in sufficient time to overcome any ordinary delay in transit and usually reach their destination the day before pay day. However, except as outlined below, it should be understood by all concerned that delivery of Pay Drafts to employees must not be made prior to the established pay days, which are as follows:

State of Missouri	— 16th and last day of each month
State of Indiana	— 10th and 25th of each month
State of Illinois	— 13th and 28th of each month
State of Minnesota	— 15th and 30th of each month
State of Wisconsin	— 15th and last day of each month
State of Michigan	— 15th and last day of each month
State of Washington	— 15th and last day of each month
State of South Dakota	— 15th and first day of each month
Balance of System	— 18th and second day of each month

When the established pay day falls on Saturday, Sunday or a legal holiday, Pay Drafts shall be delivered on the last working day preceding. Pay Drafts, when available, may be delivered to night forces on their last shift preceding the regular pay day as well as to those employees whose rest day is on the day prior to, or on the regular pay day. Any other exceptions must be covered by specific authority of the Paymaster.

The Paymaster should be notified immediately by wire or telephone when Pay Drafts are received showing a destination code of another station. Pay Draft, Payroll and Destination number should be given.

Agents and others to whom Pay Drafts are sent for delivery are held responsible for their protection and safekeeping as well as for delivery to the proper person. Pay Drafts must be delivered to the Payee whenever possible, and may be delivered to a relative or other person only on written request after the delivering agent is satisfied that the request is personally signed by the Payee and upon proper identification of the person presenting the request.

Pay Drafts recalled because of errors, time draft issued or any other reason must be returned to the Paymaster only with notice of the name and location of the party requesting the draft.

Pay Draft received in favor of a former employee who is deceased must not be delivered to relatives or others, but should be returned immediately to the Paymaster with sufficient detail of the circumstances so that proper endorsement can be made to the Administrator, widow or other Beneficiary. Date of decease, date of last day of service and name of Administrator, widow or other Beneficiary should be furnished with the returned Pay Draft.

When Pay Drafts are received for comparatively large transient extra gangs and the Agent cannot arrange with the Foreman or Timekeeper for personal delivery by the Agent direct to the payees, the Agent may, on authority of the Division Superintendent, turn over on pay day such Pay Drafts to the Extra Gang Foreman or Timekeeper upon satisfactory identification, taking his receipt for them. All Pay Drafts not delivered at the end of the day must be returned to the Agent for delivery thereafter only to the Payee and upon proper identification.

Agents and others should not trace the Payees of unclaimed Pay Drafts in order to effect delivery and all Pay Drafts which remain undelivered ten days after receipt shall be listed in triplicate on Form 364, attached to the original and returned to the Paymaster, Chicago, Illinois. One carbon copy shall be forwarded to the Auditor of Expenditure, Chicago, and one copy retained by the Agent for his record. Pay Drafts must be transmitted by express whenever possible, otherwise by United States Mail.

Applications for Pay Drafts which have been returned to the Paymaster account unclaimed must be presented in writing personally signed by the payee and witnessed by the Agent and forwarded to the Paymaster in Chicago. Form 526 has been provided and should be used for this purpose although a letter, if personally signed by the applicant and giving the same complete employment information, is satisfactory.

**118, 124, 127, 128—Open.**

**140 to 150 incl., reserved for additional rules.**

## BILLS OF LADING—UNIFORM RULES AND REGULATIONS COVERING ISSUANCE, HANDLING AND DISPOSITION OF.

**151. PRECAUTIONARY MEASURES.** Special attention is called to the dangerous and complicated conditions that often arise in connection with "straight" and "advise" and "order" bills of lading; resulting in the payment of large sums of money, every year, by the railroads, in the form of claims, which should be avoided.

"Order" shipments and "straight-advise" shipments and bills of lading, written delivery orders or other required documents related thereto are of such importance and so susceptible to erroneous handling or manipulation that agents and all others concerned must fully inform themselves on the proper issuance, handling and disposition of "order" and "straight-advise" bills of lading, written delivery orders or other required documents and goods shipped thereunder, for which special service the carrier receives no additional money compensation.

Both state and federal laws hold the carrier liable if "order" shipments are delivered without surrender of the original bill of lading properly endorsed. Agents must personally see that the handling of "order" as well as straight "advise" and "notify" shipments is thoroughly understood by all employees at their station, having to do with the forwarding or delivery of freight.

"Straight" bills of lading are under certain circumstances assigned, or they may cover shipments billed straight to one, "Advise," "Care of" or "Notify" another, requiring special care upon the part of the agent to protect the carrier's interests.

The employee at fault will be held personally responsible for any loss sustained by reason of failure to comply with these instructions. No departure therefrom will be permitted, except upon authority from the officer indicated in the respective rules as having jurisdiction.

Should a question arise as to the application of these rules, communicate with the department referred to therein. Should the question relate to a rule which does not indicate what department should handle, communicate with the Auditor of Station Accounts and Over-charge Claims.

**152. RECEIPT FOR EACH SHIPMENT.** A receipt or bill of lading must be issued for each shipment. See Rule 5 Consolidated Freight Classification for requirements as to condition of articles tendered for shipment. Notation describing exception, if any, should be placed on the bill of lading.

**153. FORMS—BILLS OF LADING.** There are three classes of bills of lading:

1. Domestic
2. Export
3. Live Stock Contracts

There are two kinds of both domestic and export bills of lading:

1. Straight
2. Order

The following forms are therefore effective:

1. Uniform Domestic straight bill of lading (Form 181)
2. Uniform Domestic order bill of lading (Form 197)
3. Uniform through export straight bill of lading (Form 519)
4. Uniform through export order bill of lading (Form 514)
5. Uniform Live Stock Contracts (Form 71)

See Consolidated Freight Classification for authorized bill of lading forms.

In addition to these forms used by the public, there is the Government bill of lading used only for property transported for the United States Government.

In effect, a Government bill of lading is the same as a commercial bill of lading in that it is a receipt for the freight and a contract for its carriage, and while a straight commercial bill of lading is indicative of ownership and an order commercial bill of lading is a document of title, the government bill of lading does not and cannot pass title to the property named in the bill because the property is vested in the United States and is being transported from an officer or agent of the Government at one point to an officer or agent of the Government at another point, no title to the goods being involved.

Bills of lading forms are printed in triplicate, consisting of an original, a shipping order and a memorandum. The original and the memorandum copy must be given to the shipper and the shipping order retained in the Agent's files. (Except Cotton.)

Uniform "straight" bills of lading are printed on "white" paper. "Order" bills of lading are printed on "yellow" paper. Agents must see that all bills of lading issued at their station are made up clearly on the proper form either "straight" or "order" without abbreviations (except as provided for by tariff), unfamiliar conditions or contradictory provisions, so that Agents at destination will not be confused in handling them. No other forms of bills of lading (except as authorized in Rule 192) should be signed or issued by Agents.

**154. DESCRIPTION OF ARTICLES.** See Rule 2 Consolidated Freight Classification. Articles must be described in accordance with Classification.

Terms of general description, such as grain, stone, lumber, etc. should not be used. The name of the commodity should be stated in terms provided in tariffs; as corn, oats, crushed stone, polished building stone, pine lumber, cypress lumber. Show if in bags, in barrels, in bundles, or boxed, or crated; if in boxes or crates, state if strapped or corded; specify if "set up" or "knocked down"; etc.

**155. PREPARATION OF BILLS OF LADING.** Agents will require that proper shipping order be given in writing at the time the freight is tendered for shipment and must see that shipping order agrees in every particular with bill of lading. Each original bill of lading should be made out in ink, indelible pencil, typewriter, or other mechanical means, and the memorandum and shipping order may be made as carbon copies. Original bills of lading on which the entries have been imprinted by the use of carbon paper may be accepted and signed, provided the carbon imprint is clearly and distinctly legible and free from erasures and interlineations. See Rule 771 for live stock contracts.

**156. EXPORT BILLS OF LADING.** Export bills of lading are issued only by certain designated representatives under special instructions.

**157. SHIPPERS' FORMS OF BILLS OF LADING.** Bills of lading, both "straight" and "order" may be issued on shippers' or Consignors' special forms when they conform in all essential particulars to the uniform bills of lading prescribed by the Interstate Commerce Commission.

Some consignors have lists of articles printed upon their bill of lading forms. Care should be exercised to compare the bill of lading with shipping order and memorandum, particularly when written items are added.

**158. SIGNATURE AND STATION STAMP.** The original bill of lading and shipping order in all cases should be signed by the shipper and must be signed by the Agent or by his authorized representative. If rubber stamp is used for the Agent's signature, it must be signed by an authorized person affixing his own personal signature (not initials only), and should be placed in the space provided for receipt in the lower right hand corner of the bill of lading. All bills of lading when issued must also be stamped with the official station stamp showing station name and date, where such station stamp is provided, except when rubber stamp used in connection with Agent's signature shows station name and date.

**159. DATING BILLS OF LADING.** No bills of lading shall be signed, issued or delivered to consignor until all the property named therein has been delivered into the possession of the issuing carrier with shipping order. The bill of lading, with exception of exchange bill of lading, must be dated as of that day. Exception: Rule 192 as to Exchange Bills of Lading.

Note—Under the Act to Regulate Commerce as interpreted by the Interstate Commerce Commission it is a misdemeanor to make a false entry as to date or otherwise upon a bill of lading, and the party responsible therefor is subject to criminal prosecution.

**160. BILLS CONSIGNED TO ONE POINT, NOTIFY A PARTY AT ANOTHER POINT, PROHIBITED.** A bill of lading reading to one point, notify a party at a different point, may not be issued except as provided in Rule No. 7, Consolidated Freight Classification, or as permitted by Tariff authority.

**161. RATES BASED ON VALUE.** Where the classification or tariff requires a declaration as to actual or agreed value in order to determine the rate such declaration must be written on the bill of lading and shipping order and be signed by the shipper.

**162. CHANGE IN KIND OF BILL OF LADING PROHIBITED.** Unless authorized by proper officer of the freight traffic department, who will first ascertain that freight is actually in our possession, or by tariff provisions, an order bill of lading must not be issued in exchange for a straight bill of lading nor a straight bill of lading for an order bill of lading.

**163. ALTERATION, ADDITION OR ERASURE IN BILLS OF LADING.** No alteration, addition or erasure in the bill of lading shall be made without a signed notation thereon by the Agent issuing bill of lading; otherwise, bill of lading shall be enforceable according to its original tenor. (See section 10 of bill of lading conditions.)

**164. PENALTY FOR REFUSAL TO SHIP UNDER CONDITIONS OF UNIFORM BILLS OF LADING.** When shipment is tendered with a declaration on the part of shipper refusing to make such shipment under the provisions of the "Uniform Bill of Lading" agent must be governed by Rule 1, Consolidated Freight Classification, and any State Classification that may apply, supplements thereto and reissues thereof.

The endorsement placed on a bill of lading and signed by the Agent, required by Rule 1 of the Consolidated Freight Classification, must also be written or stamped on the waybill issued covering such shipment.

**165. "STRAIGHT" BILLS OF LADING.** A straight bill of lading is not negotiable and is one in which it is stated that the goods are consigned or destined to a specified consignee. Straight bills of lading forms must not be issued bearing notation that delivery shall be made only on the order of the consignor, when the shipment is consigned to another person, firm or corporation. Straight bills of lading may be issued for a shipment consigned by the shipper to himself or to a consignee advise, notify or in-care-of another party.

The name of only one shipper, one consignee and one destination shall appear on a shipping order or bill of lading; but when a shipment is consigned straight or "To Order," the shipping order and bill of lading may specify the name of a party at the same destination to be notified of the arrival of shipment. Agents will decline to execute bills of lading carrying notation: "Issued at request and for account of . . . . . ." (party other than shipper or order party). See Rule 7 of Consolidated Freight Classification.

Bills of lading covering shipments to be stopped in transit to complete loading or to partially unload, or for some other authorized transit privilege must show stop-off points and the parties who are to complete loading or to partly unload or otherwise as prescribed by the governing transit tariffs.

**166. DELIVERY OF SHIPMENTS ON "STRAIGHT" BILLS OF LADING.** Agents at destination may make delivery of freight covered by "straight" bills of lading without presentation of the bill of lading, but the consignee must be known to him, or, he may make delivery to anyone known to him upon surrender of the consignee's written delivery order for the goods. A shipment consigned to one party, "advise" or "notify" another, is a "straight" shipment for the named consignee but it has also the dangerous possibilities of an "order" shipment, and must have careful attention as to delivery. The "advise" (or "notify") party is not the consignee and has no right to the possession of the property. Delivery will be made only to the named consignee or upon his written delivery order. Such order may be written upon the bill of lading. If shipment is consigned to one party "in care of" another party, delivery may be made to the named consignee, or to the "care of" party. But, the "care of" party as such to a straight bill of lading has only the right to accept delivery of the shipment at the point of delivery designated in the straight bill of lading and cannot order the reconsignment or diversion of the shipment.

If proper delivery order for the delivery of a straight shipment is lost or delayed, the same procedure may be followed as provided in Rule 173.

**167. ORDER OR NEGOTIABLE BILLS OF LADING AND DUPLICATE.** An "order" bill of lading is one in which it is stated that the goods are consigned to the order of a person, firm or corporation named in the bill of lading. An order bill of lading is negotiable, that is, it can be bought and sold by endorsement and delivery and when so sold and delivered it is a document of title passing title in the goods shipped to the buyer and holder of the bill.

A duplicate order bill of lading must not be issued. If a copy is desired it should be made on a memorandum form and plainly marked "copy" upon its face.

**168. "ORDER" BILLS MUST NOT BE ISSUED TO PREPAID STATIONS.** Except as specifically authorized in the Official List of Open and Prepay Stations or in governing freight tariffs, or otherwise, "order" bill of lading must not be issued for shipments to be delivered at non-agency or prepaid stations. When the notify party is located at a prepaid station or on a rural free delivery route, or in the interior, the shipment must be consigned to an adjacent open station designated by the shipper. (See Rule 7, Consolidated Freight Classification.)

**169. "NOTIFY" PARTY TO BE NAMED.** Order bills of lading must contain the name and post office address of the party to be notified.

**170. DELIVERY TO HOLDER OF AN ORDER BILL OF LADING.** In the absence of notice to the contrary, the holder of an "order" bill of lading properly endorsed, upon the surrender thereof, is the only one entitled to receive the shipment or to direct delivery, diversion or reconsignment. Designating a party to be "notified" does not give such party any right to possession or control of the property.

Delivery of order billed property must not be made until the original order bill of lading, properly endorsed, is surrendered, except as provided for in Rule 173. Requests from the order party or the shipper to deliver without surrender of the original bill of lading must not be complied with but must be referred to the Treasurer.

**171. SHIPMENTS SWITCHED TO OTHER CARRIERS FOR DELIVERY.** Inbound shipments billed "To Order," or billed "straight" but requiring surrender of a delivery order, must not be delivered to switching carrier until the "Order" bill of lading or the delivery order has been surrendered except as otherwise provided in these rules or where agreements are in effect for protection by switching line.

**172. PARTIAL DELIVERIES AT DESTINATION.** When upon proper authority only a portion of the shipment has been delivered the Agent must place plainly upon the order bill of lading a statement indicating what portion of the shipment has been delivered.

**173. EXCEPTION TO RULES REQUIRING SURRENDER OF ORDER BILL OF LADING, WRITTEN DELIVERY ORDER OR OTHER REQUIRED DOCUMENT PRIOR TO DELIVERY (Rule 7, Consolidated Freight Classification).**

(a) If an order bill of lading, written delivery order or other required document is not available the property covered may be delivered in advance of surrender of the bill of lading, written delivery order or other required document to, or as directed by, a party who states (see Note) to the carrier in writing (or orally if promptly confirmed in writing) that he is the owner or is lawfully entitled to the possession of the property and that the bill of lading, written delivery order or other required document has been lost, delayed, destroyed or otherwise is not immediately available at a bank or other source, or states (see Note) in writing that if and when a shipment is delivered to him, or as directed by him, he will be at that time either the owner or lawfully entitled to the possession of the property, and who presents to the carrier as a substitute for the bill of lading, written delivery order or other required document, security in the form of:

Substitute 1—Currency, certified check or bank cashier's check in amount equal to 125% of the invoice or value of the property; or at carriers' option.

Substitute 2—A specific bond of indemnity with surety in amount equal to twice such invoice or value; or at carrier's option.

Substitute 3—A blanket bond of indemnity with surety; or at carrier's option.

Substitute 4—An open-end bond of indemnity with corporate surety duly authorized to write surety bonds and regularly engaged in such business.

Certified check or cash accepted when order bill of lading, written delivery order or other required document is not available, as outlined above, must be remitted to your depository immediately as instructed in Rule No. 238.

Any deposit under Substitute 1 will be refunded; (1) upon surrender of the bill of lading properly endorsed, written delivery order or other required document as the case may be; (2) upon receipt by the carrier of a specific bond of indemnity, with surety, in amount equal to twice the invoice or value of the property, except that, in the case of a party who operates under a blanket bond the surety on the specific bond shall be a corporate surety duly authorized to write surety bonds and regularly engaged in such business.

**174. BONDS OF INDEMNITY.** A specific bond of indemnity is one given to protect delivery of a single shipment.

A blanket bond of indemnity is one that can repeatedly be made use of until cancelled, as provided therein, or at the option of the carrier.

An Open-End bond of indemnity is one which may be used repeatedly until cancelled, at the carrier's option or in accordance with its terms, and which applies separately to each shipment in an amount equal to twice the invoice or value thereof. In the event the required bill of lading, written delivery order or other required document is not surrendered within five days exclusive of Saturdays, Sundays and bank holidays, immediately following the day whereon the shipment was delivered, the liability with respect to such shipments is automatically doubled (to four times the invoice or value) thus permitting the bond to continue in force without suspension.

All bonds of indemnity must be satisfactory to the accepting carrier as to form, amount and surety. (See Rule 7, Consolidated Freight Classification). If delivery is to be made under a bond, the Agent must first secure authority from the Treasurer.

A bond executed by a partner as surety for his firm shall not be accepted.

When a shipment has been released under a specific bond of indemnity, a blanket bond of indemnity or an open-end bond of indemnity, the original bill of lading, properly endorsed, written delivery order or other required document, must be surrendered as soon as available at a bank or other source.

In the event the bill of lading, written delivery order or other required document due for a shipment released under a blanket bond is not surrendered within five (5) days, exclusive of Saturdays, Sundays and bank holidays, or, at carrier's option, a lesser time, immediately following the day whereon the shipment was delivered, further delivery of shipments under the bond shall cease, unless or until the Principal shall deposit with the carrier's agent Substitute 1 or a specific bond of indemnity, in amount equal to twice the invoice or value of the property, with a corporate surety duly authorized to write surety bonds and regularly engaged in such business except that when accompanied by evidence acceptable to the carrier, that settlement for the shipment has been accomplished, a specific bond with surety approved by the carrier may be accepted.

Note—The writing may be contained in a bond or in a separate instrument, and may relate to a designated shipment or shipments or to all shipments (including future shipments) of a designated class or classes.

(b) Agents are cautioned against assuming that a paid sight draft, written or printed order, duplicate or memorandum bill of lading is proof of ownership of an order shipment.

(c) When an order bill of lading, written delivery order or other required document has been lost or delayed and the shipper has indemnified the carrier as herein provided, but has not had payment of his draft for invoice price and desires payment before release of the goods, he should be requested to write a letter of authority addressed to the railroad agent at destination authorizing delivery of the property (describing it) upon surrender of such letter of authority, which should be attached to another draft drawn by the shipper upon his buyer and deposited in the bank by the shipper for collection. A duplicate original (carbon copy) of such letter of authority should be attached to the shipper's surety bond given to the initial carrier who will arrange through the proper channels for the delivering carrier's agent to be authorized to make delivery of the property without surrender of the original order bill of lading, written delivery order or other required document upon surrender of the shipper's letter of authority.

Under this plan the shipper receives payment of his invoice; the buyer retains possession of the paid draft of the shipper in proof of settlement and receives the shipper's letter of authority with which possession of the goods may be had from the delivering carrier's agent who is authorized to accept such letter of authority for the delivery of the property; the carrier having been furnished with necessary surety bond by the shipper.

#### **175. EFFECT OF RULE 7, CONSOLIDATED FREIGHT CLASSIFICATION UPON OPERATION OF BLANKET BONDS WHEN TWO OR MORE CARRIERS ARE OBLIGEEES.**

(d) Where a blanket bond is in favor of two or more railroads at one or more points and a bill of lading, written delivery order or other required document is outstanding more than five days, exclusive of Saturdays, Sundays and bank holidays, at any one point, the bond should be suspended on all railroads, parties thereto, at such point, but need not be suspended at other points unless there is a violation at such other points, in which event the bond should be suspended as to all railroads, parties thereto, at all points where such violations occur.

(e) Any questions relative to the application of this rule should be referred to Treasurer.

**176. ENDORSEMENTS ON AN "ORDER" BILL OF LADING.** The endorsement of an "order" bill of lading is analogous to an endorsement on a bank check. An order bill of lading is properly endorsed when endorsed by the person to whose order the goods are deliverable by the tenor of the bill. Such endorsement may be in blank or to a specified person. If endorsed to a specified person, it may be transferred again by the endorsement of such person in blank or to another specified person. Subsequent transfers may be made in like manner.

**177. ADVISING NOTIFY PARTY.** Agents in advising "notify party" of arrival of "order" shipments or those covered by "straight" bills of lading requiring surrender of a



delivery order, should write or place a stamp on the notice to the effect that shipment is held for order bill of lading or delivery order and will be delivered on surrender of necessary document.

**178. "CLEAN" BILLS OF LADING.** A clean bill of lading (straight or order) is one without notation "shipper's weight, load and count" or words of like purport indicating that the goods were loaded by the shipper, and the description of them made by him.

**179. SHIPPER'S LOAD AND COUNT AND OTHER NOTATIONS ON BILLS OF LADING.** Agents must show on bills of lading the words "Shippers' Weight, Load and Count," when freight receipted for is not actually checked or weighed by Agents or their representatives, except as provided in Rules 182 and 1101. The abbreviation "S.L. & C." should not be used.

Bills of lading must not be signed if shipper makes notation thereon that the carrier will pay the cost of unloading or reloading because of any change or shifting of the load.

**180. WEIGHT OF BULK GRAIN AND SEEDS.** When grain and seeds at terminal points are weighed under the jurisdiction of sworn employees of Chambers of Commerce, Boards of Trade or State Weight Masters, notation may be made on the bill of lading "Board of Trade Weights" or other appropriate notation.

**181. WEIGHING INTERSTATE SHIPMENTS OF BULK FREIGHT.** The Federal Law applicable to interstate shipments provides: "Where the shipper of bulk freight installs and maintains adequate facilities for weighing such freight, and the same are available to the carrier, then the carrier, upon written request of such shipper and when given a reasonable opportunity to do so, shall ascertain the kind and quantity of bulk freight, within a reasonable time after such written request, and the carriers shall not in such cases insert in the bill of lading the words 'Shipper's Weight', or other words of like purport and if so inserted contrary to the provisions of this section, said words shall be treated as null and void and as if not inserted therein." (Section 21 Federal Bills of Lading Act.) The above should also apply upon intrastate shipments where state statutes so provide.

**182. WEIGHT AGREEMENT.** When bill of lading or switch receipt, or switch waybill, contains the impress of an accredited Inspection and Weighing Bureau, or Association, the words "Shipper's Weight, Load and Count" should not be shown on the bill of lading.

**183. FULLY PREPAID SHIPMENTS "WITHOUT RECOURSE CLAUSE" NOT SIGNED.** When issuing bills of lading for freight upon which any charges are to be prepaid, the amount of the charges collected when shipments are received shall be indicated on the bill of lading, in the space provided and the Agent's receipt therefor shall appear separate and distinct from the bill of lading signature. When a shipment is contracted for fully prepaid and the shipper is a credit patron, there shall be written or stamped in the space provided therefor on the uniform bill of lading "To be Prepaid", and waybill endorsed "To be Prepaid". When consignees present bills of lading prepared in accordance with this rule, the agent at destination will consider the freight charges fully prepaid.

**184. WITHOUT RECOURSE CLAUSE SIGNED.** If "Without Recourse" clause is signed on either Partially or Fully Prepaid Shipments, the agent at destination shall collect from the consignee any charges over the amount of prepaid charges shown upon the waybill.

**185. RESTRICTIONS ON COLLECTIONS FOR SHIPPERS.** Agents must not make collection for shippers except as permitted under C.O.D. tariffs where effective. If order bills of lading are received by agents from shippers for the purpose of making collections, agents

should return them with the advice that carriers may not lawfully make such collections and concurrently send to the notify party notice of this action. Order bills of lading, however, must not be issued to cover goods shipped under C.O.D. tariffs. Straight bills of lading must be used in connection with C.O.D. shipments.

#### **186. INSPECTION OF PROPERTY.**

(a) Inspection of property covered by an "order" bill of lading will not be permitted unless provided for by law or unless permission is endorsed on the original bill of lading or given in writing by the order party, or when party desiring inspection shows himself the owner of goods by presenting properly endorsed bill of lading. When bill of lading is so presented for inspection purposes, agents are required to stamp or write in ink upon such bill of lading:

"C.M.St.P. & P. Railroad Company

This bill of lading presented .....19....  
and inspection allowed.

.....Agent"

To avoid controversies and delays in delivery at destination, all waybills covering "order" shipments should bear one of the following notations in accordance with the original bill of lading:

"Inspection not permitted".

"Allow inspection".

(b) Inspection by consignee of property covered by a "straight" bill of lading will be permitted but if billed "advise" or "notify" another, inspection will not be permitted by the advise or notify party unless permission is endorsed on the original bill of lading or given in writing by the shipper or owner or the order for delivery is presented.

**187. LIVE STOCK.** Uniform "order" or "straight" bills of lading must not be issued to cover live stock, live wild animals or ostriches. They must be consigned "straight" upon live stock contracts as provided in the Consolidated Freight Classification. If accompanied by a caretaker, the separate contract on the back of Uniform Livestock Contract should be executed.

**188. LIVE POULTRY.** Uniform order bills of lading must not be issued to cover live poultry or pigeons. Uniform straight bills of lading must be issued on shipments of live poultry or pigeons. If accompanied by a caretaker the uniform contract as prescribed by Rule 43, Consolidated Freight Classifications, must be executed in addition to the "straight" bill of lading.

**189. STOPPAGE IN TRANSIT.** Shippers of "straight" consignments have a right to stoppage in transit in the event of the insolvency of the consignee. Agents may order stoppage of such shipment when requested to do so by the shipper and should promptly report the facts to the Freight Claim Agent. If shipment is billed to "order" no right of stoppage in transit is allowed, except upon the surrender of the original order bill of lading. Consult Treasurer in regard to securing proper bond when bill of lading not available.

**190. COURT ATTACHMENTS FEDERAL (INTERSTATE SHIPMENTS).** The federal law governing interstate shipments and many state laws governing intrastate shipments forbid attachment of, or levy upon, shipment covered by an "order" bill of lading.

Agents will decline to surrender interstate "order" shipments on any writ of attachment, garnishment, execution or other judicial process, except where the original "order" bill of lading is surrendered or is impounded by the Court. Full report should be made immediately to the Law Department.

Section 23 of the Federal Bills of Lading Act is as follows: "That if goods are delivered to a carrier by the owner or by a person whose act in conveying the title to them to a purchaser for value in good faith would bind the owner, and an order bill is issued for them, they can not thereafter, while in the possession of the carrier, be attached by garnishment or otherwise or be levied upon under an execution unless the bill be first surrendered to the carrier or its negotiation enjoined. The carrier shall in no such case be compelled to deliver the actual possession of the goods until the bill is surrendered to him or impounded by the Court."

Agents will, in no case, deliver the actual possession of a shipment covered by an interstate "order" bill of lading, which has been sought to be attached by garnishment or otherwise, until the original "order" bill of lading covering such shipment has been surrendered or impounded by the Court. If any objection is made on declining to deliver, the Agent should show the officer this rule as a quotation of the Federal Statute.

Should the officer making the seizure nevertheless remove the property, the Agent should not resist but should require a receipt from the officer executing the process and insist upon payment of all charges.

**191. STATE (INTRASTATE) SHIPMENTS.** In States where the Uniform Bills of Lading Act and where state statutes apply, the same course should be adopted.

In the event any question should arise with respect to the proper course to be followed, or if tariff charges are not paid, communicate with the Auditor of Station Accounts and Overcharge Claims stating all the facts.

**192. EXCHANGE BILLS OF LADING.**

**(a) Local Shipments.**

It is not permissible to issue an exchange bill of lading for a connecting line's local bill of lading for freight arriving at a point of interchange until such shipment is actually in possession of the carrier whose duty it would be to issue the exchange bill of lading. The date of this exchange bill of lading must be the date the car and billing instructions are in the possession of the carrier issuing the exchange bill of lading.

**(b) Through Shipments.**

It is permissible to issue an exchange bill of lading on surrender of a connecting carrier's through bill of lading (covering shipment consigned over the line of the carrier whose duty it would be to issue the exchange bill of lading), prior to receipt of the shipment.

All exchange bills of lading must bear a stamp impression, as follows:

"This bill of lading is issued in exchange for receipt or bill  
of lading No. .... issued at ..... on the .....  
day of ....., 19.....

By the ..... Company  
.....Agent"

**(c) Switch Cars.**

It is permissible to issue a bill of lading in exchange for a shipping receipt or switching ticket of a connecting or switching road at the point of origin of shipment, prior to receipt of the shipment by this company when we receive the revenue or road haul, under the following conditions:

1. If the receipt given by the switching carrier does not carry shipping instructions, the bill of lading will be dated the day upon which such directions are filed with this company.

2. If the receipt of the switching carrier does show final shipping instructions, the bill of lading will be dated the same date as the shipping receipt.

3. If the receipt of the switching carrier does contain shipping instructions, which directions are changed when the bill of lading is issued, the bill of lading will be dated the date upon which the changed shipping instructions are filed with this company.

4. When a car which has been loaded on the line of one carrier for switching movement to our line, and for which no shipping receipt or switching ticket has been issued, a bill of lading must not be issued until the car is actually in our possession.

#### **193. GOVERNMENT BILLS OF LADING.**

(d) United States Government Bills of Lading must not be issued in exchange for commercial bills of lading on shipments originally made on commercial bills of lading under contracts calling for delivery F.O.B. destination.

**194. EXPORT AND IMPORT SHIPMENTS IN BOND.** Handling of Export shipments and Import shipments in bond will be subject to the rules as published in the tariffs of this company.

**195. BANK LETTER OF INDEMNITY ON IMPORT SHIPMENTS.** In lieu of statements and security required under Rule 485, import shipments from a foreign country, including foreign possessions of the United States, may, at carrier's option, with approval of the Treasurer, be delivered in advance of surrender of bill of lading, upon receipt and acceptance by the carrier of a letter of indemnity from a banking institution, which contains a statement to the effect that such institution is the owner of the property or has a security or other beneficial interest in the same. (See Section 5, Rule 7 Consolidated Freight Classification.)

**196. STOP-OFF CARS.** Order bills of lading or straight bills of lading with delivery restrictions must not be issued for shipments to be stopped in transit short of final destination shown on bill of lading except as provided in Western Trunk Lines Freight Tariff No. 271, and North Pacific Coast Freight Bureau Local Freight Tariff 63, supplements thereto or reissues thereof which specify the conditions under which fruits, fresh or green, vegetables, fresh or green, berries and melons, fresh, in packages, may be shipped on straight bills of lading subject to delivery orders with stop-over privileges.

Shippers may not take advantage of the provisions of the "Without Recourse" section of the straight bill of lading when shipping instructions require that shipments be stopped in transit to complete load or to partly unload, except in the latter case where the consignee at stop-off point or points and final destination is one and the same person or firm.

**197. DIVERSIONS.** When "straight" consignments are diverted or reconsigned in transit, proof of ownership should be established. See Rule 166 as to "care of" party not permitted to reassign or divert shipments. If shipment is consigned to "order" the original bill of lading must be surrendered for endorsement, exchange or cancellation or in its absence satisfactory bond of indemnity executed in lieu thereof or other approved security given at the time the diversion or reconsignment order is placed. If exchange bill of lading is issued it must be stamped as provided in Rule 192.

**198. PENALTIES FOR FALSE BILLING BY CARRIERS OR SHIPPERS.** Section 10, Paragraph 2, of the Interstate Commerce Act provides severe penalties for false representations in billing by carriers. Section 10, Paragraph 3, of the Interstate Commerce Act provides severe penalties for false billing by shippers.

**199. CANCELLATION OF ORDER BILLS OF LADING AND WRITTEN DELIVERY ORDERS.** As soon as an order bill of lading or written delivery order is surrendered to Agent and entire shipment delivered, the bill of lading or written delivery order must be cancelled immediately by writing or stamping thereon, the following:

Shipment delivered and bill of lading or written delivery order cancelled.

....., 19.....  
(Time) (Date)  
C.M.St.P. & P. Railroad Company.  
Station .....  
Agent .....

Surrendered original "order" bills of lading and written delivery orders should be preserved in the station files.

When order bills of lading or written delivery orders are passed between authorized representatives, officers and agents of carriers, they must be marked "Cancelled" for safety in transmission.

See Rule 172 for endorsement of bills of lading or written delivery orders covering partial deliveries.

**200. RATES AND ROUTES INSERTED ON BILLS OF LADING.** Consignors' shipping instructions may bear the freight rate as they understand it to be, or the route via which they desire shipment to be transported or both.

(a) When route is shown and no rate, agent shall forward shipment (at the rate applicable) via the route designated by shipper.

(b) When rate is shown and no route, agent shall ascertain via what route, if any, designated rate applies, and such routing shall be shown on bill of lading.

If rate does not apply via any route require shipper to eliminate such rate before executing lading.

(c) When the rate and the route are both given by the shipper in the shipping instructions, and the rate given does not apply via the route designated it is your duty to ascertain from the shipper whether the rate or the route given in the shipping instructions shall be followed and have the bill of lading changed accordingly.

**201. EMIGRANTS' MOVABLES WITH LIVE STOCK.** On carload shipments of emigrant movables containing live stock (horses, cattle, sheep, hogs, etc.) not poultry (chickens, turkeys, ducks, geese or other fowls) a live stock contract must be issued (bill of lading optional as to that part of the shipment other than live stock). Show the number and kinds of animals on contract in space provided, adding beneath "and emigrant movables", also notation as to released value.

**202. TRUCKING COMPANY BILLS OF LADING.** Agents must not issue a bill of lading for a joint movement in connection with a trucking or other transportation company having no joint tariff arrangement.

Agents must not accept from trucking or other transportation companies having no joint tariff arrangements any freight on expense or transfer bills, unless specifically authorized but must require that uniform railroad bills of lading be executed to cover the transportation from the point where the freight is received by the rail carrier.

Agents at destination must not deliver freight upon surrender of bills of lading issued by trucking companies or other transportation companies having no joint tariff arrangements, **unless specifically authorized.** This rule does not apply to trucking companies acting as agents for railroads in store door pickup and delivery service, under railroad bills of lading.

**203. "WITHOUT RECOURSE CLAUSE".** When the "Without Recourse" clause of the bill of lading is executed in connection with any shipment notation reading "No Recourse clause executed" must be stamped or written upon the waybill. Also see Rule 1384.

The Without Recourse Clause of the bill of lading should not be signed and agents must not accept bills of lading with the "Without Recourse" clause executed covering shipments consigned to "Prepaid" or "non-agency" stations nor to shipments of a perishable nature or of such limited value that tariffs or other regulations require they be fully prepaid.

**204. REPRESENTATIVES AUTHORIZED TO DIRECT DELIVERY OF ORDER NOTIFY SHIPMENTS.** Agents are authorized to deliver an order shipment without surrender of original order bill of lading or other security upon instructions from the Treasurer.

Agents are also authorized to deliver an order shipment without surrender of original order bill of lading or other security upon instructions from the Freight Claim Agent or Traffic Department representatives, who will state in their notices that they hold in their possession bills of lading for such shipments or certified check for 125% of invoice or value of the shipment, or bond which has been approved by the Treasurer.

Representatives named above will endorse bill of lading "Accomplished by delivery", forward it promptly to delivering agent and see that delivering agent acknowledges receipt. If delivering agent does not receive bill of lading promptly, he must notify the representative of the fact by wire.

Specific instructions from the Freight Claim Agent to reship order shipments on hand unclaimed or refused to other points to be sold shall be complied with.

Requests for delivery of order shipments which do not comply with instructions in this rule, must be referred to the Treasurer.

**205. RECEIPTED FREIGHT BILLS.**

(a) The identity of employee making collection of charges should be indicated on all receipts given, by showing his name, initials or symbol.

(b) Receipt for prepaid charges collected at time of shipment should be acknowledged in space provided on bill of lading; receipt for credit patron should be given on "prepaid" freight bill.

(c) Freight bills covering prepaid inbound shipments on which no collections are to be made at destination should NOT be stamped "Paid" or otherwise receipted by delivering agent.

(d) If duplicate receipt is requested, a copy of the bill may be issued and receipted (except as restricted in Paragraph (c)), the word "Copy" to be plainly printed, stamped or written in ink across the bill.

**206. ADAPTING THE COMBINATION BILL OF LADING AND WAYBILL SET TO SHIPPER'S OWN PRINTED FORMS.** Shippers who print their own forms may also share in the benefits to be derived from the use of the combination bill of lading and waybill set by revising their printed forms to conform with our Form 181-Corrected and inserting an additional waybill blank coinciding with our Form 99-H. Agents should make this fact known to the shippers who print their own bill of lading forms so that they may consider the possibilities of the combination sets and thus decide whether it is advantageous to them to adapt it to their needs.

**207. COMBINATION BILL OF LADING AND WAYBILL FORMS.** The combination bill of lading and waybill set, Forms 181-Corrected and 99-H, is available to agents through the General Storekeeper for distribution to and use by shippers who do not have their own printed bill of lading forms and who are willing to share in the benefits to be derived from its use by adapting it to their method of preparing their shipping documents. The parts are (1) bill of lading, (2) shipping order, (3) waybill, (4) memorandum copy, (5) Auditor's copy, if Interline billing, or station copy of waybill on local shipments. For interline billing blank sheet shall be inserted in the combination set to serve as station copy waybill. When combination bill of lading form is prepared by the shipper, the forwarding agent, upon receipt of such

document, shall insert carbons between the waybill form and all other forms in the set and complete the information needed on the waybill which was not supplied by the shipper. The waybill shall move with the shipment and part 2-shipping order shall be retained by the forwarding agent and thus serve as both shipping order and copy of waybill. Additional copies of waybills as may be needed shall be prepared by agent.

**208. PREPARATION OF BILL OF LADING, SHIPPING ORDER AND WAYBILL.** On both local and interline shipments where shipper desires the railroad to collect consolidating and/or forwarding charges the amounts thereof and a clear description of their character must be indicated by the billing agent on all three documents. The amount shall be shown in the advance column of the waybill followed by a clear description of the nature of the charge to obviate the possibility of a misunderstanding with the consignee. Additionally the words "Destination agent notify billing agent when collection made" shall be shown in available space within an approximate area of the advances.

Accrued charges for consolidating and/or forwarding charges must not include the invoice value of the shipment transported. For rules governing C.O.D. charges consult Rule 47 of the Consolidated and Uniform Classifications. The term "Accrued charges for consolidating and/or forwarding charges" defines all charges or any portion thereof made by shipper for arranging for transportation from initial point of origin to final destination of shipment.

**209. RECEIPT FOR LESS CARLOAD FREIGHT.** Agent must not sign a bill of lading for less carload shipment until all articles listed thereon have been received and are prepared for shipment in accordance with the freight classification and code of L.C.L. Rules covering the receipt, etc. of L.C.L. freight.

Freight that has been receipted for by the contract drayman must be checked carefully and if any articles are not received, the contract drayman's attention should be called to the shortage and he should be asked to pick up the missing articles.

**210. RELEASE AND DECLARATION OF VALUE.** When classification or tariff provides for an agreed or declared value of property, agents will not accept shipping instructions until shipper has complied with all such requirements.

When rates are based on valuation declared by shippers, such declaration must be made in writing, in block provided on bill of lading, by the shipper or his Agent. Agents should explain to shipper that the freight rate charged will be on the basis of value declared and in the event of claim for loss or damage, the value declared will be a factor in the settlement of claim.

**211. "ORDER-NOTIFY," "C.O.D." AND STOP OFF SHIPMENTS — CLASS "A" EXPLOSIVES.** Except on through bills of lading to a foreign country, shipments of explosives, Class "A" and blasting caps in any quantity must not be accepted for transportation or transported by carrier by rail freight when consigned to "order notify" or "C.O.D.". See Agent H. A. Campbell's Tariff 10, I.C.C. No. 10, Regulation 74.503.

**212 to 220 incl., reserved for additional rules.**





## COLLECTION OF TRANSPORTATION CHARGES AND RELATED MATTERS

**221. ACCOUNTING FOR MISCELLANEOUS CHARGES IN CONNECTION WITH FREIGHT TRANSPORTATION.** Charges for reconsigning or diverting freight, bedding or sanding stock cars, partitions, grain doors or grain door material, car liners, car rental, stop-off charges, feeding, loading, unloading, cleaning, disinfecting, drayage, detention, ice and salt charges, weighing and other charges of a miscellaneous nature which accrue at freight stations but are not waybilled, or, which are waybilled as advances but not actually paid out of station funds for which no other provision has been made for reporting, shall be reported on Form 26, "Report of Miscellaneous Revenue".

**222. ADVANCING CHARGES TO FREIGHT FORWARDERS.** On freight tendered by a Freight Forwarder to the railroad for transportation from a break-bulk point (the term "break-bulk point" means a point at which the break-bulk or distributing operations as defined in Section 402(5) of the Interstate Commerce Act, are performed) to a station or stations beyond such break-bulk point, at the request of the Forwarder, the delivering carrier will collect from consignee or consignees and subsequently pay to the Freight Forwarder the through charges of the Freight Forwarder from initial origin to final destination of the shipment or shipments forwarded from the break-bulk point, as published in the Forwarder's tariffs, lawfully on file with the Interstate Commerce Commission or State Commissions.

Upon request of the Freight Forwarder such charges will be paid by the railroad to the Freight Forwarder at the time the shipment or shipments are forwarded from the break-bulk point, provided the Forwarder's charges are entered on the bill of lading and shipping order accurately in a manner to indicate their exact character and provided further that the Forwarder guarantees in a form deemed satisfactory to the railroad that in the event the Forwarder's charges are not collectible at final destination or destinations such charges paid to Forwarders at break-bulk point shall be immediately refunded on demand of the railroad agent at the break-bulk point. The tariff charges of the railroad from the break-bulk point to final destination or destinations, is to be prepaid or guaranteed by the Forwarder in a form considered satisfactory by the railroad.

The charges paid to the Forwarder at the break-bulk point through station draft, shall be included on the waybill covering the move to final destination in the advance column and appropriately described as to its character.

**223. ADVANCING CHARGES TO SHIPPERS.** On specific request the waybilling agent will pay to the shipper, through station draft, on tender of shipment for rail movement to destination, the following described charges which may have accrued against the shipment up to the point or at point of tender to the rail carrier and process the amount involved for collection from the consignee.

- Inbound freight charges by railroad, based on tariffs filed with the Interstate Commerce Commission.
- Switching Charges paid under tariff rates.
- Storage charges.
- Intracity or Intraterminal Cartage or Trucking Charges.

Charges for the specific services as described above must be shown by the shipper on bill of lading and shipping order with accurate description as to its nature and also must contain a statement by the shipper that he guarantees payment by the consignee of the amount advanced to him (the shipper). The amount paid the shipper shall be shown as advances on the outbound waybill to destination and fully explained thereon as to its exact character. No portion of inbound charges will be refunded or waybilled as "Advances" on

shipments of grain and grain products given transit privileges, except to the extent authorized in tariffs providing transit privileges on such commodities on file with the Interstate Commerce Commission.

Freight charges of Truck, dray or motor lines which accrue as a result of highway service performed outside of the corporate or switching limits of the point of origin will not be advanced to shippers or the highway carriers performing such services. Advances shall be limited for only such charges as cover Intracity or Intraterminal services.

**224. AGENT'S RESPONSIBILITY TO APPLY CORRECT RATES.** The Local Agent is the direct link between the railroad and its patrons, and is charged with the responsibility of collecting lawful transportation charges. It is essential for each agent to exercise the utmost care that correct rates are shown on waybills and freight bills. Use the station tariff file to the fullest extent and if still in doubt, contact Division Freight Agent.

**225. COLLECTION OF CHARGES FOR COMPANY CAR LINERS WHEN FURNISHED TO SHIPPERS AND DISPOSITION THEREOF.** When agents, at origin on shippers' request, furnish car liners of the company's ownership the cost shall be on the basis of current stock prices secured from the Division Storekeeper to which should be added a surcharge of 15% for supervision, inspection, accounting and handling to be collected from shipper. Amounts collected shall be reported on Form 26-Report of Miscellaneous Revenue.

If collection of charges for company car liners when furnished to shippers cannot be made at point of origin, the charges shall be reported on Form 26 and waybilled in the advance column of the revenue waybill with a brief explanation as to what the amount covers and how determined.

**226. COLLECTION OF CONSOLIDATING AND/OR FORWARDING CHARGES AT DESTINATION.** Delivering agent will collect accrued charges for Consolidating and/or Forwarding charges from the consignee which will appear in the Advance charge column of the waybill covering the shipment, predicated on request of the shipper to agent at point of origin. Immediately after collection has been made destination agent shall notify billing agent to that effect and retain copy of the notification for station record. The railroad, however, assumes no obligation to collect, if the consignee refuses to pay the charges described by the shipper. In that event the shipment will be delivered to consignee with collection of the lawful rail transportation charges only. Destination agent shall notify billing agent of consignee's refusal to pay the consolidating and/or forwarding charges and request prepaid only waybill to offset the uncollected advance charge covering if on local billing or correction if interline billing.

**227. DESTINATION AGENT'S HANDLING OF "REQUEST FOR PREPAID ONLY WAYBILL."** When the destination agent receives a request for a "Prepaid Only" waybill from the waybilling agent for an amount to be collected at destination and he finds it to be correct, he shall immediately send a "Prepaid Only" waybill to the waybilling agent and collect the amount due. If the revenue waybill has not been reported a notation shall be made on it giving reference to the "Prepaid Only" waybill, date, amount and reason for issuing it. If the revenue waybill has already been reported and sent to the Freight Auditor, the notation shall be placed on the station record of the freight bill for future reference.

**228. INTERSTATE COMMERCE ACT.** No carrier by railroad subject to the provisions of this Act shall deliver or relinquish possession at destination of any freight transported by it until all tariff rates and charges thereon have been paid, except under such rules and regulations as the Commission may from time to time prescribe to govern the settlement of all such rates and charges and to prevent unjust discrimination; Provided, That the provisions of this paragraph shall not be construed to prohibit any carrier from extending credit in connection

with rates and charges on freight transported for the United States, for any department, bureau, or agency thereof, or for any State or Territory or political subdivision thereof, or for the District of Columbia.

**229. "ORDER" in EX PARTE NO. 73.** "The carrier, upon taking precautions deemed by it to be sufficient to assure payment of the tariff charges within the credit periods herein specified, may relinquish possession of freight in advance of the payment of the tariff charges thereon and may extend credit in the amount of such charges to those who undertake to pay such charges, such persons herein being called shippers, for a period of 48 hours computed as hereinafter set forth.

"Where retention or possession of freight by the carrier until the tariff rates and charges thereon have been paid will retard prompt delivery or will retard prompt release of equipment or station facilities, the carrier, upon taking precautions deemed by it to be sufficient to assure payment of the tariff charges within the credit period herein specified, may relinquish possession of the freight in advance of the payment of the tariff charges thereon and may extend credit in the amount of such charges to shippers for a period of 96 hours to be computed as hereinafter set forth.

"Where a carrier has relinquished possession of freight and collected the amount of tariff charges represented in a freight bill presented by it as the total amount of such charges, and another freight bill for additional charges is thereafter presented to the shipper, the carrier may extend credit in the amount of such additional charges for a period of 30 days from the date of the presentation of the subsequently presented freight bill.

"Where icing charges are not published in the tariff at fixed amounts determinable at the time the shipment moves from point of origin, and where freight charges are prepaid and icing charges are to be paid by the consignor, the carrier, upon taking precautions deemed by it to be sufficient to assure prompt payment of the tariff charges within the credit period herein specified, may relinquish possession of the freight in advance of the payment of the icing charges and may delay presentation of the bills for such icing charges for a period not exceeding 15 days after the end of the calendar month during which the charges accrued and may extend credit in the amount of such charges for 15 days from the presentation of the bill for such charges.

"Where the amount of demurrage charges is determinable under average agreements made in accordance with tariff provisions, the carrier, upon taking precautions deemed by it to be sufficient to assure prompt payment of the tariff charges within the credit period, may delay the presentation of bills for such demurrage charges for a period not to exceed 15 days from the expiration of the authorized demurrage period and may extend credit in the amount of the demurrage charges accruing during the demurrage period for 15 days from the presentation of the bill for such charges.

"Where the freight bill is presented to the shipper prior to, or at the time of, delivery of the freight, the 48 and 96-hour periods of credit shall run from the first 12 O'clock midnight following the delivery of the freight.

"Where the freight bill is presented to the shipper subsequent to the time the freight is delivered, the 48 and 96-hour periods of credit shall run from the first 12 O'clock midnight following the presentation of the freight bill.

"Every carrier shall present freight bills for all transportation charges except those herein specifically excepted to shippers prior to the first 12 O'clock midnight following delivery of the freight, except that when information sufficient to enable the carrier to compute the tariff charges is not then available to the carrier at the delivery point, the freight bills shall be presented not later than the first 12 O'clock midnight following the day upon which sufficient information becomes available to the delivering agent of the carrier.

"Shippers may elect to have their freight bills presented by means of the United States mails, and when the mail service is so used the time of mailing by the carrier shall be deemed to be the time of presentation of the bills. In case of dispute as to the time of mailing, the postmark shall be accepted as showing such time.

"Effective March 24, 1949, by I.C.C. order, respondents are authorized to extend credit for 96 hours and 120 hours in respect to charges on less-than-carload traffic in lieu of 48 hours and 96 hours respectively, computation of time to be made in the same manner as provided in connection with the 48-hour and 96-hour periods.

"Saturdays, as well as Sundays and legal holidays, may be excluded from the computation of the periods of credit (as modified by order of I.C.C. dated August 25, 1949, effective September 1, 1949).

"The mailing by the shipper of valid checks, drafts or money orders, which are satisfactory to the carrier, in payment of freight charges within the credit periods allowed such shipper may be deemed to be the collection of the tariff charges within the credit period for the purposes of these rules. In case of dispute as to the time of mailing, the postmark shall be accepted as showing such time."

**230. JOINT CREDIT ARRANGEMENTS.** In accordance with paragraph 2 of Section 3 of the Interstate Commerce Act, the Interstate Commerce Commission having issued its Rules and Regulations for the prompt payment of transportation rates and charges as prescribed in its report and order Ex Parte 73; (171 I.C.C. 268) the rules and regulations applying with equal force and effect, uniformly, upon each common carrier railroad; and uniform procedure in connection with Collections and Credits having been approved by the Treasury Division, Association of American Railroads; and in view of the desirability of improving practices and the further establishment of uniform methods for the enforcement of credit rules and in order that all possible benefits might be realized, Joint Credit Arrangements have been established at many common points, either through the appointment of a Joint Representative; the establishment of Local Freight Agents' Associations, except at points where freight collection associations have been established, such as Chicago, Illinois and Kansas City, Missouri and by cooperative action between agents at common points too small to make a local freight agents' association advisable.

**231. ADDITIONAL JOINT CREDIT ARRANGEMENTS.** At points served by two or more railroads where Joint Credit Arrangements have not been established, the agents should take up the subject with the Treasurer for instructions relative to the adoption of the Standard Plan for Joint Credit Arrangements to be established at their stations.

**232. AGENTS' MEETINGS.** Agents at common points should arrange to meet to exchange information respecting operation and enforcement of the Uniform Plan of Joint Credit Arrangements. See "Local Freight Agents' Associations" and "Collection and Credits."

**233. PROMPT ACTION.** In case a matter is of immediate importance requiring prompt action, agents should consult each other, by telephone, during periods between agents' meetings.

**234. VIOLATION OF JOINT CREDIT ARRANGEMENTS.**

(a) Whenever an Agent has reason to believe that the Joint Credit Arrangements are not being enforced by any other Agent, he should so report to the Joint Representatives, who should notify the Treasurer or Credit Officer of the alleged offending railroad of the complaint. The latter should arrange for early examination of the situation as to the matter complained of, and should inform the Treasurers or Credit Officers of all the other interested railroads of his findings. If there be no Joint Representative, the Agent should report to his Treasurer or Credit Officer.

(b) The rules and regulations of the Interstate Commerce Commission (Ex Parte 73) governing the collection of freight charges must be enforced; otherwise the violating railroad and the violating patron become subject to possible Federal indictment and fine.

**235. JOINT CREDIT LISTS.** The participating railroads at each common point should determine whether or not a uniform joint credit list should be established and maintained at such common point.

**236. LOCAL FREIGHT AGENTS' ASSOCIATIONS.** At points served by two or more railroads, it is desirable that agents meet and confer frequently and regularly in order to act effectively and uniformly in the enforcement of the Uniform plan of Joint Credit Arrangements; for the exchange of information in matters of mutual concern; and to secure, when possible, uniform practices in the prevention of violations of Federal Regulations governing railroads.

In addition to enforcement of the Rules Governing the Uniform Collection of Freight Transportation Charges, agents should exchange information upon other matters of mutual concern, wherein a knowledge of a violation, or attempted violation, or of failure to observe the provisions of published tariffs, places the agents upon notice where they may be alert to the situation, and can take any proper steps necessary to protect themselves and the company's interests, in preventing a repetition of any such violation.

Agents are cautioned that strict observance of tariff requirements must be enforced.

Example: At about thirty minutes prior to the hour for closing of the bank for the day, a patron requests an agent to order in and place for unloading an order notify car saying, the draft, with bill of lading attached, will be paid at the bank before closing time; the bill of lading to be surrendered first thing the following morning; the bank to be asked to telephone the agent when the draft has been paid; the placing of the car for unloading being of the utmost importance, that it be unloaded during the night and the goods be made ready for distribution early the next morning. The agent's desire to be helpful and a friendship for the patron over a period of years makes it difficult to decline such request. The best friendship, however, in the interest of the patron, the company and the agent would result from a more prudent course in reminding the patron of the tariff requirement under Rule 7 of the Consolidated Freight Classification. In this case, a bond could not apply. The surrender of the original order bill of lading, when available, must be required before delivery. Discussions of such cases at Agents' meetings would serve as warnings and aid in avoiding entrapment.

Other cases of violations of tariff requirements may be noticed by an Agent who should promptly take steps to prevent further violations of the same character. When a patron invents a new method of approach, or of action, to evade tariff provisions, a full discussion of the situation at agents' meetings may be mutually helpful.

When blanket bonds with personal sureties are offered, at common points, the agents should confer as to the sufficiency of the sureties in the light of other bonds in effect bearing the same personal sureties and if the aggregate amount of such bonds in effect seems insecure the full facts should be reported to the Treasurers so that all lines may join in insisting upon proper corporate surety protection.

Hypothetical Case: At Station Z, patron files a uniform blanket indemnity bond with agent of railroad A, for release of order or straight advise cars, prior to surrender of the original Order Bills of Lading or written delivery orders. In due time the agent notices the patron becoming slow in surrendering necessary documents, charged against the blanket bond. Inquiries disclose the patron has explained to the bank, holding the drafts with bills of lading attached, that the cars have not yet arrived

and has explained to the agent of railroad A, that the drafts with bills of lading attached have not yet reached the bank. Here is a violation of the uniform requirements of the bonds and the tariff because the bills of lading are available. This situation calls for immediate suspension of the bond and may indicate a shortage of the patron's working capital. Agents of railroads B, C and D, members of the Local Freight Agents' Association, having learned of this situation on railroad A, would be justified in declining to deliver cars received over their lines in the absence of the bills of lading which may be in the destination bank. If those documents were in fact not available, then delivery of the property should be made only under Substitute No. 1; the deposit of cash or certified check or bank draft for 125% of the value of the property and the signing of the regular Deposit Agreement. This situation calls for prompt individual and uniform action upon the part of the agents of all railroads at Station Z, and such action may be delegated to a single representative.

**237. PAYMENT TO SHIPPER BY BILLING AGENT OF CONSOLIDATING AND/OR FORWARDING CHARGES.** Such charges shall not be paid to shipper until notification is received from destination agent that amounts have been collected from the consignee. Pending arrival of notice, the billed advance charges shall be carried on monthly balance sheet under the heading "Analysis of Balance" as "Advances Unpaid on Freight waybilled per form 39". In the event destination agent is unable to collect and requests billing agent to cancel the Consolidating and/or forwarding charges, the billing agent shall issue prepaid only waybill in amount equivalent to that shown as advances on the revenue waybill and drop the item from Form 39. On shipments having destination on foreign lines the cancellation of the advance charge shall be accomplished thru the issuance of form 1310-Corrected, Correction.

**238. REMIT DAILY.** Unless otherwise authorized by the Treasurer, Agents should remit daily by Railway Express Agency, Inc., where deadhead service is available, as late each day as practicable, all collections to the time the remittance package is made up (including collections for sleeping and parlor car accommodations, Western Union Telegraph Company, and any other authorized accounts), as directed by the Treasurer, excepting such amount as may be authorized by the Treasurer to be withheld for the purpose of making change and for other specific purposes. Promptness and regularity in remitting is imperative. When a remittance is unavoidably delayed, or there is any change in conditions affecting the prompt forwarding of remittances, the Treasurer should be advised of the circumstances.

Where the collections are large, and it is practicable to do so, two or more remittances should be made during the day. Where more than one remittance is made, each must be shown separately on the Monthly Balance Sheet, Form No. 28.

**239. PREPARATION OF REMITTANCES.** The remittance slip is one of the most important documents in the station accounts, and great care should be exercised in seeing that it is correctly prepared, because by its correctness the work in the banks, as well as in the offices of the Treasurer and the Auditor of Station Accounts and Overcharge Claims, will be greatly facilitated and the delay and unnecessary time lost in looking up remittance slips not properly made out will be avoided.

Remittance sheet forms, sometimes called "Deposit Slips" should be made in the number of copies required and should show for which month the credit is being claimed, the division, station name and number, actual date of remittance, and should be signed by the Agent personally, or his duly authorized representative at the larger stations. The use of a rubber stamp bearing the Agent's name will not be permitted. The original remittance slip is to be forwarded to the designated depository with the remittance, a duplicate to remain on file as a station record. Stations on lines west, who are authorized to furnish bank with an original and duplicate, should prepare a triplicate copy to retain in their files.

Checks, drafts and other negotiable paper to be remitted, should be stamped on back with station dating stamp, as soon as received. A descriptive list of all currency, silver and checks, should be shown on the remittance slip in space provided for that purpose. This is important, so that Agent's file will show complete record of all items deposited, enabling him to furnish any information necessary to procure duplicates in the event items are lost or destroyed in transit. Station copy of remittance slip should show the number of train and the date on which remittance was forwarded.

Paper money of the same denominations, should be placed together, face upwards and in order as shown on the remittance (negotiable paper and currency) to be enclosed in money envelope, together with deposit slip.

Loose coin remitted should be placed in a small envelope for protection while in transit, marked with the name of the remitting station and the amount enclosed. As far as practicable, Agents should exchange silver for paper currency to be remitted.

All remittances should be counted twice before being enclosed and sealed. Too much care cannot be exercised in making up packages to prevent errors and omissions.

Remittances to depository banks, Treasurer or to Paymaster, should be forwarded "Dead-head Express", when at all possible. Stations that do not have such express service, shall forward remittances by ordinary U.S. Mail (not registered). **UNDER NO CIRCUMSTANCES SHOULD CURRENCY OR COIN BE FORWARDED BY U.S. MAIL.**

Agents who exchange all of their collections, including checks and cash, at their local banks, as well as those who purchase bank drafts or Postal Money Orders for their cash collections, are required to show on their remittance slips for each draft remitted:

NUMBER OF THE DRAFT  
DATE OF THE DRAFT  
NAME OF LOCAL BANK AT WHICH PURCHASED  
AMOUNT OF THE DRAFT (in "amount" column)

Such drafts should be drawn on a bank in city where specified depository is located, if possible.

If no local bank is available, cash collections should be exchanged for a U.S. Postal Money Order.

All agents who exchange their collections for a draft at the local bank, shall keep a list (regular remittance slip form may be used for the purpose), showing the number, name of maker and amount of each individual check, also the amount of currency and coin so exchanged, which list shall be filed with the station copy of the remittance slip covering remittance of the bank draft to the depository bank. This detailed list should not, under any circumstances, be forwarded with remittance to depository bank—it is to be retained as a station record.

On the bank draft or money order stub, the amount of fee paid should be shown and at the close of the month, agents should list the fees individually on a separate remittance sheet, attach the receipts to it and forward to the Treasurer at Room 732 Union Station, Chicago 6, Illinois for credit.

Remittance sheets and envelopes (both for express and U.S. Mail service) addressed to designated depository, should always be used. When making remittance direct to Treasurer, either for station credit, such as fees paid for drafts or postal money orders, or for some special account, Form 115 should be used. All forms to be ordered from Storekeeper.

The final remittance, for which a credit is being taken on Monthly Station Balance Sheet, Line 50 "remittances", shall be made not later than the first business day of the following month and such remittance shall include only funds actually collected and on hand prior to midnight of the last day of the month. Remittances of funds not actually collected until the first day of the month and thereafter, shall be credited on Line 50 of the balance sheet for the calendar month in which the remittances are actually made. **(These instructions are not to be construed as modifying in any way the requirements for prompt remittance of all funds available.)**

Agents, heretofore, given special authority to remit collections made during any of the first five working days of the current month for credit to the previous month's account, may continue the practice as authorized, except that instead of taking credit for such remittances on Line 50 of previous month's balance sheet, they shall be listed on Form 39, "Schedule of Uncollected Bills," under caption "Remittances after close of month applying on this month's account," showing date and amount of each remittance. The station balance sheet and Form 39 Report will thus reflect the true amount of uncollected as of the end of the month, without increasing the details to be written up. Credit for the remittances shall be taken on Line 50 of the balance sheet for the following month, as instructed in preceding paragraph.

Remittance slips shall, in all cases, show, at the top, the month in which they will be included on Line 50 of Station Balance Sheet and in the case of remittances to be shown on Form 39 under the provisions of the preceding paragraph, remittance slips shall show, in addition, that they apply on previous month's account, as for example:

"For Credit in February a/c January"

Remittances covering collection of Accounting Department Bills, other than rent bills which are charged in station accounts, must be remitted with other station funds. Station Agent's draft should be drawn, payable to "Treasurer, C.M.St.P. & P.R.R.Co." and forwarded by railway mail to the Treasurer, Chicago, Illinois, with a letter explaining the collection. A copy of the letter should be sent to the department interested and a copy retained for the station records. Letter of explanation and station draft should show reference to bill or invoice, giving name of payee, date of bill or invoice and any identifying number that might appear thereon.

Express receipts must be secured for all remittances in the regular Express receipt book, Short Form 5024 "Register of Money, Valuables, etc.," a supply of which, if not already furnished, should be obtained from the Express Company.

The Express Company form mentioned is to be made, in duplicate, by the use of carbon paper and will be signed, in duplicate, by the messenger, who will extract the carbon copy as his record, returning the book containing the original receipt to you.

Under no circumstances shall the messenger be permitted to carry the receipt book away from the station. Whenever remittances are delivered to Agents of the Express Company, the name of the Agent and address of the agency must be shown and the time of delivery instead of the train number.

The money envelope, addressed to the bank of deposit, as designated by the Treasurer, should show amount contained therein, the date remitted, name of Agent, name of remitting station and name and address of designated depository; it should be sealed with sealing wax and clearly impressed with the station seal, in three places, in accordance with regulations of the Railway Express Agency, Inc.

**240. STATION SEAL.** Seal for wax impressions as required by Railway Express Agency, Inc., will be furnished by Treasurer upon request and should be safeguarded so that only employees responsible for remittances have access thereto.

**241. COLLECTIONS OF CONDUCTORS, COLLECTORS, DINING CAR STEWARDS, WAITERS AND PORTERS IN CHARGE.** Collection of conductors, collectors, dining car stewards, waiters and porters in charge should be deposited promptly at designated agencies at the end of each run, or assigned intermediate agencies in order that the funds may be available to the Company and to avoid possible loss or theft.

**242. CORRECTION IN AMOUNT OF REMITTANCE.** At stations where all collections are deposited in a local bank for credit to the Company's account, the remittance sheet and duplicate deposit ticket may be forwarded to the Treasurer by means of Company Mail.



When the Agent receives a correction in the amount of a remittance, the records shall be changed by an adjusting entry on the credit side of the Cash Book in the column headed "Remittances."

If the remittance is reduced, the amount of correction shall be shown in red ink and deducted from the total of the black ink figures, with proper explanation shown opposite.

If the remittance is increased, the amount shall be entered in black ink in the column headed "Remittances" and proper notation shown opposite.

Proper notation shall be made opposite the original remittances, giving reference to the date on which the correction was made, and the amount. If an entire remittance is returned, it shall be accounted for in the same manner as a correction.

Agent shall in all cases, in making changes in his remittances, take debit or credit for the amount of the correction, in order to adjust his accounts. Counter entry shall be made in the cash book offsetting any change in remittances.

Pay Checks, Express Money Orders, Drafts, etc., returned to Agent for proper endorsement, shall be treated as corrections unless otherwise advised by the Treasury Department, and must be included in the first regular remittance after the endorsement has been obtained.

**243. CASH WAITING DEBIT.** When a payment received cannot be properly credited, the Agent should at once ask the payor to identify the corresponding charges and if the entire amount is not applicable to station agency accounts, the payment and details should be forwarded to the Treasurer.

**244. DISHONORED PAPER.** Agents should make entries in their records to agree with remittance change notices and refer exceptions to the Treasurer. The bank should return bankable paper declined. Agent should promptly endeavor to collect the amount, plus protest fees, if any, preferably in currency or certified check, and include the collection in next remittance to the bank, advising the Treasurer. Agent should make a memorandum of the transaction opposite the entry in his records and also show date of final adjustment.

Unless the amount of the dishonored item is promptly collected, or if the patron's financial responsibility is considered unsatisfactory, further transactions should be on a cash or certified check basis, until otherwise authorized by the Treasurer, to whom full particulars should be promptly reported.

If dishonored bankable paper includes prepaid charges on freight forwarded, agent should telegraph destination agent to change waybill from "Prepaid" to "Collect" and request reply by wire whether collection can be made from consignee.

Any questions pertaining to the collection or remitting of Company funds, should be directed to the Treasurer.

Agents are requested to familiarize themselves thoroughly with these instructions pertaining to remittances and protection of Company funds and see that they are carried out, by both themselves and their subordinates.

**245. RENTAL CHARGES FOR USE OF COMPANY CRANES AND DERRICKS.** When company owned cranes and derricks are rented to shippers or receivers of freight to perform loading or unloading services for which there is a charge the amount shall be reported on Form 26, "Report of Miscellaneous Revenue." The report shall show the basis (weight, time or other unit) on which the charge is made.

**246. RULES GOVERNING COLLECTION OF TRANSPORTATION CHARGES.** Pursuant to orders of the Interstate Commerce Commission the rules promulgated herein governing the collection of transportation charges are effective.

The rules relative to extension of credit do not differ materially from those heretofore in effect, except as to the following:

The maximum credit period on L.C.L. Traffic has been extended to 120 hours.

Saturdays, Sundays and bank holidays are excluded in the computation of credit periods.

Balance due bills for tariff undercharges must be collected within thirty days after presentation. (See No. 7)

Icing charges as described in No. 8 may, upon authority of the Treasurer, be covered by monthly bill which must be presented within fifteen days after the end of the month in which accrued and collected within fifteen days after presentation.

Average Agreement demurrage bills must be presented within fifteen days after the close of the authorized demurrage period and must be collected as provided in No. 9.

Straight demurrage bills must be presented and collected as provided in No. 9.

The law requires that charges for the transportation of freight must be paid within the credit period allowed by the regulations prescribed by the Interstate Commerce Commission. These rules conform to the Commission's regulations.

The Company is pleased to extend the credit accommodation to its reliable and responsible patrons, but continuation of the arrangement must necessarily be made conditional upon compliance with the regulations. Agents must not permit deviations from them.

1. Tickets shall be sold only upon collection of charges at time of delivery, except that credit cards or orders issued by the Rail Travel Credit Agency or the American Express Company may be honored under the regulations which apply thereto.

2. Baggage charges shall be collected in advance of service except that C.O.D. baggage and storage charges shall be collected before delivery of the property and credit cards or orders issued by the Rail Travel Credit Agency or the American Express Company may be honored under the regulations which apply thereto.

3. Freight charges on a "collect" consignment shall be collected before delivery of the shipment to the consignee. Freight charges on a "prepaid" consignment shall be collected before the shipment is forwarded.

Provided, however, that-

Exception may be made to this rule upon request of any reliable, financially responsible patron. But in such cases charges shall be collected as promptly as possible and within a period of forty-eight hours computed as set forth in subparagraphs 3(a) and 3(f) inclusive.

(a) Where the freight bill is presented to the shipper prior to, or at the time of, delivery "collect" or forwarding "prepaid" as the case may be, of the freight, the forty-eight hours shall run from the first 12 o'clock midnight following the delivery "collect" or forwarding "prepaid", as the case may be, of the freight.

(b) Where the freight bill is presented to the shipper subsequent to the time the freight is delivered "collect" or forwarded "prepaid", as the case may be, the forty-eight hours shall run from the first 12 o'clock midnight following the presentation of the freight bill.

(c) Freight bills shall be presented to shippers not later than the first 12 o'clock midnight following delivery "collect" or forwarding "prepaid" of the freight, except that when information sufficient to enable the agent to compute the tariff charges is not then available at the delivery or forwarding point, the freight bills shall be presented not later than the first 12 o'clock midnight following the day upon which sufficient information becomes available to the delivering or forwarding agent.

(d) Shippers may elect to have their freight bills presented by means of the United

States mails, and when the mail service is so used the time of mailing by the Agent shall be deemed to be the time of presentation of the bills. In case of dispute as to the time of mailing the postmark shall be accepted as showing such time.

(e) Saturdays, Sundays and bank holidays may be excluded from the computation of time.

(f) The mailing by the shipper of valid checks, drafts or money orders which are satisfactory to the carrier in payment of the tariff charges, within the period described above, may be deemed to be payment of the tariff charges within the period of forty-eight hours. In case of dispute as to the time of mailing, the postmark shall be accepted as showing such time.

4. Where retention of possession of freight by the carrier until the tariff rates and charges thereon have been paid will retard prompt delivery or forwarding of freight or will retard prompt release of equipment or station facilities, then in such cases a period, not exceeding ninety-six hours on carload traffic or one-hundred twenty hours on L.C.L. traffic, computed as hereinbefore stated in sub-paragraphs 3(a) to 3(f) inclusive, may be allowed upon approval of the Treasurer.

Application for credit shall be filed with an agent and shall show the station or stations at which the accommodation is to apply. The application shall be transmitted to the Treasurer by such agent with his recommendation. If, in the judgment of the Treasurer the application should be accepted, he will authorize the agent or agents to extend the accommodation.

5. Since through delivery of a shipment the carrier loses its lien for charges thereon, the charges shall be collected before freight is delivered "collect" or forwarded "prepaid", if there is a reasonable doubt that the charges may not otherwise be paid. Failure of a patron to pay charges when due will justify the refusal to deliver "collect" or forward "prepaid" freight thereafter in advance of the payment of the charges.

Note 1. Should the patron find an error in the freight bill, he may correct it and pay it accordingly. The change should be made in red ink and tariff authority indicated upon the face of the bill. The Agent, if he finds the change correct, will accept the payment tendered and deposit it but if he finds the correction has been improperly made, he will return the bill at once, showing the proper amount, the additional payment of which he must insist upon. A patron may make claim in the usual form for any overcharge believed to exist. Agents will aid patrons in arriving at proper charges.

Note 2. To meet the convenience of responsible patrons whose headquarters are elsewhere than at the station where the charges are payable, Agents may, on authority of the Treasurer, accept or draw drafts upon such patrons. Receipted freight bills covering such shipments may be delivered to the local representative or attached to the draft as may be desired. The draft must in all cases be paid upon presentation, and failure to do so will justify the withdrawal of the draft plan thereafter.

6. Freight bills must be accurately prepared, and embody all information required, also be plainly and legibly written.

7. Balance due bills for undercharges must be presented as soon as the facts are ascertained, and must be collected within thirty days after presentation.

8. When authorized by the Treasurer, bills for icing charges, which are not published in the tariffs at fixed amounts determinable at the time the shipment moves from point of origin and where freight charges are prepaid and icing charges are to be paid by the consignor, must be presented within fifteen days after the end of the calendar month in which the charges accrued, and must be collected within fifteen days after presentation of the bills for such charges.

9. Demurrage —

Average Agreement bills must be presented promptly and not later than fifteen days

after the close of the authorized demurrage period. Such bills must be collected within fifteen days after presentation.

Straight demurrage bills accruing before delivery of cars shall be collected at the same time as the freight charges. Straight demurrage bills accruing after delivery of the cars shall be presented immediately when cars are released and collected within forty-eight or ninety-six hours after presentation according to the patron's credit status.

10. The foregoing rules apply to all shippers and consignees except the United States, any department, bureau or agency thereof, or any State or Territory or political subdivision thereof, or the District of Columbia.

11. Agents should extend to shippers and consignees their aid and cooperation to the end that any difficulties that arise may be overcome.

12. Condition of Unsettled Accounts—

Agents must at all times be familiar with the condition of unsettled accounts.

**247. WAYBILL DESTINATION AGENT RESPONSIBLE FOR COLLECTION OF CHARGES.** Destination agents will be held responsible for the collection or protection of the correct charges, both line-haul and accessorial, on all freight delivered to the consignee, or to connecting lines on a transfer freight bill in junction settlement whether the shipment is collect or prepaid.

**248. UNFAVORABLE STATUS OF PATRONS.** Agents should promptly report to the Treasurer any information reflecting unfavorably upon the business status or financial worth of a patron accorded credit, for any charges whatever, be it for freight or passenger transportation, sale of material, collection of rents, taxes or other charges, including demurrage under average agreement.

**249. CHANGE IN STATUS OF PATRONS.** Agents should notify the Treasurer whenever there is any change in the location of, or in the name of, an individually owned, or corporate business; such changes may be, for example: removal from the territory; discontinuance of business; dissolution of partnership; change in membership or name of a firm; change in title of a corporation; change from a co-partnership to corporation, or vice versa.

**250. SUSPEND CREDIT.** If agents receive reliable information that any patron is involved in financial difficulties, all credit arrangements should be suspended immediately and a complete report made to the Treasurer.

**251. BANKRUPTCY.** In Bankruptcy, Receivership and Assignment proceedings, the Treasurer should be furnished, if possible, with the full name and address of the Trustee, Receiver, Custodian, Liquidator or Assignee as the case may be, and date of appointment, together with any legal notices taken from newspapers or otherwise coming to the agent's attention.

**252. UNPAID ACCOUNTS.** If there are unpaid accounts thus involved, which cannot be collected at once, agents should forward to Auditor of Station Accounts and Overcharge Claims a letter in duplicate, giving all available information together with the following documents:

1. Five legible copies of all bills for tariff charges, also any bills for rent, taxes or other charges, together with an itemized statement in triplicate. Delivery receipt portion of inbound freight bills should show date of delivery and name of person to whom freight was delivered.

2. Three legible copies of all reconsigning, diversion or delivery orders, order bills of lading, correction notices, and any other documents, relating to the unpaid charges on shipments involved.

3. Patrons' checks or drafts which may have been dishonored and returned to agents, including original protest notices, if any.

4. If outstanding accounts involve prepaid charges for shipments forwarded, agent should telegraph destination agent to change waybill from "prepaid" to "collect" and request reply by wire whether collection can be made from consignee.

5. Any accounts subsequently developed, whether due to or due from the patron involved, should be handled in the same manner as outlined above.

6. Agents should forward direct to Auditor of Station Accounts and Overcharge Claims any payments made to apply upon the foregoing accounts with letter of explanation quoting Auditor of Station Accounts and Overcharge Claims file reference.

**253. UNDELIVERED SHIPMENTS.** Any amounts outstanding account of shipments on hand should not be included in statements, and such shipments should not be delivered except on payment of charges unless specially authorized by the Auditor of Station Accounts and Overcharge Claims.

**254. STATION CASH BOOK—FORM 321-REVISED (ALL PURPOSE).**

(For Use by All Agents Except Those Reporting to the Central Station Accounting Bureau, I.B.M. Installations and Stations Who Maintain Separate Ticket Accounts)

Form 321-Revised, Station Cash Book, should be used for reporting in columns provided all receipts, disbursements, adjustments or contra entries daily. The receipt side of the cash book consists of Columns 1 to 14 inclusive as follows:

<u>Column Number</u>	<u>Heading</u>
1	Settlement With
2	Month and Year
3	Draft Number
4	Freight Bill or Waybill Number
5	Collections of Amounts Carried on Previous Month's Form 39 and Form 1365
6	Freight Charges Received
7	Prepaid Charges Forwarded
8	Demurrage and Storage
9	Form 26
10	Switching
11	Passenger Accounts
12	Telegraph
13	Miscellaneous
14	Station Drafts Drawn on Treasurer

The disbursement side of the cash book consists of Columns 16 to 27 inclusive as follows:

<u>Column Number</u>	<u>Heading</u>
16	To
17	Month and Year
18	Relief Claim Number
19	Freight Bill or Waybill Number
20	Payments of Amounts Carried on Previous Month's Form 39
21	Advance Charges
22	Prepaid Only and Prepaid Beyond
23	Relief Claims Form F.A.P. 1070

<u>Column Number</u>	<u>Heading</u>
24	Other Credit Papers Submitted Form F.A.P. 260 Cor.
25	Special Credit
26	Miscellaneous
27	Remittances

### **CASH BOOK ENTRIES**

The month, day and year should be stamped or written on a blank line on Form 321 immediately preceding the first entry of each day's business. Data to be included in Columns 1 to 4 inclusive and 16 to 19 inclusive are necessary to identify each account and Agents should include complete details in these columns. Enter in Column 5 items collected or adjusted through another source in current month that were carried on Form 39 (Schedule of Uncollected Bills and Miscellaneous Accounts) and Form 1365 (Monthly Report of Uncollected Demurrage and Storage Charges) as uncollected at the close of the previous month. Enter in Column 20, those items paid or adjusted through another source that were carried on Form 39 as unpaid freight charges or other station liabilities at the close of the previous month. Columns 6 to 14 (Receipts) and Columns 21 to 26 (Disbursements) are provided for entering current month's transactions only. Each entry must be listed under its proper heading; that is, the source from which the debit or credit originated in the account. Use Column 13, Miscellaneous (Receipts) or Column 26, Miscellaneous (Disbursements) when a specific column for posting collections or adjustments has not been provided. Such items must be properly described. The word "contra" shall be shown in Column 16 opposite each item entered in Columns 20-21-22-23-24-25 and 26 when the items entered in these columns are offset on the receipt side of the cash book. Include in Column 27 remittances made to your depository bank each day.

All money columns shall be footed daily. The totals of Columns 5 to 14 shall be cross footed and balanced with the total of Column 15 and totals of Columns 20 to 27 shall be cross footed and balanced with the total of Column 28. Immediately following the total of Column 15, enter the amount of cash on hand at the close of the previous day's business. Immediately following the total in Column 28, enter the amount of cash on hand at the close of the current day's business. The grand total of Column 15 and the grand total of Column 28 should agree. If any cash overage or cash shortage exists, it should be properly explained.

Where there is sufficient room, more than one day's business may be entered on a single page of the cash book. Agents should leave three blank spaces before continuing with the following day's entries.

A recapitulation of the month's business shall be made by days and in order that Agents may post to the recapitulation daily, a blank page headed "Recapitulation" shall be left at the beginning of the month's business for this purpose. At the close of the month, the recapitulation of the cash book must be footed and the total in each column balanced with the freight bill registers or reports rendered covering each respective source.

### **AGENTS USING FORM 1387—CASH SLIP**

If cash transactions at a station are large enough to warrant the use of Form 1387, Cash Slip, separate form should be prepared to cover each patron's settlement. List and total freight bills for each source of debit separately and show a grand total for all sources. The total for each group shall be entered under its respective heading on one line in the cash book.

255. **TICKET STATION CASH BOOK FORM 318.** Agencies whose entire function is the recording of ticket sales and auxiliary accounts will use Form 318 Cash Book reporting the receipts and disbursements under the appropriate headings in this record. The same

manner of balancing the daily and monthly total receipts-disbursements together with rendition of reports, as explained in the foregoing, should be followed.

**256. CASH REPORTS—CENTRAL STATION ACCOUNTING BUREAU.** Receipts and disbursements are to be entered on Forms 3270, 3271, 3272 and 3273. Cash receipts for all freight items are to be entered as a debit on Form 3270. The Agent must list pros and waybills in settlement order. Receipts received for rent and audit bills, passenger accounts and miscellaneous debits must be entered on Form 3271. When listing passenger accounts, the Agent should indicate the source such as total of local ticket sales, total of interline ticket sales, sleeping car sales, etc. All credit items are to be entered on Form 3272 except current Form 1310 Credit Corrections which will be entered on Form 3270 when applied to a contra debit. Items No. 8 through 14 of Form 3271 must be reconciled with the total credit, Item 8 on Form 3272.

**257 to 265 incl., reserved for additional rules.**





## C. O. D. SHIPMENTS

**266. ACCEPTANCE OF SHIPMENTS CONSIGNED C.O.D.** Shipments consigned C.O.D. will be accepted subject to the provisions of Rule 47 of the Freight Classification.

Shipments must be tendered on uniform straight bills of lading or straight bill of lading-short form, and letters "COD" stamped, typed or written in bills of lading and shipping orders immediately before name of consignee. The name, street and post office address of shipper must be shown on bill of lading and shipping order; where remittance is to be made to other than the shipper whose name appears on bill of lading, name, street, and post office address of party to whom remittance should be made must be shown.

The following information must also be stamped, typed or written on bill of lading and shipping order in lower left corner of space provided on the bill of lading form for "Description of Articles, Special Marks, and Exceptions":

Amount of C.O.D. ....	\$.....
C.O.D. Collection Charge .....	\$.....
Total amount of C.O.D. and Collection Charge .....	\$.....
Shipper's invoice, Bill of Lading, or Order No. ....	
if available, see Note .....	

When the optional-alternative form of bill of lading is used, the C.O.D. amount, fee, and total shall be entered in the bill of lading and shipping order, in the block provided therefor.

Note .... When shipper's invoice, bill of lading or order number is given, agent must show reference thereto with remittance. C.O.D. shipments will not be accepted with the privilege of examination or trial, or bearing instructions to make partial delivery.

C.O.D. shipments will not be accepted or receipted for when billed to one firm or person with instructions to collect charges from another firm or person.

If consignor desires to forward invoice or collection papers, both must be securely attached to the shipping order copy of bill of lading.

Each package in the shipment must be plainly marked, labeled or tagged by consignor showing letters COD, and name and address of consignor and consignee.

The shipper's name and street address must be shown on shipping order and correctly transcribed to the waybill so that returns will be properly addressed.

If a shipment is tendered consisting of some articles subject to C.O.D. and others on open account or if a shipper wishes to designate some articles subject to one C.O.D. amount and others subject to another C.O.D. amount, separate shipping orders and waybills must be issued.

**267. CASH BOOK ENTRIES.** Amount of C.O.D. collections to be returned to shipper shall be entered in "Miscellaneous" column of cash book on debit side with complete description. The charge for collection service shall be entered in "Form 26" column whether collected from consignee or by authorized deduction from the amount of the C.O.D. Since returns to shippers are by station draft, Agents will include C.O.D. collections in first station remittance to authorized depository. Amount of draft issued in payment of C.O.D. Collections shall be entered in cash book in column headed "Drafts Drawn on Treasurer" on date of issue showing to whom issued. A corresponding entry to off-set shall be made on same line on credit side of cash book in column headed "Miscellaneous."

**268. CLASSIFICATION RULE 47.** Station forces should familiarize themselves with the provisions of Rule 47 and ask for the cooperation of shippers to the extent that they prepare bills of lading and mark their C.O.D. packages as provided in the rule which will do much to preclude errors in collection of the C.O.D. charges at destination.

**269. COLLECTION OF C.O.D. AMOUNTS.** Collection of C.O.D. amounts must be made at the time of delivery of the shipment as credit rules do not apply to C.O.D. collections or fees.

Checks may be accepted in payment of C.O.D. amounts and fees from financially responsible patrons who are on the credit list but should not be accepted from unknown persons or when there is doubt regarding the validity of the check.

If the waybill bears notation that the shipper will accept consignee's check for the amount of the C.O.D., such checks must be drawn in favor of the shipper and mailed to him by agent.

If consignee's check in favor of the shipper is accepted, the fee, unless prepaid, must be collected from the consignee who should issue separate checks for the amount of C.O.D. and the C.O.D. fee. Station copy of freight bill must be referenced to show the date and number of consignee's check.

**270. C.O.D.'s CANCELLED OR REDUCED.** Letters from shippers authorizing the cancellation of, or reduction in, the amount to be collected on a C.O.D. shipment should be attached to the consignee's receipt portion of the freight bill.

**271. C.O.D. FEES.** The service charge for each C.O.D. shipment delivered at destination must be reported separately on Form 26, Miscellaneous Revenue, and identified with reference to the freight bill number and date, also complete waybill information. In the column marked "Nature of Charge" the letters "C.O.D." must be inserted.

**272. C.O.D. REMITTANCE TO SHIPPER.** Promptly after delivery of shipment and collection of C.O.D. a station draft must be issued in favor of the individual or firm entitled to receive the C.O.D. proceeds and must be sent by U.S. mail addressed as shown on waybill invoice or envelope of shipper, except no station draft will be issued when the waybill bears notation that the shipper will accept consignee's check in payment of the C.O.D. amount in which event the consignee's check will be sent shipper by U.S. mail.

When collection fee is paid by consignee the draft must be issued for the full amount of the C.O.D.

When collection fee is paid by the shipper the amount of the fee shall be deducted from the amount of the C.O.D. returns to shipper.

When collection fee is shown as prepaid on waybill the draft must be issued for the full amount of the C.O.D.

**273. DELIVERY OF C.O.D. SHIPMENTS BY CONTRACT DRAYMEN.** Agents should contact consignees of C.O.D. shipments and ascertain if they will accept such shipments and pay the charges due when delivered before turning shipments over to contract draymen for delivery.

Agents should inform contract drayman that he must not make delivery of a C.O.D. shipment unless all charges are paid and that he must return such shipments if the consignee does not pay the charges.

**274. INFORMATION ON STATION DRAFT.** In space provided on station draft, the following information must be shown: C.O.D., Invoice No., if available, name of consignee, and origin waybill reference.

**275. SHIPMENTS MARKED BUT NOT WAYBILLED C.O.D.** If articles are marked C.O.D. but are not so waybilled, agents must withhold delivery of goods to consignee until he has contacted forwarding agent with respect to collection of the C.O.D. charges. If it is established that C.O.D. amount is not to be collected by delivering agent the forwarding agent

should be requested to obtain release order to that effect from shipper and submit that release to delivering agent for station record.

**276. WAYBILLING C.O.D. SHIPMENTS.** Waybills for C.O.D. shipments must show "C.O.D." in brackets immediately preceding the name of consignee. The shipper's name, street and post office address and invoice number if shown on shipping order, must be shown in the "Full name of shipper" block. The amount of the C.O.D. and the fee must be shown in the "C.O.D." block.

If fee is to be collected from consignee, amount of fee will be shown and added to total in "C.O.D." block.

If fee is to be collected from shipper, amount of fee will be shown in "C.O.D." block with the word "Less" inserted before the amount of the fee.

If the shipper elects to prepay the fee, the amount of fee will be shown and added to total in "C.O.D." block with the word "Prepaid" inserted before the amount of the fee and the amount shown in the prepaid column of the waybill.

If shipper elects to accept consignee's check in payment of the amount of the C.O.D. the shipping order and the waybill must be endorsed accordingly.

If returns are to be made to someone other than the shipper or to the shipper, but at a point other than the point of origin, the waybill must be endorsed accordingly.

Agents must be careful, and instruct other station employees, to see that the amount of C.O.D., shown on shipping orders, is correctly transcribed to the waybills as they will be held responsible for failure to do so.

**277. WHEN SHIPPER REQUESTS COLLECTION OF C.O.D. NOT SO BILLED.** When agent receives written notice from shipper that he failed to bill a shipment C.O.D. and requests that collection be made before delivery, agent will handle as follows:

If shipment has not been delivered, agent will correct freight bill and make collection and returns in the same manner as if shipment had been billed C.O.D.

If shipment has been delivered, agent will notify shipper that delivery has been made before receipt of request.

278 to 285 incl., reserved for additional rules.



## **COMPANY MATERIAL**

**286. ACCOUNTING FOR WAYBILLS COVERING MATERIAL RECEIVED TO BE USED IN REPAIRING FOREIGN LINE'S EQUIPMENT.** Shipments of material sent to Milwaukee Road Shops to be used for the repair of foreign line's equipment shall be covered by revenue billing regardless of whether the shipment originated on the foreign line or moved locally on the C.M.St.P.&P. R.R. Receiving agents shall obtain relief for transportation charges by filing claim on F.A.P.260-Corrected. The claim shall be supported by two copies of the freight bill which must carry a notation as follows: "Repairs to (foreign or private car number) M.C.B. Rule 122."

**287. COMPANY FREIGHT TO BE PARTIALLY LOADED OR UNLOADED.** When a car containing company freight is to be stopped at one or more intermediate points for partial loading or unloading of company freight, the waybilling agent shall show the first stopping point as the "to station" on the waybill and with the following notation:

"When the loading or unloading of this car has been completed at the station at which this car is stopped, agent at that point will change the "to station" on the waybill to read to the next station at which the car is to be stopped or final destination as the case may be."

When freight is loaded in the car at the stop-off point the quantity and description of such freight must be shown on the waybill. When freight is removed at the stop-off point, the quantity and description of such freight must be shown on the waybill and agent shall obtain a receipt from the officer or employee receiving the freight.

**288. COMPANY FUEL DIVERTED TO COMMERCIAL USE.** Company waybills covering company fuel diverted to commercial use shall not be taken into account by the receiving agent but shall be forwarded to the Freight Auditor with a letter of transmittal quoting authority and naming the party to whom diverted. The Freight Auditor will arrange with the forwarding agent to issue and forward commercial waybill to the receiving agent for reporting. In such cases the company freight waybill will be cancelled and held by the Freight Auditor who will arrange with the forwarding agent for cancellation. In case of delivery made before arrival of the commercial waybill, a station to station waybill shall be issued and the charges collected. When the commercial waybill is received, it shall be taken into account in the usual manner and the station to station waybill cancelled by agent's waybill correction Form 1310-Corrected.

**289. COMPANY FUEL SHALL BE HANDLED IN ACCORDANCE WITH INSTRUCTIONS OF THE PURCHASING DEPARTMENT.** The original interline waybill shall not be retired at the oncoming junction, but shall be allowed to go forward to the destination station named in the original billing where it shall be reported in account.

**290. DESCRIPTION, PACKING AND MARKING OF COMPANY MATERIAL.** Storekeepers and agents, in waybilling company freight, shall show the correct description of articles and state the weight for each class of freight. It is not sufficient to state only "Company Material" or any other general classification. Before accepting shipments, forwarding agents shall see that the article or articles are adequately packed for the kind of handling that the shipment will receive in transit. Each package shall be marked for the consignee and his location to prevent it from going astray.

**291. FREIGHT SHIPMENTS OF C.M.St.P.&P. R.R. ADVERTISING MATTER.** When advertising matter shipped by the General Passenger Department to representatives of that department at points on the line is entitled to free transportation it shall be waybilled on Form 20-Corrected, "Waybill for Company Freight." Advertising matter in freight service to

off-line agencies of this company shall be waybilled forward on regular commercial waybills at full tariff rates.

**292. INFORMATION TO BE SHOWN ON COMPANY WAYBILLS.** All shipments of Company Material and supplies, moving locally, shall be waybilled without charges in the name of the C.M.St.P.&P. R.R., care of an officer or employee. A bill of lading must be issued by the department making the shipment and all information shown on the bill of lading shall be transcribed to the waybill. If the bill of lading does not provide sufficient information for efficient handling of the shipment in transit and orderly delivery at destination, the agent at origin shall not receipt for the shipment and shall not waybill it forward until the necessary data is furnished.

**293. INSTRUCTIONS GOVERNING EXPRESS CHARGES ON SHIPMENTS OF MILWAUKEE ROAD MATERIAL AND SUPPLIES VIA THE RAILWAY EXPRESS AGENCY.** The contract between the Railway Express Agency and the Milwaukee Road provides that material and supplies for the use of the Milwaukee Road shall be handled free of charge by the Railway Express Agency when handled over the rails of the Milwaukee Road. On shipments of company material moving via the Railway Express Agency where all or part of the service is performed over the rails of another carrier, the following will apply:

(a) Shipments via the Railway Express Agency originating at a station on a foreign line destined to a point on the Milwaukee Road, the agent at destination shall pay express charges accruing from point of origin up to the junction with the Milwaukee Road, the portion of the express movement over the rails of the Milwaukee Road, if any, shall be without charge. The exception to this rule is that express charges on material for repairs to foreign cars shall be accounted for with all express charges collect regardless of whether such material originates on foreign lines or local on our line. The total amount should be paid the Railway Express Agency, except when the express charge is prepaid, at point of origin. Relief for express charges paid by receiving agents shall be obtained by filing F.A.P. 260-Corrected, indicating thereon and on the express bills reference to car repaired. As example: "Repairs to URTX 81106 M.C.B. Rule 122."

(b) On shipments originating at points on the C.M.St.P.&P. R.R. destined to points on foreign lines on which the Railway Express Agency charges accruing to foreign lines are to be prepaid, forwarding agent shall pay the Express Agency such charges accruing beyond the C.M.St.P.&P. R.R. junction point with foreign lines and secure relief for such charges through F.A.P. 260-Corrected.

(c) On shipments originating at points on foreign lines which move to the C.M.St.P. & P. R.R. junction points by express and forwarded to destination via the C.M.St.P. & P. R.R. by freight, junction agent shall pay the Express Agency its charges accruing up to the junction point and secure relief for such charges through F.A.P. 260-Corrected.

**294. MATERIAL AND SUPPLIES FOR USE ON DINING CARS.** Unless specifically advised to the contrary, material and supplies for use of this company's dining cars, shall be transported free over the line and agents and storekeepers shall waybill such material and supplies on Form 20-Corrected "Waybill for Company Freight."

**295. NUMBER OF COPIES AND DISPOSITION OF COMPANY FREIGHT WAYBILLS.** Agents shall prepare an original and two carbon copies of each company waybill, Form 20. The original is to accompany the shipment, the first copy is to be kept in the station file subject to inspection at all times and the other copy mailed to the Freight Auditor after the close of each month except at stations where the accounting is performed by the Central Station Accounting Bureau, in which case the second copy should be forwarded daily to the Auditor of Station Accounts and Overcharge Claims.

**296. NUMBERING OF COMPANY FREIGHT WAYBILLS.** Company Material waybills shall be numbered consecutively throughout each month commencing with No. 1 on the first waybill for the month for each of two series as follows:

Series 1 — The letter "O" shall be used to prefix a series of waybills covering the movement of Company Material and Supplies, except fuel.

Series 2 — The letter "F" shall be used to prefix a series of waybills covering the movement of Company Fuel.

**297. PREPARATION AND DISPOSITION OF FORM 1072, "COMPANY FREIGHT BILL" ON SHIPMENTS CONSIGNED TO THE C.M.St.P. & P. R.R. WITH CHARGES.**

(a) The destination agent of a shipment of company material or supplies, with charges, shall prepare Form 1072, "Company Freight Bill," in four parts. The fourth part, designated "Receipt," shall be signed by the consignee when the freight is delivered. This delivery receipt is to be retained by the agent as his station record.

(b) The consignee as referred to in this rule is understood to be the Storekeeper, Superintendent or other head of department having jurisdiction over the material. When the material is delivered to a subordinate employee, his receipt shall be taken by the agent but the freight bill shall be sent to the head of the department for approval.

(c) The signature of the party receiving the freight shall always be taken on the fourth part of Form 1072, "Company Freight Bill." The signature shall show the name of the officer to whom the freight is shipped followed by the full name of the person signing the freight bill, as for example: "John Jones, Roadmaster, per John Smith, Section Foreman."

(d) The destination agent shall forward the original, duplicate and triplicate of the freight bill, Form 1072, to the consignee daily. The consignee shall indicate on all three copies the district store or division whose ledger account shall be charged, the General Storekeeper's requisition number upon which the material was ordered, the material class number and the purchasing agent's invoice number if available, date and sign the original and duplicate in the space provided and return them to the agent. The triplicate shall be retained by the consignee for his record.

(e) Each day, if there are any items to be reported, the agent shall list the amounts shown on freight bills which have had the consignee's endorsements per paragraph (d) above, on Form F.A.P. 260-Corrected, which shall be numbered consecutively throughout the month starting with number one. The original and duplicate of Form 1072, "Freight Bill for Company Freight" shall be securely attached with brad or pin, not pasted, to the original and duplicate of Form F.A.P. 260-Corrected and sent to the Freight Auditor unfolded, in the repeater envelope, Form 1632 (unless U.S. Mail is authorized) along with other daily reports. Form F.A.P. 260-Corrected insert, shall be retained in the station file in numerical order, subject to inspection at all times.

**298. PROGRESSIVE NUMBERING OF COMPANY MATERIAL WAYBILLS.** Dead-head company waybills, covering the movement of company property, except Fuel (coal and fuel oil) shall be numbered consecutively starting with number O-one (O-1) on the first day of each month and continuing consecutively until the last day of the month. Fuel waybills shall be numbered consecutively starting with F-1 on the first day of each month. Numbers shall not be duplicated or skipped. Company freight waybills carrying advance charges or advance and prepaid charges must not be included in this group of numbers; those waybills should be included in the list of local waybill numbers. (See Rule 304)

**299. RECEIPT FOR DELIVERY OF COMPANY FREIGHT.** When company freight moving on Form 20-Corrected, "Waybill for Company Freight" is received at destination, the

agent shall notify the party to whom it is consigned and upon delivery shall obtain the signature of that party in the space provided on the waybill. Agent shall also see that the party receipting for the shipment shows in the space provided, the name of the department by which it is to be used.

**300. RECEIPT FOR DELIVERY OF COMPANY FREIGHT AT NON-AGENCY STATIONS.** When company material and supplies are left at non-agency stations, conductors shall show the name of the non-agency station on the face of the waybill in the space headed "signature of persons receiving articles." "Name of department by which they are to be used." Conductors after signing name and showing date and train number in the space provided on the waybill for company freight shall leave such waybills with the agent at the next agency station enroute.

**301. REPORTING BY AGENTS FOR COAL, FUEL OIL AND DIESEL OIL RECEIVED AND DISBURSED.** Form 285 (Daily Report of Company's Coal, Diesel Oil or Fuel Oil Forwarded) is prepared in duplicate by Agents at stations where shipments originate on the C.M.St.P. & P. R.R. and at Junction Points where shipments are received from foreign lines. Original report shall be forwarded to the Chief Disbursement Accountant, Chicago, Illinois, duplicate retained in Agent's file.

Cars of Coal, Fuel Oil, and Diesel Oil unloaded at regular locomotive fueling stations shall be reported by Agents at these points weekly on Form 10 B (Weekly Report of Coal, Fuel Oil and Diesel Oil Unloaded) in triplicate. Original shall be forwarded to Chief Disbursement Accountant at Chicago, accompanied by original waybills, duplicate to Superintendent and triplicate retained in Agent's file.

Coal, Fuel Oil and Diesel Oil issued to locomotives shall be reported weekly on Form 10 D (Advance Weekly Fuel Report) in duplicate. Original forwarded to Chief Disbursement Accountant, Chicago, Illinois, and duplicate retained in Agent's file.

Coal, Fuel Oil and Diesel Oil issued to locomotives shall be reported by Class of Service on Form 10 (Monthly Fuel Report) in triplicate. Original forwarded to Chief Disbursement Accountant, Chicago, Illinois, duplicate to Superintendent and triplicate retained in Agent's file.

Agents located at stations in the states of Illinois, South Dakota and North Dakota, are to furnish report on form provided for this purpose, the amount of Coal used at that station for other than locomotive use.

This report is for "USE TAX" purposes in these states and should be forwarded to the Chief Disbursement Accountant at Chicago at the end of each month.

**302. REPORTING DEAD HEAD COMPANY WAYBILLS RECEIVED (EXCEPT FUEL).** Except in connection with shipments of company fuel (see Rule 305), destination agents are not required to prepare an abstract of waybills for company freight without charges, received during the month. These waybills shall be accumulated in date order and shall be forwarded to the Freight Auditor immediately at the close of each month.

**303. REPORTING OF ICE BY AGENTS ON FORMS 1092—REVISED-AGENTS MONTHLY ICE REPORT.** Form 1092 should be used at a station which has a supply of ice stored in a Company Ice House. Report shall be made each month until supply of ice in house has been exhausted.

Form 1092 shall also be used at a station which may receive supply of ice from point where ice was stored in Company Ice House.

"Agent's Monthly Ice Report" must be made in triplicate by Agent and must include all Ice Received and issued during the month for which the report is made. The original must be sent to the Chief Disbursement Accountant and one copy to the Assistant to Vice President,



Claim Prevention, Refrigerator and Merchandise Service, not later than the 2nd of the month following.

The Report is divided into four (4) principal sections: the first consisting of Items 1 to 36 for receipt; the 2nd consisting of Items 37 to 73 for disbursements; the 3rd consisting of Items 74 to 81 for Inventory and the 4th consisting of Items 82 to 88 for the Summary.

No deductions shall be made for shrinkage in the receipts section. Purchase weight must always be used.

Ice used for purposes not listed under "Disbursements" must be entered on blank line with a proper description of the use.

Receipts must be attached to support the Ice Report for Ice sold under the heading "Disbursements".

A statement must be attached detailing car numbers, destination and weight for Ice shipped as reported on Line 72.

The Inventory—Items 74 to 81 must be made on actual measurements.

**304. REPORTING OF WAYBILLS WITH CHARGES CONSIGNED TO THE C.M.St.P. & P. R.R.** All waybills carrying charges (freight, advances and/or prepaid) covering shipments consigned to the C.M.St.P. & P. R.R. shall be reported in the same manner as waybills covering commercial shipments and charges carried on Form 39, "Schedule of Uncollected," until credit is obtained through reporting on F.A.P. 260-Corrected.

**305. REPORTING WAYBILLS COVERING SHIPMENTS OF COMPANY FUEL MOVING WITHOUT CHARGES.** Agents at fuel stations shall accumulate the waybills covering company fuel unloaded at his station and promptly after the 7th, 14th, 21st and the last day of each month shall prepare Form 10-B-Revised, as per instructions from the Auditor of Expenditure, attach the original waybills thereto and forward them to the Chief Disbursement Accountant, Chicago, Illinois (see Rule 301). Agents at other than fuel stations shall forward the waybills immediately upon unloading the fuel to the Chief Disbursement Accountant.

**306. REQUISITION FOR STATION SUPPLIES.** Stationery Supplies for station use shall be furnished from the General Store, Milwaukee Shops, to be ordered on Form 61 Requisition, covering approximately 120-day supply, less quantity on hand, as determined by actual count at time order is being written.

To assure an equitable balance between supply and demand to the end that Stationery will be available for shipment within a reasonable time after receipt of Requisition, Stationery Supplies should be ordered the month in which due in accordance with the following schedule:

**Jan. - May - Sept.**

TM Division  
RM Division  
Idaho Division  
Coast Division

**Mar. - July - Nov.**

Milw. Division  
Milw. Division No. 2  
Milw. Term. Division  
Madison Division

**Feb. - June - Oct.**

TCT Division  
H&D Division  
IMD Division  
L&R Division

**Apr. - Aug. - Dec.**

CT Division  
TM Division  
Iowa Division  
D&I Division

Stationery for the larger stations: Chicago, Milwaukee, Galewood, Minneapolis, St. Paul, Kansas City, Seattle and Tacoma shall be ordered monthly.

All requisitions for Stationery shall be sent to the Division Superintendent for approval, then to the Stationery Storekeeper, Milwaukee Shops, for handling.

Division Superintendent should be apprised of any shortage so that he can take necessary action to obtain help-out from some other point on Division, until the regular supply is received. This failing, the Superintendent will handle with the Stationery Storekeeper, Milwaukee Shops, giving reference to your order and asking that shipment be expedited. You are not to communicate direct with the Storekeeper unless in extreme emergency.

Be conservative. Order only what is actually needed. Prevent waste.

Rubber Stamps are to be ordered separately, specifying kind, wording, size, and purpose.

Car Seals shall be ordered separately on Form 1962-Revised Requisition.

**307. SETTLEMENT OF FOREIGN LINE'S CHARGES ON SHIPMENTS CONSIGNED TO THE C.M.St.P. & P. R.R.** On carload and less carload shipments of C.M.St.P. & P. R.R. company material and supplies originating at points on foreign lines which are consigned through to a point on the C.M.St.P. & P. R.R., the junction agents shall not make payments of connecting lines' charges through junction settlement. Instead, the shipment shall move to destination on the original foreign line waybill at full tariff rates and reported in account in the same manner as a waybill covering a commercial shipment. Destination agent will obtain relief of the freight charges by reporting his freight bill on F.A.P. 260-Corrected.

**308. SHIPMENTS COVERED BY COMPANY FREIGHT WAYBILLS MUST BE CONSIGNED TO THE C.M.St.P. & P. R.R.** When company freight waybills are used, the freight must be consigned to the C.M.St.P. & P. R.R. in care of the officer or employee who is authorized to receive it. At no time shall freight consigned to the Western Union Telegraph Company, commissary companies, contractors engaged in work on the railroad or any other commercial concern be waybilled without freight charges.

**309. WAYBILL TO BE USED FOR COMPANY FREIGHT.** Form 20-Corrected, "Waybill for Company Freight" shall be used in waybilling C.M.St.P. & P. R.R. company material and supplies, including shipments for use of construction of main or branch lines, change in line work, etc., moving without charges between local stations.

**310. WAYBILLING COMPANY FUEL MOVING LOCALLY WITHOUT CHARGES.** Form 20-Corrected, "Waybill for Company Freight," shall be used in waybilling company fuel moving between local stations. A separate series of waybill numbers starting with number 1 for the first shipment of each month and progressing consecutively throughout the month with the letter "F" shall be used as a prefix to the waybill number to identify it as being company fuel. The term company fuel as used in these rules means company coal, company fuel oil, and company diesel oil.

**311. WAYBILLING COMPANY MATERIAL SENT TO FOREIGN LINE FOR THE REPAIR OF MILWAUKEE ROAD EQUIPMENT.** All company material forwarded to points on foreign lines to be used in repairing C.M.St.P. & P. R.R. equipment shall be waybilled in the same manner as a commercial shipment; that is, it shall be covered by revenue waybills at full tariff rates. The waybill should carry the following notation, "Material to be used in repairing car . . . . ., M.C.B. Rule 122."

**312 to 325 incl., reserved for additional rules.**

## **CORRECTIONS AND REFUNDS**

### **326. ABSTRACT CORRECTIONS TO CANCEL REPORTING OF WAYBILL COVERING A SHIPMENT DIVERTED AFTER THE WAYBILL IS TAKEN INTO ACCOUNT.**

When a waybill is taken into account by an agent and the shipment is subsequently diverted at the through rate from original point of origin to the new destination in accordance with tariffs lawfully on file, the agent shall forward the shipment using an exact copy of the original waybill which he shall prepare from his station record. The agent shall immediately inform the Freight Auditor of the diversion and request the cancellation of his reporting of the original waybill. The Freight Auditor will issue an abstract correction eliminating the reporting of the waybill to clear the station accounts. If the Diversion and reconsignment tariff will not permit the shipment to be diverted at the through rate but requires the charges to be assessed at the combination of rates to and from the reconsigning point, the agent shall make a new waybill to cover the movement from his station. All of the freight and accessorial charges accruing on the movement into his station and reported in his station accounts shall be advanced on the outbound waybill.

### **327. ABSTRACT CORRECTIONS IN THE CURRENT AND SUBSEQUENT MONTHS.**

If the error is discovered in time to enable the Freight Auditor to make the correction before the month's figures are closed, agent will be given a notice to correct his current figures. If it is too late to change the figures in the same month in which the error occurred, the Freight Auditor will prepare the abstract correction notice also a "Sunday Abstract" (an abstract bearing a Sunday's date to make sure that the agent will have no other figures to report that date) with the abstract correction Notices affecting prior months listed thereon and send it to the agent. The agent will carry the total of the "Sunday Abstract" to the current monthly recapitulation, Form 268-Corrected showing it on the line representing the Sunday date.

**328. ADJUSTMENT OF ERRORS IN REPORTING ON FORM 26, REPORT OF MISCELLANEOUS REVENUE.** Whenever an agent discovers that an item was reported in error or in excess of the correct amount, the agent shall write to the Freight Auditor explaining the error and request that a credit be allowed on his current Form 26 to adjust the over reported amount. If the agent discovers that he reported less than the correct amount, he shall include the additional amount on his current Form 26 explaining the error and include reference to his original report in which the error was made.

**329. AGENT TO ABSORB CHARGES ON LOCAL PREPAID ONLY WAYBILL WHEN UNABLE TO REFUND.** When a "Local Prepaid Only" waybill is received to adjust an overcollection and the refund to the shipper or consignee cannot be accomplished, the amount of prepaid appearing thereon must be absorbed by entering the amount in the freight charge column of the waybill and report it on the Daily Abstract of Local Waybills Received with freight and prepaid charges. A brief statement giving the reason for absorbing should be noted on the face of the waybill.

**330. AGENT MUST NOT ACCEPT BOND OF INDEMNITY IN LIEU OF FREIGHT BILL.** An agent must not accept a bond of indemnity in lieu of the original receipted freight bill when a refund is made to a shipper or consignee. When the original receipted freight bill is not available, the agent shall not make the refund but shall instruct the party to whom the amount is due to file an overcharge claim with the Auditor of Station Accounts and Overcharge Claims.

**331. AGENT TO PROCURE ORIGINAL RECEIPTED FREIGHT BILL WHEN REFUNDING ON PREPAID ONLY WAYBILL.** When a "Prepaid Only" waybill is received involving a refund of an overcharge in advances, or prepaid, the agent making the refund

must procure the original receipted freight bill and paste it face side out to the back of the "Prepaid Only" waybill before sending it to the Freight Auditor with the received abstract on which it is reported.

**332. DIFFERENCES IN FREIGHT CHARGES TO BE DEDUCTED IF DISCOVERED AFTER COLLECTION.** When an error in freight charges is discovered after collection of the original charges has been made, the difference is to be deducted and refunded, the consignee must surrender the original receipted freight bill which shall be securely pasted to the back of Freight Auditor's copy of the correction, freight bill face out. The consignee shall also sign the receipt for refund portion of the correction form. The agent must not accept a bond of indemnity in lieu of the original receipted freight bill. If the consignee is unable to produce the original receipted freight bill, the agent must not refund but shall instruct the consignee to file an overcharge claim with the Auditor of Station Accounts and Overcharge Claims. To clear his station accounts of the overcredit when unable to refund, the agent must report the amount of the overcharge on his Form 236-Revised, Agent's Application for Relief in red ink and a statement to that effect shall be shown on the face of the waybill correction.

**333. DIFFERENCES IN FREIGHT CHARGES TO BE DEDUCTED IF DISCOVERED BEFORE COLLECTION.** When an error in freight charges is discovered before the collection has been made and the difference is to be deducted, the agent shall place the endorsement "Correction Made before Collection" across the receipt portion of the correction form and the original unpaid freight bill shall be pasted to the Freight Auditor's copy of the correction, face out.

**334. ERRORS IN ABSTRACTS DISCOVERED BY THE FREIGHT AUDITOR.** When an error in the agent's abstract is discovered in the office of the Freight Auditor, the report will be changed to the correct figures and an abstract Correction Notice will be made and forwarded to the agent instructing him to change his records accordingly. If the agent takes an exception to the abstract correction he should notify the Freight Auditor immediately making a complete explanation in order that the proper adjustment may be made in the current month and preventing the confusion in the station accounts which may be caused by carrying it over into the succeeding months.

**335. ERRORS IN ADVANCES OR PREPAID CHARGES DISCOVERED AFTER REPORTING.** When an error in advances or prepaid is discovered on an interline waybill after the waybill has been reported, a waybill Correction, Form 1310-Corrected, shall be issued in five parts and reported on Agent's Daily Abstract of Interline Waybills Received. The original and one copy of the correction shall be attached to the abstract; a copy sent to the foreign line waybilling agent; a copy shall be sent to the Freight Accounting Officer of the waybilling road; and the remaining copy shall be retained in the station record.

**336. ERRORS IN ADVANCES OR PREPAID DISCOVERED BEFORE REPORTING.** When an error is discovered in advances or prepaid on an interline waybill before the waybill is reported the amount shall be changed and the waybill reported in the correct amount. An Agent's waybill correction notice, Form 1310-Corrected, shall be issued in quadruplicate addressed to the waybilling agent. The original shall be attached to the waybill; a copy shall be sent to the foreign line waybilling agent; a copy shall be sent to the Freight Accounting Officer of the waybilling road; and the remaining copy shall be retained in the station record. A notation shall be shown on the face of the correction notice reading: "Advances and/or Prepaid Corrected before Reporting."

**337. ERRORS IN FREIGHT CHARGES DISCOVERED AFTER REPORTING.** When an error is discovered in the freight charges of an interline received waybill after the waybill has been reported, waybill correction Form 1310-Corrected, shall be issued in duplicate and

reported on Agent's Daily Abstract of Interline Waybills Received. The original shall be attached to the Daily Abstract of Interline Waybills Received and the copy retained in the station record. See Rule 344.

**338. ERRORS IN FREIGHT CHARGES DISCOVERED BEFORE REPORTING.** When an error is discovered in the freight charges of an interline received waybill before it is reported, the amount shall be changed and the waybill reported in the correct amount. It will not be necessary in such cases for agent to issue a waybill correction notice.

**339. ERRORS OF DUPLICATE REPORTING ON ABSTRACTS.** When an agent has duplicated his reporting of a waybill, a Freight Auditor's correction, or an agent's waybill correction, he shall communicate immediately with the Freight Auditor, by letter, explaining the cause for the duplicate reporting and request relief of the account. Errors of this kind shall be corrected by the Freight Auditor through the medium of the abstract correction and agents should not adjust the error by issuing a waybill correction.

**340. EXCESS PREPAID CHARGES NOT TO BE REFUNDED BY DESTINATION AGENT.** In no case shall the destination agent make a refund to consignee or shipper when prepaid charges are reduced. Such refunds shall be made only by waybilling agent who collected the charge or through overcharge claim channels.

**341. HANDLING OF PREPAID ONLY WAYBILLS RECEIVED FROM FOREIGN LINES.** If a "Prepaid Only" waybill is received from an agent of a foreign line and the amount thereof or portion thereof is not needed to clear outstanding charges in the station uncollected account, no refund shall be made to the consignee of the unapplied amount whether it is the total or a part of the amount carried by the prepaid only waybill. The PPO waybill shall be reported on abstract of interline received waybills with the full amount of the prepay and to offset the credit in station accounts resulting from the unapplied amount of prepay, if that condition exists, a like amount shall be reported in RED on form 236, "Agent's Application for Relief". Under no circumstances should the agent absorb the unapplied amount of prepay in the freight column as would be the practice in the case of a Local "Prepaid Only Waybill" that carried excess prepay.

**342. HANDLING WAYBILL CORRECTION NOTICES FROM WAYBILLING AGENT ADJUSTING ADVANCES OR PREPAID.** When an agent's waybill correction notice covering a change in advance or prepaid charges is received from the waybilling agent of a foreign railroad, it shall be carefully revised and, if found to be correct, waybill correction Form 1310-Corrected shall be issued in duplicate addressed to the Freight Auditor. The original shall be securely attached to the Agent's Daily Abstract of Interline Waybills Received on which the correction is reported. The duplicate shall be retained with the foreign line's correction in the station record. The foreign line correction number and date shall be shown in the space on the correction for "Tariff and Weight Authority".

**343. INTERLINE FORWARDED CORRECTIONS.**

**Form 1310-Corrected, to Be Issued to Adjust Errors in Interline Forwarded Waybills**

1. When the waybilling agent of an interline forwarded shipment discovers an error in the advance charges or prepaid charges after the original waybill has left his hands, he shall immediately issue a waybill correction using Form 1310-Corrected, "Corrected Freight Bill and Waybill Correction." Under no circumstances shall an agent use "Advance Only" or "Prepaid Only" waybills in an attempt to adjust errors in advance charges on interline forwarded waybills.

**Handling Correction Notices from the Weighing and Inspection Bureaus on  
Interline Waybills Forwarded**

2. When the waybilling agent receives a correction notice issued by a representative of one of the Weighing and Inspection Bureaus, to change the classification description of a commodity or to correct the weights under their jurisdiction, or to change in any way the tonnage applications on transit shipments, affecting an interline forwarded waybill, he shall immediately issue a waybill correction under these rules to the destination agent using Form 1310-Corrected.

**When Nature of the Correction Warrants It, Billing Agent to Wire  
Destination Agent on Interline Waybills Forwarded**

3. If a change in billing involves the delivery of the shipment or when the amount of an adjustment requiring a collection at destination is sufficiently large to justify it, the information shall be telegraphed to the waybill destination agent and followed by an agent's waybill correction. In such cases, the agent should attach a copy of his telegram to the copy of his correction sent to the Freight Auditor.

**Waybill Corrections Are to Be Addressed to the Agent at  
Destination on Interline Waybills Forwarded**

4. Agent's waybill corrections issued to correct errors in interline forwarded waybills, covering errors discovered by waybilling agents or brought to his attention by any means other than a waybill correction from the destination agent of the foreign line, shall be addressed to the agent of the foreign line at waybill destination. These corrections must not be addressed to the Freight Auditor.

**Number of Copies and Distribution of Waybill Corrections—  
On Interline Waybills Forwarded**

5. Except as otherwise provided, the waybill correction, Form 1310-Corrected, issued to adjust interline forwarded waybills, shall be made in five parts. The original shall be sent to the waybill destination agent; the first copy shall be sent to the Freight Accounting Officer of the waybill destination carrier; the second and third copies are for the Freight Auditor and shall be securely attached to the agent's Daily Abstract of Interline Waybills Forwarded on which it is reported; the fourth or last copy shall be retained by the agent for his station record.

**Reference and Information Needed on Waybill Corrections  
Issued Against Interline Waybills Forwarded**

6. When issuing correction against an interline forwarded waybill, it is important to show all of the available information necessary to complete each and every block on the correction form. The complete waybill reference must be shown in the spaces provided therefor. Under the caption "Reads" the exact description, weight, rate, freight, advances and prepaid as originally appearing on the Interline Forwarded Waybill must be shown. Under the caption "Should Read" the exact description, weight, rate, freight, advances and prepaid, to which the waybill is being corrected, must be shown. The correction shall show the difference to be added or deducted, from the weight, freight, advances and/or prepaid in the appropriate spaces allotted for that purpose. In listing the correction on the Daily Abstract of Interline Waybills Forwarded, differences to be added are to be shown in black ink and differences to be deducted are to be shown in red ink in the appropriate columns on the abstract.

Full and complete authority for making the waybill correction must be shown in the block on the form headed "Tariff and Weight Authority". When there has been an exchange of correspondence relating to the adjustment, the agent shall also show file number and date, and name and title of person with whom correspondence took place. If the adjustment is the result

of an error in rate, the explanation shall include tariff authority, quoting page and item numbers. If the correction is a result of a change in the description of the commodity, the explanation shall include the source of the information regarding the change of description. If the correction reflects a change in the weight, the explanation shall include the authority for the corrected weight quoting gross, tare and net weights when it is the result of a scale weight and supported by a copy of the scale ticket when available.

**Handling Foreign Line's Waybill Correction Notices Found to be Correct,  
Issued Against Interline Waybills Forwarded**

7. When a waybill correction notice, covering changes in advance and/or prepaid charges, is received from the destination agent of a foreign line, it shall be carefully revised and if found to be correct, an Agent's Waybill Correction, Form 1310-Corrected, shall be issued in duplicate. The original shall be sent to the Freight Auditor and the duplicate shall be retained with the foreign line's correction in his station record. The original shall be securely attached to the Agent's Daily Abstract of Interline Waybills Forwarded on which the correction is reported. Corrections of this kind must be addressed to the Freight Auditor and shall not be addressed to the agent at destination. In the space on the correction form captioned "Tariff and Weight Authority" show the reason for the correction and full reference to the foreign line's correction number and the date thereof. The correction of charges involving amounts to be collected or refunded to shippers must be made promptly, and in cases of refunds, that portion of the waybill correction, Form 1310-Corrected, which requires receipt for refund, must be properly executed. Agents shall not accept a Bond of Indemnity in lieu of the original receipted freight bill when refunds are made to the shipper. If the original receipted freight bill is not available, the shipper shall be notified to file an overcharge claim with the Auditor of Station Accounts and Overcharge Claims.

**Handling Foreign Line's Waybill Correction Notices Found to be Incorrect,  
Issued Against Interline Waybills Forwarded**

8. When the waybilling agent receives a correction notice from the waybill destination agent of a foreign line which covers a change in advance charges or prepaid charges, and finds it to be on an incorrect basis, a letter shall be sent to the maker thereof, giving a full explanation, including tariff authority or any other detail in support of the objection to the correction notice. A copy of the letter, together with the foreign line correction shall be sent to the Freight Auditor.

**Disposition of the Original Receipted Freight Bill When Making Refund  
on Interline Waybills Forwarded**

9. If the collection of prepaid charges has been made before the error is detected and a refund is made, the original receipted prepaid freight bill must be surrendered by the shipper and securely pasted to the back of the Freight Auditor's copy of the correction, face out, and a new freight bill for the correct amount presented to the shipper. The agent shall not accept a Bond of Indemnity in lieu of the original receipted prepaid freight bill when making a refund to the shipper. When the original receipted freight bill is not available, the shipper may file overcharge claim with the Auditor of Station Accounts and Overcharge Claims.

**Refund on Waybill Corrections Issued Against Interline  
Waybills Forwarded—Shippers' Receipt for**

10. When agent makes a refund, the shipper shall sign receipt for the payment in the space provided near the bottom of the waybill correction, Form 1310-Corrected. Station Agent's Drafts shall be used in making refund payments.

**Reducing Prepaid Charges Before Collection from the  
Shipper on Interline Waybills Forwarded**

11. When a correction is issued to reduce the prepaid charges before the collection of charges from the shipper and therefore, does not involve a refund, the agent shall place the endorsement "Correction before Collection" across the receipt portion near the bottom of the correction form and paste the original unpaid freight bill to the back of the Freight Auditor's copy of the correction, face out.

**Reporting Interline Forwarded Waybill Corrections**

12. Interline Forwarded Waybill Corrections are to be reported on the Agent's Abstract of Interline Waybills Forwarded and listed on the last sheet for the day or quarter-monthly period after the waybills have been listed. They are to be identified by the words "Waybill Corrections" on one line of the abstract and on the succeeding lines the corrections are to be listed, one to a line. Show the complete waybill reference and correction numbers. Amounts representing an increase over the original figures are to be shown in black and amounts representing a reduction from the original figures are to be shown in red. Copies for the Freight Auditor shall be combined with the copies of the waybills, if any, securely attached to the abstract and mailed to the Freight Auditor.

**Form 1310-Corrected, to be Issued to Adjust Errors  
in Interline Forwarded Waybills Collect**

13. When waybilling agent discovers an error in freight charges, resulting from differences in commodity descriptions, weight or rate on collect shipments after the original waybill has left his station, he shall immediately send a correction notice to the destination agent, using Form 1310-Corrected, to insure the collection of the proper charges from the consignee. These corrections must not be abstracted but a single copy of each accumulated until the last day of the month, at which time they are to be sent to the Freight Auditor's office, securely attached to the agent's final Interline Forwarded Abstract but not reported thereon.

**344. INTERLINE RECEIVED CORRECTIONS.**

**Errors in Freight Charges Discovered Before Reporting  
Interline Waybills Received—Correction of**

1. When an error is discovered in the freight charges of an interline received waybill before it is reported, the amount shall be changed and the waybill reported in the correct amount. It will not be necessary in such cases for agent to issue a waybill correction notice.

**Errors in Freight Charges Discovered After Reporting—  
Correction of Interline Waybills Received**

2. When an error is discovered in the freight charges after the waybill has been reported, waybill correction Form 1310-Corrected, shall be issued, in duplicate, and reported on Agent's Daily Abstract of Interline Waybills Received. The original shall be attached to the Daily Abstract of Interline Waybills Received and the copy retained in the station record.

**Errors in Advances or Prepaid Discovered Before Reporting—  
Correction of Interline Waybills Received**

3. When an error is discovered in advances or prepaid before the waybill is reported, the amount shall be changed and the waybill reported in the correct amount. An Agent's waybill correction notice, Form 1310-Corrected, shall be issued, in quadruplicate, addressed to the waybilling agent. The original shall be attached to the waybill; a copy shall be sent to the foreign line waybilling agent; a copy shall be sent to the Freight Accounting Officer of the waybilling road; and the remaining copy shall be retained in the station record. A notation shall be shown on the face of the correction notice reading: "Advances and/or Prepaid Corrected before Reporting."



**Errors in Advances or Prepaid Charges Discovered After  
Reporting—Correction of Interline Waybills Received**

4. When an error in advances or prepaid is discovered after the waybill has been reported, a waybill Correction, Form 1310-Corrected, shall be issued in five parts and reported on Agent's Daily Abstract of Interline Waybills Received. The original and one copy of the correction shall be attached to the abstract; a copy sent to the foreign line waybilling agent; a copy shall be sent to the Freight Accounting Officer of the waybilling road; and the remaining copy shall be retained in the station record.

**Handling Waybill Correction Notices from Waybilling Agent, Adjusting  
Advances or Prepaid—Correction of Interline Waybills Received**

5. When an agent's waybill correction notice covering a change in advances or prepaid charges is received from the waybilling agent of a foreign railroad, it shall be carefully revised and, if found to be correct, waybill correction Form 1310-Corrected shall be issued, in duplicate, addressed to the Freight Auditor. The original shall be securely attached to the Agent's Daily Abstract of Interline Waybills Received, on which the correction is reported. The duplicate shall be retained with the foreign line's correction in the station record. The foreign line correction number and date shall be shown in the space on the correction for "Tariff and Weight Authority."

**Excess Prepaid Charges Not to be Refunded by Destination  
Agent—Correction of Interline Waybills Received**

6. In no case shall the destination agent make a refund to consignee or shipper when prepaid charges are reduced. Such refunds shall be made only by waybilling agent who collected the charge or through overcharge claim channels.

**Differences in Freight Charges to be Deducted Before  
Collection—Interline Waybills Received**

7. When an error in freight charges is discovered before the collection has been made and the difference is to be deducted, the agent shall place the endorsement "Correction Made Before Collection" across the receipt portion of the correction form and the original unpaid freight bill shall be pasted to the Freight Auditor's copy of the correction, face out.

**Differences in Freight Charges Discovered After  
Collection—Interline Waybills Received**

8. When an error in freight charges is discovered after collection of the original charges has been made, and the difference is to be deducted and refunded, the consignee must surrender the original receipted freight bill which shall be securely pasted to the Freight Auditor's copy of the correction, face out. The consignee shall also sign the receipt for refund portion of the correction form. The agent must not accept a bond of indemnity in lieu of the original receipted freight bill. If the consignee is unable to produce the original receipted freight bill, the agent must not refund but shall instruct the consignee to file an overcharge claim with the Auditor of Station Accounts and Overcharge Claims. To clear his station accounts of the overcredit, when unable to refund, the agent must report the amount of the overcharge on his Form 236-Revised, "Agent's Application for Relief" in red ink and a statement to that effect shall be shown on the face of the waybill correction.

**345. LOCAL FORWARDED CORRECTIONS.**

**Errors in Commodity, Description, Weight or Rate on  
Local Collect Waybills Forwarded—Correction of**

1. When waybilling agent discovers an error in freight charges, resulting from differences in commodity descriptions, weight or rate, on collect shipments after the original waybill has left his station, he shall immediately send a correction notice to the agent at

destination, using Form 1310-Corrected, "Corrected Freight Bill and Waybill Correction," to insure the collection of the proper charges from the consignee. These corrections must not be abstracted but a copy of each accumulated until the last day of the month at which time they are to be sent to the Freight Auditor's Office, securely attached to the Agent's final Local Forwarded Abstract for the month but not reported thereon.

**Method of Adjusting Errors in Advances and/or Prepaid  
Charges—Correction of Local Waybills Forwarded**

2. After a local waybill carrying advances and/or prepaid charges leaves the waybilling station, there must be no changes made in the amount of advances and/or prepaid charges. Both the "Abstract of Local Waybills Forwarded" submitted to the Freight Auditor by the waybilling agent, and the "Abstract of Local Waybills Received" submitted to the Freight Auditor by the destination agent must carry the same amount of advances and/or prepaid in connection with each such waybill. Errors in advances and/or prepaid on local waybills forwarded, discovered by waybilling agent after waybill has left his station shall be adjusted through relief claims or by the exchange of "Prepaid Only" waybills between waybilling agent and destination agent as prescribed in these rules. Under no circumstances will agents be permitted to correct local advances or prepaid through the use of Form 1310-Corrected, "Corrected Freight Bill and Waybill Correction."

**Adjusting Prepaid Charges Waybilled in Excess of the Correct  
Amount—Correction of Local Forwarded Waybills**

3. When the amount of prepaid charges billed on a local waybill exceeds the legal tariff charge, the waybilling agent shall handle it as follows:

(a) If the full amount of prepaid charges waybilled has been collected, the agent shall not refund but he shall notify the shipper to file an overcharge claim with the Auditor of Station Accounts and Overcharge Claims.

(b) If the correct amount of prepaid charges has been collected and the agent is carrying the difference outstanding in his accounts, he shall make application for relief to the Auditor of Station Accounts and Overcharge Claims using Form 236-Revised, "Agents' Application for Relief."

(c) In either instance as described in (a) or (b) DESTINATION Agent shall NOT correct the billed prepaid charges on the revenue waybill or issue prepaid only waybill to adjust over prepayment.

**Adjusting Prepaid Billed in Error When Due at Destination—  
Correction of Local Waybills Forwarded**

4. When the waybilling agent discovers that he has erroneously billed prepaid either in full or in part on a local waybill for an amount which should be collected at destination, the waybilling agent shall inform the destination agent, by wire, the amount to be collected from consignee and request a prepaid only waybill to cover the amount of the error.

**Adjusting Prepaid on Waybills Billed Collect in Error—  
Correction of Local Waybills Forwarded**

5. When the waybilling agent discovers that a local waybill prepared at his station reads "Collect," whereas it should have read "To be Prepaid," or that insufficient prepaid has been waybilled, he must wire the agent at destination notifying him of the correct amount of prepaid charges and immediately issue a "Prepaid Only" waybill for the amount necessary to fully prepay the charges.

**Adjusting Advances Billed in Excess of Correct Amount—  
Correction of Local Waybills Forwarded**

6. When the waybilling agent discovers that the advance charges on a local waybill prepared at his station were billed in excess of the correct amount, he must wire the agent

at destination the correct amount of advance charges and immediately issue a "Prepaid Only" waybill for the amount of the error. If the advances represent inbound charges paid to the shipper the agent shall request the shipper to refund the over payment. If the advances represent inbound charges settled through junction settlement, he shall readjust through junction settlement observing the minimum and time limit prescribed. If the advances represent miscellaneous accessorial charges reported on Form 26, "Report of Miscellaneous Revenue" the agent shall write the Freight Auditor relating all of the pertinent facts and request that credit be allowed on his current Form 26. If the advances represent debit charges reported on other revenue accounts such as storage, demurrage, etc., clearance of the excessive debit should be secured from the office to whom initially reported.

#### **Adjusting Undercharges in Advances on Local Waybills Forwarded**

7. When waybilling agent discovers that advance charges on a local waybill have been omitted, or have been waybilled for an insufficient amount, he must wire the destination agent, stating the correct amount of advance charges and request a "Prepaid Only" waybill for the amount undercharged in the advance column of the revenue waybill.

**346. CROSS REFERENCING "PREPAID ONLY" WAYBILLS.** When a "Prepaid Only" waybill is issued to adjust errors in advances and/or prepaid charges on a local waybill, not only must the "Prepaid Only" waybill carry full explanation for its issuance and reference to the revenue waybill, but the "Prepaid Only" waybill must also be noted on the station copy of the revenue waybill or freight bill.

#### **347. LOCAL RECEIVED CORRECTIONS.**

##### **Errors in Freight Charges Discovered Before Reporting Local Waybills Received—Correction of**

1. When the receiving agent discovers an error in the freight charges on a local collect waybill before reporting, he shall correct the freight charges and shall expense and report it accordingly. It is not necessary to issue a waybill correction notice in cases of this kind.

##### **Errors in Freight Charges Discovered After Reporting Waybill but Before Collection—Correction of Local Waybills Received**

2. When the receiving agent discovers an error in the freight charges on a local collect waybill after it has been reported but before collection, he shall issue a waybill correction, in duplicate, addressed to the Freight Auditor, using Form 1310-Corrected. The correction shall be endorsed as follows: "Correction Made Before Collection" and the original unpaid freight bill shall be securely pasted, face out, to the back of the original copy of the correction which shall be sent to the Freight Auditor, attached to the Daily Abstract of Local Waybills Received on which it is reported. The remaining copy shall be retained in the station record.

##### **Undercharges on Local Collect Shipments Discovered After Collection—Correction of Local Waybills Received**

3. When the receiving agent discovers an undercharge in the freight charges of a local collect shipment after the waybill has been reported and the collection of the original amount has been made, he shall issue a Corrected Freight Bill and Waybill Correction, in triplicate, addressed to the Freight Auditor, using Form 1310-Corrected. The original shall serve as a balance due bill by completing the collection block near the bottom of the form which shall be receipted by the agent and given to the consignee at the time the undercharge is collected. The duplicate shall be sent to the Freight Auditor attached to the Daily Abstract of Local Waybills Received on which it is reported. The remaining copy shall be retained in the station record.

**Overcharges on Local Collect Shipments Discovered After  
Collection—Correction of Local Waybills Received**

4. When the receiving agent discovers an overcharge in the freight charges of a local collect shipment after the waybill has been reported and the collection of the original amount has been made, he shall issue a Corrected Freight Bill and Waybill Correction in triplicate, addressed to the Freight Auditor, using Form 1310-Corrected. The original shall serve as a corrected freight bill and given to the consignee in exchange for the original receipted freight bill which he must surrender to the agent in order to get the refund. The agent shall use station drafts in making refunds and shall show the draft number on the correction in the space provided. He shall also get the consignee's receipt for the refund on the duplicate copy of the correction which shall be sent to the Freight Auditor attached to the Daily Abstract of Local Waybills Received on which it is reported. The original receipted freight bill surrendered by the consignee shall be securely pasted, face out, to the back of the copy for the Freight Auditor. The remaining copy shall be retained in the station record.

**Undercharges in Advances Discovered by Destination  
Agent—Correction of Local Waybills Received**

5. When the agent at destination of a local shipment discovers an undercharge in advances he shall collect the correct amount and issue a prepaid only waybill to the waybilling agent for the amount of the undercharge. If the original waybill is still in his possession, he shall show on the face of it reference to the Prepaid Only waybill and the reason for it being issued. If the waybill has already been reported and sent to the Freight Auditor, he shall place the notation on his station record of the freight bill.

**Overcharges in Advances Discovered by Destination Agent Before  
Collection—Correction of Local Waybills Received**

6. When the destination agent discovers an overcharge in the advances on a local shipment before he has made the collection, he shall collect the correct amount and send a "Request for Prepaid Only Waybill," Form 186, to the waybilling agent requesting a Prepaid Only Waybill covering the amount of the overcharge. He shall carry the amount of the overcharge uncollected in his accounts until it is cleared by the receipt and reporting of the Prepaid Only waybill.

**Overcharges in Advances Discovered by Destination Agent After  
Collection—Correction of Local Waybills Received**

7. When an overcharge in advances is discovered by the destination agent on a local shipment after collection, he shall send a "Request for Prepaid Only Waybill," Form 186, to the waybilling agent requesting a prepaid only waybill to cover the amount of the overcharge. When the Prepaid Only waybill is received, he shall refund the overcharge to the consignee following the procedure prescribed.

**Undercharges in Prepaid Discovered by Destination Agent Before  
Reporting—Correction of Local Waybills Received**

8. When the agent at destination discovers an undercharge in freight and prepaid charges on a local shipment contracted for fully prepaid and the waybill has not yet been reported, he shall raise the freight charges to the correct amount and send a "Request for Prepaid Only Waybill," Form 186, to the waybilling agent, requesting a Prepaid Only Waybill for the amount of the undercharge. He shall carry the amount of the undercharge uncollected in his accounts until it is cleared by the receipt and reporting of the prepaid only waybill.

**Undercharges in Prepaid Discovered by Destination Agent After  
Reporting of Waybill—Correction of Local Waybills Received**

9. When the agent at destination of a local shipment contracted for fully prepaid discovers an undercharge in freight and prepaid, after reporting the waybill, he shall immedi-

ately issue a waybill correction, in duplicate, addressed to the Freight Auditor, using Form 1310-Corrected, increasing the freight charges to the correct amount. The original shall be sent to the Freight Auditor attached to the Daily Abstract of Local Waybills Received on which it is reported, and the duplicate shall be retained in the station record. A "Request for Prepaid Only Waybill" Form 186, shall be sent to the waybilling agent requesting a Prepaid Only Waybill for the amount of the undercharge. The amount of the undercharge shall be carried uncollected in the station accounts until it is cleared by the receipt and reporting of the Prepaid Only Waybill.

**Overcharges in Prepaid Discovered by Destination  
Agent—Correction of Local Waybills Received**

10. When the destination agent discovers an overcharge in freight and prepaid on a local shipment contracted for fully prepaid, he shall not attempt any correction or adjustment thereof but shall report the waybill as it reads on his Daily Abstract of Local Waybills Received. The adjustment of the overcharge is made with the shipper through overcharge claim channels.

**Errors in Waybilling Prepaid or Over-Prepaid Discovered by  
Destination Agent—Correction of Local Waybills Received**

11. When the agent at destination receives a waybill billed prepaid or overprepaid in error and the charges are collectible at destination, he shall collect the amount due and send a prepaid only waybill to the waybilling agent to adjust the over-prepayment, placing a notation on the original waybill, giving reference to the prepaid only waybill and amount. If the waybill has already been reported to the Freight Auditor, the notation shall be placed on the copy of the freight bill in the station record.

**348. PREPAID ONLY WAYBILLS TO BE ISSUED TO STATION MAKING THE COLLECTION.** It shall be understood that "Prepaid Only" waybills for refunds must be issued only to the station at which collection was originally made. If the refund cannot be made by the agent who made the collection, the adjustment with the shipper or consignee should be made through the medium of overcharge claims filed with the Auditor of Station Accounts and Overcharge Claims.

**349. PROPER HANDLING OF ABSTRACT CORRECTIONS.** When an agent receives an abstract correction from the Freight Auditor, the station accounts and records must be corrected accordingly unless some exception is taken to it, in which case the agent shall return it to the Freight Auditor immediately giving full particulars in order that proper adjustment may be made before the month's accounts are closed, if possible. Care must also be taken when the totals of abstracts are corrected to see that the corrected total is entered on the recapitulations of abstract totals and on the Monthly Statement or Freight Accounts, Form 268-Corrected.

**350. REFUNDING CHARGES AFTER PREPAID ONLY WAYBILL IS REPORTED WITH CHARGES ABSORBED.** If a refund is made to the shipper or consignee subsequent to the reporting of the "Prepaid Only" waybill with the charges absorbed, it will be necessary to issue and report on the Daily Abstract of Local Waybills Received, a Form 1310-Corrected, Corrected Freight Bill and Waybill Correction, eliminating the charges previously absorbed in the freight column. This waybill correction must be submitted with the original receipted freight bill pasted, face side out, to the back of it.

**351. WAYBILLING AND ACCOUNTING FOR EXHIBITION SHIPMENTS MOVING OVER A CIRCUIT OF EXPOSITIONS OR FAIRS.** The movement from the original point of shipment to the first exposition or fair shall be waybilled at the full tariff rates and charges

collected. At the close of the fair, upon presentation of a certificate from the secretary of the fair that such articles were exhibited thereat and no change of ownership has occurred, and surrender of the original receipted inbound freight bill, the agent shall refund  $\frac{1}{2}$  of the inbound charges and issue a waybill correction, Form 1310-Corrected, reducing the charges to  $\frac{1}{2}$  of his reporting of the inbound waybill. The Form 1310-Corrected shall be reported on his received abstracts, local or interline as the case may be, and the receipted freight bill and the exhibition certificate shall be securely pasted to the back of the correction. The shipment shall be waybilled to the next exposition point in the circuit at full tariff rates. The agent at the next and each succeeding exhibition point in the circuit shall handle the collection, accounting and adjustment in the same manner as outlined above. When the shipment is to move from the last exhibition point, home to the original point of origin, the agent shall waybill it over a direct route at  $\frac{1}{2}$  of the full tariff rate, subject to tariff minimum, attaching a copy of the Certificate of the Secretary of the Fair.

**352. WAYBILL DESTINATION AGENT SHALL REVISE ALL RECEIVED WAY-BILLS.** The destination agent shall revise and check thoroughly all of the information on the waybill and correct errors in descriptions, weights, rates, extensions, totals and accessorial charges, observing the rules contained herein pertaining to the correction of received waybills.

**353. WHEN ABSTRACT CORRECTIONS ARE MADE.** The Corrected Freight Bill and Waybill Correction, Form 1310-Corrected, is to be used to correct errors on waybills and must not be used to correct errors in abstracting or in abstract totals. When such errors are discovered by station agents, they must communicate immediately with the Freight Auditor, by letter, making a complete explanation of the error and if a change in the report is necessary, the Freight Auditor will correct the report and issue an abstract correction notice to the agent, instructing him on how to correct his records.

**354 to 365 incl., reserved for additional rules.**

## DEMURRAGE, STORAGE AND HAZARDOUS STORAGE

**366. GENERAL.** Agents will be governed by rules and charges published in Demurrage and Storage Freight Tariff, 4 Series, and other applicable tariffs, regarding the assessment of demurrage charges on carload shipments, storage on less carload shipments and hazardous storage charges on shipments of explosives and other dangerous articles.

Agents are responsible for the maintenance of proper records pertaining to shipments subject to demurrage, storage and hazardous storage charges and for the assessment and collection of such charges.

The Interstate Commerce Commission regulations provide maximum penalties upon carriers found guilty of violations of tariff provisions and upon patrons accepting unlawful waiver of tariff charges.

When any doubt exists regarding the application of charges or the interpretation of rules relating to demurrage, storage or hazardous storage charges, agents must apply to Auditor of Station Accounts and Overcharge Claims for instructions.

**367. ORDERS FOR EMPTY CARS FOR LOADING.** Form 203 Rev. Application for Cars, as instructed in Rule 904 should be obtained whenever possible for cars wanted for loading and the numbers of the cars furnished should be inserted in space provided on such orders.

Cars appropriated by shippers, without being ordered, become subject to demurrage rules from the time that any lading is placed in the cars.

Shippers should be cautioned against ordering cars in excess of their ability to load and informed that such cars are subject to demurrage from the date of actual or constructive placement.

**368. CARS ORDERED BUT NOT USED.** Empty cars placed for loading but not used in transportation service are subject to demurrage from the date of placement with no free time allowance.

**369. TWO SMALL CARS IN LIEU OF ONE LARGE CAR.** When two small cars are furnished to fill the order for one larger car, the two smaller cars shall be treated as one car in assessing demurrage charges.

When such cars are entered in the demurrage record, one following the other, they should be bracketed; when they are not so entered, reference to the other car should be made in the remarks column.

**370. DEMURRAGE ON SINGLE SHIPMENT USING TWO OR MORE CARS.** When a single shipment is loaded on or in two or more cars, each of the cars so used will be subject to demurrage.

**371. DEMURRAGE ON PASSENGER TRAIN FREIGHT.** Carload shipments of freight moving in passenger trains on freight rates and waybills are subject to the demurrage rules published in the tariffs under which the shipments are transported.

**372. NOTIFICATION OF PLACEMENT OF CARS FOR LOADING.** When cars that have been ordered for loading on public delivery tracks are not placed within 24 hours, after 7:00 a.m. of the date for which they were ordered, notice of placement must be sent or given the party that ordered the cars.

**373. NOTICE OF ARRIVAL OF FREIGHT.** Notice must be sent or given the consignee in writing or as otherwise agreed to, in writing, within twenty-four hours after the arrival of freight, except as otherwise provided in the demurrage and storage tariffs.

Verbal or telephone notice is valid only if a written agreement to accept such notice is in effect. A record must be maintained of the date and hour that such notice was given and the name of the party notified. Form 1039 Agreement forms may be ordered on regular stationery requisitions.

Record of phone or verbal notice, if agreed to, must be shown in the demurrage and storage record, Form 330, showing the actual time that such notice was given. If consignee has designated the person or department to be notified, such instructions should be complied with.

If agreement to accept verbal or phone notice is not in effect, postal notice, Form 66A, must be sent to consignee at the address shown on the billing and copy retained on Form 66. Postal notice must be sent if Form 1039 has not been signed, regardless of previous personal or phone notice which must show that it is a confirmation.

The Demurrage and Storage Tariff specifies that notice of arrival must contain point of shipment (unless shipper has designated that it must not be shown), commodity, car initials and number and ex-car initials and number if lading has been transferred in transit.

For the convenience of the consignee, the notice should show the weight and charges of less carload shipments, office hours, date storage commences and whether the shipment is subject to surrender of an order bill of lading, delivery order or C.O.D. Notices to persons on rural delivery routes should be delivered to the post office so as to be dispatched on the date mailed, if possible.

**374. CONSTRUCTIVE PLACEMENT NOTICE.** When empty cars, ordered for loading, or loaded cars for placement are held at the point of origin, destination or at an adjacent station, which can not be placed for loading or unloading due to the inability of the shipper or consignee as the case may be, constructive placement notice, Form 1366, must be prepared in duplicate and, if practicable, the original should be delivered in person to the shipper or consignee and acknowledgment of receipt obtained on the carbon copy.

If the shipper or consignee refuses to acknowledge receipt of constructive placement notice, the employee presenting the notice must certify on the carbon copy that he delivered the notice to a designated person, showing the time and date of presentation.

If constructive placement notice can not be delivered in person, it may be mailed and, in such circumstances, the agent must show, over his signature, the date and time of mailing.

If a connecting line has refused to accept, in interchange, cars for a shipper or consignee due to his inability to accept them, agents must prepare an offering list, Form 85, and handle as instructed in per diem rules.

If a connecting line has submitted an offering list of cars held on their tracks which this Company is unable to accept because of the inability of the shipper or consignee to receive them, constructive placement notice must be served on shipper or consignee of such cars.

Agents at adjacent stations where cars are being held for the reason that a shipper or consignee, located on the tracks of this Company at another station or on the tracks of a connecting line, is unable to receive such cars, must notify agent at destination or junction point the initials, numbers and contents of cars so that Form 1366 Constructive Placement notice or Form 85 Offering List can be prepared.

**375. ADVANCE SPOTTING INSTRUCTIONS.** Agents having advance information of the arrival of cars destined to their station must contact shippers or consignees for instructions as to where such cars will be placed for loading or unloading.

If standing instructions are in effect or if advance notice has been received, agents must leave spotting instructions for train crews in the waybill box if a station employee will not be on duty when trains arrive.



**376. NOTIFICATION OF REFUSED AND UNCLAIMED CARLOAD AND LESS CARLOAD FREIGHT.** Demurrage and Storage Tariff, specifies that notice of refusal of carload freight must be sent by wire, within 24 hours from the time of refusal, to the shipper or owner, if known, or to the agent at the point of shipment, if shipper is unknown.

The shipper, if known, or agent at point of shipment, if shipper is unknown, must be notified by wire if carload shipment of perishable freight remains unclaimed three days after notice of arrival has been sent to consignee. In the case of non-perishable freight, the notice must be sent if such cars remain unclaimed five days after notice of arrival has been sent to consignees.

The storage section of the tariff specifies that notice of refusal of less carload freight must be sent by mail, within 24 hours, to the shipper or may be sent by wire upon the shipper's request and at his expense.

The shipper of less carload freight must be notified by mail if such a shipment remains unclaimed five days after expiration of free time allowed for removal.

Notices, as stated above, are a tariff requirement and must be sent regardless of any promises that consignee will take delivery at a later date. Copies of all notices to shippers must be retained for station record.

**377. YARD CHECK.** A check of all cars placed on industry, team or other tracks used for the placement of cars for loading and unloading must be made daily on Form 146 Yard Check. Superintendents will issue instructions when yard checks are to be made on exempt days.

The yard check must be taken at 7:00 a.m., or as near that time that station employees come or remain on duty and must be dated and signed by employee making the check. Yard checks must not be made on switch lists or other forms and copied to Form 146, nor from assumption that certain cars are placed at certain places or that they are loaded or unloaded.

Yard checks must be made from an actual check of the yard directly on Forms 146, and prepared in such manner that they will be admissible in court should they be required in a suit to collect demurrage or to defend a suit arising from a crossing accident or from other causes in which the location of cars may be a factor.

The name or other designation of a track and the end from which the yard check was started must be shown and, if a considerable amount of time will be required in making the yard check, the actual time that it was started must be shown in the heading of each track.

Yard checks must show if cars are loading or unloading and, if not locked or sealed, the amount of lading loaded into or remaining in the car must be shown. If cars are sealed or locked the yard check must so indicate.

The location of cars must be shown and if not placed accessible for loading or unloading, the yard check must be noted "Off Spot". If cars are placed at industries, the door, bin or other designated location must be shown.

**378. WEATHER INTERFERENCE.** The Demurrage and Storage Tariff 4 Series, specifies the conditions under which additional time may be allowed for loading and unloading carload commodities and to complete delivery to, or removal from stations of less carload shipments because of weather interference occurring within the authorized free time.

Consignor's or consignee's written application for additional free time, required by the tariff, must be retained on file at the station.

If additional free time is allowed on account of weather interference, the dates and the amount of additional free time allowed must be shown on Form 1362 Abstract of Demurrage or Form 1363 Average Agreement or Form 1364 Storage Report as the case may be.

**379. WEATHER RECORDS.** A record of weather must be shown on Form 146 Yard check at the time it is taken and on Form 330 Station Car and Demurrage record book. If any changes occur during the day affecting the loading or unloading of cars, the time of such changes and intensity must be noted on Form 330.

At stations where loading or unloading of perishable freight is performed, a record must be maintained of the temperature during the day whenever it is a factor affecting the loading or unloading of perishable commodities.

Government station weather records or reports published in newspapers should be obtained to determine the amount of precipitation or temperature when such records are a reliable factor in cases where the station records are questioned.

**380. WHEN LADING IS FROZEN OR CONGEALED.** When lading is frozen or congealed, requiring heating, thawing or loosening to unload, free time will be extended, as provided in the tariff, provided the consignee, prior to expiration of ten days, exclusive of Saturdays, Sundays and legal holidays sends or gives agent written statement showing initials and numbers of cars that required heating, thawing, or loosening to unload. Statements must be retained on file at the station with demurrage records.

**381. INTERFERENCE DUE TO STRIKES.** When claim is made by shipper or consignee that because of a strike of his employees it was impossible to load or unload cars, receive inbound cars from or make outbound cars available to the railroad, it must be in writing as provided by tariff.

**382. ALLOWANCES FOR BUNCHING.** Additional free time, as authorized by tariff, will be allowed shippers or consignees, account bunching, when cars are placed in accumulated numbers under certain conditions, provided written request claiming bunching is presented as required by the demurrage tariff.

Where bunching conditions exist, a statement should be prepared of all cars involved, showing car initials and numbers, date and hour cars arrived, date and hour ordered, date and hour placed and released, also complete waybill reference on cars for unloading or reconsigning. The statement, with a letter giving all particulars, should be referred to Auditor of Station Accounts and Overcharge Claims for instructions.

**383. CARS LOADED OR UNLOADED WHEN NO STATION EMPLOYEE IS ON DUTY.** Cars loaded or finished loading between the time that station employees go off duty and return to duty the following working day, will be considered released as of 7:00 a.m. if cars are loaded and billing instructions are on hand when station employees resume their duties unless agents have knowledge that loading was completed after 7:00 a.m.

Cars unloaded or finished unloading will be considered released as of 7:00 a.m. on the date that station employees resume their duties unless agents have knowledge that unloading was completed after that hour.

**384. CARS RECEIVED FROM CONNECTING LINES.** Cars loaded on the tracks of a connecting line and interchanged to this Company for line haul are subject to demurrage if billing instructions are not furnished within the time limit established by tariff.

Cars received from connecting lines for unloading at industries on this line are subject to demurrage after the free time has expired, providing that notice has been sent or given as required by the tariff.

**385. CARLOAD SHIPMENTS UNLOADED ON RAILROAD PREMISES.** Consignees desiring to unload carload shipments on the premises of this Company should be informed that such shipments are subject to storage charges at demurrage rates published in the Demurrage tariff unless they have executed a lease authorizing the use of such premises.

**386. DEMURRAGE AND STORAGE REPORT.** Report of cars subject to demurrage must be made on Form 330 Station Car and Demurrage Record Book of all cars received, placed or held for loading, unloading or orders, showing the actual time of arrival and placement. This report must be made as nearly as possible to the time of the actual operation from actual facts.

Cars for loading must be shown placed at the time that they were actually or constructively placed for loading on orders of the shipper or, if appropriated, at the time that any lading was placed in the cars.

Cars for unloading must be shown placed at the actual time of placement, accessible for unloading on public delivery tracks, at industries or on private tracks or when constructively placed if consignee is unable to accept them.

A separate sheet or portion of a sheet of Form 330 should be allotted to cars received and forwarded and a further separation made of cars loaded and unloaded at non-agency stations.

The waybill reference, car initials and numbers, contents and name of consignee, on received cars, should be entered on Form 330.

The release time and date, on received cars, must be shown as of the time that cars are actually unloaded, and on forwarded cars when cars are loaded and billing instructions are received.

If additional time has been allowed for weather interference, congealed lading or cars being "Off Spot", suitable explanation must be made.

Cars that are not released during the current month must be referenced, "Carried Forward", and included, with full reference, on the Form 330 or Form 1363 for the following month.

Some of the larger stations have been authorized to use Form 1363 Record of Cars Handled under Average Agreement for recording those cars. This record must be maintained in the same manner as Form 330 Station Car Record and Demurrage Report, and be carefully preserved in suitable binders at the station.

Cars that have accrued demurrage charges on the straight plan must be entered on Form 1362 Abstract of Demurrage and Hazardous Storage with all information called for by the form.

Demurrage charges assessed against each patron under the average plan must be entered on demurrage report, Form 1362, as one item showing the Average Agreement number, patron's name, month charges accrued, Pro number and the amount of demurrage assessed.

**387. CONDUCTOR'S REPORT OF CARS SET OUT OR PICKED UP.** Conductors are required to furnish a record on Form 195 Train List of cars set out at agency stations and deliver it, with the waybills to the agent or leave it in the waybill box if no station employee is on duty.

Conductors picking up cars at an agency station, when no station employee is on duty, are required to leave a record on Form 195 of cars picked up in the waybill box.

Conductors handling cars at a non-agency station are required to prepare Form 1141, Report of Cars set out, picked up or on hand, in duplicate, and leave both copies at the next agency station. Agents receiving such reports must mail one copy to the agency station on the opposite side of the non-agency station.

Conductors' reports of cars set out and picked up must be retained on file at the station.

If agents do not receive these reports from conductors they should notify Superintendent.

**388. DEMURRAGE RECORDS FOR NON-AGENCY STATIONS.** Record of cars subject to demurrage handled at non-agency stations must be maintained by the agent at the agency station accounting for or issuing the waybills covering the cars.

In the case of cars loaded at non-agency stations, the agent at the agency station that would normally waybill the car should keep the demurrage record for such cars.

Record of cars handled at non-agency stations must be compiled from information shown on Conductor's Report of Cars set out, Picked up or on Hand, Form 1141.

If any of the reports necessary to maintain demurrage records for non-agency stations are not being received, Superintendent should be notified in writing, sending copy of letter to Auditor of Station Accounts and Overcharge Claims.

**389. RELEASING CARS LOADED WITH RADIOACTIVE MATERIALS.** Cars that have been loaded with radioactive materials will not be considered as released from demurrage until the consignee furnishes the agent with a certificate stating that the cars have been thoroughly cleaned and free from all radioactive materials.

**390. AVERAGE AGREEMENTS.** Patrons desiring to operate under an average agreement plan in the settlement of demurrage charges should make written application to the agent which must be sent to Auditor of Station Accounts and Overcharge Claims with agent's recommendation. If application is approved, four copies of the agreement will be sent to the agent which must be signed by the patron. When completed two copies will be returned to the agent, one for the patron, the other for station record.

One agreement will cover cars for loading and unloading but a separate accounting must be made of each operation. Credits earned in one operation can not be used to offset debits in the other.

One credit will be allowed for each car released within the first 24 hours of free time, neither debit or credit will accrue if the full free time is used and one debit will accrue for each day that a car is held over the free time until four debits have accrued. In computing the four debit days, all Saturdays, Sundays and holidays will be counted after the second debit day including a Saturday, Sunday or holiday immediately following the day on which the second debit day begins to run.

After a car has accrued four debits, excess charges at current tariff rates must be assessed for each day thereafter including Saturday, Sunday and holiday, which must be shown in the excess charges column of demurrage report opposite the car on which it accrued.

At the end of the month the total number of debits and credits must be totaled and if the number of debits exceed the credits, the balance due, at current demurrage rate, must be determined plus any excess charges and entered in the recapitulation sheet of Form 1363.

Take debit for total demurrage due under the average agreement plan plus Hazardous storage charges, if any, under respective headings on Form 1362 Abstract of Demurrage and Hazardous Storage Charges showing patrons name, average agreement number, Pro number and month accrued.

**391. FREIGHT FOR COMPANY CONTRACTORS.** Contracts entered into with contractors performing work for this company usually include provisions for free transportation of equipment and materials over the lines of this company.

When such contracts make no specific exemption from demurrage for cars delayed in loading or unloading, they will be subject to demurrage.

Agents concerned are usually provided with a copy or brief, of such contracts for their guidance in handling such shipments or may obtain such information from Superintendent.

**392. DEMURRAGE BILLS AND COLLECTION OF CHARGES.** Bills for accrued demurrage on either the straight or average plan must be prepared on Form 113 Demurrage and Storage Expense Bill showing all information applicable to demurrage assessment, which must be presented for payment immediately.

Demurrage bills must be numbered consecutively beginning with number D-1 each month, except at stations reporting to the Central Station Accounting Bureau where a separate series of numbers has been assigned. Station copies of demurrage bills must be filed in numerical order by months.

Bills for demurrage on the average plan must be supported by statement prepared on Form 1363 Rev. showing debits charged and credits earned on each car.

Demurrage at point of origin, unless paid by the shipper, must be entered on the bill of lading and shipping order as advances and waybilled to destination as advances, for collection from the consignee. Some Government agencies will not assume demurrage charges accruing at loading stations and, in such cases, agents will be governed by special instructions.

Demurrage accruing in transit, unless paid must be covered by advance only waybills to destination, cross referenced with and attached to the original waybill. The time of arrival, notice, placement and release must be shown on advance only waybills.

**393. UNCOLLECTED DEMURRAGE AND STORAGE CHARGES.** Agent must make diligent effort to collect demurrage and storage charges promptly and maintain active solicitation if patron can be contacted personally, or maintain an active file, if personal contact is not possible, until such charges have been cleared from the accounts.

If payment is refused, agents should request the patron to state his objections in writing and, if declined, ascertain definitely what the objections are and incorporate them in a letter transmitting file to Auditor of Station Accounts and Overcharge Claims.

If patron has not been or can not be contacted personally and the matter has been handled through correspondence, agent's file must be sent to Auditor of Station Accounts and Overcharge Claims as soon as Patrons written refusal is received or if no reply has been received, after two letters have been sent. Copies of all letters must be retained in station file.

Letters transmitting station files to Auditor Station Accounts and Overcharge Claims must contain facts showing the results of personal calls, weather conditions, manner and time of notice and any other conditions that are a factor.

Monthly Report of Uncollected Demurrage and Storage, Form 1365, must be made in duplicate of all demurrage and storage outstanding at the end of the month. The original must be enclosed with monthly balance sheet, sent to Auditor of Station Accounts and Overcharge Claims and one copy retained at the station on which collection must be recorded.

A brief explanation should be made on Form 1365 of the status of collection and, if file has been submitted to Auditor of Station Accounts and Overcharge Claims, his file reference.

**394. STORAGE ON FREIGHT SHIPMENTS.** Rules and charges governing storage of ordinary freight, explosives and other dangerous articles, notifications to consignees and shippers, free time allowed and other conditions relative to storage of car load or less carload freight are published in Freight Tariffs, 4 Series, which must be complied with.

The company reserves the right to store freight in its own warehouse, at tariff rate, or send it to a public warehouse for storage at risk of owner, subject to customary storage and commission charges and sale for charges, as provided by law. Freight must not be sent to public warehouse until authorized by Freight Claim Department.

Warehouse men must co-operate with office employees by notifying them of any shipments not promptly removed. A monthly "blind-tally" check should be made of warehouse to see that all freight is accounted for and covered by a freight bill or exception report.

Agents at stations will be required to see that storage has been collected before delivering shipments to patrons after free time has expired.

Shipments that remain uncalled for or, if postal notices have been returned, must be examined for marks to determine whether the shipment is at its proper destination and that the name and address has been correctly shown on postal notice. If any error exists in notification another notice must be sent properly addressed.

Bills for storage charges must be made on Form 113, Demurrage and Storage Expense Bill. Date of arrival, notification and release should be shown in addition to the amount due.

Storage charges assessed during the month must be reported on Form 1364, Monthly Storage Report.

**395. ALLOWANCE FOR DISTANCE.** When consignees located at interior points claim additional free time because of distance between the place they are located and the station where delivery of less carload freight is taken, they shall be required to show the distance on the delivery receipt part of the freight bill. The free time allowed will be based on such endorsement.

If additional time is allowed on account of distance, a notation must be made on Form 1364.

**396. OVERCHARGES IN DEMURRAGE AND STORAGE CHARGES.** When claim for refund of overcharge in Demurrage or Storage is presented by patron it should be forwarded to the Auditor of Station Accounts and Overcharge Claims for investigation, supported by original paid demurrage or storage bill and an explanation for the cause of alleged overcharge. Full information as to what the station records reveal should be submitted. Any amount to be refunded will be handled direct with claimant by Auditor of Station Accounts and Overcharge Claims.

**397. RELIEF OF DEMURRAGE AND STORAGE CHARGES.** Agents outstanding demurrage, or storage charges that have been improperly assessed, shall make application for relief to the Auditor of Station Accounts and Overcharge Claims, supported with copies of yard checks, bill of lading, arrival notices, or such other record as may be required to establish the correct charges.

A separate application is required for each item except when average agreements or bunching are involved, a single application may be made to cover all cars handled in a single month.

The amounts outstanding shall be included on Statement of Uncollected Demurrage and Storage, Form 1365, and so carried until station is credited through Form A.D. 226.

**398. SERVICE ORDERS.** Service orders, issued by the Interstate Commerce Commission are made a part of the demurrage rules and rates by supplements to the tariff which must be carefully observed and filed with the demurrage tariff.

Advance notices of service orders must be kept in the demurrage tariff until supplements to the tariff, incorporating such orders, are received.

**399. ALLOW NO FREE TIME FOR WEATHER INTERFERENCE.** Agents shall not allow additional free time for weather interference in computation of demurrage, except under the following conditions:

**400. REPORT DEMURRAGE CHARGES ON FORM 1362 AND PREPARE DEMURRAGE BILL.** On cars handled under the straight plan that are delayed in loading or unloading during the free time period account weather interference agents shall account for

all demurrage that accrued beyond the free time limit making no allowance for weather interference on Form 1362, "Abstract of Demurrage and Track Storage." Demurrage bill shall be prepared for the full amount reported on Form 1362 and presented to the debtor.

**401. IF PAYMENT IS REFUSED HAVE DEBTOR MAKE SUCH NOTATION ON BILL.** If the debtor refuses payment account of weather interference, the agent shall have the debtor make a written statement to that effect as provided in the tariff (see Rule 8, Section A) or endorse across the face of the demurrage bill the reason for his refusal to make payment.

**402. PREPARE NEW BILL IF PROPER.** If, after the debtor has refused payment of the bill and the agent's records substantiate the exceptions as claimed, it shall be in order for the agent to prepare a corrected demurrage bill and make collection accordingly.

**403. HOW TO HANDLE IF ORIGINAL BILL IS CORRECT.** If agent's record does not sustain claimants contention for additional free time account of weather interference, collection shall be made of the amount as originally assessed in which event, if claimant refuses to pay, papers should be referred to the Auditor of Station Accounts and Overcharge Claims for handling further.

**404. TO OBTAIN RELIEF FOR DIFFERENCE.** To obtain relief for the difference between the amount of the original bill and the amount of the corrected bill, the agent shall attach to his Form 1362 the original demurrage bill and the written statement from the debtor as to weather conditions, also together with his own statement as to what his station records indicate regarding weather conditions at the time debtor claims exemption.

The difference between the original and corrected bills in the current month's account shall be indicated on Form 1362 following entires for Demurrage Earnings, deducting the amount claimed as relief from the total amount of demurrage earnings, carrying net amount of debit to monthly balance sheet, Item 43.

**405. MAKE NO ALLOWANCE FOR DEMURRAGE HANDLED UNDER AVERAGE AGREEMENT PLAN.** Rule 9, Section E, of the Demurrage Tariff, states that under no circumstances can additional allowances be made for weather interference on cars reported under the Average Agreement plan.

**406. MAKE ALLOWANCES FOR ONLY ACTUAL NUMBER OF HOURS OF WEATHER INTERFERENCE ON CARS SUBJECT TO STRAIGHT PLAN DEMURRAGE.** In making all allowances on account of weather conditions only the actual number of hours for such weather interference shall be allowed. Claims account of weather interference **must be made within thirty (30) days** from the date the bill for demurrage was rendered.

**407. CARS REFUSED BY CONSIGNEES LOCATED ON SWITCHING LINES.** When a loaded car, received from connection in switch movement, is refused by the consignee, the switching line shall notify the consignor under Demurrage Rule 4, Section E, when known; when consignor is not known, the switching line shall notify the agent of the line haul carrier who shall notify the consignor of such refusal.

When under local operating arrangements, the car is returned by the switching carrier to the line haul carrier to be held for disposition, it will be entitled to the same free time allowance and subject to the same demurrage charges as would have accrued had the car been held by the switching carrier, the final disposition to determine the purpose for which the car was held and the Demurrage Rule Applicable thereto.

In order to avoid duplication of these refusal notices when the switching line notifies the consignor, it should notify the road haul carrier; and when the road haul carrier notifies the consignor it should so notify the switching line.

**408. CMStP&P TO OPERATE UNDER RULE 3 AND DETERMINE NUMBER OF CARS WHICH MAY BE HELD FREE ON PERCENTAGE OF RATED CAPACITY OF MINE.** Agents at stations serving coal mines to which Association of American Railroads Freight Tariff No. 8 is applicable will observe that the C.M.St.P. & P.R.R. Company will operate under the provisions of Rule #3 whereby the maximum number of cars which may be held awaiting shipping instructions or other disposition, free of demurrage, will be determined on the basis of a percentage of the rated capacity of the mine.

**409. AGENTS TO BE NOTIFIED BY SUPERINTENDENTS OF RATED CAPACITY AND MAXIMUM NUMBER OF UNBILLED LOADS ALLOWED EACH MINE.** Agents will be notified by their Superintendents of the rated capacity of each mine and all subsequent changes therein, served by their respective stations and the maximum number of unbilled loads for each mine which may be held free of demurrage. Such notifications will form a part of the station demurrage records and they must be carefully preserved and filed in date order for any future inspection or reference.

**410. MINE OPERATORS TO FURNISH AGENTS DAILY REPORT OF NUMBER OF LOADED CARS HELD AWAITING SHIPPING INSTRUCTIONS.** In accordance with the provisions of Rule 5, Freight Tariff No. 8, agents shall obtain from each mine operator daily, except Saturdays, Sundays and legal holidays, a report for each mine showing the total number of loaded cars held on mine tracks and mine sidings (including tracks so designated) awaiting shipping instructions or other disposition, as of 7:00 a.m. For mines served jointly by this company and other railroads the operator must furnish a consolidated report daily to each railroad showing the number of loaded cars on hand for the account of each. These daily reports will also form a part of the station demurrage record and they must likewise be carefully preserved and filed in date order, by mines, for any future inspection or reference.

**411. CHARGES TO BE ASSESSED ON TOTAL NUMBER OF CARS HELD ON ANY ONE DAY IN EXCESS OF FREE ALLOWANCE.** Under paragraph 1 of Rule 4, Section A of Tariff No. 8 charges are not assessed on individual cars but on the total number of cars held on any one day except Saturday, Sunday and legal holidays, in excess of the maximum referred to in Rule 3 at the rate per car named therein; in other words, when excess cars are held the charge for each day is to be computed separately.

**412. OPERATIONS SERVED BY MORE THAN ONE RAILROAD.** At operations served by more than one railroad (See Rule 4, Section A, Paragraph 2) the total charge for any given day is based on the total cars held on all lines and the portion chargeable by each line should be computed in accord with the example shown in Tariff No. 8.

**413. LOADED CARS ORDERED OFF MINE TRACKS.** When loaded cars are ordered off mine tracks as referred to in Rule 4, Section B, demurrage is to be assessed on the individual car after 24 hours free time until released.

**414. BILLS TO BE PRESENTED DAILY AS CHARGES ACCRUE.** Upon determining what demurrage is due under the provisions of this tariff, bills for each day's charges shall be prepared and presented daily as they accrue.

**415 to 425 incl., reserved for additional rules.**



## DIVERSION AND RECONSIGNMENT AND CHANGES IN HEADINGS AND ROUTINGS ON WAYBILLS

426. **PROMPT HANDLING OF ORDERS.** It is important that prompt handling be given messages covering the diversion and reconsignment of shipments. Delay may involve loss of revenue or heavy claim for loss or damage. Agents and others who have occasion to send diversion messages should write or stamp the word **Diversion** in a conspicuous position on the margin at the top, and see that the attention of operators is called to such telegrams when they are filed in the telegraph offices. Agents and others at diversion points will see that provision is made for prompt delivery of such messages and for prompt attention in their offices.

427. **ORDERS MUST BE CONFIRMED.** Orders for diversion or for reconsignment must be made or confirmed in writing.

428. **ENDORSEMENT TO BE MADE ON WAYBILLS COVERING SHIPMENTS ORDERED HELD, DIVERTED OR RECONSIGNED.** When shipments are diverted, reconsigned or held on an order of the shipper or consignee, either enroute or at destination, the information describing the service and establishing the tariff charge for that service must be shown on the waybill by the agent at the station where the service is performed. This information shall include name of station, service requested, on whose authority, date and hour of request, date and hour of arrival of car, date and hour of arrival notice (if any), date and hour set for delivery (if any), date and hour of diversion order or disposition furnished, etc., over the agent's signature.

429. **SHIPMENTS HELD FOR INSPECTION AND DISPOSITION.** When shipments are held for inspection and disposition, either enroute or at waybilled destination the agent at the hold point shall place a notation on the waybill to indicate whether or not the contents of the car were actually inspected during the period in which the car was held. Agents at regular inspection points should equip themselves with rubber impression stamps to be used in endorsing waybills. Stamps should read as follows:

Officially Inspected at \_\_\_\_\_ (name of station) \_\_\_\_\_  
and \_\_\_\_\_ Date \_\_\_\_\_  
Not Inspected at \_\_\_\_\_ (name of station) \_\_\_\_\_

### 430. **DEFINITIONS.**

(a) The term "Diversion" or "Reconsignment" means:

1. A change in the name of the consignee;
2. A change in the name of the consignor;
3. A change in the destination;
4. A change in the route at the request of the consignor, consignee, or owner;
5. Any other instructions given by consignor, consignee or owner necessary to effect delivery and requiring an addition to or a change in billing or an additional movement of the car or both.

(b) Except as otherwise provided, the term "Destination" means the billed destination, or if such destination is served by a terminal yard, then such terminal yard will be considered as the destination.

(c) The term "Switching Limits" as used in the Diversion and Reconsignment Tariff means all locations within the recognized switching limits of all carriers serving the billed destination, and not merely the switching limits of the carriers receiving the roadhaul movement.

431. **REQUIREMENTS FOR EXECUTING DIVERSION OR RECONSIGNMENT.** Providing that conditions, stated in the tariff, are complied with, diversion or reconsignment

may be accomplished as follows:

A "Straight" consignment, not subject to delivery order, may be diverted or re-consigned by the consignee upon surrender of the bill of lading or other proof of ownership.

Shipments on "Straight" bills of lading, showing consignment to one party with instructions therein, or on which instructions are given to:

(1) Notify or advise another party and deliver only upon surrender of written order or,

(2) Deliver only upon surrender of the original bill of lading or when,

(3) Consigned in any manner which imposes upon the carrier the obligation not to make delivery or permit diversion except upon surrender of original bill of lading or written order, should be treated as a shipment billed "To Order" unless the reconsignment or diversion order is given by, or the delivery is to such original billed consignee or his agent. The "Advise" or "Notify" party must not be considered as the consignee.

An "Order" consignment may be diverted or reconsigned only upon surrender of the order bill of lading unless security specified in Rule 7 of the Freight Classification is provided.

Exchange bills of lading must be stamped or endorsed as follows:

"This bill of lading is issued in exchange for bill of lading No. .... issued at ..... on the ..... day of ....., 19.... by ..... Railway."

**432. EMBARGO.** Orders will not be accepted for reconsignment or diversion of cars to embargoed points or consignees, save where permit has been issued as may be authorized in the embargo.

**433. FAILURE TO ACCOMPLISH DIVERSION.**

(a) When, in accordance with the conditions of tariffs, lawfully applicable, a carrier is requested to divert a shipment and through negligence or error of one of its agents, the diversion is not accomplished, the erring carrier is held responsible under claim rules for any overcharge resulting. Agents must, therefore, be very careful to see that diversion or re-consigning orders are accepted only from those persons duly authorized to issue such orders and, when so accepted, that prompt and proper action is taken.

(b) When reconsignment or diversion instructions are received too late or for some reason are not executed, the party requesting diversion must be immediately notified giving particulars.

**434. DIVERSION ACCOMPLISHED.** When reconsignments or diversions have been accomplished, the party making the requests should be immediately notified.

**435. DIVERTED AFTER REPORTING OF REVENUE WAYBILLS.** When a shipment is diverted at the original waybilled destination after the original revenue waybill has been reported and sent in to the Freight Auditor's Office, the agent shall make a copy of the original waybill as taken into account and change the heading to the new destination and endorse the copy waybill as required in Rule 326. This waybill shall accompany shipment to the new destination. Agent should then notify the Freight Auditor's office that the shipment was diverted on a copy of the original waybill and shall request an Abstract Correction to cancel his reporting of the waybill.

**436. SHIPMENTS DIVERTED TO EXPRESS SHIPMENTS.** When commercial or Government freight is diverted enroute to express service, agent at point where the service is changed shall collect freight charges from the Express Agency on basis of the rate applicable from point of origin to point of diversion and report the waybill on his received abstract.

**437. DIVERSION RECORDS.**

(a) All wire or letter files in connection with handling of reconsignments or diversions must be kept in proper manner for future reference, in accordance with instructions governing the destruction of records.

Notations as to the condition of cars or any other notations that do not appear on the original bill of lading may not be placed on the exchange bill of lading. Exchange bill of lading must not be delivered to the party requesting the diversion until notice is received that diversion has been accomplished.

CMStP&P Tariff 15800 series limits the number of diversions on named commodities and specifies conditions and charges applicable under specific conditions. The tariff must be referred to and observed in making diversions or reconsignments.

When perishable freight is diverted or reconsigned, the exchange bills of lading or diversion instructions must specify the ventilation, icing, or heater service that is to be accorded the shipment from the point of diversion or reconsignment to destination.

Shipments of live stock may be diverted at or after leaving public live stock markets or public stock yards only upon execution of certificate, quoted in the tariff, that the live stock, originally shipped, has not been sold, mixed or consolidated with other livestock.

The name of the consignee, when it is a commission firm or bank, must not be changed except on the written release of such commission firm or bank.

When requested to make a diversion or reconsignment, agents should determine whether or not a through rate is applicable in the existing circumstances and inform the applicant in cases where the through rate will not apply as he may wish to make other arrangements in such cases.

**438. LAWFUL THROUGH RATE.** An order for diversion or reconsignment which specifies that through rate is to be protected will not be construed as obligating carriers to protect other than the lawful rate and charges under the rules of tariffs governing the rates.

**439. DIVERSION OF CARS MOVING ON NON-REVENUE WAYBILLS.** When a car moving on a non-revenue waybill is diverted, the agent at the diversion point must request the agent at the original billed destination to forward the revenue waybill to the agent at the new destination.

If the revenue waybill is not received promptly, agent at the new destination should wire the agent at the original destination to forward it rather than requesting agent at point of origin to furnish a copy.

Before taking a revenue waybill to account covering a car that has moved on a non-revenue waybill, agents must examine the non-revenue waybill and transcribe to the revenue waybill all references to service that may have been given the shipment in transit and assess charges for such service.

**440. WAYBILLING AND REPORTING DIVERSION OR RECONSIGNING CHARGES.** Tariff charges for diversion or reconsigning in transit must be covered by an advance only waybill which shall clearly describe the service for which charge is made. The advance only waybill and the revenue waybill shall be cross-referenced and attached to each other. The advance only waybill shall be reported on the forwarded abstracts and an offsetting debit taken by reporting on Form 26, Report of Miscellaneous Revenue.

**441. COLLECTION OF PREPAID CHARGES ON RECONSIGNED SHIPMENTS.** When a collect shipment is reconsigned and all charges are to be prepaid or when a prepaid shipment is reconsigned and all charges to the new destination are to be prepaid, the agent accepting the reconsignment order shall be responsible for the collection of all charges to fully

prepay the shipment, originally waybilled collect, or for the additional prepaid charges required to fully prepay shipment to the new destination.

If freight charges from the point of origin to the new destination can be determined at the time the reconsignment order is received, agent at point of reconsignment will reconsign the car on the original waybill and attach to it a prepaid only waybill for the amount of the charges which he is to collect.

If, for any reason, freight charges cannot be computed at the time reconsignment order is received, and delay to the car would result if held for computation of charges, agent at the reconsignment point will make notation, over his signature, on the original waybill, reading: "Agent at (new destination) . . . . . deliver car without collection of freight charges and notify agent at (point of reconsignment) . . . . . for P.P.O. to cover" and, upon receipt of notice from the destination agent issue a prepaid only waybill for that amount.

When shipments are reconsigned upon instructions from Traffic Department representatives such instructions must indicate where and to whom agent at reconsignment point will send freight bills for collection.

Agents at points where diversions are handled by yard office forces must instruct all concerned that the agent's office must be informed of all reconsignments involving the collection of charges as outlined in this rule.

**442. DIVERSION OR RECONSIGNMENT OF PREPAID SHIPMENTS ON A COLLECT BASIS BEYOND THE POINT OF DIVERSION.** When prepaid shipments are diverted and the diversion orders do not provide for the prepayment of additional charges to the new destination the agent at point of diversion shall cross out notations on the waybill indicating that the shipment is fully prepaid and mark the prepaid shown on the waybill "To Apply". Destination agent receiving a waybill so marked shall not deliver the shipment until the additional charges have been collected or guaranteed.

**443. PREPARATION OF FORM 1393, "NOTICE OF CHANGE IN HEADING AND COPY OF WAYBILL" FOR SHIPMENTS DIVERTED IN TRANSIT.** Agents at diversion points must issue a "Notice of Change in Heading and Copy of Waybill", Form 1393, for each and every car where the original waybill destination is changed and comes under one of the four following categories:

1. Shipments waybilled from a station on the C.M.St.P. & P. to a station on the C.M.St.P. & P. and diverted to a station on a foreign line.
2. Shipments waybilled from a station on a foreign line to a station on the C.M.St.P. & P. and diverted to a station on a foreign line.
3. Shipments waybilled from a station on the C.M.St.P. & P. to a station on a foreign line and diverted to another station on a foreign line.
4. Shipments waybill from a station on a foreign line to a station on a foreign line, where this company is included in the routing as an intermediate carrier and the original waybilled destination is changed.

No notice is necessary on any other diversions. All information necessary to complete each block on the "Notice of Heading Change and Copy of Waybill" should be shown and in addition thereto agent shall show in the block covering "authority for change" reference to his advance only waybill covering the diversion charge. If the reconsigning tariff does not provide a charge for a particular diversion, agent shall show the notation "No Diversion Charge Due." At those stations where diversions are handled by yard forces, the agent shall see to it that he is furnished with Form 1393 on which he shall insert the reference to his advance only waybill.

**444. CARLOAD TRAFFIC DIVERTED UNDER I.C.C. ORDER OR OTHER AUTHORIZED REGULATORY AUTHORITY.** When carload traffic is diverted from the waybilled

route under service order issued by the Interstate Commerce Commission, Bureau of Service, or by order of any other authorized regulatory body, the route shown on the waybill shall be corrected to show the new route via which the shipment must move. The waybill shall be endorsed: "Diverted under (Name of Authority) order number . . . . .". Rates and charges applicable to shipments diverted under such orders shall be assessed via the original route unless lower charges will apply via the route of movement.

**445. WAYBILLING CARS RECONSIGNED OR DIVERTED AFTER PLACEMENT.**

Diversion and Reconsigning Tariff G.F.D. 15800 series, specifies that, with certain exceptions, carload shipments reconsigned or diverted after placement are subject to the rates to and from the point of reconsignment or diversion.

If the waybill is still in the possession of the agent at the point of reconsignment or diversion, it must be noted "Reconsigned or diverted after Placement" so that agent at final destination will know what rates to apply.

If the waybill has left the possession of the agent at point of reconsignment or diversion, a new waybill must be issued to the new destination showing full reference to the inbound waybill. Inbound charges may be billed as advances on the outbound waybill.

**446. WAYBILLING SHIPMENTS TO FOREIGN LINES.** Shipments should be waybilled through to destination on foreign lines in all cases where through waybilling arrangements exist. The Traffic Department should be asked to quote through rates if they can not be determined from tariffs on file at the station.

Where through waybilling arrangements are not in effect, the shipment must be waybilled to the junction point showing the final destination and route in the column provided for that purpose.

The waybills must show the rate and freight charges to the junction point and the total amount of prepaid charges, if any, that were collected.

**447 to 455 incl., reserved for additional rules.**



## **EXPLOSIVES**

**456. EXPLOSIVES AND OTHER DANGEROUS ARTICLES.** Explosives and other dangerous articles will be accepted for transportation only in accordance with rules of the Interstate Commerce Commission Bureau of Explosives as shown in Agent H. A. Campbell's Tariff 10 supplements thereto or reissues thereof.

**457. WAYBILLING EXPLOSIVES AND OTHER DANGEROUS ARTICLES.** Waybills covering explosives and other dangerous articles must bear the imprint of caution stamps specified by the United States Bureau of Explosives. The names of articles of explosives or other dangerous articles must not be abbreviated on the waybill. Waybill must show the kind of caution labels applied to less carload shipments and the placards applied to cars loaded with explosives and other dangerous articles. Waybills covering empty tank cars must show the commodity that the car last contained.

**458. GENERAL APPLICATION—EXPLOSIVES.** Public Law 772, 80th Congress (62 Stat. 728) effective September 1, 1948. An Act to revise, codify and enact into positive law. Title 18 of the United States Code vests powers with the Interstate Commerce Commission to promulgate rules and regulations governing the acceptance, transportation and delivery of explosives, gases, corrosive liquids, radioactive materials, flammable solids and liquids, etc., and provides for penalties that may be inflicted upon shipper and carrier failing to comply with such rules and regulations.

The rules and regulations promulgated by the Interstate Commerce Commission in this connection are reproduced in Agent H. A. Campbell's Tariff 10, supplements thereto or reissues thereof, which will be referred to herein by the numbers of the sections in which they appear in the tariff.

Since the prime objective of these rules is to safeguard life and property, it becomes the personal responsibility of each person concerned with the handling of these commodities to comply fully with every detail of such rules and regulations.

### **THE LIFE YOU SAVE MAY BE YOUR OWN**

**459. NAMES OF DANGEROUS ARTICLES.** Part 72 provides that proper shipping names of articles as shown in Section 72.5 must be used on the bill of lading and shown in printing on the outside of shipping container.

Dangerous articles not described by names shown in Section 72.5 but classified as dangerous in Section 72, must be prepared for shipment in compliance with the regulations for the group within which they are classified.

Dangerous articles, other than explosives, having more than one hazardous characteristic, as defined in this tariff, must be classified according to the greatest hazard present.

**460. INSPECTION OF CARS FOR LOADING EXPLOSIVES.** Part 74, Subpart A, details the mechanical inspection that must be given to cars that are to be used for the loading of explosives.

Car Certificate, Form 350, must be prepared in triplicate and must be signed by the employee making the inspection and by the shipper, if the car is to be used for a carload shipment. Same procedure is required for cars in L.C.L. service, except shipper is not required to sign Form 350. One part must be attached next to the placard on each side of the car and the triplicate filed with shipping instructions.

**461. PLACARDS.** Subpart C of Part 74 specifies the kind of placards that must be attached to cars loaded with named explosives or other dangerous articles.

Regulations provide that when the lading requiring car certificates and placards are removed from cars, other than tank cars, the certificates and placards must also be removed from the cars.

After tank cars are unloaded all shipping cards must be removed and dangerous placards reversed to show "Dangerous—Empty". Tank cars containing residual phosphorus must be filled with water and placards as provided in Sections 74.541 and 74.555 of the tariff.

**462. ACCEPTING SHIPMENTS.** The bill of lading covering shipment of explosives or other dangerous articles must describe the articles by name as shown in Section 72.5. Abbreviations must not be used.

Shipper must certify on the bill of lading over his written or stamped facsimile signature or his duly authorized agent the following:

"This is to certify that the above articles are properly described, and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Interstate Commerce Commission." The kind of labels applied to the containers must be shown on the bill of lading. Bills of lading for blasting caps must show the number of blasting caps in the shipment.

**463. PREPARING SHIPMENT.** Parts 73 and 74 name the specific explosives or other dangerous articles that may be accepted for transportation. There are a number of such articles that **MUST NOT BE ACCEPTED**.

Included is detailed information as to packing, marking and labels required for each specific kind of article that must be complied with before the shipment can be accepted for transportation.

Shipments packed in leaky or defective containers **MUST NOT BE ACCEPTED**.

Also included are instructions as to how such shipment must be loaded and secured in the cars. Sections 74.537 and 74.538 name the specific articles that **MUST NOT BE LOADED INTO THE SAME CAR**.

Section 72.5 of part 72 names and classifies the various explosives and other dangerous articles and specifies the kind of label that is required to be attached to each container.

**464. WAYBILLING DANGEROUS ARTICLES.** Waybills covering shipment of explosives and other dangerous articles must be stamped near the space for showing the car number with the required stamp as provided in Section 74.584. The lettering on the stamp must be  $\frac{3}{8}$ " high. (See Rule 1369)

**465. LOCATION IN TRAIN—EXPLOSIVES.** When trains made up by crews other than the crew handling the train include cars placarded "Explosives", agent or yardmaster must prepare Form 3849 in triplicate and deliver the original and one copy to the crew handling the train. The triplicate must be endorsed with record of delivery to the train crew and filed for station record.

The position of cars containing explosives in freight or mixed trains must conform with Interstate Commerce Commission regulations, published in Bureau of Explosives Pamphlet 20-G.

**466. DELIVERY OF EXPLOSIVES.** Except where local ordinances provide for a shorter time period, consignee must be required to take delivery of explosives or other dangerous articles within 48 hours after notice of arrival has been sent or given, Saturdays, Sundays or holidays not included.

Shipments not delivered within the time limit must be disposed of in accordance with Section 74.564.



467. **RECIPROCAL ARRANGEMENTS.** Shipments of explosives or other dangerous articles originating in the United States and prepared for shipment in accordance with current regulations will be transported from port of entry to destinations in Canada and shipments originating in Canada and prepared for shipment in accordance with effective regulations in Canada will be transported from port of entry to destinations in the United States.

468. **WAYBILLING EMPTY TANK CARS.** Waybills prepared for the movement of empty tank cars must show name of commodity last loaded into the car and the kind of placards applied to the car, if required.

Tank cars last containing phosphorus must be filled with water and placards as provided in Sections 74.541 and 74.555 and waybilled as one tank car of water and endorsed "Caution—This car contains residual phosphorus and must be kept filled with water."

469. **"ORDER" OR "C.O.D." SHIPMENTS OR CLASS "A" EXPLOSIVES.** "Order" or "C.O.D." Shipments or Class "A" Explosives or blasting caps **MUST NOT BE** accepted for shipment except when covered by a through bill of lading destined to a foreign country.

470. **GENERAL—EXPLOSIVES.** Agents will be governed by rules and charges published in Demurrage and Storage Freight Tariff 4-D/or reissues thereof published by Agent H. R. Hinsch and other applicable tariffs, regarding the assessment of demurrage charges on carload shipments, storage on less carload shipments and hazardous storage charges on shipments of explosives and other dangerous articles.

Agents are responsible for the maintenance of proper records pertaining to shipments subject to demurrage, storage and hazardous storage charges and for the assessment and collection of such charges.

The Interstate Commerce Commission regulations provide maximum penalties upon carriers found guilty of violations of tariff provisions and upon patrons accepting unlawful waiver of tariff charges.

When any doubt exists regarding the application of charges or the interpretation of rules relating to demurrage, storage or hazardous storage charges, agent must apply to **Auditor of Station Accounts and Overcharge Claims** for instructions.

471 to 480 incl., reserved for additional rules.



## **EXPORT, IMPORT AND BONDED FREIGHT**

**481. BONDED FREIGHT.** Imported freight not released by United States Customs at port where goods enter the United States, or freight moving through the United States from a port of entry to a port of exit, is in the custody of the United States Customs Service.

**482. DELIVERY TO CONSIGNEE.** Delivery of bonded freight must not be made except to the U.S. Collector of Customs or upon his order. When Customs order calls for release or delivery of merchandise, Agent must determine that proper documents have been tendered and that there is no duplication of either local or through bills of lading.

**483. TRANSFERRING "IN BOND" FREIGHT.** When it becomes necessary to transfer the contents of a carload shipment of "In Bond" freight to another car because of a derailment or other disability of the car, Foreign Freight Agent must be notified by 'phone or wire immediately. The transfer must be done under the supervision of a Customs Officer but if no Customs Officer is available due to the location of the transfer it must be done under the supervision of the agent or representative of the General Freight Claim Agent or representative of the Assistant to Vice President in Charge of Claim Prevention.

Waybill and manifest must be endorsed showing the reason for the transfer, name of the station where made, date and signed by the agent or railroad representative supervising the transfer.

The car into which transfer is made must be sealed with this Company's seal and Customs Warning Card, Form 3022, attached to the outside of each car door.

Telegraphic report must be made to Foreign Freight Agent, Assistant to Vice President in Charge of Claim Prevention, Superintendent and General Freight Claim Agent stating station where transfer was made, reason for transfer, initials and numbers of the cars from and to which transfer was made and the results of the check of the shipment with waybill and manifest.

**484. "IN BOND" FREIGHT AT DESTINATION.** Destination agent must immediately report arrival of "In Bond" freight to Customs Officer and deliver to him the manifest covering the shipment. Consignee must be notified promptly of the arrival of bonded freight and notified to arrange for clearance through Customs.

Less than carload freight must be placed in that part of the warehouse assigned to bonded freight or as otherwise instructed by the Customs and held until cleared by the Customs. Carload freight shipments must be held subject to orders of the Customs until released by them.

Shipments that have been released by Customs may be delivered to the consignee unless the delivery is otherwise restricted. Shipments of meat of foreign origin may not be delivered to consignees in the United States until it has been released by the Bureau of Animal Industry.

When due to consignee's neglect to have the shipment cleared through the Customs or for any other reason the Customs orders the shipment removed to a bonded warehouse, agent must immediately file a lien, on Customs forms, for the charges with the Customs officer. If all charges are paid after the lien has been filed, Customs Officer should be notified to cancel the lien.

Foreign Freight Agent should be notified promptly of any delay or difficulty in the release and delivery of bonded freight.

### **485. ENTRY OF MERCHANDISE.**

(a) Consignees are required to enter imported goods at the United States Customs Office within forty-eight hours, Sundays and holidays excluded, after arrival. In making

entry, the consignee must present the original bill of lading, a certified copy thereof or a certificate of ownership as provided below.

(b) When the original bill of lading is surrendered to the agent before entry is made, the consignee should be given in exchange, a copy of the bill of lading, certified a true copy, attached to the carrier's certificate and release order reading:

"The undersigned carrier, to whom or upon whose order the articles described below or in the attached document must be released, hereby certifies that \_\_\_\_\_  
of \_\_\_\_\_ is the owner or consignee of such articles within the purview  
of Section 484 (h), Tariff Act of 1930.

- (1) Marks and number of articles \_\_\_\_\_.
- (2) Description and quantity of merchandise \_\_\_\_\_.
- (3) Gross weight in pounds. (Furnish this information only if the importing carrier is a vessel. State cubic feet in addition to gross weight if freight charges are based on space tonnage.)
- (4) Foreign port of lading and of sailing. (Furnish this information only if the importing carrier is a vessel.)
- (5) Bill of lading No. \_\_\_\_\_.

\_\_\_\_\_(Name of carrier)  
\_\_\_\_\_(Agent)"

This form of Carriers' Certificate and release order is covered by Customs Form 7529.

(c) In the case of "Straight" shipments, if the original bill of lading is not available, the agent is authorized to give the consignee a carriers' certificate (Customs Form 7529) of ownership for the purpose of making entry which can be made on either the carriers' certificate or the original bill of lading when accompanied by the carriers' release order.

(d) Entry of goods may also be made by any person upon the production of a duplicate bill of lading certified a true copy, attached to the carriers' certificate and release order (Customs Form 7529) as provided in Section 484(i) of the Tariff Act of 1930.

(e) In the case of a shipment billed to "Order" where the original bill of lading is not available, a duplicate may be prepared and attached to the carriers' certificate and release order (Customs Form 7529) and given to the apparent owner for the purpose of making entry. Care must be exercised to conform to the Rules and Regulations Covering Issuance, Handling and Disposition of Bills of Lading, and to see that all the rights of carriers against a shipment have been satisfied, i.e., all charges have been paid, and in case of an "order" shipment, the original bill of lading properly endorsed has been surrendered or a substitute in accordance with Consolidated Freight Classification Rule 7, has been supplied, before signing the Release Order, in accordance with Section 484(j) of the Tariff Act.

(f) Merchandise can be released from customs custody only upon the order of the carrier bringing the merchandise to the port of entry. The order may be qualified as follows:

- (1) (If the merchandise is entered for warehouse) "For transfer to the bonded warehouse designated in the warehouse entry."
- (2) (If the merchandise is entered for transportation in bond) "For transfer to the bonded carrier designated in the transportation entry."
- (3) (If the merchandise is entered for exportation) "For transfer to the carrier designated in the export entry."

Carriers' certificate and release order Customs Form 7529 when used in making ENTRY, shall identify the merchandise or be attached to a copy of the original bill of lading certified by the carrier to be a true copy of the original and shall be retained by the collector as evidence that the person making entry is authorized to do so. Form 7529 may be printed by private parties provided it conforms to official form in size, wording, color and arrangement, and is for sale by collectors of customs at a nominal cost.

#### **486. DELIVERY OF FREIGHT IN BOND.**

(a) Bonded freight must not be delivered to the consignee until inspected and cleared by the Customs Officer, and if carload, must not be placed on a private siding, except at a bonded warehouse, until cleared by the Customs Officer. A heavy penalty is prescribed for the violation of this rule. See Paragraph 627-(5).

(b) When, upon the request of the importer, merchandise is examined elsewhere than at the public stores, or at a place other than a port of entry or a customs station at which a Customs Officer is permanently located, the additional expense, if any, shall be paid by such importer. The expenses chargeable to the importer in such cases shall also include actual expenses of travel but not the per diem (salary) compensation of the examining officer. (U.S. Customs Regulations, Sec. 14.2b).

#### **487. WAYBILLING BONDED IMPORT SHIPMENTS.**

(a) Shipment imported via United States seaboard port, moving from the seaboard port under United States Customs Bond for release at an interior port of entry shall be waybilled to the interior port designated by the Collector of Customs at the seaboard port and shown on Customs Form 7512—"Transportation Entry and Manifest of Goods Subject to Customs Inspection." Shipment must be billed to the Collector of Customs for (name of consignee). The words "In Bond-Freight must not be delivered until released by U.S. Customs" must be plainly and prominently shown on the waybill in the space provided for "Description of Articles, etc." When the destination of the shipment is other than the interior port of entry, the final destination must be shown on the waybill in the space provided.

(b) Shipment from Canada or Mexico when waybilled to destination and moving from border port of entry under United States Customs Bond for release at an interior port of entry—agent at border port shall show on waybill, above name of consignee, "Collector of Customs for" and make notation on waybill "In Bond—Freight must not be delivered until released by U.S. Customs." If destination of shipment is other than the interior port of entry, as indicated by the Collector of Customs at the border port and as shown on Customs Form 7512, agent at border port shall also change heading of waybill to read to such interior port of entry and show final destination in space provided on waybill.

(c) Shipment from Canada or Mexico, subject to rebilling at border port of entry, shall be waybilled as provided in Paragraph (a).

(d) When destination is other than the interior port of entry and shipment has been released from Customs, the agent at interior port of entry shall make notation on waybill, "Released from Customs at (interior port of entry)" followed by signature of agent, heading of waybill shall be corrected to final destination and shipment forwarded.

(e) Any loss account customs duties or penalty assessed by the Collector of Customs due to failure to have shipment released from Customs shall be borne by waybilling or border port of entry carrier, as may be responsible, when waybill does not indicate shipment "In Bond," and by carrier reporting revenue waybill when waybill indicates shipment "In Bond," or, if destination is not the interior port of entry, when waybill indicates shipment "In Bond" but does not bear notation, "Released from Customs at (interior port of entry)," as provided in Paragraph (d).

**488. CUSTOMS PAPERS.** Agents should inform shippers of export freight that prompt processing of shipments by customs officials for both the exporting and importing country is dependent upon required documents being available at the time the shipments reach the border.

Shippers may mail the customs papers to a customs broker or other authorized party for use in clearing shipments through the Customs but past experiences too often indicate that such practice has resulted in delay and expense to the shipper due to the required documents

not being available when the shipments arrive at the border. For that reason agent at point of origin should urge shippers to surrender to him the required customs papers, especially Export Declaration, to be placed in an envelope which must be securely attached to the waybill to insure that the documents will be immediately available upon arrival of the shipment at the port of exit.

In any event the shipper should make one of the following statements on the shipping instructions or bill of lading issued at the point of origin.

- (1) "Shipper's Export Declaration is attached."
- (2) "Shipper's Export Declaration has been mailed  
to \_\_\_\_\_ at \_\_\_\_\_."
- (3) "Shipper's Export Declaration will be delivered  
to \_\_\_\_\_ at \_\_\_\_\_  
By \_\_\_\_\_."

United States Customs regulations provide that export shipments arriving at a port of exit i.e., Canada and Mexico without the Export Declaration which incidentally does not have to be notarized, may be permitted to pass when the carrier has posted a bond to guarantee its subsequent surrender within fifteen (15) days after passing of the shipment. A penalty is imposed for each failure to surrender the Export Declaration within this time limit.

**489. EXPORT WITH BENEFIT OF DRAWBACK.** When shipper of articles or commodity originally imported into the United States and subsequently exported to another foreign country intends demanding a refund in whole or part of the duty paid upon arrival into the United States, he must prepare United States Customs Form 7511-A in quadruplicate and attach to Export Declaration and deliver to billing agent to be attached to the waybill.

Agent at port of exit, after detaching any special instructions that may have been attached by the shipper, shall promptly file the Export Declaration and the Form 7511-A with the Customs Officials. He must obtain the return of the Fourth copy of the Form 7511-A after it has been properly stamped or signed by Customs Officials and forward it by U. S. mail to the addressee designated by the shipper.

**490. SHIPPER'S EXPORT DECLARATION.** Before shipments destined to foreign countries, or shipped between the United States, its territories and possessions, except Hawaii and Alaska, may leave the United States, the Government requires that specific information with respect to each shipment be shown on a "Shipper's Export Declaration" and that such declaration be filed with the Collector of Customs at the port or border point of exit. These declarations are the source of export statistics prepared by the U.S. Department of Commerce and all data required therein must be furnished in the manner prescribed. The information given therein will be held as confidential. If possible, the Export Declaration should be attached to the waybill in order to be available upon arrival of shipment at port of exit and waybill endorsed accordingly.

**491. FORM OF DECLARATION 7525-V.**

(a) The Form of Shipper's Export Declaration is Commerce Form 7525-V currently revised to May 1954 and must be made in triplicate by the shipper, owner or authorized agent, the third copy of which must be filed with the United States Customs Officer for shipments destined to Canada and the third copy is for the use of broker at the border on shipments destined to Mexico.

(b) Rail carriers ordinarily will not furnish Shipper's Export Declaration forms which may be obtained from the Collector of Customs at a nominal charge, however, in order to meet competitive practices, when necessary, you may obtain a set of these forms by writing the Foreign Freight Agent, Chicago, Illinois. The form may be printed by private parties,

provided they conform strictly to the official form in size, wording, color and arrangement, including the instructions on the back thereof.

(c) Shippers Export Declaration (Form 7525-V) must be legible and must be prepared on typewriter, in ink, or with indelible pencil. The data required therein must be complete and must be inserted in the spaces provided therefor on the declaration form. Declarations carelessly or incompletely prepared will result in shipments being detained at the port or border point of exit.

Before a carload shipment is offered for transportation to a Pacific coast port for export it is customary for the shipper to apply to the Traffic Department of the railroad serving the port for a railroad shipping permit, which will be issued only on evidence that arrangements for ocean space for transportation by vessel have been made. This permit is then sent to the freight agent at point of origin authorizing him to accept the shipment for transportation as indicated thereon.

Shipments for export through Pacific Coast ports may move on domestic bills of lading if the shipper elects to make his own arrangements for ocean transportation; or they may move on domestic bills of lading to be exchanged for an export bill of lading prior to arrival of the shipment at the port.

In this connection, it might be well for the local agents and rate clerks to familiarize themselves with the rules and regulations published in TCFB Westbound Export Tariff 29 Series, which requires that steamship space reservation, railroad permit number and foreign destination be shown in the body of the domestic bill of lading so as to insure protection of the export rate and absorption of terminal charges, where authorized.

The U.S. Department of Commerce requires that a Shipper's Export Declaration be made and filed with the Collector of Customs at the port of exportation, on all shipments exported. The carrier's representative signing the export bill of lading on behalf of the railroad company should ascertain that this requirement has been fulfilled, and notation should be made on the waybill covering export shipments indicating where this declaration has been sent. It is customary to mail it to the railroad freight agent at the port although it may be securely attached to the original revenue waybill and accompany the shipment.

**492. INVOICES FOR CANADIAN CUSTOMS.** Certified invoice, in duplicate, is required for each shipment exported to Canada.

When goods are sold prior to shipment the invoice must be prepared on Form 3020 or similar form furnished by shipper.

When goods are shipped on consignment, without prior sale, the invoice must be prepared on Form 3021 or similar form furnished by the shipper.

Invoices may be placed in envelope and securely attached to waybill or may be mailed or delivered to Canadian Customs at port of entry or the interior port to which the shipment may be transported in bond.

**493. FREIGHT IN BOND THROUGH U.S.** Freight transported between two foreign countries moving through the United States "In Bond" require 8 copies of Transportation Entry Form 7512, one copy of which must be attached to the waybill for delivery to U.S. Customs at port of exit. Waybill must be endorsed "In Bond".

Each package of less than carload freight must have attached to it two Customs warning labels, Form 3048, or tags, Form 3048½, one of which must be placed near the name of the consignee and destination.

Carload shipments must be secured with U.S. Customs seals applied to each door. Customs warning cards, Form 3022, must be attached to the outside of each car door.

**494. TARIFF RULES TO BE OBSERVED IN HANDLING BONDED SHIPMENTS.** Item 460 in CMStP&P tariff 6000-Series, headed "Merchandise In Bond" should be carefully studied by agents and others involved in the handling of freight in bond, both import and export. Rules and regulations contained therein must be carried out in every respect.

In the event there is any doubt in the Agent's mind regarding the handling of import bonded freight, or export documents, such as export declaration, etc., write, wire or telephone Foreign Freight Agent, Union Station, Chicago for full information and instructions.

**495 to 500 incl., reserved for additional rules.**

**501. FIRE PREVENTION, PROTECTION AND REPORTING.** The protection of properties against fire is an important part of the duties of every employee. He should do everything in his power to prevent a fire and, if fire does originate, to extinguish it, or have it extinguished with minimum damage. "Call the Fire Department" is a worthy adage.

Any condition which tends to unnecessarily increase the probability of fire occurring should be rectified promptly or reported to the proper authority for attention.

Employees in charge of property shall know that fire fighting equipment is in operating condition; be familiar with any operating instructions on the face of such equipment and understand its approximate extinguishing value. Fire extinguishers should be conspicuously located; their tops should be not more than five feet above the floor and passage to them should be unobstructed.

Most fires result from carelessness or indifference. They can be avoided by forethought and safe practices. Some precautionary measures are the following:

- (1) Cleanliness and orderliness—good housekeeping—is essential.
- (2) Where smoking is permitted, provide adequate and safe receptacles for disposal of smoking materials. In areas where smoking is prohibited, such as freight warehouses, "No Smoking" signs should be conspicuously displayed and the rule should be enforced, even as applied to patrons.
- (3) Store fuses or torpedoes only where required to do so, and then keep them in metal container—away from sources of ignition or high temperatures.
- (4) Flammable liquids or painting materials should not be stored unnecessarily. Where such storage is necessary, it should be in metal containers and in minimum quantities.
- (5) Rubbish or refuse should not be accumulated; it should be safely disposed of each day.
- (6) Defects or deficiencies in space heating equipment should be reported promptly. Such equipment, chimneys and smoke pipes should be examined and cleaned thoroughly at least once a year.
- (7) No combustible materials should be in contact with steam pipes, radiators, smoke pipes, electric light globes or other heating appurtenances; nor closer than 36 inches to a coal burning stove or 24 inches to an oil or gas burning stove.
- (8) Branch electrical circuits shall not be fused higher than 15 amperes. If that size fuse will not hold, proper authorities should be notified so that adjustments can be made. The use of oversize fuse is prohibited. All electrical corrections, other than replacement of fuse of proper amperage and changing of light bulbs, should be made by a qualified electrician.
- (9) Storage of employee owned automobiles in company buildings is prohibited.
- (10) Charcoal should be stored in dry and well ventilated locations. Where stored in bags, floor skids should be provided and wooden strips between each tier to provide ventilation. Charcoal that has been wet is particularly subject to spontaneous heating



and should be removed from the premises. Likewise, any charcoal dust should be swept up and disposed of.

Any condition or practice existing at an industry or on property adjoining the railroad, which obviously endangers the latter's property and all fires of concern to the railroad must be reported promptly to the division superintendent.

**502 reserved for additional rule.**



## FREIGHT BILLS AND FREIGHT RECEIVED RECORD

### 503. FREIGHT BILLS: USE OF FORMS—PREPARATION, RECEIPTING, FILING OF—DESCRIPTION OF FREIGHT BILL FORMS IN USE.

Three Part — Freight Bill, Delivery Receipt and Station Record.

Six Part — Freight Bill, Delivery Receipt, Cashier's Memorandum, Arrival Notice, Station Record and Copy.

Note: At a few of the large terminal stations, six or more part Freight bills are in use, the extra parts having been designed to meet the particular requirements of those stations.

The three-part Freight Bill shall be used at the smaller stations, and at the medium sized stations where the Cashier's memorandum and Arrival Notice are not required.

The six-part Freight Bill shall be used at larger stations.

Freight Bills shall be prepared on typewriter or with indelible pencil, and agents shall exercise extreme care to see that all information called for by the form is properly shown.

The name and state of the issuing station shall be entered on each and every freight bill issued, the name of the issuing station to be printed or written out in full immediately followed by the name of the state, which may be abbreviated in the usual manner.

At stations where freight bills are not prepared by typewriter, agents shall use station audit stamp to designate the issuing station.

Point of shipment shall be written out in full immediately followed by the name of the state abbreviated in the usual manner.

The shipment shall be fully and properly described and when necessary to abbreviate, it shall be done in such a manner that the abbreviation will be readily understood.

Weight, Rate, Freight Charges, Advance Charges, and prepaid charges shall be shown in the proper columns and the total to collect from the consignee carried to the line provided for that purpose at the lower right corner of the form. Consignee to be shown on freight bills depends upon whether the shipments are billed open or subject to the surrender of order bills of lading or delivery orders. Freight bills covering "Order" shipments must show the consignee thus:

"Order of John Smith  
Notify Richard Jones"

Freight bills covering shipments subject to surrender of delivery orders must show consignees thus:

"John Smith  
Advise Richard Jones"

Shippers' names must be shown on freight bills as they appear on the waybills except when, through diversions, the names of original shippers have been changed and the consignees deal with an intermediate party; in such cases the name of the original shipper must not be shown on freight bill or disclosed to consignee.

Route over which shipments moved must be shown, giving the name of each carrier and the junction points at which shipments were turned over to another carrier.

Miscellaneous charges shall be properly described on all freight bills, so that the consignee may know at what point, and for what service, the charges accrued.

When shipments originate on foreign lines, agents shall show complete routing and junction points necessary to substantiate the charges assessed.

The freight bill number shall be shown in the space provided on the waybill.

Local Freight Bills shall be numbered consecutively beginning with No. 1 each month. A separate series of numbers shall be assigned to freight bills covering interline received waybills, starting at a number that will not be reached by the local bills, to avoid a duplication

of numbers, which causes difficulty in posting collections to the Registers. Stations whose accounting work is performed in the Central Station Accounting Bureau will use freight bill numbers specifically assigned by the Auditor of Station Accounts and Overcharge Claims.

Freight bills shall not be receipted until the charges thereon have been paid. This, however, is not to be construed as modifying in any way the rules governing the matter of collections by sight draft, which rules provide for receipted freight bills covering such shipments being enclosed in sight draft envelopes. In case a bill is partly paid, a receipt shall be issued for the exact amount collected. Freight Bills covering shipments received fully prepaid shall not be receipted, but merely delivered to the consignee for his record.

The use of rubber signature stamps in receipting freight bills is prohibited. Agents shall sign their full name in receipting for payment. If collections are made by one of the agent's assistants, the agent's full name shall be written or stamped followed by the initials or the last name of the party making the collection.

The use of "Paid" stamps has been authorized at certain stations. In receipting freight bills with these stamps, the agent, cashier, assistant cashier, or the collector shall show their initials or last name, written in full, in the stamp.

Car initials and number in which less carload shipments are received must be shown on freight bills. If a carload shipment has been transferred in transit, the original car initials and number must be shown in addition to the initials and number of the car in which shipment was received.

Packages and articles must be described in proper terms. Abbreviations not in common use should not be used. If the manner of packing is a rate factor, it must be shown on freight bills. If packages or articles bear shippers' invoice numbers or any other identifying marks, they must be shown on freight bills.

Weights of each article and the combined weights of articles taking the same rate must be shown. If a carload shipment has been track scaled, the scale station, gross, tare and net weights and allowance for dunnage if any must be shown. If the actual weight is less than the tariff minimum, both weights must be shown. If shipper's certified weights, agreement weights or tariff weights, per car, are used, freight bills must show this information.

Rates and charges applicable to each article or class of articles must be shown. If advance charges are involved, the point of accrual, nature of such charges and the factors on which charges are based must be shown. If advance charges represent freight charges to a junction point where shipment has been rebilled, the rate must be shown.

If more articles are received than the waybill calls for and consignee's invoice or bill of lading calls for the articles received, the waybill may be corrected and the freight bill issued accordingly. If consignee's invoice or bill of lading does not call for all the articles waybilled, the freight bill should be issued for only the articles belonging to the consignee, holding other articles for disposition.

If any articles check short, the delivery copy and freight received copy of freight bill must be marked accordingly. Original freight bills should not be marked "Short" unless the consignee demands it. If notation of shortage has been made on the original freight bill and articles are subsequently received on an "Over" waybill or without waybill, a freight bill showing reference to the original pro and waybill must be made and consignee's receipt for the goods obtained, which must be attached to the receipt portion of the freight bill covering the original shipment.

The station copy of the freight bill must be referenced to show any loss or damage apparent upon receipt of the shipment but this information should not be shown on the original freight bill unless consignee demands it. The station copies of freight bills should be referenced with the date and number of O.S. & D. reports.

The station record shall be detached and filed numerically daily. Reference shall be made immediately on the station record to all waybill corrections and prepaid only waybill, received and forwarded, issued in connection therewith.

The delivery receipt shall be filed each day in the same order that they appear in the cash book. For example: If an April freight bill is paid on October 15, the delivery receipt shall be filed with the remainder of the delivery receipts for shipments paid October 15th, in the order that they appear in the cash book.

At stations where the delivery receipt is handled in the warehouse by the warehouse foreman, it will be necessary to sort and file the delivery receipts in numerical order monthly and bind them in accordance with instructions.

The Cashier's memorandum copy of freight bills shall be filed each day in the same order that they appear in the cash book.

Form 218 is provided for use at stations where the prepaid freight bill is written separately from the waybill. Form 2644 registers with the waybill forms and is to be used as an insert and written with the waybill in one operation.

A prepaid freight bill shall be issued for each shipment forwarded prepaid, except in cases where the prepaid charges collected are receipted for on the original bill of lading. Prepaid charges shall not be receipted for on the original bill of lading where the consignor requests, and is issued, a receipted prepaid freight bill.

Local prepaid freight bills shall be numbered consecutively beginning with No. 1 each month, a separate series of numbers being assigned to the Interline bills.

The Duplicates of Prepaid Freight Bills shall be filed each day in the same order that they appear in the cash book and properly bound in accordance with instructions.

Form 113 shall be used in expensing Demurrage and Storage charges assessed in accordance with Current Demurrage and Storage Tariffs. Freight Bills-Form 72, must not be used for this purpose.

In preparing Demurrage and Storage Bills, care must be used to see that they are correctly made and all the information called for by the form shown thereon.

Demurrage Bills covering straight Demurrage and average agreement charges shall be numbered consecutively, beginning with No. 1 each month. Storage Bills shall be numbered consecutively beginning with No. 1 each month.

The duplicates of Demurrage and Storage Bills shall be filed daily, in the same order that they appear in the cash book, together with other bills cash booked on that date.

Form 1072 shall be used in expensing all shipments of Company Material carrying charges. The bills should be issued in quadruplicate.

The quadruplicate of the bill shall be filed each day in the same order that they appear in the cash book.

Should the patron find an error in the freight bill, he may correct it and pay accordingly. The change should be made in red ink and tariff authority indicated upon the face of the bill. The agent, if he finds the change correct, will accept the payment tendered, but if he finds the correction has been improperly made, he will return the bill at once, showing the proper amount, the payment of which he must insist upon. A patron may make claim in the usual form for any overcharge believed to exist. Agents will aid patrons in arriving at proper charges.

When a consignee or shipper makes a change in the charges shown on bills mailed for collection, and payment is accepted accordingly, agent shall prepare a new bill, marked "corrected bill", same number and date, showing the charges as paid by the consignee or shipper. Bills must not be receipted carrying corrections made by the consignee or shipper.

Balance due bills covering agent's and Freight Auditor's undercharge corrections shall be given a current date, and number, on the day taken to account by the agent and shall show reference to the original Freight Bill number and the date shipment was received. Balance due bills should show all the information shown on the original to enable the consignee or shipper to readily identify the shipment. The bill should show "As Collected" and "As Corrected", and the balance to collect carried to the "Total" line on the lower right corner of the bill.

**504. FREIGHT RECEIVED RECORD.** The destination agent must verify the correctness of billed rates and charges and will be held responsible for the collection of proper charges, even though it is the duty of the forwarding agent to apply the correct rates and charges on waybills.

The station tariff file must be kept up to date so that errors will not occur through the use of expired or supplemented tariffs.

Minimums are established for all classes of articles both carload and less carload and must be observed.

Actual weight as determined by weight agreement, tariff weight or scale weight must be applied if higher than the established minimum weight. If car is loaded to full visible capacity, actual weight may be applied, if permitted by tariff, providing the waybill bears notation, "Loaded to full visible capacity, apply actual weight."

Where tariffs provide for a minimum weight for the size or length of the car used, such minimum weight must be protected unless waybill bears notation that a smaller car was ordered and tariffs permit application of the minimum provided for the size of car ordered and the shipment could have been loaded in a car of that size.

The kind of containers used and the manner of packing is often a factor in determining the correct rate and must be considered when revising waybills.

The route over which a shipment has moved or was routed may have a bearing on the applicable rate and must be observed when revising waybills.

The declared value of a shipment in some cases is a factor in determining the applicable rate and must be observed.

Charges for services performed in transit, such as icing, heating and stopping in transit, must be correctly assessed.

When unable to determine the rate applicable, agent should contact the Division Freight Agent stating date of shipment, point of origin, route, commodity and weight, requesting correct rate.

Extensions on all waybills and freight bills must be verified before taken to account or before bills are presented for collection.

Forwarding agents must ascertain and apply correct rates on all forwarded shipments whether billed prepaid or collect.

Agents at large stations must see that revising and bill clerks are familiar with and apply correct tariff rates in order to eliminate the likelihood that errors might occur at destination.

Shipments that originated in another state are subject to interstate rates regardless of the fact that they may have been rebilled at a point within the destination state.

Freight charges on misrouted shipments must be assessed on basis of the rates applicable via the route shown on the waybill.

The charges to be collected from the consignee will be determined by routing shown on the bill of lading covering the shipment.

When the bill of lading shows:

(a) Routing as it appears on the waybill and no rate, charges must be collected on basis of the rates applicable via the route shown on the waybill.

(b) Routing as it appears on the waybill but a rate lower via a different applicable route such lower rate must be collected.

(c) No routing or rate shown, charges must be collected on basis of the lowest rate applicable.

Station relief claim supported with copy of waybill and bill of lading must be submitted to clear any outstanding balances due to misrouting.

Merchandise is often sold on agreement between the shipper and the consignee that freight charges, to a certain rate or amount, will be paid by the shipper in a lump sum applicable toward the payment of the freight charges on a shipment without designation as to its application, and in such cases the waybill and freight bill must be noted "To Apply".

If consignee produces a bill of lading reading "To be Prepaid", "Fully Prepaid" or a different amount of prepayment is shown on the bill of lading than appears on the waybill, the prepaid charges should be corrected according to the bill of lading and a waybill correction sent to the waybilling agent.

**505. RECORDING ON FREIGHT BILLS OF PERMIT NUMBERS GIVEN EXPERIMENTAL OR TEST SHIPMENTS UNDER CLASSIFICATION RULE 49.** Classification Rule 49 provides for determining the merits of shipping containers which are not specifically provided for in the classification. Shipments in such containers will be accepted for the purpose of experimentation or test without the assessment of increased charges as provided in Rule 5 of the Classification.

Permit numbers are assigned to these test shipments and Rule 49 provides that these permit numbers be recorded on the bill of lading and on the freight waybill, but the Rule is silent with respect to the transcription of these numbers to the freight bills.

To facilitate the handling of freight claims it is essential that agents at destination also transcribe to the freight bills the permit numbers which are shown on the waybills.

**506 to 510 incl., reserved for additional rules.**





## FREIGHT REPORTS

**511. ABSTRACTING WAYBILLS COVERING SHIPMENTS BILLED TO BE STOPPED IN TRANSIT, TO COMPLETE LOADING OR TO PARTIALLY UNLOAD.** The ultimate destination of the shipment determines whether the waybill should be listed on Local or Interline Forwarded Abstracts. The "TO STATION" has no bearing on that question. As an example, a waybill covering shipment from Red Wing, Minn. to LaCrosse, Wisc., for partial unloading or additional loading, final destination Milwaukee, Wisc., shall be listed on Local Forwarded Abstracts whereas a waybill from Red Wing, Minn., to LaCrosse, Wisc., for partial unloading or additional loading, final destination Cleveland, Ohio, routed CMStP&P-NYC shall be listed on Interline Forwarded Abstracts.

**512. ACCOUNTING DEPARTMENT AUDIT NUMBERS ASSIGNED TO AGENCY AND NON-AGENCY STATIONS.** Accounting Department Audit numbers have been assigned to all stations, agency and non-agency, by the Freight Auditor. The audit number shall be shown, preceding the station name on all reports sent to the Freight Auditor; also on all waybills by forwarding and receiving agents. Agents preparing reports for non-agency stations must show the audit number and name of the agency station in the space designated on the report for the reporting station. Entries on the report for non-agency stations should be preceded by the audit number and name of the non-agency station.

The station audit number and name, when shown on any report, whether by use of rubber stamp or by other means, should be shown on each and every copy of such report including the copy retained in the station file and in addition the audit number and name of the non-agency station, when required.

**513. FORM 26, "REPORT OF MISCELLANEOUS REVENUE".** Freight agent should make entries on Form 26, "Report of Miscellaneous Revenue" daily as they accrue. The report shall be made in duplicate and contain full detail covering the nature of the charge such as Sale Authority Number, Re-icing, Reconsigning, Weighing, etc., also waybill, freight bill and car reference, if any. The report shall be totaled on the last day of the month and the amount carried to the proper column of Form 268, "Statement of Monthly Freight Accounts". The total shown in the "Miscellaneous Revenue" column of Form 268 shall be carried to Line 9 of the station balance sheet. The original of Form 26 shall be mailed in time to reach the Freight Auditor the fifth day of the month immediately following that for which rendered.

**514. FORWARDING REPORTS TO THE FREIGHT AUDITOR IN REPEATER ENVELOPES, FORM 1632.** Repeater envelope should be used for transmitting all reports to the Freight Auditor, except by agents authorized or instructed to use U.S. Mail. There are two places on the face of the envelope which should bear the stamp impression of the station showing audit number and name. (It is extremely important that the stamp impressions be clear and distinctly legible) It is also important that an agent does not use an envelope bearing a station name other than his own. All copies of waybills, original waybills, and corrections must be securely attached to the abstracts on which they are reported by pin or staple brad. The repeater envelope is large enough to contain most reports without folding so whenever possible to insert reports flat, agents should do so. Copies of waybills attached to Interline Forwarded Abstracts, Form 524, should be fastened lengthwise so it will not be necessary to fold the abstract. Reports, except those which are required to be fastened together, must be kept separate, although they are inserted in one envelope.

## **515. PREPARATION OF DAILY ABSTRACT AND REGISTER.**

(Except for Those Stations Reporting to the Central Station Accounting Bureau)

**INTERLINE WAYBILLS RECEIVED**

**LOCAL WAYBILLS RECEIVED**

**INTERLINE WAYBILLS FORWARDED**

**LOCAL WAYBILLS FORWARDED**

**INTERLINE RECEIVED ABSTRACT, FORMS 523-REVISED, 1309 and REGISTER.**

Immediately upon receipt of waybills an imprint of the station audit number stamp must be made in space reading "Station to" on waybills.

Waybill corrections issued to correct previous reportings on the Interline Received Abstract shall be assigned the last pro numbers for the day.

Abstracting on Form 523-Revised or Form 1309 shall be done in pro number order which will result in the waybills appearing first on the abstract, followed by the waybill corrections if any.

Waybills for non-agency stations shall not be included with the waybills for the agency but shall be assigned a separate series of pro numbers for the non-agency station and abstracted separately from the agency waybills. If there is sufficient space on the abstract form, the entries of the non-agency waybills may be included on the same abstract as the entries of the agency waybills but separated from them by a few spaces in which should be stamped the audit number and name of the non-agency stations. If there is not sufficient space on the abstract on which the agency waybills are entered, a separate abstract sheet shall be made for the non-agency station waybills, such abstract to show the name of the non-agency station followed by that of the agency station.

The waybilling road code number shall be written in the column headed "Billing Road" instead of the Road initials.

Car initials and numbers must be shown for each carload waybill entry but should be omitted from the L.C.L. entries. All other columns of the abstract must be completed for each entry. Ditto marks may be used for repetition of dates, billing roads, billing stations, and kind of freight.

Abstracts with waybills shall be forwarded to the Freight Auditor in the station's repeater envelope not later than the day following that which the report covers. Agents reporting quarter-monthly shall forward the abstracts no later than the calendar day following the last day of the quarter-monthly period.

All waybills reported on the abstracts shall be securely fastened to the back of the abstract, face up, in the order they appear on the abstract, by use of a pin or brad run through the upper left hand corner of the abstract and waybills. Waybills must not be folded and the pin or brad must not be run through more than one thickness of the waybill.

The totals of the freight charges, advances and prepaid columns shall be entered daily or quarter-monthly, whichever the case may be, in their proper column on the designated day on the Monthly Statement of Freight Accounts—Form 268, in order that there be no delay in the completion and prompt mailing of this report to the Freight Auditor at the conclusion of the month's business.

The detail portion of the Register of Interline Waybills Received shall be prepared as a carbon copy of the Abstract of Interline Waybills Received. In addition, agent should enter in the register from the Freight Bill in columns provided amount of prepaid beyond, if any, total to collect on each freight bill and freight bill number.

When one waybill covers several consignments which require separate freight bills, a separate line should be used in the register for each freight bill. To accomplish this, sufficient blank lines must be allowed between the reporting of waybills on the abstract. For example, a waybill reported on line 1 of the abstract that covers four separate consignments requiring

four separate freight bills, the freight bills will occupy lines 1, 2, 3 and 4 of the register. The next waybill should be entered on line 5 of the abstract, leaving lines 2, 3 and 4 of the abstract portion blank.

The Weight and Money columns of the abstract and register should be footed and the total of the "Freight Charges" column plus the "Advances" column and plus the "Prepaid Beyond" column and minus the "Prepaid" column should equal the column headed "Total to Collect on each Freight Bill."

A Recapitulation of the month's business should be made by days in the register and in order that agents may post to the "Recapitulation" daily, a blank page headed "Recapitulation" should be left at the beginning of the month's business for this purpose.

Collections made during the month should be posted daily in column provided for "Collections" and any over-collections or uncollected amounts should be shown in column provided. After the close of the month the columns headed "Collections," "Over-collected" and "Uncollected" shall be footed for each day's business and the totals carried to the recapitulation sheet of the register. The total of the columns reading "Collections" and "Uncollected," minus the total of the column reading "Overcollected" on the recapitulation sheet shall be balanced to the column headed "Total to Collect on Each Freight Bill." The items carried as uncollected should be drawn off on Form 39, "Schedule of Uncollected Bills," and the items carried as over-collected shall be drawn off on a separate Form 39, "Schedule of Unpaid Bills." The total of the column headed "Collections" in the Register of Local Waybills Received, plus the total of the same column in the Register of Interline Waybills Received must balance with the total of column 6 in the Station Cash Book, Form 321.

Items carried as "Prepaid Beyond" paid during the month must be posted in space provided in register. Any difference between the total of the prepaid beyond column of the register and similar column in cash book, Form 321, at the close of the month, must be reported on Form 39 in detail.

The total of each report prepared on Form 39 shall be entered on Form 28, "Station Agents' Monthly Balance Sheet" under heading of "Analysis of Balance" in spaces provided in debit or credit columns as the case may be.

Collections or payments made in subsequent months must not be posted on this form but should be posted on Form 39, "Schedule of Uncollected or Unpaid Bills."

**516. LOCAL RECEIVED ABSTRACT FORMS 23-REVISED, 1308A AND REGISTER.** These abstracts shall be prepared in the same manner as the Interline Received Abstracts with the exception that there will be no waybilling road code numbers to be indicated.

**517. INTERLINE FORWARDED ABSTRACT FORM 524-REVISED AND REGISTER.** In preparing the abstract of Interline Waybills Forwarded, waybills shall be listed in numerical order followed by Form 1310, Waybill Corrections, if any. A separation must be maintained between Agency and non-agency waybills. The waybills and waybill corrections of the agency shall be listed first followed by the audit number and name of the non-agency station under which the waybills and corrections of that non-agency station shall be listed. A separate series of waybill numbers shall be used for each non-agency station.

The waybill reference necessary to complete each column of the abstract shall be shown except that the car number need only be shown for carload shipments and the last two columns under the heading "For Use of Accounting Department" must be left blank. In abstracting waybills covering shipments waybilled to an intermediate station to stop to complete loading or to partially unload, the road shown in the destination road column and the station shown in the "Station To" column shall be the road and station of the final destination of the shipment and not the road and station where the stop-off is to be accomplished.

Agents shall number their Interline Forwarded Abstracts consecutively starting with number 1 on the first abstract of each month. When more than one abstract is required to report the waybills for any one day the report number shall not change but sheet numbers shall be assigned consecutively starting with number 1 for each such report. Sheet numbers need not be shown when only one abstract is used for one day's reporting.

With the exception of the name of the consignor, the Register of Interline Waybills Forwarded shall be completely prepared at the same writing of the Daily Abstract of Interline Waybills Forwarded, Form 524-Revised, by means of insertion of carbon paper. The name of the consignor shall be separately transcribed from the waybill to the carbon copy of the abstract, which will be the station register.

A blank page headed "Recapitulation" should be left at the beginning of each month's business for the purpose of entering daily the total advances and prepaid charges for all shipments of interline waybills issued.

When several consignments are listed on one waybill, requiring more than one prepaid freight bill, sufficient blank lines shall be left between the reporting of the waybills to allow a separate line in the register for the posting of each collection. To accomplish this, consider a waybill which covers four separate prepaid consignments abstracted on line one of the abstract. Lines 2, 3 and 4 should be left blank and the next waybill entered on line 5. Although these lines will remain blank on the abstract, there will be just enough space in the register to permit posting the collection date for each of the four prepaid freight bills.

This recapitulation is not to be sent to the Freight Auditor.

Charges billed as advances that are paid during the month in which billed shall be posted daily in column headed "Advances Paid" and date of payment entered in column provided.

Charges billed as prepaid that are collected during the month in which billed shall be posted daily in column headed "Prepaid Collected" and date of collection entered in column provided.

All items billed as advances, which have not been paid during the month in which billed, shall be entered under the heading of "Balances" in column reading "Advances Billed Not Paid." In the event of payments having been made in excess of the amount billed such excess shall be entered in red in the same column.

All items billed as prepaid, which have not been collected during the month in which billed, shall be entered under the heading of "Balances" in column reading "Uncollected Prepaid." In the event of any overcollections such excess shall be entered in red in this column.

At the close of the month the register shall be footed for each day's business and the totals carried to the recapitulation sheet of the register, which shall also be footed and the total of columns headed "Advances Paid" and "Advances Billed Not Paid" must equal the amount of Advances Forwarded Interline reported to the Freight Auditor on Form 268 and the total of Columns headed "Prepaid Collected" and "Uncollected Prepaid" must equal the amount of Prepaid Forwarded Interline reported to the Freight Auditor on Form 268. The total of columns headed "Advances Paid" and "Prepaid Collected" in the Register of Interline Waybills Forwarded, plus the total of the same columns in Register of Local Waybills Forwarded, must also balance with the total of the respective columns in station cash book, Form 321.

Uncollected Prepaid Charges and Advances Paid Not Billed (red items reported in register under heading of "Advances Billed Not Paid") shall be listed under separate headings on Form 39 "Agent's Schedule of Uncollected Bills."

Overcollected prepaid charges and advances billed not paid should be listed under separate headings on Form 39 "Agent's Schedule of Unpaid Bills." The total of each of these reports

shall be entered on Form 28 "Station Agent's Monthly Balance Sheet" under heading of "Analysis of Balance" in spaces provided in debit or credit columns as the case may be.

Collections or payments made in subsequent months should be posted on Form 39 "Agent's Schedule of Uncollected or Unpaid Bills."

**518. LOCAL FORWARDED ABSTRACT FORM 24-REVISED AND REGISTER.**

Local waybills forwarded, including non-revenue car movement waybills and company freight waybills with advances or advances and prepaid, shall be abstracted daily on Form 24-Revised, Daily Abstract of Local Waybills Forwarded.

In preparing the abstract of local waybills forwarded, waybills shall be listed in numerical waybill number order. A separation must be maintained between agency and non-agency waybills. The waybills for the agency shall be listed first followed by the audit number and name of the non-agency station under which the waybills for that non-agency station are listed.

With the exception of the name of the consignor, the Register of Local Waybills Forwarded shall be completely prepared at the same writing of the Daily Abstract of Local Waybills Forwarded, Form 24-Revised, by means of inserting a sheet of carbon paper. The name of the consignor shall be separately transcribed from the waybill to the carbon copy of the abstract, which will be the station register.

Where several consignments are listed on one waybill, requiring more than one prepaid freight bill, sufficient blank lines shall be left between the reporting of waybills so that there will be a separate line in the register for the posting of each collection. To illustrate; if a waybill is reported on line one of the abstract and covers four separate prepaid consignments, lines 2, 3 and 4 must be left blank and the next waybill will be entered on line 5. Although these lines will remain blank on the abstract, there will be just enough space in the register to permit posting the collection date for the four prepaid freight bills.

A blank page headed "Recapitulation" shall be left at the beginning of each month's business for the purpose of entering daily the total advances and prepaid charges on all local forwarded waybills issued during the month. This recapitulation is not to be sent to the Freight Auditor.

Charges billed as advances that are paid during the month in which billed shall be posted daily in column headed "Advances Paid" and date of payment entered in column provided.

Charges billed as prepaid that are collected during the month in which billed shall be posted daily in column headed "Prepaid Collected" and date of collection entered in column provided.

All items billed as advances, which have not been paid during the month in which billed, shall be entered under the heading of "Balances" in column reading "Advances Billed Not Paid." In the event of payments having been made in excess of the amount billed, such excess shall be entered in red in the same column. All items billed as prepaid, which have not been collected during the month in which billed, shall be entered under the heading of "Balances" in column reading "Uncollected Prepaid." In the event of any over-collections such excess shall be entered in red in this column.

At the close of the month the register shall be footed for each day's business and the totals carried to the recapitulation sheet of the register, which shall also be footed and the total of columns headed "Advances Paid" and "Advances Billed Not Paid" must equal the amount of Advances Forwarded Local reported to the Freight Auditor on Form 268, and the total of columns headed "Prepaid Collected" and "Uncollected Prepaid" must equal the amount of Prepaid Forwarded Local reported to the Freight Auditor on Form 268. The total of columns headed "Advances Paid" and "Prepaid Collected" in the Register of Local Waybills Forwarded, plus the total of the same columns in the Register of Interline Waybills forwarded, must also balance with the total of the respective columns in station cash book, Form 321.

Uncollected Prepaid Charges and Advances Paid Not Billed (red items reported in register under heading of "Advance Billed Not Paid") shall be listed under separate headings on Form 39-"Agent's Schedule of Uncollected Bills."

Overcollected prepaid charges and "Advances Billed Not Paid" shall be listed under separate headings on Form 39-"Agent's Schedule of Unpaid Bills". The total of each of these reports shall be entered on Form 28 "Station Agent's Monthly Balance Sheet" under heading of "Analysis of Balance" in spaces provided in debit or credit columns as the case may be.

Collections or payments made in subsequent months should be posted on Form 39-"Agent's Schedule of Uncollected or Unpaid Bills".

**519. DAILY VERSUS QUARTER-MONTHLY REPORTING.** Each agency is registered in the Freight Auditor's office as reporting "Daily" or "Quarter-Monthly" for each of the four sources of abstracts i.e. (Local Forwarded, Interline Forwarded, Local Received, Interline Received) the class of reporting having been determined by the number of waybills handled for each source. No deviation from the registered class of reporting is permitted unless specifically authorized by the Freight Auditor.

In the event waybills for any one, or all the four sources of abstracts as designated, are so sharply or substantially reduced in volume, at a station reporting "Daily" as to make the "Quarter-Monthly" reporting plan desirable, the agent shall notify the Freight Auditor of the changed condition and if in the opinion of the Freight Auditor the change to "Quarter-Monthly" reporting is justified he will authorize the agent to make the change.

Should the number of waybills handled at a station registered for "Quarter-Monthly" reporting increase in one or all the sources of abstracts, to the level where "Daily" reporting is desirable the agent shall contact the Freight Auditor for authority to make the change to "Daily" reporting.

**520. DAILY REPORTING.** Daily reporting means that an abstract must be prepared for each day of the month except Saturdays, Sundays, or holidays. Transactions that may have occurred during Saturdays, Sundays, or holidays shall be entered in the abstract for the following workday. Reports shall be numbered consecutively starting with number one for the first report of the month.

Each day's abstract shall be closed by totaling the weight, freight charges, advances and prepaid columns. If no entries were made for the day, the abstract shall be completed by writing the word "Blank" across the face of the sheet. If more than one sheet is required to report a day's business, the sheets shall be numbered consecutively in the space provided starting with No. 1 for each day. Each sheet in the report shall be totaled and a recapitulation of these totals made on the last sheet of the report; or, if there is not enough space on the last sheet of the report, a separate sheet shall be used for the recapitulation. The completed abstract shall be removed from the register and mailed to the Freight Auditor with the appended waybills no later than the close of the first working day following the date of the report.

**521. QUARTER-MONTHLY REPORTING.** Quarter-monthly reporting means that each month has been divided into four reporting periods. The periods and their report numbers for reporting quarter-monthly shall be: Report No. 1, 1st to 7th inclusive; Report No. 2, 8th to 14th inclusive; Report No. 3, 15th to 21st inclusive; and Report No. 4, 22nd to end-of-month; without regard to Saturdays, Sundays, and holidays.

To begin each month, an abstract shall be started by assigning Report No. 1 and dating it 1st to 7th inclusive. Waybills are to be entered on the days during which transactions occur. All other station work such as billing, expensing, remitting, etc., shall be carried on daily. After entering the 7th days waybills, the abstract shall be closed by totaling the weight,

freight charges, advances, and prepaid columns. If no entries were made during the period, the abstract shall be completed by writing the word "Blank" across the face of the sheet.

When more than one sheet is required to report one quarter-monthly period, the sheets shall be numbered consecutively in the space provided starting with No. 1 for such period. Each sheet in the report shall be totaled and a recapitulation of these totals made on the last sheet of the report; or, if there is not enough space on the last sheet of the report, a separate sheet may be used for the recapitulation.

**522. PREPARATION OF FORM 268-CORRECTED MONTHLY FREIGHT STATEMENT.** Form 268-Corrected serves as the recapitulation of the freight business at the station with separation for items that are to be debited and credited to the station account dependent on its source. The reportable debits by source are freight received charges, advances received, prepaid forwarded and miscellaneous revenue as reported on Form 26. The credit items are advances forwarded, prepaid received, amounts covered by freight bills for United States Government shipments covered by government bills of lading reported on Form F.A.P. 260-A-Revised, pick-up and delivery claims, commercial relief claims and other credit freight papers submitted for credit.

The total debit reflected in each column up to and including the miscellaneous revenue column shall be totaled in the last line at the bottom of the form and the sum total of all the debit columns shown in the total debit bracket with the same procedure to be followed for the credit items and either the net credit or debt shown in the appropriate space at the bottom of the extreme right of the Form 268-Corrected. That net figure is the amount to be carried to the monthly balance sheet.

Form 268-Corrected shall be compiled daily or weekly, dependent on the status of the station, so as to minimize the work at the end of the month and shall be forwarded to the Freight Auditor so as to reach his office on the fifth day of the month following that for which rendered.

**523. REPORTS AND FREIGHT DOCUMENTS WHICH AGENTS ARE REQUIRED TO PREPARE AND SUBMIT TO THE FREIGHT AUDITOR.**

<u>Form No.</u>	<u>Subject</u>	<u>To be Submitted:</u>
20	Waybill for Company Freight	Forwarding agent to submit copies of all company waybills forwarded from their station monthly. Receiving agent to submit original company waybill received at his station monthly.
23	Daily Abstract of Local	Daily, or Quarter-Monthly as registered
Revised	Waybills Received	with Freight Auditor.
24	Daily Abstract of Local	Daily, or Quarter-Monthly as registered
Revised	Waybills Forwarded	with Freight Auditor.
26	Report of Miscellaneous Revenue	Monthly.
37	Daily Junction report of Carload waybills on which this Company is shown as an Intermediate Carrier; also Report of CMStP&P Waybills Bearing notation of Diversions to Foreign Destination	Daily by all junction agents.
99A	Copies of Interline Carload Waybills Forwarded	Daily or Quarter-Monthly with Form 524 Revised, as registered with Freight Auditor.

<u>Form No.</u>	<u>Subject</u>	<u>To be Submitted:</u>
99A	Original Local Waybills Received	Daily or Quarter-Monthly with Forms 23 Revised or 1308A, as registered with Freight Auditor.
—	Copies of Livestock Contracts	Daily.
216 Revised	Recapitulation of Switching Charges	Monthly.
F.A.P. 260 Corrected	Other Credit Freight Papers Submitted for Credit	Daily.
F.A.P. 260-A Revised	List of Freight Bills and Bills of Lading for Transportation of Government Freight Remitted for Credit	Daily.
268 Corrected	Monthly Statement of Freight Accounts	Monthly. Must be mailed on the first working day after the last day of the month for which it is submitted.
523 Revised	Daily Abstract of Interline Waybills Received	Daily, or Quarter-Monthly as registered with Freight Auditor.
524 Revised	Agent's Daily Abstract of Interline Waybills Forwarded	Daily, or Quarter-Monthly as registered with Freight Auditor.
1308A	Daily Abstract of Local Waybills Received	Daily, or Quarter-Monthly as registered with Freight Auditor.
1309	Daily Abstract of Interline Waybills Received	Daily, or Quarter-Monthly as registered with Freight Auditor.
1310 Revised	Agent's Waybill Correction Notice	Daily, or Quarter-Monthly with Forms 523-Revised, 23-Revised, 524-Revised, 1308A, or 1309 on which it is reported.
1393	Notice of Change in Heading and Copy of Waybill	Daily.
1394	Monthly Abstract of Local Switching Waybills Received	Monthly.
1395	Monthly Abstract of Local Switching Waybills Forwarded	Monthly.
1396	Monthly Recapitulation of Abstracts of local Switching Waybills Forwarded	Monthly.
1397	Monthly Recapitulation of Abstracts of local Switching Waybills Received	Monthly.
2975	Abstract of Interline Switching Waybills	Monthly by agents in Chicago Switching District.
3025	Correction of Switching Settlement statement	Monthly with Form 3026 on which it is reported.
3026	Switching Settlement Statement—Forwarded	Monthly by Junction Agents at stations using the exchange of Report Plan.



<u>Form No.</u>	<u>Subject</u>	<u>To be Submitted:</u>
3508 Second Revision	Receipt and Settlement Statement for Freight Picked Up or Delivered	Monthly by agents at stations at which trucks of the Milwaukee Motor Trans- portation Co. have made a Store-door pick-up or delivery.
3761	Recapitulation of Freight Hauled	Monthly by agents at stations at which shipments are forwarded by trucks of the Milwaukee Motor Transportation Company; with Forms 3946.
3946	Manifest of Waybills for less than carload merchandise handled by Milwaukee Motor Transportation Company	Monthly by all agents at stations from or through which trucks of the Milwaukee Motor Transportation Company operate; with Form 3761.
—	Original Interline Waybills Received	Daily, or Quarter-Monthly with Forms 523 Revised or 1309, as registered with Freight Auditor.
—	Recapitulation of Switching Settlement Statements Received from Connections	Monthly by Junction Agents with Form 3026.

**524. SPECIAL REPORTS TO VARIOUS STATE GOVERNMENTS ON PETROLEUM PRODUCTS — SHIPMENTS OF MOTOR FUELS RECEIVED AT STATIONS IN IDAHO.** The Department of Law Enforcement, State of Idaho, requires a monthly statement of movement of tank cars and drums containing motor fuels shipped into the State from points outside of the State.

Agents in Idaho will therefore be governed by the following:

Report of all shipments of motor fuels received at a station in Idaho shall be prepared monthly commencing with the first day and ending with the last day and to show car initial and number of drums and number of gallons, destination, consignee and date of arrival at destination.

Statement shall be prepared each month in duplicate. Immediately after last entry for month is made, original shall be mailed to Freight Auditor. In the event that there are no shipments received during the month, a blank report shall be rendered. Forms for reporting will be supplied by the Freight Auditor on request.

**525. SHIPMENTS OF MOTOR FUEL, NAPHTHA OR BENZOL RECEIVED AT STATIONS IN ILLINOIS.** The Illinois Gasoline Tax Law was amended by the Legislature, and now provides, in Section 7B, as follows:

"Every railroad company, transporting motor fuel, naphtha or benzol either in interstate or intrastate commerce, to points within this state, and every person transporting motor fuel, naphtha or benzol to a point in this state from a point without this state, shall report all deliveries of motor fuel, naphtha and benzol made to points within Illinois, to the Department of Finance on forms prescribed by it."

Agents in Illinois will therefore be governed by the following:

Report of all shipments of motor fuel, naphtha and benzol delivered at points in the State of Illinois shall be made monthly on standard form prepared by the State of Illinois, and forwarded to Freight Auditor as soon as possible after the close of the month's business.

Additional forms required will be furnished by the Freight Auditor upon request.

A report marked "Blank" must be mailed if no shipments received during the month.

**526. MOTOR VEHICLE FUEL RECEIVED AT STATIONS IN IOWA.** Section 25 of the Motor Vehicle Fuel Law in force in the State of Iowa provides:

"Every railroad company, and every operator of a truck or other conveyance transporting motor vehicle fuel and every carrier transporting motor vehicle fuel in bulk to a point in the State of Iowa from any point outside of the State of Iowa shall, through its local agent, on or before the 10th of each calendar month, forward to the Treasurer of State a report on forms furnished by him, showing the name of the railroad or other carrier, the date of unloading, the identification of each tank car or other conveyance, the place where said motor fuel was delivered, the character or kind of product, the name of the consignor, the name of the consignee, and the number of gallons of motor vehicle fuel thus transported and delivered during the preceding calendar month."

Motor vehicle fuel, as defined, includes gasoline, kerosene, distillate, fuel oil, gas oil and any other product which may be used for the operation of motor vehicles. Railroads are required to report any such shipments to the office of the Treasurer on or before the 10th day of the month for the preceding calendar month.

Report of all shipments of motor vehicle fuel as stated, received at each station from points without the State shall be made by each agent in Iowa and mailed direct to the Treasurer of the State, Des Moines, Iowa, so as to reach him on or before the 10th day of the following month for which rendered.

Request for blank reports must be made upon the Treasurer of State.

**527. SHIPMENTS OF PETROLEUM PRODUCTS RECEIVED AT STATIONS IN MINNESOTA.** Minnesota Laws, Chapter 495, Section 19, Subdivision #1 provides:

"All common carriers of petroleum products shall file with the commissioner in a manner approved by him, a report showing the unloading date of all shipments of petroleum products and such other information as he may require."

Agents and all others concerned will be governed by the following:

Report of all carload and less than carload shipments of gasoline, fuel oil (including kerosene), and tractor fuel received in line haul movement taken into account at your station shall be prepared monthly commencing with the first day and ending with the last day. Report shall show disposition date, car initial and number, products, name of company unloading product (if diverted, where), waybill number and shipping point. Cars received in switching service shall not be included as such traffic will be included in the reports of carriers accounting for the inbound freight charges.

Reports must **not** include Lubricating Oils, Tarvia and any other commodities not defined as petroleum products by the 1941 Minnesota Session Law which state "Petroleum Products' means gasoline, fuel oil, and farm tractor fuel."

Reports are to be prepared each month in duplicate, original to be mailed direct to the State of Minnesota, Department of Taxation, Petroleum Division, St. Paul, Minnesota, so as to reach that office not later than the 15th day of the month for the preceding calendar month.

**528. SHIPMENTS OF LIQUID FUELS DELIVERED—STATE OF MICHIGAN.** The Department of State, State of Michigan, Gasoline Tax Division, requires a monthly statement of liquid fuels delivered within the State of Michigan.

Report of all shipments of Gasoline, Distillate, Benzine, Naphtha, Benzol, Kerosene and other volatile and inflammable liquids delivered at your station shall be prepared monthly, commencing with the first day and ending with the last day, and show name of station, month and year, date of delivery, tank car initials and number, capacity, classification of contents, person or firm to whom consigned, name of original consignor, point of origin and point of delivery.

Report shall be prepared each month in duplicate. Immediately after last entry for month is made, original shall be mailed to the Freight Auditor. In the event no shipments received during the month, a blank report shall be rendered. Forms for reporting will be supplied by the Freight Auditor on request.

**529. SHIPMENTS OF GASOLINE FORWARDED FROM AND RECEIVED AT STATIONS IN MONTANA.** The State of Montana passed an act entitled "Gasoline Refund Law" which provides in Section 12, Chapter 17, as follows:

"Each railway company or other common carrier hauling, transporting, or shipping into or out of the State of Montana from or to any other state or foreign country any gasoline shall, on or before the 15th day of each calendar month, make and file with the Treasurer of the State of Montana, a statement under oath showing the number of gallons of gasoline contained in each such shipment for the preceding calendar month, the name and address of the consignor and consignee, with date of delivery to such consignee, and shall make and file a duplicate of such statement with the State Board of Equalization."

Agents in Montana will therefore be governed by the following:

Report of all shipments of gasoline forwarded from a station in Montana or received at a station in Montana when destined to or coming from any other state or foreign country, shall be prepared monthly and separated to show the business forwarded from that received and containing the following information: car initial and number, date forwarded or received, kind of gasoline, point of origin, consignor, consignee, gallons or barrels and final destination.

Report shall be prepared each month in duplicate. Immediately after last entry for the month is made, original shall be mailed to the Freight Auditor. In the event there are no shipments of gasoline forwarded or received during the month, a blank report shall be rendered. Forms for reporting will be supplied by the Freight Auditor on request.

**530. SHIPMENTS OF MOTOR FUEL RECEIVED AT STATIONS IN NEBRASKA.** The State of Nebraska passed an act which provides:

"It is hereby ordered that each and every railroad company, transportation company, or other person who transports or brings into the State of Nebraska, for the purpose of delivery therein, any gasoline, kerosene, naphtha, benzine, benzol or other volatile and inflammable liquid which is used and compounded for the purpose of operating or propelling motor vehicles or which may be used for such purpose, shall furnish a statement on forms prescribed by the Department of Agriculture, by not later than the 20th day of each month, showing all quantities delivered at points in Nebraska, during the preceding calendar month, by such company or person."

Agents in Nebraska will therefore be governed by the following:

Report of all shipments of gasoline, kerosene, naphtha, benzine, benzol or other inflammable liquid received at a station in Nebraska, shall be prepared monthly, to show the name of consignee, unloading point and date, method of delivery, kind of motor fuel, and number of gallons.

Report shall be prepared each month in duplicate. Immediately after last entry for the month is made, original shall be mailed to the Freight Auditor. In the event that there are no shipments received during the month, a blank report shall be rendered. Forms for reporting will be supplied by the Freight Auditor on request.

**531. SHIPMENTS OF MOTOR VEHICLE FUEL AND OTHER INFLAMMABLE PETROLEUM PRODUCTS FORWARDED FROM AND RECEIVED AT STATIONS IN WASHINGTON.** Under the Motor Fuel Tax Law of the State of Washington we are required

to furnish monthly to the Director of the Department of Licenses, State of Washington, a report of all motor vehicle fuel and other inflammable petroleum products on forms provided by the State. All shipments destined to a point in the State from any point outside of the State, or from any point within the State to a point outside the State and also shipments moving between points within the State shall be included.

Reports shall be prepared for each calendar month, shall state the month for which the report is made, name of the station, tank car initial and number, number of gallons, classification of contents, date, point of origin, name of original consignor, person or firm to whom actually delivered and point of delivery.

Report shall be prepared in duplicate, copy to be retained for station file and original forwarded to the Auditor, at Seattle, where reports for all Washington stations will be accumulated and transmitted to the Department of Licenses not later than the 15th of the month following that for which it is made. If no shipments received during the month, a blank report shall be submitted.

**532. SHIPMENTS OF MOTOR FUEL RECEIVED AT STATIONS IN WISCONSIN.**

We are required by law to report monthly to the State Treasurer of Wisconsin all motor fuel delivered in the State of Wisconsin.

Reports shall be prepared for each calendar month; shall state the month for which the report is made, the name of station, shall show the name and address of the person to whom deliveries of motor fuel or kerosene have actually and in fact been made, the name and address of the originally named consignee, if motor fuel or kerosene has been delivered to any other than the originally named consignee, the point of origin, the point of delivery, the date of delivery, and the number and initials of each car, if shipped by rail, the date of delivery, the person to whom delivered and the manner in which such delivery is made and the quantity of each shipment in gallons classified as (1) gasoline, (2) casing-head or natural gasoline, (3) benzol, (4) benzine, (5) naphtha, (6) kerosene, (7) distillate, (8) other motor fuel.

Report shall be prepared in duplicate and immediately after last entry for month is made, original shall be mailed to the Freight Auditor for transmittal to the State Treasurer. If no shipments received during the month, a blank report shall be rendered. Forms for reporting will be supplied by the Freight Auditor on request.

**533. STATION NAME AND NUMBER STAMP.** Each agent should have a rubber impression stamp for his station and each non-agency station for which he does the accounting showing first the Accounting Department Audit Number, followed by the station name, (then the operating station number.) This stamp shall be used on all received waybills and on reports and abstracts prepared for the Accounting Department.

**534 to 540 incl., reserved for additional rules.**

## FREIGHT TARIFFS

**541. DUTY OF AGENT AT LARGER STATIONS TO SUPERVISE FREIGHT RATE WORK.** Agents at the larger stations who do not perform the rate work themselves are not relieved of the responsibility of supervising the rate work at the station and therefore should, as far as possible, keep abreast of the ever changing rate conditions.

**542. MAINTAINING A FREIGHT RATE CHART.** It is an excellent plan to maintain a chart of the class or commodity rates covering the shipments which are frequently handled in and out of the station. A chart of carload traffic should show: (1) commodity description, (2) Station from or to, (3) carload minimum weight, (4) rate, (5) tariff authority. If the rate is made up of a combination of rates over two or more intermediate points, the chart should show each factor, the station over which the rate is made and the tariff authority for each rate factor. A chart of less carload rates should include: (1) Station to, (2) commodity description, (3) class rating, (4) classification or exceptions authority for the rating, (5) class rate, (6) tariff authority for the class rate.

When supplements are received to the tariffs in the station file, the agent should review them to see if any of the rates which he has charted have been affected and when such is the case, he should correct his chart accordingly. When, through a waybill correction or exchange of correspondence, an agent is informed of an error in a rate which he has been using, he should correct his chart. When a general rate increase or decrease is ordered, immediately upon receipt of the Ex Parte tariff the agent should acquaint himself with the provisions of the tariff and change the rates in his chart showing the effective date of the new rates so that when that day arrives he may immediately apply the correct rates.

**543. MAINTENANCE AND USE OF FREIGHT TARIFFS.** Shippers and Receivers of freight have every reason to expect that the charges which they pay to the railroad agent for the transportation of their shipment are correct and final. Subsequent adjustments of those charges create irritation and considerable dissatisfaction with our service and may lead to selection of other forms of transportation for future shipments.

The task of applying proper rates and charges will be simplified if the following suggestions are followed:

1. Maintain a neat and orderly tariff file. Failure to do so will unnecessarily complicate your rate checking task.

2. Examine each tariff or supplement when received for changes in rates affecting movements to or from your station. If changes occur in the supplement mark the corresponding portion of the tariff with the latest supplement number containing the change. In doing so do not obliterate any of the printed matter in the tariff as the supplement may be suspended, leaving the original item or rule in effect.

3. File tariffs and supplements as soon as examination of them is completed. Do not wait until the effective date shown on the title page. When the phrase "Except as otherwise provided herein" appears with the effective date, it is an indication that some portions of the tariff or supplements may be effective prior to the effective date shown on the title page. When using tariffs consider the effective date of all matter contained therein to insure that it is in effect on the date of shipment from origin.

4. Retain only the effective tariffs and supplements in the current file. Examine each newly received tariff or supplement for cancellations effected thereby.

5. Establish and maintain a separate file for cancelled tariffs and supplements, retaining them for at least two years for the purpose of rating transit shipments or processing subsequent corrections.

6. The arrangement of the tariff file is left to the discretion of the agent but experience has shown that the following plan is the most practical and lends itself to simplifying rate checking. Separate the tariffs into four categories:

1. C.M.St.P. & P. issues.
2. Other railroad issues in alphabetical order by railroads.
3. Issued by Tariff Publishing Bureaus in alphabetical order by Bureaus, such as Central Territory Railroads, Trans-Continental Freight Bureau, Western Trunk Line, etc.

4. Tariffs, Circulars and Schedules having National application, such as the Consolidated and Uniform Classifications, National Rate Basis Tariff, Bureau of Explosives Tariff, National Perishable Protective Tariff, Increase Tariffs, etc.

7. An index to the tariff file is a practical aid in locating the required tariff. The index should show issuing railroad or Freight Tariff Bureau, tariff number, description of traffic covered thereby, a brief description of the territory or area of application and the number of the space in the tariff file to which assigned.

8. Obtain rate quotations from your Division Freight Agent only when the required tariff is not on file at the station or there is a reasonable doubt in the application of the proper rating or rates. Maintain a file of such quotations for use on future shipments obtaining a verifying check at intervals, if shipments continue so as to insure that changes in rates which may have become effective since the quotation was received will be given application.

**544. MAINTENANCE AND USE OF STATION TARIFF FILE ASSISTED BY APPLICATION OF "FREIGHT RATE COURSE".** Agent should maintain in his station file the tariffs necessary to apply the rates to the traffic normally handled at his station. Not only should he maintain his tariff file in good order but should continually strive to increase his knowledge of the application of the tariffs. Generally it should not be necessary for an Agent to request rate quotations from the Division Freight Agent if he has the tariff. To assist the agent in this matter a printed copy of the "Freight Rate Course" conducted by the management in 1952-1953, is to be maintained in the station file. Agents should make use of the "Course" for reference as often as its explanatory contents will help him understand and solve the rate problems with which he is confronted from time to time.

**545. REGULATIONS GOVERNING THE FILING OF FREIGHT RATE PUBLICATIONS.** With only such exceptions as have been authorized by the Interstate Commerce Commission and the State Commissions, regulations require common carriers to keep on file at all stations where agents are employed, all tariffs which contain rates and charges applying from, or at, such station, also an index (CMStP&P G.F.D. 16314 series) of all of this company's freight tariffs.

The regulations further provide that a notice be posted at every station where agents are employed, informing the public that the required tariffs are on file in that office and that a complete file of rates and charges issued by this company or to which it is a party, are on file at the General Offices of the CMStP&P R.R. Co. at:

516 W. Jackson Boulevard, Chicago 6, Illinois

or

1318 Fourth Avenue, Seattle 1, Washington

Agents shall maintain a file of tariffs in a complete, accessible, and usable form, and keep such file of tariffs available to the public upon request during ordinary business hours. Inquirers shall be afforded an opportunity to examine any of such tariffs without asking the inquirer to assign a reason therefor, and, upon request, to lend such assistance to seekers of information therefrom with all promptness possible and consistent with proper performance of other duties.

If any tariff so filed (other than the tariff index) which has not been used for a substantial length of time, the regulations provide, the posting of that tariff, including reissues thereof, may be discontinued at that station until such time as a request is made to the agent to have it reposted. If request is made for a tariff naming rates and charges from or at a station, the posting of which has been discontinued because of none-use, the agent must arrange to have it reposted within 20 days and thereafter keep it posted.

**546 to 550 incl., reserved for additional rules.**





## GRAIN DOORS

**551. BILLING AND ACCOUNTING FOR CHARGES INCIDENTAL TO FURNISHING OF GRAIN DOORS.** Agents at loading and unloading points of bulk commodities with which carrier owned grain doors are used shall acquaint themselves with and comply fully with tariff provisions regarding the furnishing and reclamation of grain doors and the assessment of the various tariff charges pertaining thereto. When bills are made against shippers or consignees for coopering, cross town rental, appropriating or destroying grain doors, etc., debit is to be reported on Form 26, Report of Miscellaneous Revenue.

**552. CARRIERS REQUIRED TO FURNISH GRAIN DOORS.** Tariffs provide for the furnishing of grain doors and boards by line haul carriers to shippers for the coopering of cars used for the loading of grain, grain products and other commodities to be shipped in bulk. The doors are generally furnished without cost to the shipper but they are to be installed by him and at his expense except at certain specified grain terminals where the carriers have made provisions to cooper cars for the shippers at a published tariff charge for the service. Grain doors remain the property of the line haul carriers and are to be reclaimed at unloading points. If consignee appropriates or carelessly destroys carriers' grain doors or boards he is to be billed for the cost of the doors or boards as provided in the tariffs.

**553. REPORT OF GRAIN DOORS.** Form 119-Rev. must be made in duplicate by agents at grain loading stations and sent to Superintendent promptly at the end of each month. A separate report must be made for each non-agency station by the agency station doing the billing. Count of grain doors on hand at non-agency stations should be obtained from the section foreman. The report must show the number of grain doors on hand from last report, the number received during the month, the number used or shipped during the month and the number on hand at the end of the month as provided by the form. The number of doors on hand at the end of the month should be from an actual count. Any unusual discrepancy between the number of doors that should be on hand, according to the report, and the actual count must be reported to the Superintendent retaining a copy which should be attached to the station copy of the report of grain doors.

**554. SWITCHING LINES NOT REQUIRED TO FURNISH GRAIN DOORS.** Tariffs provide that the initial line haul carrier is to furnish grain doors to shippers. Agents at points served by two or more carriers shall make certain that Milwaukee Road owned grain doors are not used in cars loaded for switch to a connecting line for their line haul. If Milwaukee Road owned grain doors are used in a car switched to connecting line, a bill shall be presented to the initial line haul carrier at a cost per door or board as furnished by the division superintendent. The amount of the bill shall be reported on Form 26, Report of Miscellaneous Revenue.

**555. WAYBILLING GRAIN DOOR INFORMATION FOR ALLOWANCES IN WEIGHTS.** Tariffs also provide for the allowance in weight at an average weight per door or per board. Agents shall see to it that bills of lading and shipping orders specify the number of grain doors and boards used. This information shall be shown on the waybill in the space provided for the description of articles. The allowance will not be made unless the bill of lading and shipping order specify the number and kind of doors and boards used.

**556 to 560 incl., reserved for additional rules.**

**561. INDUSTRIAL DEVELOPMENT, LEASES AND OCCUPANCY OF RAILROAD PROPERTY.** Station Agents should encourage industries to locate on industrial sites of the Railroad Company if suitable location is available, or to locate on adjacent private property which may be served by a track. Use of our property for industries having road haul rail revenue for our Railroad should be encouraged, but use of our property for non-revenue producing purposes should be discouraged.

All industrial prospects should be referred to the Industrial Department, with copies of all letters being forwarded to the Division Superintendent and the proper Division Freight Agent. As much information as possible should be included in the report of each industrial prospect. Names, addresses and telephone numbers should be furnished to permit the Industrial Department to progress the application. If information is available concerning the proposed rail traffic, area of site desired and use of the property (including size and type of improvements to be located on the property), this information should be furnished.

The Station Agent should immediately notify the Industrial Department when an existing lessee of Railroad property desires to sell his business to some other firm, as such change will require approval of the assignment of the existing lease. All information should be furnished concerning the prospective new owners, stating whether or not it will be operated as an individual, a co-partnership or corporation, so that the necessary documents can be prepared if the assignment is approved. No rental should be accepted from the new owner until assurance is given that assignment of the lease will be approved. No rent should be accepted on any lease unless the Agent has a bill against the lessee for rent. If rent is offered in payment of a bill and the Agent does not have a bill, he should immediately wire the Industrial Department to determine if rent should be accepted as offered.

Immediate notification should be given to the Industrial Department, Division Superintendent and Division Freight Agent if a lessee vacates a lease site and requests cancellation of a lease. The lessee's copy of the lease should be obtained if possible and forwarded to the Industrial Department, together with a signed letter from the lessee requesting cancellation of the lease.

Division Superintendents have available information concerning property leased and not leased at all stations. A Station Agent requiring up to date information or maps of his particular station should obtain this information from the Division Superintendent.

Requests for construction, extension or alteration of spur tracks should be referred immediately to the Division Superintendent and Division Freight Agent so that the Operating and Traffic Departments can meet with the industry and progress the subject.

The Station Agent should refer all applications for garden permits or hay cutting privileges to the Division Superintendent for further handling and consideration. Applications for moving buildings over our right of way or placing of pole lines and underground pipelines on Railroad property should be referred to the Division Superintendent for further handling. No construction should be permitted on Railroad property without the Agent first having assured himself that the party constructing the facility is doing so under the authority of some written lease or other agreement. All unauthorized encroachments should be reported immediately to the Division Superintendent.

Station Agents should promptly notify the Industrial Department and Division Superintendent of any proposed changes in zoning regulations at their stations. Station Agents should also notify the Division Superintendent promptly if they receive notice of proposed special assessments being levied on Railroad Company property. Every effort should be made by the Station Agent through local community organizations to retain or obtain industrial zoning of suitable areas served by the Railroad.

**562 reserved for additional rule.**

## INSPECTION OF EQUIPMENT

**563. DESTINATION INSPECTION OF EQUIPMENT.** In case loss or damage is alleged due to defect in cars, filth, waste, oil, grease, or other substance or from anything liable to cause loss or damage to freight, the carrier at destination having knowledge or being notified of such loss or damage shall inspect both freight and equipment and keep a permanent record showing name of person making inspection, extent of the loss or damage and the apparent cause thereof. The specific nature of the defects and whether they are old, of long standing and were present when car was last loaded, or if defects are new, must be determined. If reported as being of long standing, reasons for such conclusion must be clearly stated. When freight is transferred enroute, it is the duty of the transferring carrier to make the inspection and keep a permanent record thereof as provided in this paragraph. If at point or station where Car Department forces are employed, they should be asked to make inspection and issue a "record of inspection" Form 661-B. In the event the damage is excessive at a point where Car Department forces are not maintained, Agent should notify Chief Dispatcher and arrangements made to move the car to a point where it can be given a thorough and positive inspection.

At stations where Car Department forces are employed, the inspection and classification of box cars will be made by Car Department forces. A record of inspection will be kept on file and Form 661-B furnished upon request.

**564. INSPECTION OF INSTALLATION OF SIDE DOOR PROTECTION FOR GRAIN AND OTHER BULK COMMODITIES (WOOD OR PAPER).** Agents, when possible, should make a positive inspection of the installation of wood or paper doors to see that doors are properly installed to prevent loss or leakage of bulk commodities.

**565. INSPECTION OF STOCK CARS.** Agent should see that cars placed for livestock loading are free from protruding nails, bolts and other materials, which would result in damage or injury to the animals. Floors of stock cars should be inspected thoroughly to ascertain if free from holes and weak flooring. Cars being cleaned, sanded and bedded should be thoroughly inspected by the cleaning forces to determine if floors of car are in good condition. In the event cleaning forces discover the floor is in a weakened condition or has holes, car should be cleaned, local agent should be notified, who in turn should notify local Car Department forces so that repairs can be made. Bull bars should be inspected to determine if in good condition and properly installed.

**566. LOADING GRAIN.** Cars should not be placed for loading grain unless they have been inspected and found to be grain tight. Cars that have been contaminated by previous loadings or otherwise, should not be placed for grain loading. Cars should be swept clean before loading. Weights shown on bill of lading should be carefully checked to make sure that car has not been overloaded. A car is to be considered overloaded when the weight is more than the stenciled load limit of the car.

If grain is not weighed into cars, the bill of lading should be endorsed "Estimated Weights." If weighed into cars by shippers, bill of lading should be endorsed "shippers weight."

**567. ORIGIN CAR INSPECTION.** Agents at points where Car Department employees are not maintained must make a positive inspection of cars prior to loading and Form 1413, "Agents Inspection Record," must be issued showing condition of equipment, date of inspection, party making inspection, etc. This document should be attached to the station copy of waybill or bill of lading for future reference.

If operating conditions render this impracticable, cars may be inspected at yards or terminal from which the equipment is distributed for loading, provided the movement from such distributing point to loading point is without intermediate loading or use.

Cars that have been previously loaded with commodities such as coal, livestock, oil, grease, hides, fertilizers, etc., must not be loaded with other commodities that would be damaged or contaminated unless the cars are thoroughly cleaned.

Cars must be inspected for leaky doors, roofs, ends, sides and floors to make sure that they are in condition which would not cause loss or damage from weather conditions or result in leakage of bulk commodity such as grain, etc.

Cars must be inspected for protruding nails, or bolts, old blocking, patching, etc., and should not be loaded with commodities that would be damaged by such obstruction.

Cars with hopper bottoms should be inspected prior to loading to see that all locking devices are in place to prevent bottoms from opening in transit.

Refrigerator cars must be inspected to see that they are in condition to protect the lading from heat or cold and that all appliances are in working order, that the drain pipes are open and free from debris, and that car is free from any odor that might contaminate the load.

**568 to 570 incl., reserved for additional rules.**

## INSTRUCTIONS TO BAGGAGE AGENTS

**571. RESPONSIBILITY OF BAGGAGE AGENTS.** Baggage agents must comply with these rules and are responsible for the compliance therewith by other employees under their jurisdiction. They are responsible for the custody and proper handling of baggage in their charge.

Baggage room must be open thirty minutes before the departure of trains, unless other arrangements are made by Superintendent.

Persons not employed therein, or not transacting business, must not be permitted in the baggage room. Baggage checks and supplies must not be left where other than authorized employees will have access thereto.

Baggage must be placed in baggage room as soon as received and kept in baggage room as near as possible to train time.

Baggage room doors and windows must be securely locked when no employees are on duty.

Letters and telegrams must be acted upon promptly in order that missent or lost baggage can be traced quickly and returned to owner with a minimum amount of delay and inconvenience.

### 572. ABBREVIATIONS FOR DESCRIPTION OF BAGGAGE.

In bond .....	In Bond	Go-Cart .....	G.C.
Secured with rope.....	X	Grip-Black .....	B.G.
Bag-Barracks .....	B.B.	Grip-Canvas .....	C.G.
Bag-Sea .....	S.B.	Grip-Russet .....	R.G.
Basket .....	Bsk.	Hat Box .....	H.Bx.
Baby Buggy or Cab .....	B.C.	Laundry Case .....	L.C.
Box .....	Box	Sack .....	Sk.
Bundle .....	Bdl.	Trunk-Zinc or Tin .....	Z.T.
Bicycle .....	Bike	Trunk-Fibre .....	F.T.
Carton .....	Ctn.	Trunk-Canvas Finished .....	C.F.T.
Case-Dress Suit .....	D.S.C.	Trunk-Leather .....	L.T.
Case-Gun .....	Gun	Trunk-Sample .....	S.T.
Case-Sample .....	S.C.	Trunk-Steamer .....	Str.
Chest-Tool .....	Tool C.	Trunk-Wardrobe .....	W.T.
Foot Locker .....	F.L.	Val-A-Pak .....	V.P.
Golf Bag .....	G. Bag		

### 573. ABBREVIATIONS FOR DESCRIPTION OF BAD ORDER BAGGAGE.

Bottom Broken .....	B.B.	Roped .....	X
Catches Off .....	C.O.	Side Broken .....	S.B.
Catches Broken .....	C.B.	Leaking .....	Leaking
Corner Broken .....	Cor.B.	Lock Open .....	L.O.
Edge Broken .....	Edge B.	Lock Broken .....	L.B.
End Broken .....	E.B.	Lock Loose .....	L.L.
Grease or Stained .....	G.O.S.	No Lock .....	L. Off
Handle Broken .....	H.D.L.	Top Broken .....	T.B.
Hinge Loose .....	H.L.	Wet .....	Wet
Hinges Broken .....	H.B.		

Abbreviations "BO" and "GBO" not to be used

### 574. ABBREVIATIONS FOR DESCRIPTION OF CHECKS.

C.O.D. Check .....	C.O.D.	Excess Check .....	Ex.
Delivery Check .....	Del.	Mail Pouch .....	M.P.
Local & Interline Check .....	L.&I.		

**575. BAGGAGE DEFINED.** Articles that may be shipped as baggage are named in Rules 2 to 6, inclusive, of the Western Baggage Tariff No. 25 series, and no articles other than those named in the tariff may be accepted for shipment as baggage.

Articles shipped as baggage are intended to be for the use of the passenger either as personal effects, samples, tools or equipment in connection with the profession or the sport in which the passenger may be engaged.

Articles intended for sale should not be accepted for shipment as either free or excess baggage and the passenger should be referred to either the express or freight agent for transportation of such articles.

**576. BAGGAGE SUBJECT TO CUSTOMS INSPECTION.** Baggage may be checked to any point in Canada to which tickets are sold, but passenger should be notified that unless baggage is examined by Customs officers at the boundary, it will be bonded to destination or the nearest bonding port. Baggage checked from a point in the United States to a point in the United States passing through Canada, or vice versa, is bonded without trouble to passengers while in transit and is not examined by Customs officers.

**577. BONDED BAGGAGE.** If a passenger is not on hand to open baggage for Customs inspection, it will either be unloaded and held at the boundary or forwarded "IN BOND" to destination, if a Customs port, or to the Customs port nearest to destination where it will be held in the custody of the Customs for clearance.

The cording and sealing of bonded baggage has been discontinued.

When bonded baggage is enroute from a point in Canada to a point in the United States, a paster must not be attached to the baggage proper but to the end of the baggage check to notify agent at destination that baggage is in bond.

The destination on checks for bonded baggage must be changed, if necessary, to read to the interior Customs port on which the baggage is bonded.

**578. ACCESS TO BAGGAGE.** Passengers may be allowed access to baggage (except bonded) while it is in the possession of this Company, upon presentation of duplicate check.

When owner is permitted to open baggage under the provisions of this rule a notation as to the time and place baggage is opened should be made on baggage waybill.

**579. LOADING AND UNLOADING WHILE TRAIN IS IN MOTION.** Baggage or other articles must not be loaded or unloaded while the train is in motion. If sufficient time is not given to load and unload baggage safely, it must wait for the next train or be carried to the next regular stopping point to be returned on first train as the case may be. When baggage is held for the next train, notify the Manager Mail, Express, Baggage and Milk Department by wire, and destination agent if baggage held is destined to point on line.

**580. BAGGAGE CHECKS AND THEIR USES.** All numbered baggage forms, whether revenue or non-revenue, must be used in numerical order and only for the purposes for which they were designed, as follows:

Form 72, Excess Check, must be used when a shipment of baggage consisting of one or more pieces exceeds the free weight allowance, local or interline.

Form 73, C.O.D. Check, must be used when collection of baggage charges cannot be made from passenger and are to be transmitted to destination for collection.

Form GBA 44, Train Baggage-men's Advice Tag, to be used by train baggage-men to call destination agent's attention to excess charges apparently due.

Form PPDC-1, Prepaid Delivery Check, to be used for delivery of baggage at destination to a hotel, residence or wharf.

Form 46, Baggage Check, must be used in checking baggage, locally or interline.

Form 14-2, Baggage Storage Check, must be used when baggage remains unclaimed after free time has expired.

Form 3070, Collect Delivery Check, must be used when delivery at destination is to be made to a hotel or residence.

Form 80, Parcel Check, must be used for local storage of baggage or other articles not handled in baggage service.

**581. AUTHORITY FOR CHECKING BAGGAGE.** Authority for checking baggage is found in Rule 1 of Western Baggage Tariff No. 25 series.

Baggage checks may be issued for baggage, other articles or remains, as authorized in the tariff, upon presentation of valid transportation, by the owner of the transportation. Other privileges and restrictions are enumerated in this rule of the tariff.

**582. NAME AND ADDRESS ON BAGGAGE.** Agents should request passengers, particularly those going long distances, to mark or tag their baggage, whether checked or carried on trains, with their name and address so that, should string checks become lost, or carried baggage be left on trains, the owner can be located.

As an added measure of protection, it is well to have the owner's name and home address placed on the inside of the baggage.

**583. ARTICLES ATTACHED TO BAGGAGE.** Trunks and hand baggage with bundles or other articles attached, or two or more pieces tied or strapped together, must not be checked until such articles have been detached. Inform owners this precaution is taken for their benefit and to prevent loss of a part of the property.

**584. WEIGHING BAGGAGE.** All baggage that appears to weigh more than the free allowance of the transportation must be weighed and, if weight exceeds free allowance, it must be checked as excess baggage. If the passenger is not available at the time that excess weight is discovered, a C.O.D. check should be applied to the baggage for collection of charges at destination.

Destination agent who discovers that the weight of baggage, checked free, exceeds the free allowance of the transportation on which it is checked or if he discovers that the excess baggage weight is more than shown on the excess baggage check, should collect the amount due and issue Excess Check for the amount collected.

**585. FREE BAGGAGE ALLOWANCE.** As a general rule, 150 pounds of baggage, not exceeding \$100.00 in value, will be carried free on each adult ticket and 75 pounds, not exceeding \$50.00 in value, on each half fare ticket. Free allowance of 350 pounds is allowed on Trans-Pacific, and from stations in California, Oregon, Washington and British Columbia on Trans-Atlantic traffic as specified in the baggage tariff.

Baggage Tariff, No. 25 series, makes numerous exceptions in free allowances and values of articles other than personal baggage that must be referred to in checking baggage of that nature.

**586. DECLARATION OF VALUE.** Declaration of value of baggage and other articles transported as baggage must be made in writing on valuation of baggage slip, Form 5019, at the time baggage is accepted for transportation. The amount and signature must be in handwriting of passenger.

Baggage Tariff, No. 25 series, limits the declared valuation on baggage for any one passenger to \$2,500.00. Specific limitations are also provided for articles other than personal baggage according to the nature of the articles, which must be observed in accepting declaration of value.

Carriers assume no responsibility for loss of or damage to baggage checked on free transportation, but some carriers, as named in the tariff, will accept such responsibility upon declaration of value and payment of valuation charges specified in the baggage tariff.

Valuation of baggage forms must be filed in date order by months and preserved with other station records in a manner to make them immediately available if required in the adjustment of claims.

**587. EXCESS VALUE.** If the declared value exceeds that specified in Rule 11, paragraph (F) of the Western Baggage Tariff 25 series, for the class of baggage offered for transportation, collection of the excess valuation must be made at tariff rate, protecting minimum charge, shown in said paragraph.

Excess value stamps equaling the amount collected for excess value must be pasted on the back of the duplicate portion of passenger's check so as not to obscure "Notice to Passengers" and cancelled with ticket dater or pen and ink.

The value of excess stamps used during the month must be reported in space provided on local baggage report.

**588. BAGGAGE LIMITED TO WEIGHT AND SIZE.** Western Baggage Tariff, No. 25 series, limits the weight of a single piece of baggage to 300 pounds. The tariff also limits the greatest dimension of any article to 72 inches, except as provided in Rule 9. Baggage of greater weight or dimensions than authorized by the tariff must not be accepted for shipment.

Heavy corrugated pasteboard boxes or cartons are acceptable but must not exceed gross weight of fifty pounds when packed. Any receptacle offered for checking must be provided with suitable means of attaching checks, and should be sufficiently strong to withstand necessary handling.

**589. CANCELLATION OF CHECKING PRIVILEGE.** Tickets on which baggage has been checked must be punched or marked "BC" to prevent re-checking of baggage on a ticket on which that privilege has already been used.

Agents issuing tickets in exchange for other tickets punched or marked "BC" must mark the ticket issued accordingly.

**590. CHECKING UNACCOMPANIED BAGGAGE.** Should passenger holding valid transportation desire to have his baggage, not on hand at the time, checked to destination of his ticket, agent should have passenger sign baggage valuation slip and issue a baggage check and hold both parts until baggage is received.

The passenger's portion of the string check and Form 383 must be enclosed in envelope, Form 1568, and placed under the string check of the baggage.

If excess charges, storage or transfer charges are due, a C.O.D. check must be attached to the baggage.

Delivery of baggage handled in this manner must not be made until the owner has identified the baggage and signed receipt for it on Form 383.

At junction points, an exchange of baggage checks is permissible in instances where connecting line has failed to produce baggage and passenger cannot delay his trip waiting for baggage to arrive.

**591. CHECKING BAGGAGE SHORT OF DESTINATION.** Passengers may check baggage to any point short of destination at which their transportation permits a stopover and may re-check their baggage from that point to destination or another stop-off point.

In order not to invalidate the passenger's ticket for re-checking, agents must note on the back of the ticket the point to which the baggage was checked and sign his name.



**592. CHECKING BAGGAGE TO CLOSED STATIONS.** Agents checking baggage should inform passengers that they may obtain their baggage from the train baggageman in the event their train arrives at destination at a time when no station employee is on duty and suggest to the passengers that they inform train conductor or brakeman of their baggage as train nears their destination.

**593. CHECKING BAGGAGE TO POINTS ON FOREIGN LINES.** Baggage must not be checked to points on foreign lines, via junction points where vehicle transfer is involved, unless passenger's ticket provides for such transfer. Baggage check, Form 46, must be used and the full route and junction points must be shown.

Baggage may be checked on passes only to junction points, when vehicle transfer is involved.

Baggage may not be checked via stage or bus lines except when specifically authorized by tariffs.

Baggage destined overseas may be checked only to the port of embarkation except as specifically authorized by tariffs.

**594. CHECKING EXCESS BAGGAGE.** Form 46, a single check showing destination, routing, etc., must be attached to each piece of baggage in a lot.

The number or numbers of checks, Form 46, must be shown on excess check, Form 72, prepared in duplicate. The gross, free and net weights must be shown and extended at the current rate of excess baggage.

If excess charges are assessed for reasons other than weight, such as the checking of a dog, the article shipped must be named.

The original Form 72 must be signed and given the passenger who must surrender it at destination in order to claim the baggage.

If excess charges are paid in scrip, the scrip detached must be endorsed to show the number of Form 72 to which it is applicable.

Forwarding agents will be held responsible for showing the correct weight of baggage and the charges on excess baggage checked by them.

In checking excess baggage, an excess check, Form 72, will be used, which must show the route, junction points and other information called for.

When a single shipment consists of more than one piece of baggage, string portion of excess check, Form 72, will be attached to one piece of baggage, and regular checks, Form 46, showing same destination and routing must be attached to the other pieces. The numbers of checks, Form 46, must be shown in spaces provided for on Form 72.

Passenger's claim check for both Form 46 and Form 72 will be given to passenger.

**595. FORWARDING BAGGAGE UNDER C.O.D. CHECKS.** In checking baggage on which excess charges are due but which, for some reason, cannot be collected at checking point, such baggage may be forwarded C.O.D. providing the passenger holds valid transportation.

If the shipment consists of a single piece, C.O.D. check, Form 73, will constitute the check and must be applied to the baggage after deleting reference to other checks. Form 383 must be enclosed in envelope, 1568, and attached to the baggage.

If the shipment consists of more than one piece, regular checks must be attached to other pieces of baggage and the numbers of all checks applied must be shown on C.O.D. Form 73. The passenger's portion of the checks and Form 383 must be enclosed in envelope 1568 and attached to baggage.

If the baggage bears a previously applied check, or checks, it or they must be removed from the baggage and enclosed with the passenger's portion of the new checks and Form 383

in envelope 1568. Destination agent must take up the original checks and match and send accomplished Form 383 to Manager Mail, Express, Baggage and Milk Department. Collection of charges must be made and reported on monthly baggage report.

**596. PREPAID DELIVERY CHECKS.** Prepaid Delivery Checks, Form PPDC-1, must be used in all cases where delivery of baggage is to be made to a residence, hotel or wharf, to which rates are quoted in tariffs covering delivery of baggage. Other forms of baggage checks must not be used in such cases.

If agents are not supplied with tariff quoting rates covering delivery of baggage, they should request Passenger Traffic Manager to quote rates.

If the station is not supplied with prepaid delivery checks, agents must write or wire Manager Mail, Express, Baggage and Milk Department to furnish, or, if time does not permit, request the nearest station supplied with this form, to furnish.

Passengers traveling overseas should be advised to have their baggage precede them by at least 48 hours in order to allow sufficient time to transfer their baggage at the port of embarkation. The pier and name of ship and accommodations held by passenger should be shown on Form PPDC-1.

Auditor's stub of Form PPDC-1 must be detached by forwarding agent and reported on INTERLINE BAGGAGE REPORT.

**597. COLLECT DELIVERY CHECKS.** Collect Delivery Checks, Form 3070, are furnished by Stationery Storekeeper upon requisition and are to be used in cases where a passenger requests delivery of baggage at destination to a residence, hotel or other location.

Passenger should be informed that if delivery facilities are not available at destination, the baggage will be kept at the station.

Agent at destination, if transfer facilities exist, must arrange with transfer company to make delivery of the baggage. If the baggage bears a C.O.D. check or any excess charges are due, collection of such charges should be made from the transfer company which in turn will make collection from the passenger together with the transfer company's charge for delivery.

**598. SPECIAL BAGGAGE CARS.** The rules and charges for the movement of baggage cars in connection with theatrical companies and other special train arrangements are published in Western Special Car and Train Tariff, 28 series. See Rule 3 for movement of special baggage cars in military movement.

**599. EXCHANGING BAGGAGE CHECKS.** Passengers presenting checks for baggage that has not yet arrived and who may wish to have their baggage rechecked on arrival to another point to which passenger holds valid transportation, may be given baggage checks to the new destination in exchange for those originally applied.

When baggage arrives, old baggage checks must be removed, the new string portions applied and baggage forwarded on the first available train to new destination.

Should the baggage, when received, bear a C.O.D. check, it must be removed and reported on the baggage report at the point where baggage was rechecked. A new C.O.D. check must be issued to the new destination showing reference and amount of the inbound C.O.D. and, separately, any charges accrued at the point where baggage was rechecked. Credit for the inbound C.O.D. should be handled in accordance with Accounting Department instructions.

Should the baggage, when received, be subject to excess baggage charges, a C.O.D. check should be applied to the baggage before forwarding it to the new destination.

Baggage checks should not be exchanged to any destination where a vehicle transfer in transit is involved unless the passenger's transportation provides for such transfer.

**600. BAD ORDER BAGGAGE.** Agents must examine baggage before accepting it for shipment to be certain that it is in condition to withstand handling to destination.

If damage exists, the condition must be described on baggage records, using abbreviations as outlined elsewhere herein.

Baggage liable to come open must be securely roped or tied before accepting it for shipment. Agents should give passenger such assistance as may be required in these circumstances.

The condition of baggage received at junction points, transfer stations and terminals must be observed and notation made on baggage waybill of any existing damaged condition.

**601. FORWARDING BAGGAGE.** Baggage should be forwarded on the first available train unless the passenger desires to have it forwarded otherwise. If held for delayed forwarding, it will be subject to storage charges, if delayed beyond free time.

Agents must inform passengers regarding trains that do not carry baggage so, if preferred, the baggage may precede the passenger and be available to him upon arrival at destination.

Any circumstances in which baggage cannot be forwarded promptly or is being improperly handled must be reported to Manager Mail, Express, Baggage and Milk Department.

Employees relieving one another must exchange information relative to baggage to be forwarded.

**602. UNLOADING BAGGAGE FROM CARS.** Trunks and other heavy baggage cannot be safely unloaded from cars except to a baggage truck or a skid and should never be unloaded directly to the platform or ground.

Baggage must not be thrown or dropped in unloading from the baggage car or truck and must be handled so as to avoid the possibility of its becoming crushed, scratched or marred. The sliding of hand baggage across station or baggage car floors is prohibited.

Agent receiving baggage from baggage cars must see that it is checked to his station or, if for transfer to another train, that his station is the proper point for such transfer.

**603. HANDLING BAGGAGE IN WET WEATHER.** If baggage cannot be protected with tarpaulin, trunks must be kept with the top up in order that rain or snow will not enter and damage the contents.

Baggage must be kept under cover and must not be exposed to the weather except to the extent to which it may be necessary to load and unload it from or to baggage cars.

If baggage, destined elsewhere, has been unloaded in error, agent must forward it to its proper destination on the first available train. If destination is a local point, notify destination agent and, if a point on a foreign line, notify the Manager Mail, Express, Baggage and Milk Department by wire, giving description of baggage and check number.

Copies of transfer baggage waybills must be filed with station records. If baggage waybills are not being received from train baggagemen, notify Manager Mail, Express, Baggage and Milk Department.

**604. DELIVERY OF BAGGAGE.** Delivery of Baggage may be made only upon the surrender of a corresponding duplicate check, except as outlined in rule covering lost checks.

If string check has been lost from baggage, delivery should be made only upon identification of the baggage and receipting for it on Form 293. Duplicate check must be taken up and attached to form and retained as station record.

In delivering baggage, agents should observe the weight and nature of the baggage and if the weight appears in excess of the free allowance or the weight shown on excess check, it should be weighed or if the shipment consists of articles not named in the baggage tariff, he must collect any additional charges due. Collections of this nature must be reported on Excess Check, and the Manager Mail, Express, Baggage and Milk Department so notified.

All non-revenue baggage checks must be matched with the duplicate checks and retained for a period of ninety days, after which they should be sent to Record Clerk, Chicago.

Passenger's portion of Form 73, C.O.D. checks and foreign line excess checks must be sent to Auditor Passenger Accounts with the monthly baggage report.

**605. DELAYED OR LOST BAGGAGE.** When duplicate checks are presented for baggage that has not arrived and which, in usual service, should have been received, agents must obtain from the passenger any obtainable information that would be of assistance in tracing the baggage.

Agents must take a memorandum of the passenger's name and address, number of duplicate check, kind of baggage and marks if any, from what station and on what date the baggage was checked and if interline, the route shown on the duplicate check.

If the baggage was checked from a station on the CMStP&P, ascertain by wire from the forwarding agent the train and date on which the baggage was forwarded and transmit the facts by wire to Manager Mail, Express, Baggage and Milk Department.

If the baggage was checked from a station on a foreign line, transmit all pertinent facts by wire to Manager Mail, Express, Baggage and Milk Department, including the route shown on passenger's duplicate check.

If officials' mail pouches or Company stationery or supplies are delayed or lost, notify Manager Mail, Express, Baggage and Milk Department by wire.

**606. BAGGAGE WANTED AT A POINT OTHER THAN DESTINATION.** Should a passenger holding a parcel check, transfer company's claim check or duplicate baggage check, wish to have baggage sent to another point to which passenger has used rail transportation, arrangements should be made to have baggage reforwarded.

If the baggage is at a local point, agent should have the passenger sign valuation slip, Form 5014, and request the agent at the point where baggage is held to reforward the baggage as provided in rules.

If baggage is held at a point on a foreign line, agent should obtain a signed valuation slip, Form 5019, and request Manager Mail, Express, Baggage and Milk Department to arrange to have the baggage reforwarded.

If claimant has used other than rail transportation between the point where baggage is held and that to which he wishes the baggage reforwarded, passenger should be notified to make arrangements to have the baggage sent by express.

**607. WRONG BAGGAGE RECEIVED.** When a duplicate baggage check is presented calling for baggage that does not belong to the claimant, such baggage must not be delivered but held for instructions.

Ascertain from passenger the point from which the missing baggage was checked, description of baggage, date checked and the route. If the forwarding station is a local point, wire the agent with copy to Manager Mail, Express, Baggage and Milk Department, giving the details regarding both the missing baggage and the wrong baggage on hand and request immediate investigation.

If the forwarding station is on a foreign line, report the facts, as stated above, by wire to Manager Mail, Express, Baggage and Milk Department, asking disposition of the baggage on hand and that he trace for the missing baggage.

When the correct destination of the baggage on hand has been developed, it must be forwarded on the first available train.

**608. LOST DUPLICATE CHECKS.** If a duplicate baggage check has been lost, the passenger must be required to produce the key if baggage is locked and make a satisfactory

identification of the contents. A receipt for the baggage must be obtained on Form 293, which together with the string check, must be retained at the station.

If claimant is unable to make a satisfactory identification of the baggage, delivery should not be made but the facts must be reported at once to Manager Mail, Express, Baggage and Milk Department, who will issue appropriate instructions.

**609. MISMATCHED CHECKS.** Passengers holding mismatched checks must identify their baggage as outlined in rule and sign mismatched check receipt, Form 293. Checks to be attached to receipt and retained at the station.

**610. BAGGAGE STORAGE.** The date and time of arrival must be stamped or written in the space provided on the reverse side of baggage checks and the storage, should any accrue, must be computed commencing after expiration of free time.

Storage check, Form 14-2 must be placed over the string check on any baggage remaining on hand after the 24 hours free time has elapsed. When baggage is called for, the passenger's receipt portion of Form 14-2 must be folded over the agent's portion and both punched to indicate the number of days held and the amount of storage due.

If the storage rate has changed since the station stock of Form 14-2 was printed, delete the printed charges and insert the correct amount in ink opposite the number of days held.

Baggage storage rates are quoted in Rule 14 of the Western Baggage Tariff No. 25 series.

If baggage on which storage has accrued is reforwarded, Form 14-2 should be reported without charges and a C.O.D. check, Form 73, issued for the amount of the storage and handled according to rule.

**611. UNCLAIMED BAGGAGE.** Baggage received under baggage check or parcel check that is unclaimed for thirty days must be forwarded under Unclaimed Check, Form 35, to Unclaimed Baggage Room, Milwaukee, Wisconsin.

The stub of parcel check, passenger's receipt portion of storage and original baggage check must be left attached to baggage and GBA Form 35 attached when forwarding to Unclaimed Baggage Room. Other portions to be disposed of as per instructions on check.

Storage checks, parcel checks and C.O.D. checks on baggage forwarded to unclaimed baggage room must be reported without charges with notation "To Unclaimed Baggage Room."

**612. ARTICLES FOUND IN COACHES OR WAITING ROOMS.** All articles found on station premises or on trains must be immediately delivered to the Baggage Agent or Agent at terminal (except at Chicago, where they should be turned in to the Lost Article Department in the Union Station).

Advice stub must be sent to Manager Mail, Express, Baggage and Milk Department by first mail. This is especially important so that we will be able to answer all inquiries intelligently and promptly.

If article is later delivered to the owner, take receipt in the space provided on tag and send it to Manager Mail, Express, Baggage and Milk Department by first mail.

If article is not delivered to the owner within fifteen days, forward it—with lost article tag attached—to Manager Mail, Express, Baggage and Milk Department.

Lost Article Tags, Form GBA-33, will be furnished by Stationery Storekeeper, Milwaukee, Wisconsin.

Extreme care must be exercised in completely filling out tags.

If requested, articles found on trains or in stations will be forwarded to another station on our line in baggage car service, free, at owner's risk. Otherwise, they will be returned by express.

Articles, including jewelry and money, which have not been reclaimed by owners within sixty days will be returned to finders upon written or personal application and surrender of finder's receipt to Manager Mail, Express, Baggage and Milk Department. Such applications must be made within thirty days after the sixty day period.

**613. GARNISHMENTS COVERING BAGGAGE AND OTHER PROPERTY UNDER CHECK.** When an agent is served with garnishment summons covering property in possession of the Railway Company under check, he will immediately wire the Manager Mail, Express, Baggage and Milk Department and the Attorney having jurisdiction of legal matters in the state in which service is made, stating hour and date of service, location and description of property, number of check, between what points checked, and when and before whom case is returnable, transmitting papers by first mail to such attorney. The agent will also immediately notify in writing, the owner of baggage, if known, giving full particulars, copy of such notice to accompany summons to Company's Attorney. The baggage must be held until agent is authorized to release it by Company's Attorney.

**614. WRITS OF ATTACHMENT, EXECUTION OR REPLEVIN OF BAGGAGE AND OTHER PROPERTY UNDER CHECK.** In all cases of service of writs of attachment, execution or replevin of property under check, the agent will immediately wire the Manager Mail, Express, Baggage and Milk Department and the Attorney having jurisdiction of legal matters in the state in which service is made, giving the same information as is required and forward papers by first mail to such attorney. If the property is at the station where writ is served, agent will demand and collect of serving officer, all charges due the Railway Company and notify him that if he makes the levy he does so at his own risk. If the levy is effected, the officer should be informed he must immediately remove from the Company's possession, the baggage or other property covered by writ. Agent will take officer's receipt for such baggage or other property and immediately notify owner, if known, of the levy and seizure, giving full particulars, copy of such notice to accompany writ to Company's Attorney.

**615. CLAIMS FOR DELAYED, DAMAGED, LOST OR STOLEN BAGGAGE.** If a claim is presented for the reason that baggage has been delayed, agent should obtain the passenger's name, address, the point from which baggage was checked, date and time of shipment and the basis on which claim is made. Make a complete report promptly to Manager Mail, Express, Baggage and Milk Department, stating the date and time that baggage arrived and the time that passenger first called to claim the baggage.

If claim is made on account of damage to baggage enroute, claimant should be requested to make statement of the articles damaged and their approximate value. Agent should verify the statement with the claimant and submit it with a complete report to Manager Mail, Express, Baggage and Milk Department, giving claimant's name, address, probable cause of damage, baggage check number and value declared, and date and train on which baggage was received.

If claim is made for baggage that has been lost, agent should obtain from passenger a statement of kind of baggage, articles claimed to have been contained in the baggage, their approximate value and the value declared and submit the statement together with whatever other pertinent facts may be obtainable to Manager Mail, Express, Baggage and Milk Department.

If baggage has been stolen from the station or has been pilfered while therein, report the facts by wire to Superintendent and Manager Mail, Express, Baggage and Milk Department.

**616. NEWSPAPERS IN BAGGAGE SERVICE.** Upon authority of Manager Mail, Express, Baggage and Milk Department, newspapers, securely tied and marked, may be handled in baggage service. Application for this service must be sent to Manager Mail,

Express, Baggage and Milk Department and his instructions, regarding the handling of such business, will govern.

Publishers are to keep record of weight and at the close of each month make payment direct to Treasurer, CMStP&P R.R., Union Station, Chicago, Illinois.

**617. PARCEL CHECKING.** Agents at stations not equipped with parcel lockers, or where such lockers are inadequate, will be governed by the following rules in parcel checking articles and accounting for the charges.

Trunks or other bulky articles or articles of fragile, inflammable, explosive or offensive nature should not be accepted for parcel checking. Money or valuable papers should not be checked and, in checking other valuable articles, attention should be drawn to the limitation of \$25.00 for loss of or damage to articles checked which is printed on duplicate portion of parcel check.

When articles are accepted for parcel checking, agent must issue Parcel Check, Form 80, stamp or write the date and hour when articles were received on both portions of parcel check and collect storage for the first twenty-four hour period. Agent's portion of parcel check and the stub must be attached to the article and the duplicate given to the person checking the article.

Notice should be posted at or near the window or door at which parcels are received stating the hours that the office will be open for delivery of such articles and the patrons' attention should be called to such hours.

When duplicate portion of parcel check is presented for reclaiming baggage, the agent's portion must be removed from the baggage and the date and time of delivery must be shown. If a parcel has been held for more than the initial twenty-four hour period, additional storage for each additional twenty-four hour period or fraction thereof must be collected.

The duplicate portion of the parcel check and the agent's portion must be matched and both parts glued or stapled together with the agent's portion on top and enclosed with monthly baggage report.

At the end of the month, all parcel checks applied to undelivered parcels must be listed and the list attached to the monthly baggage report. Agents reporting only a few parcel checks may list them in the "Parcel Room Collection" column of the baggage report with notation "Undelivered." Parcel checks applied in one month and delivered the following month must be reported in the month delivered, showing only the additional charges collected at time of delivery.

In reporting parcel checks on monthly baggage report, the number used should be determined from the commencing and closing numbers on the face of the report which should be extended at the rate applicable to the first 24 hour period, and entered on the first line of the "Parcel Room Collections" column. The parcel checks with additional charges should be listed, showing only the additional charges collected, and the total carried to the proper line on the face of the monthly baggage report.

**618. TRANSPORTATION OF REMAINS.** Use of the word "Corpse" is objectionable to many persons, and it is urged that the word "remains" be used in all cases, especially in conversation with escort, relatives or in telegrams covering handling of such shipments.

Remains will be checked and transported in baggage service as provided in Rule 6 of Western Baggage Tariff, No. 25 series.

**619. MILITARY IMPEDIMENTA IN PASSENGER TRAIN SERVICE.** Additional articles (other than personal baggage) that may be handled in passenger train service and included in the weight and value of passenger baggage, or transported without charge in connection with Government request for the required number of tickets for the accompanying party or returning cadre, are listed in the Western Baggage Tariff, 25 series.

Articles, other than those entitled to free transportation, moving on passenger trains in connection with the movement of military personnel or in carload or less lots, not accompanied by military personnel, must be covered by Government bills of lading endorsed "Passenger Train Service Required" in the "Via Route" column of the Government bill of lading.

A C.O.D. check must be issued in lieu of a freight waybill showing the Government bill of lading number in the amount column. The number of the C.O.D. check must be shown on the Government bill of lading immediately below the notation, "Passenger Train Service Required."

In the case of carload shipments, moving in passenger trains, the C.O.D. check must be applied to one of the pieces nearest the door and must show the number of pieces in the shipment.

In the case of less carload shipments, moving on passenger trains, the C.O.D. check must be applied to one of the pieces and a regular baggage check applied to each of the other pieces. The duplicate portion of the baggage checks should be detached by forwarding agent as it is not necessary to surrender them at destination on shipments of this kind.

The combination Government waybill and bill of lading form must be filled in at shipping point in the usual manner. The original and memo copies must be returned to issuing officer, the shipping order must be retained by forwarding agent and the waybill and carrier's copy must be attached to the auditor's portion of the C.O.D. check which must be reported on monthly baggage report.

Agent at destination must take up the C.O.D. check and require the surrender of the original Government bill of lading, properly accomplished. The Government bill of lading must be attached to the C.O.D. check and reported on the monthly baggage report.

**620. REPORTING BAGGAGE COLLECTIONS.** A daily record of baggage forms used and collections made must be kept in a manner suitable for the amount of baggage business handled and the local circumstances at the various stations.

At stations where no assigned baggage personnel is employed, all revenue baggage forms should be cut off at the same time that tickets are cut off and the collections entered in the cash book.

At stations where assigned baggage personnel are employed who turn in their collections to the agent, a record must be maintained of collections made and of funds turned over to the agent and receipt obtained.

At stations where a regular baggage agent is employed, who maintains a cash book and renders a monthly balance sheet, the general rules relating to the maintenance of records, balancing the accounts and making remittances are applicable.

Local C.O.D. checks received and any other miscellaneous revenue must be listed in columns provided and totals carried to the proper lines on the face of the report.

The total of the interline excess baggage report must be entered on the designated line on the face of the local baggage report and totaled, with local collections, to make a grand total of all baggage collections which must agree with the amounts shown in the cash book and monthly balance sheet.

All C.O.D. checks received during the month must be reported, but if baggage remains on hand at the end of the month, the report must show the notation "On Hand" opposite the C.O.D. check number. When collection is made in the following month, the C.O.D. check must be reported again with the amount of charges collected.

Excess baggage checks covered by Government requests should be reported without revenue, showing reference to the symbol and number of the Government request.



**621. REQUISITION FOR BAGGAGE FORMS.** Requisition for baggage Forms (8) should be made to Stationery Storekeeper, Milwaukee, Wisconsin.

Requisition for Forms (7) and excess value stamps should be made to the Passenger Traffic Manager. Sufficient supply should be kept on hand at all times so as to make it unnecessary to wire for forms.

**622. SHOW SCRIP.** Show scrip, Form E.B., is sold under contract to show companies for the use of their advance agents and may be accepted at face value for excess weight, value and baggage storage charges subject to contract provisions printed on the cover of the show scrip book.

Personal baggage, advertising matter and tools may be checked free on show scrip as provided in tariff.

The first class fare to destination must be determined and selvaage detached accordingly if that class of transportation is used. If coach class transportation is used, the selvaage must be detached to the value of coach class transportation.

Excess, Form 72, Storage Check, Form 14-2, or Declaration of Value Slip, Form 5019 must be referenced to show the form and number of scrip accepted. Selvaage must be attached to the form used.

**623. BAGGAGE SCRIP.** Baggage Scrip, Form E.B., will be sold and honored in accordance with rules published in Western Territory Excess Weight Coupon Book Tariff, No. 141 series, which are reproduced in part on the cover of each baggage scrip book.

Baggage scrip will be honored in payment of transportation charges for excess weight of baggage when presented by the original purchaser holding valid transportation to or beyond the point to which baggage is checked.

Agents must detach scrip from the book at the face value of coupons to the amount of the excess weight charges and note the agent's portion of the excess check to show the form and number of the scrip detached.

The excess check, paid for in scrip, must be reported at 80 percent of the tariff charges.

If excess weight charges are paid partly in cash and partly in scrip, each amount must be shown separately on the agent's stub on the excess check. The portion paid in cash must be shown at the full tariff rate and the portion collected in scrip at 80 percent of the tariff rate.

Baggage scrip books sold must be reported on the monthly baggage report showing commencing and closing numbers, number of books sold and the amount collected. Transportation tax must be collected and reported by agent selling baggage scrip books.

Baggage scrip coupons accepted must be reported in accordance with Accounting Department instructions.

**624. BAGGAGE INSURANCE.** Agents supplied with personal effects and baggage insurance policies issued by the St. Paul Fire and Marine Insurance Company must enter such policies on their stock record of tickets and report any sales in their cash book and interline ticket report and remit the net collections with other station funds.

Whenever a transfer of agents is made at a station selling personal effects and baggage insurance policies, the incoming agent should arrange with the insurance company to have a license issued to him as may be required by state laws.

When a policy is issued, the white form must be given the passenger, the blue and pink forms and any void forms must be sent to Auditor Passenger Accounts with the interline ticket report.

At the close of each month, agents must prepare the insurance company's report of baggage insurance sales in triplicate, showing the prefix number, commencing and closing number of all policies sold or voided and the amount of premiums collected.

The total premiums for policies sold out of each book must be totaled at the bottom of the report, from which the commission must be deducted to arrive at the net amount. The white and blue copies of the report must be sent to Auditor Passenger Accounts with the monthly report and yellow copy retained for station record.

Baggage insurance must be reported on the last sheet of the interline ticket report for the month, showing "Ins. cts." in the form number column, the commencing and closing numbers of policies sold and the net amount of sales.

**625 to 630 incl., reserved for additional rules.**

## INSTRUCTIONS TO TICKET AGENTS

**631. TICKET OFFICES.** Ticket Offices should be opened sufficiently in advance of departure time of passenger trains to allow all passengers opportunity to purchase tickets and check baggage before boarding trains if the employee's working schedule permits such routine.

Passengers intending to use trains departing at times when no station employees are on duty should be encouraged to purchase tickets and check baggage during office hours.

When ticket offices are closed part of the day due to ticket sellers working elsewhere, a notice should be posted informing the public when the ticket office will be reopened and where in the meantime passenger information may be obtained, if such a source exists.

**632. PASSENGER TARIFFS.** Generally speaking, tariffs can be divided into the following three categories:

Local Tariffs—Contain rates and regulations which apply only on the CMStP&P RR.

Joint Tariffs—Contain rates and regulations which involve more than one railroad.

Sleeping Car Tariffs—Contain rates and regulations which apply for accommodations in Pullman Co. sleeping cars.

Although tariffs may differ to some extent in their appearance and make-up, there are many characteristics which are common to all. These are:

**A Table of Contents** is usually located on the first page and alphabetically lists the locations of the various subjects covered by the tariff.

**A List of Issuing and Participating Carriers** is usually found in the front part of joint tariffs (those involving more than one road). Railroads which are not included in such a list are not parties to the tariff and must not be used in the routing.

**The Application of a Tariff** is a section outlining the territory from and to which the tariff applies.

**The Fares** from and to specific points are shown in the body of the tariff. Fares designated "Basing Fares" must not be used for selling fares but may be used in combination with other fares to establish those to points to which no through rates are shown.

**The Routing** as shown in the tariffs must be observed except as otherwise authorized by the Optional Route Tariff and tickets must be plainly endorsed to indicate route. In some cases, the body of a joint tariff shows only routes via "gateways" (key cities), but does not show the various railroads which may be used to and from such "gateways". Part of this detailed routing is generally found in the latter part of the tariff under a heading "Route From Gateways to Destination". The other part, "Routes From Selling Stations to Gateways" can usually be found in the body of the tariff by ascertaining the lowest rate applying to the gateway involved. In round-trip tariffs, the routes are shown only in the direction of going trips. Routes for the return trip are determined by reversing those shown for going trips.

**633. PROCEDURE FOR ASCERTAINING PASSENGER FARES.** Unless you are familiar with the location of the passenger's intended destination, always make it a point to first find it on the map of either an Official Guide or a timetable. Keep this map in front of you as it will enable you to construct the proper rate via the route desired. As it is essential that the passenger be given the most convenient schedule between the points involved in his trip, the arrival and departure time should first be determined in order that the correct rates and routes may be established. After this has been done and the proper tariff is located, existing supplements should be examined to ascertain if the rate in the original tariff has been changed or if it must be applied to a Table-Tariff to obtain an increased fare. When in doubt as to the correct fare to be collected and time permits, communicate immediately with your Division Passenger Office or Chicago General Office. In quoting fares and arranging schedules it should

be borne in mind that for the most part, the passenger knows little about schedules, classes of travel, fares, etc. and will rely entirely on the ticket agent for correct details. All employees engaged in selling tickets should study passenger tariffs, circulars and schedules in order that they may be in a position to readily obtain accurate information. This should always be dispensed to patrons in a clear and courteous manner.

**One-Way Local rates** from your station to points on the CMStP&P are clearly designated in local tariffs and are easily interpreted.

**Round-Trip Local rates** are for the most part, constructed by applying the one-way fare to a Round-Trip Table Tariff except that there are a few tariffs which contain long distance round-trip local fares which are lower than those obtained by the tabling process.

**One-Way and Round-Trip Joint (Interline) rates.** If the destination is not located on the CMStP&P, a joint tariff must be consulted. A quick look at the cover, or the Application Section usually found on the first few pages, will reveal if it can be used for the destination in question. Most joint tariffs indicate that they apply to destinations in several states, but this often does not mean that every station in these states is listed as a destination. Therefore, if the desired destination cannot be located either in the body of the tariff or in the list of additional destinations shown in the rear, the rate must be secured to the closest destination shown in the body of the tariff which is this side of the desired destination. The fare from this destination to the desired destination, if available from another tariff, should then be added, however, this combination of rates must not exceed the through rate from your station to the next destination, which is beyond the desired destination.

**634. FILING OF PASSENGER TARIFFS, ETC.** Publications pertaining to the conduct of passenger business should be maintained in a systematic manner and segregated as follows:

**Local** Tariffs naming CMStP&P fares.

**Joint** Tariffs naming fares from your station to points on other roads.

**Joint** Tariffs naming fares from points other than your station  
(to be used for constructing thru fares).

**Table** Tariffs for determining round-trip rates, increases in fares or tax.

**Sleeping Car** Tariffs.

**Rules and Regulations** Tariffs and Circulars such as those pertaining to Baggage, Clergy, Exclusive Occupancy, Optional Routes, Prepaid Orders, etc.

**Temporary** Tariffs and Circulars, such as those quoting special fares of short duration, changes in schedules, etc. These should be weeded out from time to time when the dates involved in the special tariffs have lapsed or the information contained in the circulars has been covered by current timetables, etc.

To avoid errors, all tariffs and supplements which contain **rates that are subject to an increase**, should be boldly marked on their covers with a red pencil to indicate that they must be applied to Table Tariffs and the numbers of the Table Tariffs should also be named.

**635. CERTIFICATE OF APPOINTMENT.** Certificates of appointment are required by the laws of the State of Illinois, North Dakota, Montana and Washington, which must be posted in a conspicuous place in the depot or ticket office. Certificates of appointment will be furnished regular assigned agents by the Operating Department.

Certificates must be framed, under glass, to protect them from becoming unsightly. If a suitable frame is not available, agents must make requisition to Superintendent by letter.

Agents leaving the service, assigned to other duties or transferring to stations in another state, must return the certificate issued to them to Auditor of Station Accounts and Overcharge

Claims. Agents transferred to another station, in the state where a certificate is issued, must take the certificate with them.

**636. SELLING PASSENGER TRAFFIC.** Agents or other station employees assigned the duties of selling tickets should endeavor to sell tickets to all passengers and assist them with the checking of baggage.

Attempt should be made to learn the passengers' ultimate destination and to sell them tickets through to destination. Frequently, stop-over privileges on through tickets will permit passengers to transact business or visit friends at any intermediate points within the time limits of the tickets.

Passengers should be informed of the saving in fare by purchasing round-trip tickets and the convenience of not being required to purchase return tickets especially at large terminals.

Agents should secure Pullman, Parlor Car or Seat Reservations through offices that are assigned space and, if not supplied with tickets, should also request agents making the reservation to furnish tickets. The value of tickets should be remitted by station draft to the office that furnished them.

Persons should be aided in planning business or pleasure trips, which should include places of interest, such as parks, industrial developments, sports events, etc., that may conveniently be included.

Satisfied passengers often show their appreciation by favoring the CMStP&P with their freight shipments.

**637. ITINERARY OF TRIP.** Ticket sellers should inform passengers of the arriving and departing time at transfer points. Passengers making longer trips should be provided with written itinerary for the entire trip showing departure time from starting point, arrivals and departures at transfer points, including names of railroads and changes of stations if such are involved.

If passengers so desire, they should be provided with available literature which describes the territory through which they will journey.

**638. RECEIPT FOR FARE PAID.** Upon request, agent will furnish passengers, at time of sale, receipts for fares paid, prepared on Ticket Receipt, Form 348, or on passengers' own form of receipt.

Receipts must be prepared in ink and bear imprint of station ticket dater.

**639. FORMS OF LOCAL TICKETS.** Local tickets with printed points of origin and destinations will be furnished where the sale of such tickets averages twenty or more per month. Such tickets may be sold only at the fare applying for the class printed thereon and must not be reduced in class or fare. If such tickets are of the "Card" type, they must not be issued in exchange for Government Transportation Request, prepaid orders, etc. Only coupon forms should be used for such transactions. The principal forms of local coupon tickets reading from blank station to blank station are:

Form

L-1

One-way ticket which can be punched for First, Intermediate or Coach Class passage and also reduced to half fare or clergy fare. It also contains endorsement space which will permit it to be issued for other types of fares.

L-2

Round-trip ticket which contains the above features.

FP-4

One-way Family Plan ticket which can be punched to indicate class being used.

Form

FP-5	Round-trip Family Plan ticket which can be punched to indicate class being used.
L-21 Ex.	One-way ticket which is issued in exchange for another and can be punched to indicate class being used.
LM-2	One-way Mixed Class ticket which can be issued to indicate that a certain class is being used for a portion of the trip and a different class for the remainder.
LM-2-R	Round-trip Mixed Class ticket which contains the above features.
LP-1	One-way Party ticket for groups traveling together at the same fare which can be punched for class desired.
LP-2	Round-trip Party ticket which contains the above features.
SUC	One-coupon Raise-In-Grade Certificate which when attached to a rail ticket raises its grade.
SUC-2	Two-coupon Raise-In-Grade Certificate containing the above features.

**640. FORMS OF INTERLINE TICKETS.** Interline tickets are available in books of 1, 2, 3, 4, 5 or 6 coupons, the backs of which are carbonized, thus making it possible to prepare with one writing and stamping operation, as many as six revenue coupons, together with an agent's stub and passenger's receipt. These tickets can be used for one-way or round-trip passage of any class and where more than 6 coupons are required, combinations of books can be used and stapled together to make one complete ticket. If this is necessary, two books containing the same number of coupons should be used. For example, if 7 coupons are required, two 4-coupon books should be used. The superfluous coupon of one book should be removed, endorsed "Void" and sent to Auditor of Passenger Accounts with Report of Interline Ticket Sales. The first coupon is the Agent's stub on which all writing is done. A ball point pen or hard indelible pencil must be used and firm pressure exerted on a hard surface to insure legibility. This stub must be removed immediately after writing and stamping has been completed and forwarded with adding machine list as provided in Auditor of Passenger Accounts' letter File 17-Etc. The forms of interline tickets are:

Form

1	One coupon
2	Two "
3	Three "
4	Four "
5	Five "
6	Six "
TFR-1	One-way transfer coupons to be inserted in interline book tickets when transfer of passengers between stations in Chicago is necessary.
TFR-2	Round-trip transfer coupons covering above requirements.

When agents at stations not supplied with interline forms of tickets have requests for tickets destined beyond this Company's lines, the necessary transportation may be obtained from the nearest or most convenient station possessing such forms. Requests for tickets should state starting station, destination, complete route and class of service desired and remittance therefor should be made by Station Agent's Draft Form 319 Rev. to the agency from which they were received as soon as the transportation has been delivered to the passengers and collection effected.

**641. PARLOR CAR TICKET SALES.** Agents selling parlor car or reserved seat tickets to destinations served directly by parlor cars operated by this company will use Form L-55. When parlor car seat space is being sold on foreign lines, Form S.C.B. 55-1 should be used.

**642. ISSUING TICKETS.** Agents issuing tickets will be governed by the following instructions:

1. Tickets must be issued on proper forms and used in consecutive number order and so reported.

2. Tickets, other than card or printed destination tickets, must be prepared with ink, addressograph plates or rubber stamps.

3. All tickets and stubs must be stamped with the ticket dater to show the date of sale. When tickets are sold for use on a later date, both the date of sale and the date the journey is to commence must be shown. Tickets must be endorsed on the back, "Not Good until ..... 19....."

4. Tickets, coupons and stubs of tickets sold at reduced fares, must be endorsed to show the occasion for which issued as outlined in special tariff. Half fare tickets must be reduced to half fare.

5. Reduced fare tickets, other than half fare tickets, must be endorsed, "Not Good on Trains ....., " if such tickets are routed over any part of a route served by trains which do not honor such transportation. In selling tickets over foreign lines, refer to Western Passenger Association Joint Circular H.T. series or folders of such lines for restricted trains on which reduced fare tickets will not be honored.

6. Tickets must not be sold to stations where through trains are not scheduled to stop unless such tickets are endorsed, "Not Good on Train ..... beyond ....., " showing the last scheduled stop before destination.

7. Purchasers of round-trip tickets requiring validation should be informed that such tickets must be validated at destination before they will be honored for return passage.

8. The tariff requirements with respect to expiration limits must be observed and must be shown on ticket. Stop-overs are permitted on all regular one-way and round-trip tickets within limit of ticket upon application to conductor.

9. Where there is more than one route, passenger should be asked for preference of available routes.

10. Interline tickets require separate coupons for each railroad over which the ticket is routed except that in some cases where two or more railroads of the same railway system are used consecutively, only one coupon for the system is required. Separate coupons are required for transfers between depots when provided by tariff and for side trips when included.

11. The amount of the fare and tax collected must be shown on all agent's stubs and on the tickets themselves if space has been provided therefore.

12. Agent's stubs must be detached after tickets have been completely prepared. Unused revenue coupons must also be detached, marked "Void" and sent to Auditor of Passenger Accounts with report forms.

**643. TICKETS INCORRECTLY ISSUED.** When tickets are presented, which have been incorrectly prepared, they should be exchanged for those of correct issue reading for the same class. The tickets which are taken up must be endorsed "Exchanged" and attached to the agent's stubs of the tickets being issued so that records of the transactions are available. The passenger's name and address must also be written on the back of the agent's stubs.

When the original ticket shows the amount of fare collected, the agent should verify the fare and collect the difference if original collection was insufficient. For details on reporting such transactions see "Exchange of Tickets."

**644. ROUTING LOCAL TICKETS.** When local tickets are to be used over indirect routes, for which additional fares have been collected, the ticket and agent's stub must be endorsed to indicate that it is valid via the route involved. The same procedure must be followed when indirect routes are authorized by Optional Route tariffs at no additional cost.

**645. LIMITING TICKETS.** All tickets, except those bearing printed expiration limits, must be endorsed with the limit stated in tariffs under which the ticket is sold. Passengers should be informed that they must reach their destinations before midnight of the date on which the limit expires except as otherwise provided in individual tariffs.

**646. TICKETS FOR USE ON EXTRA FARE TRAINS.** Tickets for use on extra fare trains must be accompanied by separate tickets which indicate that the extra fare has been collected. Regular interline ticket forms should be used for this purpose and coupons endorsed "Extra Fare Train . . . . ."

**647. TRANSPORTING THE SICK AND INVALID.** Tickets must not be sold for persons that are sick, invalid or mentally ill, requiring special attention, unless they are accompanied by an attendant equipped and qualified to take care of them.

Transportation of persons on cots or stretchers must be arranged for jointly through Division Superintendents and the Passenger Traffic Department. Request should designate destination and routing and state briefly attending physician's opinion of the patient's ability to travel and whether or not it will be necessary to make the loading and unloading through car windows.

**648. TICKETING THE BLIND.** Western Passenger Association Circular BL authorizes the sale of tickets to a blind person accompanied by attendant on the basis of one adult one-way fare of class desired for both passengers upon presentation of certificate and coupon issued by American Foundation for the Blind, Inc.

If the blind person is 5 years of age and under 12 years, the fare will be three-fourths ( $\frac{3}{4}$ ) of the adult one-way fare; adding sufficient to end in 0 or 5, regardless of the age of the attendant. Round-trip tickets may be issued at double the one-way fare.

Party form of tickets should be used but if not available, regular book form of ticket may be used and tickets endorsed "Blind Certificate No. . . . ."

Guide dogs, when muzzled and on a leash, accompanying blind coach passengers, will be transported free in baggage cars. Blind passengers in sleeping and parlor cars may be permitted to keep guide dogs in a room that they occupy but not in any open space or in lounge or parlor cars, except that if transportation is wholly within the States of Illinois, Indiana, Missouri or Washington, guide dogs may accompany their masters in open space in sleeping or parlor cars. In Illinois and Missouri, such dogs must be muzzled but this is not necessary in Indiana and Washington. Western Joint Circular HT specifies certain trains on which reduced fare tickets for the blind or the transportation of guide dogs will not be honored.

**649. CHILDREN.** Children of five and under twelve years of age, when accompanied by an adult, will be transported at one-half of the adult fare. Each child in this age group must be provided with a half-fare ticket. It is not proper to issue one full fare ticket for transportation of two children. Children under five years of age, when accompanied by an adult, will be carried without charge.



Under certain conditions, children of half-fare age unaccompanied by an adult may be accepted for travel. See Passenger Traffic Department Circular outlining regulations for handling of children.

**650. REDUCED RATE TICKETS FOR USE WITH PASSES.** Passes, annual or trip, which are restricted for use on certain trains, will be honored for the purchase of coach or first-class tickets good on certain restricted trains upon payment of one-half of the tariff fares. Consult Passenger Traffic Department Circular No. 4603 or reissue thereof.

Tickets, Form PH-1 or PH-2, should be used, but if such are not available and a regular form is used, the agent's stub and ticket coupons must be endorsed, "Good with (annual) (trip) Pass No. ...."

Half fare tickets on passes over foreign lines may not be sold by agents of this Company but must be purchased, where permitted, from agents of foreign lines over which the pass is issued. This does not include Union Pacific or Southern Pacific passes on which ticket PH-1 may be issued at half-fare to points beyond Omaha.

**651. CLERGY FARES AND ARRANGEMENTS.** Clergy tickets may be sold at reduced rates named in tariffs to clergy holding valid certificates issued by the Western Clergy Bureau in the territory in which the ticket is issued and terminates. See Western Circular "WC" series.

Purchasers must, at the time of purchase of ticket, surrender clergy coupons, dated in the current year, which must be signed by the purchaser and attached to agent's stub of each ticket sold at clergy fares.

One-way local Form L-1 or round-trip local Form L-2 should be used for destinations on the CMStP&P and both passenger's portion and agent's stub must be punched and endorsed to indicate "Clergy."

Usual form of interline ticket should be used to destinations beyond the CMStP&P. Each coupon thereof and agent's stub should be endorsed "Clergy."

Agents are supplied, each year, with application blanks for the convenience of clergy wishing to make application for clergy certificates to the Western Clergy Bureau, Chicago.

**652. TICKETING ATTENDANTS OR CARETAKERS OF FREIGHT SHIPMENTS.** Attendants in charge of freight shipments for which tariffs do not provide for free transportation must obtain coach class tickets reading between the points which they are to accompany the shipment.

Attendants must execute Contract, Form 71, in duplicate, the original to be retained by the attendant, the duplicate by the issuing agent.

**653. TICKETS FOR TRANSPORTING REMAINS.** Upon presentation of a properly executed transit permit, a first class ticket, other than card or printed destination form, shall be issued for the transportation of remains, subject to the minimum fare published in Western Baggage Tariff Series "25." The ticket and agent's stub must be endorsed "Remains." When accompanied by an escort, the form and number of the transportation held by the escort must be endorsed on the ticket issued for the remains.

When remains are to move without escort, the ticket issued for remains must be charged for at double the one-way first class fare. The ticket and agent's stub must be endorsed "Remains—No Escort."

Remains will not be carried on certain trains that are shown in Joint Honoring Circular "HT". Escort should be informed of these restrictions in order to avoid the possibility of becoming separated. If the shipment involves a change of stations enroute, an additional charge for transfer must be made as outlined in the baggage tariff.

When remains are being checked, the ticket for remains must be taken up and sent to Auditor of Passenger Accounts with Form 1380 Report of Credit Due.

**654. ATTENDANT'S RETURN TICKETS.** Attendant's return tickets will be issued in cases where applicable tariffs authorize free return transportation of attendants who have accompanied shipments of live stock or perishable shipments.

Contracts will not be honored for free return transportation unless conductor's endorsement and punch marks show that the attendant accompanied the shipment. Contracts presented by other than the attendant named in the contract shall not be honored but shall be taken up and canceled.

Ticket Form D.T.1, if in stock, or Form L-1, endorsed "Attendant", must be issued if the destination is on the CMStP&P. If destination is on a foreign line, Form D.T.2, if in stock, or regular form of interline ticket endorsed "Attendant" must be used. Local tickets and coupons of interline tickets must also be marked "Not Good on Trains . . . . . " if they read between any points where trains are being operated which restrict the use of attendant's or drover's tickets.

Attendant's tickets must be reported without revenue on local or interline ticket reports, showing "Attendant" in remarks column. Contracts must be sent to Auditor of Passenger Accounts with Report of Drover's Tickets Form 207.

**655. REDUCED RATE ORDERS.** Reduced rate orders, Form R.F.O., issued by this Company will be honored for one-way or round-trip tickets of the class specified between points on this Company's lines.

One-way tickets may be sold at one-half of the fare for the class specified. Round-trip tickets may be sold at the one-way fare for the round-trip of the class specified.

Agent's stubs and coupons must be endorsed, "R.F.O. No. . . . . " and the reduced rate order must be sent to Auditor of Passenger Accounts with monthly Report of Credit Due Form 1380.

Through round-trip or one-way tickets may be issued to destinations on foreign roads if proper reduced rate orders issued by the foreign roads involved are presented for such transportation.

**656. VALIDATING TICKETS.** Agents selling round-trip tickets under tariffs requiring validation at destination should inform passenger of this requirement and the location of the office where this may be accomplished.

Validating agent will be governed by the provisions of the tariffs and should be satisfied that the person presenting the ticket for validation is the original purchaser.

**657. RESALE OF TICKETS UNLAWFUL.** It is unlawful for anyone other than an authorized railway representative to deal in railroad tickets. Agents, conductors or others knowing of any person selling or offering for sale, or endeavoring to dispose of in any manner whatever, any ticket or unused portion of a ticket, are requested to make a complete report of the facts to Passenger Traffic Manager.

**658. LOST OR STOLEN TICKETS.** Tickets lost by passengers will not be bulletined to conductors. Passengers losing tickets should be given a receipt for new tickets purchased or cash fare paid and instructed to report facts to Passenger Traffic Department, Chicago.

Tickets found by Company employees, or turned over to them, should be forwarded promptly to Passenger Traffic Department, Chicago, with full particulars.

**659. TICKETS SOLD OUT OF ORDER.** Care must be taken to sell tickets in their numerical order to avoid the necessity of carrying two series of the same form of ticket in stock records.

Packages of tickets should be numbered consecutively when placed in stock to minimize the chances that the wrong package will be taken and placed for selling.

If tickets are sold out of order, the stock record must be changed to show a split in the series and a memorandum placed in the stock at the break showing in what month and year the missing tickets were reported.

When the sales reach the point where the break occurred, the missing ticket numbers must be entered on the ticket report with a notation stating the month and year in which the missing tickets were reported.

If only a small number of tickets precede the break and the sales during the month do not reach that point, the intervening numbers must be stamped or marked void and so reported.

**660. SPOILED TICKETS.** If an error has been made in issuing a ticket, it must be marked or stamped "Void" and another form used. Changes in the printed forms of tickets or erasures must not be made on tickets. Voided tickets should be detached from agent's stub and sent to Auditor of Passenger Accounts with monthly local or interline ticket reports.

**661. TICKET DATERS.** Ticket Daters should be kept clean and provided with fresh ribbons so that a clear impression will be made.

When ticket daters or punches are out of order, notify General Storekeeper, Milwaukee, Wisconsin.

Daters and ticket punches must be protected against unauthorized use. Ticket sellers supplied with individual dies must protect them from use by other persons.

**662. CUSTODY OF TICKETS.** Ticket cases should be kept locked when not in use. Reserve ticket stock should be kept in locked drawers or cases or in the office safe if space permits and the protection of important station records from fire is not impaired.

Any loss of tickets from stocks must be reported by wire to Division Superintendent and Auditor of Passenger Accounts as soon as it is discovered and a list of the missing tickets supplied to the conductors of passing trains until they can be properly bulletined.

**663. TICKET REQUISITIONS.** Agents should keep a supply of tickets on hand sufficient to meet their requirements for a period of at least 90 days.

Requisitions for tickets must be made on Form 6, showing the highest number of tickets on hand and the number of tickets required.

Requisitions must be signed by the agent, bear an imprint of the ticket dater stamp and be mailed to Ticket Stock Clerk, Chicago.

**664. CHECKING TICKETS RECEIVED.** Agents receiving a new supply of tickets must see that seals are intact and check the tickets with the accompanying invoices before placing them in stock.

Tickets in unsealed packages must be counted upon receipt. Sealed packages of card or other forms of tickets should not be opened until they are placed on sale, but such tickets must be counted when the seals are broken.

If all tickets listed are received, the original invoice must be receipted and sent to Auditor of Passenger Accounts and the duplicate, stamped with the ticket dating stamp, retained for station record. Small stations should paste the duplicate invoices to the inside cover of the ticket register; larger stations must keep a separate file of invoices of tickets received.

Any discrepancies in tickets received must be reported promptly to Auditor of Passenger Accounts, attaching the check slip enclosed in the package.

Tickets received must be entered in ticket register or other form of ticket stock record maintained.

This rule also applies to all revenue baggage forms.

**665. OBSOLETE TICKETS.** Agents should keep in stock only such forms of tickets as are necessary and should request Passenger Traffic Department for authority to recall those that have become obsolete or those which are used so infrequently that it would not be feasible to keep them in stock.

**666. RECALL AND RETURN OF TICKETS.** Agents authorized to return tickets to Auditor of Passenger Accounts must furnish him with a list showing the forms, and the commencing and closing numbers of such tickets, retaining a copy for station records.

Packages containing returned tickets must be sealed with wax and sent to Auditor of Passenger Accounts by express or, if express service is not available, by registered train mail.

The ticket register or other record of ticket stock must be referenced to show the date the tickets were returned.

**667. TRAIN BULLETIN BOARDS.** Train bulletin boards, showing the arriving and departing time of trains carrying passengers, must be kept posted at all times.

Whenever a passenger train becomes delayed, the bulletin board must be marked up to show the time it may be expected to arrive.

To eliminate all possible cause for confusion, the date and hour of such posting of delayed trains must be shown.

**668. OFFICIAL RAILWAY GUIDE.** Official Railway Guide distributed monthly to principal agencies contains train schedules for all railroads on the North American continent and other information which is valuable in planning the routing of passengers.

Agents receiving new copies must forward the old issue in accordance with standing instructions pasted inside the top cover.

**669. PUBLICITY MATERIAL.** Advertising matter sent to agents from the General Offices must be carefully displayed and distributed in a manner to produce the best results.

Posters should be removed when the occasion for which they were issued has passed. All posters that have become soiled or unsightly should be removed and replacements requested if still effective.

Calendars sent to agents should be distributed to persons and places where the most effective advertising will be attained.

**670. AMERICAN EXPRESS TRAVELERS CHECKS.** American Express Travelers Checks are, or may be, placed on sale at certain railway ticket offices for sale to the traveling public.

Travelers checks must be entered on the record of interline tickets, showing date received and the opening and closing number of each denomination. A cut-off must be made at the close of each month but no report of sales need be made to this company. Invoices of travelers checks received must be filed with invoices of tickets received.

Sales of travelers checks must be reported on the forms and in the manner prescribed by the American Express Company.

Proceeds from sales of travelers checks must be remitted to the railway company with other collections.

Not later than the day following the sale of travelers checks, a station draft must be drawn in favor of the American Express Company which, together with sales reports, must be mailed to the designated office of that company.

Copies of sales reports must be endorsed with the date and number of the draft issued and retained in the selling office.

**671. PLAYING CARDS.** Playing cards must sold at the prices established by the Passenger Traffic Department and accounted for on Report of Interline Ticket Sales.

**672. TRAVELERS INSURANCE.** At the close of each month, agent must report to the Auditor of Passenger Accounts, the total sales in space provided for on Travelers Insurance Company Envelope Report in which must be enclosed all stubs of policies sold and all policies voided, the total of the report to be entered on the monthly balance sheet.

**673. RESERVING SPACE IN SLEEPING CARS, PARLOR CARS OR RESERVE SEAT COACHES.** Reservations in sleeping cars, parlor cars and reserved seat coaches must be made in accordance with current circulars governing such procedure.

Reservations should be requested as far in advance as possible. Agents must ascertain that passengers hold rail transportation which is valid for the type of accommodations being requested.

Requests for reservation in Pullman cars must specify the kind of accommodations, date, train number, points between which space will be occupied, and the code or ticket number. Agents not supplied with Pullman tickets should obtain the code or ticket number from the nearest office selling Pullman tickets.

Requests for reservations of section space, bedrooms, compartments or drawing rooms that will be occupied later than 8 a.m. or accommodations for sick or invalid persons should specify how the accommodations should be prepared for occupancy.

Requests for reservations of seats in reserved seat coaches or in parlor cars must specify train number, date, name of passenger, code or ticket number and the points between which the accommodations will be used.

Requests for reservations for use on Sunday or holidays that are received too late to be obtained before reservation bureaus close, should be addressed to the depot ticket agent in the town where such bureau is located.

**674. COACH RESERVATION MEMO FORMS.** Coach reservation memo forms must be issued for reserved seats on trains operated by this company or foreign lines when the reservation is made without additional charge.

This memo form must not be issued for reservation of seats on trains where an extra charge is made for such occupancy.

Forms 100, 101, 102, 103, 104 and 105, should be used for seat reservations requiring an extra charge and will be supplied by Ticket Stock Clerk, Chicago, upon application.

**675. DIAGRAMS FOR PULLMANS AND PARLOR CARS.** Agents at stations that are assigned space in Pullman and parlor cars must furnish Pullman conductors or porters in charge with diagrams showing the space that has been sold or reserved.

**676. EXTRA PASSENGER EQUIPMENT.** Agents should keep informed of local activities that may result in unusual increase in passenger travel and notify Passenger Traffic Manager and Superintendent sufficiently in advance of the movement to permit making needed equipment available.

**677. ARRANGEMENTS FOR SPECIAL TRAINS.** Arrangements for special trains will be made by Passenger Traffic Manager. Agents receiving requests for such service must inform their Division Traffic Office or Passenger Traffic Manager, Chicago, the name of the

organization, the number of passengers expected and kind of equipment required, date of departure, destination, schedule desired, etc.

Agents will be notified by Passenger Traffic Department of the number of tickets to be issued and the amount which must be collected before movement takes place.

Refund of such collections must not be made unless authorized by Passenger Traffic Department.

**678. PRIVATE CARS.** Agents receiving requests to move private or railroad owned business cars, other than this Company's cars, must transmit the request to Passenger Traffic Manager and Superintendent, giving the name of the party, ownership of the car, destination, route, date and trains on which transportation is requested.

**679. PARKING AND SERVICING SPECIAL OR CHARTERED CARS.** Charges for sanitation, air conditioning, icing, etc., at stop-over points or at destination must be collected at the point where special train service is arranged. Prepaid Orders Form P.P.O. should be issued, giving full description of the service for which the charge is being made. The original of this form should be sent to Auditor of Passenger Accounts, Chicago, with a letter explaining what collection covers.

Agents at layover points and at destination will be notified by Passenger Traffic Department of the amount collected for services to be rendered at their stations and if further service is requested, additional collection must be made and reported at the point where such service is rendered.

**680. PREPAID ORDERS FOR TICKETS.** Agents may arrange for the delivery of rail tickets, Pullman or parlor car tickets and a limited amount of cash to passengers at another station located on the CMStP&P or a foreign line only when the transportation involves CMStP&P routing. A deposit covering the full value of the transportation and cash to be furnished must be collected.

The amount of cash that may be furnished must be limited to a reasonable amount (not more than \$25.00) that would normally be required for meals and incidental travel expenses enroute.

Ticket deliveries between points on this Company's lines may be arranged directly with other local agents, stating the name and address of the party to whom the ticket is to be furnished, the class of transportation, destination and route and the total amount of deposit. Ticket deliveries at points on a foreign line must be arranged through Passenger Traffic Manager.

Receipt, Form P.P.O.R., must be issued to the depositor who should be informed to retain it in case the party cannot be located or declines the ticket and a refund of the deposit is to be made later.

Agent at point where ticket is to be furnished must contact the prospective passenger promptly and inform the agent requesting ticket delivery that the ticket has been furnished or reason why delivery cannot be made or will be delayed.

Upon notice that the ticket has been furnished, the agent holding the deposit must issue prepaid order, Form P.P.O., in triplicate, and send the original to the agent who has issued the ticket, if on this line, or to the Passenger Traffic Manager if ticket was furnished by a foreign line. Auditor's stub must be forwarded to Auditor of Passenger Accounts with monthly report Form 1379.

If the agent at the point where the ticket delivery was to have been made states that the party cannot be located, has declined the ticket or would accept it at some later date, the depositor must be notified promptly and asked whether he wishes cancellation of the delivery order and refund of the deposit or leave the ticket available for delivery to the party until some specified date.

**681. ISSUING AND ACCOUNTING FOR TICKETS ON PREPAID ORDERS.** Tickets furnished on PPO's must be of the class and via the route specified in the delivery order. Tickets must be endorsed, "Exchanged for PPO", in order to prevent refund to other than the depositor.

If the amount of deposit, stated in the ticket delivery order, is not sufficient to cover the value of transportation requested, the additional collection must be made from the passenger, entered on the ticket stub and the ticket reported for the amount collected.

If the amount exceeds the value of transportation furnished, and ticket delivery order does not specify that the balance is to be delivered in cash, the agent holding the deposit must be notified so that refund can be made to the depositor.

A receipt must be taken on the ticket delivery order for the transportation and cash furnished. Prepaid orders received in payment therefor must be forwarded to Auditor of Passenger Accounts with monthly Report of Credit Due Form 1380, with description of transportation issued thereon.

Tickets exchanged for prepaid ticket orders must be reported on local or interline reports and marked "P.P.O." showing the number of the PPO. The same notation must be made on agent's ticket stub.

**682. REFUND OF DEPOSIT FOR TICKET DELIVERY.** Refund of deposit for ticket delivery must not be made until cancellation of the order has been acknowledged by the agent at the point where delivery of the ticket was to have been made.

Receipt, Form P.P.O.R., or any other form of receipt which may have been issued to the depositor must be taken up and marked "Refunded".

Prepaid orders that have been delivered to patrons, such as those issued for services and tours must be surrendered before refund is made.

**683. AIRLINE TICKET ORDERS.** Airline ticket orders issued by authorized agents of established passenger airlines will be honored for tickets as called for by the orders.

Orders shall be endorsed to show the form and number of tickets issued, the destination and fares. Lifted orders must be forwarded to Auditor of Passenger Accounts with monthly Report of Credit Due Form 1380.

Tickets issued on such orders shall be reported at the regular fares but without tax.

**684. U. S. GOVERNMENT TRANSPORTATION REQUESTS.** U. S. Government transportation requests will be honored for specified rail, Pullman, parlor car, reserved seat and extra fare tickets, special services, excess baggage and transfer charges, as specified in Rules for Honoring Government Transportation, published in Joint Circular 4-D, or in subsequent amendments or reissues.

The signature of an issuing officer must appear in the proper place designated on the transportation request. The signature of the passenger or person in charge of a group movement must also be obtained in space provided as a receipt for transportation delivered. When the issuing officer and passenger or man in charge is the same, he must sign in both places. As the Government will not honor a bill for transportation unless the transportation requests are properly certified, the signatures and titles of both the issuing officer and traveler, must be secured without fail.

Ticket agent shall record, in space provided in lower left corner of the Transportation Request, the forms and numbers of tickets issued and insert opposite thereto under "Agent's Value" in "Transp." column the value of ticket fares, extra fares, excess baggage charges, transfer charges, railroad parlor car seat charges, reserved coach seat charges and other transportation charges not specifically mentioned herein and insert in the "Accomod." column the charges for Pullman Accommodations only.

The transportation and accommodations furnished must be only as designated on the transportation request, if available, but if not available and other transportation or accommodations are furnished, in circumstances authorized by Circular 4-D or reissues thereof, the reason must be noted on reverse side of the transportation request over the passenger's signature.

If transportation or accommodations of greater value than that called for by the transportation request are desired by the passenger, the difference in value in connection with local tickets shall be reported on Local Ticket Report Form 2. The difference in value in connection with interline tickets shall be included in your listing of interline transactions.

When transportation of parties of fifteen or more is covered by one transportation request, including Pullman accommodations, Accommodation Authority, Form AA (furnished by Passenger Traffic Manager) must be issued for the Pullman accommodations specified in the Government Transportation Request.

When an individual presents a Government Transportation Request at a point not supplied with Pullman tickets, agents must issue Accommodation Authority, Form AA, for the accommodations specified in the Government Transportation Request.

If the Transportation Order calls for a round-trip Pullman, Parlor car or revenue reserved seat ticket and such tickets are not in stock or if advance reservations have not been made, another Form AA must be issued and given the passenger to secure accommodations on the return trip.

The original Accommodation Authority Form AA must be given the passenger, the duplicate, with transportation request attached, must be sent to Auditor of Passenger Accounts and the triplicate retained for station record.

When transportation request is presented at a station supplied with Pullman tickets but assigned space has been exhausted or advance reservations have not been made for service from another point, agent must issue Pullman tickets as called for by transportation request and mark them "Accommodations not Guaranteed".

Rail tickets and excess baggage forms issued on Government Transportation Requests must be endorsed "Govt."

Ticket agents shall report on Form 93.1399 "Report of Transportation Requests" tickets issued in exchange for Government Transportation Requests covering rail, parlor car, baggage, etc., prepared in duplicate, the original with transportation requests to be forwarded to the Auditor of Passenger Accounts and the duplicate retained for station records.

When Pullman accommodations are involved, ticket agents shall report Transportation Requests on Form 93.1399 "Report of Transportation Requests", prepared in quadruplicate. The original and duplicate with transportation requests shall be forwarded to the Auditor of Passenger Accounts, the triplicate to the Pullman Company and the quadruplicate retained for station records. This will include Transportation Requests exchanged for Pullman tickets only, for both rail and Pullman tickets, or for "Accommodation Authority" forms.

Remains of deceased military personnel transported on Government Transportation Requests will be accompanied by escort. When a vehicle transfer is necessary at a point where regular transfer service is not maintained, arrangements must be made with someone in transfer business to transfer the remains. A certificate must be presented and signed by the escort, which, with the receipted bill for transfer charges, must be sent to Auditor of Passenger Accounts. Credit for transfer charges paid must be taken on Form 1380, Report of Credit Due.

**685. HONORING CANADIAN AND OTHER BRITISH COMMONWEALTH TRANSPORTATION REQUESTS.** Transportation requests and warrants issued by departments of the Dominion of Canada and related countries will be honored for tickets between points in the United States or between points in the United States and Canada to the extent authorized in Joint Circular 1-H or reissues thereof.



Agent's stub and each coupon must be endorsed to indicate the kind of request on which ticket was furnished and tickets shall be reported without value, as are U. S. Government Requests.

**686. EXCHANGING INTERLINE TICKETS.** Agents receiving request to change the route, destination or both of interline tickets should request Passenger Traffic Department for authority, giving selling road, point of origin, routing, destination of ticket, route or destination desired and amount paid by passenger.

If authority is received to exchange a ticket, the original ticket must be surrendered and a new ticket issued with endorsement on each coupon reading, "Exchanged". The agent's stub of the new ticket must show reference to the original ticket. This new ticket must be reported in accordance with the provisions of Circular File 17-Accounting Methods-I.B.M. Plan-Pass.Tkt.Acct.-Home Interline.

**687. RAIL TRAVEL CREDIT CARDS.** Rail Travel Credit Cards are issued in three classes prefixed A, B and C and will be honored for procurement of rail and Pullman tickets, all expense tours, checking of excess baggage and for services on trains to a person or persons designated, to the extent authorized in Local and Joint Passenger Tariff R.T.C. No. 2-4 or reissues thereof.

Prefix (A) cards will be honored for the use of the individual holder only.

Prefix (B) cars will be honored for the use of the holder or another party named on the card.

Prefix (C) cards will be honored for the use of the holder and, on his order, for delivery of tickets to a messenger or for issuance of one trip tickets to designated individuals as stated in the tariff.

Rail Travel Receipt, Form RC-1, furnished by Passenger Traffic Department must be prepared by ticket agents in duplicate. The account number and subscriber's name must be entered thereon from the credit card. The signature of the holder must also be obtained on this form and carefully examined to insure that it compares with the signature on the Rail Travel Card.

Both copies of the Rail Travel Receipt will be retained by ticket agent. Another form of receipt must be issued if requested by the passenger. All coupons, agent's stubs and any excess baggage forms issued on Rail Travel Cards must be stamped or endorsed "RTC". They must be reported with value in the regular monthly reports and references made indicating they are "R.T.C."

Pullman tickets issued on Rail Travel Cards must be reported with revenue to the Pullman Company. Credit for both rail and Pullman transportation should be obtained by entering the amounts on Form 1380, Report of Credit Due.

Rail Travel credit cards will be issued to any individual or company approved by the Rail Travel Credit Agency. Application for credit cars should be made to:

Rail Travel Credit Agency, 436 Union Station, Chicago 6, Illinois.

**688. REFUND OF TICKETS SOLD ON CREDIT CARDS.** Refunds of tickets sold on credit cards must not be made by agents but such tickets may be accepted and sent to Auditor of Passenger Accounts for cancellation of the charge or credit to the account of the subscriber.

Agents should process Form GPD-37 in the usual manner except that the subscriber's name and Rail Travel Card Account number must be shown.

**689. EXCHANGE OF TICKETS ISSUED ON RAIL TRAVEL CARDS.** Rail or Pullman tickets bearing endorsement "R.T.C." may be exchanged in the same manner and under the same conditions as any other like ticket, except that where additional collection is neces-

sary, such collection may be made in cash, or if the holder of the ticket is also a card holder, Rail Travel Receipt may be issued endorsed "Exchanged" and signed by the card holder in lieu of cash payment. Tickets issued in exchange should be endorsed "Exchange" on the face and "R.T.C." on the reverse side. The Rail Travel Receipt must show complete description of tickets lifted and endorsed "Exchanged" also tickets issued in lieu thereof.

**690. RAIL TRAVEL ORDERS.** Rail Travel Orders, Form RC-20, are furnished to business firms and individuals holding prefix "C" Rail Travel Cards and may be drawn by such card holders for delivery of tickets to messengers or for issuance of one trip tickets to individuals named in the order.

Form RC-20 will be prepared in triplicate, the original and duplicate to be delivered to ticket agent by the messenger or individual named in the order and the triplicate retained by the card holder to whose account the tickets furnished will be charged.

Rail Travel Orders will be signed by the messenger or individual to be issued a one trip ticket, as the case may be, in the presence of the issuing prefix "C" card holder. The messenger or traveler must sign for the tickets furnished and his signature must be compared with the signature in the body of the order.

The accomplished Rail Travel Orders, Form RC-20, will be handled in the same manner as Rail Travel Receipts, Form RC-1, which will not be required.

**691. RAIL TRAVEL PROMOTION AGENCY.** Under certain conditions, travel bureaus which are recognized members of the Rail Travel Promotion Agency may be granted compensation on rail transportation which they purchase. Specific types of order forms have been provided for this arrangement and commissions may be deducted at the time of sale. See Rail Travel Promotion Agency Circulars or consult Division Traffic Office for details.

**692. MEMORANDUM TICKET ORDERS.** Memorandum Ticket Orders, Form S.T.O. printed in duplicate, are commonly known as "Street Orders" and are furnished "Off-Line" traffic offices and city ticket offices for use in obtaining tickets from other railroads for transportation in which this Company will participate. They can be secured from Ticket Stock Clerk, Chicago.

When the transportation has been furnished by another line and collection has been received from the passenger, agents must issue station draft in favor of the line furnishing the tickets and reclaim the street order. The original street order must be referenced with the form and numbers of tickets furnished and the date and number of the draft issued in payment.

If the tickets obtained on a street order are uncalled for or if the prospective passenger has canceled the order, the tickets must be returned to the issuing line and the original street order obtained and marked canceled.

The duplicate of the street order must be retained in the book and when the original is returned, it should be inserted in the book over the duplicate.

Agents of this Company should honor the street orders of other lines for tickets and must hold such orders until payment for the value of tickets furnished is received. If any amounts remain unpaid at the end of the month, they must be carried on the monthly Schedule of Uncollected Bills, Form 39.

**693. REDEMPTION OF TICKETS.** (See "REDEMPTION OF TICKETS IN WASHINGTON" for exception covering refund of tickets reading entirely for passage within the State of Washington). Wholly unused local and interline tickets sold by this Company for cash may be redeemed by the selling agent when presented for refund within 90 days from date of sale.

Wholly unused **return portions** of regular round-trip LOCAL tickets which have been sold by this Company for cash, may be redeemed at issuing station or at destination. In such

cases, the amount of refund will be established by deducting the one-way fare of class used, plus tax, from the amount paid for the original ticket, refunding the difference. Caution must be exercised to make certain that correct fares are used in establishing the amount of refund.

Under no circumstances should agents make refunds on **partially used interline** tickets.

Claimant's receipt for refund must be obtained on Form G.P.D. 37-A.

Form G.P.D. 37-A must be completed, in duplicate, and claimant's signature and address obtained as a receipt for the amount refunded. Form G.P.D. 37-A, with canceled tickets attached, should be forwarded to Auditor of Passenger Accounts with Form 1380 Report of Credit Due.

See CMStP&P Redemption Circular for a list of tickets bearing certain endorsements which forbid them from being redeemed by agents.

Tickets bearing punch cuts or endorsements indicating that service has been performed, or that baggage has been checked, also partially used interline tickets, must not be redeemed by agents. All such tickets accompanied by a regular refund application Form G.P.D. 37, should be promptly forwarded to Passenger Traffic Department, Chicago.

If a ticket issued by another railroad is presented for refund, on which partial routing is via the CMStP&P, regular refund application Form G.P.D. 37 should be prepared and sent to Passenger Traffic Department, Chicago, together with the canceled ticket. Claimant should be instructed to contact that foreign line involved should it be necessary to trace for payment.

**694. REDEMPTION OF TICKETS IN WASHINGTON.** The laws of the State of Washington require that refund of unused or partly used tickets, reading entirely between points in that state, must be refunded within **THREE** days from date of presentation by the original purchaser to issuing carrier for refund, provided that tickets are presented within one year from the date of expiration.

Prompt attention must be given, both to the redemption of tickets and furnishing information to other agents in connection therewith, as the law imposes heavy penalties for violations.

Wholly unused one-way or round-trip tickets, issued by the CMStP&P, when presented at the selling station, will be redeemed promptly at the price paid therefor. When presented at other than selling station, agent should promptly contact selling station for the price paid and on receipt of reply, make the correct refund, attaching telegram to Form G.P.D. 37-A.

Partially used one-way or round-trip tickets, when presented at selling station, will be redeemed promptly by the agent at the difference between the fare paid and the fare of like class between the points that ticket was used. If baggage has been checked, agent should establish the actual weight of the baggage, assess charges at the excess baggage rate and make refund for the amount of fare paid, less the charges due on baggage. If actual weight cannot be determined, excess baggage charges should be based on 150 pounds.

Form G.P.D. 37-A must be completed and forwarded with canceled tickets on Form 1380 to Auditor of Passenger Accounts.

**695. LOCAL TICKET REGISTER.** Local ticket register, Form 399, must be maintained at all stations that are supplied with tickets and revenue baggage forms. The register must be completed daily in its entirety.

The highest number on hand and the closing number of tickets and revenue baggage forms must be brought forward from the previous month. If any such forms are received during the month, the highest number must be shown in the column provided. Total number of tickets sold, amount of sales and tax must be shown daily in columns provided.

Baggage revenue must be computed separately and must not be included with ticket revenue.

The closing numbers of all local tickets and revenue baggage forms must be entered in the register at the end of each month after sales for last train for the month have been made.

The total number of tickets sold and amount of sales with tax must be extended for each weekly balance and at close of fourth week, a monthly balance.

The local ticket sales computed for month shown in the ticket register must be balanced with the monthly local ticket report and the total of baggage collections with the monthly baggage report.

**696. RECORD OF INTERLINE TICKETS.** Agents must maintain record of all interline ticket forms carried in stock and must enter thereon the closing number for each form at the end of each reporting period.

New supplies of tickets must be recorded in register upon receipt, showing forms, opening and closing numbers and the date received.

**697. BALANCING TICKET SALES.** Agents at points where more than one ticket seller is employed must arrange to have each seller write up his sales in Daily Ticket Blotter, Form 1313 and make proper transfer of cash to his relief seller. Remittance for collections in excess of working fund must be made by seller and an accounting of all sales made to Agent.

Agents must arrange to make a general cut-off at the most convenient time of day, compute the amount of sales since the previous cut-off and balance the total with the individual sellers' reports of tickets sold and ticket register.

Agents at stations selling local and interline tickets and who do not make a separation of these collections in cash book, must cut-off and balance the local tickets as instructed and enter the amount, together with interline ticket sales, in the cash book when making a general balance of the cash.

**698. MONTHLY REPORT OF LOCAL TICKET SALES — FORM 2.** In reporting Local Ticket Transactions, the sales of one-way card tickets should be entered first, then the one-half card tickets, then round trip card tickets. Card tickets should be entered on Local Ticket Report Form 2 in the same order that they appear in the ticket case, and this order maintained each month.

Blank destination tickets should be reported in form number order, the lowest form number being reported first, followed by the next consecutive form number and so on until all forms used for the month have been reported.

Complete sales of each form should be reported before proceeding with the next form.

In reporting sales of card tickets and other forms printed to a specific destination, the form should be shown in Column 5, commencing and closing number in Columns 6 and 7, and the total number of tickets issued for the month in Column 8, entering the actual number sold to each destination in Columns 10, 11, 12, 13, 14, 15, 16 and 17, as the case may be, to be extended by the rate in Column 19 and the total amount entered in Column 20. The number of void tickets should be entered in Column 17.

In reporting sales of blank destination tickets of a given form, the commencing and closing numbers and the total number issued for the month should be entered in Columns 5 to 8, inclusive, opposite first entry covering report of a given form.

In the case of one-way and round-trip blank destination tickets, the individual numbers to each destination should be entered in Column 9 and the number of sales to each destination in Columns 10, 11, 12 and 13, opposite the destination, proceeding in like manner for every destination until the sales to all destinations of every form have been reported.

If any blank destination tickets are voided, the total number of such tickets should be entered in Column 17, and the individual numbers of the void tickets entered in Column 9 and the word "Void" entered on the same line in the destination Column 2.

In reporting sales of party tickets, form, commencing and closing numbers, and the total number issued should be shown in Columns 5 to 8 inclusive, in the regular manner; after which, the sales of each ticket should be entered separately in Column 14 or 15, as the case may be, and the number of passengers indicated thus, "For 10," with separate number of the ticket in Column 9, making reference to special authority in Column No. 1.

When a ticket is issued via other than a direct route, the routing must be shown in Column No. 4.

When collection is made to cover a deficit in the operation of a special train or car, blank destination ticket should be issued and reported at the amount collected, in regular station order, with the explanation in Column No. 1.

This report is particularly designed to enable agents to balance the number of tickets reported, so that there will be no discrepancies in the report, insofar as the number of tickets are concerned. The total of tickets issued as indicated in Column 8 should be footed, and this total balanced with the totals of distribution Columns 10, 11, 12, 13, 14, 15, 16 and 17. Column 18 should be left blank.

Family Plan tickets Forms FP-4 and FP-5 are also party tickets and must be reported for the exact number for which they are issued, i.e. Form FP-4 (one-way) should be reported in Column 14, 1 for 1 &  $\frac{1}{2}$  &  $\frac{1}{4}$  or 1 for 1 &  $\frac{2}{2}$  &  $\frac{2}{4}$ , the individual rate to be shown in Column 19 to be extended to Column 20. Form FP-5 (round-trip) should be reported in Column 15, using two lines for reason two different fares are involved in the sale of ticket, i.e. 1 for 1 at RT fare,  $\frac{1}{2}$  &  $\frac{1}{4}$  on line following at one-way fare.

Pass Holders Reduced Fare tickets should be reported in Column 14 for exact number of passengers, i.e. 1 for 2, 1 &  $\frac{1}{2}$  or 1 &  $\frac{2}{2}$ , as case may be. Report in Column 19 fare collected for individual, extending to Column 20, amount collected.

Each individual sheet should bear a separate total and a recapitulation made on the last sheet, the total of this report should agree with the amounts reported on the monthly balance sheet.

**699. REPORT OF INTERLINE TICKET SALES.** A list of all interline transactions (which includes passenger and parlor car tickets and prepaid orders) must be made, in duplicate, daily, weekly, semi-monthly, or monthly, as designated by the Auditor of Passenger Accounts. Revenues from the sale of interline tickets, prepaid orders, playing cards, charges for parking, sanitation, or air conditioning of cars, must also be included in this list.

At the close of each period, i.e., daily, weekly, etc., interline ticket stubs will be sorted into groups by class of sale, i.e., commercial, family plan, RTPA-10%, RTPB-5%, RTPP-7%, exchanges, etc. Interline ticket (Form 2) should be used for all travel local to The Milwaukee Railroad, which is ordered on RTPA Purchase Orders, so that stub will be available for including on list of tickets sold. Canceled coupons, clergy certificates, reduced fare orders, and any other authority for a reduced fare, should be attached to the agent's stub.

When stubs have been sorted, the rail fare shown on each stub will be listed, together with all other interline transactions, such as playing cards, correction notice, etc., for a grand total. A separate list shall be made on adding machine tape of federal transportation tax, and state tax, appearing on each ticket stub. In case no adding machine is available, the list shall be prepared manually. The grand total of the tapes must agree with totals recorded in station records of interline ticket sales, playing cards, federal tax, state tax, etc. Ticket numbers of interline ticket transactions where no revenue is involved, such as void tickets, etc., will be listed at the bottom of the tape. You will also list the opening and closing numbers of Chicago Transfer Coupons which were actually used during the period covered by each report.

All exchanges will be reported without value, except where additional collection is made in connection with the exchange, list form and ticket numbers involved in such transactions. The

following exchange transactions shall be listed on tapes representing interline transactions:

- 1 — Interline ticket exchanged for local ticket
- 2 — Interline ticket exchanged for interline ticket
- 3 — Interline ticket exchanged for foreign ticket

Exchanges covering transactions listed below shall be reported on separate sheets of monthly Local Ticket Report, Form 2, and supported by original ticket as authority for exchange. This sheet should accompany the regular Report of Local Ticket Sales, Form 2:

- 1 — Local ticket exchanged for local ticket
- 2 — Local ticket exchanged for interline ticket
- 3 — Local ticket exchanged for foreign ticket

At the close of business for the day, week, etc., a listing will be made as indicated above and the station name and date or period covered shall be shown on the list. The tape or list shall then be wrapped around the ticket stubs, and any other documents involved in the period covered, and forwarded to Auditor of Passenger Accounts in envelope Form 4231. Separate envelopes must be used for each report and the station stamp shall be printed on the envelope in space provided. The dater should be set to show the exact day's business enclosed in the envelope, or when reports are for more than one day, the last date of the period covered shall be shown.

All interline tickets written must be included in current report. Tickets issued and held for later delivery shall be reported on the list in the same manner as if sold for cash and the total amount of the fare, plus the tax, carried in the uncollected until payment is received. When tickets are canceled, after having been reported on current listing, they should be stamped "canceled" and included in the next list as credit. Separate totals shall be reported for fare as well as the tax.

RTPA, RTPB, RTC, etc., shall be reported with value and credit taken on Form 1380 Credit Report for such items. Correction notices covering undercharges on interline tickets sold must be accounted for immediately on receipt. If the amount of the undercharge is collected without delay, it should be reported separately between fare and tax on the current listing of interline transactions and attach copy of correction notice to support amount appearing on the tape. In the event immediate collection cannot be affected, the correction notice shall be included on the current listing and the amount carried in uncollected.

Undercharges collected after correction notices have been taken into account will be applied to the Uncollected Account and the additional tax collected at that time should be included on the listing for the day and the correction number noted on the tape opposite the amount.

It will be necessary that a sales slip, or some other document, be included with the listing to represent sales of playing cards or any other items of a miscellaneous nature.

On receipt of the list of interline transactions, a detailed report of each day, week, etc., will be prepared and one copy will be forwarded to each station on Form 7-A. When the month's business is completed, Form APA-60-A covering all interline transactions for the month will also be forwarded to each station and the total of this report should agree with the amounts reported on the monthly balance sheet, Form 28, recorded during the calendar month.

**700. REPORT OF LOCAL PARLOR CAR SALES—FORM 262.** In reporting Local Parlor Car ticket transactions, the sales of one-way card tickets should be entered first. Card tickets should be entered on this report in the same order that they appear in the ticket case and this order maintained each month.

Blank destination tickets should be reported in form number order, the lowest form number being reported first, followed by the next consecutive form number, and so on, until all forms used for the month have been reported.

In reporting sales of printed destination tickets, the form should be shown in Column 4, commencing and closing numbers in Columns 5 and 6, and the total number of tickets issued for the month in Column 7, entering the actual number to each destination in Columns 25 and 26, to be extended by the rate in Column 27 and the total amount entered in Column 29.

Individual numbers of void tickets should be entered in Column 8 and the total number of void tickets entered in Column 26.

In reporting sales of blank destination tickets of a given form, the commencing and closing numbers and the total number issued for the month should be entered in Columns 4 to 7 inclusive, opposite first entry covering report of a given form.

In the case of blank destination tickets, the individual numbers to each destination should be entered in Column 8 and the number of sales to each destination in Column 25, opposite the destination, proceeding in like manner for every destination until the sales to all destinations of every form have been reported.

If printed blank destination tickets are voided, the total number of such tickets should be entered in Column 26 and the individual numbers of the void tickets entered in Column 8 and the word "Void" entered on the same line in the destination Column 2.

This report is particularly designed to enable agents to balance the number of tickets reported, so that there will be no discrepancies in the report, insofar as the number of tickets are concerned. The total of tickets issued as indicated in Column 7 should be footed and this total balanced with the totals of distribution Columns 25 and 26.

Recapitulation should be made on the last sheet of the report, listing the individual page number and amounts, the total to be reported on monthly balance sheet.

**701. REPORT OF CREDIT DUE ON PASSENGER ACCOUNT—FORM 1380.** This report is designed to show all passenger transactions on which agents have reported tickets or baggage checks at tariff rates and are entitled to credit, as follows:

- (a) Value of tickets issued in exchange for Prepaid and Exchange Ticket Orders, tickets and telegraphic authorities.
- (b) Cash furnished on Prepaid Ticket Orders and telegraphic authorities.
- (c) Charges on baggage received under C.O.D. card which is lifted and reported and new C.O.D. card issued to cover reforwarding of baggage to another destination.
- (d) Amount of storage charges accruing at station on baggage reforwarded under C.O.D. card.
- (e) Value of tickets redeemed.
- (f) Charges on baggage which is unclaimed and forwarded to Unclaimed Baggage Room under unclaimed baggage tag, Form GBA-35.
- (g) Auditor of Passenger Accounts' credit corrections.

Enter a full description of ticket or order lifted in Columns 3 to 7 inclusive. Show description of ticket or C.O.D. card issued in Columns 8 to 11 inclusive. Enter the amount of cash furnished in Column 12. When a transaction is covered by telegraphic authority, show references thereto in Column 2. Enter the total amount of credit due on each transaction in Column 15.

The transactions should be entered on the report daily, so that when items are entered for the last day of the month for which the report is made, the report can be immediately footed and sent to the Auditor of Passenger Accounts.

Extreme care should be exercised to see that amount of credit claimed on ticket or baggage card agrees with the amount reported to cover the items on ticket or baggage reports.

All authorities, tickets, orders, baggage checks for which credit is claimed, should be enclosed with report.

When credit is claimed for storage charges accruing at station on baggage forwarded under C.O.D. card, the passenger's portion of storage receipt covering the charges should be enclosed with report.

When credit is claimed for charges on baggage covered by C.O.D. card, storage or parcel room checks, which is sent to the Unclaimed Baggage Room, notation of such fact should be shown in Column 2. Auditor's stub of the unclaimed baggage tag and passenger's portion of storage check should be enclosed with report.

When credit is claimed for value of excess baggage check issued in exchange for a ticket to cover transportation of a corpse, the amount claimed should be shown in Column 15 and full description of ticket and excess check shown in Columns 3 to 10. Show "Corpse" in Column 2.

Total amount of all refunds made by agents shall be shown as one entry on Form 1380. Original forms G.P.D. 37-A, with canceled tickets attached, shall accompany the credit report as authority for cash disbursed. The notation "Redeemed" should be shown in Column 2.

Credit for value of transportation and accommodations furnished in exchange for Rail Travel Receipts Form RC-1 shall be taken on Form 1380, listing only the subscriber's account number and the total amount of receipt. The items shall be reported on separate sheets headed "Rail Travel Credit", but the summary of such sheets should be included in the total of the report, Form 1380.

Credit for compensation allowed Travel Bureaus recognized by the Rail Travel Promotion Agency, for rail transportation, shall be taken on Form 1380, showing name of tourist agency, number of purchase order and the amount. Purchase orders issued by the following Travel Bureaus:

American Express Co.  
Barry Tours  
Cartan Travel Bureau  
Thos. Cook & Son

must be itemized in the same manner and credit claimed on Form 1380 for the total value of the orders, plus transportation tax.

The items shall be reported on separate sheets headed as follows:

R.T.P.A.	10%
R.T.P.P.	7%
R.T.P.B.	5%

The summary of such sheets should be included in the total of the report, Form 1380, and the total reported on monthly balance sheet.

**702. MONTHLY REPORT OF LOCAL EXCESS BAGGAGE COLLECTIONS — FORM 5.** Excess baggage checks issued and C.O.D. Cards Forwarded and Received should be reported on this form in consecutive order, listing the check numbers in Column 1 and destination and state in Columns 2 and 3.

Checks issued to cover the collection for excess baggage should be reported in Columns 7 to 9 inclusive.

Coupons from Western Individual Excess Weight Baggage Tickets, Form E.B. will be detached by baggage agents and received at their face value only in payment of excess weight charges at regular tariff rates, provided the holder presents, in connection with this baggage ticket, proper transportation good to or beyond the station to which the baggage is to be checked.

The baggage checks issued in exchange for baggage scrip, should be reported with value on Report of Local Excess Baggage Collections, Form 5, or Report of Interline Excess Baggage Collections, Form 241, and credit claimed on Form 1380, enclosing baggage scrip detachment with reports.



After all excess baggage checks issued have been reported, a subheading "C.O.D. Cards Received" should be made and all such cards listed in the order of their receipt. This should be followed by a list of all C.O.D. cards forwarded, excess value stamps, unclaimed baggage tags and lost article tags.

The stubs of excess and C.O.D. cards forwarded and the original portion of excess checks and C.O.D. cards for which collection has been made, should be enclosed with this report.

When charges collected on C.O.D. cards received consist of charges other than excess charges, such as advance and storage charges, the amounts collected should be listed separately in Column 9 and description of the charge given in Column 2.

When baggage received on C.O.D. cards is reforwarded, the original C.O.D. card must be lifted and reported the same as if collection was made. The issuance of the new card should also be reported and reference to the exchange made on line immediately following. Credit for the amount of the old card should be obtained on Form 1380.

Baggage covered by Unclaimed Baggage Tax—Form GBA-35, forwarded to Unclaimed Baggage Room, must be reported at tariff rate on the report for the month in which baggage is disposed of. Credit for the amount reported should be obtained on Form 1380.

When charges are canceled on C.O.D. cards, such cards must be reported in regular order at tariff rate, and credit for the amount reported obtained on Form 1380, and the necessary authority from the General Baggage Agent enclosed.

When excess card is issued to cover the transportation of a corpse, the value of the ticket should be included in Column 9 and credit for the value of the ticket obtained on Form 1380. A full description of the ticket should be shown on line following. The ticket issued should be reported in regular station order at tariff rate on Monthly Report of Local Ticket Sales, Form 2.

Checks issued in exchange for scrip should be reported with value and the scrip reported on Form 1380, as per instructions covering the use of that form.

Excess Baggage Cards issued covering Undercharges by Forwarding Agents, must be reported in regular order with full explanation on line following.

When Excess Baggage Card is issued to cover baggage on account of Excess Size, reference to size must be given in line following.

When a C.O.D. Card for the value of a ticket is placed on baggage, the Forwarding Agent must give reference to the form and number of the ticket issued and authority therefor in Column 1. Credit for the value of the ticket should be obtained on Form 1380.

Recapitulation should be made on last page of report in Column 9 and the grand total carried to monthly balance sheet.

**703. MONTHLY REPORT OF PARCEL ROOM CHECKS AND STORAGE RECEIPTS—FORM 5-A.** Separate totals should be made of the cash collections for Parcel Room Checks and Storage Receipts respectively, and the grand total of both shown in space provided.

The commencing and closing numbers and number of checks or receipts issued during the month should be entered in space provided therefor in Section No. 1.

The commencing and closing numbers of checks or receipts, rate and amount collected during the month, should be entered in the spaces provided therefor in Sections 2 and 3 respectively, reporting checks consecutively.

Storage receipts issued to cover baggage forwarded under C.O.D. card should be reported with value, reference given to the number of C.O.D. card and credit for the amount reported obtained on Form 1380.

Parcel Room checks or receipts covering unclaimed baggage, sent to the Unclaimed Baggage Room, should be reported with value, reference given to the unclaimed tag under

which baggage was sent to Unclaimed Room and credit for the amount reported obtained on Form 1380.

Parcel Room checks or storage receipts on which charges have been canceled should be reported with value on report for the month in which cancellation is authorized and credit for the amount reported obtained on Form 1380, attaching authority from Manager, Mail-Express-Baggage and Milk, for cancellation.

Spoiled checks or storage receipts should be reported in Section 3, showing date of issuance and number in columns provided, with the notation "Spoiled" in "Remarks Column."

Parcel Room checks and storage receipts issued and on hand at the close of the month, for which collection has not been made, should be reported in Section 4, showing the date of issuance and number, in spaces provided therefor and the notation "On Hand" in "Remarks Column."

Stubs and duplicate portions of parcel room checks and stubs of storage receipts should be stamped with station dating stamp the day they are issued and the date on which collection is made. Those on which collection has been made or charges canceled should be enclosed with this report.

The total of the report should be entered on the monthly balance sheet.

**704. REPORT OF PREPAID AND C.O.D. MILK WAYBILLS FORWARDED—FORM 265.** This report should include all C.O.D. and Prepaid Milk Waybills issued during the month.

The waybills issued to each station should be entered separately and void waybills enclosed with report. The total of the report should be entered on the monthly balance sheet.

**705. REPORT OF PREPAID MILK AND CREAM WAYBILLS FORWARDED AND C.O.D. MILK WAYBILLS RECEIVED—FORM 266-A.** Each item shown on Prepaid Milk Waybills Forwarded, for which collection has been made during the month, must be reported separately. Enter name of station to which forwarded, date, number of waybill, number of cans, rate and amount in space provided. Where more than one item is reported on the same waybill, it will not be necessary to repeat name of station, date and number of waybill. Extreme care should be exercised in order to show number of cans under proper heading.

Each item shown on C.O.D. Milk Waybills Received, for which collection has been made during the month, must be reported separately. Enter the name of the station from which received, date, number of waybill, number of cans, rate and amount, in the space provided. Where more than one item is reported for the same waybill, it will not be necessary to repeat the name of the station, date and number of the waybill. Extreme care should be exercised in order to show the number of cans under the proper heading. The waybills should be enclosed with this report.

The waybills forwarded to and received from each station should be entered separately, each station footed by itself and at the end of the report, a recapitulation made showing the total footings of the waybills forwarded to and received from each station and the grand total carried to the monthly balance sheet.

**706. WEEKLY REPORT OF PASSENGER BUSINESS—FORM 1382.** This report should be forwarded to the Auditor of Passenger Accounts immediately after the close of business for the period as follows:

From the 1st to the 7th

From the 8th to the 14th

From the 15th to the 21st

From the 22nd to the end of the month

The totals of the various accounts reported on this form should include only collections at tariff rates.

**707. REPORT OF TAX ON TRANSPORTATION OF PASSENGERS, ETC.** Details of Federal Tax Collections should be kept in the Agency Records and no report thereof should be made in the various revenue reports (see exceptions in instructions governing Report of Prepaid Orders on Form 1379), (and Rail Travel Promotion Agency Sales) as outlined in Circular No. APA-206.

A recapitulation of the total Federal Tax Collections for the month will be required on a separate Form 2, as follows:

- Tax collected on Local Tickets
- Tax collected on Interline Tickets
- Tax collected on Local Parlor Tickets
- and the grand total carried to the monthly balance sheet.

**708. FORWARDING TICKET AND BAGGAGE REPORTS.** Local and parlor car ticket reports and excess baggage reports, ticket and baggage stubs, voided tickets, statements of credits due from Auditor of Passenger Accounts and supporting papers must be enclosed in envelope, Form 1670, and sent to Auditor of Passenger Accounts.

When Government transportation requests or other valuable papers are enclosed, envelope, Form 1670, must be sent by express or registered train mail.

**709. REPORT OF INTERLINE EXCESS BAGGAGE COLLECTIONS—FORM 241.** Excess baggage checks issued and C.O.D. cards forwarded and received covering interline transactions should be reported on this form. Auditor's stubs of excess checks or C.O.D. cards should be forwarded with this report. Excess checks and C.O.D. cards should be completed in detail; with route and junction points shown thereon. Forms P.P.D.C.-1 and TRF-12 and TRF-14 should also be reported on this form.

C.O.D. cards on which a collection has been made should be enclosed with this report.

Checks issued in exchange for scrip should be reported with value and credit obtained on Form 1380, enclosing lifted scrip as authority.

All other interline excess baggage transactions should be reported in the same manner as provided for in the instructions under the heading "Monthly Report of Local Excess Baggage Collections" and the grand total carried to the monthly balance sheet.

**710. ISSUING TICKETS TO CMSTP&P REPRESENTATIVES TRAVELING ON COMPANY BUSINESS.** Certain lines, east of Chicago, have discontinued exchanging passes for use on Company business although they will continue to issue passes for use on vacations and other personal business.

A new ticket order, Form E.T.O., has been issued to cover transportation of CMSTP&P employees over foreign carriers that have discontinued the issuance of passes for business purposes.

The employee will present original and duplicate copies to a CMSTP&P ticket agent, who will furnish the desired transportation from CMSTP&P Interline Book Ticket Stock. The agent will fill in form, number and value of ticket issued on original and duplicate copies, stamp both copies with dater, and obtain signature of employee on original copy. Duplicate copy will be returned to employee.

The ticket agent will report the transportation issued with value on Interline Ticket Report and take credit for same on Report of Credit Due on Passenger Accounts, Form 1380, attaching original of ticket order as authority.

The railroads involved likewise have discontinued requesting passes for travel of their employees on official business, over other railroads. Instead they also adopted the practice of issuing Employee Transportation orders which we have agreed to honor for rail tickets as designated in the order, when presented with an annual pass bearing the identification shown in the order.

The order, when presented, must be filled out to show the railroad on which drawn, date, from and to points, the route and class of the ticket requested. Agent issuing the ticket will fill in the form and number of ticket issued, the fare, tax and total value, and have the traveler sign the order.

The agent will report the transportation issued, with value, in the usual manner and claim credit on Report of Credit Due on Passenger Accounts, Form 1380, for the value of the order (including tax), attaching the lifted order as authority.

**711. ACCEPTING CHECKS FOR PASSENGER TRANSPORTATION.** Checks from individuals or firms may be accepted in payment for passenger transportation only under the conditions outlined in the current CMSTP&P circular governing this matter. When checks are tendered for payment, this circular must be consulted and the restrictions contained therein rigidly adhered to.

**712. CONVENTION FARES.** Round-trip tickets at reduced rates may be issued to persons attending conventions and meetings upon surrender of properly executed Identification Certificates. Special tariffs will be issued to cover each occasion and the Identification Certificates should be honored only at the fares and under the conditions outlined therein. Lifted Identification Certificates must be forwarded to the Auditor of Passenger Accounts with the monthly (local or interline) ticket reports.

**713. DOGS, CATS AND OTHER ANIMALS IN PASSENGER CARS.** Under certain conditions, dogs, cats and other small animals will be accepted for passage when accompanied by passengers occupying private rooms in sleeping cars. They must be carried into and out of the private rooms in baskets or other containers. They will not be permitted in the open space of coaches, sleeping cars or parlor cars. See CMSTP&P Circular for details and for certain exceptions applying for Seeing Eye Dogs accompanied by blind passengers.

**714. EXCLUSIVE OCCUPANCY OF PULLMAN ACCOMMODATIONS.** Upon payment to the Pullman Conductor of a slight additional charge, passengers holding a Pullman ticket reading for a lower berth have the privilege of occupying a full section for the night by sleeping in the lower berth and having the upper pushed back. Private room accommodations which are ordinarily priced for the occupancy of two or more persons may be sold by ticket agents for the occupancy of only one person at the one-person rate quoted in the Pullman tariffs, however, in cases involving the larger rooms, an additional rail fare must be collected as well as the Pullman fare. Consult Western Exclusive Occupancy Tariff.

**715. EXTENDING LIMIT OF TICKETS.** Tickets which will expire short of destination, due to illness of the passenger or the passenger's traveling companion, may be extended for the period of the illness upon execution of a Physician's Certificate which may be obtained upon request from the Passenger Traffic Department. If the circumstances warrant an extension of limit, the original ticket should be lifted and another one issued bearing the same privilege with an added limit corresponding to the length of illness involved. The ticket issued in exchange should be reported at a fare which applies for the points between which it reads. Credit for the full value of the new ticket should be taken on monthly Report of Credit Due—Form 1380, to which should be attached the lifted ticket and Physician's Certificate.

**716. FAMILY PLAN FARES.** One-way and round-trip Family Plan fares are generally available on western railroads for all classes of travel. These reduced fares are also available for round-trip travel on many eastern roads. Tickets issued under this arrangement must be endorsed "Family Plan" and plainly marked to indicate the number of passengers traveling at full, half and quarter fares. Consult Family Plan Tariff for details.

**717. FURLOUGH FARES FOR MILITARY PASSENGERS.** Under certain conditions, male and female personnel of the U.S. Armed Forces, traveling in uniform at their own expense on official leave, furlough or pass, may be issued round-trip coach class tickets at reduced fares. Tickets issued under this authority must be endorsed "Furlough." Consult Western Furlough Tariff for details.

**718. HONORING RAIL TRANSPORTATION ON MOTOR BUSESSES.** Many arrangements are in effect throughout the United States whereby tickets reading for rail transportation will be honored between certain points via motor bus carriers. See Western Rail-Motor Honoring Tariff for details.

**719. PARTY FARES.** On certain occasions, reduced round-trip coach fares are established for the transportation of groups of 10 or more passengers traveling together. A special tariff must be published for each movement and party forms of tickets issued. All requests for party fares must be sent to the Passenger Traffic Department with full details as to the number of passengers involved, train service desired, date of movement, etc. and no commitment should be made to the applicant until the fare has been authorized by the Passenger Traffic Department.

**720. RAISE-IN-GRADE OF RAIL TICKETS.** Coach class rail tickets may be raised to intermediate class or first class rail tickets upon payment of the difference between the coach fare and the fare desired. Intermediate class rail tickets may also be raised to first class rail tickets upon additional collections based on the same principle. If it is necessary to raise the class of a ticket for the entire distance for which it reads, it should be lifted and another one issued in lieu thereof reading for the class desired between the same points. If the raise-in-grade is desired for only a portion of the trip, a Step-up Certificate Form S.U.C. should be issued and attached to the ticket. Consult Raise-In-Grade Tariff and circular for details.

**721. RESERVED COACH SEAT TICKETS.** Tickets which may be used for the sale of reserved coach seats which require a charge, are as follows:

<u>Form</u>	<u>Description</u>
100	For use on Challenger and "City" trains between local CMSTP&P points.
105	For use when transportation is entirely on foreign lines.
101	For use from points on CMSTP&P to points on UP.
102	For use on return trips from points on UP to points on CMSTP&P.
103	For use from points on CMSTP&P to points on SP.
104	For use on return trip from points on SP to points on CMSTP&P.

All reserved coach seat tickets should be reported on monthly Report of Interline Sales.

**722. SHOW SCRIP BOOKS.** Show Scrip Books are issued for the transportation of advance advertising agents connected with circuses, carnivals and other show organizations under contracts executed by the Freight Department. They contain coupons which are valued at one cent each and should be accepted for transportation only between local CMSTP&P points when accompanied by a letter of identification signed by an authorized representative of the show company. The detached coupons must be forwarded to Auditor of Passenger

Accounts on monthly Report of Credit Due Form 1380. Consult Show Scrip Circular for full details.

**723. SIDE TRIPS.** As some points cannot always be included in the routing of through tickets, it is sometimes necessary for passengers to make a round trip from some point reached on the route of their ticket to another point they desire to visit. Some of the most frequently used side trips are shown in the Western Optional Route and Side-Trip Tariff as being free or available at a reduced rate. If not shown therein, side trips should be issued only upon collection of the full round-trip fare applying between the stations involved.

**724. TRANSFER OF PASSENGERS BETWEEN STATIONS.** In most cities where passengers are obliged to change trains and a transfer of stations is necessary, the passengers must either make their own arrangements or be charged the additional amount specified in certain tariffs. In Chicago, however, a free transfer is provided by the railroads when a change of stations is involved and a transfer coupon (Form TFR-1 or TFR-2) should be included in the passenger's ticket reading for such service. As the receiving line absorbs the cost of transfer, it naturally requires a minimum fare to protect its revenue, hence on tickets to any destination which is closely located to Chicago, the rate should be checked to ascertain if it is sufficient to meet the free transfer privilege. Tariffs naming fares via Chicago contain this information. If coupons for the transfer at Chicago are inserted in tickets, passengers should be instructed to contact the Railroad Transfer Service stand in any of the Chicago stations for direction to the proper vehicle. Such coupons are not honored in ordinary taxicabs.

**725. PARCEL LOCKERS.** Agents at stations where American Locker Company parcel lockers are installed will be governed by the instructions of that company regarding their maintenance, operation and preparation of locker company reports.

Coins should be removed during the month as often as circumstances warrant but the last removal must be made at the close of the month. The amount collected must be balanced with the meter reading.

The amount of collections must be entered in the debit miscellaneous column of the cash book and the total amount balanced with the monthly report to the locker company. The total amount must be entered on recapitulation of lock and weighing machine collections, also reported on the monthly balance sheet.

Monthly report of collections, on forms furnished by the locker company, must be made in triplicate. The original report must be mailed to the locker company, one copy sent to Auditor Passenger Accounts promptly at the end of the month and one retained for station record.

**726. PAY TOILETS, BATHS.** Agents at stations where the Nik-O-Lock Company maintains and operates pay toilets and baths, will be governed by the instructions issued by that company in regard to their maintenance and operation.

Coins must be removed during the month as often as circumstances warrant but the last removal must be made at the close of the month. The collections must be balanced against the meter reading and any differences noted on the report.

The amount of collections must be entered in the debit miscellaneous column of the cash book and the total balanced with the monthly report to the Nik-O-Lock Company. The total amount must be entered on recapitulation of lock and weighing machine collections, also reported on the monthly balance sheet.

Monthly report provided by the Nik-O-Lock Company must be prepared in triplicate, the original and one copy sent to Auditor Passenger Accounts promptly at the close of the month and one copy retained for station record.

Whenever locks have been tampered with, broken or are unserviceable, report must be made to the Nik-O-Lock Company immediately and a copy sent to Auditor Passenger Accounts.

**727. COIN OPERATED SCALES.** Coin operated scales have been or may be installed at some stations under contract with individuals or firms owning such equipment, which should be handled in accordance with such contracts.

Contracts usually provide that the owners will collect the receipts from these machines as often as may be necessary, which should be done in the presence of the agent or other station employee.

This Company's proportion of the receipts, according to the contract, shall be turned over to the agent and entered in the miscellaneous debit column of the cash book.

The collectors form of statement must be forwarded to Auditor Passenger Accounts. The total must be reported on recapitulation of locks and weighing machine collections and on the monthly balance sheet.

**728. VENDING MACHINE COLLECTIONS.** Coins must be removed from vending machines dispensing soap, towels, kotex, etc., at the close of each month or oftener if receipts warrant.

Collections will be entered in the miscellaneous debit column of the cash book and the total for the month entered on recapitulation of lock and weighing machine collections and reported as Vending Machine Collections on the monthly balance sheet. Separate statement must be prepared in triplicate, showing collections from each source. Original and one copy of statement must be sent promptly to Auditor Passenger Accounts and copy retained for station record.

**729. RECAPITULATION OF LOCK AND WEIGHING MACHINE RECEIPTS.** A recapitulation must be made in duplicate on their respective forms of all receipts from parcel lockers, pay toilets, baths, vending machines and coin operated scales showing the amount received from each source. The total must balance with the total of such amounts entered in the cash book and the amount reported as lock and weighing machine collections on the monthly balance sheet.

The original statement must be enclosed with the monthly balance sheet to Auditor Passenger Accounts and the duplicate retained for station record.

**730. TELEPHONE PAY STATIONS.** Where telephone pay stations are maintained in depots or other Company buildings, the collection of receipts will be made periodically by collector of the telephone company.

Agent should be present when the coin boxes are opened and should check the receipts jointly with the representative of the telephone company.

Report of collections must be made, on Pro 1358, to Superintendent of Communications, signed by both the agent and the collector. The duplicate must be given to the collector and the triplicate retained for station record.

Agents will be governed by instructions from the Superintendent of Communications in cases where pay stations are installed on rental or other basis.

**731. REMITTANCES FOR SALES OF PULLMAN TICKETS.** Collections received from the sale of Pullman tickets shall be included with that of your railroad remittance and forwarded to your assigned railroad depository.

Pullman Form No. 93.9132 "Pullman Company Remittance Advice," prepared in triplicate, will be rendered on a monthly basis and will include all of the current month's Pullman sales including rail travel credit. The original and duplicate copy of the Remittance

Advice should be sent to the Auditor of Passenger Accounts of the Railroad Company, together with other railroad passenger monthly reports. The triplicate copy will be retained in your office for record and subsequent inspection by Traveling Auditor.

When Pullman tickets are sold or issued on order, a record should be maintained daily in Station Ticket Register, Form No. 399, also record of cash transactions, either by actual cash or rail travel credit order. Entry of these transactions shall be recorded on date of issuance in Station Cash Book. Agencies using Station Cash Book, Form 321, will enter such Pullman sales in Column 10, heading same "Pullman" properly showing in Column No. 1 "Settlement With" (Pullman Company). In the event such sales are other than cash transactions, i.e. rail travel credit order, credit for the total amount of order shall be entered opposite the debit entry in cash book and recorded in Column No. 26 "Miscellaneous" to be reported on monthly report, Form 1380. Stations using cash book Form No. 318, will record the transaction on receipt side of cash book column reading "Miscellaneous" and for the contra entry on rail travel credit order, entries are to be made on disbursement side of cash book in column reading "Contra Credit Papers Remitted, Form 1380".

Agencies using any special type of ticket cash book will designate the transaction in separate columns for both the receipts and disbursements entries headed "Pullman Company".

After the close of business on the last day of each month the Pullman receipts should be totaled and reported on Form 28 "Monthly Balance Sheet" in any unused item from Nos. 21 to 37 inclusive with designation "Pullman Company Receipts". Remittance Advice Form 93.9132 shall be prepared for the total Pullman cash sales, the original and duplicate to be forwarded to the Auditor of Passenger Accounts of the Railroad Company and the triplicate retained for your record. If no transactions are recorded during the month a blank report on Form 93.9132 shall be prepared.

The Pullman Company's monthly report, after completion, should be forwarded to the Auditor of Receipts, Pullman Company.

**732. AMERICAN EXPRESS COMPANY CREDIT CARDS.** American Express Company Credit Cards to be Honored:

(1) **THE MILWAUKEE ROAD AGENTS** may honor American Express Company Credit Cards. American Express Company Credit Cards may be honored by ticket agents for rail transportation (except commutation or multiple ride tickets), Pullman, parlor car and reserved seat accommodations, also by baggage agents for baggage charges. Credit cards may be honored on trains for meals and beverages, but may not be honored by conductors on trains for rail transportation, sleeping, parlor car or reserved seat accommodations.

(2) **MAXIMUM AND MINIMUM AMOUNT FOR WHICH CREDIT CARDS MAY BE HONORED.** Credit cards may not be honored for an amount in excess of \$1,000 without obtaining authority from the nearest office of the American Express Company furnishing complete data. The minimum amount for which credit cards may be honored is \$5.00 except for meals, beverages or additional collections involving exchanges for which there is no minimum.

(3) **VERIFICATION OF CREDIT CARDS.** Railroad personnel must not honor credit cards without satisfying themselves that the credit card has not expired and that there have been no alterations or additions on the card. Further, that the name and number are not listed on the cancellation bulletin. The signature on the card must be compared with the signature on Form 1004 or 1004 Revised, "Record of Charge."

(4) **AMERICAN EXPRESS COMPANY "RECORD OF CHARGE" FORM AND PREPARATION THEREOF.** Form 1004, "Record of Charge," should be used by those Agents who will prepare forms manually and Form 1004 Revised is for use by those



Agents who have been furnished with imprinter machines. A separate form must be prepared for each transaction involving American Express Company Credit Cards. A supply of forms for use at each office should be kept on hand at all times. Complete data must be inserted on these forms as outlined in Auditor of Passenger Accounts' Circular No. 209, Paragraphs 7 and 8, dated September 23, 1959.

(5) ACCOUNTING FOR AND DISPOSITION OF COPIES OF "RECORD OF CHARGE" FORM (DINING CAR EMPLOYEES WILL FOLLOW INSTRUCTIONS IN PARAGRAPH 9). The credit cardholder will be given the triplicate copy of the "Record of Charge" form along with tickets, baggage checks, etc. Enter on Form 1380-A, "Monthly Record of Sales Under American Express Company Credit Cards," each day the form and ticket number, amount of fare, U. S. Tax and total, also the American Express Company Credit Card number covering each sale made on credit to the holders of American Express Company Credit Cards. Form 1380-A should be prepared in duplicate, the original to be forwarded to the Auditor of Passenger Accounts at the close of the month and the copy retained for station record. After all transactions for the month have been recorded, Form 1380-A should be footed and recapped and credit claimed as a separate item on Line 40 of Form 28, Agent's Monthly Balance Sheet, for total of all credit sales, including tax, during the month.

Agents using Form 1004 should total the sales made on American Express Company Credit Cards each day and prepare Form 1005, "Summary of Credit Card Charge Forms." Those Agents using Form 1004 Revised, "Record of Charge," may dispense with the preparation of Form 1005. After recording the details of sale on Form 1380-A daily, forward Forms 1004 or 1004 Revised, both original and duplicate, and one copy of Form 1005 to the Auditor of Passenger Accounts at the close of each day's business.

(6) REGULAR FORMS OF TICKETS AND BAGGAGE CHECKS are to be used and are to be ENDORSED "A.E.C.C." with rubber stamp or pen and ink on Agent's stub, contract portion, and each coupon thereof. Tickets shall be reported on regular reports in the same manner as a cash transaction.

(7) REDEMPTIONS MUST NOT, UNDER AND CIRCUMSTANCES, BE MADE IN CASH FOR WHOLLY UNUSED OR PARTIALLY UNUSED RAIL OR ACCOMMODATION TICKETS BEARING THE ENDORSEMENT "A.E.C.C." When such transportation or accommodation tickets are presented for redemption, issue to card holder your regular ticket redemption Form GPD 37. Show on this form and on back of tickets presented for refund the account number appearing on the patron's credit card and the name and address of the card holder and advise him that the redemption value of the ticket, if any, will be allowed to him in the form of credit on his monthly account with the American Express Company. Tickets presented for refund together with original Form GPD 37 should be forwarded to the Auditor of Passenger Accounts.

(8) EXCHANGES OF RAIL OR ACCOMMODATION TICKETS bearing endorsement "A.E.C.C." will be handled in the same manner as any other type of ticket exchange. If a refund is due the credit card holder, he should be informed that the refund will be allowed in the form of credit in his monthly account with the American Express Company. Show on the back of the lifted tickets and on exchange ticket, the card holder's name, address and account number and report the transaction in the usual manner to the Auditor of Passenger Accounts. If any additional collection is required, the Agent may collect the cash or he may honor the patron's credit card regardless if cost of transaction is under \$5.00. When honoring patron's credit card, prepare "Record of Charge" form in the usual manner. The tickets issued in exchange should be endorsed "exchange" and "A.E.C.C."

(9) HONORING CREDIT CARDS FOR MEALS AND BEVERAGES. Credit cards will be honored on all trains for meals and for beverages when not prohibited by State laws except on those trains operated by the Milwaukee Railroad in joint line service.

Dining Car Stewards, Waiters-In-Charge and Buffet Attendants will prepare Form 1004 Revised "Record of Charge" for each transaction and be governed by detail instructions included in Paragraph 17 of Auditor of Passenger Accounts' Circular No. 209 dated September 23, 1959. Care should be taken when preparing Form 1004 Revised "Record of Charge" that complete detail is entered and satisfy yourself that the signature on Form 1004 Revised and the one on the passenger's credit card are the same. Furnish one copy of Form 1004 Revised to the credit card holder. Original and one copy of Form 1004 Revised should be clipped to the meal or bar check. Include in trip report to the Dining Car Accountant as a special credit the total amount of meal and beverage checks to cover which American Express Company Credit Cards have been honored on Lines 31 to 35 of Dining Car balance sheet, identifying it as "American Express Company Cards."

(10) AGENT SHOULD REQUEST SUPPLIES of Forms 1004, 1004 Revised and 1005 from the Auditor of Passenger Accounts and DINING, BUFFET AND LOUNGE CAR PERSONNEL should request their supplies from the Dining Car Accountant's office.

733 to 740 incl., reserved for additional rules.

## INTERCHANGE OF CARS AND INTERCHANGE REPORTS

**741. GENERAL-INTERCHANGE OF CARS.** Rules and regulations of the Association of American Railroads governing the interchange of cars between member lines are published in the Railway Equipment Register.

The daily rate of per diem is established from time to time by the Association of American Railroads and is paid to the line owning the equipment through General Office settlements on the basis of interchange reports prepared by junction agents.

Per Diem is paid on all freight cars of railroad ownership, except private line cars and railroad owned cars moving on a mileage basis.

Cars are considered delivered and become the responsibility of the connecting line when placed on designated interchange tracks, accompanied or preceded by proper data to enable forwarding or delivery.

Agents at junction points should endeavor to have cars delivered on interchange tracks prior to 11:59 p.m. They should also see that cars on such tracks for interchange to this Company were, in fact, actually delivered on interchange tracks on the date reported in order to avoid payment of per diem that is not actually due.

**742. INTERCHANGE REPORTS.** A uniform style of reports of cars interchanged between member lines of the Association of American Railroads has been adopted that the agents of lines delivering cars to other lines must prepare.

Agents of this Company must prepare reports of cars interchanged to other lines and handle similar reports of cars delivered to this Company in the following manner:

(1) All forms of interchange reports should be prepared in one writing with the use of carbons.

(2) Form 104 (large or small, white) report of cars from the CMStP&P to other lines, must be made, in quadruplicate, of all cars interchanged each day. All copies must be delivered to connecting line for verification and signature, the 2nd and 4th copies to be retained by receiving agent, the original sent to Auditor of Equipment Accounts and the 3rd copy retained for station record. Similar reports of cars delivered to this Company, presented by agents of other lines, must be verified and returned to the agents submitting them.

(3) Form 104 (large or small, yellow) report of cars from the CMStP&P to other lines, must be made, in single copy, each day that any cars are interchanged to lines, designated by Auditor of Equipment Accounts, that have not mechanized their interchange reporting. This report must be delivered to agents of such connecting lines and no copy need be retained.

**743. INFORMATION TO BE SHOWN ON INTERCHANGE REPORTS.** The information called for by the various columns of interchange reports must be entered from available information as follows:

(1) Name of carrier to which cars are interchanged, name of station, date, station operating number and sheet number. Sheets for each carrier must be numbered consecutively, commencing with number 1 at the beginning of each month.

(2) MARKS. The initials of the owning or subsidiary carrier as designated in the Railway Equipment Register and stenciled on car.

(3)

and The number of cars to be shown in the loaded or empty column, as the case may be.

(4)

(5) KIND. The kind of car, using designations printed on the form.

\* (6) DATE. The date that cars are placed on designated interchange tracks.  
\* (7) DELIVERED BY CMStP&P RR CO. The initials of the carrier to which cars are delivered.

\* (8) AT STATION. The name of the station.

(9) HOUR. The actual time that cars were placed on interchange tracks.

(10) POINT OF SHIPMENT. Unless otherwise instructed, should show if traffic has moved in line haul service. If car was loaded and moved in switching service, the name of the industry must be shown.

(11) FINAL DESTINATION. Unless otherwise instructed, should show if traffic is to move in line haul service. If car is to be unloaded and moves in switching service, the name of the industry must be shown.

(12) CONTENTS. To be entered from waybills, car cards or other available information.

Ditto marks must not be used in columns 1 to 8 inclusive. Reports must be delivered to connecting lines for verification and signature.

**744. CARS SWITCHED AND EMPTY CARS INTERCHANGED.** Agents must designate on interchange reports, in columns 10 and 11 on Form 104, the movement of the car so as to indicate whether it is in switch movement, line haul or empty for "Home" movement.

**745. BLANK REPORTS.** Blank Report, Form 104, must be prepared, in quadruplicate, for each connecting line at the end of any month in which no cars have been delivered to such connecting lines.

All copies must be delivered to the agent of the connecting line for verification and signature, after which two copies must be left with agent of connecting line, one copy sent to Auditor of Equipment Accounts and one copy retained for station record.

**746. VERIFICATION OF AND CORRECTIONS IN INTERCHANGE REPORTS.** Interchange reports of cars delivered to this Company by other carriers must be carefully checked and any errors found in car initials, numbers or dates of interchange must be corrected before such reports are signed and returned to the delivering line.

Omitted cars discovered while verifying the interchange reports should be added to the original report of that date. Omitted cars discovered at a later date should be entered on a supplementary interchange report.

Supplementary reports must be made in quadruplicate, which must be signed and handled like regular reports and must be dated as of the actual date of interchange movement. In space designated "Sheet Number," the word "Supp" is to be inserted.

If cars entered on a previously approved interchange report are found to have been reported in error and not interchanged, or if the initials or numbers of cars or the dates of interchange have been incorrectly reported, correction, Form 196, must be prepared, in quadruplicate, which must be signed and handled in the same manner as interchange reports. Corrections received from connecting lines must be verified, signed and handled in the same manner as interchange reports received from such lines.

The initials of the connecting line and the number of the sheet on which the car was originally reported must be shown in the "NO." caption of correction report, Form 196.

**747 to 749 incl., reserved for additional rules.**

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\* Required only on the yellow cut up form.

## JUNCTION REPORTS, RECORDS AND SETTLEMENTS

**750. JUNCTION FREIGHT SETTLEMENTS.** Junction freight settlements are to be made between agents at junction points when shipments are received waybilled to such points for destination on other lines.

Freight bills must be presented, in duplicate, to connecting line agents who will sign and return the duplicate. It is the duty of the agent of the inbound carrier to assess correct charges to the junction point and the duty of the agent of the outbound carrier to verify such charges, if a party to the tariff.

Proper corrections will be accepted in junction settlements when presented within the following time limits:

	<u>Interstate Traffic</u>	<u>Intrastate Traffic</u>	<u>Canadian Traffic</u>
Involving adjustments with shippers or consignees . . . . .	See Note 2	State Statutes to govern	See Notes 1 and 2
Not involving adjustments with shippers or consignees . . . . .	3 years	3 years	3 years

Note 1: Involving adjustments with shippers or consignees in Canada—5 years.

Note 2: Involving adjustments with shippers or consignees in United States. On Traffic terminating prior to August 26, 1958—2 years. On Traffic terminating subsequent to August 26, 1958—3 years.

The minimum amount of corrections that will be accepted in junction settlement will be \$5.00 from Class 1 carriers and \$3.00 from other than Class 1 carriers.

At junction stations where only occasional shipments of this nature are interchanged, each shipment must be settled for separately.

At junction stations where a greater number of such shipments are interchanged, it is the duty of the outbound carrier to prepare a junction settlement statement, crediting the inbound carrier with freight and advances and debiting the amount of prepaid charges.

The outbound carrier shall settle with the inbound carrier periodically as agreed upon, issuing station draft for differences.

The rebilling junction agent, in the preparation of his outbound waybill to final destination, shall show the inbound charges to his station as "advances" which will offset the payment made through draft to connecting line agent at his station.

In rebilling a shipment at the junction point, which is indicated by the freight bill of the inbound agent as having been fully or partially prepaid, the outbound waybill from the junction station shall carry the total prepay collected at origin as reflected by the inbound freight with the charges up to the junction station being shown as advances.

**751. JUNCTION STAMP.** On all waybill forms, there are four blocks at the bottom of the waybill for showing outbound junction agent's stamps. These blocks are provided for use of junction agents receiving waybills from connecting lines and shall in no case be used for yard stamps of any kind. The junction agent receiving the waybill from the connecting line shall stamp in the first unstamped block provided for outbound junction agents. If the four blocks on the face of the waybill are used, the back of the waybill may be used for additional outbound junction stamps. This stamp shall not exceed 1½ x 1 inches and shall be of the following shape and design:

C.M.St.P.& P.R.R. Date Station Name
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**752. PREPARATION AND FORWARDING OF FORM 37 REVISED—DAILY JUNCTION REPORT OF CARLOAD WAYBILLS ON WHICH THIS COMPANY IS SHOWN AS AN INTERMEDIATE CARRIER; ALSO REPORT OF C.M.ST.P.&P. WAYBILLS BEARING NOTATION OF DIVERSIONS TO FOREIGN DESTINATION.** Report is to be made on Form 37 Revised for all freight waybills covering two distinct kinds of movements, as follows:

(a) Freight waybills of foreign line issue covering shipments delivered to connecting lines for road haul beyond. This results in a reporting of all shipments in which the C.M.St.P.& P. participated as an intermediate carrier.

(b) Freight waybills of C.M.St.P.&P. issue covering shipments originally waybilled to a station on the C.M.St.P.& P. and later reconsigned and/or diverted to a station on a foreign line. This reporting shall include waybills covering shipments reconsigned and/or diverted prior to arrival at junction, as well as those reconsigned and/or diverted at the junction station.

All of the information needed to complete each block of the Form and which is available from the waybill shall be shown. Each unit report shall be as complete as possible and the information shall be inserted in the block reserved for it.

Freight agents at junction stations will be responsible for procuring data to be reported in and for the preparation and submission of Form 37 Revised. There must be no failure to report each and every waybill coming within the scope of these instructions. This data has a three-fold purpose, each of which is sufficient within itself to require the report. It is used to accumulate freight revenue from our intermediate traffic as it occurs; to provide means of insuring payment to us of our revenue by the destination carrier; and to prepare a current traffic report to the traffic department for the use of our solicitors.

Form 37 Revised, for each day, shall be forwarded to the Freight Auditor's Office no later than the first working day following that for which it is made, together with other daily reports that are mailed to the Freight Auditor, properly enclosed in Freight Auditor's envelope Form 1632.

**753. REBILLING SHIPMENTS.** Shipments received from connecting lines on transfer billing and rebilled to final destination must be waybilled in the regular manner but, in addition, such waybills must show the complete waybill reference and charges to the transfer point.

If the shipment is billed collect, the connecting line's charges must be paid to them and the amount shown as advances on the waybill to destination.

If the charges have been prepaid to final destination, the amount of prepayment applicable to the charges from the junction point to final destination must be collected from the connecting line. The charges to the junction point must be billed as advances and the total amount of prepayment must be shown in the prepaid column.

**754 and 755 reserved for additional rules.**

## **LAWSUITS AGAINST THE COMPANY, ATTACHMENTS, GARNISHMENTS, ASSIGNMENTS, SUBPOENAS, ETC.**

**756. PAPERS OTHER THAN GARNISHMENT AND ATTACHMENT.** Whenever service of summons or other legal papers in connection with Railroad business (EXCEPT garnishment or attachment papers, the handling of which is explained BELOW) is made on an officer, agent, or employee, he must at once telegraph the **General Solicitor** at Chicago, Illinois, the **Railroad's Solicitor for the state** in which the papers are served, and the **Division Superintendent**, supplying the following information:

Names of plaintiff and defendant

Date of service of papers

Date on which answer or appearance is required

The court in which the action is brought, and when possible the nature of the case.

The summons and other documents shall thereupon be forwarded immediately to the Solicitor for the state in which the papers are served, and in Illinois to the General Solicitor, by first train mail or where no train service is available by United States Mail. Agents and others on whom legal papers may be served shall not at any time sign their names or initials to any papers but it is appropriate for them to give their name to any authorized officer serving such papers.

Prompt advice in accordance with the above directions shall also be given with respect to all notices of hearings of every kind and description which are served upon agents and others.

**757. ATTACHMENT PAPERS—FREIGHT.** Whenever attachment is made of freight in the possession of the Railroad, the persons served with notice must at once telegraph notice of the attachment to the consignee and the consignor. They shall also telegraph the General Solicitor, State Solicitor and Division Superintendent, giving the following information:

Names of the plaintiff and defendant

Names of the consignor and consignee

Nature of property involved

Date of service of papers

Date on which answer or appearance is required

Court in which the action is brought, and

Whether the freight is shipped by order bill of lading or straight bill of lading.

The papers served, together with copies of telegrams and correspondence relating thereto, including copy of telegram to consignee and consignor, shall be sent by earliest mail to the State Solicitor, except that for Illinois and Michigan papers shall be sent to the General Solicitor at Chicago. The property should be held until release is authorized by the Railroad's State Solicitor.

**758. ATTACHMENT PAPERS—BAGGAGE.** Whenever baggage is seized by process of law, the following action must be taken:

Baggage check must be removed.

All charges must be collected, and

a receipt for the property obtained before delivery is made to an officer of the law.

**759. GARNISHMENT PAPERS—NON-EMPLOYEE.** Whenever service of garnishment summons or notice is made claiming money due from the Railroad to **other than an employee**, the person served must at once telegraph the **Treasurer** at Chicago, Illinois, the **General Solicitor**, **State Solicitor**, and **Division Superintendent** that such service has been made, giving the following information:

Names of plaintiff and defendant

Date of service of papers  
Date when answer or appearance is required, and  
Court in which the action is brought.

**760. GARNISHMENT PAPERS—EMPLOYEE.** Whenever service of garnishment summons or notice is made claiming money due from the Railroad to an employee, the person served must at once telegraph the Paymaster at Chicago, Illinois, and the Division Superintendent that such service has been made, giving the following information:

Name of plaintiff  
Name, occupation and location of defendant-employee  
Date of service of papers  
Date when answer or appearance is required, and  
Court in which action is brought.

Papers served shall be handled in accordance with instructions from the Division Superintendent, who may call upon the State Solicitor or, in Illinois, the General Solicitor for any assistance desired.

**761. DISBURSEMENT OF FEES.** Any fees received in connection with service of legal papers shall be disbursed as directed by the Auditor of Station Accounts and Overcharge Claims.

**762. BANKRUPTCY OF AN EMPLOYEE.** In cases of bankruptcy of an employee the Paymaster and Superintendent of the division on which the employee filing bankruptcy petition is employed should be advised by wire, giving full particulars as to employment, etc., and all papers sent to Paymaster at Chicago.

**763. ASSIGNMENT OF WAGES.** All agents will, upon service of any assignment of wages, wire the Paymaster at Chicago and the Division Superintendent, giving full particulars as to the date on which the assignment was served, employment of person involved, etc., forwarding assignment to the Paymaster at Chicago by first mail.

**764. ASSIGNMENTS OTHER THAN WAGES.** Notice of assignments of money other than wage assignments should be reported by wire to the Division Superintendent and to the Auditor of Expenditure at Chicago, and the assignment forwarded by first mail to the Division Superintendent.

**765. SUBPOENA TO PRODUCE BOOKS, RECORDS OR PAPERS.** Agents and others served with subpoenas to produce books, records, or papers of the Company, or to appear as witness in a lawsuit, should immediately wire the State Solicitor and the General Solicitor giving full particulars and await instructions.

**766. FAILURE, BANKRUPTCY OR ASSIGNMENT OF SHIPPERS.** In case of failure, bankruptcy, assignment or other financial difficulty of any person, firm or corporation receiving freight at a station on this line, of which the agent has notice or knowledge, Auditor of Station Accounts and Overcharge Claims should be notified of the facts with reference to billing, and full description should be given of any shipment or shipments which may be on hand or in transit, of which the agent has notice. Delivery should not be made of such shipments except on receipt of authority from either the Auditor of Station Accounts and Overcharge Claims or the Company's attorney having jurisdiction, and payment of all charges thereon.

**767. MISCELLANEOUS LEGAL PAPERS, NOTICES, DEMANDS, ETC.** Agents and others served with legal papers not specified above will immediately wire the Division Superintendent and the State Solicitor giving full particulars and await instructions.

**768 to 770 incl., reserved for additional rules.**



## **LIVE STOCK**

**771. ACCEPTING LIVE STOCK FOR SHIPMENT.** Livestock will be accepted for shipment only in accordance with the provisions of the Freight Classification and tariffs governing the transportation of livestock and the terms and conditions of the Live Stock Contract.

The form of live stock contract shown in the Uniform Classifications must be used. Obsolete forms must not be used.

**772. ACCOUNTING FOR THE CHARGES FOR RECONDITIONING A BOX CAR FOR EXHIBITION LIVE STOCK ALSO THE CAR RENTAL CHARGE.** The tariff makes provision for the reconditioning of a box car to be used for shipping exhibition live stock to an exposition or fair. A car rental charge is also provided to be assessed on a per diem basis for the box car so reconditioned for the period it is held at the exhibition point and accruing to the carrier on whose tracks the car is held. Both the charge for reconditioning the car and the rental detention charge shall be collected by the agent at the exhibition point and debit taken on Form 26, Report of Miscellaneous Revenue. Full and complete explanation shall be given including car initials and number and name and address of owner of the exhibition live stock.

**773. ADVANCING CHARGES OF MOTOR TRUCK LINES.** In some territories, tariffs authorize advancing of charges of Motor Truck Lines for transportation of livestock to stations for shipment by rail to destination. Such charges must be shown as advances on the live stock contract and waybill.

**774. AGENT'S MONTHLY BALANCE SHEET SHOWING RECEIPTS AND DISBURSEMENTS OF FEED AND BEDDING FOR LIVE STOCK OR WILD ANIMALS.** Form 3268, Agent's Monthly Balance Sheet Showing Receipts and Disbursements of Feed and Bedding for Live Stock or Wild Animals, shall be prepared in triplicate by the local freight agent at designated feeding station from information to be secured from the Stock Yards' Foreman.

**775. DEBIT TO BE TAKEN ON FORM 3268, AGENT'S MONTHLY BALANCE SHEET FOR FEED AND BEDDING RECEIVED DURING CURRENT MONTH.** Feed received during the current month shall be entered in the space provided on debit side of Form 3268, Agent's Monthly Balance Sheet. Agent should include, in addition to quantity of feed received, the date and the car number in which received.

**776. COMPILATION OF FORM 273, MONTHLY REPORT OF "STOCK YARDS' EARNINGS".** Form 273, Monthly Report of "Stock Yards' Earnings" shall be prepared by the Stock Yards' Foreman, and forwarded to the Agent, who shall show on the disbursement side of Form 3268, Agent's Monthly Balance Sheet, in columns provided, under the heading—"Disbursement During Current Month Form 273," the quantities of hay, corn, oats and straw used. A debit for the value of feed disbursed should be reported on Form 28, Agent's Monthly Balance Sheet and Form 273 shall be attached to Form 28 and forwarded to the Auditor of Station Accounts and Overcharge Claims.

**777. DISBURSEMENT AND FEED ON HAND, INVENTORY TO BE TAKEN AT CLOSE OF MONTH.** As of midnight on the last day of each month, an inventory shall be taken by the Stock Yards' Foreman and turned over to the Agent who shall enter the quantities as shown on the inventory, on the disbursement side of Form 3268, opposite the heading "Disbursements—Actual Inventory—Feed on Hand at Close of Month".

**778. FORM 3268, AGENT'S MONTHLY BALANCE SHEET TO BE CLOSED AND BALANCED TO SHOW OVERAGES OR SHORTAGES FOR FEED AND BEDDING.** The

balance sheet shall then be completed by the Agent. Any shortages or overages should be included in spaces provided. If any large overage or shortage is developed, an explanation shall be made and attached to the Balance Sheet, when forwarded to the Auditor of Station Accounts and Overcharge Claims. The triplicate copy of the balance sheet shall be retained by the Agent, the original and duplicate shall be forwarded to the Auditor of Station Accounts and Overcharge Claims not later than the fifth of the succeeding month.

**779. ATTENDANTS IN CHARGE OF LIVE STOCK.** Attendants in charge of live stock are entitled to transportation, when accompanying shipments of live stock and return transportation to the point of origin of the shipment, only as authorized in tariffs.

Only competent adult male attendants may be permitted to accompany shipments of live stock and each such attendant must sign the "Separate Contract with Man in Charge" printed on the reverse side of the live stock contract. Attendant's signature must be witnessed, preferably by an outside party neither in the employ of the railway company or the shipper.

**780. TRANSPORTATION OF CARETAKERS.** Agent at point of origin shall apprise shippers of classification and tariff requirements covering the handling of caretakers and shall show in description of articles and marks column on waybills these requirements in one or more of the following forms; on rebilled traffic this information shall be shown on junction transfers:

(1) "Standard release executed".

(2) "Free transportation allowed (No.) \_\_\_\_\_ attendant(s)  
From \_\_\_\_\_ to \_\_\_\_\_"

(3) "Free transportation not allowed. Fare or ticket should be collected for  
(No.) \_\_\_\_\_ attendant(s). From \_\_\_\_\_ to \_\_\_\_\_".

When caretakers are required to pay fares at passenger tariff rates, they shall be requested to supply themselves with tickets which shall be endorsed across the face "Caretaker". At the request of shipper, and if shown in bill of lading, the Agent shall furnish ticket and endorse across the face "Caretaker". Credit should be obtained for the value of ticket by billing the amount as advances. Should it be desired to prepay fares of caretakers, and operating conditions are such that tickets cannot be furnished to or purchased by caretakers, the amount of prepay collected shall be entered in both the freight and prepaid columns of waybill, and waybill shall be endorsed as to service to be rendered. In all cases the waybill shall show information as to form, number, origin and destination of ticket.

When caretakers are given free transportation over part of the route and are required to pay regular fares over other parts, passenger transportation shall be arranged, if practicable, at origin. If this is impracticable, caretakers shall be directed to secure ticket through agent at proper junction point. Amounts advanced at intermediate points for tickets furnished should be covered by advance only waybill made to destination station, entering thereon reference to original waybill and vice versa. When operating conditions are such that tickets cannot be furnished to or purchased by caretakers, the freight waybill shall be endorsed as to the passenger service rendered for guidance of junction or destination agent. When waybill is for settlement in junction account, junction agent will assess fare for passenger transportation to junction point and collect from connecting line.

Conductors shall examine waybills for endorsements as to caretakers and be governed thereby. Attendants required to pay transportation at passenger rates shall surrender ticket or pay cash fare. When tickets are lifted or cash fare collected by conductor, waybill shall be endorsed accordingly. If attendant does not hold ticket and is without funds to pay his fare

he should, upon his written request, be permitted to continue his journey and waybill shall be endorsed:

"Attendant\_\_\_\_\_ (Name)\_\_\_\_\_ without ticket or funds,  
handled from\_\_\_\_\_ to\_\_\_\_\_ Collect fare before  
delivering freight.

\_\_\_\_\_  
Signed".

When freight tariffs name the rates for transportation of caretakers at variance with passenger rates, such charges shall be entered as separate items on the waybill and the revenue for such service accounted for as "Freight Revenue."

The amount to be collected by junction or destination agent on authority of notation made by agent or conductor on freight waybill shall be collected and entered in the freight column of billing.

**781. BEDDING CHARGES FOR LIVE STOCK SHIPMENTS.** All cars to be loaded with live stock must be suitably bedded. When stock cars are bedded by the railroad company, charges as provided in tariffs will be assessed. Agent waybilling live stock must show in the space provided on waybill for each car whether or not bedding was furnished by the carrier.

Cars loaded with horses and mules must not be bedded with oat straw.

Cars loaded with hogs must not be bedded with cinders.

If bedding charge is not collected from shipper at point of origin, it will be shown as advances on live stock contract and regular waybill. If bedding is furnished by shipper, notation to that effect must be made on waybill. If expense is incurred enroute and is not collected, it must be covered by separate advance only waybill, which must be securely attached to regular waybill and both must be cross referenced to each other.

Bedding charges collected or advanced must be reported as miscellaneous revenue, on Form 26.

**782. CAR ORDERS FOR SHIPPING LIVESTOCK.** Tariffs require that orders for cars for shipping livestock shall be in writing. Orders received over the telephone shall be confirmed in writing within 24 hours.

Orders must be filed a reasonable time in advance of the date cars are wanted and must state the number of cars wanted, date, class, length of cars, routing and intended destination of shipments. If stock car partitions will be required, the order must show the number that will be needed. If cleaned or disinfected cars are required under state or federal regulations, car order must be for cleaned and disinfected cars.

This Company will not accept orders for stock cars of a size not owned by it as shown in the Official Equipment Register unless a car of foreign ownership of the size desired is immediately available at the station at that time.

Car orders should indicate whether the Railway Company is to furnish bedding for the stock cars or whether shipper will bed the cars.

When cars of a special class are required, additional time will be required to fill such orders, and orders will be accepted subject to the ability of the equipment company to supply the cars as ordered.

Agent will notify shippers of live stock immediately of inability to furnish cars, upon word from Superintendent that cars cannot be furnished on date wanted for loading, confirming in writing and retaining copy thereof.

**783. CHARGES ACCRUING IN TRANSIT ON LIVE STOCK.** Charges Accruing in Transit on Live Stock, such as feeding, testing, dipping, etc., may be advanced to destination

of shipments on advance only waybills which must show complete information as to nature of service performed. All waybills must be cross-referenced and the advance only waybills securely attached to revenue waybills.

Charges of this nature accruing on shipments covered by Government Bills of Lading will be handled in the manner outlined in Rule 1291.

**784. CLEANING AND DISINFECTING STOCK CARS.** Agents will comply with and assess charges as provided in tariffs when Federal, State or local laws require or shippers request cars to be loaded with live stock to be cleaned and disinfected.

When shippers request that these charges be advanced to destination, the amount must be shown as advances on the Live Stock Contract and also in the advances column of the waybill covering the shipment.

Charges assessed for cleaning and disinfecting cars at intermediate stations shall be covered by advance only waybill to billed destination. The advance only waybill and revenue waybill shall both be cross-referenced and securely attached together.

Charges assessed for cleaning and disinfecting stock cars must be reported on Form 26 Report of Miscellaneous Revenue.

**785. DISINFECTING CONTAMINATED STOCK YARDS.** Charges for disinfecting Company owned and operated stock yards, pens or chutes, contaminated by diseased animals handled through them, shall be assessed at rates specified in tariffs and collected from shipper or consignee or may be advanced to destination of the shipment. When the amount is advanced it must be shown in space provided for advances on live stock contract.

Charges assessed must be reported as miscellaneous revenue, on Form 26.

**786. DISPOSITION OF DEAD OR CRIPPLED STOCK REMOVED FROM CARS.** The carcasses of dead stock removed from cars in transit or at destination should whenever possible, be disposed of to rendering plants. Any amounts received from the sale of such carcasses must be handled in the same manner as amounts received from the sale of salvage freight.

Where animals can not be disposed of to rendering plants, agents must contact section foreman to arrange for the burial of the carcasses or, if section foreman is unavailable, notify the superintendent by wire.

Health authorities usually require the prompt disposal of dead animals and suitable action must be taken without delay in such cases.

Crippled animals removed from cars in transit because of being in unfit condition to continue in transportation, must be given reasonable care, or, if injured too severely, must be destroyed and disposed of as stated above. If the injuries are not too severe, agents should call a veterinarian and proceed as suggested by him.

If an animal is found to be crippled at destination, agents should call veterinarian and get a written report from him as to the condition of the animal, and endeavor to have consignee accept such animal subject to claim.

Expenses, other than veterinarian charges, incurred in the care of crippled animals should be referred to Superintendent for voucher. Bills for veterinarian charges, with his report, must be sent to General Freight Claim Agent.

**787. DIVERSION OF LIVE STOCK.** Carload shipments of live stock may be diverted or reconsigned only upon surrender of written consent of the consignee and, in the case of Montana live stock, compliance with the rules pertaining to brand inspection.

When the shipper is also the consignee his written instructions are sufficient. When the shipper is not the consignee, shipper must obtain consignee's written consent before diversion can be made.

In consignee cannot be reached or refuses his consent, **diversion or reconsignment must not be made.**

When shipper contemplates diversion of livestock intended for sale at a public market, agent should notify him to consign such shipment to himself. Shipments must not be billed in care of any party short of or beyond billed destination.

When a shipper or attendant will not be present at destination to receive stock it should be billed to shipper in care of a commission company or another party who will be prepared to take delivery at destination.

Shipments of live stock originating in Montana, in addition to being subject to the provisions of the preceding paragraphs, will not be diverted to any destination except where Montana Brand Inspectors are located unless each waybill bears notation "Brand Inspection certificate furnished at billing station," as provided in Rule 803, or billing agent states that shipment was inspected and brand inspection certificate furnished at his station.

**788. FEEDER LIVE STOCK CERTIFICATES.** Where tariffs provide for reduced rates on cattle, hogs, calves, sheep, or goats shipped for the purpose of feeding, the owner or consignee must execute Live Stock Certificate, stating that such stock is for feeding purposes and will not be sold for slaughter or dairy purposes within 30 days.

If the shipper is also the consignee, the certificate may be signed by him at the point of origin, otherwise the certificate must be executed by the consignee at destination.

If the certificate is signed at the point of origin, it must be executed in triplicate. The original and one copy must be securely attached to the waybill, so noted, and the triplicate filed with the shipping instructions.

If the certificate is signed at destination, it must be executed in duplicate. The original certificate must be attached to the waybill and the duplicate filed with the station copy of the freight bill.

**789. FEEDING OF LIVE STOCK IN TRANSIT.** Feeding of live stock in transit is permitted under the conditions named in CMStP&P Tariff 17011 series, Western Trunk Line 236, 286 and North Pacific Coast Freight Bureau 96.

Live stock contracts and waybills covering such shipments must be endorsed "For Feeding in Transit." The charges at regular rates must be accounted for at transit point in the usual manner.

The original receipted freight bill must be endorsed "Good for Transit." If the consignee or man in charge wishes to retain the paid freight bill, an additional copy must be issued marked "Good for Transit" and the original must be marked "Not Good for Transit."

When live stock is re-shipped from the transit point, the freight bill marked "Good for Transit" must be surrendered by the owner or his representative. The freight bill and Western Weighing and Inspection Bureau Form CS-13-S or Transcontinental Freight Bureau Form X13, and a copy of the outbound transit waybill must be sent to Bureau having jurisdiction.

Each freight bill marked "Good for Transit" that is presented to agents for transit purposes must be assigned a "Bureau Number" which must be shown on outbound transit waybills together with the full reference to the inbound waybills and other information called for by the live stock transit waybill form.

Where inbound charges are based on rates per car and through rates are on a cwt. basis, the charges on waybills from transit points must be shown as in the example below:

23,000 pounds at through rate of \$1.08.....	\$248.40
Less rate per car paid in.....	62.50
	<hr/>
	\$185.90

Stop charge, 8½¢ per cwt. ....	\$ 19.55
100 miles out of line haul, 14¢ cwt. ....	14.00
Remainder of charges to destination.....	<u>\$219.45</u>

**790. GATES OR PARTITIONS FOR SHIPMENTS OF LIVE STOCK.** Tariffs provide that the partitioning and tying of live stock in mixed carloads when required, will be done by and at the expense of the shipper. When requested by shipper, this Company will furnish stock gates subject to the rules and charges published in live stock tariffs.

Charges for stock gates furnished by this Company must be shown in the live stock contract and should be collected from shipper or shown as a separate item in the advance charge column of the waybill with notation, "Stock Gates" and reported on Form 26, Report of Miscellaneous Revenue.

When, in agent's opinion, partitions or appliances furnished by shipper are inadequate and shipper declines to construct them in compliance with requirements, agents should notify shipper, obtain statements from witnesses and report facts to Superintendent. Both the Live Stock Contract and the waybill should be noted with full particulars.

**791. HANDLING OF RELEASE REQUESTS WHEN LIVE STOCK SHIPMENT IS COVERED BY MORE THAN ONE WAYBILL.** In cases where a release is issued covering more than one car in a single movement, the release shall be properly executed and all cars included in the movement shall be entered thereon and agents shall also see that the proper provision as shown on each and every original waybill, has been executed.

**792. HANDLING OF RELEASE REQUESTS WHERE SHIPMENTS OF LIVE STOCK ARE STOPPED IN-TRANSIT FOR GRAZING OR CONCENTRATION PURPOSES.** At stations where authorized grazing privileges are provided for in the tariff or where livestock may be concentrated and reloaded into other equipment for reshipment to final destination and in all cases where owners change enroute, agents shall see that new release is obtained and retained as part of the station record in accordance with the foregoing instructions.

**793. IDAHO BRAND INSPECTION.** Agents in the State of Idaho will be governed by the following in accepting for transportation shipments of cattle, horses or mules:

When cattle, horses or mules are being transported from the State of Idaho by rail, the shipment thereof shall be accompanied at all times by a brand inspection certificate or market clearance.

All cattle, horses or mules when transported by rail within the State of Idaho shall be accompanied at all times by either

- (a) a brand inspection certificate
- or
- (b) a written permit.

Brand inspection certificate, market clearance or written permit should be attached to original waybill and accompany shipment to destination where they should be filed with freight received record copy of freight bill.

**794. INSPECTING CARS BEFORE LOADING LIVE STOCK.** Before live stock is loaded, agent must carefully examine cars for projections, such as nails, bolts, splinters, etc., liable to injure the stock, and see that cross bars or bull boards and doors are in proper order and any holes or weak places in car floor repaired. Defective cars must not be loaded until necessary repairs have been made.

**795. INSTRUCTIONS RELATIVE TO INFORMATION TO BE SHOWN ON WAY-BILLS IN CONNECTION WITH THE TRANSPORTATION OF LIVESTOCK, HORSES, MULES, ETC., WHEN STOPPED TO FEED, WATER AND REST AT STOCK YARDS OTHER THAN RAILROAD OPERATED.** Tariffs of individual lines and publishing agents representing such lines naming rules and regulations in connection with the transportation of livestock, horses, mules, etc., have been amended insofar as they relate to the rules and charges applicable when for the convenience of the carriers or to comply with Federal or State Laws, shipments are stopped to feed, water and rest at public stock yards or stock yards not railroad operated.

When for the convenience of the carriers or to comply with Federal or State Laws, such yards will now be considered in the same class as railroad operated stock yards and provisions applicable to the railroad operated stock yards will apply in connection with the public stock yards or stock yards not railroad operated.

The tariff rules provide for certain charges at railroad operated stock yards which do not apply at other stock yards and agents must therefore see that the provisions and charges of the tariff are protected and enter the following notation on the original waybill for charges as follows:

- 1—Fed on Request of Shipper, Owner or Consignee
- 2—Fed for Carriers' Convenience
- 3—Fed in Compliance with Federal and State Laws.

It is also necessary that waybill covering shows amount, kind and cost of feed per unit, also service and other charges where applicable properly designated.

**796. LIVESTOCK CONTRACTS MUST BE EXECUTED IN TRIPPLICATE.** The duplicate and triplicate copies must be executed in the same manner as the original, and must be complete in every respect, so that to all intents and purposes it may answer the purpose of an original contract. The original must be forwarded to the Freight Auditor, the duplicate given to the shipper, and the triplicate placed on file as a part of the station records.

One live stock contract must be issued for each shipment made by one shipper to one consignee at one destination regardless of the number of cars used provided that all cars move in the same train. Shipments must not be split up in order to permit the transportation of more attendants than the tariffs authorize.

Separate shipments made by one shipper at the same time to one destination but to more than one consignee do not entitle such shipments to the transportation of more attendants than are permitted had the shipments been made to one consignee.

Carload shipments of emigrant moveables, contractor's outfits, etc., containing live stock, must be covered by live stock contract, showing the number of animals and description of other commodities as "Emigrant Moveables", "Contractor's Outfit", etc., and the valuation, as the case might be.

When feed, water and sufficient room to rest are provided in the car and attendant is in charge, the live stock contract and waybill must be so endorsed.

Live Stock contracts must designate whether shipment consists of "Ordinary Live Stock" or "Other than Ordinary Live Stock", chiefly valuable for breeding, racing or show purposes, and the valuation of each animal declared to be "Other than Ordinary" stock must be shown, but no animal of a greater value than \$800.00 may be accepted for shipment in freight service.

Agents must make no alterations or erasures on live stock contracts; if error occurs, another contract must be used. All provisions and requirements of the live stock contract must be accomplished and a line must be drawn through any unused lines to prevent additions.

Attendant must sign his name to the "Separate Contract with Men in Charge" section of the live stock contract. Attendant's signatures must be witnessed, preferably by a person not in the employ of either this Company or the shipper.

**797. LIVE STOCK FEEDING REPORT.** Monthly report of live stock fed at regular feeding stations or stock yards shall be made in triplicate on Form 273 by agents, being particular to show all the information required in the printed headings. Original and one copy shall be forwarded to Auditor of Station Accounts and Overcharge Claims not later than 5th day of the following month for which rendered. Duplicate copy to be retained in the station file.

**798. LIVE STOCK RELEASE.** An Act of Congress makes it unlawful to confine live stock in cars without unloading for rest, feed and water for a period longer than 28 hours unless feed, water and space for all stock to lie down at one time is provided in the car.

The Act permits confinement of stock in cars, not exceeding 36 hours, upon the written request of the owner or man in charge and further provides that sheep need not be unloaded in the night time and, in such circumstances, may be confined for a period, not exceeding 36 hours, without a written release.

When shipper desires to execute a 36-hour release at point of origin, agents upon receipt of such requests from the owner or custodian in charge shall properly execute Form 150 and retain it as the station record, but must in all cases see that the provision reading as follows: "Has 36-hour request been signed and filed at point of origin? Yes or No," as shown on the face of the original waybill, is properly filled out.

Conductor accepting release must turn it over to the agent or yardmaster at the end of his run. Agents and yardmasters executing release or receiving it from conductor must retain it for station record.

**799. LOADING AND UNLOADING LIVESTOCK ENROUTE.** Shipments of ordinary live stock in carload lots destined to or received from public stock yards will be unloaded and reloaded enroute at regular feeding stations and loaded or unloaded at such public stock yards at this Company's expense.

Shipments of other than ordinary live stock, or shipments moving to or from points other than public stock yards, will be loaded or unloaded by owner or his representative. In case the owner or his representative fails to load or unload the stock, it will be done by the Railway Company at the owner's expense as provided for in Tariff series, Western Trunk Lines 236, 286 series and tariffs quoting rates on live stock.

**800. LOADING DIPPED LIVE STOCK.** Cattle, hogs or sheep that have been dipped must not be accepted for loading until completely dry.

**801. LOADING LIVE STOCK.** Agent or other station employee must be present when live stock is being loaded, count the animals loaded into each car, note their condition and the manner in which they are being loaded.

When in agent's judgment, a shipper has improperly loaded a car, he should endeavor to have the loading corrected. If shipper refuses to do so, agent shall make notation of exceptions on the live stock contract and endeavor to obtain shipper's signature thereto in addition to his signature to the contract. He should obtain the names of and endeavor to obtain statement of circumstances from any witness that may be present.

Improper loading may be overloading, underloading or loading of animals of vicious tendencies without being tied or separated by partition or the failure to provide proper partitions.

Agent will notify Superintendent by wire of any improper loading, giving necessary particulars so that car may be observed while enroute and arrangements made for inspection by a competent stock shipper or veterinarian.



**802. METHOD OF WAYBILLING ADDITIONAL FEEDING CHARGES ON LIVE STOCK, CARLOADS, ACCOUNT OPERATING CONVENIENCE AND MANNER IN WHICH CREDIT IS TO BE OBTAINED.** Additional feeding charges on live stock, carloads, account operating convenience are under no circumstances to be collected but must be added to waybills and disposition made thereof as provided by the following instructions.

In the case of local billing or interline received billing, agents at feeding stations shall insert the charge for feeding live stock, carloads, when such charges accrue because of operating convenience, in the freight charges column of waybills with notation "Additional feeding charges company convenience, 'do not collect'," together with name of station.

In the case of interline forwarded billing or interline intermediate billing, agents at feeding stations shall insert the charge for feeding live stock, carloads, when such charges accrue because of operating convenience, in the freight charges column of waybills with notation "Additional feeding charges C.M.St.P.&P. R.R. company convenience at station insert name, 'do not collect from consignee'."

Agents at destination shall request relief of such charges using Form 236—"Application For Relief" attaching a copy of freight bill and submit such papers to the Auditor of Station Accounts and Overcharge Claims who will secure the approval of the General Superintendent of Transportation before credit is allowed.

**803. MONTANA BRAND INSPECTION.** The laws of the State of Montana provide that no carrier may accept for shipment from one county to another within the state or to a point outside of the state, any cow, ox, bull, stag, heifer, steer, horse, mule, mare, colt, foal or filly, unless such animals have been inspected for brands by a state brand inspector and shipper has present brand inspection certificate in duplicate.

One copy of brand inspection certificate must be attached to the waybill and second copy must be retained for station records. Copy attached to waybill should be made available for identification enroute and should be turned over to any brand inspector, his agent or shipper and his agent on demand.

The only exception to the above is: "that any cow, ox, bull, stag, calf, steer, heifer, horse, mule, mare, colt, foal or filly transported by railroad consigned to and which, without leaving the custody of the carrier, does reach a market at which the livestock commission of the state of Montana regularly maintains a stock inspector, (listed on livestock shipper's tally form 13A furnished by Montana Livestock Commission, Helena) and for which animal a loading tally has been filed by the shipper with the carrier . . . .". Shipments covered by Shipper's Tally cannot be diverted from original destination.

Shipper's Tally must be executed in triplicate. Original must be mailed within 24 hours to the Montana Livestock Commission, Helena, Montana. Duplicate must be mailed immediately to the Montana Brand Inspector at destination and triplicate should be retained for station records. On shipments traveling a short distance a fourth copy should be attached to waybill to be delivered to Shipper, Inspector or Commission Firm at destination. Waybill must be noted that shipment is covered by Livestock Shipper's Tally form or brand inspection.

**804. QUARANTINE REGULATIONS.** Quarantine Regulations governing transportation of livestock in state and interstate movement and circulars embodying proclamations that may be issued from time to time by Federal or State authorities to curb the spread of disease, must be carefully observed.

Health certificates are required by many states, especially in connection with live stock shipped to other than public markets.

Regulations may permit transportation of live stock to public market and may prohibit diversion of such shipments to other points.

Regulations may require disinfection of cars and stock yards in which contaminated animals may have been confined.

Agents not supplied with quarantine regulations, or if in doubt concerning them, should ask Superintendent or Division Freight Agent for instructions before accepting shipments of live stock or ordering cars for such shipments.

**805. REQUIREMENT THAT NORTH DAKOTA SHIPPERS OF LIVESTOCK OR POULTRY EXHIBIT TO AGENTS LIVESTOCK DEALER'S LICENSE OR AFFIDAVIT OF EXEMPTION BEFORE SUCH SHIPMENTS MAY BE ACCEPTED FOR TRANSPORTATION.** Provision of the Law and Duty of Agent: The State of North Dakota by law decrees that it shall be the duty of the agent of any transportation company, or common carrier or any such transportation company or common carrier within and operating in the State of North Dakota, to require of the shipper, or person or persons offering for shipment any livestock or poultry, that the party or parties offering such shipment for transportation shall before the same is received for shipment (exhibit) to the said transportation company or carrier or agent thereof a livestock dealer's license for the current year in which such shipment is offered for transportation, or shall by affidavit show such shipper to be exempt from the provisions of the Act.

In accepting such shipments, agents shall insert on the Livestock Contract or Bill of Lading, particularly on the station copies, the number of the livestock dealer's license for the current calendar year, or in the case of shipments accepted under affidavit shall securely attach the affidavit to the station copy and retain on file for future inspection.

**806. SERVICE FOR LIVESTOCK.** Agents must not agree to forward live stock by any particular train, within any specified time, or to reach any particular market at any given time or for movement except by regular trains or advertised live stock schedules.

Agents must not promise or guarantee to furnish cars of any particular class or length or on any designated day without specific instructions from the Superintendent.

**807. SLATTING OR LINING STOCK CARS.** Freight Tariffs provide that shippers may apply slatting or lining to cars for loading live stock at their own expense.

When this Company is requested by shipper to apply such slatting or lining, the cost of the material and labor will be charged to the shipper or if requested may be advanced on the waybill covering the shipment if shown as advances on the live stock contract.

**808. SPECIAL TRAIN SERVICE, LIVE STOCK.** When one or several shippers desire to ship a large number of cars of live stock from the same station on the same day, agent should immediately communicate with the Superintendent and Freight Traffic Officer in charge of the territory, giving names of shippers, approximate number of class of cars required, routing, destination and the proposed date of shipment.

**809. STOPPING LIVESTOCK FOR FEED, WATER AND REST.** Live stock that has been confined in cars for 28 hours, if release has not been signed for 36 hours, must be unloaded, fed, watered and allowed to rest not less than five hours.

The unloading time shall be the time when the first car in train was unloaded and the reloading time, the time when the last car in train was reloaded in cases where a number of cars are handled, and the time must be shown on the waybills accordingly.

It is not required that sheep be unloaded in the night-time but may be continued in transit in absence of release to a suitable place for unloading in day-time, but in no case shall sheep be confined in cars more than 36 hours.

When unloaded, live stock must be properly fed and watered by the owner or attendant in charge or at the expense of the owner if performed by this Company or a contractor

employed by this Company. Stock must not be fed less than the minimum amount stated in tariffs.

This rule does not apply to live stock where there is feed, water and room to rest in the car.

The cost of feed furnished and the cost of unloading and loading, unless paid by the man in charge, must be advanced to destination for collection.

Agents at junction points must insist on complete information being shown on waybills or transfer billing regarding feeding and resting of stock prior to acceptance by this Company.

Agent at feeding point will require owners or caretaker in charge to give written instructions specifying exact amount of feed desired, when in excess of minimum requirements published in WTL 214 series or other governing tariffs and file such instructions as a station record for verification of the order in case of dispute.

If owner or caretaker in charge fails to give the agent at feeding point written order specifying the amount of feed desired, agents will furnish only the minimum feed required by tariffs.

When this railroad performs unloading, feeding and reloading and the actual cost of those services exceed the charges therefore published in applicable tariffs, only the amounts specified in the tariffs will be advanced to destination of the shipment. Relief claim Form 236 shall be filed with Auditor of Station Accounts and Overcharge Claims for the difference between the amount advanced and the amount reported on Form 26, Miscellaneous Revenue.

**810. STOPPING SHIPMENTS OF LIVE STOCK TO FINISH LOADING.** Live stock tariffs permit the stopping of cars at directly intermediate points, in specified territories, to finish loading live stock, subject to the conditions and rates named in such tariffs.

Live stock contracts and waybills issued at the original loading point must show the number of head loaded at that station and marked "Stop to finish loading at ....."

Two extra copies of the live stock contract must be made at the original loading point and attached to the live stock waybill.

Agent at stop point will detach the extra copies from the waybill and endorse thereon the number of head of stock loaded at his station. One copy must be returned to the original billing point and the other retained at the stop point for station record.

The duplicate live stock contract in possession of the man in charge should be endorsed to show the number of head loaded at the stop point and returned to the man in charge.

If there is no man in charge and the shipper has transmitted the duplicate live stock contract to the agent at the stop point, it should be similarly endorsed and mailed to shipper.

An advance only waybill cross-referenced with the revenue waybill may be issued to destination to cover the stop charge and the amount reported on Form 26.

**811. TRAILER OR FOLLOW UP CARS.** When shipment of live stock, covered by one live stock contract, can not be loaded into the car or cars furnished, the excess may be forwarded in a trailer or follow up car subject to the rules and charges published in Western Trunk Line Tariff 236 series and North Pacific Freight Bureau, 96-series.

**812. USE OF STOCK YARDS.** To prevent unauthorized use of stock yards owned by this Company, agents must see that gates to stock yards are kept locked at all times except when receiving or making delivery of livestock that has been or will be handled in this Company's service.

Stock yards must not be used as a place for conducting sales of live stock nor as a buying center by stock buyers, except when authorized by Superintendent and stock involved is received or will be forwarded in this Company's service.

**813. WAYBILLING CARLOAD SHIPMENTS OF LIVESTOCK TO BE STOPPED ENROUTE TO TEST MARKET.** When instructions are received from a shipper that a shipment of live stock is to be stopped short of final destination to test the market, the waybill shall show in the destination space the name of the first stopping point, thereby avoiding the possibility of the car moving beyond the designated stopping point. The final destination and the consignee should be shown in the body of the waybill.

Agents shall see that the provisions of the tariffs granting the privilege of stopping shipments short of final destination to test the market are strictly complied with, and under no circumstances shall shippers be permitted to remove a quantity of the original contents from the car and load other freight in lieu thereof at the stopping point, as this constitutes substitution and is strictly prohibited.

When the destination of a shipment is changed from a station on the C.M.St.P.&P. R.R. Co. to a station on a foreign line, Form 1393—"Notice of Change of Heading"—must be prepared and mailed immediately to the Freight Auditor.

**814. WAYBILLING LIVE STOCK.** Shipments of live stock, or that include live stock, must be waybilled on forms designed especially for that purpose.

Live stock waybill forms have provisions for showing information vital to the proper transportation of live stock that must be carefully observed and fully completed to insure proper care of live stock in transit and enable agent at destination to properly prepare a bill for freight and other charges.

Live stock destined to a state requiring health certificates must have attached to the waybill a copy of the health certificate and notation to that effect must be made on the waybill.

Live stock shipped for immediate slaughter must be waybilled according to the nature of the shipment with notation "For Immediate Slaughter" in the "Description of Stock" block.

Shipments of live stock originating in states that require brand inspection must be waybilled with notation "Brand Inspected at .....".

When two single deck cars are furnished for live stock in lieu of one double deck car ordered, or if live stock trailer car is used, one revenue waybill bearing the weight and charges of the entire shipment must be issued for one of the cars and a non-revenue waybill for the other car which must be cross referenced with the revenue waybill.

The time must be shown in connection with loading or stopping in transit for feed, water and rest, using the following abbreviations to indicate time zone:

E.S.T.—Eastern Standard Time

C.S.T.—Central Standard Time

M.S.T.—Mountain Standard Time

P.S.T.—Pacific Standard Time

Less carload shipments of live stock must be handled in accordance with the requirements of the Classification and tariffs.

815 to 820 incl., reserved for additional rules.

## LOSS AND DAMAGE FREIGHT CLAIMS AND RELATED RULES

**821. JURISDICTION.** The General Freight Claim Agent at Chicago has jurisdiction over all freight claim matters on the entire system; however, in order to facilitate the handling of claims, O.S.&D. reports and other matters pertaining to the functions of the freight claim department, the following must be observed:

Stations East of the Dakota-Montana line will make their reportings and send claims to the General Freight Claim Agent at Chicago, Illinois.

Stations West of the Dakota-Montana line will send them to the Western Freight Claim Agent at Seattle, Wash.

**822. O.S.&D. REPORTS.** In order that we maintain good customer relationship with our shippers and receivers, it is imperative that we promptly and satisfactorily settle claims; therefore, it is essential that all O.S.&D. reports and claims be transmitted to the Freight Claim Department at either Chicago or Seattle, whichever has jurisdiction, without delay.

The consolidated O.S.&D. report (Form 1488-Revised) must be used. This report supplants previous O.S.&D. reports Nos. 1483, 1484, 1487 and 1488. Reorder of Form 1488-Revised should be made through the General Storekeeper at Milwaukee, Wisc.

All O.S.&D. reports are analyzed by the Freight Claim Department to determine causes and conditions requiring corrective action. The information from such reports is transmitted to the Office of the Assistant to the Vice President in Charge of Claim Prevention, therefore it is essential that full and complete information be shown on all exception and inspection reports issued. It is necessary to send the original and one (1) copy of the O.S.&D. report (Lines East) to the General Freight Claim Agent, Chicago and Lines West to the Western Freight Claim Agent, Seattle, Wash. The two reports must be stapled or pinned together. This is necessary so that they come into the respective offices in sets of two (2). One (1) copy of the report should be maintained as a station record by you.

In executing the O.S.&D. form the following must be strictly observed. Be sure to insert Audit Number in space provided in upper right hand corner. Also show Station Name, O.S.&D. Number and car number. Reports must run consecutively, beginning with No. 1, January 1st of each year. Do not number over, short or damage report separately; begin with No. 1 and continue regardless of the type of exception.

The report is designed for convenience and should be completed in every detail. It is a requirement to check the various squares involved in the shipment.

All information regarding shipping reference must be filled out. The space immediately below is for over freight only. Fill in Under Remarks, full information regarding the over freight.

If exception report covers a carload shipment, the space on the left side of form must be checked in detail beginning with No. (2) and through No. (10), and then the remainder of the form beginning with No. (13) through No. (18) must be completed.

In making a report on a L.C.L. shipment, shipment involved in a pool car or a consolidated freight car, the space on the right hand side must be fully checked. It is essential that all waybill notations be shown in space provided. Begin with No. (11) and complete the form through No. (18).

Repeater damage must be checked in space provided and previous report numbers shown.

If an entire L.C.L. shipment is refused or unclaimed for causes other than damage, use the same form and under the heading "nature and extent of loss", indicate why it is refused or unclaimed.

The form is so devised that only one (1) check should be made for each subdivision of information; however, each and every subdivision must be checked as it relates to the ship-

ment reported. It must be remembered that data for claim prevention and settlement of claim is judged on how clearly and correctly all information available, is shown.

On the lower left hand side of the report a space is provided for claim number and carrier. In the event inquiry is received from freight claim office or connecting line, insert claim number which appears in that inquiry, on your station copy.

If necessary to write the General Freight Claim Agent or the Assistant to the Vice President in Charge of Claim Prevention regarding a shipment covered by an O.S.&D. report, always refer to audit number, O.S.&D. report number and car number. If in possession of a claim number, make reference to it.

Agent, under remarks, must, whenever possible, give his opinion on what caused the damage and how it could be corrected. If the bracing was defective or the container faulty always show that information.

In the event that space provided for detailed description of exceptions or remarks is not sufficient, do not write on the back of the report but attach a statement or another blank copy of the O.S.&D. report with that information.

Remember that you as an agent, in making reports, know the conditions existing and are the "key man" in a claim prevention program to furnish available data, which will assist in taking corrective measures where it is necessary.

**823. REFUSED FREIGHT.** Perishable freight, carload or less-than-carload, or full carloads of non-perishable freight refused, must be reported by wire immediately to the shipper, agent at origin and freight claim office having jurisdiction.

If freight is refused by consignee because of damage, quality, overcharge or for other reasons, obtain if possible, written refusal stating consignee's reason.

If consignee refuses a shipment, he has no right thereafter to direct its disposition unless he withdraws his refusal.

Non-perishable less-than-carload freight where entire shipment is refused or unclaimed, shipper must be notified by agent direct and O.S.&D. made to freight claim department.

Non-perishable less-than-carload freight or damaged freight from a carload shipment refused by consignee must be reported on O.S.&D. (See instructions on O.S.&D. reports).

If a shipment is refused because of apparent loss or damage, agent must explain to consignee that acceptance of the shipment to mitigate the loss, does not invalidate any claim he might have and endeavor to make delivery subject to claim for repairs or allowance, making notation on freight bill, **if requested**, showing exact condition of freight, also issue O.S.&D.

**824. REFUSED AND UNDELIVERED LIVE STOCK.** Live stock refused or undelivered must be immediately reported by 'phone to the Superintendent, by wire to the Freight Claim Office having jurisdiction, to the Assistant to the Vice President in Charge of Claim Prevention and agent at point of origin, giving waybill reference, condition of shipment and full particulars. Consignee must be notified in writing by agent that they are refusing stock at their own expense and peril. Superintendent and agent shall see that proper protection is given the stock, in the interim.

**825. PRESENTATION AND VERIFICATION OF LOSS AND DAMAGE CLAIMS.** The policy of this Company is to pay all legitimate claims as promptly as is consistent with proper verification. When claims are presented to an agent they must be immediately forwarded to Freight Claim office having jurisdiction.

Claimant should be fully informed regarding the documents and information required in support of claim, and given any assistance if required in its preparation.

**826. STANDARD PRESENTATION OF CLAIM FORM.** It is preferable that Freight Claims be made on Standard Presentation of Claim Blank, or claimant's similar form; it is not mandatory. Letter in the form of a written demand for restitution, setting forth the reason for claim and itemized statement of loss, with sufficient information to locate shipment reference, will suffice. If possible, Agent should certify to the correctness of the claim, after examination of claimant's records and inspection of shipment, and state facts which will aid in determining the validity of the claim. If possible to verify the extent of loss or damage by examination of invoice or claimant's records, Agent should give his opinion of the merits of the claim as presented.

**827. TIME LIMIT FOR FILING CLAIMS.** Section 2 of the Uniform Bill of Lading provides that claims for loss or damage to freight shipments must be filed within nine months after delivery.

In the event claimant cannot determine actual figures for a claim by reason of long delays in obtaining replacement parts or for other sufficient reasons, preliminary claim in writing should be filed within the nine-month time limit, to be followed by a regular claim when actual figures become known. The preliminary claim should contain sufficient information to identify the shipment and show \$10.00 or \$100.00 more or less, and indicate that actual figures are to follow.

**828. EVIDENCE OF CLAIMANT'S RIGHTS.** When claimant does not appear, from documents, to be an interested party, an Assignment of Interest must be furnished in support of claim.

Agent must forward such claims to Freight Claim Office having jurisdiction and include reference to O.S.&D., waybill reference, routing and car number.

**829. DOCUMENTS TO ACCOMPANY CLAIMS.** Claims for loss and damage must be accompanied by: (1) itemized bill from claimant, (2) original invoice or a certified copy, (3) original Bill of Lading and/or (4) original paid freight bill. If original paid freight bill or original Bill of Lading cannot be furnished, Bond of Indemnity must be executed and attached to claim. Bond of Indemnity form can be procured from Freight Claim Department.

**830. CLAIM FOR TOTAL LOSS OR DAMAGE.** When a claim has or will be presented for the full value of a single shipment or for the value of certain articles in a shipment, agent must ascertain if there is any salvage value to the damaged articles. If shipment has been delivered, to protect worthwhile salvage, it must be returned to the depot. Agent should hold salvage for disposition. On perishable freight to avoid deterioration, such salvage can be sold. Notify Freight Claim Office having jurisdiction, giving the description and condition of the articles, invoice value and best offer obtainable or amount realized on perishables sold.

**831. FREIGHT RECEIVED AFTER CLAIM FOR SHORTAGE HAS BEEN MADE.** When freight that has been short is received after a claim has been presented, agent must hold the freight and wire Freight Claim Office having jurisdiction, giving reference to O.S.&D. or claim number, if available, and ask for instructions. Form No. 1486 O.K. Freight Report must also be made.

**832. FREIGHT CLAIM CORRESPONDENCE.** All communications pertaining to freight claims must be answered promptly. Claim correspondence must not be allowed to pass into possession of claimants, unless authorized by the Claim Department.

If information requested cannot be obtained at the time request is received and delay is unavoidable, the correspondent must be informed of the circumstances promptly.

**833. CORRESPONDENCE WITH OFFICIALS AND AGENTS OF FOREIGN LINES.** Agents are required to answer promptly inquiries from officials of other roads in connection

with loss and damage claims, over, short, damaged, refused and unclaimed freight, if they are a participating carrier. Replies must be made promptly and accurately. Failure on the part of agents to answer within twenty days may subject this company to a penalty. Care should be exercised to give the facts as known or as shown by the records, avoiding giving any theory, suggestions or opinions but stating the facts fully.

A limited number of documents pertaining to claims, in connection with the handling of shipments, may be furnished upon request; however, when requests of this nature are so frequent, or when the number of copies requested becomes burdensome, the matter should be referred to the General Freight Claim Agent to determine if they should be furnished.

**834. INSTRUCTIONS FROM OFFICIALS OF OTHER ROADS.** Instructions from officials of other roads to sell or bill shipments free **must not** be complied with. Such instructions should be referred to the General Freight Claim Agent.

**835. SALES AUTHORITIES.** On receipt of instructions from the General Freight Claim Agent to sell salvage and furnished Forms FCD 160-Revised to process the sale, ascertain that all instructions on agent's copy of the sales authority form are complied with. The instructions are as follows:

Do not remove carbon paper until complete information is shown on all copies of the form.

When salvage freight is sold, the purchasers must sign their name, insert their address and amount paid for the articles purchased in space provided. If salvage freight covered by one sale order is sold on a part-lot basis to two or more purchasers, a statement should be prepared showing the number of articles and description of freight sold to each purchaser and the amount received therefor. The purchaser must sign his name and address on the statement immediately opposite the items purchased. Issue receipt for amount paid by purchasers of part lots of shipments on freight bill Form 72. A copy of the detailed statement must be attached to each copy of the sale order form. All receipts for salvage freight sold must be remitted to your depository bank daily. This includes receipts for shipments sold in part lots.

A salvage pro number must be assigned and inserted in space provided in the lower left hand corner of the form. The total proceeds realized from the sales must be reported on Form 26, "Report of Miscellaneous Revenue." Reference must be shown on Form 26 to the salvage sale order number and the salvage pro number. Receipts remitted to your depository bank covering sale of part lot shipments should be carried in your account under the assigned pro number as a liability pending completion of sale when the total proceeds will be reported on Form 26 as outlined above.

Those stations where the accounting work is performed in the Central Station Accounting Bureau, will forward to that bureau for accounting Part 3 which reads: "Central Station Accounting Bureau Copy" immediately after the sale is consummated. In those instances where shipments are sold in part lot and the money remitted when received, the items will be reported on Form 3270 daily as received under the salvage pro number assigned to the account and the Central Station Accounting Bureau will set the items up in the station account as a liability under this pro number pending offsetting debit on Form 26.

In no instance will the proceeds from sale of salvage freight be applied to outstanding freight and miscellaneous charges. Relief claim should be filed with the Auditor of Station Accounts and Overcharge Claims for credit of outstanding freight and miscellaneous charges, attaching copy of freight bill to support the items, giving reference to sale order number as well as salvage pro number and month in which accounted for on Form 26.



Upon completion of each sale, forward the No. 1 copy with all data inserted to General Freight Claim Agent. Where one purchaser buys the entire shipment, a receipt should be given to purchaser for the amount collected on the No. 2 copy of the Form reading: "Purchaser's receipt." The No. 3 copy marked: "Central Station Accounting Bureau Copy" should be forwarded to that bureau as outlined above by agents whose accounting work is performed in that bureau. The No. 4 copy should be kept at the station, filed in numerical salvage pro number order by months for future reference and for inspection by the Freight Claim and Accounting Departments' representatives. Be certain to fill in your audit number in the space provided.

**836. REGULATIONS GOVERNING INSPECTION OF FREIGHT BEFORE DELIVERY TO CONSIGNEES.** Loss of or damage to contents of packages, not definitely known to exist at time of delivery to consignee, may be due to negligence in packing, handling, unpacking, or pilferage from containers.

When a package bears indication of having been pilfered while in possession of carrier, it shall be carefully weighed before delivery and such weight endorsed on the freight bill. A joint inventory of contents by agent and consignee shall be made before delivery or immediately upon receipt by consignee.

Loss or damage discovered after delivery of shipment to consignee shall be reported by the consignee immediately upon discovery. In any event it should be within fifteen days after receipt, and contents and container held for inspection by carrier. Inspection by agent shall be made within forty-eight hours, and shall include examination of package and contents for evidence of damage or pilferage of the missing goods, checking contents with invoice and weighing for comparison with shipping weight; also investigation of Drayman's record of handling shipment.

Shortage or damage discovered by consignee at time of receiving freight in any quantity from car, warehouse or other premises of carrier shall be reported to agent of carrier before removal of entire shipment, in order that the cause and extent of loss or damage may, if possible, be definitely determined and proper record made thereof. Unloading of freight should not be retarded or discontinued awaiting inspection.

Notice of loss or damage may be given carrier's agent by telephone or in person, and confirmed by mail.

**837. IMPORTANCE OF CLAIM RULES.** The following rules of the Freight Claim Division, Association of American Railroads, are mandatory. Agents and other employees will be held responsible for any loss resulting from violation of these rules.

**838. INSPECTION OF CARS.** The inspection of cars is normally the duty of the Car Department. Where Car Inspector is not available, agents must see that cars supplied are suitable for the commodity to be loaded, and a permanent record kept showing where car was inspected, name of person making inspection, condition of car and extent of inspection. Loss or damage resulting from failure to inspect, clean and repair cars or failure to make record as above, penalizes the forwarding carrier.

Cars arriving at destination containing damaged freight allegedly caused by bad or defective car equipment should be inspected by the Car Department if practicable, otherwise by the agent or his staff. A record must be kept showing name of person making inspection, extent of loss or damage, apparent cause, and nature of defects, whether they are old, of long standing and apparently present when car was last loaded, or new. If reported as being of long standing, the reasons for such conclusion must be clearly stated. Failure to maintain such record penalizes the destination carrier.

**839. LEAKING CAR ON INTERCHANGE.** When outbound junction carrier detects leakage from car while on interchange track, the leakage should be stopped and extent of loss determined at any place at that junction point within a reasonable time.

**840. LEAKAGE OF LIQUID.** When leakage of bulk liquid (in tank cars, or in barrels, casks, drums or other liquid containers of five gallons capacity or more) develop in transit, agent handling shipment at time leakage is detected shall stop leak by repairs or transfer remaining contents of tank car or containers showing evidence of leakage and ascertain extent of loss by weight or measurement of remaining contents. When leakage of liquid, other than in bulk, develops in transit, agent handling shipment at time leakage is detected shall recondition contents of all containers showing evidence of leakage and ascertain extent of loss.

**841. TRANSFER OF TANK CAR LIQUID.** When necessary to transfer liquid transported in tank car and no leakage is noted prior or subsequent to transfer, agent performing transfer shall ascertain amount after transfer by actual weight or measurement.

**842. PACKAGE FREIGHT TRANSFERRED TO BE CHECKED AND RECORD MADE.** Package freight transferred must be checked. Record of exceptions found at time of transfer, or at time freight is checked in car but not transferred, must be placed on waybill when waybill accompanies freight and show on transfer documents, date, name of carrier, station, initials and number of cars transferred from and to, and all exceptions.

**843. DESTINATION CHECK, RECORDS AND REPORTS.** When check at destination develops over, short or damage, record of exceptions shall be made, and such record shall include all notations of previous checking which appear on waybill. Report of over and short shall be forwarded to the loading carrier.

**844. WHEN NOTATION IS PERMISSIBLE ON FREIGHT BILL.** In the delivery of freight to consignee, notation of shortage or damage which has been made on waybill at intermediate, transfer or checking point shall not be endorsed on the paid freight bill. Notation of shortage or damage known by delivering carrier to exist as evidenced by the actual check of carrier's representative at time of delivery of freight may be endorsed on the freight bill or other delivery document presented to consignee, on request.

**845. REPORTING PERISHABLES CHECKING OVER.** Perishable freight checking over shall be immediately reported by wire to General Freight Claim Agent and disposed of by sale to best advantage, if such action is justified in the interest of minimizing the extent of loss by damage.

**846. MARKS ON PACKAGE DIFFERENT FROM BILL OF LADING.** When destination marks on package are found to differ from those of Bill of Lading, the property must be held and immediate notice given to the shipper to ascertain correct destination.

When destination marks on ALL packages in a shipment are found to differ from those on WAYBILL presumed to cover, the freight and waybill must be held by the agency discovering the discrepancy and notice given by telephone or telegraph to the billing agent or shipper to ascertain correct destination. On receipt of this information the marks on packages or destination of waybill must be changed accordingly. Authority for the change must be shown on waybill and name of station making the change.

**847. MARKS ON PACKAGE DIFFERENT FROM WAYBILL.** When destination marks on a portion of the packages in a shipment are found to differ from those on waybill presumed to cover, those packages not marked in accordance with the waybill must be treated as an over and forwarded to marked destination on an astray waybill. A complete record of

the over must be endorsed on the short report, revenue waybill presumed to cover, transfer, or manifest. Reference to revenue waybill presumed to cover must also be endorsed on the astray waybill. In the event, however, agent has or obtains knowledge that the billed destination is the correct destination property shall be re-marked and forwarded to billed destination.

**848. ACCEPTANCE OF ASTRAY FREIGHT.** Carriers shall accept astray freight even though it does not bear full name of the consignee. If such freight bears marks sufficient to show destination it must be accepted and forwarded as provided in this rule. This provision, however, shall not apply to shipments of export freight found astray at frontier points and which cannot be forwarded owing to customs regulations.

**849. FREIGHT FOR NON-AGENCY STATION.** When a shipment, carload or less than carload destined to a non-agency station (a station at which there is no freight agent) is billed collect or insufficiently prepaid, it shall be accepted from connecting carrier and forwarded to destination or to nearest agency station as destination carrier may elect.

**850. TRANSFER AT JUNCTION.** When a carrier delivers to its connection a car in an unfit condition to run, or when on account of operating conditions transfer of lading is necessary, outbound junction carrier shall, without notice to inbound junction carrier, make the transfer in a careful manner.

**851. PROPER TRANSFER TO AVOID LOSS OR DAMAGE.** The outbound junction carrier transferring such freight shall use due diligence and take such action as is necessary to protect the freight from avoidable loss or damage during or subsequent to such transfer.

**852. LEAKAGE OF LIQUID.** When leakage is from a tank car of petroleum or petroleum products or other liquid subject to expansion or contraction and car is repaired, or transferred, and extent of loss is ascertained by measurement, record of the temperature of the liquid should, if practicable, be recorded. When car to car transfer is made, measurement should be made and temperature taken both before and after transfer. When temperature of commodity can not be ascertained outside temperature shall be recorded.

**853 to 859 incl., reserved for additional rules.**



## MILK AND CREAM TRAFFIC

**860. MILK AND CREAM TRAFFIC DEFINED.** Milk and cream traffic, covered by these rules, consists of shipments of milk, cream, ice cream mix and other related articles, and empty containers named in applicable tariffs.

Shipments will be accepted for destinations on this Company's lines and destinations on connecting lines to which tariffs provide through rates and routing.

Shipments for destinations on foreign lines to which no through rates are published will not be accepted without specific instructions from Manager Mail, Express, Baggage and Milk Department, Auditor Passenger Accounts.

A shipment is any number of containers, full or empty, as authorized by the applicable tariffs, from one shipper, at one station, at one time, consigned to one consignee, to one destination, covered by one waybill.

**861. SHIPMENTS HANDLED ON FREIGHT TRAINS.** Milk and cream shipments moving on freight trains must be waybilled on milk waybills.

**862. WAYBILLING SHIPMENTS.** A waybill, Form 88, must be prepared, in triplicate, for each shipment that is to move in milk and cream traffic. Several shipments may be entered on one waybill if consigned to one consignee.

Commodities other than milk and cream in cans must be named in the commodity column. A separate line must be used for each commodity in a shipment. The rate per can and amount of charges must be entered and totaled.

Exceptions, such as partly filled or boiling cans, must be noted under the caption "Remarks."

The original waybill with the receipt for charges and receipt for shipment portions attached must accompany each collect shipment. The receipt for charges portion is to be detached if shipment is prepaid. The forwarding agent's copy is to be retained for station record.

**863. WAYBILL TO ACCOMPANY EACH SHIPMENT.** Agents must waybill all shipments moving in milk and cream traffic delivered while they are on duty. Train baggagemen are instructed to waybill shipments that they receive when no station employees are on duty and deliver all waybills to connecting train baggageman or agent at destination.

**864. RECORDING THROUGH SHIPMENTS.** Agents at junction points where shipments of milk and cream are received from or delivered to connecting lines on through waybills should, when possible, prepare statement of all waybills received from or delivered to connecting lines, showing waybill reference, station billed at and destination.

At points where time will not permit such record to be prepared, agents should make all possible effort to make a record of shipments that show signs of exceptions as to conditions, such as partly filled containers or "boiling," in order to place responsibility in the event of a claim.

**865. PROTECTING SHIPMENTS.** All reasonable means must be used to properly protect shipments at stations and while in cars.

Shipments should be kept in the shade during warm weather and at other times of the year guarded against possible freezing. Shipments should not be placed against steam pipes.

When cans of cream show indications of commencing to boil, a small chunk of ice, if available, should be placed on the cover of the can, which will have the effect of cooling and settling the cream.

**866. SHIPMENTS LEFT WHEN NO ONE IS ON DUTY.** Agents should designate a place which should be away from where empty cans may be stored, where shippers may leave milk and cream shipments when no one is on duty. A notice should be posted designating the place where shipments should be placed so that they will not be overlooked by trainmen.

**867. CHECKING SHIPMENTS AGAINST WAYBILLS.** Receiving agent must check the number and capacity of cans and other containers against the waybills at the time shipments are unloaded or as soon thereafter as possible.

If any shortage, overage or damage exists, appropriate endorsement should be entered on waybill.

**868. MARKING CONTAINERS.** Cans, cases, crates or other containers authorized by tariffs for shipping milk, cream and other named dairy products should be plainly marked with the owner's name and shipping point by paint, embossing or metal plates. Name and address of consignee must be plainly indicated on shipping tags attached thereto.

When cans are enclosed in jackets, both the cans and the jackets must be plainly marked to indicate ownership, and tagged with the name and address of the consignee.

Shippers may be permitted to attach an envelope tag to one container in each shipment which may contain the invoice for the shipment. Postal regulations prohibit enclosing papers not strictly relating to the shipment.

**869. FASTENING CAN COVERS.** All cans of milk or cream offered for shipment should have the covers securely fastened by shippers in such manner that they will not come off if cans are upset. Covers must be fastened with strong wire, wrapped closely, and in all cases where there are holes on both sides of the cover, they should be fastened on both sides.

**870. BAD ORDER OR PARTLY FILLED CANS.** Cans in poor condition, account leaking, must not be accepted for shipment.

Cans apparently not filled to capacity must be weighed and weight noted on all copies of waybill to prevent claim for loss in transit.

Charges will be assessed on capacity of cans whether completely filled or not.

Empty ice cream tub containers used in the transportation of cream or milk packed in ice, when returned to original point of shipment, will be subject to charges specified in the tariffs.

**871. EMPTY CONTAINERS TRANSPORTED WITH CHARGES.** Empty containers that have not been used in the transportation of milk, cream or related commodities, when shipped new, or that may be returned empty from a closed buying station, must be covered by a freight waybill with charges, except as otherwise provided in tariffs.

**872. EMPTY CANS LEFT AT NON-AGENCY STATIONS.** Train baggagemen must unload empty cans at non-agency stations.

**873. REPORTING UNCLAIMED EMPTY CANS.** Agent must examine the marks on all empty cans as they are unloaded, or as soon thereafter as possible, to determine that they are destined to his station.

Cans plainly marked to another destination must be forwarded on the next train to proper destination.

Cans without marks, when ownership cannot be established, must be tagged to Manager Mail, Express, Baggage and Milk Department. A letter, stating the train and date on which the can or cans were received, should be sent to Manager Mail, Express, Baggage and Milk Department.

A complete check of all cans on hand must be made on Friday of each week or if a holiday, on the following working day. A report must be made to Manager Mail, Express, Baggage and Milk Department of all cans that have been on hand 10 days or more.

Empty cans that are tagged to one station but marked to another station, that remain unclaimed, should be examined for name and address of owner, who should be notified by postal card.

**874. DELIVERY OF EMPTY CANS.** Empty cans must be placed in warehouse or baggage room when received and receipt taken when delivered, except as provided below.

Receipt for cans, when accompanied by empty can waybills, must be taken, which must be retained by agent as a permanent station record.

Arrangements have been made with certain creamery companies to handle their empty cans without waybills, which does not, however, relieve agents from taking receipts as instructed above.

Owner wishing to have empty cans left outside in order that they can be picked up during hours that no one is on duty, may sign a form of release, furnished by Manager Mail, Express, Baggage and Milk Department, assuming the risk involved.

**875. FILLED CONTAINERS CARRIED BEYOND DESTINATION.** If train baggageman or messenger discovers that a filled can has been carried beyond its destination or has been loaded in error, it must be unloaded at some other station from which it can be forwarded to proper destination or be disposed of by sale.

If the condition of the shipment or the weather is such that serious deterioration would occur before the shipment could be forwarded to the proper destination, the shipment should be unloaded at some station where a creamery or buyer is located to whom shipment may be sold.

If shipment is disposed of by sale, the check received in payment should be drawn to the order of the CMStP&P and must be remitted to Treasurer. A letter of transmittal should accompany the check, showing the train number and date from which shipment was received and any other particulars in the circumstances. The original waybill should be corrected to show proper charges and new consignee, be receipted and reported in the usual manner.

**876. ASTRAY SHIPMENTS.** Shipments put off at wrong station must be forwarded to proper destination by first available train. In cases of this kind, if not accompanied by waybill, agent must issue an over waybill, Form 88, mailing Auditor's copy promptly to that officer. If further transportation will result in serious deterioration, the shipment should be disposed of locally in the manner outlined in rules.

**877. SHIPMENTS SHORT.** If waybill bears train baggageman's notation of shortage, agent must check the shipment, verify the shortage, and certify, on the waybill, over his signature, the actual number and capacity of cans received.

If a shipment checks short, but waybill does not bear train baggageman's notation, agent must make notation on waybill, over his signature, of the actual number and capacity of cans received.

Receiving agent must wire the forwarding agent immediately, when a shortage is discovered, and if advice is received that the shortage is an error in billing, waybill should be corrected and the forwarding agent's advice attached to waybill.

If shortage is not adjusted or otherwise explained, receiving agent must make short report in accordance with rules.

Charges must be assessed on the number and capacity of can actually received, and if the entire shipment checks short, waybill will be reported without charges.

If a shipment is received after a short report has been sent in, the Auditor Passenger Accounts must be advised promptly that shortage has been adjusted.

Copy of advice of adjustment of shortage and copy of all correspondence in connection therewith must be attached to station copy of the short report.

**878. OVER SHIPMENTS.** Train baggageman discovering filled cans in his possession without waybill must issue a waybill, from the marks on cans, to proper destination.

Agent discovering filled cans in his possession without waybill, destined to his station, must make over waybill, Form 88, and account for the charges thereon. The over waybill must show all information obtainable from marks or tags on cans.

All over waybills must be made in triplicate, the original handled and accounted for in the same manner as a regular waybill, the duplicate sent to Auditor Passenger Accounts on the date of issue, and triplicate retained on file by agent issuing.

**879. DOUBLE BILLING.** When charges have been reported on train baggageman's or over waybill and the regular waybill is subsequently received, in the current month, the regular waybill must be substituted for the train baggageman's or over waybill and reported on the received abstracts. The baggageman's or over waybill must be attached to the regular waybill.

When the regular waybill is received after the baggageman's or over waybill has been sent in, it must be reported without revenue, showing reference to the baggageman's or over waybill on which charges were reported.

**880. SHIPMENTS OVER WITHOUT MARKS.** Shipments of milk or cream found over without marks should be sold to best advantage to a creamery or other buyer.

Checks received in payment should be drawn to the order of the CMStP&P and must be remitted to the Treasurer. The empty can must be held until disposition is furnished by Manager Mail, Express, Baggage and Milk Department.

A letter, stating the train number and date that the shipment was received, must be sent to Manager Mail, Express, Baggage and Milk Department at once.

**881. BAD ORDER REPORTS AND NOTATIONS.** Cans accepted for shipment must be examined and any that appear to be only partly filled must be weighed and the weight noted on the waybill.

Train baggagemen are instructed to make Bad Order Report on cans accepted by them that appear to be partly filled or in a leaky or damaged condition and to note the waybills accordingly.

Agents at junction or transfer points must make Bad Order Report on cans spilled or damaged in transferring and to note waybills accordingly.

Unless waybills covering partly filled, leaky or damaged cans have been noted by forwarding agents, train baggagemen or agents at transfer points or at destination must prepare bad order reports.

**882. CLAIMS ON MILK AND CREAM SHIPMENTS.** Claims must be made to Manager Mail, Express, Baggage and Milk Department supported by copies of forwarded waybills, consignees' receipted bills and other supporting papers according to the character of the claim.

**883. UNAUTHORIZED USE OF CREAM CANS.** Agents must not use or permit the use of empty cans for water or any other purpose. Cans used for water rust very quickly, making them unfit for milk and cream shipments.



The laws of some states make the possession, or use, of cans by other than the owner unlawful and impose fines for the illegal use or possession of such cans.

**884. SHIPMENTS DESTINED TO NON-AGENCY STATIONS.** Charges on shipments destined to non-agency stations must be waybilled prepaid.

If consignee is not on hand, train baggageman must note that fact on waybill and show whether shipment was unloaded on platform or placed under shelter.

Waybills must be delivered to first open station beyond point of delivery where waybills will be taken into account and reported according to Accounting Department instructions.

**885. REVISING WAYBILLS.** Receiving agent must revise all waybills and will be held responsible for the assessment of correct charges.

When undercollection on a prepaid shipment has been made by forwarding agent, the receiving agent must enter the difference between the amount prepaid and the correct charges in the "Collect" column of waybill. The amount due must be collected from consignee and receipt issued to him for the charges.

**886. BILLS FOR CHARGES ON MILK AND CREAM TRAFFIC.** Shipments must be checked against waybills upon arrival and consignee's receipt obtained at the time of delivery.

Transportation charges must be correctly inserted on train baggagemen's waybills and verified when they have been inserted by forwarding agents. Bills must be presented promptly for payment and, when paid, must be receipted and delivered to consignee or shippers.

If charges are to be prepaid by shippers, the receipt portion of the waybill must be detached and, when paid, must be receipted and delivered to the shipper.

**887. COLLECTING AND REPORTING CHARGES.** Bills for charges on milk and cream shipments must be presented for collection in accordance with Accounting Department instructions.

Collections must be entered in the cash book on date collection is made, in column headed "Excess Baggage and Other Passenger Revenues" or such other column as may be available for this class of business.

**888. UNCOLLECTED MILK AND CREAM BILLS.** Charges on shipments outstanding at the close of the month should be carried as uncollected passenger accounts on the monthly balance sheet, in accordance with Accounting Department instructions.

**889. ABSTRACT OF WAYBILLS FORWARDED.** All milk and cream waybills issued must be reported in accordance with Accounting Department instructions.

**890 to 893 incl., reserved for additional rules.**



## NON-AGENCY STATIONS

**894. ACCOUNTING FOR FREIGHT DELIVERED AT NON-AGENCY STATION.** Freight bills must be made for all freight delivered at non-agency stations. A separate series of freight bill numbers should be used for each non-agency station. The name of the non-agency station must be shown directly below the name of the consignee. Waybills for each non-agency station must be grouped and abstracted separately from the agency waybills. Conductor's record of delivery on the waybills must be shown on the freight bills.

All station records must indicate the name of the non-agency station.

**895. DELIVERING SIGNED BILLS OF LADING COVERING SHIPMENTS FROM NON-AGENCY STATIONS IN MONTANA.** The laws of the State of Montana require agents at the next open station to deliver or mail receipted bills of lading to shippers within twenty-four hours from the time that they are received.

Bills of lading covering shipments weighing 20,000 pounds or more must be delivered or sent by registered U. S. Mail.

Bills of lading covering shipments weighing less than 20,000 pounds must be delivered or sent but, if mailed, need not be registered.

A penalty of not less than \$50.00 or more than \$1,000.00 is imposed for violations. Registry receipts must be attached to shipping orders as evidence of mailing bills of lading requiring registration.

**896. FREIGHT BETWEEN NON-AGENCY STATIONS.** When freight charges are collected on shipments handled between two non-agency stations, a regular waybill must be made to cover.

If the agency station is both the billing and reporting station, the waybill must be included in both the forwarded and received abstracts.

**897. FREIGHT UNCLAIMED OR REFUSED AT NON-AGENCY STATIONS.** Freight unclaimed or refused must be picked up by conductors and taken to reporting station for disposition.

Agents at reporting station must send postal notice to consignee and, if freight remains on hand, must notify shipper in accordance with Rule 823.

Unclaimed or refused report, Form 103, must be made to Freight Claim Office having jurisdiction, in accordance with Rule 821.

**898. NON-AGENCY STATION.** Non-Agency Station is a station named in tariffs but at which no agent is employed.

Non-Agency stations in the United States, Canada and Mexico are so designated in the Official List of Open and Prepay Stations, Tariff 74 ICC-A39 Supplements thereto or reissues covering, which must be referred to in accepting shipments billed collect, subject to surrender of order bills of lading or delivery orders.

Government freight, covered by Government Bills of Lading, may be accepted for and delivered to non-agency stations without restrictions but commercial freight must be held at an adjacent agency station unless charges are prepaid, except as specifically authorized in the Official List of Open and Prepay Stations Tariff.

**899. SHIPMENTS TO NON-AGENCY STATIONS.** Shipments to Non-Agency Stations must not be accepted collect or when consigned "Order Notify" or "Advise" except as authorized in Official List of Open and Prepay Stations, where arrangements have been made to

collect the charges or surrender order bills of lading or delivery orders at an adjacent open station.

Shipments that have been accepted collect or insufficiently prepaid in error by agents of this Company, may be delivered by conductors upon the authority of the agent at the reporting agency station if the consignee is known and collection can be made, otherwise shipment must be held at the agency station and consignee notified. C.O.D. shipments must be held until all charges are collected.

The initial carrier is responsible for the charges on an interline shipment and if billed to a non-agency station collect or insufficiently prepaid (except when due to weighing or inspection in transit) agents at destination reporting station may deliver such shipments to credit patrons.

Shipments insufficiently prepaid because of weighing or inspection in transit must not be delivered without collection of charges as the initial carrier is not responsible for charges of that nature.

If an interline shipment is delivered without collection of charges, reporting agent must immediately issue waybill correction in the usual manner, making charges read prepaid and must note such correction "Shipment delivered at non-agency station, unable to collect."

**900. RECEIPTING FOR FREIGHT AT NON-AGENCY STATIONS.** Unless conductor has been specifically authorized by Superintendent to sign bills of lading for freight loaded at a non-agency station, he must pick up the bills of lading, memorandum copy and shipping order and deliver them to agent at the first open station.

Agent at the waybilling station will issue waybill, sign the bill of lading and mail the original bill of lading and memorandum copy to the shipper.

Agents must not sign a bill of lading for freight from a non-agency station until freight is in possession of the railroad company.

Agents in the State of Montana must also comply with instructions regarding return of bills of lading to shippers.

**901 to 903 incl., reserved for additional rules.**

## **ORDERING, FURNISHING AND REPORTING CARS**

**904. ORDERING AND FURNISHING CARS.** Written car orders, on Form 203, should be obtained whenever possible for all cars to be placed for loading, whether such cars are furnished from available supply at the station or ordered through the car distributor. All car orders must show the date and time that the order was received, date and time wanted, size of car, commodity, destination and route of the shipment.

Cars that are appropriated by shippers, without orders, are subject to the minimum weight applicable to the size of car appropriated.

If telephone orders for cars are accepted, agents should enter, on Form 203, all the required information and have the shipper sign the car order at the time that he signs the bill of lading.

Tariffs require that orders for cars to be loaded with live stock must be in writing. The orders must specify whether single or double deck cars are required and whether they are to be bedded by the shipper or this Company. If cleaned and disinfected cars are required, the order should so state.

**905. SUBSTITUTING SINGLE FOR DOUBLE DECK CARS ORDERED.** Agents will be governed by provisions in tariffs in substituting single deck cars for double deck cars ordered.

Under no circumstances will a shipper be permitted to install temporary upper deck in any stock car.

Orders for refrigerator cars must specify the kind of protective service that is desired and, if to be iced, the amount of ice and salt to be furnished.

Orders for cars to be loaded with lumber must specify whether rough, finished or dressed lumber or sash and doors are to be loaded so that suitable equipment will be furnished.

It should be understood that a longer time is required to furnish cars of a special class, such as palace horse cars, or cars of unusual size or length. Orders for special cars must state the route of the shipment.

Agents must not promise placement of cars of the exact size or length ordered or that cars will be placed at any specified date or time but every effort must be made to place the kind of cars ordered at the time wanted as far as the available supply of cars permits.

Special instructions of the Car Service Division of the Association of American Railroads regarding the supply and distribution of equipment will be issued by Superintendents and must be closely adhered to.

**906. FURNISHING CARS OF GREATER CAPACITY THAN ORDERED.** Large cars must not be furnished on orders for smaller cars, two cars on orders for a larger car or two single deck cars on orders for a double deck car, except on the authority of the Superintendent.

When cars, as ordered, are reasonably available and can be furnished without undue delay, authority to use cars of greater size, length, capacity or of a different kind should not be requested.

When cars of greater capacity than ordered are used, the bill of lading and waybill must show the size, length or kind of cars ordered and furnished.

**907. FILING CAR ORDERS.** When cars ordered have been furnished, agents must note on each car order the initial and number of the car or cars furnished and the date and time placed.

Agents at smaller stations should file accomplished car orders with the shipping orders. Agents at stations handling a large number of cars may adopt filing methods suitable to their circumstances.

**908. DISPOSITION OF FOREIGN CARS.** In order to save per diem, empty foreign cars should be loaded for shipment in the direction of their home route or, if no loading is in sight, and such cars are not being held to maintain a car supply, agents must ask Superintendent for disposition, giving car initials, number, junction point and connecting line from which received, if available.

**909. MAXIMUM DIMENSIONS FOR LOADS ON OPEN CARS.** Agents have been furnished copies of C.R. #1000 which outlines instructions for securing clearance authority for loads which are out of ordinary dimensions and of excessive weight. All cases are to be referred to Superintendent for proper authority before signing bills of lading.

**910. TRANSFERRING CARLOADS.** When for any reason carload freight is transferred from one car to another, a line must be drawn through the ex-car initials and number on the waybill and the initials and number of the car into which shipment was transferred must be shown in space provided. The name of the station where transfer was made and the date must also be endorsed on the waybill.

**911. CAR CARDS AND PLACARDS.** Car Cards and Placards must be removed from cars when the purpose for which they were applied has been accomplished. Agents or other station employees making a check of cars unloaded or when sealing cars loaded and ready for movement must remove all placards applied incident to previous movement.

The Interstate Commerce Commission regulations require that consignee remove explosive and dangerous placards and agents should see that all such placards are removed when the car is made empty.

Placards on tank cars must be reversed to show "Dangerous Empty" when such cars have been unloaded.

**912. ADVERTISEMENTS ON CARS.** Rules of the Association of American Railroads prohibit display of advertisements on cars whether in the form of placards or banners and place the responsibility for damage to cars or any expense incurred in the removal of such advertising upon the carrier permitting such advertising to be placed on cars.

**913. EMPTY CAR SLIPS.** Form 143, must be issued for empty foreign cars for home route delivery or for the movement of any empty cars, except tank cars or special class cars, when forwarded to specified stations for loading.

**914. REPORT OF CARS ON HAND.** Form 146 is used for the purpose of taking daily yard checks as well as cars on hand report and it must be prepared and mailed as directed per instructions indicated on form.

**915. NON-AGENCY STATION YARD CHECK.** Conductors, section foremen or any other employees designated by Superintendent are required to furnish agent at the first agency station with yard check of cars at non-agency stations.

**916. TELEGRAPH CAR REPORTS.** Agent's daily telegraph report, 37 Report, must be sent at the time designated by Superintendent.

The report must be prepared according to the instructions printed thereon and must show the actual number of cars of each class of equipment on hand at the time the report is made.

**917. DAILY COMMODITY REPORT.** Form 286 must be prepared and sent showing, by commodities, all carload shipments loaded at an agency station or a non-agency station for which an agency station reports.

Agents at junction stations must also report, by commodities, the number of loaded cars received from connecting lines.

**918. SWITCH LISTS.** Switch Lists must be prepared for the use of train or switching crews and be ready before the arrival of trains that may perform switching. All cars must be listed, showing the name or number of the tracks in the order in which they stand from the direction listed. If no station employee will be on duty when trains arrive, switch lists must be left in waybill box.

Switch lists must show the commodity of loaded cars or show them as empty. Cars ready for forwarding must be listed "Pick Up" showing destination station number. Cars in the process of loading or unloading must be listed "Set Back" showing present location. Empty cars to be left at station must be listed "Hold" and those not held for loading listed "Not Wanted."

If switching is not performed in accordance with switch lists or is being passed up by train crews, agents should notify Superintendent giving full particulars.

**919 and 920 incl., reserved for additional rules.**





## **OVER, SHORT AND ASTRAY FREIGHT**

**921. DEFINITION OF SHORT FREIGHT.** When a waybill covering an L.C.L. shipment becomes separated from all or part of the freight described thereon, and all or part of the shipment checks short, that condition is known as "Short Freight."

**922. REPORTING OF SHORT FREIGHT WAYBILLS AT DESTINATION.** Waybill destination agents must report on receipt, waybills for which the freight checks short all or in part, with applicable tariff charges, in the usual manner. Particular care must be taken to transcribe to the delivery portion of the freight bill appropriate notations with respect to the existing shortage.

**923. DISPOSITION OF WAYBILLS COVERING SHORT FREIGHT DISCOVERED ENROUTE.** When freight checks short on a less carload waybill, the agent at the point where the shortage is discovered shall endorse the waybill accordingly. He shall show the name of the station, the quantity and description of the freight checking short and his name and title. If only a part of the shipment checks short, the waybill shall continue on to destination with the remainder of the shipment. If the entire shipment checks short, the waybill shall be mailed immediately to waybill destination and a station record of the waybill shall be made showing to what point the waybill is mailed.

**924. WAYBILLS COVERING A MERCHANDISE CAR WHICH ARE SEPARATED FROM THE FREIGHT.** When a number of waybills, apparently covering an entire merchandise car, are separated from the freight, the agent discovering the shortage may hold them not to exceed forty-eight hours, during which time every effort shall be made to locate the car. If the car is located, the waybills shall immediately be sent to the point where the car is held. After forty-eight hours, having failed to locate the car, the waybills must be endorsed and sent to the waybilled destination.

**925. MAKING THE SHORT REPORT.** When freight checks short at waybill destination, at delivering junction, or at stations where merchandise cars are loaded for break-bulk destinations on connecting lines, the agent shall immediately prepare and send the prescribed "OSD Report" (Form 1488) to the Freight Claim Office having jurisdiction. The report shall be prepared from the original waybill and filled out in detail, showing all information called for by the form.

**926. NUMBER OF COPIES AND DISTRIBUTION OF THE OS&D REPORT.** The OS&D Report shall be made in quadruplicate and numbered consecutively, starting with number 1 on the first report of each year. The original and one copy shall be sent to the Freight Claim Office having jurisdiction and under no circumstances shall it be held awaiting adjustment or possible use in connection with relief claim or otherwise. The triplicate shall be sent to the billing agent, quadruplicate shall be retained as station record.

**927. UNIFORM METHOD OF HANDLING SHORT, OVER AND ASTRAY FREIGHT AT COMMON POINTS.** In order to assure prompt delivery of freight and protect the carrier holding revenue billing against claims for shortage of freight that may have been received over or astray via other lines, the following plan is suggested:

1. A representative of each carrier should attend a meeting to be held on designated dates for the purpose of comparing records of over and short freight. The holding of such meetings, however, does not relieve agents from notifying other lines and making individual effort to match overages and shortages occurring between meetings.

2. One representative should be selected to serve as chairman for not less than one year.

3. A secretary should be selected who will record the following information in the minutes:

- A. Attendance.
- B. Number of overs and shorts listed (all lines).
- C. Number of shipments matched at meeting.
- D. Number of shipments matched between individual agents since previous meeting.

Copy of the minutes to be furnished each Agent and Freight Claim Agent of each road concerned within three days after the meeting.

4. Each agent should present, at the meeting, a complete alphabetical list of over and short reports which have not been disposed of, each representative calling off over reports in alphabetical order, which should be checked against the short reports shown on the list of the other members.

5. Freight houses should be checked, if practicable, on the day preceding the meeting and all over freight should be included in the list referred to in the above paragraph.

6. All over freight should be tagged or marked to show the car number that shipment checked over from and date received.

7. Legible copies of all over reports issued covering all over freight on hand awaiting delivery and that which has been delivered on proof of ownership, will be promptly interchanged by all agents.

8. Agents will compare over reports received from other carriers with their own short reports or record of freight short which they should maintain in alphabetical order.

9. All over, excess and astray freight not matched at destination should be carefully weighed and examined to ascertain contents and reported to consignee if known. If delivery of freight is not then accomplished within ten days, or if delivery on authority other than revenue billing in the accounts, or to be taken into the accounts of agent holding the freight, cannot be made, notice of such overage must be given to agents of all connections (or to Matching Bureaus at common points.)

10. A permanent file, arranged in alphabetical order, by roads, should be maintained of over reports received.

11. When an over report is matched against a shortage, the agent holding revenue billing should furnish the agent who holds over freight with pro numbers and full revenue waybill reference and arrange for disposition of the freight.

12. Revenue waybill and short report reference should be noted on matched over reports. Full astray waybill or over report reference should also be shown on matched short reports or record.

13. Deliveries to fill shortages must be recorded on station records, by cross reference on office copy of freight receipt as well as on OS&D Record.

**928. SHORT FREIGHT UNDER 5,000 POUNDS.** When agent at a point served by two or more railroads holds a revenue waybill routed via the Milwaukee Road, covering a shipment weighing less than 5,000 pounds, he shall notify the other carrier or carriers and if the freight checks over on another railroad, he shall request the agent of the other carrier to turn the freight over to him or deliver it without charge to the consignee, whichever is the most convenient. If the other carrier has already delivered the shipment to the consignee and has collected freight charges, the other carrier shall be required to surrender the freight charges. If the revenue waybill is routed via the other carrier or is unrouted, it shall be surrendered to the carrier on which the shipment checks over.

**929. SHORT FREIGHT IN EXCESS OF 5,000 POUNDS.** When agent at a point served by two or more railroads receives a revenue waybill routed via Milwaukee Road,

covering a shipment weighing 5,000 pounds or more and the entire shipment checks short at his station, the original revenue waybill shall be surrendered to the agent of the carrier on which the freight checks over. This rule also applies when the other carrier handles a car containing one or more shipments of less carload astray freight, the total weight of which is 5,000 pounds or more in which case the revenue waybills shall be surrendered to them even though individually they may be less than 5,000 pounds.

**930. SHORT FREIGHT—PART SHIPMENT IN EXCESS OF 5,000 POUNDS.** When agent at a point served by two or more railroads holds a revenue waybill covering a shipment on which a part of the freight weighing 5,000 pounds or more checks short and the freight is found over on another carrier, the agent of the other carrier shall be requested to deliver the freight to the consignee without charges. The agent of the other carrier shall be given complete waybill reference for reporting to his Auditor's office. The revenue waybill shall be reported with all charges and shall carry a notation giving reference to the astray waybill of the other carrier. If the other carrier has already delivered the shipment to the consignee and collected freight charges, he shall be requested to surrender the amount collected.

**931. O.K. REPORT TO BE MADE WHEN SHORTAGE IS ADJUSTED.** When short freight is received or short freight otherwise adjusted (erroneous billing or freight received via another line) O.K. Report, Form 1486, shall be prepared immediately and forwarded to the Freight Claim Office having jurisdiction. The report shall show, in detail, the manner of adjustment and reference thereto shown on station copy of the short report and freight bill for a permanent station record.

**932. NOTATION OF SHORTAGE ON CONSIGNEE'S PORTION OF FREIGHT BILL.** Agent shall not make a notation of any shortage in the shipment on the consignee's portion of the freight bill unless specifically requested by the consignee. When such a notation is requested, it shall be confined to the destination record and no mention shall be made of any record or exceptions made at intermediate points. When short freight is received and delivered to the consignee, he shall be required to surrender any freight bill on which a short notation has been made and the agent shall insert another notation over his signature that the short freight has been delivered.

**933. SHORT FREIGHT TO A NON-AGENCY STATION.** When a less carload shipment to a non-agency station is short, the conductor shall make a notation on the original waybill indicating, in detail, the articles short. The agent at the station taking the waybill into account shall issue OS&D report, Form 1488.

**934. DEFINITION OF OVER FREIGHT.** There are several kinds of "over freight" classified as follows:

- (a) Freight in excess of the quantity and/or kind specified on revenue billing.
- (b) Freight without billing, articles or packages plainly marked with the name of the consignee and destination.
- (c) Freight without billing, articles or packages not marked.
- (d) Freight, without revenue billing, received on astray billing at destination or at a junction point for delivery to a connecting line.

**935. OVER FREIGHT FROM SHIPPER.** If a shipper offers, for transportation, more freight than is shown on the shipping order and bill of lading, he shall be requested to correct the shipping order and bill of lading to the actual number of packages received and the shipment waybilled accordingly.

**936. REPORTING OF OVER FREIGHT.** When freight is established to be over at the junction, as defined in Rule 954, agent shall immediately prepare a report thereof, using

OS&D Form 1488, in quadruplicate. He shall send the original and one copy to the Freight Claim Office having jurisdiction and the triplicate to the agent at point of origin, if it is known, with a request for a copy of the revenue billing. OS&D reports shall be numbered consecutively, starting with number 1 for the first report issued each year.

**937. FREIGHT CHECKING OVER WHEN RECEIVED FROM CONNECTING LINE.**

If an agent receives more freight from a connecting line than is shown on interline waybill or transfer manifest, notation shall be made on receipt and waybill showing the number of pieces or packages over, thus:

Checks 4 boxes (1 over) at \_\_\_\_\_ CMStP&P RR.

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Date

If the shipment is rebilled, the waybill shall show the number of articles at weight and advances as shown on the transfer manifest, and notation shall be placed under the list of articles, thus:

Checks 4 boxes (1 over) when received from \_\_\_\_\_ RR.  
\_\_\_\_\_ Weight

If freight received from connecting line at junction points or received in through merchandise cars from connecting line, checks over without regular revenue billing, a report shall be made within three days to the connecting line's agent from whom the freight is received.

**938. FREIGHT OVER AT MARKED DESTINATION.** If a shipment is found over and the marks indicate that it is at its proper destination, a station to station Astray Freight Waybill, Form 99-B, shall be made. If the consignee is known, all information possible for him to furnish shall be inserted on the waybill and charges from point of origin shall be shown in the freight charges column of the waybill. If the point of origin is unknown, freight charges of \$1.00 shall be assessed and carried in account until the revenue billing is received or the amount is otherwise disposed of by the Freight Auditor.

**939. OVER FREIGHT WEIGHING LESS THAN 5,000 POUNDS.** When L.C.L. freight weighing less than 5,000 pounds checks over at a destination served by two or more carriers and the original revenue waybill is held by another carrier via which the freight is routed, the freight shall be turned over to the other carrier or on their request, it may be delivered without charges to the consignee. If the freight has already been delivered to the consignee and the charges have been collected, the charges shall be remitted to the carrier holding the revenue waybill. If the revenue waybill shows routing via the Milwaukee Road or is unrouted, the freight and charges belong to the Milwaukee Road and the other carrier shall be required to surrender the revenue waybill. Should it happen in an instance where we handle the shipment (under 5,000 pounds) and we have possession of the original waybill routed via another carrier, the revenue belongs to the Milwaukee Road.

**940. OVER FREIGHT WEIGHING MORE THAN 5,000 POUNDS.** When astray freight weighing 5,000 pounds or more checks over at a destination served by two or more railroads and the original revenue waybill is held by another railroad, the other railroad shall be required to surrender the revenue waybill regardless of routing. If the Milwaukee Road handles a merchandise car containing astray freight, the total weight of which is 5,000 pounds or more and the original revenue waybills are held by another railroad, the other railroad shall be required to surrender the waybills regardless of routing even though the individual shipments may be less than 5,000 pounds.

**941. OVER FREIGHT—PART SHIPMENT WEIGHING MORE THAN 5,000 POUNDS.** When an agent of the Milwaukee Road at a point served by two or more railroads receives an

astray shipment weighing 5,000 pounds or more and is notified by another railroad that it is a part of a shipment held by them, he shall turn the freight over to them or at their request, deliver it to the consignee without charges. If the freight has already been delivered to the consignee and charges have been collected, the charges shall be remitted to the other railroad holding the waybill and the rest of the shipment. Full particulars concerning the transaction shall be noted on the Astray Freight Waybill, together with complete revenue waybill reference held by the other railroad to enable the Freight Auditor to obtain an adjustment of charges from the other railroad. The Astray Freight Waybill shall be reported without charges in the regular manner on Local or Interline Received Abstracts.

**942. REPORTING OF OVER FREIGHT AT MARKED DESTINATION.** When freight is received at its marked destination without revenue waybill or when it is received in excess of the number of articles or packages specified on the revenue billing, an "OS&D Report" (Form 1488), shall be made immediately, in quadruplicate, showing the correct description of the shipment, including the marks, and stating whether or not the shipment is in good condition. The original and one copy shall be sent to the Freight Claim Office having jurisdiction and the triplicate shall be sent to the billing agent with request for copy of revenue billing, the last copy being retained for a permanent station record.

**943. O.K. REPORT TO FOLLOW OVER REPORT.** When revenue billing is received for freight reported over, an O.K. Report, Form 1485, shall be issued and sent to the Freight Claim Office having jurisdiction. The regular revenue waybill reference on the O.K. Report shall include the name of the shipper, consignee, billing line and route.

**944. DELIVERY OF OVER FREIGHT AT PROPER DESTINATION.** If freight is over at destination, the consignee shall be promptly notified, but the freight shall only be delivered upon surrender of the original bill of lading or other complete proof of ownership, pending the arrival of the revenue waybill. When Agent has evidence that shipment is a "Shippers' Order Shipment," delivery must only be made upon surrender of the original bill of lading properly endorsed. The office copy of the OS&D Form 1488 and the O.K. Report, Form 1485, shall show on what document or proof of ownership the shipment was delivered. Full reference shall be given on the O.K. Report in addition to regular revenue billing reference to the name of the shipper, point of shipment, date, initial, line and route. Report to Freight Claim Office having jurisdiction, all over freight not delivered in accordance with these instructions at the expiration of 30 days, quoting OS&D Report number, car number and date, and explaining in detail inability to obtain regular revenue billing.

**945. ENDORSING ASTRAY FREIGHT WAYBILL WHEN DELIVERY IS MADE PRIOR TO RECEIPT OF REVENUE WAYBILL.** When delivery is made prior to the receipt of revenue waybill, the Astray Freight Waybill shall be endorsed in the appropriate one of two blocks near the bottom of the from concerning the documentary proof of ownership presented by consignee to effect delivery. One block is used when the original bill of lading is presented, the other block is used when the invoice or other competent proof of ownership is made. The O.K. Report, Form 1485, to the General Freight Claim Agent shall show what document or proof of ownership was presented to effect delivery.

**946. DELIVERY OF FREIGHT IN EXCESS OF THE AMOUNT SPECIFIED ON REVENUE WAYBILL.** Freight in excess of the amount specified on revenue waybill shall be delivered only on presentation of the original bill of lading or other positive proof of ownership. When ownership is established and over freight is delivered, the revenue waybill shall be corrected to show the proper number of articles, weight and freight charges. An O.K. Report shall then be prepared and sent to the Freight Claim Office having jurisdiction to make disposition of the previous OS&D Report (Form 1488).

**947. DEFINITION OF ASTRAY FREIGHT.** Less than carload freight marked for destination and which has become separated from the revenue waybill.

**948. ASTRAY FREIGHT—WAYBILLING TO MARKED DESTINATION.** When freight checks over at a station without revenue billing and is plainly marked for another station on this or any other railroad, it shall be waybilled without charges on an Astray Freight Waybill, Form 99-B, via the route marked on the astray freight. If such route involves a back-haul or delay, or, if no route is indicated, it shall be forwarded by the most direct route. If marked to a prepaid or non-agency station, the freight should be forwarded to the nearest agency station. In waybilling over and astray freight, the number of packages, articles, and all marks on packages, or any other notations, shall be shown in the "lading" column of the Astray Freight Waybill.

**949. ASTRAY FREIGHT—COMPANY MATERIAL.** When shipments found over or astray are marked in the name of this company, they shall be waybilled "Deadhead Astray" to marked destination, using Company Freight Waybill, Form 20-Corrected, instead of the regular astray waybill.

**950. PREPARATION OF ASTRAY WAYBILL.** Astray Freight Waybills, Form 99-B, shall be numbered in the regular waybill number series and reported on the local or interline daily abstract of waybills forwarded. All of the information necessary to complete the blocks on the waybill must be shown. Special attention must be given to the description of the astray freight making sure to show the number of packages, description of articles, and all marks on packages or any other notation.

**951. SPECIAL HANDLING OF ASTRAY PERISHABLE FREIGHT.** In emergency cases of over freight, such as perishable, heavy leakage, etc., the over freight must be reported to the Freight Claim Office having jurisdiction, by wire, in addition to the regular mail reports, requesting instructions for the immediate disposition thereof. If there is any danger of loss by delay, agent shall sell the freight at once for and on account of the owner, if such action is justified in the interest of minimizing the extent of loss, and notify the Freight Claim Office having jurisdiction of the action taken.

**952. ASTRAY FREIGHT—OVER WITHOUT MARKS.** In case freight checks over at a station without marks, packages shall be opened carefully, an inventory taken of the contents, showing a complete description of the articles, trade or other identifying marks on the OS&D Report (Form 1488). Packages should then be securely closed and a station to station astray waybill issued without charges, writing across the "revenue" column of waybill the following notation:

"Over freight—Originating point  
and destination Unknown."

Agent shall then handle with the Freight Claim Office having jurisdiction to obtain disposition instructions.

**953. ASTRAY FREIGHT—USE OF OVER TAG.** Over tag, Form 173, should be made for each package of freight checking over without marks, or at marked destination without revenue billing, as soon as the freight is unloaded from the car.

**954. OVER OR ASTRAY FREIGHT DELIVERED TO CONNECTING LINES.** Agents at junction points receiving freight over or on astray billing for delivery to connecting lines, shall, in addition to issuing the usual OS&D Form 1488, open a file on each such shipment with a view toward obtaining revenue billing. This file shall remain open and active until revenue billing or reference thereto is obtained. When revenue billing reference thereto is

received, an O.K. Report for Over Freight, Form 1485, shall be made and sent to the Freight Claim Office having jurisdiction and a copy sent to the connecting line agent receiving the astray shipment. If the revenue billing shows routing via a junction other than the one via which the astray shipment actually moved, the agent shall send a copy of his O.K. Report to the agent of the Milwaukee Road at the junction via which the shipment was routed in order that he may clear his OS&D Report (Form 1488.)

**955. FOREIGN LINE AGENT'S REFUSAL TO ACCEPT ASTRAY FREIGHT.** Under the Mandatory Rules of the Association of American Railroads, all member roads are required to accept astray freight. If any foreign line agent should refuse to accept freight on astray billing, the matter shall be referred to the Freight Auditor and a report made to the Freight Claim Office having jurisdiction.

**956. DELIVERING ASTRAY FREIGHT DESTINED TO A NON-AGENCY STATION.** When astray freight is received destined to a non-agency station and the prepaid revenue waybill has not been received, but the consignee holds a bill of lading bearing receipt of prepaid charges, delivery shall be made at the agency station. If the consignee requests it, the freight may be waybilled free to the non-agency station. If prepaid revenue waybill has not been received and the consignee does not hold a bill of lading showing that freight charges were prepaid, charges shall be added to the deadhead astray waybill at tariff rate from point of origin and the charges assessed must be collected.

**957. ADDING FREIGHT CHARGES TO THE ASTRAY WAYBILL ON SHIPMENTS DELIVERED PRIOR TO THE RECEIPT OF THE REVENUE WAYBILL.** When astray freight is delivered to the consignee prior to the receipt of the revenue waybill, charges from point of origin to destination shall be added to the astray waybill. If the point of origin is unknown and cannot be ascertained from the documents in the consignee's possession, freight charges from the point where the freight was found over to destination shall be added to the Astray Freight waybill. If, however, the freight is over at its proper destination and its point of origin cannot be ascertained, a charge of \$1.00 shall be added to the station to station astray freight waybill and carried in account until the revenue waybill is received or until it is otherwise disposed of by the Auditor's Office.

**958. COLLECTION OF CHARGES ON ASTRAY FREIGHT DELIVERED PRIOR TO THE RECEIPT OF THE REVENUE WAYBILL.** When astray freight is delivered to the consignee prior to receipt of the revenue waybill, charges added to the astray waybill shall be collected, except when the consignee presents a prepaid bill of lading showing the amount of charges collected in which case delivery shall be made without charge. If the prepaid bill of lading does not specify the amount paid at point of origin and the agent is unable to determine that amount from any other source, the shipment shall be delivered without charge, after obtaining consignee's guarantee that he will pay any undercharge represented by the difference between the amount paid at origin and the correct tariff charge. The requests on agents at points of origin for revenue billing shall be followed very closely and when obtained, a Form 1310 shall be issued to cancel the freight charges added to the Astray Freight Waybill. If unable to procure the revenue waybill at the expiration of sixty (60) days, Station Agent's Application for Relief, Form 236, shall be filed with the Auditor of Station Accounts and Overcharge Claims for the charges reported on the Astray Waybill. All correspondence pertaining thereto shall be attached to the Relief Claim.

**959. ASTRAY SHIPMENTS CONSIGNED TO "ORDER" OR "SHIPPER'S ORDER".** When a bill of lading is presented by the consignee of an astray shipment and it shows that the shipment was consigned "To Order" or "Shipper's Order," delivery of the freight must not be made until the original bill of lading, properly endorsed, is surrendered.

**960. ASTRAY FREIGHT—BILL OF LADING SHOWING ADVANCE CHARGES.**

When the consignee presents a bill of lading for an astray freight shipment and it shows that charges were advanced against the shipment, such charges shall be collected by the agent, in addition to any collectible freight charges. The amount of the advance charges shall be added to the freight charge column of the astray freight waybill as a separate item with a full explanation as to what the advance charges cover.

**961. ASTRAY FREIGHT—BILL OF LADING SHOWING REFERENCE TO C.O.D.**

Agents should examine all astray freight shipments for C.O.D. marks and if the freight and/or the bill of lading gives reference to C.O.D., the C.O.D. charges and fee, in addition to any collectible freight charges, must be collected before the freight is delivered. Agent shall report the C.O.D. and remit the C.O.D. charge to the shipper by station draft as per tariff and instructions. When the revenue waybill is received, agent shall draw a line through the C.O.D. charge and fee on the revenue waybill, noting thereon reference to the Astray Freight Waybill and C.O.D. Form on which the charges were reported.

**962. REPORTING OF ASTRAY FREIGHT WAYBILLS.**

When revenue waybill is known, astray freight waybills shall be reported without weight and charges on daily abstracts of local or interline waybills received which ever is appropriate. Reference to the revenue waybill must be inserted in the space provided on the astray waybill form. Astray waybills covering shipments in connection with which the revenue waybill has not yet been received may be held out of account for a period not to exceed ten days. If, at the end of that time, the revenue waybill has not been received, weight and charges must be added to the Astray Freight Waybill and reported on the Daily Abstracts of Local or Interline Waybills Received.

**963. DISPOSITION OF DEADHEAD ASTRAY WAYBILL RECEIVED AFTER THE REVENUE WAYBILL HAS BEEN REPORTED.** When freight is received, covered by an Astray Freight Waybill and the revenue waybill has already been reported, a notation shall be made in the column provided for on the astray freight waybill, giving reference to revenue billing and supply all information called for in the column. The Astray Freight Waybill shall be reported without weight or charges on the Daily Abstracts of Local or Interline Waybills Received, whichever the case may be. An O.K. Report, Form 1486, shall be sent to the Freight Claim Office having jurisdiction to provide disposition of the previous OS&D Report, (Form 1488).

**964. DISPOSITION OF REVENUE WAYBILL RECEIVED AFTER THE ASTRAY FREIGHT WAYBILL HAS BEEN REPORTED.** When a revenue waybill is received, covering freight previously received on Astray Freight Waybill, which already has been reported with freight charges added, the revenue waybill shall be reported on the Daily Abstract of Local or Interline Waybills Received in the regular manner. A waybill correction, Form 1310-Corrected, shall be issued against the reporting of the Astray Freight Waybill voiding the freight charges. If the charges are the same on the revenue waybill as were reported on the Astray waybill, making it unnecessary to make an adjustment with the consignee, the original freight bill issued in connection with the revenue waybill shall be securely pasted, face out, to the back of the copy of the waybill correction sent to the Freight Auditor. When there is a difference between the freight charges on the revenue waybill and the Astray Waybill, Rule 965 and 966 will apply.

**965. ASTRAY FREIGHT—REFUNDING OF OVERCHARGES.** If the freight charges originally collected on an Astray Freight Waybill are greater than the correct freight charges as reported on the revenue waybill, agent shall refund the amount of the overcharge and issue a waybill correction, Form 1310-Corrected, against the reporting of the Astray Freight Waybill voiding the freight charges. In making the refund, the consignee shall surrender the



original receipted freight bill covering the Astray waybill and it shall be securely pasted to the Freight Auditor's copy of the waybill correction. If the consignee is unable to produce the original receipted freight bill, or when, for any other reason, the refund cannot be made, the station accounts shall be adjusted as follows:

Items covering amounts from 25 cents to \$1.00 inclusive, carried in station accounts, representing refunds due to shippers or consignee, which for various reasons cannot be refunded, shall be reported on Miscellaneous Revenue Report, Form 26. Items covering amounts in excess of \$1.00 may be removed from the station accounts only upon application by the agent to the Auditor of Station Accounts and Overcharge Claims, who will, upon receipt of the application for relief in cases of overcollections which agents are unable to refund, arrange to properly debit the agent's account.

**966. ASTRAY FREIGHT — COLLECTION OF UNDERCHARGES.** If the freight charges originally collected on an Astray Freight Waybill are less than the correct freight charges as reported on the revenue waybill, the agent shall issue a balance due bill to collect the amount of the undercharge and issue a waybill correction, Form 1310-Corrected, against his reporting of the Astray Freight Waybill, voiding the freight charges. A copy of the balance due bill shall be securely pasted to the Freight Auditor's copy of the waybill correction.

**967. ASSESSING FREIGHT CHARGES ON ASTRAY FREIGHT WAYBILLS.** The Freight Auditor's office will add freight charges at tariff rates to all astray freight waybills reported by Station Agents without freight charges when such waybills do not carry reference to the revenue waybill as provided for. It is, therefore very necessary that this information be shown when reporting waybill in order to facilitate the handling of astray waybills and the accounting for same.

**968 to 972 incl., reserved for additional rules.**



## PAYMENT OF MISCELLANEOUS BILLS AND OTHER ITEMS THROUGH STATION AGENTS' ACCOUNTS

**973. PAYMENT OF BILLS THROUGH THE MEDIUM OF STATION AGENTS' DRAFT.** Payment through Station Agents' draft for services and items as described are authorized by the Vice President and Comptroller at all stations unless the service or expense is a type restricted to some particular station or stations as explicitly mentioned herein or specifically authorized by the Vice President and Comptroller in directive to the station affected.

Electric Lights

Gas

Payment of bills issued by the Public Service Commission Divisions of Weights and Measures, State of North Dakota, for service in connection with scale inspections.  
(Agents in North Dakota.)

Power

Public Transportation Tokens Purchased by Agents at:

Division Street	Chicago, Ill.
Galewood	" "
Dubuque, Iowa	Freight Office
Kansas City, Mo.	" "
Milwaukee, Wis.	" "
Minneapolis, Minn.	" "
St. Paul, Minn.	" "
Tacoma, Wash.	" "
Seattle, Wash.	" "
Cedar Rapids, Ia.	" "

Telephone

Transfer of Freight Between Stations by Motor Truck, as follows:

Marion and Cedar Rapids, Iowa  
New and Old Freight Stations, Liberty, Mo.  
Missouri Pacific, Omaha, Nebr. to C.M.St.P. & P.  
Davenport, Iowa and Rock Island, Ill.  
Union Street to Galewood, Ill.  
East Side to West Side Freight House, Madison, Wis.  
East Side to West Side Freight House, Rockford, Ill.  
Racine Junction to Racine, Wis.  
Fowler Street Station, Milwaukee, to Outlying and Sub-stations, Milwaukee, Wis.  
Davenport, Moline and East Moline, Ill.  
Duluth and West Duluth, Minn.  
Duluth, Minn. and Superior, Wis.  
Great Falls, Mont. Freight House and plants of Anaconda Mining Co., Montana Power Company, Home Oil Company and Various Merchants, Black Eagle, Montana.

Water

**974. PROCEDURE FOR HANDLING.** Bills for services and items of expense as described fit in two general categories—first, the type which the agent is responsible for verifying and certifying as to correctness and second, the type which must be checked and certified for correctness by persons other than station agents.

(a) **Bills for which agents are responsible for checking and certifying to correctness.** Such bills shall be submitted direct to agents by makers. They shall be checked by agents promptly and if correct, shall be certified on their face with the name of the agent and

station at which located. The agent shall prepare a separate Form 1720 "Authority to Station Agents for Paying Miscellaneous Bills," in quadruplicate, to cover each bill, except that if there are more than one bill for the same firm to be paid at the same station, such bills may be grouped on one Form 1720. Separate Forms 1720 are required for each individual or firm to which expense is payable. The agent shall send all copies of Form 1720 to the Superintendent, who will approve for payment if in his opinion they are correct and return direct to agent.

(b) **Bills, the correctness of which must be checked and certified by others than station agents.** Arrangements should be made to have this class of bills submitted by makers direct to Superintendents, Master Mechanics or other officers who are to check and certify to correctness. After being checked, if found correct, each bill shall be certified on its face with the name and title of the officer or employee. The Superintendent, Master Mechanic or other officer responsible for the certification of the bill shall prepare Form 1720, in quadruplicate, to cover this class of bills in the same manner, insofar as it relates to the grouping of more than one bill on one Form 1720, as is outlined in the preceding paragraph (a). If made by other than the Superintendent, all copies of Form 1720 supported by certified bills, shall then be forwarded direct to the Superintendent, who will in any case approve each Form 1720 before sending to the agent for payment.

**975. AUTHORITY OF ASSISTANT SUPERINTENDENTS TO APPROVE FORMS 1720.** The rule providing that the Superintendent must approve all Forms 1720 before payment is made by the agent is qualified to the extent that Assistant Superintendents, when located at points other than the headquarters of the Superintendents, are to have the same authority for approval as is delegated to Superintendents. The original Form 1720 in such case shall be approved personally by the Superintendent or Assistant Superintendent, as the case may be. The other three copies may be stamped with his name to show that the original has been approved.

**976. DISCOUNT-BEARING BILLS—AUTHORITY FOR CHIEF CLERK'S APPROVAL.** Bills bearing discounts for payments within a limited length of time shall be processed immediately so that Form 1720 will be available for payment by the agent within the discount period. If necessary, due to the absence of the Superintendent or Assistant Superintendent, his Chief Clerk may approve all four copies of Form 1720. Likewise, in the absence of the ranking mechanical officer, those bills for which his certification is required may be certified by his Chief Clerk if necessary to secure discount.

**977. PAYMENT BY STATION AGENT.** After receipt of Forms 1720, in quadruplicate, bearing required approval, agents shall make payment by station draft. In no case will agents make payment of bills authorized on Forms 1720 by cash, except when specifically authorized to do so by the Vice President and Comptroller. The agent shall obtain receipt from payee on the duplicate of Form 1720 and shall, with his station stamp, impress on all four copies the date of payment and show on each, the draft number issued in payment.

**978. DISPOSITION OF FORMS 1720 BY AGENT.** Agents shall separate Form 1720 after payment, forwarding the duplicate copy bearing the receipt of the payee, with the certified supporting bill, also the triplicate copy of Form 1720, to the Auditor of Expenditure. The original Form 1720 shall accompany Form 28 "Station Agents' Monthly Balance Sheet" to the Auditor of Station Accounts and Overcharge Claims, upon which credit shall be claimed by showing the aggregate of the amounts of all payments on Form 1720, opposite Item 47 "Miscellaneous Payments by Agents." Agents at stations whose accounting work is done in the Central Station Accounting Bureau, should forward the original Form 1720 to that bureau with Form 3272 "Agents' Report of Cash Disbursed" on which credit is claimed for amount

paid. The quadruplicate copy of Form 1720 shall be retained by the agent as his office record and as evidence to traveling auditors as authority for payment.

**979. OTHER MISCELLANEOUS ITEMS TO BE PAID THROUGH STATION AGENT'S ACCOUNTS BY DRAFT.** Additional payable items of the character or nature as defined may be paid through station agents' drafts. Clearance of the debit to the station account, resulting from the issuance of the draft, should be obtained through the relief medium applicable to the type of the debit placed into the station account, viz.: Commercial Relief Claims, Form 236, Company Material Relief Claims, Form FAP 260, Advance Only Waybills, Form 1310-Corrections, Collections, Form 3515-Revised, Payment of Pick-Up and Delivery Allowances, etc.

Exhibition Shipments—Refund of Portion of Charges Collected as Provided by Tariff.

For disbursing Monies collected for All-Expense Tours Operated by Outside Tour Promoters, Convention Organizations, etc.

Items which the published tariffs, classifications or exceptions to classifications provide may be paid and if not reimbursed immediately at point where service is performed, added to the waybill as advances to be collected at destination, provided that such advances shall not cover the cost or any part thereof of the articles shipped, nor shall the amount of such advances added to the freight charges at destination exceed the value of the articles at forced sale.

Junction freight settlements.

Other carriers' switching charges, express charges on company material originating on foreign lines, drayage charges to depots of connecting lines and adjustments on shipments granted transit privileges.

Payment of amounts due garnishers and balance due employees in settlement of garnishment notices served on the railroad company in the garnishment of salaries of employees.

Payment to freight forwarders of their charges which are billed to destination as advances.

Payment to other railroads for value of tickets not carried in our stock furnished for use of patrons whose business we solicited and succeeded in securing partial routing over our railroad.

Payments for pick-up and delivery service and settlements with shippers for C.O.D. charges collected.

Redemption of wholly unused local and interline tickets, return coupons of regular round trip local tickets and return coupons of local furlough fare tickets when presented by purchaser in person within three months from date sold.

Redemption of wholly or partly unused tickets issued for intrastate movements in the State of Washington by agents in that state within three days after presentation as provided by the laws of the State of Washington.

Refund of deposits received in lieu of order bills of lading which have been either lost or delayed.

Refund of overcharges and adjustments between railroads of charges on shipments moving on deadhead astray waybills.

Refund of overcharges through the station agents' accounts, stemming from waybill corrections.

Refund of overcollections in junction settlements.

Remittances to Pullman Company and American Express Company.

Settlement of value of tickets between station agents.

**980. AUTHORITY REQUIRED FOR PAYING OTHER BILLS OR ITEMS THROUGH STATION AGENTS' DRAFT.** Payment through Station Agents' Account by draft shall be restricted to the type of bills and other items as defined in this rule, except on specific directive issued by the Vice President and Comptroller.

**981 to 985 incl., reserved for additional rules.**

## PER DIEM RECLAIMS

**986. GENERAL—PER DIEM RECLAIMS.** Rules of the Association of American Railroads govern the reclaiming of per diem. Member roads are authorized to reclaim per diem in accordance with these rules.

An amount for each car in switching service may be reclaimed by each individual switching road from the road for which the service is performed at a switching charge (except inter-terminal and intra-terminal cars).

Cars of private ownership, such as Refrigerator Car Lines, Tank Car Lines and other specially equipped cars, including Railroad Refrigerator Cars handled on a mileage basis, are not subject to per diem reclaim.

There are two methods of settlement to cover cars handled in switching service by and for connecting lines. One is on an actual time basis and the other is on an average basis.

The following shall govern in the preparation of Reclaim Report, Form 184, to cover cars on which we settle per diem reclaim on an actual time basis:

**987. ROUND TRIP CARS.** Round trip cars are cars received loaded and returned empty to the road from which received or delivered empty to owner road within the same switching district, and cars received empty and returned loaded to the road from which received.

**988. DOUBLE LOADED CARS.** Double loaded cars are cars that are received loaded from a line haul carrier and returned loaded to the same line haul carrier. In connection with round trip and double loaded cars the number of days subject to reclaim should be reported in the Number of Days Column, as evidenced by interchange reports.

**989. RELEASE CARS.** Release cars are cars received loaded in switching service and diverted from terminal switching service to road-haul service, or moved out empty from the terminal at which received. In the Date Delivered Column "REL" should be shown, and the date of interchange reported in the Date Received Column.

**990. PICK-UP CARS.** Pick-up cars are cars picked up from road haul service and placed in terminal switch service. In Date Received Column "PU" shall be shown and the date of interchange reported in Date Delivered Column. The Number of Days Column, both in connection with release or pick-up cars, should be left blank.

Per Diem Reclaim, Form 184, must be prepared monthly, in quadruplicate, and presented to the line haul carrier for which handled for certification. The original and first copy must be sent promptly to the Auditor of Equipment Accounts, the third copy to be retained by the Agent of connecting line and the fourth copy retained for station record.

The car initials, numbers, dates received and delivered, loaded or empty, must be entered on reclaim statements from interchange reports of cars received from and delivered to connecting lines.

**991. CARS SUBJECT TO THE AVERAGE PLAN OF SETTLEMENT.** The following shall govern in the preparation of Reclaim, Form 4077, to cover cars on which we settle per diem reclaim on an average basis:

The cars as reported on the Received and Forwarded Switching Settlement Statements shall be counted by sheets and the number of cars subject to reclaim reported accordingly. This form is to be prepared in quadruplicate and presented to connecting line for signature. The original and first copy must be mailed promptly to the Auditor of Equipment Accounts, the third copy to be retained by the Agent of connecting line and the fourth copy to be retained for station record.

**992. CARS LOADED WITH LIVE STOCK.** Cars loaded with live stock handled in switching service may be reclaimed by each individual switching road from the road for which the service was performed, not to exceed one day on any one car. Separate reclaim should be made on these cars.

**993. PER DIEM RECLAIM ON CARS HANDLED IN INTERMEDIATE SWITCHING SERVICE.** The switching road may reclaim one day's per diem only from the delivering road on any car on which per diem accrues while in intermediate switching service, which is delayed on the intermediate switching road over midnight of the date received. A car handled in intermediate switching service, however, which is delayed on the intermediate switching road over midnight of the date received on account of being held under Rule 15, is not subject to intermediate reclaim. A separate monthly reclaim must be made on Form 184, in quadruplicate, against each road delivering cars to this Company for delivery to another road. The date received must be entered on reclaim statement from interchange report of cars received from connecting lines and the date delivered from interchange report of cars delivered to connecting lines.

**994. COUNTER INTERMEDIATE RECLAIM.** A terminal switching road delivering a car to an intermediate switching road for delivery to a carrier road shall pay the reclaim to the intermediate switching road and may reclaim such amount from the carrier road for which the service was performed. No reclaim shall be allowed for an inter-terminal switching movement. A separate reclaim must be made on Form 184, showing date of delivery and date intermediate switch line delivered cars to the road beyond.

Intermediate switching reclaim statements must be approved by the Agent of the road delivering cars to this Company and handled in the same manner as other reclaim statements. Likewise, counter intermediate switching reclaim statements must be approved by the carrier road for which the service was performed.

**995. VERIFICATION OF CONNECTING ROADS' RECLAIM STATEMENTS.** Reclaim statements against this Company, received from connecting roads, must be verified and any errors adjusted before such reports are signed and returned. Reclaim statements to cover cars on per diem reclaims on the actual time basis must be verified against interchange reports.

Reclaim statements subject to the average plan of settlement must be verified against switching settlement accounts as to the number of cars subject to reclaim.

**996. LOADED CARS HELD ACCOUNT RAILROAD ERROR.** When a freight car is held at any point enroute to billed destination by reason of a railroad error, which prevents proper forwarding or proper tender or delivery, notice to secure disposition of car shall be sent or given by the holding road prior to midnight of the second day after receipt of or arrival of car. Upon doing this, the holding road may reclaim against the erring road for an amount at the established per diem rate from receipt of car to and including receipt of proper data.

When a loaded car is held at any point within the switching limits of billed destination by reason of a railroad error, which prevents proper tender or delivery, notice to secure disposition of car must be sent or given by the holding road prior to midnight of the fifth day after receipt of or arrival of car. Upon doing this, the holding road may reclaim against the erring road for an amount at the established per diem rate from date such car was received at the station where held to and including the date on which disposition is received by the holding road.

Unless this rule is complied with, we are not able to secure reclaim of per diem for the entire detention of the car.

**997. EMPTY CARS REJECTED BY SHIPPER.** When a car is delivered empty to a switching road for return loading and is returned empty by reason of shipper's cancellation of



order or rejection by shipper because unsuitable for loading as specified by the switching road, the switching road may reclaim against the road which furnished the car, for an amount at the established per diem rate accruing from receipt of car to its return, but not to exceed three (3) days.

**998. NOTIFICATION TO COVER LOADED CARS HELD ENROUTE TO BILLED DESTINATION OR AT ANY POINT WITHIN THE SWITCHING LIMITS OF BILLED DESTINATION.** Notification shall be by wire or if by telephone, confirmation is to be furnished in writing.

**999. CARS HELD ACCOUNT CONNECTING LINES NOT AGREEABLE TO ACCEPT IN INTERCHANGE.** Agents or designated representative shall prepare an offering list, Form 85, in quadruplicate, of cars held at interchange points or at adjacent stations as of 11:59 P.M. each day that cars are held, showing all information called for by the form. Agents at adjacent stations, where cars are being held, must wire a list of such cars to the agents at the junction point, so they can be included on the offering list to the connecting road.

It shall be the duty of the connection intending to reclaim to notify the delinquent line daily prior to midnight through the designated representative at the point where cars are offered of the total number of cars so held for it and within forty-eight (48) hours from midnight of the date cars are offered, furnish the initials and numbers on Form 85 referred to above.

**1000. CARS HELD ACCOUNT EMBARGOES.**

(a) When a road gives notice that for any reason it cannot accept cars in any specified traffic, thereby laying an embargo, it should receive cars already loaded (See Note 1) with such traffic on the date such notice is issued and cars loaded (See Note 1) within forty-eight (48) hours thereafter. If it does not receive such cars, the road holding them may reclaim per diem under Association of American Railroads Per Diem Rule 15, from the road laying the embargo for the number of days such cars are held, not exceeding the duration of the embargo. (See Note 2.)

(b) Embargoes must be issued by the embargoing road in accordance with the provisions of the Embargo Regulations as approved by the Association of American Railroads and issued by the Car Service Division.

(c) Forty-eight (48) hours after 11:59 P.M. of the date of the embargo, a road must not load, or permit to be loaded, cars in such traffic; nor accept orders to divert or reassign cars already loaded.

(d) An embargo may not be laid on empty cars returning home in accordance with the Car Service Rules.

NOTE 1 — The date of loading, diversion or reassignment to be determined from the data accompanying the car.

NOTE 2 — For per diem reclaim regulations applying to cars refused account improper or improperly applied permits to embargoes, see Association of American Railroads Per Diem Rule 14, Section 8.

**1001 to 1003 incl., reserved for additional rules.**



## PICK-UP AND DELIVERY SERVICE

**1004. PICK-UP AND DELIVERY SERVICE.** Pick-up and Delivery Service will be performed in connection with less carload freight within the corporate limits of a city or village or within one mile of the station, if the town is not incorporated, and as otherwise provided in tariffs.

The pick-up and delivery Tariffs, W.T.L. 336—T.C.F.B. 59 and N.P.C. 95-Series, exempt certain commodities and specify weight, dimensions, minimum rates and other conditions under which pick-up and delivery service will be performed.

Certain tariffs name rates that do not include pick-up and delivery service and agents must not pay contract draymen or make any allowance to individuals performing their own pick-up and delivery in connection with such shipments.

If a shipment, taking a rate lower than the minimum rate named in pick-up and delivery tariffs, has been given pick-up service at the point of origin or if delivery service is requested at destination, the freight rate must be raised to the minimum rate specified.

**1005. CONTRACT DRAYMEN.** Agents should endeavor to obtain competent and trustworthy persons to act as contract draymen. Applications for contracts must be submitted to Superintendent with agent's recommendations.

Superintendents will arrange for contracts and after approval by all concerned, copies will be furnished the contract drayman and agent where service will be performed.

The rate of compensation, minimum allowance and rate of insurance deduction specified in the contract must be observed during the tenure of the agreement. If a different rate of compensation or minimum allowance is later agreed upon, agents will be furnished amended contract and must make settlements accordingly, after the effective date of such rates.

At stations where two or more contract draymen are employed, agents must respect the preference of the patron as to which drayman will handle their business.

Contract draymen are required, by the agreement, to obtain the consignees' receipts for the shipments delivered by them and to collect and turn over to agents the accrued charges, modified to the extent that in cases where this cannot be accomplished without undue inconvenience, delay to freight or for other good reasons, the receipt of responsible Contractors to the Agent of the Railroad Company will suffice.

Contract draymen are authorized to sign bills of lading for freight picked up by them for shipment but, as they may not be familiar with requirements as to packing and marking, agents must see that such requirements are complied with before shipments are forwarded.

Agents may have contract draymen deliver order bill of lading or C.O.D. shipments providing that it is distinctly understood that the order bills of lading must be obtained or the amount of the C.O.D. collected prior to making delivery or, if not, that the shipment will be returned to the station.

**1006. TERMINATING DRAY CONTRACTS.** Contracts provide that either party can terminate such contracts upon 30 days' written notice or immediately upon breach of the contract upon written notice.

The contract shall inure to and bind the legal representatives, successors and assigns of the parties thereto, provided, however, that any assignment or subletting of this agreement, or any interest therein, by the Contractor without the written consent of the Railroad Company having first been obtained shall be void and of no effect.

**1007. COLLECTIONS BY CONTRACT DRAYMEN.** Draymen performing pick-up and delivery service under contract with this Company and who collect transportation charges, must make such collections from patrons within the prescribed credit period. It is not legal for

contract draymen to pay transportation charges themselves and delay collection from patrons beyond the credit period.

Collections made by contract draymen must be turned in to agents promptly and in no case later than noon of the following working day after collections have been made from patrons.

**1008. SETTLEMENTS WITH CONTRACT DRAYMEN.** A detailed statement, in triplicate, on Forms 3508-Second Revision, must be kept of all shipments handled in pick-up and delivery service by contract draymen. This record should be prepared daily from station copy of freight bills and copies of bills of lading or waybills. The record may be made by either the contract draymen or the agent, as may be agreed upon, but if kept by the contract draymen, agents must verify it before making payment.

Shipments moving on rates less than the minimum rate specified in the pick-up and delivery tariffs and other shipments not entitled to free pick-up and delivery service because of their character, size, length or weight, must not be included in settlements with contract draymen. The attention of contract draymen should be called to such shipments so that they may make their own arrangements with patrons for handling.

**1009. ALLOWANCES TO INDIVIDUALS AND FIRMS.** Pick-up and delivery tariffs provide that shippers or consignees may elect to perform their own pick-up and delivery service and will be paid an allowance for performing such service. Detail to support settlements with these individuals and firms should also be prepared on Form 3508 Second Revision.

Allowance must not be made on any shipment not entitled to free pick-up and delivery service. Shipments moving under rates less than the minimum rate specified in pick-up and delivery tariffs and shipments excluded in such tariffs because of their character, size, length or weight, are not entitled to the allowance.

**1010. PAYMENTS TO INDIVIDUALS AND CONTRACT DRAYMEN.** Agents' claims, Form 3508 Second Revision, must be abstracted on Form 3515-Revised, inserting all of the information called for in the form. In column designated (1) shall be inserted the net amount paid for which credit is claimed. In column designated (3) shall be inserted the gross amount paid, based on the total weight of other than minimum items. In column designated (4) shall be inserted the number of minimum weight items, and in column designated (5) shall be inserted the gross amount paid account of minimum items.

In connection with payments to contractors, two copies of receipt for payment, (Recap sheet only) Form 3508 Second Revision, must accompany claim. Separate Form 3515-Revised must be used for claims covering payments to each contractor. Claims covering payments to all shippers and consignees may be abstracted on one Form 3515-Revised, but must not be included on abstract Form 3515-Revised, with claims covering payment to contractor.

**1011. ASSIGNING PICK-UP AND DELIVERY ALLOWANCES.** Shippers and consignees may assign the allowance due them under tariff provisions to others performing pick-up and delivery service for them.

Such assignments must be in writing and must be kept on file at the station as authority for payment of allowance to other than the billed shipper or consignee.

**1012. CHARGES FOR SECOND DELIVERY.** Charges for second delivery are provided for in pick-up and delivery tariffs when a shipment has once been tendered for delivery which was not accomplished through no fault of this Company.

Collections made for such additional service must be reported as miscellaneous revenue on the monthly balance sheet supported by statement on Form 26.

**1013. WAYBILLING SHIPMENTS NOT SUBJECT TO PICK-UP AND DELIVERY SERVICE.** Waybills for shipments moving on rates lower than the minimum rates named

in pick-up and delivery tariffs, or those moving on quantity rates that are not entitled to pick-up and delivery service, must show that shipment was not given pick-up service at point of origin and is not entitled to delivery service at destination.

If delivery service is requested by the consignee, the freight rate must be raised to the minimum rate named in pick-up and delivery tariff. If freight charges are prepaid, the collection of additional freight charges must be made from consignee and additional prepayment should not be requested.

**1014. PAYMENT OF PICK-UP AND DELIVERY CLAIMS AND THE MANNER IN WHICH AGENTS WILL PROCURE STATION CREDIT.** At close of month or period suitable to contract draymen and/or patron receiving pick-up and delivery allowances, agents will complete claim Forms 3508-Second Revision—3515 Revised, and issue station agent's drafts for amounts due draymen or patrons.

An arbitrary credit for total amount of claims paid must be shown in (Relief Claim Column) of Form 268-Corrected, "Monthly Statement of Freight Accounts" on date payment is made.

The like amount must also be shown in station cash book, Form 321, as a credit in column No. 23 as a contra item to the total drafts drawn, column No. 14. Stations reporting to the Central Station Accounting Bureau will claim credit for drafts drawn covering pick-up and delivery allowances paid in the proper column provided for on Form 3272. The draft number issued and other pertinent information required on Form 3508-Second Revision—3515 Revised, should be inserted in space provided for and the originals forwarded to the office of Auditor of Station Accounts and Overcharge Claims.

**1015 to 1017 incl., reserved for additional rules.**



## PROTECTION OF PERISHABLE FREIGHT

**1018. PERISHABLE FREIGHT.** Perishable freight will be accepted for transportation subject to the terms of the current Perishable Protective Tariff, and of the freight tariffs under which the commodity will be transported.

The Perishable Protective Tariff is divided into the following sections:

1. General Rules and Regulations
2. Refrigeration charges and special rules
3. Ventilation Service
4. Charges for ice and re-icing on specific commodities, not covered by Section 2
5. Protection against cold
6. Less carload freight

Agents will also be governed by rules of the National Perishable Freight Committee as published in the Code of Rules for handling perishable freight, Circular No. 20 series, in matters dealing with the transportation of perishable freight.

The rules in this Manual, relating to the handling of perishable freight, are for general information only. The current Perishable Protective Tariff will govern in all cases.

**1019. ORDERING REFRIGERATOR CARS.** Orders for refrigerator cars wanted for loading of perishable commodities will be accepted subject to provisions of Rules 35 and 405, in the current Perishable Protective Tariff.

Shipper must specify the type of car and the protective service required. When cars are to be initially iced by this Company, shippers must specify on the car order the amount and kind of ice and percent of salt required, if any.

When the shipper is accredited, see Rule 1039, and requests initial icing charges included in monthly statement, the agent should incorporate this information and shipper's name in his car order whenever cars are to be initially iced prior to loading at a point other than the loading station.

When cars are ordered for loading frozen foods, the agent should include this information in his car order so that a car suitable for this traffic may be obtained.

Orders for mechanical refrigerated cars may be accepted subject to Rule 171 in current Perishable Protective Tariff, but shippers should be informed that, due to the limited number of such cars available, some delay may occur in filling the order and suggest that shippers name an alternate type of refrigerator car that may be substituted in the event mechanical refrigerated cars should not be available.

**1020. FURNISHING CAR OF TYPE OTHER THAN ORDERED.** Agents must be governed by Rule 87 in the current Perishable Protective Tariff whenever it is found necessary to substitute a car of a type other than that ordered except as otherwise provided in Rule 255 for half-stage refrigeration service.

**1021. INSPECTING CARS FOR LOADING PERISHABLE FREIGHT.** Unless cars have been inspected and conditioned for loading, agent must make inspection of empty cars placed for loading perishable freight as required by Rule 20 and 25 in the Code of Rules for Handling Perishable Freight, Circular No. 20 Series, and keep a record of such inspection at the station on the forms designated for that purpose.

**1022. REFRIGERATION SERVICE, GENERAL.** Section 2 of the Perishable Protective Tariff contains rules and quotes charges applicable to transportation of fruits, vegetables, berries, melons and other perishable freight under refrigeration.

Shippers must specify on the bill of lading and shipping order, the kind of service desired, as outlined in Rule 201 of the Perishable Protective Tariff. Agents must transcribe this information in "Shipper's Instructions" block on waybill.

If salt is to be supplied, the percentage must be stated on the bill of lading and shipping order in terms stated in Rule 202 and 203 of the Perishable Protective Tariff. The shipper's instructions must be entered in the "Shipper's Instructions" block of the waybill.

When cars originate or are initially iced on the Milwaukee Road for movement in standard refrigeration service, waybills must be endorsed "Refrigeration due CMStP&P R.R."

When cars that originated or are initially iced on a foreign line and are changed to standard refrigeration on the CMStP&P R.R., waybills must be endorsed "Refrigeration Due" whatever line initially iced the car.

**1023. CHARGE FOR INITIAL ICING.** When shipments are to move under a class of refrigeration service requiring charge be made for initial icing of cars, such charge must be established on the basis of the total quantity of ice supplied, including any old ice remaining from a previous shipment. See Rule 440 of Perishable Protective Tariff.

**1024. INITIALLY ICED CARS FOR LOADING AT OTHER STATIONS.** Agents at icing stations, when forwarding initially iced empty refrigerator cars to other stations for loading and movement, under other than standard refrigeration, must, except as otherwise provided, issue advance only waybill to the loading station for the initial icing charge.

Agent at loading station may collect initial icing charge from the shipper or advance such charges to destination on the revenue waybill covering the loaded car.

**1025. VENTILATING SHIPMENTS UNDER ICE.** When shipper opens vents or instructs that vents be opened or left open between specified stations, as authorized in Rule 230 in current Perishable Protective Tariff, the waybill must be endorsed in space provided with the specific instructions. The charge for this service must be shown separately in the freight column of the waybill.

**1026. TOP OR BODY ICE.** Shippers may be permitted to place ice, at their own expense, in the body of cars under refrigeration, subject to the provisions of Rule 242 in the current Perishable Protective Tariff.

Cars will, upon shipper's instructions, be re-top or body iced at stations named in the current Perishable Protective Tariff, subject to the conditions and charges specified in Rule 248 in such tariff. Charges to be advanced to the billed destination on advance only waybill which must be cross referenced with and be attached to the waybill.

**1027. RE-ICING NOT ORDERED.** Agents will be governed by Rules 225 and 406 in the current Perishable Protective Tariff with respect to protection of carload shipments of perishable freight arriving at destination station at a time when delivery cannot be made promptly.

When cars billed "Do not re-ice" are found to be in need of ice to prevent spoilage, agent should endeavor to contact consignee or his representative and ask for instructions, but if unable to do so, should re-ice the car with sufficient ice and/or ice and salt to protect the lading. Bill shall be prepared to cover such ice and/or ice and salt, presented for collection.

**1028. RE-ICING SHIPMENTS "IN BOND".** When Customs Officials charge for breaking and resealing cars incidental to re-icing of cars, such charges must be paid by station draft and advanced to billed destination on advance only waybill which must be cross referenced with and attached to the waybill.



**1029. RE-ICING CARS STOPPED IN TRANSIT.** Rules 215 and 216 in the current Perishable Protective Tariff specify regulations and charges that are applicable to cars stopped in transit to finish loading.

Rule 217 relates to cars moving under standard refrigeration that are stopped in transit for partial unloading.

Rule 225 refers to cars moving under standard refrigeration that are held at intermediate stations for disposition or reconsigning orders.

Cars subject to Rules 217 and 225 must have bunkers not less than three-fourths full of ice at the time cars are placed on hold or delivery track. Perishable Protective Tariff requirements must be complied with when no ice is available at the stop-off station and the waybills must be endorsed as required by these rules.

Charges that have accrued at intermediate stations in connection with these rules may be collected from the local party or advanced to destination of the shipment on advance only waybill which must be cross-referenced with and attached to the waybills covering the cars. The advance only waybills must show the quantity of ice and salt supplied, also the date and hour of arrival of cars at the stop-off station and the date and hour disposition was received or partial unloading was completed.

Since the charges for the detention of cars at stop-off stations are usually based on the actual time of detention, it is necessary that station records show the actual time of arrival, placement and release of such cars.

**1030. RE-ICING CARS HANDLED IN SWITCHING SERVICE.** When consignee or owner of cars, handled only in switching service by this Company, desires to have re-iced, they should be instructed to request re-icing from the road haul line.

**1031. DELAY TO ICED CARS AT LOADING STATIONS.** Rule 215 of the Perishable Protective Tariff provides rules and charges governing the detention of iced cars at loading stations.

When detention accrues under this section of tariff, agents at loading stations must report charges as instructed and, if not paid by shipper, enter the amount due in the advance column of the waybill.

If charges are advanced, the amount must be entered on the bill of lading and the period of detention correctly shown in the section provided for that purpose on perishable freight waybills.

**1032. ICED CARS ORDERED, NOT USED.** Rules 220 and 420 of the Perishable Protective Tariff provide that if an iced car is ordered, but not used in transportation service, the cost of any ice, salt or switching service must be collected from the party ordering the car.

If an iced car is furnished for loading at the point where icing was performed, agent must make a bill for the charges, collect it from the party ordering the car and report the charges.

If an iced car is received from an icing station and is not used in transportation service from the point for which it was ordered, the amount advanced from the icing station must be collected from the party ordering the car and the advance only waybill accounted for in the usual manner. Switching charge for return of empty car must be assessed according to the Tariff, publishing the charge for switching service.

**1033. COOLING CARS AT LOADING POINT OR IN TRANSIT.** Rule 246 of the Perishable Protective Tariff contains rules and quotes charges covering cooling of cars at loading point or in transit that are moving under standard refrigeration.

Charges accruing at loading point, unless paid by shipper, must be entered on the bill of lading and shipping order and shown as advanced on the waybill.

Charges accruing in transit, unless paid at the point of accrual, must be covered by ad-

vance only waybill to destination of shipment which must be cross-referenced with and attached to the waybill.

The date and hour that cooling was commenced and completed must be shown in designated places on the waybill if accomplished at loading point, or on the advance only waybill if performed in transit.

Charges accrued must be reported at the point of accrual.

**1034. MECHANICALLY REFRIGERATED CARS.** Rule 171 of the Perishable Protective Tariff contains the rules and charges applicable to the movement of specified commodities in mechanically refrigerated cars.

Bills of lading and waybills must be endorsed:

"Mechanical Refrigeration, Rule 171."

Through refrigeration charges must be shown separately in the freight column of the waybill. See Circular 20-D, Code of Rules, No. 222, and current circulars, as issued by the C.P.R.&M.S. Department, office of Assistant to Vice President for handling and operation of this equipment.

**1035. DETENTION OF MECHANICALLY REFRIGERATED CARS.** Rule 171 of the Perishable Protective Tariff contains rules and charges covering detention of mechanically refrigerated cars.

Agents at loading stations must show in the section of the perishable freight waybills the date for which the car was ordered, the date and hour placed and the date and hour bill of lading was signed.

Detention charges accruing at loading or intermediate points must be shown in the freight column of the waybill, showing date and time of arrival, placement and release. If detention charges are paid at point of origin, the amount collected must also be shown in the prepaid column of the waybill.

If detention charges accrue at a hold point in transit and are paid at that point, they must be shown in the freight column of the original waybill and a prepaid only waybill, cross referenced with and attached to the original waybill, must be issued to destination.

**1036. ICING PACKING HOUSE PRODUCTS, PRODUCE, FISH, BEER AND OTHER COMMODITIES.** Icing Packing House Products, Produce, Fish, Beer and Other Commodities, named in Rule 400 are to be moved subject to provisions of Section 4 of the Perishable Protective Tariff.

Rule 400 and subsequent rules in Section 4 establish special rules and charges applicable to icing and re-icing of specified commodities at point of origin, in transit and at destination, which must be observed.

Shippers must declare, in writing, whether cars ordered are to be initially iced by the carrier, moved without ice, or, if to be re-iced in transit, the amount and kind of ice and percentage of salt, if any, to be supplied.

Shippers must specify on bills of lading and shipping orders the protective service desired in transit, using terms specified in Rule 405 of current Perishable Protective Tariff.

Agents must insert the shipper's icing instructions in the block provided on perishable freight waybills for the purpose, using only terms specified in Rule 405 of the Tariff.

If icing charges are to be collected from the shippers on monthly bills, advanced to point of origin for collection from the shipper, or to destination for collection from consignee, the waybill must be endorsed accordingly.

Advance only waybills must show the amount of ice and/or salt supplied and switching charges separately at rates applicable at the station where service was performed, observing the minimum stated in Rule 400.

**1037. CHANGE IN SERVICE.** Rules 75 and 245 of the Perishable Protective Tariff authorize changes from certain classes of protective service to other specified classes subject to rules and charges published in the current Perishable Protective Tariff.

Shipper's request for a change in service should be made in writing, stating specifically at what point and to what class of protective service the change is to be made.

Agents at points where change in service is accomplished must endorse the waybill as follows:

"Change from \_\_\_\_\_ service to \_\_\_\_\_ service  
at \_\_\_\_\_ by C.M.St.P.&P. R.R. Date \_\_\_\_\_  
Hour \_\_\_\_\_."

When the tariff specifies a charge applicable to any change of service, the amount must be covered by advance only waybill to destination which must be cross-referenced with and attached to the waybill covering movement of the car. Charge for change of service must be reported.

**1038. SHIPMENTS BILLED "INITIALLY ICED—DO NOT RE-ICE".** Rule 240 of the Perishable Protective Tariff contains rules and quotes charges applicable to the transportation of commodities when the initial icing at point of origin, or in transit, is performed by the carrier or the shipper and additional charges for movement within an origin group, and graduated charges if the movement is in or through two or more such groups.

Shipper must enter on bill of lading and shipping order "Initially Iced by Shipper—Do not Re-ice, Rule 240," or "Initially Iced by C.M.St.P.&P. R.R.—Do Not Re-ice, Rule 240" as the case may be, or at specific icing stations or with a specified amount of ice as stated in this rule.

When initial icing is performed at the shipping point or has been advanced to the shipping point from an icing station and is not collected from the shipper, the cost must be entered as advances on the waybill covering the shipment.

If initial icing is performed at an intermediate point enroute, the agent at the icing station must make an advance only waybill to destination covering the charges applicable to each. If switching is involved, the amount must be shown separately at the rate applicable at the station where it was performed.

**1039. RE-ICING INITIALLY ICED CARS.** Rule 247 of the Perishable Protective Tariff contains rules and quotes charges covering re-icing of cars that have been initially iced by the shipper or the carrier.

Shippers requesting such service must designate on bills of lading and shipping instructions, in terms stated in Rule 247, the icing instructions applicable and the percentage of salt to be supplied.

Agents at point of origin must enter the shipper's instructions in the block provided on the waybills and make the following notation in the body of the waybill:

"Refrigeration due C.M.St.P.&P. R.R."

If a car is re-iced more times than permissible under Rule 247, it must be placed under standard refrigeration from such re-icing point.

Agent at the point where a car is placed under standard refrigeration must endorse waybill "Placed under standard refrigeration at \_\_\_\_\_ by C.M.St.P.&P. R.R."

**1040. REPLENISHING ICE IN PRE-ICED CARS.** Rule 254 of the Perishable Protective Tariff contains rules and designates charges applicable to replenishing ice in cars that have been pre-iced for the loading of specified fruits, berries, vegetables and melons.

Shippers must specify on bills of lading and shipping orders, in terms stated in this rule, the icing instructions applicable and the percentage of salt to be supplied.

Agents at point of origin must enter icing instructions in the block provided on waybills, using terms specified in Rule 254, appropriate to the circumstances.

The charges applicable, as provided in the tariff, must be shown separately in the freight column of the waybill which must be endorsed as follows:

"Refrigeration due C.M.St.P.&P. R.R."

**1041. ICE REMAINING IN CARS UNLOADED.** Rules 235 and 440 in the Tariff provide that all ice in the bunkers or tanks of refrigerator cars at destination is the property of the carrier.

The quantity of old ice shall be included with the new ice to reestablish initial icing charges.

**1042. ICING CHARGES PAID ON MONTHLY BILLS.** When shipping instructions specify that the shipper shall be billed for icing, (and salting), service enroute, the following instructions must be inserted in the "Instructions" block of the waybill:

"Render bill for re-icing and salting service  
to \_\_\_\_\_ at \_\_\_\_\_."

Assistant to Vice President, C.P.R.&M.S. Department will keep agents informed by circulars of the names and addresses of shippers of packinghouse products who are on this Company's accredited list, to whom monthly bills will be rendered by his office.

Where the shipper is on the accredited list of this Company, charges for re-icing will not be entered on the waybill or covered by advance only waybills.

If shipping instructions specify that icing, (and salting) charges are to be paid by a consignee on the accredited list, the name of the consignee and his address must be shown.

**1043. PERISHABLE FREIGHT IN BOX CARS.** Agents will be governed by Rules 86 and 501 in the current Perishable Protective Tariff and C.M.St.P.&P. R.R., G.F.D. 11716, Supplement 45 and re-issues thereof, in accepting perishable freight for transportation in box cars.

When box cars are used for perishable freight shipments, clean cars in good condition must be selected. Cars that have previously been used for salt, oil and other commodities, which would render them unfit for perishable freight loading, must not be placed for such loading.

Bills of lading and shipping orders must be endorsed "Box Car Service at Owner's Request," and similar notation must be made on the waybill.

**1044. TRANSFERRING TO REFRIGERATED CARS.** Shipments loaded into box cars or other cars will, upon instructions from shipper, be transferred in transit by this Company to refrigerator cars to protect against heat or cold, subject to the provisions of Rule 90 of the current Perishable Protective Tariff and the charges provided therein.

Charges assessed for this service must be reported and, unless paid locally, must be advanced to the billed destination of the shipment on advance only waybill which must be cross-referenced with and attached to the waybill covering the shipment.

**1045. WAYBILLING PERISHABLE CARLOAD FREIGHT.** Perishable freight waybills, Form 99-G and 99-G Long, should be used for waybilling all carloads of perishable freight that are to move under any of the provisions of the Perishable Protective Tariff.

**1046. PREPAYMENT OF REFRIGERATION CHARGES.** When tariffs or classification rules require prepayment of freight charges, any charges accruing under the Perishable Protective Tariff must also be prepaid.

If the shipper is a credit patron, agent at point of origin may endorse waybill instructing agent at icing station to advance icing charges to him for collection.

If shipper is not a credit patron, agent at point of origin should collect the appropriate amount of charges that would occur in transit and endorse waybill, instructing agent at destination to issue a correction for the amount of over or underpayment.

**1047. VENTILATION SERVICE.** Section 3 of the Perishable Protective Tariff names the conditions under which perishable freight will be accepted for transportation in ventilation service.

Shippers must enter on bill of lading and shipping order one of the standard terms named in Rule 385, appropriate to the commodity and the territory through which the shipment will move. Instructions shown on the shipping order must be transcribed in full into the space provided for on the waybill.

**1048. HEATER SERVICE.** Rules in Section 5 of the Perishable Protective Tariff name the requirements necessary for the protection of specified commodities transported within the heater territory during the heater season, subject to the charges applicable to the various commodities named in the individual rules or tables reproduced in this section.

Protective service against cold is divided into the following classes of service:

- Modified Carriers' Protective Service
- Shipper's Protective Service
- Shipper's Specified Service
- Carrier's Protective Service
- Special Heater Protective Service

Shippers must enter on bills of lading and shipping orders, in terms specified in the Perishable Protective Tariff, the class of service desired in heater territory during the heater season.

The class of service in which the shipment is to move must be shown on the waybill in the block provided for entering shipper's instructions.

**1049. CARRIER'S PROTECTIVE SERVICE AGAINST COLD.** Rule 515 of the Perishable Protective Tariff contains rules and quotes charges applicable to the transportation of perishable commodities in refrigerator cars within the defined heater territory.

When shipments are destined to points outside of the heater territory, shippers must specify on the bills of lading and shipping orders the class of service desired beyond the heater territory.

Waybills covering shipments moving under carrier's protective service must be so endorsed, and, if destined beyond heater territory, must show shipper's instructions regarding protection beyond heater territory. The charges for carrier's protective service quoted in the Tariff must be shown separately in the freight column of the waybill.

Cars moving under another class of service that are placed under carrier's protective service enroute must be equipped for carrier's protective service at the point where the change to such service is made. Waybills must be endorsed as follows:

"Placed under Carrier's Protective Service at  
\_\_\_\_\_ by C.M.St.P.&P. R.R."

Cars placed under carrier's protective service must remain under that service to destination or point of exit from heater territory, except as provided in Rule 75 of the Tariff.

Protective service will be maintained until the car is unloaded at destination unless consignee gives notice in writing, that, after the car has been placed for unloading, such service is not required.

**1050. MODIFIED CARRIER'S PROTECTIVE SERVICE.** Rule 509 of the Perishable Protective Tariff contains rules and charges covering a change from refrigeration or ventilation service to modified carrier's protective service within the heater territory.

Shippers are required to state, in writing, at what point and to what class of service the change is to be made and if the shipment passes out of heater territory, the class of service desired beyond heater territory.

When the change of service involves removal of ice from bunkers or tanks in cars, the charges for that service, as stated in Rule 75 of the Tariff, must be advanced against the shipment.

Rule 509 quotes notations that must be shown on waybill when a shipment is placed under modified carrier's protective service, or when changed to such service from another class of service.

**1051. HEATER SERVICE ON BANANAS AND COCOANUTS.** Rule 516 of the Perishable Protective Tariff contains rules and quotes charges applicable to heater service in connection with transportation of shipments of bananas and cocoanuts.

Heaters will be supplied, as provided in the current Perishable Protective Tariff, upon request of the shipper at loading point, in transit or at destination at the rate specified for each twenty-four hour period.

Agent at points where heaters are installed must place the following notation on waybill:

"Shipper's Specified Service. Heater installed by C.M.St.P.&P. R.R. at \_\_\_\_\_ (name of station), at \_\_\_\_\_ (time and date.)"

Agent at destination must show on waybill date and time of removal of heaters, compute the charges due and add the amount in the freight column of the waybill.

**1052. HEATER SERVICE ON SHIPMENTS OF PINEAPPLES AND TOMATOES.** Rules 519 and 526 of the Perishable Protective Tariff contain rules and quote charges applicable to heater service on pineapples and tomatoes, moving in shipper's specified service.

Agent at points where heaters are supplied or removed must endorse the waybill as specified in the above rules, according to the service rendered.

Agent at points where service under these rules is rendered must prepare advance only waybill, cross reference and attach to movement waybill, showing the number of heaters supplied, date and hour of installation and removal.

**1053. DETENTION HEATING.** Rule 530, Section 5, of the Perishable Protective Tariff provides rules and charges when cars equipped for carrier's protective service against cold are delayed beyond the free time at loading stations, intermediate points for reconsigning or orders, or at destination for unloading.

The tariff provides that if a shipper is not permitted to load, or if the U.S. Department of Agriculture will not perform inspection, because of low temperature, detention charges will not be assessed for the duration of such conditions.

Agent at loading points must enter in space provided on perishable freight waybills, the date and hour that a heated car was placed for loading, the date and hour that the bill of lading was signed and note on the waybill any additional time that may have been granted because of delay due to low temperature.

Agent at intermediate points where cars moving under carrier's protective service against cold may be delayed beyond the free time allowed for reconsignment or orders must note on waybills the date and hour that consignee was notified and date and hour that the reconsignment or disposition order was received.

Heater protection at destination may be terminated by consignee upon written instructions to the agent, stating that such service is not desired. Agents must note on shipper's

instructions the date and hour that such instructions were received. As the carrier's responsibility ceases upon receipt of consignee's instructions, no heater detention charge will be assessed after receipt of instructions to discontinue such service.

Heater detention charges must be accounted for at the point at which they accrued, and, if not collected, must be billed as advances on the waybill from a loading station or covered by an advance only waybill to destination, if accrued at an intermediate station. The advance only waybill is to be cross-referenced and attached to movement waybill.

**1054. HEATER RENTAL.** Rule 514 of the Perishable Protective Tariff states rules and charges for use of heaters on a per diem basis for preheating cars or protection of lading at loading stations, hold points and destinations in the defined territory.

When waybills covering shipments originating in Rule 514 territory under this rule indicate that heater service beyond that territory has been furnished at shipper's request, the charges for carrier's protective service should be assessed on the movement beyond the Rule 514 territory.

**1055. INSTALLING OR REMOVING HEATERS AND SUPPLYING FUEL.** When heaters are installed or removed in transit to or from cars moving under shipper's protective service or when fuel is supplied to heaters in this class of service, agents will be governed by Rule 510 of the Perishable Protective Tariff governing the assessment of charges for such service.

Agents at intermediate points where such service is rendered must prepare an advance only waybill to the destination of the shipment covering the charges, which must be cross-referenced with and attached to the waybill.

The individual numbers of heaters installed or removed and the date and time of installation or removal must be shown on the advance only waybill. If fuel is supplied, the amount and kind must be shown.

**1056. CARETAKERS OF PERISHABLE FREIGHT.** Agents will be governed by Rule 111, in Perishable Protective Tariff in granting transportation to caretakers or attendants of shipments of citrus and deciduous fruits and fresh vegetables, and the issuance of return transportation in connection therewith.

Agents at stations where caretakers take charge of such shipments shall prepare Contract, in duplicate, giving the original to the caretakers and retaining the duplicate for office record.

**1057. BANANA MESSENGERS.** Caretakers or messengers in charge of shipments of bananas are usually provided with books of Banana Messenger Tickets.

The first and last train conductor shall fill in the information required on the reverse side of this form. The Conductor in charge of the train into the station at which the messenger or caretakers will leave the train must sign his name in the space provided on the form, which has the effect of validating the ticket as good for return passage to the starting station.

In the event a caretaker in charge of bananas has not been provided with this form of transportation, the agent at the station where such caretaker takes charge of shipments of bananas will be governed by Rule 110 and Item 515 in current Perishable Protective Tariff, and will prepare Contract, in duplicate, giving the original to the caretaker or messenger, retaining the duplicate for station record.

**1058. SHIPPER'S PROTECTIVE SERVICE.** Rule 510 in Section 5 of the Tariff specifies the conditions under which named commodities will be accepted for transportation, subject to shipper's protective service.

Heaters of suitable design, initially fueled, must be properly installed and blocked in

the car by the shipper, who must enter on the bill of lading and shipping order instructions relative to the care of heaters.

Rule 510 quotes charges that must be assessed each time that heaters are serviced and charges for fuel supplied while in transit.

Agents at stations where heaters are serviced or additional fuel is supplied, shall advance charges to the billed destination on advance only waybills which must be cross-referenced with and attached to the waybill.

The rule also quotes charges to be assessed when shipper's heaters are removed from the cars by railway employees at destination or at intermediate stations on request. This charge may be shown as advances on the waybill covering the return movement of the heaters.

**1059. VOLUNTARY HEATER SERVICE.** Rule 523 of the Perishable Protective Tariff provides for free heater service in transit to shipments originating outside of the heater territory, (Part 1), when deemed necessary by the carrier for the protection of the lading.

This rule is not applicable to all commodities nor to cars held for disposition or reconsigning nor at destination.

**1060. HEATED CARS ORDERED NOT USED.** Cars equipped for carrier's protective service against cold that have been ordered and placed for loading and are not used in transportation service are subject to charges provided in Rule 515 of the Perishable Protective Tariff. Switching charges for return of car must be assessed according to switching tariff.

Charges accrued must be collected from the party ordering the car and reported as instructed.

**1061. RETURN OF SHIPPER'S HEATERS.** Privately owned heaters used in the protection of perishable freight will be returned to point of origin subject to Rule 550 in the Tariff.

The waybill must be routed via the route over which the loaded car moved and must show reference to the inbound waybill. When heaters are removed from the cars by railway employees, the charge as provided in Rule 510 in the Tariff, if not collected at destination, may be shown as advances on the waybill covering the return movement of the heaters.

**1062. VERIFYING PROTECTIVE SERVICE AT JUNCTION POINTS.** Agents at junction points should inspect carload shipments of perishable freight received from connecting lines to ascertain that cars are actually moving under the class or protective service indicated by the waybill. Exceptions, if any, must be endorsed on the waybill.

Rule 165 of Circular 20, Code of Rules, issued by the National Perishable Freight Committee, places the responsibility for the re-icing of all cars requiring additional ice, on the railroad making delivery to a connecting line.

When heaters are removed from cars by the line delivering cars to this line, they should be replaced with other heaters by the agent or Perishable Freight Inspector, at per C.P.R. & M.S. Circular 52 M, and the waybill endorsed accordingly.

**1063. MEAT PEDDLER CARS.** Agents will be governed by Rule 625 in the Perishable Protective Tariff and rules in applicable freight tariffs, in accepting shipments loaded into Meat Peddler Cars.

Shippers will be billed for charges shown in Section 4 of the tariff, when such cars are initially iced by this Company.

When shipper is not shown as accredited, agent at station where such cars are re-iced in transit, shall advance the charges to point of origin on advance only waybills, showing reference to regular waybill.



**1064. WASHING KOSHER MEATS.** When carload shipments of kosher meats are required to be washed in transit, the shipper must declare, by endorsement on bill of lading, where and by whom shipments are to be washed. This endorsement must be transcribed in full to the waybill, including time and date of last koshering.

When washing has been performed, the agent must endorse the waybill with the date and hour accomplished, name of station and sign his name. If for any reason a car of Kosher meat is delayed, Division Superintendent and office of Assistant to Vice President, C.P.R. &M.S., should be notified immediately.

Instructions for the use of Forms 1916, 1917, 1918, 1918-A and 1920, see current circular issued by C.P.R.&M.S. Department, Office of Assistant to Vice President.

See C.P.R.&M.S. Circular 52-M and other current notices issued by Assistant to Vice President, etc., covering the care and use of portable car heaters for protection of perishable freight against frost, freezing and over-heating.

**1065 to 1069 incl., reserved for additional rules.**



**1070. PURCHASING SUPPLIES LOCALLY AT STATIONS.** Purchasing supplies locally at stations will not apply at the following stations:

Bensenville, Ill.	Green Bay, Wis.	St. Paul, Minn.
Chicago, " (District)	LaCrosse, "	Savanna, Ill.
Council Bluffs, Iowa	Miles City, Mont.	Seattle, Wash.
Deer Lodge, Mont.	Milwaukee, Wis.	Tacoma, "
	Minneapolis, Minn.	

The following described station supplies and items necessary to maintain station services may be purchased from local merchants and suppliers:

Bon Ami	Lamp, Electric	Rags, Wiping
Broom	Lime, Chloride of	Sani-Flush
Brush, Floor	Lye, Cans	Shovel, Stove Fire
Brush, Toilet Bowl	Matches	Soap, Common
Brush, Window	Mop Heads	Soap, Liquid Hand
Chalk, White	Mop Pail and Wringer	Soap, Powder
Compound, Sweeping	Mop Sticks	Soap, Toilet
Crayon, Yellow	Pail, Galv. 14 Qt.	Squeegee
Deodorizing, Cakes	Pan, Dust	Tacks
Disinfectant, Liquid	Paper, Car Lining (In emergencies)	Towels, Paper
Fuse Plugs	Paper, Toilet	Trap, Mouse
Ink	Paper, Wrapping	Twine
	Plumber's Friend—4½"	Wax, Floor
	Poison, Rat	
	Polish, Furniture	
	Powder, Scouring	

Purchases shall be made on the basis of need for the supplies or items, at a price competitive with comparable goods of equal quality. Payments shall be made with C.M.St.P.&P. R.R. cash (not station drafts). Paid invoices shall be secured for all purchases made and must bear the agent's signature as receiving the merchandise. The receipts will be considered as cash items and should be kept under lock and key available for examination by the Traveling Auditor until such time credit is taken on the monthly balance sheet. The total expenditure for supplies treated as cash should be added to amount of the actual cash on hand in order to balance the station accounts daily.

To secure credit for expenditures in the current month, prepare, in quadruplicate, Form 1720, "Authority to Station Agents for Paying Miscellaneous Bills," not later than the 25th of each month. More than one entry may be included on the form covering purchases from all merchants during the month and the paid invoices received should be numbered consecutively. In compiling Form 1720, list in the column headed "Period" date and invoice number. Opposite this under "Description of Bills and Location" the merchant's name and include the amount of invoice in column headed "Amount." It will not be necessary to show commodity purchased on the form since the invoice should indicate this in detail.

In the event of several purchases during the month, list the invoices in numerical order, totaling the amount of all invoices in column provided for.

The merchant's paid receipts should be attached to third copy of Form 1720 and forwarded to the Division Superintendent with three copies of Form 1720 for his approval. The fourth copy should be kept in the cash drawer for examination by the Traveling Auditor in lieu of the original paid receipts. The Superintendent, after ascertaining that the expenditures are warranted, will approve two copies and return them to the agent, retaining the copy of 1720 with paid invoices attached, for his file. In the absence of the Superintendent, the Assistant Superintendent or Chief Clerk may approve Form 1720.

Agent will forward the duplicate copy of Form 1720 to the Chief Disbursement Accountant after approval has been obtained from the Superintendent. The original shall be forwarded to the Auditor of Station Accounts and Overcharge Claims together with Form 28 "Station Agent's Monthly Balance Sheet," and credit for total payments inserted opposite Item No. 48 "Miscellaneous Payments by Agents" on Form 28 in the current month.

Agent at stations reporting to the Central Station Accounting Bureau will forward the original Form 1720 to the bureau with Form 3272 "Agent's Report of Cash Disbursed" on which credit should be claimed for the amount paid. The quadruplicate copy of Form 1720 shall be retained at the station as a permanent record.

**1071 reserved for additional rule.**

## **RAILROAD BUSINESS MAIL**

**1072. MATTER THAT MAY BE CARRIED AS RAILROAD BUSINESS MAIL.** Letters and other communications relating directly to the business of this Company exchanged between officers, agents and other employees of this Company and, as specified in Rule 1078 between them and those of connecting lines, may be carried as railroad business mail.

The handling in railroad business mail of letters of personal nature, having no relation to railroad business, is a violation of postal regulations.

If in doubt as to whether mail should be handled by railroad or U. S. Mail, use the U. S. Mail and submit the question to Manager Mail, Express, Baggage and Milk Department.

**1073. ADDRESSING AND ROUTING R.R.B. MAIL.** All matter that may be carried as railroad business mail must be clearly addressed and plainly marked R.R.B. and with the name of the forwarding company. If destined to points beyond this road, the route and junction points must be shown.

**1074. PROHIBITED AS RAILROAD BUSINESS MAIL.** The following matter must not be carried as Railroad Business Mail:

Letter mail of any character not relating to business of this Company.

Letter mail to and from foreign roads which have no immediate connection with this Company.

All mail addressed to representatives of this Company, who are located at points off the line of the CMStP&P.

Letter mail between two foreign lines handled over the lines of this Company as an intermediate carrier.

Letters and other communications between connecting roads and their agents situated along the lines of this Company.

In general, no company or carrier, or any officer or employee thereof, may carry letters in the Railroad Business Mail, which are neither written by the Company nor addressed to it.

No mail matter will be accepted unless it bears the name of the forwarding company and marks indicating that its content is Railroad Business Mail.

Employees receiving mail matter that has been handled in violation of these rules, must make full report to Manager Mail, Express, Baggage and Milk Department.

**1075. RAILROAD BUSINESS MAIL TO CONNECTING ROADS.** Letters and other communications relating to the business of this Company and immediately connecting railroads and transportation companies, exchanged between such companies, may be carried to and from authorized junction points.

By "immediately connecting railroads and transportation companies" is meant lines which, at junction points, use the same passenger station with this line, or whose stations are so closely adjacent that mail will be handled only by employees of the lines interested, without an intervening carrier or transfer line.

**1076. PRINTED OR OTHER MATTER TO OR FROM IMMEDIATELY CONNECTING ROADS.** Printed matter, tariffs, time tables, claim papers, blue prints and any other matter relating to business in which this Company participates, from points on immediately connecting railroads, to points on this Company's lines, or from points on this Company's lines to points on immediately connecting roads, may be carried over this line, from or to junction points at which no vehicle transfer is involved.

Packages destined to or received from connecting roads are limited in weight to ten (10)

pounds, except where special arrangements are made by interested carriers to accept and handle packages of tariffs or folders weighing in excess of that amount.

If contents cannot be inspected without damaging wrapper, the contents must be described on wrapper.

Such packages must not be handled under baggage checks. They should bear tags or labels plainly showing name of forwarding railroad or office, name of consignee and destination.

**1077. PRINTED AND OTHER MATTER, UNSEALED, TO OR FROM ROADS BEYOND IMMEDIATE CONNECTIONS.** Printed matter, advertising matter, tariffs, time tables, claim papers, blue prints, and matter of like character, relating to through business in which this Company participates, not classed by Postoffice Department as letter mail, when unsealed, exchanged to or from roads beyond immediate connections, may be carried over this line to or from junction points not involving a vehicle transfer.

When letter of transmittal is to accompany a package addressed to or from a road beyond immediate connections, such letter must be enclosed in sealed envelope on which the stamp is embossed, ordinary postage stamp applied by mucilage cannot be used legally. The stamped envelope of a sufficient denomination must be attached to the outside of the package. **SUCH PACKAGES MUST BE HANDLED R.R.B. IN BAGGAGE CAR. SEE THAT THEY ARE NOT DELIVERED TO POSTOFFICE AND THAT THEY DO NOT GET MIXED WITH U. S. MAIL.**

Packages from or destined beyond immediate connections are limited in weight to ten (10) pounds and, in order that such packages forwarded by railroad business mail may be routed via the carriers interested in the matter contained in such packages, a rubber stamp or other imprint should be placed on the addressed side of such package, or the route should be legibly written with ink, in the following form, making sure that the lines over which package is routed use the same passenger terminals at the junctions indicated:

#### Joint Railroad Business

Route	Junction Point
CMStP&P .....	To .....
.....	To .....
.....	To .....
.....	To Destination

Packages must be so wrapped that they are subject to inspection and should be marked "Printed Matter," "Waybills," "Claim Papers," etc.

**1078. MAIL TO OR FROM INDIVIDUALS OR COMPANIES OTHER THAN RAILROADS.** Letters and other communications, printed matter, advertising matter, tariffs, time tables, claim papers, blue prints, and any other matters relating to the business in which this Company participates as sender or receiver exchanged between this Company and —

Railway Express Agency  
Western Union Telegraph Company  
Pullman Company  
Passenger or Baggage Transfer Companies  
News Companies  
Freight Lines  
Traffic Associations  
Tariff Bureaus  
Weighing and Demurrage Bureaus

and similar concerns authorized to do business with or over the lines of this Company, may be handled as Railroad Business mail on the C.M.St.P.&P.

PROVIDED THAT LETTERS AND COMMUNICATIONS ARE HANDLED ONLY BY AGENTS AND EMPLOYEES OF THE SENDER AND THOSE ADDRESSED.

**1079. DISPATCHING, PROTECTING AND MAKING DELIVERY OF R.R.B. MAIL.** Agents, train baggagemen and others, handling Railroad Business mail, must see that the mail is given proper attention and quick dispatch.

R.R.B. Mail must be given preference over baggage and express and must be kept in a safe and suitable place to prevent loss or damage. Train baggagemen are not permitted to put off mail unless someone is on hand to receive it, unless arrangements have been made to have train crews handle.

**1080. SORTING R.R.B. MAIL.** To facilitate delivery and avoid the necessity of train baggagemen sorting out all the mail on their runs, baggagemen on connecting runs and agents at large stations should tie up separately mail enclosed in printed envelopes addressed to Executives and Department heads with the address side of envelope outward on both sides of the bundle.

Mail addressed to the first three or four stations on train baggageman's run should be tied up separately and delivered to him separately.

**1081. REPORTING MISHANDLING OF R.R.B. MAIL.** In order to maintain the efficiency of the Railroad Mail Service, all mishandling of such mail should be promptly reported to Manager Mail, Express, Baggage and Milk Department.

**1082. COMPANY TELEGRAMS BY R.R.B. MAIL SERVICE.** Telegrams filed for transmission too late to reach addressee before his office closes should, whenever train service is such that it can reach destination by the time office of addressee opens in the morning, be placed in envelope, Form 1695 and handled as train mail.

Train baggagemen must record and all employees handling this class of mail must see that it is given preferred service.

**1083. RAILROAD BUSINESS MATTER HANDLED BY RAILWAY EXPRESS AGENCY.** The following Company business matter should be forwarded by Railway Express Agency if such service is available and other instructions have not been issued:

- Money
- Pay Checks and Payrolls
- Time Checks
- Valuable Papers
- Ticket Stock
- Remittances, unless otherwise instructed.

**1084. USE OF PRINTED AND REPEAT ENVELOPES.** Envelopes with printed addresses must be used only for the purpose for which they are printed. Such envelopes should not be altered and use for mailing matter to other departments or destinations.

In using repeat or re-addressed envelopes, agents must see that the previous address is deleted or erased and that the new addresses and destination are plainly shown.

**1085 and 1086 reserved for additional rules.**





## RECEIVING FREIGHT FOR TRANSPORTATION

**1087. CARETAKERS WITH FREIGHT SHIPMENTS.** Agents will be governed by Rule 43 of the Freight Classification and individual tariffs under which freight is transported, regarding transportation of caretakers with shipments other than perishables.

Only able-bodied adult males shall be permitted to act as caretakers. Reproduction of Rules 43 of classification, shall be prepared in duplicate to serve as the contract and must be signed by the caretaker before the shipment will be accepted for transportation, one copy of the contract shall be given to the caretaker and the other copy filed with the shipping order.

If tariffs do not provide for free transportation of caretaker, he must purchase a coach class ticket or the value of the ticket furnished the caretaker may be shown as advances on the bill of lading and waybill. The name of the caretaker and the form and number of his ticket must be endorsed on the waybill.

**1088. CONTAMINATING ARTICLES.** Contaminating Articles, less carload articles (oil, empty oil barrels, hides, etc.) of a nature that may contaminate other merchandise loaded in same car will be accepted subject to delay for suitable equipment. The bill of lading must be endorsed "subject to delay for suitable equipment." See Rule 4 of Freight Classification.

**1089. EMPTY PACKAGES AND CONTAINERS RETURNED.** Agents will be governed by Rules in Tariff when accepting empty packages and containers for shipment at reduced rates.

**1090. FREIGHT WILL BE RECEIVED FOR TRANSPORTATION.** Freight will be received for transportation subject to the provision of the terms of the bill of lading, freight classification, tariffs and the general rules of this company.

Agents and other station employees must familiarize themselves with the requirements and endeavor to obtain the cooperation of shippers to properly condition shipments for safe transportation.

**1091. HOUSEHOLD GOODS AND EMIGRANT MOVABLES.** There are two conditions of vital importance that must be observed in waybilling and handling household goods and emigrant movables.

Number 1: Freight charges must be prepaid by shipper in accordance with classification requirements except that destination agent, or in case of shipments having termination on foreign lines, destination carrier, shall be responsible for collection of additional freight charges which may accrue as a result of exceptions to descriptions or rating, stemming from weighing or inspection between origin and destination. In such instances or when shipper takes possession of the shipment at destination, the prepaid charges shall not be increased. Additional charges shall be collected at time and place of delivery.

Number 2: It is a positive requirement under the classification rule that the shipper stipulate released valuation for rate making purposes and that such released valuation in cents or dollars be shown clearly on the bill of lading as that is a part of the contract for transportation. The basis of the released valuation must also be shown on the waybill.

Additionally, household goods and emigrant movables will be accepted for transportation only if all of the conditions and requirements contained in the classification rules with respect to such shipments are met by the shipper.

**1092. IMPROPERLY PREPARED FREIGHT.** If shipper refuses to prepare freight for shipment so as to comply with classification requirements, agent will decline to receive the freight and immediately notify Freight Traffic Officer in charge of territory, giving full particulars. See Rule 5 of the Freight Classification.

Care should be taken to avoid controversy or dissatisfaction.

Freight received wet or damaged, or if in any improper condition, a notation must be made on the bill of lading, shipping order and waybill stating the condition of the shipment.

If freight is received from a connecting line in damaged condition, agent at junction point must note the condition of the freight on waybill.

**1093. LINING OF CARS CONTAINING SEEDS IN BULK AND ENDORSEMENT OF SHIPPING PAPERS.** Tariffs naming carload rates on FLAXSEED generally require that cars used for bulk loading must be securely lined by shipper at his expense, with cloth or paper, to prevent loss by leakage.

Shippers are required to notify agent of their desire to load the seed in bulk and most tariffs provide that a specific notation be placed on the shipping order and bill of lading, over the signature of the shipper, similar to the following which is provided in Item 130 of WTL 330-P applying at stations East of the Montana State Line:

"Loaded in bulk, subject to and in compliance with Item 130, Agent W. J. Prueter's I.C.C. No. A-4032, supplements thereto or successive issues thereof."

Such notations must be completely and legibly transcribed to the waybill.

**1094. LIVE ANIMALS LOADED WITH OTHER CARLOAD SHIPMENTS.** Live animals may be loaded in box cars containing carload shipments such as contractor's outfits or emigrant movables, provided the shipper has securely tied, partitioned or crated such animals to prevent their injury or escape.

Shippers must cleat side door or doors open for ventilation and must construct temporary doors of sufficient height and strength to prevent the escape of animals or damage to other lading from weather or loss from theft.

If feed, water and room for rest is not provided in the car, partitions, or crates, the provisions of the 28 or 36 hour law are applicable and such animals must be unloaded for feed, water and rest.

Livestock, cats, dogs or poultry will not be accepted in box cars except as a portion of a shipment of emigrant movables, contractor's or logger's outfits, etc., that is accompanied by attendants.

If feed, water and room for rest are provided, the attendant must care for the animals and they need not be unloaded in these circumstances.

Livestock contracts and waybills must be endorsed. "Doors cleated open at shipper's risk," "Attendant in charge," "Feed, water and room for rest in car," and "36 hour release signed," as the case may be.

**1095. MARKING FREIGHT.** The proper marking of articles is very essential to the expeditious and safe handling of freight shipments. Agents and other station employees accepting freight for shipment must see that each article is plainly and durably marked according to its character.

Lack of or improper marking of freight is a major cause of freight shipments going astray and often results in delay to and loss of shipments and retards handling at transfer points and destination.

Rules regarding the proper marking of freight are quoted in Rules 6 and 47 of the Freight Classification and the L. C. L. Rules, issued by the Association of American Railroads.

**1096. MICHIGAN STATE APPLE ADVERTISING ACT.** Evidence of payment of the apple advertising assessment shall be shown by attaching adhesive apple advertising stamps to bill of lading, shipping receipt, invoice or other document accompanying the load, or to individual containers or liners.

Stamps attached to individual packages, or to bills of lading, invoices or other documents accompanying loads shall be cancelled by permanently writing or stamping the date thereon.

No Michigan apples shall be transported by any carrier, stored by any storage, admitted to any public market, or sold to any dealer until such advertising stamps have been fixed or attached by the grower of said apples. Provided, that apples being moved from the orchard where grown to a packing house for grading and/or packing shall not be deemed a shipment, and provided, further, that the provisions of this act shall not apply to apples sold by growers direct to cider and/or vinegar plants for use in making apple cider and/or vinegar.

**1097. MIXED COMMODITIES IN CARLOADS.** When two or more commodities are shipped in the same car, provisions as authorized in the tariffs must be observed. See Rule 10 of Freight Classification.

On certain commodities, tariffs authorize carload rate at actual weight on mixed shipments; therefore, in such cases actual weight should be shown opposite each item on the waybill.

When mixed carloads of bulk grain are shipped, separated by temporary partitions, bulkhead charge as provided in Tariff W. T. L. 330 series should be shown in the freight column on the waybill.

When attendants of shipments moving under Government Bill of Lading are not provided with Government Transportation requests, the issuing officer must endorse the Government Bill of Lading. "This shipment accompanied by ..... attendants. Charges for transportation of attendants to be collected on this Bill of Lading." The value of the transportation of attendants must be shown in the freight column of the waybill.

**1098. OVERLOADED CARS.** Overloaded Cars offered for shipment at point of origin should not be accepted until shipper has removed the excess; should the shipper refuse to do so, agent must observe the rules, regulations and charges stipulated in C. M. St. P. & P. Tariff 6000 series, applicable to the handling of overloaded equipment discovered at origin. In the event overload is discovered enroute, shipper must be notified by wire as to action to be taken regarding reduction of load, charges, etc.

When excess lading is transferred or reduced by this company, Agent must notify Superintendent by wire the amount of labor and expense incurred in making transfer and request him to indicate the amount of charges to be assessed against this shipment.

Charges for transfer performed by this Company, advanced against the shipment or collected from shipper must be reported on Form 26, Miscellaneous Revenue, showing waybill reference, car number, commodity and shipper.

**1099. PROPERTY OR ARTICLES THAT CANNOT BE ACCEPTED FOR SHIPMENT BY FREIGHT.** When shipments which, under Rule 3, of the Freight Classification, cannot be accepted for shipment by freight, are tendered for shipment, the shipper should be referred to Railway Express.

**1100. RECEIPT FOR OPEN TOP SHIPMENTS.** Agents must not sign bills of lading for shipments loaded on open top cars until they have ascertained from the shipper that the

cars have been loaded in accordance with the "Rules for loading commodities on open top cars," issued by the Association of American Railroads, and that cars are loaded in such condition for safe transportation to destination.

In the event the car is to contain a shipment of a High-Wide nature which is not within published clearance as authorized by General Superintendent of Transportation, Circular #1000, the Chief Dispatcher having jurisdiction, should be promptly notified giving him full dimensions, etc., for clearances, to be issued by the General Superintendent of Transportation, Lines East, or Superintendent of Transportation, Lines West, having jurisdiction.

After Clearance has been received, Agent will execute High and Wide Card Form No. 3570-REV., the original of which should be attached to the face side of the original waybill. The card portions, (2), should be attached to each side of the car and one copy retained for station records. Dimensions must be shown on bills of lading and waybills.

In the event of any new or special move, the Chief Dispatcher or Superintendent should be promptly notified.

**1101. RECEIPT FOR SHIPMENTS IN CLOSED CARS.** Many stations have been provided with pamphlets, published by the A. of A. R., showing recommended methods for loading various commodities and Agents should encourage shippers to acquaint their loading forces with these methods in the interest of loss and damage and safety in transit. These pamphlets may be procured upon request.

The commodities and containers, if any, must be named in terms used in the Freight Classification and tariffs and not in trade names at variance therewith.

Carload shipments not subject to weight agreements or that are not track scaled at point of origin or that are not subject to other accepted weights as a basis for assessing freight charges, may be accepted only subject to shipper's weight, load and count.

When freight receipted for is not actually checked into car by agent or other station employee, bill of lading must be endorsed "SHIPPER'S WEIGHT, LOAD AND COUNT," or "SHIPPER'S LOAD AND COUNT."

**1102. RECORD OF L. C. L. FREIGHT LOADED.** Agent or Conductor must enter on waybills the initials and number of car into which L. C. L. freight is loaded. Agents must show this information on station copies of waybills with train number and date.

If freight is to be loaded by train crews when there are no station employees on duty, Agents will prepare list of the waybill numbers covering shipments to be loaded and attach it to waybills left in waybill box. Conductor will show initial and number of car into which freight is loaded, seal numbers removed and applied, sign the list and leave it in waybill box.

**1103. RETURNED SHIPMENTS.** Shipments that have not been delivered to consignees and which are returned to shippers or reforwarded upon shipper's instructions to some other point, if in condition to withstand shipment and worth transportation charges, may be billed with advance charges covering the inbound freight and any accrued demurrage or storage charges.

Waybills covering returned or reforwarded shipments must show complete inbound waybill reference and charges together with the amount of any storage and demurrage charges that may have accrued at the point of original destination and on what basis assessed.

**1104. WASHINGTON STATE APPLE ADVERTISING ACT.** Washington State Apple Advertising Act provides for a tax on each one hundred pounds gross billing weight of apples shipped from that state.

"Apple Advertising Stamps" will be used as evidence that the tax has been paid and are to be affixed to the shipping order and cancelled by writing or stamping the date on the face

of the stamps. Stamps are to be obtained and affixed by shipper. They are not to be sold by railroad employees.

Shipments consigned to a processing plant are excluded from the tax. No stamps are required on shipments for storage in transit or packing, consigned to a warehouse or packing plant within the general fruit district in which such shipment originates; however if diverted, stamps should be affixed to the shipping order at the time diversion is filed. Stamps should be affixed to the shipping order when transited shipments are reshipped from transit point. By "general fruit district in which shipment originates" is meant the usual producing territory such as "Wenatchee district." Shipments for storage in transit to such points as Spokane and Seattle where shipments may be sold to consumers out of storage or shipped by boat are subject to the tax.

Agents will not require the payment of the tax or the affixing of stamps to shipping order, nor will agents notify shippers of the non-payment of tax, or undertake to collect the tax from shippers.

In the event shipper fails to affix stamps, or an error is noted by agent, he should notify the nearest office of the Washington State Fruit Commission or Washington Apple Advertising Commission having jurisdiction.

Agents will permit persons properly identifying themselves as duly authorized representatives of the Washington State Fruit Commission or Washington Apple Advertising Commission to examine shipping orders to determine whether stamps are being affixed thereto by shippers.

**1105. WAYBILLING DUNNAGE.** Rule 30 of the Consolidated and Uniform Freight Classifications, also exceptions thereto, provide that no allowance for dunnage used in or on closed or open cars will be made unless the shipper specifies the total actual weight of the dunnage on both the shipping order and bill of lading. When the shipping order shows that dunnage is used on carload freight, the waybilling agent shall transcribe the amount of dunnage to the waybill in the "Description of Articles and Marks" column; observing one of the following methods depending on how the dunnage is to be charged or allowed:

**IF DUNNAGE IS TO BE CHARGED AT THE SAME RATE AS THE ARTICLE SHIPPED:**

- a. When actual or agreement weight of article is less than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	26,000		
Dunnage .....	500		
	26,500		
	as		
	30,000	60	\$180.00

- b. When actual or agreement weight of the shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	33,000		
Dunnage .....	500		
	33,500	60	\$201.00

IF DUNNAGE IS TO BE CHARGED AT THE SAME RATE AS THE LOWEST ARTICLE IN A MIXED CARLOAD:

- a. When actual weight of shipment is less than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	26,000	35	\$ 91.00
Name of article B .....	32,000	30	96.00
Dunnage .....	500	30	1.50
To make minimum .....	1,500	35	5.25
	60,000		\$193.75

- b. When actual or agreement weight of shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	36,000	35	\$126.00
Name of article B .....	32,000	30	96.00
Dunnage .....	500	30	1.50
	68,500		\$223.50

IF FREE DUNNAGE IS TO BE ALLOWED, STRAIGHT CARLOAD:

- a. When actual weight of shipment is less than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	43,000		
Free Dunnage .....	500		
	43,500		
	as		
	50,000	50	\$250.00

- b. When actual weight of shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	50,000	50	\$250.00
Free Dunnage .....	500	Free	
	50,500		

IF FREE DUNNAGE IS TO BE ALLOWED ON MIXED CARLOADS:

- a. When actual weight of shipment is less than the tariff minimum weight:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	22,000	26	\$ 57.20
Name of article B .....	11,000	32	35.20
To make minimum .....	7,000	32	22.40
Free Dunnage .....	500	Free	
	40,500		\$114.80

Note: Free dunnage cannot be used to make up the minimum weight.

- b. When actual weight of shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	32,000	26	\$ 83.20
Name of article B .....	22,000	32	70.40
Free Dunnage .....	500	Free	
	<hr/> 54,500		<hr/> \$153.60

IF TOTAL DUNNAGE IS IN EXCESS OF THE FREE ALLOWANCE, STRAIGHT CARLOADS:

- a. When actual weight of shipment is less than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	26,000		
Excess Dunnage .....	400		
Free Dunnage .....	500		
	<hr/> 26,900		
	as		
	28,000	100	\$280.00

- b. When actual weight of the shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article .....	36,000		
Total Dunnage .....	900		
	<hr/> 36,900		
Less free Dunnage .....	500		
	<hr/> 36,400	100	\$364.00

IF TOTAL DUNNAGE IS IN EXCESS OF THE FREE ALLOWANCE, MIXED CARLOADS:

- a. When actual weight of the shipment is less than the tariff minimum weight:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	10,000	110	\$110.00
Name of article B .....	16,000	100	160.00
To make minimum .....	3,600	110	39.60
Excess Dunnage .....	400	100	4.00
Free Dunnage .....	500	Free	
	<hr/> 30,500		<hr/> \$313.60

Note: In this case the tariff minimum is 30,000 lbs. The excess dunnage, being charged at the rate applicable to the lowest rated article in the car, is used to make up the minimum weight; whereas the free dunnage cannot be used to make up the minimum weight.

b. When actual weight of the shipment is greater than the tariff minimum:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Name of article A .....	20,000	110	\$220.00
Name of article B .....	16,000	100	160.00
Excess Dunnage .....	400	100	4.00
Free Dunnage .....	500	Free	
	<hr/>		<hr/>
	36,900		\$384.00

Weight of dunnage should not be shown as an allowance on scale tickets, nor in the space provided on waybills for showing scale weights. The space for allowance in scale weights is intended for weight of foreign matter included in the load such as snow, moisture allowance, etc.

**1106 to 1109 incl., reserved for additional rules.**

**1110. RELIEF CLAIMS.** Relief Claims are a medium through which station accounts may be relieved of charges outstanding in the accounts and obtaining credit for certain charges paid out of station funds or by station drafts.

**1111. RELIEF CLAIMS APPLICABLE AGAINST CHARGES ON COMMERCIAL FREIGHT SHIPMENTS AND CHARGES PAID OUT FOR PICK-UP AND DELIVERY SERVICE OR TRANSFER CHARGES.** Items of that nature shall be covered in Form 236 or 3515-REV. Claims shall be prepared and forwarded to Auditor of Station Accounts and Overcharge Claims promptly after proper investigation has been made, depending on the character of the charge to be relieved. Under no circumstances shall they be allowed to remain in the account after it is determined that the item is in order for relief of the station account, through claim.

**1112. RELIEF CLAIMS FOR CHARGES ON COMPANY MATERIAL AND MATERIAL CONSIGNED TO CONTRACTORS PERFORMING WORK FOR THIS COMPANY.** On shipments of that character, whether it is strictly company material or the material of contractor doing the work for this company and he has a contract providing free transportation of his material over the rails of this railroad, the charges shall be relieved from the station account through Form FAP-260-Corrected, supported with original and duplicate of Form 1072, "Freight Bill for Company Freight."

**1113. RELIEF, GRANTING OF.** Relief claims prepared on Form 236 will be allowed in the same month in which the claims are filed, when such claims reach the Auditor of Station Accounts and Overcharge Claims' Office on or prior to the 20th of the month, provided that the claimed credits are proper and supported with the necessary papers and required information. These Relief Claims may be filed for outstanding charges in the following situations:

- (A) For uncollected charges on freight short sixty days.
- (B) For uncollected charges on freight dumped.
- (C) For the amount of charges on waybills covering freight destroyed enroute by fire or wreck.
- (D) For the amount of overcharge on misrouted freight.
- (E) For uncollectible charges where the agent has exhausted efforts to make collection.
- (F) For the difference between the amount realized and the outstanding charges on refused or unclaimed freight sold under instructions from the Freight Claim Department.



(G) For the amount outstanding in other cases covered by special instructions, such as switching, drayage, wharfage, feeding, etc.

(H) For the charges assessed on household goods of employees.

**1114. RELIEF OF CHARGES ON FREIGHT SHORT SIXTY DAYS.** When charges cannot be collected on account of freight being short, relief claim shall be filed at the expiration of sixty days from the date waybill is received and shall be accompanied with a copy of Over, Short or Bad Order Report, and any correspondence pertaining thereto. (See complete instructions in this respect applicable in the event destination of short freight is served by two or more railroads, under "SHORT, OVER AND ASTRAY FREIGHT".)

**1115. RELIEF OF CHARGES ON MISROUTED FREIGHT.** Claim for relief may be made for the difference between the charges collected and the amount applying over the route shipment moved. Relief claims must be supported with copy of freight bill, original or copy of bill of lading and such other papers or correspondence as have effect on establishing carrier's responsibility. Complete tariff authority must be indicated for the application of rates on which charges were assessed and on which actually collected.

Misrouted freight is defined as follows:

(a) When a carrier disregards instructions from shipper as to the route or junction points via which shipment is to move.

(b) When bill of lading does not carry any route or rate and there is a lower rate in effect via another route in connection with the billing carrier than that via which the shipment moved.

(c) When bill of lading carries a route and a rate applicable over another route and the carrier does not send the shipment via the route over which such rate applies.

(d) When a bill of lading carries a route and rate which does not apply via the route shown on the bill of lading and agent fails to notify shipper that the rate does not apply via that route but accepts and receipts for the shipment.

**1116. RELIEF OF CHARGES WHERE THE AGENT HAS EXHAUSTED EFFORTS TO MAKE COLLECTION.** If the debtor (Consignee or Shipper) refuses to pay charges due, an effort should be made to secure reason for refusal, in writing. Relief claim shall be made for uncollectible charges and all correspondence shall be attached thereto, also three copies of freight bill. Complete reference to tariff authority under which charges were assessed must be shown.

**1117. RELIEF OF CHARGES, OR PART THEREOF, ON REFUSED OR UNCLAIMED FREIGHT SOLD.** Proceeds from sale of freight shall be applied against outstanding charges and excess amount, if any, reported on Form 26, Miscellaneous Revenue, with reference to Sale Order Number. If the amount realized from the sale is insufficient to satisfy the transportation and accessorial charges, relief of the deficit shall be secured through filing of Claim on Form 236. Three copies of the freight bill and accumulated correspondence bearing on the matter should be attached to the Form 236 and reference given to the Sale Order Number.

**1118. CREDIT NOTICE—FORM F.A.P. 1070.** At the close of the month, the Auditor of Station Accounts and Overcharge Claims will notify the agent of the total relief claim credit allowed the station, through Form F.A.P. 1070 and it is for that amount the agent shall take credit on Form 268-Corrected, Monthly Freight Statement. Credit Notices, Form F.A.P. 1070, shall be retained in the station file for audit examination by Traveling Auditor.

**1119. RECHARGE IN THE EVENT OF ERROR.** In the event subsequent investigation develops that relief granted the station was improper or the amount of the relief claim was incorrect, resulting in a reduction of the amount initially claimed, the difference or the total, whichever the case, will be recharged on current Form 1070.

**1120. HANDLING OF RELIEF CLAIM CREDITS PENDING.** Agent shall carry amount for which relief has been claimed and not allowed, on Form 39-Schedule of Uncollected Bills, pending receipt of Relief Claim Credit Notice Form 1070. If credit is not authorized in the same or first succeeding month after which the claim is filed, the Auditor of Station Accounts and Overcharge Claims shall be contacted for status of the claim.

**1121. RELIEF OF CHARGES ON HOUSEHOLD GOODS OF COMPANY EMPLOYEES.** Household goods of company employees, transferred while in the service, shall be waybilled with full tariff charges and the freight bills, together with Form 236, Relief Claim, shall be submitted to the supervisory officer for authority to waive the charges. When accomplished, the claim shall be filed in the same manner as other relief claims.

**1122. RELIEF OF CHARGES ON FREIGHT DUMPED.** For charges outstanding on freight proved worthless and ordered dumped by the Freight Claim Department, agent shall at once apply for relief through Form 236, and under "Reason why charges are Uncollected" show reference to Freight Claim Agent's file number and include therewith a copy of O.S.& D. report, plus Freight Claim Agent's authority for disposal and original freight bill. Other available data with respect to the causes responsible for the necessity of dumping the freight shall be submitted with or indicated on the Form 236.

**1123. RELIEF OF CHARGES ON SHIPMENTS DESTROYED BY FIRE, WRECK, ETC.** Waybills for such shipments shall be reported at the station where the freight is destroyed. Relief claim shall be filed at once for the charges and reference shown to Freight Claim Agent's file under the heading "Reason Why Charges are Uncollected."

**1124. AGENT SHALL SUBMIT PAPERS FOR CREDIT ON FORM F.A.P. 260-CORRECTED AS SOON AS PROPERLY PREPARED.** Under no circumstances should they be allowed to accumulate in the account if qualified for credit. Diligence shall be exercised to secure receipts for company material and otherwise have papers promptly and properly prepared so that the Uncollected Account will not be encumbered with items of this kind. If prompt service is not obtained from other employees of the company, the agent shall inform the Freight Auditor, giving full particulars.

When more than one sheet of Form F.A.P. 260-Corrected is required for any one day for any one account, they shall bear the same report number and the sheets shall be numbered consecutively in spaces provided for "Sheet No. ...." A recapitulation shall be made on the last sheet of the form if space will permit, otherwise on an additional blank sheet of Form F.A.P. 260-Corrected, so that the total for the day will be shown on the recapitulation sheet. Care shall be used so that entries will not be made in column "Distribution (For use of Accounting Department)" or in space for "F.A. No. ...." The total of each day's business shall be entered opposite the proper date in the column on Form 268-Corrected, Monthly Statement of Freight Accounts.

**1125. INSTRUCTIONS PERTAINING TO RELIEF OF CERTAIN SWITCHING DEBITS.** Agents may file Form F.A.P. 260-Corrected, Other Credit Freight Papers, for relief of switching charges as follows:

- (a) Switching charges paid to another carrier from station funds for switching service rendered by another carrier.
- (b) Switching charges accruing in connection with all shipments of company material.

Agents must see that all Forms F.A.P. 260-Corrected, filed for credit, show, in detail, why credit is claimed and in connection with charges paid out of station funds, a receipt must be attached, signed by the agent of the carrier to whom paid, to show that he actually received such payment.

**1126. HOW TO OBTAIN CREDIT FOR PAYMENTS TO RAILWAY EXPRESS AGENCY.** Agents shall obtain three copies beside the original signed express receipt and paste a copy to the face of each of the four parts of Form 1072—Freight Bill for Company Freight. The original, duplicate and triplicate is to be sent to the consignee on the received collect shipment or to the shipper on forwarded prepaid shipments, who will show purchase, invoice, or requisition number, division, shop or district store account affected and sign and date the original and duplicate in space provided and return to the agent. Requisition number need not be shown when the shipment consists of cross ties, in which case it is only necessary to show the purchase contract number shown on the bill of lading by the shipper or may be obtained from the Tie Purchasing Agent when forwarding freight bill to him for approval. Agent shall then report the amount of the Express bill on Form F.A.P. 260-Corrected, supporting it with the original and duplicate of Form 1072 on which the Railway Express Agency receipts are pasted.

**1127. INSTRUCTIONS GOVERNING WAYBILLING AND RELIEF OF CHARGES ON SHIPMENTS CONSIGNED TO CONTRACTORS.**

(a) Shipments of material and supplies consigned to contractors for use in construction work for the C.M.St.P.&P. R.R. Co., also material which the C.M.St.P.&P. R.R. Co. may furnish said contractors, must be waybilled at full tariff rates and shall be handled the same as a commercial shipment.

(b) If a shipment, consigned to a contractor, is received on a company freight waybill without freight charges, the agent shall notify the Freight Auditor and request revenue billing from billing agent.

(c) When authorized to waive collection of charges, agent shall prepare a claim for relief of charges on Form F.A.P. 260-Corrected, Other Credit Freight Papers, supporting it with three copies of the freight bill for each item entered. The Form F.A.P. 260-Corrected and the supporting freight bills shall then be sent to the Division Engineer, who will endorse it with his approval and note thereon the A.F.E. number and return it to the agent. The approved Form F.A.P. 260-Corrected and supporting papers shall be forwarded to the Freight Auditor after the amount of the claim is entered in the appropriate column of Monthly Freight Statement, Form 268.

**1128. INSTRUCTIONS GOVERNING WAYBILLING AND RELIEF OF CHARGES ON SHIPMENTS CONSIGNED TO THE RAILWAY EXPRESS AGENCY.** All shipments of carload or less carload freight consigned to the Railway Express Agency must be waybilled at full tariff rates and charges. Destination agent shall report such charges in the same manner as for commercial shipments. Relief of charges shall be obtained by reporting the freight bills on Form F.A.P. 260-Corrected, except on hay, grain and gasoline in connection with which charges must be collected. Freight bills shall be made in four parts and the employee of the Express Agency receiving the freight shall sign all four parts. The fourth copy shall be retained by the agent as his delivery receipt, the third copy shall be retained by the consignee as his record and the original and first copy shall be attached to the Form F.A.P. 260-Corrected and forwarded immediately to the Freight Auditor.

**1129. ITEMS FOR WHICH CREDIT WILL BE GRANTED ON FORM F.A.P. 260-CORRECTED—"OTHER CREDIT FREIGHT PAPERS".** Form F.A.P. 260-Corrected, "Other Credit Freight Papers," shall be used by freight agents to obtain credit for charges carried

in the station accounts, incidental to the movement of freight and coming within the scope of the following category:

- (a) Relief of Freight Charges on Company Coal
- (b) " " " " " " Diesel Oil
- (c) " " " " " " Fuel Oil
- (d) " " " " " " Material
- (g) Shipments consigned to Western Union Telegraph Company
- (h) Shipments consigned to Commissary Companies Operating Camps on the C.M.St.P. & P. R.R.
- (i) Shipments consigned to Contractors engaged in work on the C.M.St.P. & P. R.R.
- (j) Shipments consigned to the Railway Express Agency
- (k) Relief of Express Charges on Company Material

This rule is qualified to the extent of the credit procurements named in Comptroller's Circular 24. Credit for the specific items described in the Circular 24 shall be obtained thru Form 1720, "Authority to Station Agents for Paying Miscellaneous Bills."

**1130. OBTAINING CREDIT ON SHIPMENTS CONSIGNED TO THE WESTERN UNION TELEGRAPH COMPANY.** Agent shall prepare his freight bill in four parts, using the same freight bill form as for commercial shipments. The fourth part, designated "delivery receipt," should be signed by the representative of the Western Union Company at time of delivery. The delivery receipt shall be retained by the agent for his station record. The other three parts of the freight bill shall be attached to the Form F.A.P. 260-Corrected, on which the freight bill is reported.

Western Union Telegraph Company's material originating on foreign lines shall be handled to destination on through interline waybills the same as commercial freight.

**1131. PREPARATION AND REPORTING OF OTHER CREDIT FREIGHT PAPERS.** When freight bills and other documents have been prepared as provided in these rules, credit may be taken in station accounts by reporting the items on F.A.P. 260-Corrected, "Other Credit Freight Papers" and carrying the daily total to the appropriate column on the credit side of Form 268-Corrected, "Monthly Statement of Freight Accounts." A separate Form F.A.P. 260-Corrected shall be prepared and submitted, in duplicate, for each of the classes. Unless specifically provided in another rule, each item reported on Form F.A.P. 260-Corrected shall be supported with two copies (original and duplicate) of the Freight Bill. If the report has been made in accordance with these rules in every respect, credit will be allowed; however, if the Freight Auditor discovers that the report or its supporting papers have not been properly prepared and submitted, the credit will not be allowed and the papers will be returned to the agent with a letter of explanation. When the papers have subsequently been prepared properly, they may once again be submitted as a new entry.

**1132. RELIEF OF CHARGES ON SHIPMENTS OF COMPANY FUEL.** Relief of freight charges on shipments of company fuel shall be obtained by means of Form F.A.P. 260-Corrected. Agent shall make Form 1072, Company Freight Bill, in four parts. The original and duplicate shall be used to support his Form F.A.P. 260-Corrected, on which the item is reported. The third part shall be attached to Form 10-B-Revised, "Weekly Report of Fuel Unloaded." The fourth part is to be retained by the agent for his station record.

**1133. WAYBILLING AND RELIEF OF CHARGES ON SHIPMENTS CONSIGNED TO THE OLYMPIC COMMISSARY OPERATING CAMPS ON THE C.M.St.P.&P. R.R.** Shipments of carload and less carload freight moving locally between stations on the C.M.St.P.&

P. R.R. consigned to the Olympic Commissary Company shall be waybilled at regular tariff rates and the charges are to be reported in the same manner as commercial shipments. Agents shall not collect freight charges but shall obtain relief by reporting the freight bills on Form F.A.P. 260-Corrected, Other Credit Freight Papers, for such shipments as are actually used in conducting the various camps. The freight bills must be approved for relief by the Superintendent of the division on which the destination station is located. The Commissary Company is required to pay freight charges at full tariff rates on all merchandise sold or otherwise disposed of in its camp stores.

**1134 to 1136 incl., reserved for additional rules.**

**1137. SAFETY REQUIREMENTS.** All station employees must observe the directions in Form 3555 Rev.—Safety Rules for Station Employees. In addition to the importance of complying with such safety rules, the following items concern safety matters not otherwise covered:

Good housekeeping at any station, large or small, is important to safety since through this means certain hazards are eliminated and injuries are less likely to occur. It is just as important at a station as in a shop to have a place for everything and everything in its place.

Desk or file drawers which are left open, hanging extension cords or telephone wires, defective chairs, etc., have all entered into personal injury accidents over the years and emphasize the need for drawers being closed when not in use, office equipment being in good condition or installed properly, as the case may be.

Good housekeeping likewise should prevail at the communications desk in train order and block offices with train orders, clearances, train location information reports (line-ups) and other important papers kept in an orderly manner so as not to be misplaced or overlooked.

Station flagging equipment should always be in good order and ready for immediate use as required by the rules.

Train inspection should be made as required and the signals as set forth in Rule 713 of the Consolidated Code of Operating Rules and General Instructions should be used as called for. The safe procedure is to stand at the end of the depot on the "going-away" side to lessen the likelihood of injury in the event something falls from the train.

At stations where the Robertson train order delivery device is used, agents should see that the device is removed from the platform and stored in a designated location where it will be readily available for future use.

In opening or closing box car doors, care should be exercised keeping fingers and hands in the clear. When getting in or out of standing cars at stations, every precaution should be taken to do the job safely.

Reports of accidents and injuries and activities connected therewith should be carried out strictly in accordance with Rules 718 to 724 inclusive, in the Consolidated Code of Operating Rules and General Instructions, as such rules apply.

Standard First Aid Kits should always be on hand.

**1138 reserved for additional rule.**

## SEALS

**1139. STANDARD CAR SEALS.** Seal adopted for use by this Company is initialed C.M.St.P.&P. R.R. and numbered consecutively with or without letter prefix.

**1140. REQUISITIONS FOR SEALS.** Requisition for seals shall be made on Form 1962-Rev. (stating quantities on hand), and forward to Division Superintendent for approval. Superintendent will approve and forward to General Storekeeper at Milwaukee Shops, Wisconsin.

**1141. RECORD OF SEALS ISSUED BY GENERAL STOREKEEPER.** The General Storekeeper at Milwaukee will report to General Freight Claim Agent, Chicago; Freight Claim Agent, Seattle; Superintendent of Police, Chicago; and Assistant to the Vice-President in charge of Claim Prevention, Refrigeration and Merchandise Service, Chicago; a record of all seals issued, showing opening and closing numbers, date furnished and to what station assigned.

**1142. PROTECTION OF SEALS.** Seals must be kept under lock and key where they will not be accessible to unauthorized persons. Where local way freight trains arrive at station when Agent or other station employees are not on duty, a supply of seals should be left under lock in waybill box so that conductors can obtain seals to reseal cars into or from which L.C.L. shipments are loaded or unloaded.

**1143. RECORD OF SEALS USED, OR FURNISHED TO SHIPPERS.** Agent or shipper to whom seals are furnished, must maintain a record showing the disposition made of all seals charged to him, including seals spoiled or destroyed. Shipper's request for seals should be transmitted to the Superintendent and, if approved, Agent will procure a receipt from shippers for all seals issued to them, showing number of seals issued, starting and ending number. If seals are applied or removed by shipper, consignee, State or National Government Agencies, or authorized persons, such record of all seals shall be considered as carriers' records.

**1144. APPLICATION OF SEALS.** Seals must be applied in consecutive order, commencing with the lowest serial number. The Serial Number and prefix should be exposed and readable. Seal must be applied in such a manner that door cannot be opened without breaking seal. After applying, seal should be tested in order to insure its being locked.

**1145. SEALS ON WAY CARS.** Agent or other station employee will break the seals on way cars and reseal them, keeping a record of seals removed and applied. At stations where local way freight trains arrive when Agent or other station employees are not on duty, a supply of seals should be left under lock in waybill box so that conductor can obtain seals to reseal cars into or from which L.C.L. shipments are loaded or unloaded. Conductor will leave a record in waybill box showing complete record of all seals broken and applied, car number, etc. At non-agency station, conductor will arrange to have all cars sealed or resealed at the first available open station and will furnish Agent with complete record of all seals broken.

**1146. CAR SEAL RECORD OF SEALS BROKEN AND APPLIED.** A positive record must be maintained of all seals broken and applied. The following information must be shown, number of seal, including prefix or designated marks, name or initial of carrier, shipper, State or National Government Agency, or others applying seals; car number and initial; also, any information or facts pertaining to imperfect seals. Arrangements should be made with industries or firms loading or unloading on private or public side tracks, whereby

such firms or individuals will maintain a complete record of all seals removed and applied during the process of loading or unloading on private or public side tracks.

**1147. CARS OPENED FOR INSPECTION, ETC.** Cars opened for inspection or other purposes must be resealed as soon as possible by authorized parties.

**1148. CARS WHICH MUST BE SEALED.** All side door openings of closed cars, including stock cars, containing freight of whatever nature. All end doors should be securely fastened inside or sealed at time of loading.

**1149. CARS NOT REQUIRING SEALS.** Cars with doors cleated open for ventilation. Cars containing coal, coke or other low grade commodities when doorway barricade prevents closing of doors or cars which may be exempted by special arrangement. Sealing of bunkers, covers, hatch screens on refrigerator cars and dome covers or other openings of tank cars, is not required.

**1150. DEFINITION OF IMPERFECT OR DEFECTIVE SEALING.**

- Absence of seal
- Seal improperly applied
- Broken seal
- Indistinct impression on seal
- Blank seal
- Seal applied to broken door hasp or fastenings
- Cars with doors (side) protected by padlock.

**1151. REPORT OF MISSING OR IMPERFECT SEALS.** When any employee, irrespective of his position, discovers a loaded car not sealed or imperfectly sealed, he should arrange promptly for application of new seals and report the facts to his superiors. Employees finding a loaded car with imperfect, defective or broken seal should, in addition to having car resealed, notify Division Superintendent, Police Officer having jurisdiction, so that arrangements can be made to examine and check the contents for shortage and damage.

**1152. SEALS ON CARS TRANSFERRED.** When it becomes necessary to transfer the freight from a sealed car to another, Agent at the point where transfer is made must keep a positive record of seals removed and applied. If transfer is made at a point where there is no Agent, the Agent at the next open station will maintain the record.

**1153. SHIPPERS DESIRING DOORS LEFT OPEN.** If doors are left open for ventilation or other purposes, shippers must endorse bill of lading "Side doors cleated open by shippers." Agent must note waybill accordingly.

**1154. CARS OPENED IN ERROR.** When a car is opened in error by an employee, car must be resealed immediately, a record maintained giving the facts for change of seals, etc., showing name of party entering car, etc.

**1155. GOVERNMENT REQUIREMENTS—UNITED STATES BUREAU OF ANIMAL INDUSTRY.** Order 211, Regulation 25 of the Bureau of Animal Industry, U. S. Department of Agriculture, reads in part as follows:

"Section 13, Paragraph 2. In case of wreck or other extraordinary emergency, the department seals on a car containing any inspected and passed meat or product may be broken by the carrier, and, if necessary, the articles may be reloaded into another car, or the shipment may be diverted from the original destination, without another shipper's certificate; but in all such cases, the carrier shall immediately report the facts by tele-



graph to the Chief of the Bureau of Animal Industry, Washington, D. C. Such report shall include the following information:

- (a) Nature of the emergency
- (b) Place where seals were broken
- (c) Original points of shipment and destination
- (d) Number and initials of the original car
- (e) Number and initials of the car into which the articles are reloaded
- (f) New destination of the shipment
- (g) Kind and amount of articles."

In all cases where such seals are removed, or are found broken by Agents, they should immediately report the facts by wire to Superintendent, who will report by wire to the Chief of the Bureau of Animal Industry, Washington, D. C.

**1156. U. S. CUSTOMS—CUSTOMS TRANSPORTATION, ENTRIES.** Customs Transportation, Entries are known respectively as Immediate Transportation (I.T.); Withdrawal for Transportation (W.D.T.); Withdrawal for Export (W.D.E.X.); and Transportation & Exportation (T.&E.); and are indicated by the letters of abbreviation in upper right-hand corner of carrier's special manifest (U.S. Form 7512), which accompanies the car.

**1157. CARS CONTAINING BONDED FREIGHT.** Cars containing bonded freight must be secured by United States Customs seals and accompanied by carrier's special manifest as required by the customs regulations. If custom seals are found broken or tampered with, cars must be immediately sealed with railroad seals, record made, and facts reported by wire. When the end doors of cars containing freight in bond are safely secured on the inside, notation must be made on waybill "End door secured inside." This will be accepted by the Customs' Officer in lieu of Customs seals on end doors.

**Article 875, Paragraph (e), Customs Regulations of 1931, provides—**

(a) "Trans-shipment—If it becomes necessary at any point in transit to remove the customs seals from a railroad car or vessel containing bonded merchandise for the purpose of transferring its contents to another car or vessel or to gain access to the shipment because of casualty or other good reason, and it cannot be done under Customs supervision because of the element of time involved or because there is no Customs Officer stationed at such point, a responsible agent of the carrier may remove the seals, supervise the transfer or handling of the merchandise, reseal the original car or vessel and apply seals to the car or vessel to which the transfer is made and make appropriate notation on the conductor's or master's copy of the manifest of his action, including the date and the reason therefor. However, this authorization shall not apply to the removal of customs seals from railroad cars containing livestock, except in the case of a real emergency."

(b) Although these regulations permit, in emergency, the transfer of bonded merchandise without the supervision of a Customs Officer, such supervision is highly desirable and should be obtained whenever possible.

(c) All resealing of cars and transferring of bonded freight must be done under the direction of railroad agent or his representative, who will make and sign notation on waybill and Customs manifest which accompanies shipment, showing number of seals removed and applied, reasons for resealing, condition of shipment, whether same was checked by him and will make special report direct to Collector of Customs at destination of shipment, sending copy to Freight Claim Agent.

(d) When necessary to break United States Customs seals on car containing bonded merchandise for the purpose of effecting repairs, transfer, etc. and it is impossible or impracticable to secure the supervision of a Customs Officer, it is desirable that the local Postmaster be called as a Government witness so that he can secure and furnish to the

Customs Officer record of what transpired. If the Postmaster cannot serve as the Government representative, the breaking of seals and handling or transfer of shipment must be made under the supervision of responsible agent of carrier as required in Article 875, Paragraph (e), of the Customs Regulations before quoted.

**Article 876, Customs Regulations of 1931 — Sealing Cars and Compartments — Labeling Packages.**

(a) Cars or Compartments in which bonded merchandise is transported must be sealed with 'in bond' customs seals **painted red** under customs supervision, except that when the compartment or conveyance cannot be effectively sealed, as in the case of merchandise shipped in open cars or barges or on the decks of vessels or in other similar circumstances, such sealing may be waived with the consent of the carrier and an appropriate notation shall be made on the manifest, in which case any shortage or damage noted at destination will, in the absence of positive and conclusive evidence to the contrary, be presumed to have occurred while the merchandise was in the possession of the carrier and the carrier shall be liable under its bond for the appropriate penalty.

(b) Merchandise not under bond may be transported in sealed cars containing bonded goods when destined for the same place or places beyond, but not when intended for intermediate places.

**Article 877, Customs Regulations of 1931—Warning Cards—Penalty for Breaking Seals.**

Bonded carriers are required to furnish and securely attach to side doors of cars, to the doors of compartments of vessels and on vehicles carrying bonded merchandise, which are secured with customs seals, near such seals, a bright red card 8 by 10½ inches in size on which shall be printed in large clear black letters the following:

“United States Customs. Two years imprisonment or \$5,000 fine or both is the penalty for the unlawful removal of United States Customs Seals on this car, vehicle or compartment. United States officers only are authorized to break these seals.

Car or Vessel \_\_\_\_\_ No. or Name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Notice: The merchandise in this car, vehicle or compartment must be delivered to the chief officer of the Customs at \_\_\_\_\_.

**Article 1218½, Customs Regulations of 1931—Car, Compartment and Package Seal—Kind.**

(a) “(b) ‘In-bond’ seals, used for sealing imported merchandise shipped between ports in the United States, shall be colored red\* and stamped ‘U. S. Customs in Bond,’ ‘In-transit’ seals, used for sealing merchandise shipped from one port in the United States through foreign territory or water to another port in the United States, shall be colored blue and stamped ‘U. S. Customs in Transit.’ ‘Customs’ seals, used for sealing merchandise for Customs purposes, other than for shipping in bond or in transit, shall be uncolored and stamped ‘U. S. Customs.’ All seals shall be stamped with the name of the port for which they are ordered. Each Tyden seal shall be stamped with a serial number and each automatic metal seal shall be stamped with a symbol number.”

(b) All cars, excepting open equipment, loaded at points in the United States, which pass through Canada, destined to points in the United States, will be sealed by U. S. Customs officers at point of entry into Canada with Tyden seals having ball painted blue and lettered “U. S. C. in Transit” and the name of the port where seal was applied. Such

\* Seals now being issued have only lower half of the ball colored red.

(c) Care should be taken that the red\* "In Bond" seals are not removed (except in case of emergency as hereinbefore related) as such removal by unauthorized persons would subject them to severe penalties of both fine and imprisonment. Whenever Customs seals are found broken, car must be resealed with C.M.St.P.&P. R.R. seals at first open station; waybill and Customs manifest notation and report to be made as instructed in Rule 12.

**1158. CANADA CUSTOMS SEALS.** Tyden seals on cars containing bonded merchandise, whether in transit through Canada or for consumption in Canada, will have the ball of seal painted yellow with lettering "(Name of Road) In Bond Canada Customs" embossed on strip. At the end of each strip, the Customs will apply a seal press giving an impression of a Crown and a port number.

(a) When a car seal is changed on a car placarded "Explosives" while enroute or before delivery to a consignee, a record must be made showing the following information, which shall be shown on or attached to waybill or other form of memorandum which shall accompany car to destination.

**1160 and 1161 reserved for additional rules.**



**STATION AGENT'S MONTHLY BALANCE SHEET, FORM 28—  
PREPARATION OF**

**1162. REVISED BALANCE SHEET IN BOOK FORM.** Revised form of monthly balance sheet is put up in book form.

**1163. PREPARATION OF, DATE AND MANNER OF FORWARDING.** Balance sheet shall be prepared, in triplicate, by carbon process. The original and duplicate shall be detached and forwarded with all supporting papers, securely attached in envelope Form 1528 so as to reach the Auditor of Station Accounts and Overcharge Claims not later than the 5th of the following month. Agent's copy shall remain in the book for station record purposes.

**1164. BALANCE DUE COMPANY FROM LAST MONTH.** Debit balance due Company from last month shall be shown in the Debit column of Form 28 on the line opposite Item 1.

**1165. BALANCE DUE AGENCY FROM LAST MONTH.** The credit due Agency from last month shall be shown in Credit column of Form 28 on the line opposite Item 2.

Amounts in Items 1 and 2 shall, without exception, be the audited balance figures shown in Items 51 or 52, as the case may be, on previous month's audited balance sheet, the duplicate of which has been returned by the Auditor of Station Accounts and Overcharge Claims. Changes in current month's audited balance sheet shall be carefully checked and reconciled with the station accounts.

**1166. FREIGHT ACCOUNTS.** Debits and credits affecting freight transactions shall be reported in Items 3 to 19, inclusive, and totals under each heading shall be shown in the Detail column.

Net debits reported on Form 268-Corrected, Monthly Statement of Freight Accounts, should be reported opposite Item 20.

Form 268-Corrected shall be checked against balance sheet by comparing Items 3 to 20, inclusive. There shall be no differences between figures reported on the Form 268-Corrected, and those reported on Monthly Balance Sheet, Form 28-Revised.

**1167. SWITCHING ACCOUNTS.** Debit account of switching shall be reported opposite Item 21 in Debit column of balance sheet.

**1168. TICKET ACCOUNTS.** Ticket Sales shall be reported in Detail column in Items 22 to 40, inclusive, and the net debit shown in Debit column on the line opposite Item 41.

**1169. STATION AGENT DRAFTS DRAWN ON TREASURER.** Total of drafts drawn on the Treasurer shall be reported in Item 42 in Debit column, which amount shall agree with total shown on Form 227, Monthly Report of Drafts Drawn on Treasurer, which shall be securely attached to the balance sheet when forwarded to the Auditor of Station Accounts and Overcharge Claims.

**1170. DEMURRAGE ACCOUNTS.** Total amount of demurrage as shown on the Abstract of Demurrage and Hazardous Storage Charges, Form 1362, shall be reported in Item 43 in Debit column.

**1171. STORAGE ACCOUNTS.** Total amount of storage as shown on the Monthly Storage Report, Form 1364, shall be reported in Item 44 in Debit column.

**1172. RENT BILLS.** Rent bills received during the month for collection shall be reported in Item 45 and listed separately in the space provided on the face of balance sheet. The total rent bills so listed shall be footed and agree with total reported in Item 45.

**1173. TELEGRAPH ACCOUNTS.** Telegraph receipts account Western Union shall be reported in Item 46.

**1174. MISCELLANEOUS DEBITS.** Miscellaneous Debits shall be reported in Item 47 and detailed in space provided therefor on face of the balance sheet. A full explanation shall be given for each item in order that the Auditor of Station Accounts and Overcharge Claims may properly apply them.

**1175. MISCELLANEOUS PAYMENTS BY AGENTS.** Total miscellaneous payments by Agents shall be reported in Credit column opposite Item 48 and detailed under heading of "Detail of Miscellaneous Credits" Form 1720, Authority to Station Agents for Paying Miscellaneous Bills shall be securely attached to balance sheet when forwarded to the Auditor of Station Accounts and Overcharge Claims.

**1176. MISCELLANEOUS CREDITS.** Miscellaneous Credit items shall be reported in Credit column opposite Item 49 and detailed in the space provided therefor on the face of balance sheet. A full and complete explanation shall be shown for each item.

**1177. REMITTANCES—ACCOUNTING FOR.** Total of Station Agents remittances for the month shall be reported in the Credit column opposite Item 50 and they shall be detailed in date order in the space provided therefor on the face of the balance sheet, showing the date and the amount of each remittance. The total of this column shall agree with the total reported in Item 50.

**1178. DEBIT BALANCE.** The debit balance due Agency shall be reported opposite Item 51 in the Debit column and shall agree with the amount reported in the analysis of balance under the caption, "Balance due Agency."

**1179. CREDIT BALANCE DUE COMPANY.** The credit balance due Company shall be reported opposite Item 52 in the Credit column and shall agree with the amount reported in the analysis of balance under the caption, "Balance due Company."

**1180. AUDITOR'S MEMORANDA.** The space on the balance sheet under the caption, "Auditor's Memoranda" (for use of Accounting Department), is not to be used by Agent, it is for the exclusive use of the Auditor of Station Accounts and Overcharge Claims.

**1181. EXAMINATION OF BALANCE SHEET AND COMPARISON WITH OTHER REPORTS.** Monthly Balance Sheet shall be very carefully examined and checked with all reports to see that the correct totals thereof are included under their appropriate headings on balance sheet. Station audit number, name, division, Agent's personal signature and the date that it is forwarded shall then be filled in. Station dating stamp shall then be placed on face of the balance sheet in space provided.

**1182. ITEMS TO BE SHOWN IN DEBIT AND CREDIT COLUMNS.** Attention is drawn to the fact that the balance sheet is made up showing three columns on the lefthand side, which read "Detail," "Debit" and "Credit" and that there are lines drawn in the Debit and Credit columns for figures that should be shown thereon. No figures should be shown in Debit and Credit columns other than those authorized and in order to impress the importance of this on everyone handling the balance sheet, tabulated below are the totals that should be shown in the Debit and Credit columns:

Balance due Company from last month  
Balance due Agency from last month  
Net Debit or Credit Freight Accounts, Form 268-Corrected  
Switching Charges, Form 216

Net Debit Ticket Accounts  
Drafts drawn on Treasurer, Form 227  
Demurrage Form 1362  
Storage Form 1364  
Rent Bills per Details  
Telegraph Receipts  
Miscellaneous Debits per Details  
Miscellaneous Payments by Agents, Form 1720  
Miscellaneous Credits per Details  
Remittances per Details  
Balance due Agency per Analysis  
Balance due Company per Analysis

**1183. AUDITING OF BALANCE SHEET AND FILING BY AGENT FOR REFERENCE PURPOSES.** Promptly after the balance sheet has been audited by the Auditor of Station Accounts and Overcharge Claims, the duplicate will be returned to Station Agent, showing all of the changes under their respective headings and the authority for each change securely attached to the balance sheet or noted thereon.

Immediately upon receipt of duplicate balance sheet, together with the authorities for the corrections shown thereon, it shall be checked against the various accounts involved and the corrections applied or set up in the account on Form 39, Agent's Schedule of Uncollected or Unpaid Bills. The duplicate shall then be filed in the Balance Sheet book next to the Agent's Copy gummed on the lefthand margin.

**1184 to 1185 incl., reserved for additional rules.**





## MAINTAINING THE STATION RECORD FILE IN A UNIFORM MANNER

1186. TO EXPEDITE WORK AT STATIONS AND MAINTAIN THE RECORDS, FILES, CIRCULARS, LETTERS, ETC., IN A NEAT, ORDERLY AND SYSTEMATIC MANNER, UNDER A UNIFORM PLAN, THE FOLLOWING METHOD OF FILING SHALL BE UTILIZED FOR STATIONS DESCRIBED IN SECTIONS A, B, C, D, and E of THIS PLAN. Separate arch arm wall-board files 9 x 14½ inches for each group of records shown in paragraphs numbered in Sections A and B should be used unless at some medium size stations where the volume of business in the filing of copies of freight bills and waybills would warrant the use of McBee temporary binders.

Each arch file should have hard cover top with contents of file described thereon, indexing each divider for speedy reference. The arch records should be filed face outward:

For reports furnished in book form such as:

Form 2—"Monthly Report of Ticket Sales"

Form 28—"Station Agent's Monthly Balance Sheet"

Form 24—Revised, "Daily Abstract and Register of Local Waybills Forwarded"

Form 524—Revised, "Daily Abstract and Register of Interline Waybills Forwarded"

Form 23—Revised, "Daily Abstract and Register of Local Waybills Received"

Form 523—Revised, "Daily Abstract and Register of Interline Waybills Received"

The station copies of those reports should be retained therein and only in cases as explained in Paragraph 11, Section B, as to over, short and damage claims, etc., should the station copy of the report be separated from the book.

### Section "A"—Arch Arm Files for Filing of the Following Records at the Small Size Stations:

Para. 1—Form 72, "STATION RECORD OF FREIGHT BILL"—Local and Interline; also Form 113, "STATION RECORD OF DEMURRAGE AND STORAGE BILL" File in numerical pro order, separated by dividers as to description. Agents' and auditors' under and overcharge corrections, if any, should be attached to pro involved.

2—Form 72, "DELIVERY RECEIPT" portion of bill for both local and interline shipments—file in cash book order; that is, in the same manner items appear written in cash book. Order bills of lading and other matter pertaining to delivery of shipment should be attached to this Delivery Receipt.

3—Form 99 and other copies of "FORWARDED WAYBILLS"—Local, Interline, etc., file in numerical waybill number order separated by dividers as to description. File car inspection record, car order, livestock contract or refrigeration record (as the case may be) with waybills covering carload shipments, together with bill of lading and any other record pertaining to forwarding of shipment. On returned shipments, attach the original unpaid freight bill with letter from shipper, etc., if any. The same applies on waybills covering L.C.L. shipments as to necessary data covering such movements.

Para. 4—File the station copy of the following forms in form number order:

<u>Form No.</u>	<u>Account</u>	<u>Form No.</u>	<u>Account</u>
26	Miscellaneous Freight Revenue	FAP 1070	Relief Claim Credit Notice
103	Notice of Refused Unclaimed L.C.L. Shipments	1720	Authority for Paying Miscellaneous Bills
227	Monthly Report Drafts drawn on Treasurer	2874	Manifest of Interline W/Bs— sent to Receiving Roads
236	Agents' Application for Relief	3507	Monthly Report of COD Shipments Received
FAP 260	Freight Papers Submitted for Credit	3508	Statement of P&D Service Performed
FAP 260A	List of Govt. B/L for Credit		

<u>Form No.</u>	<u>Account</u>	<u>Form No.</u>	<u>Account</u>
265	Monthly Report COD Milk W/B Fwd.	3515	Abstract of Claims for P&D Service
266	Monthly Report Milk & Cream Tkts. sold and W/Bs Received	3760	Truck Line Manifest Copies of Rent and Audit Bills
268	Monthly Statement of Freight Accounts		

Para. 5—Form No. 102, "MONTHLY STATEMENT OF FREIGHT FORWARDED AND RECEIVED TONNAGE REPORT, G.P.D. COMPARATIVE TICKET EARNING REPORT, STATE GASOLINE INSPECTION REPORT," FORM 119, "RECORD OF GRAIN DOORS AND BOARDS" and any other monthly report rendered to Traffic Department or Superintendent pertaining to business handled, such as Jobbers and Crop Reports, etc.

6—Form 146, "DAILY YARD CHECK AND REPORT OF FREIGHT CARS ON HAND" Form 284, "MONTHLY CAR INVENTORY" Form 32, "LOADING REPORT" Form 1363, "MONTHLY REPORT OF CARS ON AVERAGE AGREEMENT."

7—Form 116 or any other form of station "Remittance" copy, file in date order together with individual Railway Express Messenger Receipts for each remittance. If checks and cash are exchanged at local bank for draft or cashier's check, statement in detail covering should be filed with remittance involved. The latter also applies to any patrons' checks cashed for some reason before remitting.

8—Form 104, "DAILY INTERCHANGE REPORT OF CARS" file in date order together with any corrections, each road separate. (Forwarded to and Received from). Form 67, "AGENTS REPORT OF PER DIEM RECLAIM." At junction stations Forms 37, "DAILY JCT. FWD. REPORT" Form 216 and 3026 "SWITCHING STATEMENT".

#### **Section "B"—Arch Arm or McBee Temporary Binder Files for Filing of the Following Records at the Medium Size Stations:**

Para. 1—Form 72, "STATION RECORD"—file in numerical pro order. If monthly average is more than 300 pros, use separate file for local and interline, otherwise one file divided; also include Form 113-DEMURRAGE AND STORAGE STATION RECORD, and corrections as stated in Paragraph #1, Section A.

Para. 2—Form 72, "DELIVERY RECEIPT"—file same as stated in Paragraph #2 of Section A; however, if requirements of station would warrant differently, the traveling auditor will authorize.

Para. 3—Form 99, "and all copies of waybills issued"—Keep separately as to local and interline if business warrants and file in same manner as stated in Paragraph #3, Section A. However, if conditions at station would require the filing otherwise, the traveling auditor will authorize.

4—Form 1308-A and 1309, "ABSTRACTS OF WAYBILLS RECEIVED"—file in McBee Temporary Binders—"LOCAL AND INTERLINE."

5—Form 524-C, and all copies of Local-Interline Abstracts of Waybills Forwarded.

6—All forms as stated in Paragraph #4, Section A, with the exception of Forms 3508, 3515 "Pickup and Delivery Service Claims."

7—Forms 3508 and 3515, "STATEMENT OF PICKUP AND DELIVERY SERVICE PERFORMED, AND ABSTRACT OF CLAIMS"—this record can be filed separate from above if business warrants.

8—Form 146, "DAILY YARD CHECK"—file in date order. Form 284, "MONTHLY CAR INVENTORY"—Form 32 "LOADING REPORT".

9—Form 102, "COMPARATIVE EARNING REPORT" and others as stated in Paragraph #5, Section A.

10—Form 116, or any other form of copies of remittances—file with records as stated in Paragraph #7, Section A.

11—Forms 1483-4-5-6-7-8, "OVER, SHORT, DAMAGE REPORTS"—station copies are to be retained in book unless volume and correspondence thereto is too great, then arch file should be used upon authority of Traveling Auditor. If arch file is used, the "Blind Tally Freight House Check" can also be included. The arch file should be properly set up dividing each subject with cardboard dividers showing (in step form) on bottom of each divider, the title of each form, namely: Blind Tally Check, Short Report, Over Report, etc.

12—Form 104, "DAILY INTERCHANGE REPORT" and Form 67, "PER DIEM RECLAIM"—file as outlined in Paragraph #8, Section A. If volume of business warrants, separate arch files should be used for each Road's cars—received and forwarded.

13—Form 216, 3026, and other switching forms—if business warrants can be filed separately; if not, comply with Paragraph #8, Section A.

14—Form 165, "TRAIN LISTS"—at terminal stations should be filed separately; likewise junction stations should file Form 37, "DAILY JCT. FWD. REPORT."

**Section "C"—Indexed Box Letter Files for Small and Medium Size Stations:**

In filing circulars and correspondence proceed as follows:

Use one indexed box letter for each of the following groups—mark back of each box to indicate contents, for example, Group—"1 Accounting and Treasury Department Circulars."

**Group 1—ACCOUNTING AND TREASURY DEPARTMENT CIRCULARS:** Index the circulars by departments as follows: Index to be shown on front inside cover:

- A—Vice President and Comptroller
- B—Auditor of Station Accounts and Overcharge Claims (Station Accounting)
- C—Auditor of Station Accounts and Overcharge Claims (Claim Matters)
- D—Auditor of Passenger Accounts
- E—Freight Auditor
- F—Auditor of Expenditure
- G—Auditor of Equipment Accounts
- H—Treasurer
- I—Treasurer (Credit Matters)
- J—Paymaster
- K to Z to be assigned as required for the Accounting Department.

**Group 2—OPERATING DEPARTMENT CIRCULARS:**

- A—Vice President
- B—Ass't to Vice President, Operations
- C—Superintendent of Safety
- "              " Police
- D—General Manager
- E—Assistant General Manager
- F—General Superintendent of Transportation
- G—Manager, Mail, Express, Baggage and Milk Department
- H to Z to be assigned as required.

**Group 2A—**

- A—General Superintendent
- B—Division Superintendent
- C—Assistant Division Superintendent
- D—Train Master

E—Chief Dispatcher  
F to Z to be assigned as required.

**Group 3—TRAFFIC AND CLAIM DEPARTMENTS CIRCULARS:**

**Traffic Department**

A—General Freight Traffic Manager  
B—General Freight Agent  
C—Assistant General Freight Agent  
D—Division Freight Agent  
E—Traveling Freight Agent  
F—Passenger Traffic Manager  
G—General Passenger Agent  
H—Assistant General Passenger Agent  
I—Division Passenger Agent  
J—Traveling Passenger Agent  
K to N, incl., to be assigned as required by Traffic Department.

**Claim Department**

O—General Freight Claim Agent  
P—Assistant Freight Claim Agent  
Q—Traveling Freight Claim Agent  
R to Z, to be assigned as required.

**Group 4—CLAIM PREVENTION, REFRIGERATION AND MERCHANDISE DEPARTMENT—CIRCULARS**

This includes all circulars issued by Assistant to Vice President, Operations.

**Group 5—SIGNALS AND COMMUNICATION DEPARTMENT—CIRCULARS**

All circulars, instructions, tariffs and current messages together with previous monthly report pertaining to Western Union Company.

**Section “D”—Letters—Filing of: For Small and Medium Size Stations:**

**Group 6—LETTER FILE:** Use a box letter file for each 50 or 100 files. Remove complete indexed leaves from inside and place letter files therein in numerical order. Start with file 0 to 99 for first box or if only 50 files can be placed in box, show files 0 to ending number on back. Mark the back of each box “LETTER FILES” with commencing and closing number on every record covered by the subject of the letter or as many records as may be necessary for ready reference, thus, if file 20 pertained to a live stock claim for a shipment forwarded, place file 20 on copy of waybill, on copy of live stock contract, on OS&D report and on car record book on line car number is entered. If file 20 pertained to an uncollected item carried on Form 39, show file 20 following item on Form 39, and in pro book, on delivery and station record of freight bill.

**Section “E”—Shannon Files: For Some Medium Size Stations:**

Medium size stations where the volume of business and accounting thereof results in many of the following corrections, will file them separately instead of as indicated in Paragraph #1 of Section A.

- 1—Form 1310, “OVERCHARGE CORRECTIONS”—Freight Auditor and Agents
- 2—Form 1310, “UNDERCHARGE CORRECTIONS”—Freight Auditor and Agents
- 3—Vending, Locker, Insurance Reports and others of like nature, should be filed together.

1187 reserved for additional rule.

## SWITCHING

**1188. ABSORBED SWITCHING CHARGES TO BE SHOWN ON REVENUE WAYBILL.** When the switching charge of another railroad is absorbed, endorsement should be made on the revenue waybill showing the amount absorbed and the initials of the railroad performing the switching service. This notation should be placed in the "Origin" block on outbound waybills and in the "Final Destination" block on inbound waybills and shall read as follows:

\_\_\_\_\_ switching \$\_\_\_\_\_ absorbed  
(Road Initials)

**1189. APPLICATION OF SWITCHING ACCOUNTING RULES.** Due to the diversity of local factors affecting switching performances making wide variations in the kind and value of switching services in different switching districts, various plans of accounting for switching revenues have been established. The accounting for switching revenue will be carried on in accordance with the plan in effect at the station where the service is performed.

**1190. DEFINITION OF INTERLINE SWITCHING.** Interline Switching may be divided into two general categories: (1) Interterminal and (2) Line Haul Switching. Interterminal Switching is the movement of a car from an industry siding, warehouse, team track, or any other loading track on one railroad to an industry siding, warehouse, team track, or any other unloading track on another railroad; the entire movement being within one switching district involving two or more railroads. Line Haul Switching is a service which a railroad performs for another railroad prior or subsequent to a line haul movement; the switching movement being between an interchange track and industry, or any other authorized loading or unloading track.

**1191. DEFINITION OF LOCAL SWITCHING.** Local Switching is the movement of a freight car from one spot, track, industry siding, warehouse or team track to a different spot, track, industry siding, warehouse or team track; the entire movement taking place on or by one railroad and within the confines of a switching district. Local Switching may be further segregated into three categories: (1) Intraplant, (2) Interplant and (3) Intraterminal. Intraplant switching is the movement of a freight car from one spot or track to another spot or track within the confines of a single industry. Interplant switching is the movement of a freight car from one plant to another plant, both plants belonging to the same industry and situated far enough apart to make it necessary for the switch crew to move the car from the industry's tracks at the first plant across the railroad's right of way to the industry's tracks of the second plant within the same switching district, the distance between the plants not necessarily a factor. Intraterminal switching is a movement from one industry, siding, warehouse or team track to another industry, siding, warehouse or team track within the switching district of a single railroad.

**1192. FREIGHT OFFICE RESPONSIBLE FOR THE PROTECTION OF AND ACCOUNTING FOR SWITCHING REVENUE.** All cars handled in revenue switching movements should be covered by switching orders. It is the responsibility of the Freight Agent to see that switching revenue is protected for each and every car movement on which it accrues. At those stations where switching operations are conducted through the yard office, the agent must see that there exists a thoroughly reliable system of daily reporting of switching movements to his office by the yard office. Where there is any indication that the Freight Office is not getting a complete record of switching movements, the Freight Agent shall call on the Division Superintendent to assist him in making arrangements with the yard office to correct the inadequacies. Under the line-haul tariff rate, a shipper is entitled to one spotting of a car

for loading and a consignee is entitled to one spotting of a car for unloading. Any additional movement of a car within the industry or switching district at the request of a patron must be charged for at the existing switching tariff rates except when specific tariff provisions authorize the service at no additional cost. The Freight Agent and his clerk preparing the switching reports must familiarize themselves with the tariff rules and regulations pertaining to charges and absorptions covering all types of switching at the station. Emphasis must also be given to tariff rules pertaining to the application of switching charges at transit or stop-off stations in connection with transportation services.

**1193. LISTING SWITCHING FREIGHT BILLS AS METHOD OF REPORTING LOCAL SWITCHING.** The agent shall issue a switching freight bill to the patron in triplicate. The freight bills are listed on the report, made in duplicate, at the close of the month using Form 3026, "Switching Settlement Statement," which is designed for Interline Switching, Exchange of Report Plan, but is readily adaptable to the listing of local switching. The station name also the term "Local Switching" shall be shown at the top of the form. The information necessary to complete the following columns should be inserted:

Column 2	Car Initials
" 3	Car Number
" 4	Road, Track or Industry, From
" 5	" " " " To
" 6	State or Interstate
" 7	Contents of Car
" 8	Weight (When it figures in the charge)
" 9	Rate (When other than Per Car)
" 17	Freight Bill Number
" 18	Agent's Debit

Column 18 is footed and when more than one sheet is used for the month, a recapitulation is made on a separate sheet. The total amount of the debit in Column 18 is carried to Item No. 1 of Form 216-Revised, "Recapitulation of Switching Charges". The original report supported with the switch order and/or a copy of the switching freight bill must be forwarded to the Freight Auditor immediately after the close of the month.

**1194. METHODS OF ACCOUNTING FOR INTERLINE SWITCHING.** There are several methods of accounting for interline switching: (1) by junction settlement between agents of the railroads involved. (2) Through audit office Bill and Voucher Plan under which agent furnishes the Freight Auditor with a record of switching services performed for a connecting railroad and the Auditor's Office prepares bill against the railroad for which the service was performed; (3) Waybilling plan whereby Interline Switching Waybills are issued for the movement in the switching district and agents of the forwarding and receiving railroads prepare reports to their accounting offices who make the final settlement; and (4) Uniform Switching Settlement Statement Plan which involves the preparation of a Switching Settlement Statement by the agent of the Forwarding Railroad, submitted to the agent of the Receiving Railroad who certifies it for settlement between the Audit Office of the railroads involved.

**1195. METHODS OF ACCOUNTING FOR LOCAL SWITCHING.** There are two methods of accounting for local switching. One is to prepare a monthly report on which is listed the local switching freight bills, and the other method is to prepare regular switching waybills which are reported by the forwarding agent on Form 1395, "Monthly Abstract of Local Switching Waybills Forwarded" and by the receiving agent on Form 1394, "Monthly Abstract of Local Switching Waybills Received." When the entire movement is within the confines of a district under the jurisdiction of one agent, the first method, that of listing the

local switching movements on a report, should be followed. When the movement is from a section of a large switching district under the jurisdiction of one agent to another section of the same district under the jurisdiction of another agent, the method of employing waybills and forwarded and received switching abstracts should be used.

**1196. RESPOTTING OF CARS AFTER PLACEMENT.** Cars which have been placed for loading or unloading in the plant of the shipper or consignee and are for any reason subsequently ordered placed at any other location on rails within the limits of the same plant of the consignee or shipper, shall be subject to the rates and charges published for that service in CMStP&P G.F.D.-4900-Series, or the switching tariff applicable at the station where the movement occurs.

Agents are urged to solicit the close cooperation of yard forces, especially switch crew foremen, to the end that where this type of service is performed the agent will be notified and be in position to assess and collect proper charges.

**1197. UNIFORM SWITCHING SETTLEMENT STATEMENT PLAN (Exchange of Report Plan).** The Uniform Switching Settlement Statement Plan, otherwise known as the "Exchange of Report Plan," is most generally used where reciprocal switching arrangements have been established between railroads serving a certain Industrial Switching District.

**1198. PURPOSE OF THE PLAN.** The basic principle of the "Exchange of Report Plan" is the preparation of a uniform statement of interline switching certified by the agents of the initial and destination carriers and providing the basis for an audit office settlement between carriers.

**1199. RESPONSIBILITY FOR ISSUING BILLS OF LADING, RECEIPTS AND COLLECTION OF CHARGES: ALSO PROTECTION OF "ORDER" SHIPMENTS.** Line haul carriers shall be responsible for issuing bills of lading, protecting "Order" consignments, and securing receipts from consignees; also for collection of transportation revenue and switching revenue of interested carriers. Line haul carriers shall not be responsible for the collection of charges accruing on the line of switching carriers, other than switching and protective service charges. Collection of switching charges on inter-terminal movements shall be made by the initial carrier.

**1200. FORMS FOR USE IN INTERLINE SWITCHING "EXCHANGE OF REPORT PLAN".** Form 3026, "Switching Settlement Statement" is provided for the preparation of audit office switching settlement. Form 3025, "Correction of Switching Settlement Statement" is provided for the purpose of making adjustments of errors in the switching settlements after the joint approval by agents of the interested carriers.

**1201. NUMBERING AND SEPARATION OF SWITCHING STATEMENTS BY DESTINATION CARRIERS.** Separate Interline Switching Settlement Statements must be prepared for each destination carrier and when one or more intermediate carriers are involved, a separate statement must be made for each carrier. The forms shall be numbered consecutively throughout the month commencing with number one for the first report of each month. All cars interchanged during the month, including those on the last day, must be included in the Switching Settlement Statement for that month. No deviation from this rule shall be permitted (without the written consent of the Freight Auditor.)

**1202. PREPARATION OF THE SWITCHING SETTLEMENT STATEMENT FORM 3026.** The following information shall be shown on the Switching Settlement Statement:

(A) Show the name of the destination carrier in the space following the printed word "To" and the name of the Intermediate Carrier, if any, in the space following the printed word "via".

(B) Show station name in the space following the printed word "At".

(C) Show date statement is issued and statement number in the spaces provided for those purposes.

(D) The information shall be shown in the various columns as indicated by the following:

Column	1 Date of Interchange.
"	2 Car Initial.
"	3 Car Number.
"	4 Road, Track or Industry From. Note: When the C.M.St.P.&P. has performed a road-haul into the station, the words "Road-haul" or the initials "RH" shall be inserted.
"	5 Road, Track or Industry To. Note: When the destination carrier is to perform a road-haul service out of the station, the words "Road-haul" or the initials "RH" shall be inserted.
"	6 Class of shipment, to be designated by the letters "S" or "IS", or "C" or "NC".
"	7 Contents of Car. When L.C.L. show if Trap or Merchandise.
"	8 Weight. (Need be shown only when switching charge is based on weight).
"	9 Rate. (Need be shown only when switching charge is based on weight.)
"	10 Amount of switching charges to be collected or absorbed by destination carrier.
"	11 Amount of switching charges prepaid to be collected or absorbed by the initial carrier.
"	12 Amount of charges due the forwarding carrier.
"	13 Amount of charges due the destination carrier.
"	14 Amount of charges due the first intermediate carrier.
"	15 Amount of charges due the second intermediate carrier.
"	16 Number of freight bill for amount reported in column 17.
"	17 Amount taken into account for collection from consignor, consignee, or to be advanced against outbound shipment.
"	18 Amount of charges to be re-collected from other carriers.
"	19 to 25 Amount of charges to be absorbed and reference to revenue shipment out of which the charges are to be paid.

In preparing the statement for exchange with the destination road, agent shall insert the necessary information in Columns 1 to 15, inclusive. Columns 17 to 25 are reserved for each agent to complete the report to his Auditor's Office. These columns contain information of a confidential nature and must not be shown on copies delivered to other carriers. Columns 17 to 25 shall be completed only on C.M.St.P.&P. copies of both the forwarded statements prepared by Milwaukee Road agents and the C.M.St.P.&P. copies of the received statements prepared by agents of connecting lines.

### 1203. ITEMS TO BE INCLUDED ON SWITCHING SETTLEMENT STATEMENTS.

Switching Settlement Statement should be prepared from C.M.St.P.&P. forwarded interchange reports listing all "switch to road" and "road to switch" cars in the order they appear on the interchange report. Only switching charges assessed in accordance with the switching tariffs may be included in the Switching Settlement Statement. Special and incidental items such as demurrage, reconsigning, icing, weighing, etc., must not be included but must be cleared through junction settlement, or as otherwise specifically instructed.



**1204. NUMBER OF COPIES, EXCHANGING REPORTS, CHECKING AND RETURNING SWITCHING SETTLEMENT STATEMENTS.** When there are no intermediate switching carriers involved, the Switching Settlement Statement shall be prepared in quadruplicate and when completed, the original with two copies shall be delivered to the destination carrier's agent not later than 96 hours after the date of interchange (or close of weekly or monthly period when statements are prepared on that basis.)

Destination carrier's agent must stamp the date received in the space designated for that purpose, check the statement immediately, and after making such changes as he finds necessary, he shall sign and return the original and one copy to the forwarding agent. This should be done within 48 hours after receiving the statement from the forwarding agent.

If one or more intermediate switching carriers are involved, the issuing agent shall prepare two additional copies of the Switching Settlement Statement for each intermediate carrier, and shall hold them until receipt of original signed statement from destination carrier after which necessary corrections shall be made to agree with changes made by destination carrier, and two copies delivered to each intermediate carrier.

Errors in statements should be corrected by the destination agent prior to signing and returning to forwarding carrier's agent. Cars erroneously included and cars not interchanged may be eliminated, but no cars may be added. If cars have been omitted, forwarding agent should be requested to take them up in the next statement.

Intermediate carrier's agent, discovering errors in the statement, shall notify the forwarding agent, who should issue a correction to cover. Forwarding agent, upon receipt of signed statement from destination agent will correct his station records to agree with any changes made by the destination agent. After the statement has been signed by the destination agent and returned to the forwarding agent, no further changes may be made in the statements by either agent. Both agents must report identical statements to their auditors in order not to defeat the purpose of the exchange of reports plan. Any further corrections or changes must be made by use of the correction of Switching Settlement Statement, Form 3025.

**1205. CHARGES TO BE COLLECT OR PREPAID.**

(a) C.M.St.P.&P. Road-haul to connecting line switch: Cars handled in road-haul and delivered to switching carrier for unloading at industries must be prepaid. To accomplish this the total switching charges are to be shown in Column 11; the charges accruing to the destination switching carrier, being the receiving carrier, are shown in column 13; and switching charges accruing to the intermediate carrier or carriers, if any, are shown in columns 14 and 15.

(b) C.M.St.P.&P. switching to connecting line for road haul: Cars loaded at industries on the Milwaukee Road and delivered to a destination carrier for road-haul beyond, must be reported collect. This is accomplished by showing the total amount of the switching charges in column 10; the charges accruing to the Milwaukee Road, being the forwarding carrier, are to be shown in column 12; and the charges accruing to the intermediate carrier or carriers, if any, are to be shown in columns 14 and 15.

(c) C.M.St.P.&P. road-haul to connecting line for road-haul with intermediate switching carrier: Cars received in road-haul service and delivered to an intermediate switching carrier for delivery to a destination carrier for road-haul beyond must be reported prepaid in column 11 or collect in column 10 depending upon whether the C.M.St.P.&P. is the forwarding carrier or the destination line as the receiving carrier is to absorb the intermediate switching charge. It is the general rule for the forwarding carrier to prepay and absorb the intermediate switching charge in cases of this kind but local or traffic conditions might be such that the receiving carrier will absorb the switch charge. The determination must be made at the station by the agent preparing the Switching Settlement Statement.

(d) Interterminal switching, C.M.St.P.&P. to connecting line: Cars loaded at industries on the Milwaukee Road destined to industries on another road within the same switching district (cross-town switching) must be reported prepaid. It is a rigid rule for the forwarding carrier to collect switching charges in all cases of terminal switching. The total switching charges are to be shown in column 11; the charges accruing to the Milwaukee Road are to be shown in column 12; the charges accruing to the destination switching line are to be shown in column 13; and the charges accruing to the intermediate switching lines, if any, are to be shown in columns 14 and 15.

**1206. COMPLETING COLUMNS 17 TO 25 (AGENT'S DEBIT—COLLECTED OR ADVANCED), (RE-COLLECTIBLE FROM OTHER CARRIER'S) AND (ABSORBED).** After the exchange of statements between agents of the forwarding and receiving carriers has been accomplished, columns 15 to 25 of the forwarded and received Switching Settlement Statements shall be completed. Switching charges which are to be collected from shipper or consignee shall be shown in column 18 with the number of the freight bill shown in column 17. When the switching charges are to be advanced on outbound revenue waybill the amount shall be shown in column 18 and the abbreviation "Adv." may be shown in column 17 instead of the freight bill number and the waybill reference shall be shown in columns 22 to 25.

The debit on the switching statement will be offset by the credit in advances forwarded. When the tariff provides for the absorption of the terminal line-haul switching charges out of freight charges, the amount shall be shown in column 20 with road-haul waybill reference shown in columns 21 to 25. Switching charges re-collectible from other carriers shall be shown in column 19.

**1207. CHARGES RE-COLLECTIBLE FROM OTHER CARRIERS.** Cars switched after having been given transit privilege should be recorded on Switching Settlement Statement to the road to which car is delivered, the same as other inter-road switching, regardless of what road is required by the tariff to absorb switching charges. When the Milwaukee Road receives such cars from a switching line for road-haul and was not the original inbound carrier, and the inbound carrier should pay the outbound switching, the amount of collect switching charges shown on the statement received from the switching carrier should be entered in column 19, and another Switching Settlement Statement, Form 3026, should be made immediately to the agent of the carrier required to absorb the switching, inserting the amount due in column 10, collect, and column 12, Milwaukee Road switching, and showing all information required by the carrier absorbing the amount, with a notation on the Switching Settlement Statement, Form 3026, that it covers transit shipment. The number of this Switching Settlement Statement should be noted on the original statement on which switching was allowed to carrier performing the service. When such cars originate on the Milwaukee Road in cross-town service, necessitating the showing of switching charges as prepaid, the same procedure shall be followed for the purpose of making re-collection from the road which the amount is due.

**1208. REPORTING SWITCHING CHARGES ON CARS MISHANDLED THROUGH RAILROAD ERROR.** Switching settlements must be made on basis of the correct and proper movement in all cases regardless of any mishandling given car through railroad error. Any demand of one carrier upon another for payment of an amount for handling a car due to railroad error is not to be associated with the transportation service and charges of the shipment, but shall be covered by a separate operating department bill. As an example, consider a car from Carrier A for Carrier C delivered in error to Carrier B and Carrier B subsequently turned the car over to Carrier C. The Interline Switching Settlement Statement must not include Carrier B even though that carrier actually handled the car. If a

switching settlement has already been made with Carrier B at the time the error is discovered, it should be removed from the statement or if the exchange of reports has already been accomplished, the reporting to Carrier B should be reversed through the issuance of a Correction of Switching Settlement Statement, Form 3025. Any demand that Carrier B has on Carrier A for handling the car should be covered by a bill collectible as the item would be an operating expense to Carrier A.

**1209. DESIGNATING STATE OR INTERSTATE ON SWITCHING SETTLEMENT STATEMENT.** Agent shall show "S" for State Traffic and "IS" for Interstate Traffic in Column 6 of the Switching Settlement Statement. At most stations terminal or industrial switching will be designated "S" State Traffic. Where the switching is related to a line-haul movement, even though it may be secondary switching, such as a reswitch to complete loading or unloading, or switching incidental to a diversion, etc., it has the same character as the line-haul movement. This means that when the line-haul movement is interstate in character, the switching also is interstate and likewise, when the line-haul is intrastate in character the switching also is intrastate. If a line-haul movement is wholly within one state and the terminal line-haul switch crosses a state line, the entire movement, line-haul and switch, is interstate.

**1210. COMPETITIVE OR NON-COMPETITIVE SWITCHING.** At those stations (principally West of Mobridge) where the switching charge is dependent upon whether the shipment is competitive or non-competitive, agents must show in Column 6 of the Switching Settlement Statement a letter "C" for competitive traffic and the letters "NC" for non-competitive traffic. On non-competitive traffic the non-competitive origin on inbound traffic or the non-competitive destination on outbound traffic must be shown in Column 22 of the copies of the statement which go to connecting lines as evidence that the "NC" designation is in order. Competitive origins and destinations must not be shown on copies which go to connecting lines. Competitive traffic is defined in the tariff as traffic which at the time of shipment may be handled at equal rates (exclusive of switching charge) from same point of origin to same destination via other carriers, one of which performs the switching service. When the tariff provides for the absorption of connecting lines competitive switching charge, the designation must be "C" for competitive even though the traffic does not qualify under the foregoing definition of competitive traffic. When the tariff provides for the payment of the non-competitive switch out of the line-haul rate, the "NC" designation must be shown in Column 6 and the non-competitive origin or destination must be shown in connecting line's copies of the statement even though the non-competitive charge is shown in the absorbed column 20 on the Milwaukee Road copies of the statement.

**1211. CORRECTION OF SWITCHING SETTLEMENT STATEMENT AFTER EXCHANGE OF REPORT HAS BEEN ACCOMPLISHED.**

(a) When errors of any amount in switching charges, \$1.00 or more in footings are discovered after a statement has been signed by the destination agent and returned to the forwarding agent, a correction should be prepared on Form 3025, "Correction of Switching Settlement Statement", with sufficient copies to provide two for each interested carrier. When the correction is issued by the agent making the original statement on which the error appears, it shall be entered on his current statement. When the correction is issued by an intermediate carrier or destination carrier, sufficient copies to provide each interested carrier with two copies shall be sent to the initial carrier's agent, who, if accepted, will enter it on his current statement attaching a copy of the correction to each copy of the statement on which it is entered.

(b) Corrections must show full details of the amount "as reported" and "should be reported" and must be added to or deducted from the proper columns 10 to 16—of all copies of

the statement; also, the agent making the statement upon which correction is reported will deduct from or add to Columns 18 to 20 of the copy retained by him and the one sent to Audit Office. The same procedure should be followed with reference to columns 18 to 20 of his own and Audit Office copies of statements issued by other carriers on which corrections are reported. All amounts to be deducted should be entered in "Red" or the word "Deduct" used.

(c) No adjustment should be made of errors of less than \$1.00 in footings discovered on statements after they have been signed and returned by destination agents. This minimum for correction does not relate to settlements with shippers and consignees or in any way affect the integrity of the rate.

(d) Errors in Switching Settlement Statements discovered by Audit Office will be called to the attention of the agent by use of Form F.A.M. 130. Upon receipt of this notice, if found to be correct, the agent shall issue his correction, Form 3025, in the required number of copies and handle it to a conclusion in the same manner as prescribed in paragraphs (a) and (b) above.

**1212. BALANCING BY CROSS FOOTING THE SWITCHING SETTLEMENT STATEMENT.** Switching Settlement Statements prepared by Milwaukee Road Agents should show C.M.St.P.& P. revenue in column 12 and destination carrier's revenue in column 13. Switching Settlement Statements prepared by agents of other roads on traffic to the Milwaukee Road will show the C.M.St.P.& P. revenue in column 13 and initial carrier's revenue in column 12. In balancing by cross-footing the following computations should be made to prove the accuracy of the statements:

Switching Settlement Statements issued by the C.M.St.P. & P. R.R.

(a) Column 11 (Prepaid) should equal the sum of Columns 18, 19 and 20.

(b) The sum of Columns 10 and 11 should equal the sum of Columns 12, 13, 14 and 15.

Switching Settlement Statements issued by other roads:

(a) Column 10 (Collect) should equal the sum of Columns 18, 19 and 20.

(b) The sum of Columns 10 and 11 should equal the sum of Columns 12, 13, 14 and 15.

**1213. RECAPPING INTERLINE SWITCHING SETTLEMENT STATEMENTS ISSUED BY THE MILWAUKEE ROAD.** If more than one sheet of Switching Settlement Statement, Form 3026, is issued to the same road on one day (week or month, if prepared on a weekly or monthly basis) total will be made on each sheet.

A monthly recapitulation should be compiled from all statements issued to a road during the calendar month, making two copies.

A Grand monthly recapitulation of the various road recapitulations will be made on a separate sheet which should be headed "Cars delivered by the Milwaukee Road" to "Other Roads", to include blank reports.

Original Road Recapitulations and Grand Recapitulations should be attached to statements and sent to Audit Office, copy to be retained for station record.

**1214. SWITCHING SETTLEMENT STATEMENTS RECEIVED FROM OTHER ROADS.** A monthly recapitulation should be compiled from all statements received from each road during the calendar month, making THREE copies and an extra copy for each intermediate carrier involved.

A grand recapitulation of the various road recapitulations will be made using Form 3026 on a separate sheet which should be headed "Cars delivered by other roads to Milwaukee Road", to include blank reports.

Original road recapitulation and one copy for each carrier interested and original Grand recapitulation should be attached to statements and sent to Audit Office, copy to be retained for station record.

**1215. STATEMENTS—WHEN DUE IN AUDIT OFFICE.** All statements for the calendar month, road recapitulations and grand recapitulations, issued and received must be forwarded to Audit Office as soon as possible after the close of the month's business and in no case later than the sixth of the succeeding month.

**1216. ACCOUNTING FOR AGENTS DEBIT ON SWITCHING SETTLEMENT STATEMENT.** The only items that are taken into the station accounts in connection with Interline Switching Settlement Statements are those to be collected from shippers or receivers of freight or advanced against outbound line-haul movements. These are the items reported in Column 18 of the Interline Switching Settlement Statements. The total of Column 18 on the grand recapitulation of the received statements should be entered on Form 216-Revised, "Recapitulation of Switching Charges" opposite Item 13. The total of Column 18 on the grand recapitulation of the forwarded statements should be entered on Form 216-Revised opposite Item 14. The net debit or credit computed on Form 216-Revised is to be carried to Item No. 21 of the Monthly Balance Sheet.

**1217. COLLECTION OF SWITCHING CHARGES ON COMPANY MATERIAL SOLD FOR OUR LINE OR FOR CONNECTING LINE TRACKS.** Company Material sold FOB our line means that under the terms of the bill of sale the purchaser assumes liability for cost of transportation beyond the terminal yard facilities of this company at FOB point. If the purchaser stipulates delivery to connecting line, agent shall collect interterminal switching charges applicable from our tracks to point of unloading on connecting line and report the revenue collected in Column 18 of Form 3026 also as prepaid in Column 11 then show our proportion in Column 12, amount due delivering carrier in column 13 and intermediate proportions in Columns 14 and 15.

Company Material sold FOB connecting line tracks means that we will perform our transportation service for the purchaser free of charge to the point of Physical interchange with connecting line designated by the purchaser. The agent shall collect switching charges based on the rate factor or factors of switching line's handling shipment from our interchange track to point of unloading. Revenue collected shall be reported on Form 3026 in Columns 18 and 11 and spread in Columns 13, 14 and 15.

**1218. WAYBILL PLAN OF REPORTING LOCAL SWITCHING—FORWARDED.** When using the Switching Waybill to move a car in local switch service, a regular waybill, Form 99-A, should be prepared in duplicate, the original to go to the receiving agent and the duplicate to be retained in the station record. The forwarding agent should list all waybills made during the month on Form 1395, "Monthly Abstract of Local Switching Waybills Forwarded". At the close of the month, the Weight, Switching Charges, Advances and Prepaid Columns shall be totaled and carried to Form 1396, "Monthly Recapitulation of Abstracts of Local Switching Waybills Forwarded". The total of the advances column on Form 1396 is carried to Item 8 of Form 261-Revised, as a credit and the total of the prepaid Column on Form 1396 is carried to Item 9 of Form 216-Revised, as a debit. All reports are due in the Freight Auditors Office not later than the 5th of the month following that for which the reports are made.

**1219. WAYBILL PLAN OF REPORTING LOCAL SWITCHING—RECEIVED.** On receipt of the waybills covering local switching movements, the receiving agent shall prepare Switching Freight Bills for all collect items. Waybills shall then be abstracted on Form 1394, "Monthly Abstract of Local Switching Waybills Received". At the close of the month, the Weight, Switching Charges, Advances and Prepaid Columns shall be footed and carried to Form 1397, "Monthly Recapitulation of Abstracts of Local Switching Waybills Received". The total of the "Switching Charges" column on Form 1397 is carried to Item 10 of Form 216-

Revised as a debit; the total of the "Advances" Column on Form 1397 is carried to Item 11 of Form 216-Revised as a debit; and the total of the "Prepaid" column on Form 1397 is carried to Item 12 of Form 216-Revised as a credit. All reports are due in the Freight Auditor's Office not later than the 5th of the month following that for which the reports are made.

**1220 and 1221 incl., reserved for additional rules.**

**1222. TRANSFER OF ACCOUNTS DUE TO VACATIONS, ETC.** To simplify the transfer of accounts between regular agents and relief agents assigned to operate stations during absence of regular agent on vacation or other authorized absences, and to eliminate the necessity of both agents being on duty at the same time, the following instructions will govern.

The regular assigned agent, on the last day on duty, shall place all accounting work on a current basis, which will include preparation of the following reports:

1. Post ticket sales up to last day on duty in Form 399 Ticket Register.
2. Prepare the following freight reports and bills covering inbound and outbound shipments:
  - (a) Form 24 Abstract of Local Waybills Forwarded
  - (b) Form 524 Abstract of Interline Waybills Forwarded
  - (c) Form 23 Abstract of Local Waybills Received
  - (d) Form 523 Abstract of Interline Waybills Received
  - (e) Form 72 Freight Bills
  - (f) Form 2644 Prepaid Freight Bills
3. Prepare the following miscellaneous freight reports covering transactions up to date of leave:
  - (a) Form 39 Agent's Schedule of Uncollected and Unpaid Bills
  - (b) Form 1365 Report of Uncollected Demurrage and Storage
  - (c) Form 330 Station Car and Demurrage Record
  - (d) Form 1362 Abstract of Demurrage and Hazardous Storage Charges
  - (e) Form 1364 Monthly Storage Report
  - (f) Form 26 Report of Miscellaneous Revenue
  - (g) Report of Telegraph earnings
  - (h) Form 227 Report of Drafts Drawn on Treasurer
4. Prepare a final remittance including all cash transactions and working fund following Treasurer's instructions relative to remitting. To dispose of any currency or coin received after final remittance is made, purchase Postal Money Order which should be forwarded, together with any checks received after final remittance, to station depository by U. S. Mail. Receipt for Postal Money Order purchased should be forwarded together with station remittance slip to the Treasurer for credit.
5. Post all cash transactions covering accounts enumerated above in items 1 to 3, as well as all contra entries and station remittances in Form 321 Station Cash Book, which figures can be used as a basis for the transfer to the incoming agent without the necessity of that person being present. There will be no cash to be transferred since a plan to dispose of all cash on hand is outlined in No. 4 above. The outgoing agent will sign cash book immediately following the last entry therein.
6. The current records such as Cash Book, Freight Bill Registers, Demurrage, Storage, Forms 26, 39 and 1365, Telegraph Reports, waybills held out of account pending information, seal record, ticket register, freight bills for collection, etc., should be grouped and placed on the instrument table or other convenient place readily accessible to the incoming agent.
7. The station drafts should be left under lock and key in either the desk, cash drawer or ticket case.
8. This key, together with all other keys, to be transferred and whatever information it is deemed necessary to pass on to the relief or regular agent, as the case may be, should be placed in an envelope, (addressed "For incoming agent"), sealed with seal-

ing wax, imprinted with the station impression stamp and left in the bill box which is protected with a switch lock, a key to which is in possession of all agents, from where it will be removed by the incoming agent upon his arrival the following day.

This procedure may be disregarded where other employees are on duty at the station. In those instances, the keys, etc., ordinarily left in bill box may be left with a senior employee for delivery to the incoming agent.

9. Upon arrival at the station, the incoming agent will verify opening and closing number of each form of ticket on hand with the record in Form 399 Ticket Register. Any discrepancies will be noted thereon. He will also verify the opening number of station drafts on hand with the record in the cash book Form 321 and satisfy himself that there are no missing drafts. He will also check all freight bills covering on hand freight and uncollected freight charges with amounts listed on Forms 39 and 1365 and make a record of any discrepancies. In addition, he will sign his name in cash book immediately below signature of outgoing agent.

10. Relief agents must perform all accounting work required of the regular agent, which includes prompt issuance of freight bills, collect and remit monies received as well as preparing the necessary reports. Care should be exercised to insure proper handling of shipments waybilled "Order Notify," "Advise" and "COD."

11. On the last day of the tour of duty of the relief agent, he will follow the same procedure outlined in Number 1 to 8 above in preparing the accounts and transfer thereof, which procedure will not require the presence of the regular agent.

12. At stations where there is a regular assigned cashier, it is not necessary to make a transfer of the accounts when the regular agent is granted a leave, since he is only responsible for the supervision of the cashier and not directly responsible for the accounts under the cashier's jurisdiction.

13. With respect to the Railway Express accounts and in order to obtain express commissions, the outgoing agent will render all express company reports as is necessary at the close of month.

In the event any unusual discrepancies develop in the accounts between outgoing agent's purported figures and statements compared to the correct analysis, the incoming agent will immediately notify the Auditor of Station Accounts and Overcharge Claims full particulars.

**1223. Reserved for additional rule.**



## **TRANSFERING, UNLOADING, CHECKING AND DELIVERING FREIGHT**

**1224. ABSORPTION OF DRAYAGE CHARGES AT TRANSFER POINTS.** The inbound line is responsible for the settlement of drayage charges with the dray firms. C.M.St.P. & P. R.R. agents at transfer points shall pay drayman for all freight delivered to connection lines and obtain relief for such payments.

Example: A shipment from Milwaukee, Wis. to Waterloo, Iowa, via C.M.St.P. & P.; Dubuque, Iowa, I.C.Ry. Drayage charges at Dubuque, Iowa, if drayage is performed, will be paid to drayman by the agent of the C.M.St.P. & P., the inbound carrier. If the shipment moved in the reverse direction, the C.M.St.P. & P. would be the receiving carrier at the junction and the I.C.Ry., as the inbound carrier, would be responsible for whatever drayage is necessary.

**1225. CREDIT FOR DRAYAGE AND TRANSFER CHARGES PAID DRAYMAN AT TRANSFER POINTS.** Claim for relief of payments for transfer of freight between depots shall be filed with the Auditor of Station Accounts and Overcharge Claims immediately after payment has been made, using Form 2981-(Revised), "Receipt and Settlement Statement for Transfer Charges Paid to Contractors for Transferring L.C.L. Freight" and shall be abstracted on Form 3515 (Revised), "Agent's Abstract of Claims for Pick-up and Delivery Service," with other claims covering payments to contractors for Pick-up and Delivery Service.

The Form 2981-Revised, shall be submitted in two parts, original and copy, both to carry receipt on the last or recap sheet for payment to the contractor. The total amount of credit claimed on Form 3515-Revised, abstract of claims, shall be carried to the column headed "Pick-up and Delivery Claims" on Form 268-Corrected, Monthly Freight Statement.

**1226. DELIVERY OF "ADVISE" SHIPMENTS UPON WRITTEN ORDER AGENTS SHALL EXERCISE EXTREME CAUTION AND CARE.** When the shipper executes a straight bill of lading for a shipment with a conditional clause that "Delivery at destination shall be made only on written or telegraphic order of shipper" such instructions must be transcribed to the waybill in the same manner as for a "Shipper's order notify shipment" the only difference being in the wording of the delivery requirements. For "Shipper's order notify shipments" the surrender of the original bill of lading is a requirement prior to delivery at destination, whereas on "Deliver only on shipper's written or telegraphic order shipments" shown on waybill as "ADVISE", the requirement for delivery of the shipment at destination is the releasing order of the shipper in the form as stated. Extreme care must be used not to release shipments on the written order of the "ADVISE" party. That order must come from the shipper. In a doubtful situation, delivering agent shall wire the Auditor of Station Accounts and Overcharge Claims.

**1227. CHECKING AND ACCEPTING L.C.L. FREIGHT.** Less carload shipments not packaged so as to insure safe transportation to destination or that do not conform to the requirements of the Freight Classification and tariffs and the general rules of this company, must not be accepted.

Agents and other station employees, before accepting shipments, must check the articles to see that they are correctly described on the bill of lading and that all articles listed have been received.

Any damaged condition of the articles or containers existing at the time of receipt must be noted on the bill of lading in order to preclude the possibility of claim that such damage occurred in transit.

Shipments must be carefully examined to see that they are properly marked with the

name of the shipper, consignee and destination and that the marks agree with those shown on the bill of lading. All old markings on containers must be obliterated.

Shipments that in the judgment of the agent would not, at forced sale yield enough to cover the cost of transportation at destination, should not be accepted unless freight charges are prepaid or guaranteed.

Any identification marks or numbers shown on packages, steel drums, gas cylinders, etc., should be shown on the bill of lading and waybill.

Precaution must be taken in accepting freight from other carriers to see that all articles billed are received and that notations are made of any shortage or damage.

**1228. INSTRUCTIONS TO AGENTS AT FINAL DESTINATION OF SHIPMENTS STOPPED IN TRANSIT TO COMPLETE LOADING OR TO PARTIALLY UNLOAD.** Agent shall make sure that the total weight loaded, i.e., weight loaded at origin plus any additional weight loaded at a stop-off point, is shown in the weight column on the waybill.

When the agent at stop-off point, on a shipment stopped to complete loading, has failed to show on the waybill the weight and description of the freight loaded at his station, agent at destination shall request agent at stop-off point to furnish the missing information.

Agent shall see that the proper rate, according to the "three way rule" in the tariff, is applied and the freight charges are extended at the total weight (actual weight less allowable dunnage, agreement weight, or tariff minimum weight as the case may be).

When an advance only waybill is not received for a stop-off service performed, the following shall be observed:

1. If the revenue waybill is endorsed giving reference to an advance only waybill, a request shall be sent to the stop-off agent to furnish a copy.
2. If the revenue waybill does not show reference to an advance only waybill, the stop-off charges shall be added to the freight charges on the revenue waybill, indicating thereon the station and service for which the charge is made.

**1229. INSTRUCTIONS TO AGENTS AT STOP-OFF POINTS AND TRANSLOADING POINTS FOR SHIPMENTS BILLED TO STOP IN TRANSIT TO COMPLETE LOADING OR TO PARTIALLY UNLOAD.** When stop has been accomplished, endorsement to that effect shall be made on the waybill in black ink, showing date, station name, by whom made.

The "To Station" shall be changed to the next stop-off point or to the final destination if no further stops are to be made.

On shipments stopped in transit to complete loading, agent shall show on the waybill the quantity and weight of articles loaded, as for example: "Loaded at Scotland, S.D., June 30, 1958, 20 cases eggs, weight 1,060 pounds." Freight Auditor to be notified in letter form as to the extent of the additional loading.

On shipments stopped to partially unload, agent must show on waybill the quantity and weight of articles unloaded, as for example: "Unloaded at Sac City, Iowa, June 30, 1958, 100 cases canned milk, weight 6,000 pounds and 20 cases canned tomatoes, weight 18,000 pounds."

If a car, stopped for unloading, is completely unloaded, the waybill accompanying the car shall be endorsed accordingly and the waybill mailed to the final destination of the shipment.

If, under tariff provisions, a carload shipment billed to stop in transit to partially unload is to be stopped at an intermediate point for the purpose of trans-loading, that portion of the load consigned to either stop-off point (or points) or destination, into another car for forwarding to that stop-off point (or points) or final destination, waybilling agent shall bill the car or cars to the trans-loading point and show in the body of the waybill that the shipment is to be trans-loaded. Agent at trans-loading station shall issue a regularly numbered waybill, without charges to the stop-off point or points to cover the movement of the car into which the part lot was trans-loaded.

The movement waybills from the trans-loading station to the stop point or points shall show the original and trans-loaded car reference, also the revenue waybill data. Stop-off agent will make delivery of the part lot shipment to the indicated consignee and secure signed delivery receipt. The movement waybill shall be reported on local received abstract without charges.

Advance only waybills covering the tariff charges for the privilege of stopping in transit to complete loading or to partially unload, clearly describing the service shall be made. The advance only waybills and the revenue waybills shall be cross-referenced with each other and the amount and character of the charges shall be noted as information on the revenue waybill in the lading column. The advance only waybills shall be securely attached to and move with the revenue waybill to destination.

Agent at the trans-loading station shall not issue the Advance Only Waybills to cover the charge for the stop-off privileges indicated on the Revenue waybill or movement waybill issued at origin unless the trans-loading station is also a stop-off point, in which event the trans-loading station will issue the Advance Only Waybill on destination to cover the stop-off charge at the trans-loading station.

Agents at stop-off points, receiving cars loaded at the trans-loading station under the tariff authorized trans-loading operation, shall issue the Advance Only Waybill to final destination as indicated on the movement waybill from the trans-loading station. As the revenue waybill does not reach the stop-off point, the advance only waybill cannot be cross-referenced with the revenue waybill at the stop-off station; however, to enable the destination agent to match the advance only waybill with the revenue waybill, the advance only waybill shall carry complete reference to the revenue waybill, which information is indicated on the movement waybill on which the car is received from the trans-loading station.

Advance only waybills shall be reported on local forwarded or interline forwarded abstracts according to the final destination and credits thus obtained shall be offset by reporting the amount on Miscellaneous Revenue Report—Form 26.

**1230. ORDERS FOR DELIVERY OF FREIGHT.** Freight consigned on a straight bill of lading may be delivered to a party other than the consignee only upon consignee's written order. Postal notice provides for consignee's order to deliver freight to a party other than himself.

Consignee may issue standing orders to deliver their freight to a transfer company or other persons which must be kept on file at the station. Authorities signed on postal notices or other forms covering a single shipment must be attached to the delivery receipt.

Shipments consigned on an order bill of lading or on a straight bill of lading "Advise" must not be delivered unless such documents are surrendered, except as provided in Rule 7 of the Freight Classification.

**1231. PEDDLING MERCHANDISE FROM CARS.** The use, by a shipper, of a car on the carrier's tracks at destination as a place for peddling or vending commodities to the public is strictly forbidden and Agents are required to see that this rule is followed.

**1232. PROMPT DELIVERY OF SHIPMENTS.** Prompt delivery of shipments should be made by contract drayman within delivery limits and accumulation for the convenience of contract drayman or consignee should not be permitted.

Patrons outside of delivery limits or others preferring to perform their own delivery service or who have not designated that delivery service is desired, must be notified as promptly as possible in order to effect prompt delivery.

Notice to consignee must be given and record maintained in accordance with Rule E-6 and Rule E-7 of L.C.L. Rules.

**1233. RECEIPT FOR DELIVERY OF FREIGHT TO CONSIGNEE.** Receipt for delivery of freight to consignee must be obtained; except, consignee may authorize delivery to another party on written order; the party holding delivery order must sign for freight on that part of the freight bill designated as delivery receipt. If a transfer company, receipt will be in name of transfer company with name of driver in full.

All orders for delivery of a single shipment must be attached to the freight bill receipt. All standing orders must be carefully and permanently filed.

Where delivery is made by contract drayman, Agent must obtain receipt for freight from drayman and the drayman must obtain receipt from consignee, which must be turned over to the Agent to be filed with station records.

Rubber stamp signature or signature by initials only must not be accepted as proper signature of the party receiving the freight. There is no objection to the use of rubber stamp showing the full name of the drayline or transfer company *per* the usual signature of the driver or person to whom delivery is made.

Presentation of the original bill of lading or other proof of ownership must be required when consignee is not otherwise identifiable.

Date of delivery must be shown on all delivery receipts.

**1234. RECEIPT, HANDLING, STOWING, BRACING AND DELIVERY OF L.C.L. FREIGHT.** Agents must observe the Rules for the "Receipt, Handling, Stowing and Delivery of Less-Carload Freight" published in Association of American Railroads, Pamphlet issued February, 1938 (Revised October, 1949).

Agents must see that all employees delegated to handle less-carload freight are supplied with or have access to a copy of these rules and that they are familiar with and comply with these rules.

**1235. RECORD OF FREIGHT TRANSFERRED.** Forms 2874 or 72-B must be kept at all junction points where freight is transferred to connecting lines.

Complete waybill references and description of articles delivered to connecting lines must be shown.

Any existing shortage, overage or damage must be clearly explained in the "exceptions" column or noted on the transfer freight bill and the same notation shown on the waybill.

**1236. REMOVAL OF REFUSE AND DUNNAGE.** Consignee shall be requested to remove all refuse and dunnage when unloading cars. If consignee neglects or refuses to do so, Agents must notify Superintendent, giving car initials and number, kind of refuse or dunnage and the name of consignee.

**1237. STOPPING IN TRANSIT PRIVILEGES TO COMPLETE LOADING OR TO PARTIALLY UNLOAD.** The service of stopping in transit to complete loading or to partially unload is provided in tariffs governing the stop-off point. This is a service which is frequently requested and agents should familiarize themselves with the tariffs, tariff rules and charges.

When consignor requests the service of stopping in transit to complete loading or to partially unload, agent shall make sure that bill of lading and shipping order designate:

(1) The stop-off privilege desired, i.e., whether to complete loading or to partially unload or both.

(2) Point or points at which car or cars are to be stopped.

(3) Name and address of party who will load or unload at stop-off point. This will not prevent a car or cars already in transit from being stopped to complete loading or

to partially unload, but when they are, it constitutes a change in billing instructions and will be handled under the Diversion and Reconsignment Rules of the tariffs.

Agents accepting orders for cars to be stopped enroute to partly unload must inform shippers that it is their responsibility to load the cars so that unloading will be feasible at stop-off points and lading is so segregated that consignees at stop-off points will know what portion they are to unload.

Shipments to be stopped enroute to partly unload must NOT be accepted when:

(1) The stop-off point is a non-agency station, unless such stop-off privilege is specifically authorized by tariff.

(2) When Section 7 (No Recourse Clause) of the bill of lading is signed, unless the consignee at the stop-off point and final destination is the same person or firm.

(3) Tariffs providing the service of stopping in transit to complete loading or to partially unload contain rigid restrictions on shipments covered by "Shipper's Order" Bills of Lading or uniform straight bills of lading with instructions to deliver only on shipper's written order. Agent should not accept such bills of lading calling for the stop-off services unless he has satisfied himself that the tariff governing the service at the stop-off point will allow it. If the governing tariff is not in the station tariff file, agent should handle with the Division Freight Agent for instructions.

Consignees must certify as to the amount of commodity unloaded, date and time that car was released and that the remaining lading has been properly secured for further transportation.

Agents at stop-off points must note on waybills the date and time that the stop-off was accomplished and enter the next stop-off point or final destination, as the case may be, in the "Waybilled To" block of the waybill.

Should consignee at stop-off point decide to pay the freight charges on the portion unloaded or the charges for the additional tonnage loaded and incidentals such as stop charge, demurrage or switching charges, agents at stop-off points shall accept such payment and issue prepaid only waybill to destination of shipment, for the amount collected.

Debit shall be taken in the station account for the incidental charges on Form 26, "Miscellaneous Revenue," Switching Report or Demurrage Report depending on the character of the charge and covered by advance only waybill to destination. The prepaid only waybill and the advance only waybill shall be cross-referenced with the revenue waybill and both attached to the revenue waybill.

**1238. STOWING FREIGHT IN WAREHOUSE.** Freight should be properly piled to facilitate the making of delivery. Articles contained in one shipment must be kept together when character of freight permits.

A place should be assigned in freight house for oils, hides, or other commodities that throw off offensive odors. Under no circumstances should other property be stowed in that particular place.

Packages, cartons or crates, etc., carrying "THIS SIDE OR THIS END UP" must be stowed in accordance with the arrows.

Freight house floors should be swept frequently and kept free from refuse at all times.

**1239. UNLOADING FREIGHT FROM PASSING TRAINS.** Agents and other delegated station employees should assist train crews in loading or unloading freight when it is possible to do so; however, if only the Agent or one station employee is available, he must check the freight as it is unloaded and see that all shipments waybilled to the station are unloaded.

Freight unloaded by train crews when the Agent or other station employees are off duty must be checked with the waybill by the train crew.

**1240. WAYBILLING SHIPMENTS TO STOP IN TRANSIT TO PARTIALLY UNLOAD, FINISH LOADING, FOR TRANSLOADING, ETC.**

(1) A shipment to be stopped in transit to partially unload or to finish loading, when so designated on shipping instructions, shall be waybilled to the first stop or transloading point as shown in the stop block on the waybill. The waybill shall show route, rate and freight charges through to destination. Final destination shall be shown in the final destination block on the waybill. The name of the consignee(s) at stop point(s) shall be shown in the appropriate block opposite the name of the stop point(s). Where appropriate block has not been provided for name of consignee(s) at stop point(s), the name of the consignee at stop point(s), as well as name of the consignee at destination, shall be shown in the consignee and address block on the waybill. When shipments requiring more than one car are to be stopped in transit to complete loading or to partially unload, separate waybills must be made for each car with the weight and charges of the entire shipment indicated on the waybill for the lead car with both waybills to be cross-referenced with each other. If only one of the cars is to be stopped short of the ultimate destination, the movement waybill for that car should indicate the stop-off point as the "TO STATION." The waybill or waybills covering the car or cars moving to final destination without requiring stop in transit to complete loading or partial unloading shall show the name of the final destination in the "TO STATION" block of the waybill.

(2) When two stop points are shown in the stop block on the waybill, shipments shall be waybilled to the first stop point and agent at the first stop point shall correct the waybill to read to the second stop point and agent at the second stop point shall correct the waybill to show destination of the shipment in the "Waybilled to" block on the waybill.

(3) When three stop points are shown in the stop block on the waybill, shipment shall be waybilled to the first stop point and agents at the first and second stop points shall correct the "Waybilled to" station on the waybill to read to the second and third stop points, respectively, the agent at the third stop point to correct the "Waybilled to" block on the waybill to show the destination of the shipment.

(4) Additional stops, if any, shall be handled in the same manner.

(5) Instructions showing where cars are to be stopped for the first, second, third, etc. stop point shall be entered on the waybill in the space provided.

**1241 to 1243 incl., reserved for additional rules.**

## TRANSIT

**1244. ADVANCING INBOUND FREIGHT CHARGES ON TRANSIT SHIPMENTS.** When the tariff permits the refunding of inbound charges to the transit operator and such is the request of the consignor, only the portion of the charges based on the outbound transit weights should be refunded. The amount so refunded should be entered in the "Advances" column of the waybill and identified as such in order that the agent at destination will have no difficulty in making the collection.

**1245. ADVANCING TRANSIT CHARGES.** When a transit charge is authorized in tariff, it must be advanced on the outbound waybill and reported on Form 26, Miscellaneous Revenue; if collected at the transit station a like amount shall be shown in the prepaid column.

**1246. DISPOSITION OF TRANSIT WAYBILL COPIES.** At stations where transit accounts are supervised by the Weighing and Inspection Bureau, one legible copy of the outbound transit waybill must be sent to the Bureau representative supervising the transit account. If tissue insertion used, it should be clearly identified as CMStP&P billing. At stations where the transit account is not supervised by the Weighing and Inspection Bureau, one legible copy of the outbound transit waybill must be sent direct to the Freight Auditor's Office plainly marked "For Transit Bureau". Other waybill copies should be distributed in the same manner as required for through waybilled freight.

**1247. EXPLANATION OF TRANSIT PRIVILEGES.** Transit privileges are services accorded in many different ways to a variety of commodities, while in transit, which may be granted under tariffs authorizing the privilege. Transit is based on the theory of a through movement, and the application of a through rate even though the actual movement is separated into two or more distinct hauls. Transit often exists when the inbound raw material bears little resemblance to the outbound product, such as wheat manufactured into flour.

**1248. METHOD OF CORRECTION OF INBOUND CHARGES.** Agents will not be permitted to adjust charges on shipments recorded for transit, through Form 1310-Corrections, to a basis lower than shown on the freight bill originally submitted, unless the party paying charges short or requesting a refund to a basis lower than originally paid, returns the **recorded** freight bill to the agent for correction prior to its use in connection with outbound shipments.

If shipper fails, or is unable for any reason, to return the recorded freight bill when charges are paid on a basis lower than originally charged, or when refund is requested to a basis lower than originally paid, agent will file claim for relief with Auditor of Station Accounts and Overcharge Claims, for the difference between charges reported and charges paid or corrected, supported by a letter from the transit operator stating the reason for his inability to return the recorded freight bill. If a portion or all of the inbound tonnage has been shipped from the transit station a complete record of the outbound shipments on which credit was applied must be included with station agent's claim for relief showing date, waybill number, car initial and number, station to and weight applied, also the bureau number under which the inbound shipment was recorded.

If shipper returns the recorded freight bill to the agent, Form 1310 may be used for the adjustment of charges provided the following conditions are complied with:

In cases where the recorded freight bill is the **original** freight bill, agent will issue a copy thereof showing the original and the corrected charges, stamping such copy "Recorded for Transit" and placing thereon the bureau number originally assigned to the recording, and return it to the transit operator for future use. The original freight bill shall be stamped "Not good for Transit" and pasted to the back of the original Form 1310 sent to the Freight

Auditor's Office to support the refund by station draft, or returned to the transit operator with corrected figures shown thereon when charges are paid short.

When the recorded freight bill is a **duplicate** recorded in lieu of the original freight bill, agent will correct the charges thereon and return it to the transit operator for future use; the original freight bill will then be handled as instructed in preceding paragraph.

Copies of all corrections covering inbound or outbound transit shipments must be furnished to Weighing and Inspection Bureau having jurisdiction. Corrections covering inbound shipments must show plainly the bureau number assigned to the recording. Those covering outbound shipments must show complete inbound reference including bureau number.

#### **1249. PREPARATION OF FREIGHT BILLS FOR INBOUND TRANSIT SHIPMENTS.**

Inbound freight bills must be carefully prepared and include all essential information shown on the waybill. Routing must include all roads and junctions used. Commodity description and packaging must be completely shown and rates clearly identified if a combination of local and/or joint and/or proportional rates are used. If previous transit has been accorded, the full and complete transit reference must be shown. When transit tonnage credit is issued the same requirements must be observed.

When shipper presents inbound freight bills and/or transit tonnage credit slips, agent must carefully verify the reference shown thereon with that shown on the shipping order and bill of lading and if discrepancies are found affecting the application of the transit privilege or the rates used all papers should be returned to the shipper for correction.

**1250. RECORDING FREIGHT BILLS FOR TRANSIT.** All freight bills presented by consignees, within the time limit stated in tariffs, for recording for transit, must be given a consecutive bureau number which must be recorded in a book kept for that purpose showing inbound waybill reference and weight. An extra copy of the freight bill may be used in lieu of the book record if such freight bills consecutively numbered in assigned bureau number order are stamped "Recorded for Transit" and are carefully filed separate from other freight bills.

Original paid freight bills to be used for transit purposes must be stamped "Good for Transit" but should the consignee wish to retain the original for his record, it must be stamped "Not Good for Transit" and a duplicate freight bill stamped "Good for Transit" must be issued for transit purposes.

Consignees should be informed that freight bills stamped "Good for Transit" should be retained as they must be surrendered in order to obtain credit on outbound shipments.

In some instances the transit operator requires for his purposes the original paid freight bill and several copies. Where that obtains or under any circumstance only one part of the freight bill can be validated as being "Good for Transit".

**1251. TRANSIT ARRANGEMENTS.** Shippers wishing to avail themselves of transit privileges, authorized by tariffs, should be directed to make application in writing to the representative of the Western Weighing and Inspection Bureau or Transcontinental Freight Bureau having jurisdiction.

If transit arrangements are requested at a point or on a commodity not authorized in tariffs in effect, agents should direct shippers to refer the matter to the freight traffic officer having jurisdiction.

If transit arrangements are authorized, the bureau having jurisdiction will furnish agents with forms of reports to be rendered and instructions governing the handling of transit accounts. Transit accounts must not be opened until authorized.

**1252. TRANSIT JURISDICTION.** The authorizing and policing of transit accounts is under the jurisdiction of the Western Weighing and Inspection Bureau or the Transcontinental Freight Bureau in territories as follows:



Stations In  
Idaho and Washington  
East of Montana-Idaho state line

Bureau Having Jurisdiction  
Transcontinental Freight Bureau  
Western Weighing and Inspection Bureau

Representatives of the bureau will make periodical examination of the records of transit operators and station records and, when recognized or presenting credentials, such representatives must be given access to station records that pertain to transit operations.

**1253. TRANSIT RATES.** Commodities that are allowed transit privileges by tariffs are entitled to the through rates, effective on the date of shipment from the point of origin to final destination plus any transit rate or back-haul rates provided in tariffs authorizing transit privileges.

Waybills covering commodities to be accorded transit privileges must be taken to account at rates applicable to the transit point.

Shipments reforwarded from transit points must be waybilled at the through rate from point of origin to final destination plus transit rate and back-haul rates, if any, less the rate or rates paid into the transit point. Non transit weight included in the transit shipment when forwarded from the transit station to destination will be subject to charges based on local rates.

**1254. WAYBILLING SHIPMENTS WHICH HAVE BEEN ACCORDED TRANSIT PRIVILEGES.** Except where otherwise specifically authorized, only waybill Form 99TS and 99TL are permitted for use in billing outbound transit shipments. All information required in the lower portion of these forms under the heading "Inbound Billing References" must be clearly shown in the spaces provided therefor; routing must include all roads and all junctions and if combination rates were used, the factors used in making the combination must be separately shown and identified. Complete back reference beyond the last previous waybilling station must be shown. Inbound transit weights surrendered must equal the total of the outbound transit weight shown in the upper portion of the waybill. The outbound transit weights plus the non-transit weight (if any) must equal the actual or authorized estimated weight of the shipment. Transit charges at arbitraries must not be added into the rate but must be separately shown. When the transit house is located on the rails of a carrier other than the CMStP&P, requiring a switch move in and out of the transit station, the name of the switching carrier must be shown opposite the name of the shipper. Where transit tariffs provide that outbound switching charges will not be absorbed, switching charges incidental to delivery of car to the outbound carrier must be added to the advance column of the outbound waybill for collection from consignee or from shipper if prepaid.

Shipments forwarded from a transit point, after having been accorded transit privileges, must be waybilled on transit form of waybill. The Bureau number and complete reference to the inbound shipments must be shown in spaces provided at the bottom of the transit waybill.

When the freight charges from point of origin to the transit point are not refunded at the time of reshipment, the through rate in effect on the date that the inbound tonnage originated plus the transit charge, if any, less the rate paid into the transit point, must be used from the transit point to destination.

When the freight charges from point of origin to the transit point are refunded at the time of reshipment, such inbound charges plus the transit charge must be waybilled as advances on the outbound waybills. The balance of the freight charges, if any, will be shown in the freight column.

If the outbound weight is greater than the inbound weight, the excess must be waybilled at rates applying from the transit point to destination.

**1255 and 1256 incl., reserved for additional rules.**



## TRANSPORTATION OF FREIGHT

**1257. COST OF HANDLING MERCHANDISE—FREIGHT.** Agents will issue Form 2911, "Cost of Handling Merchandise," on the last day of each month when instructed to do so by the Assistant to the Vice President in charge of Merchandise Service.

**1258. LAWS, RULES AND REGULATIONS OF THE UNITED STATES AND THE INDIVIDUAL STATES WITH RESPECT TO LAWFUL TRANSPORTATION AND DELIVERY AT DESTINATION, OF INTOXICATING LIQUORS.** Freight Tariff 341—Series, for which W. J. Prueter is the issuing agent, carries a compendium of the Federal and State Statutes defining the obligation and duty of the railroads and its agents in accomplishing lawful transportation and delivery of intoxicating liquors moving into and within each state.

For the guidance of agents, Freight Tariff 341—Series, embraces a transcript of the liquor control statutes of each state under a separate heading, in such concise, clear language as to enable the agent to understand and accomplish his responsibility as charged under the directive of the individual state statute with respect to the documentation and delivery of intoxicating liquor shipments.

In addition to complying with the rules and regulations contained in Freight Tariff 341—Series, with respect to transportation and delivery of Alcoholic Liquors in the States of Illinois and Idaho, agents in those two states shall submit to the Freight Auditor a complete report of Alcoholic Liquors delivered at their station, showing date of shipment, car reference, if carload, quantity and kind of alcoholic liquor, date delivered, name and address of consignor and consignee. Blank reports are to be sent for months in which there are no shipments to report. Reporting forms for this purpose have been furnished to agents by the Freight Auditor and additional supply, as needed, should be requested from that office.

**1259. TONNAGE REPORT OF MERCHANDISE CARS OPERATED.** Agents will issue Form 121, "Report of Merchandise Cars Operated," the last day of the month, when instructed to do so by the Assistant to the Vice-President in charge of Merchandise Service.

**1260. WAYBILLING A CAR BEING HANDLED AS AN EMPTY AND FOUND TO BE UNDER LOAD.** When a car being handled as an empty is found to be under load, the agent at the point where the car is found to be under load shall handle for disposition in accordance with Auditor of Equipment Accounts' Circular Letter No. C.A. 86, Supp. No. 1, dated September 27, 1949. On receipt of disposition, a revenue waybill shall be issued to agent at station where car is designated to be forwarded. The waybill shall carry a notation as follows:

"Car handled as an empty was found to contain  
freight at \_\_\_\_\_(station)\_\_\_\_\_."

C.M.St.P.&P. agent at point where car is designated to be forwarded or turned over to connecting line for movement to proper destination via the route specified by the erring railroad, shall report the revenue waybill accompanying the car and file claim for relief of the charges with Auditor of Station Accounts and Overcharge Claims.

**1261 and 1262 incl., reserved for additional rules.**



## TRUCKING OPERATIONS

**1263. INSTRUCTIONS GOVERNING TRAFFIC HANDLED BY THE MILWAUKEE MOTOR TRANSPORTATION COMPANY, INC., AT STATIONS DESIGNATED BY THE FREIGHT AUDITOR.** The following instructions shall govern traffic handled by the Milwaukee Motor Transportation Company, Inc., in accordance with agreement entered into with this company on less than carload merchandise shipments and pick-up delivery service in connection therewith.

Forwarding agent shall prepare manifest Form 3946, in triplicate, and require truck operator to receipt thereon for the freight received. The duplicate shall be delivered to the truck operator for motor carrier's record, triplicate to be retained as a station record and the original shall be mailed at the close of the month to the Freight Auditor, with recapitulation on Form 3761 showing total tonnage handled each day from your station. The manifest, Form 3946, shall include the entire load given to the truck operator with the number of waybills and the accumulated weight thereof to each station on the truck run or to the terminating station of the truck run.

Shipments together with waybills and manifests shall be turned over to the truck operator who in turn shall deliver waybills and shipments to the destination agent unless destined to points not served by truck receiving the freight. Shipments destined to points not served by truck receiving the freight shall be delivered together with their waybills to station agents located at terminating point of truck run or to such station agent as may be designated by the operating department.

Report of Pick-up and Delivery: Agents shall prepare monthly, a statement for freight picked up or delivered by the Milwaukee Motor Transportation Company on Form 3508-Second Revision, in triplicate, showing the following information. Enter on the first line of Form 3508-Second Revision the month in which freight was picked up or delivered and on the line preceded by the word "By" show the name of Milwaukee Motor Transportation Company; on the same line after the word "At" the name of your station should be shown, and then proceed to show waybill date and number, origin or destination, and the weight, completing the report by entering the total weight of all items on the line provided for "Totals" and signing report as C.M.St.P.&P. R.R. Co. Agent on the line prefixed by the word "Signed." All other columns or lines on the form shall be ignored, as such information is not required. This Form 3508-Second Revision should show only those shipments picked up or delivered from shippers or to consignee in your city or town. Original shall be forwarded to Freight Auditor, duplicate to Manager of Motor Transport, Portage, Wisconsin at the close of each month, and triplicate shall be retained for station record.

Report must be completed as early as possible and shall be forwarded so as to reach the office of the Freight Auditor not later than the eighth (8th) day of the following month covering the traffic reported. When no traffic has been handled during the month, forward report marked "Blank."

**1264 reserved for additional rule.**



## U. S. GOVERNMENT FREIGHT

**1265. ACCEPTING GOVERNMENT FREIGHT.** Shipments to government departments must be consigned to the government. Shipments to government contractors must be consigned to the government, "For the account of," followed by the name of the contractor.

All articles must be described in the terms of the classification and current tariff rates must be applied.

Government shipments should be consigned to their destination, if a point on a railroad, or to the nearest railroad station, if the destination is an inland town or government installation, regardless of the absence of through rates or through billing instructions.

Shipments to destinations served by water transportation, electric lines, trucking or stage companies that have not filed concurrences or are not shown as parties to governing tariffs, should be waybilled to junction stations with such other carriers, unless specific instructions to the contrary have been issued by Freight Auditor.

All instructions relative to service enroute must be shown on government shipment waybills in the same manner as on waybills covering commercial shipments.

**1266. ACCESSORIAL CHARGES ON GOVERNMENT SHIPMENTS ACCRUING ON SWITCHING LINES—CLEARANCE OF.** Accessorial charges (e.g., switching, demurrage, storage, wharfage, tollage, stevedoring, heavy lift, loading and unloading) on U. S. Government shipments moving on Government bills of lading received from connecting lines for handling in switch service shall be reported in the usual manner and collected from the line haul carrier.

Original and four copies of freight bills for accessorial charges should be prepared and shall show:

(1) The kind of charges, i.e., switching, demurrage, storage, wharfage, etc. with applicable dates and other essential detail.

(2) Rate and tariff or other authority.

Junction settlement sheet shall be prepared, in triplicate, to cover accessorial charges to be collected from each line haul carrier. Two copies of junction settlement sheet shall be submitted to the line haul carrier, together with the original and three copies of each freight bill supporting the charge. All bills of accessorial charges against any one shipment must be included on the same junction settlement sheet.

The line haul carrier, after verifying that shipments actually moved into its station, will immediately pay to the switching line the amount due for such accessorial charges by station agent's draft, the draft to be supported by one copy of the junction settlement sheet. Agent of the line haul carrier will add the Government bill of lading number to the accessorial bills and submit them to the Accounting Department for credit. In our case, switching lines' bills for accessorial charges shall be listed on Form F.A.P. 260-A-Rev.—List of Freight Bills and Bills of Lading for Transportation of Government Freight Remitted for Credit and submitted in the usual manner to the Freight Auditor. Every effort should be made to have these accessorial bills accomplished and submitted for credit along with the Government bill of lading and the line haul freight bill. If this is not possible, then reference must be shown on the Form F.A.P. 260-A-Rev., claiming credit for the accessorial charges to the Form F.A.P. 260-A-Rev. on which credit was claimed for the line haul freight charges.

**1267. ACCOMPLISHMENT OF GOVERNMENT BILLS OF LADING.** As the government often rejects payment of bills for minor defects, both the agent at point of origin and at destination must carefully examine government bills of lading before receipting for shipment or making delivery to consignee, to be certain that the form has been completed in all respects.

Correction on government bills of lading may only be made by and should be certified to over the signature of the government representative.

**1268. ATTENDANTS WITH GOVERNMENT SHIPMENTS.** When military or civilian personnel are to serve as guards or attendants to accompany government shipments and tariffs authorize free transportation, the Government Bill of Lading-waybill forms must be endorsed "This shipment accompanied by \_\_\_\_\_ attendant or attendants."

Attendants in charge of live stock must sign attendants' contract on the live stock contract form. If return transportation is authorized by tariffs, the live stock contract will be authority for destination agent to furnish return coach class transportation.

Attendants in charge of shipments other than live stock should be required to sign contract, Form 242, as required by Rule 43 of the Freight Classification, which will authorize destination agent to issue coach class return transportation, if authorized by tariffs.

Military personnel, accompanying government shipments, should be supplied with identifying travel orders that entitle them to travel with government shipments.

**1269. CERTIFICATE IN LIEU OF LOST GOVERNMENT BILL OF LADING.** If the original Government Bill of Lading has been lost or destroyed, the consignee shall furnish in its place a "Certificate in Lieu of Lost Bill of Lading," Standard Form No. 1108. If, for any reason, the consignee contends that he is unable to obtain a Certificate in Lieu of Lost Bill of Lading, the agent shall notify the Freight Auditor and he will be given assistance in obtaining the Certificate.

**1270. CERTIFICATION OF DEMURRAGE FREIGHT BILL FOR GOVERNMENT SHIPMENTS.** Army regulations provide that when demurrage accrues on shipments consigned to Army Units, etc., a certificate on the back of the demurrage freight bill shall be executed at the time that the demurrage accrues and delivery is accomplished, in the following form:

"I certify that the car shown on this bill has been held between the dates as stated, that the charge is proper and payable from public funds, and that detention of the car was due to (exact cause for failure to return the car to the carrier within the free time must be stated.)

(Signature) \_\_\_\_\_

(Rank) \_\_\_\_\_"

**1271. CERTIFICATION OF FREIGHT BILLS COVERING TARIFF CHARGES FOR MISCELLANEOUS SERVICES ON GOVERNMENT SHIPMENTS.** When tariff charges for miscellaneous services accrue on shipments covered by Government bill of lading for which the bill of lading itself does not contain the authority, a separate freight bill shall be prepared for the miscellaneous service and a certification of the bill shall be obtained from the consignee at the time of delivery of the shipment. The certificate shall be placed on the back of the freight bill and must be signed by an authorized representative of the Government. The certificate shall specify that the services accorded were requested or authorized by a representative of the Government and that the charges are payable from public funds and show reference to the Government appropriation chargeable.

**1272. COLLECTION OF TRANSPORTATION CHARGES ON SHIPMENTS MADE BY THE COMMODITY CREDIT CORPORATION.** The Commodity Stabilization Service of the C.C.C. is shipping most of its fresh and processed commodities on commercial uniform straight bills of lading, mostly collect, some prepaid.

The bills of lading will show the Commodity Credit Corporation as the shipper and the U. S. Government as the owner of the property. The Corporation assumes the responsibility for and will pay all of the transportation and accessorial charges when the Corporation is the consignee.



In connection with the payment of transportation and related charges on Fresh and Processed shipments, the Commodity Credit Corporation—Commodity Stabilization Service, stipulated the following procedure:

1. Uniform straight commercial bills of lading, prepared by the vendors, warehousemen and other representatives of the Commodity Credit Corporation, Commodity Stabilization Service, will in every instance, bear one of the following notations:

(a) When the C.C.C.—Stabilization Service, is the consignee: "This shipment is the property of and the freight charges are assumed by the U. S. Government (C.C.C.). All line haul and accessorial charges accruing enroute and at destination will be paid by the Commodity Credit Corporation—Commodity Stabilization Service, Cincinnati, Ohio."

(b) When the Commodity Credit Corporation—Commodity Stabilization Service, is NOT the consignee: "This shipment is the property of and the freight charges are assumed by the U. S. Government (C.C.C.). All the line haul and accessorial charges accruing enroute and prior to the expiration of free time at destination will be paid by the Commodity Credit Corporation—Commodity Stabilization Service, Cincinnati, Ohio."

It is very important that these notations are transcribed to the waybills in order to avoid erroneous presentation of freight bills.

2. The Commodity Credit Corporation—Stabilization Service, delivery order number will be recorded on the bill of lading immediately following the name of the consignee and this order number should also be transcribed to the waybill and freight bill to enable the consignee and the field office of the C.C.C.—Stabilization Service, to readily identify the shipment with the order and thus avoid delay in payment of the transportation charges.

3. When bills of lading are issued reading "To be prepaid" the agent at origin should waybill the charges as prepaid with the notation "To be prepaid" in the appropriate block on the waybill.

4. All freight bills and accessorial bills shall be prepared in six (6) parts of which the original and 4 copies shall be submitted with Form F.A.P. 260-A-Revised, for credit to the Freight Auditor, who will process for collection with the Commodity Credit Corporation—Stabilization Service. (See Note 1).

Note 1 — All freight bills and accessorial bills for shipments of grain are not to be covered by Form F.A.P. 260-A-Revised but collection should be made direct from the appropriate office of the C.C.C. as indicated on the bill of lading or waybill.

The C.C.C.—Stabilization Service, has asked the carriers' agents to continue to obtain a certification on demurrage bills where there is a representative of that Corporation located at the point where the demurrage accrued and where the shipments are consigned to the C.C.C.—Stabilization Service, at destination, as that will serve to expedite the payment of such demurrage bills when presented. However, no certifications are required on the carriers' bills for any other accessorial services as the field offices of the C.C.C.—Stabilization Service, will have the necessary records with respect to the transportation services accorded to such shipments.

The addresses of the C.C.C. offices to which bills should be sent are as follows:

<u>Office</u>	<u>Address</u>	<u>Area of Jurisdiction</u>
Boston	Director CCC—Commodity Office 408 Atlantic Avenue Boston 10, Massachusetts	For the payment of transportation charges on wool only.

<u>Office</u>	<u>Address</u>	<u>Area of Jurisdiction</u>
Chicago	Director CCC—Commodity Office 623 South Wabash Avenue Chicago 5, Illinois	Iowa, Illinois, Indiana, Kentucky, Ohio, Michigan, West Virginia, Maryland, Delaware, Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine, District of Columbia.
Dallas	Director CCC—Commodity Office 1114 Commerce Street Dallas 2, Texas	New Mexico, Oklahoma, Texas.
Kansas City	Director CCC—Commodity Office 911 Walnut Street Kansas City 6, Missouri	Wyoming, Colorado, Nebraska, Kansas, Missouri.
Minneapolis	Director CCC—Commodity Office 1006 Lake Street Minneapolis 1, Minnesota	Montana, North Dakota, South Dakota, Minnesota, Wisconsin.
New Orleans	Director CCC—Commodity Office Wirth Building 120 Marias Street New Orleans, Louisiana	Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.
Portland	Director CCC—Commodity Office 515 S. W. Tenth Avenue Portland 5, Oregon	Washington, Oregon, Idaho, California, Nevada, Arizona, Utah.

**1273. COMMERCIAL BILL OF LADING TO BE CONVERTED TO A GOVERNMENT BILL OF LADING.** It is desirable for the Government bill of lading to be submitted for receipt at the same time that the shipment is tendered to the originating carrier but if the Government bill of lading is not available at origin, a commercial bill of lading may be issued bearing endorsement to the effect that the charges are to be paid out of Government funds with conversion to Government bill of lading at destination. When receipting a commercial bill of lading of this kind, the agent should remind the consignor to forward the original immediately to the consignee because the conversion to a Government bill of lading cannot be made at destination until the original commercial bill is in the possession of the consignee.

**1274. COMPLETING THE U. S. GOVERNMENT SHIPPING ORDER AND WAYBILL.** The shipping order part of the government bill of lading set has been made the second insert to facilitate the completion of the waybills. The following information necessary to complete the waybills should be shown on the shipping order and reproduced on the waybill parts by carbon process:

- Car initial and number, when not shown by shipper.
- Less than carload loading number, under usual practice.
- Waybill date and number.
- "Stop" notation, when necessary.
- Gross, tare and net weights in tons for carloads.
- Size and marked capacity of car ordered and furnished, and date car furnished.
- To station, State, also County when necessary.

Accounting Department audit number preceding origin station.  
Operating station number following origin name.  
Route: junctions and carriers.  
Rate and freight charges.

The waybills may be completed manually or by typewriter. The waybill parts must be carefully inspected to see that they are legible when received from the shipper; if not legible, they should be made so at the station. It is especially important that the name of the initial carrier be plainly shown by the Government representative, in the space provided near the top of the waybill forms; also by the agent in the space over the agent's signature near the bottom of the form. The code number of the origin carrier (the C.M.St.P. & P.R.R. code number is 140) should be shown in both places where the initial carrier's name is shown.

**1275. CONVERSION OF COMMERCIAL BILLS OF LADING AND SHIPPING DOCUMENTS TO GOVERNMENT BILLS OF LADING PAYABLE OUT OF WAR DEPARTMENT FUNDS.** When a shipment is received on a commercial freight bill of lading and the transportation therefor is properly payable to carrier from War Department funds, the consignee will convert such commercial documents into a Government bill of lading without undue delay. In cases in which the original commercial document is not available, but a fully completed carbon, photostatic, or certified true copy is available, such copy may be converted, provided a local procedure exists designed to preclude issuance of two Government bills of lading for one shipment. Signed coal and coke receipts issued as shipper's receipt for like commercial traffic, carbon, photostatic, or certified true copies of such receipts prepared at destination, may be converted. No "prepaid" documents will be converted except as otherwise provided.

**1276. DELETING CONDITION NO. 7 FROM GOVERNMENT BILLS OF LADING.** For shipments covered by U. S. Government bills of lading, Condition No. 7 as quoted below, from the "Conditions" on the back of the form, must be stricken out by the railroad agent before receipting it:

Condition No. 7—"In case of loss, damage or shrinkage in transit, the rules and conditions governing commercial shipments shall not apply as to period within which notice thereof shall be given the carriers or to period within which claim therefor shall be made or suit instituted."

The issuing agent must also stamp or otherwise insert on the back of the document the following notation and sign it:

"Condition No. 7 deleted prior to execution."

\_\_\_\_\_  
Agent

**1277. DEMURRAGE AND STORAGE CHARGES ON GOVERNMENT FREIGHT.** Demurrage and storage charges shall be assessed on Government shipments in the same manner as for commercial shipments. Freight bills, in duplicate, shall be attached to Government bills of lading covering such shipments. When such charges accrue at destination, certification shall be made on the face of the freight bill by receiving officer. When charges accrue enroute, the intermediate agent shall secure receipts, in duplicate, and Government certificate, attaching them firmly to waybill. Destination agent shall remit such certificates with freight bills.

**1278. DISPOSITION AND HANDLING OF THE U. S. GOVERNMENT SHIPPING ORDER AND WAYBILL PARTS.** The U. S. Government freight waybill, original, and the U. S. Government freight waybill, carrier's copy, shall, after completion by the origin agent, be handled in exactly the same manner as if the waybills had been prepared at the station. The shipping order retained at the station will be an exact copy of the waybill as it left the

hands of the origin agent and will, therefore, constitute the agent's records of both shipping order and waybill.

**1279. DISPOSITION OF TEMPORARY RECEIPT AFTER GOVERNMENT BILL OF LADING OR CERTIFICATE IN LIEU OF LOST BILL OF LADING IS SURRENDERED.** When a bill of lading or a Certificate in Lieu of Lost Bill of Lading is submitted to cover a shipment which had previously been delivered on the strength of a Temporary Receipt, a statement shall be made on the bill of lading or certificate to the effect that delivery was made on the Temporary Receipt and reference to the bill of lading or certificate in "Lieu of Lost Bill of Lading" shall be made on the Temporary Receipt. After cross-referencing these documents, the Temporary Receipt shall be attached to the bill of lading or Certificate and made ready for submission to the Freight Auditor.

Agents at destination must see that the Certificate of Delivery designated at the bottom of the Government Bill of Lading or Certificate in Lieu of Lost Bill of Lading is properly executed. Gross weights must be written in words and figures to eliminate the possibility of errors occasioned by poorly formed figures and it shall plainly indicate whether delivery service was or was not by the Government. Allowances for delivery service performed by the Government will be made in bills for freight transportation charges prepared by the Freight Auditor and must not be paid through station accounts. Destination agents shall see that notations placed on waybills by origin agent regarding pick-up service are properly transferred to freight bills.

**1280. DISPOSITION OF THE U. S. GOVERNMENT CONTINUATION SHEETS.** Where the space on the Government bill of lading form is not sufficient to provide for all of the articles shipped or other required information, and continuation sheets for each part of the set has been prepared by the Government representative and delivered to the agent at initial point of shipment, the shipping order, U. S. Government freight waybill, original, and U. S. Government freight waybill, carrier's copy, should be completed to show the name of the initial carrier, origin station name and audit number, date and waybill number, and must be securely fastened to the documents of which they are a part.

**1281. DISTRIBUTION OF VARIOUS PARTS OF THE U. S. GOVERNMENT BILL OF LADING—WAYBILL SETS.** The shipping order, the freight waybill-original, the freight waybill-carrier's copy, shall be retained by the agent and the original bill of lading shall be returned to the consignor for immediate forwarding to the consignee. The Government regulations state that under certain conditions and at the discretion of the carrier the original bill of lading may be left with the agent of the carrier at point of origin for forwarding to the consignee. The Milwaukee Road elects to have the bill of lading forwarded to the consignee by the consignor and therefore, agents are instructed to make no exceptions in this matter and make certain that all government bills of lading, after being receipted, are returned to the consignor for forwarding to the consignee. All memorandum copies of the bill of lading, if submitted with the Original Bill of Lading, shall be returned to the consignor.

**1282. EXTRA COPIES OF THE U. S. GOVERNMENT TRANSIT WAYBILLS FOR THE WEIGHING AND INSPECTION BUREAU'S TRANSIT BUREAU.** The U. S. Government transit bill of lading—waybill set does not provide extra copies of the waybill to supply the Transit Bureaus of the Weighing and Inspection Associations, therefore, on U. S. Government shipments accorded transit reshipping privileges covered by U. S. Government Freight, combination Bill of Lading—Waybill Form, the waybilling agent at transit station shall prepare extra copies of waybills, using the standard waybill form (Form 99TS or 99TL) for all such outbound shipments and promptly mail the copies to the District Managers and Agencies of Transit Bureaus of the Weighing Associations having supervision over the territory in which the transit station is located.

**1283. HANDLING OF U. S. GOVERNMENT LIVESTOCK WAYBILLS.** On shipments of livestock, the waybills, being exact copies of the shipping orders, will carry all of the instructions of the shipper with respect to stopping, feeding and watering of the livestock, etc. Agents, in completing the waybills, will add such instructions as are necessary under the carrier's tariffs. When instructions of caretakers result in additional services to those requested on the original waybill, appropriate notations shall be made on the waybill. If there is not sufficient space on the face of the waybill for these notations, the agent at the point where special services are performed will show on the face of the waybill the words "See Over" and place service notations on the back of the waybill.

**1284. HANDLING OF GOVERNMENT PERISHABLE FREIGHT.** On shipments of perishable freight, the original bills of lading and the waybills will carry the shipper's instructions with respect to the services required. Notations should be made on these waybills at points where the services are rendered, in the same manner as on waybills for commercial traffic. If there is not sufficient space on the face of the waybill to show these notations, they should be placed on the back and in such instances the words "See Over" should be shown on the face of the waybills.

**1285. HOW TO SHOW L. C. L. WEIGHT SYMBOLS ON U. S. GOVERNMENT WAYBILLS.** The Government waybill forms do not provide the small vertical space for the recording of symbols to indicate how weights on less carload freight were obtained. To the extent that these symbols are necessary, they may be shown opposite the weights in the "weight" column of the waybill, or a notation may be made on the waybills as to how weights were obtained or the authority therefor.

**1286. LOSS AND DAMAGE ON GOVERNMENT FREIGHT.** Loss or damage to Government freight should be noted on the Government Bill of Lading, Certificate in Lieu of Lost Bill of Lading or Temporary Receipt by consignee. Agents shall use care to see that these notations are in accordance with the facts and must take exception to any errors in the notations before delivery of the freight is accomplished. When the notations made by the consignee agree with the facts, the agent shall transcribe the notations to the freight bill and the O.S. & D. Report. The O.S. & D. report number shall be shown on both the bill of lading and the freight bill.

**1287. MILITARY IMPEDIMENTA IN FREIGHT OR MIXED TRAIN SERVICE.** The freight classification rules govern transportation and switching of shipments, generally known as impedimenta (but not including livestock nor personal baggage). Shipments of this nature must be handled in accordance with rules governing other government freight shipments, except that specific description of articles is not required.

**1288. NATIONAL WEIGHT AGREEMENT FOR GOVERNMENT FREIGHT.** A National Weight Agreement exists between the United States Government for the Department of the Army; Department of the Navy (including the U. S. Marine Corp.); Department of the Air Force; the Atomic Energy Commission (and its Cost Type Contractors); and the United States Coast Guard; and carriers who are parties to the following associations:

Eastern Weighing and Inspection Bureau  
Southern Weighing and Inspection Bureau  
Trans-Continental Freight Bureau  
Western Weighing and Inspection Bureau  
New England Freight Association

The Government agrees to insert, or cause to be inserted, on Government Bills of Lading (or on commercial bills of lading to be converted to Government bills of lading at destination)

the weights of carloads or less carloads coming under the National Weight Agreement and to designate them as either "Tariff Weight" or "Agreed Weight."

**1289. DEFINITION OF "TARIFF WEIGHT" UNDER THE NATIONAL WEIGHT AGREEMENT.** The term "Tariff Weight," inserted on bills of lading covering Government shipments coming under the National Weight Agreement, will signify that the weight is derived from weights authorized to be used for the billing of charges according to tariffs, classifications or other publications currently in effect and filed with the Interstate Commerce Commission or other regulatory body having jurisdiction over the shipment.

The term "Agreed Weight," inserted on bills of lading covering Government shipments coming under the National Weight Agreement, will signify that the shipment was weighed by the appropriate Governmental Department or that they have other evidence of correctness of the weight.

When Government Bills of Lading or commercial bills of lading for conversion to Government Bills of Lading are endorsed "Tariff Weight" or "Agreed Weight," shipments covered by the National Weight Agreement must not be weighed except as otherwise provided. In the space provided on the waybill ordinarily used for designating the track scale weights, it will be necessary to place on imprint of the Supervisory Weighing and Inspection Bureau round weight agreement stamp showing the number assigned to the shipper by the Bureau. In the event there are no weight agreements in effect at a station and the agent does not have the round weight agreement stamp, the appropriate one of the following notations shall be shown on the waybill.

1. At stations in Washington and Idaho:  
T. C. F. B.  
Weight Agreement  
No. 3250
2. At stations East of the Idaho-Montana State Line:  
(Except Terre Haute Division)  
W. W. & I. B.  
Weight Agreement  
No. S.A.-10870
3. At stations on the Terre Haute Division:  
E. W. & I. B.  
Weight Agreement  
National Weight Agreement

In each such case, the District Office of the Supervisory Weighing and Inspection Bureau must be notified that shipments are being made on Government Bills of Lading, or Commercial Bills of Lading for conversion, from the station on National Weight Agreements. The Weighing Bureau will then provide the agent with a round weight agreement stamp, after which no further notification to the Weighing Bureau will be necessary.

When the actual weights of carload shipments of lumber and forest products cannot be ascertained under the National Weight Agreement, it will be necessary to weigh these shipments at or near points of origin in accordance with the National Code of Weighing Rules for the purpose of determining a basis on which to assess freight charges, except when moving from rebilling points in the original car, without transfer, the first scale weights obtained on the inbound billing may be used in the reshipping movement.

**1290. OBTAINING CREDIT FOR FREIGHT CHARGES ON GOVERNMENT FREIGHT.** Agents shall not attempt collection of freight charges on shipments covered by Government Bills of Lading. Relief of station accounts shall be obtained by reporting freight bills on Form F.A.P. 260-A-Revised. Each freight bill shall be supported by (1) the original

Government Bill of Lading, or (2) Certificate in Lieu of Lost Bill of Lading, or (3) certified bills for Miscellaneous Charges. Reports shall be made daily and numbered consecutively throughout the month. When more than one sheet is used for a report, the sheets also shall be numbered consecutively. Each day's total shall be entered on the appropriate date line in the column headed "U. S. Government Bills of Lading," on Form 268-Corrected, Monthly Statement of Freight Accounts.

**1291. OBTAINING RECEIPTS FOR MISCELLANEOUS CHARGES ACCRUING ON GOVERNMENT FREIGHT.** Receipts, in duplicate, (and when attendant is in charge, certificates furnished by him) shall be obtained from third parties as evidence of payment for miscellaneous or special services incident to the movement of Government freight, such as loading, unloading, resting, watering, feeding and bedding of livestock, switching, wharfage, tolls, drayage, car rentals, etc. and shall be attached to the waybill by agent at the point where such charges accrue. The agent at destination shall attach such receipts (and certificates, when available) to the Government bill of lading for submission to the Freight Auditor, who will use the receipts in support of the transportation bill against the Government. All waybills, covering shipments of Government livestock, shall be endorsed by billing agent as follows:

"If special charges for feeding, bedding, etc. accrue in transit, receipt therefor, in duplicate, (and certificates furnished by Government attendant, when one is in charge) shall be firmly attached to waybill."

**1292. ONE GOVERNMENT BILL OF LADING MAY INCLUDE TWO OR MORE CONVERTED COMMERCIAL BILLS OF LADING.** Several commercial bills of lading of one type, covering shipments from one point of origin and one consignor, via the same route, and received in one day, may be converted to one Government bill of lading.

**1293. PICK-UP AND DELIVERY SERVICE ON GOVERNMENT FREIGHT TO BE SHOWN ON FREIGHT BILLS SUBMITTED FOR CREDIT.** Freight Bills covering Government L.C.L. shipments, submitted with bills of lading for credit, shall be endorsed with the appropriate one of the five statements relating to pick-up service, also the appropriate one of the five statements relating to delivery service as follows:

**PICK-UP SERVICE**

1. Allow Government \_\_\_\_\_¢ cwt. for pick-up service.
2. Shipper allowed \_\_\_\_\_¢ cwt. for pick-up service.
3. No allowance authorized by tariff for pick-up service.
4. Pick-up service performed by carrier.
5. Delivered to carrier in trap car service.

**DELIVERY SERVICE**

1. Allow Government \_\_\_\_\_¢ cwt. for delivery service.
2. Consignee allowed \_\_\_\_\_¢ " " " "
3. No allowance authorized by tariff for delivery service.
4. Delivery service performed by carrier.
5. Delivered to consignee in trap car service.

**1294. PICK-UP SERVICE ON GOVERNMENT FREIGHT.** When receipting Government bills of lading covering L.C.L. freight, agent at point of origin shall see that the appropriate notation, indicating whether pick-up service "was" or "was not" performed by the Government, is shown on the bill of lading. Allowances for pick-up service performed by the Government will be made in bills for freight transportation charges prepared by the Auditor's Office and must not be paid through station account. The revenue waybill shall be endorsed with the appropriate one of the following notations:

1. "Allow Government \_\_\_\_\_¢ cwt. for pick-up service."  
(When pick-up service is performed by Government and allowance is authorized by tariff.)

2. "Shipper allowed \_\_\_\_\_¢ cwt. for pick-up service."  
(When pick-up service is performed by shipper) (Other than Government) and allowance authorized by tariff is paid to shipper by Agent.)

3. "No allowance authorized by tariff for pick-up service."  
(When pick-up service is performed by the Government or other shippers and tariff provisions do not authorize allowance to be made.)

4. "Pick-up Service by carrier."  
(Where pick-up service is performed by carriers through contracted truckers) (other than in lieu of trap car service.)

5. "Delivered to carrier in trap car service."  
(When cars are spotted at industry siding for loading of L.C.L. freight in trap car service.)

**1295. PROCEDURE IN CONVERTING COMMERCIAL BILL OF LADING TO A GOVERNMENT BILL OF LADING.** Conversion of commercial bills of lading will be performed as follows:

1. A serially numbered Government bill of lading will be prepared and tendered with the original Commercial bill of lading to the delivering agent. Information clearly shown on the Commercial bill of lading may be omitted from the Government bill of lading. The office to which charges are to be billed, appropriation chargeable, issuing office and officer, date of issue, and information called for in consignee's certificate must all be shown in any case.

2. The Government bill of lading will be marked, "Converted from Commercial bill of lading (if plural, state number attached)."

3. The commercial bill(s) of lading will be securely attached to the Government bill of lading and become a part thereof.

4. The Government bill of lading will be accomplished in accordance with all pertinent provisions relating to Government bills of lading in general.

**1296. RECEIPTING FOR GOVERNMENT FREIGHT.** On receipt of Government property covered by a Government Bill of Lading, the agent should insert the name of the railroad, (Chicago, Milwaukee, St. Paul and Pacific R.R. Co.) in the space provided therefor, in the lower right portion of the original bill of lading, together with his signature and the date the shipment was received. He should verify that the statement made on the original bill of lading that pick-up service at origin "was," or "was not," performed by the Government or its agent, is in accord with the facts and that such statement contained on the original bill of lading is the same as that contained on the shipping order.

**1297. RECONSIGNMENT OR DIVERSION OF COMMERCIAL PREPAID SHIPMENTS TO THE U. S. GOVERNMENT.** A Government bill of lading will be issued in connection with a diverted or reconsigned prepaid commercial shipment, except when the consignee knows definitely or is informed by the Chief of Transportation that such diversion does not create an additional cost chargeable to the Government. It will be issued by the new consignee, who will attach thereto the diversion or reconsignment order and the freight bill issued by the carrier at destination and accomplish and surrender the Government bill of lading. Such Government bill of lading will show:

1. Reference to authority given carrier for diversion or reconsignment.
2. Full reference to the original shipment, including carrier's waybill number.
3. That the through rate from point of origin to the new destination, or if applicable, the rate to original billed destination plus "back haul" or "out of line haul" charge, is to be protected, unless a lower charge to the Government would result from application of appropriate combination of local rates.



4. That the shipment was originally consigned "Prepaid" to (Original Destination) and that no portion of charges applicable on shipment to that point is to be included in charge against the Government.

**1298. SHIPMENTS COVERED BY U. S. GOVERNMENT BILLS OF LADING.** Shipments consigned to an officer or agency of the U. S. Government or to any other individual, on which the freight charges are to be paid out of U. S. Government funds must be covered by Government bills of lading, except in specific cases where provisions have been made for the payment of freight bills by and through an agency of the Government. The original Government bill of lading must be surrendered by the consignee to the delivering carrier in order that it may be used to support the latter's bill against the Government for freight charges.

**1299. SHIPPER'S LOAD AND COUNT ON GOVERNMENT CARLOAD FREIGHT.** Agent's shall, in all cases where the shippers load the cars, record the notation "Shipper's Load and Count" on all Government bills of lading for carload traffic and shall see that all concerned are notified accordingly.

**1300. SHOWING INBOUND TRANSIT REFERENCE ON U. S. GOVERNMENT TRANSIT BILLS OF LADING AND WAYBILL PARTS.** On shipments of the U. S. Government which have been accorded transit reshipping privileges, the agent at the transit station receiving the U. S. Government transit bill of lading—waybill combination sets, will see that the bill of lading and the waybills carry reference to the Government bill(s) of lading covering the movement(s) into the transit point. Reference to the inbound billing(s) and Bureau Transit reference(s), if any, must also be shown on the waybill, in the same manner as is customary on commercial shipments, and if there is not sufficient space on the face of the waybill, such references should be shown on the back thereof with the words "see over" on the face of the waybill.

**1301. SWITCHING CHARGES ON GOVERNMENT FREIGHT.** Switching charges on Government Freight must be assessed and accounted for in accordance with current tariffs and rules and handled for credit in the following manner:

If the car was switched in connection with a road haul, the original and three copies of the switching bill, showing the Government bill of lading number, must be attached to the Government Bill of Lading covering road haul movement and sent to Freight Auditor. The following certificate must also be attached:

I certify that \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_  
Car No. \_\_\_\_\_ was switched under my direction by  
the \_\_\_\_\_ R.R. from \_\_\_\_\_ for the purpose of  
making original delivery of shipment covered by bill of lading No. \_\_\_\_\_,  
dated \_\_\_\_\_, 19\_\_\_\_. From \_\_\_\_\_ To \_\_\_\_\_

The charge, therefore, is properly payable from public funds unless the freight tariff provides for its absorption. Payable from appropriation \_\_\_\_\_

Signature \_\_\_\_\_ Rank \_\_\_\_\_

If a car, ordered switched, that was not handled in road haul is switched, no Government bill of lading will be issued for the switch movement but the following certificate will be issued:  
I certify that \_\_\_\_\_ Car No. \_\_\_\_\_ was switched on my direction by the  
\_\_\_\_\_ R.R. from \_\_\_\_\_ to \_\_\_\_\_

This was a local switching and is in no manner connected with road haul. This service was requested and the charge is properly payable from public funds. Payable from appropriation \_\_\_\_\_

Signature \_\_\_\_\_ Rank \_\_\_\_\_

The switching bill and three copies, together with the above certificate, must be mailed to Freight Auditor and credit obtained in the same manner as though a Government Bill of Lading had been issued, except in cases where agent has specific instruction to present switching bills direct to Government Officers for payment.

**1302. U. S. GOVERNMENT COMBINATION BILL OF LADING—WAYBILL AND RELATED FORMS.** Following is a list of the standard combination bill of lading—waybill and related forms used by the U. S. Government for the transportation of government freight; except shipments accorded transit reshipping privileges which are covered by forms described in Rule \_\_\_\_\_.

<u>Standard Form No.</u>	<u>Title of Form</u>	<u>Disposition of Form</u>
1103	U. S. Government Bill of Lading—Original	To be signed by the agent and returned to the shipper for immediate mailing to consignee.
1104	U. S. Government Bill of Lading—Shipping Order	To be retained by the agent at shipping point as the station record.
1105	U. S. Government Freight Waybill—Original	To accompany the shipment to the final destination or to be mailed to waybilled destination when shipment moved ahead on a non-revenue car movement waybill.
1106	U. S. Government Freight Waybill—Carrier's Copy	To be disposed of in accordance with provisions of Rule_____.
1103a	U. S. Government Bill of Lading—Memorandum Copy	All memorandum copies are to be returned to the shipper if they were submitted to the agent with the bill of lading.
1107	Temporary Receipt in Lieu of U. S. Government Bill of Lading	Acceptable to make prompt delivery to consignee. To be exchanged subsequently for original bill of lading or Certificate in Lieu of Lost Bill of Lading.
1108	Certificate in Lieu of Lost U.S. Government Bill of Lading—Original	To be surrendered to agent at destination in lieu of lost original bill of lading.
1108a	Certificate in Lieu of Lost U.S. Government Bill of Lading—Memorandum	To be retained by consignee for forwarding to the Officer who issued the original bill of lading which is missing.
1109	U. S. Government Bill of Lading—Original Continuation Sheet	Continuation sheets are provided for use with combination bill of lading—waybill sets when there is insufficient space on the one form to contain all of the information essential to the proper description of the shipment.
1109a	U. S. Government Bill of Lading—Memorandum Continuation Sheet	
1110	U. S. Government Bill of Lading—Shipping Order Continuation Sheet	
1111	U. S. Government Freight Waybill—Original Continuation Sheet	
1112	U. S. Government Freight Waybill—Carrier's Copy, Continuation Sheet	

The size of the above described forms is 8½ x 11 inches and the bill of lading—original, the freight waybill—original, the freight waybill—carrier's copy, the temporary receipt, the certificate in lieu of lost bill of lading, and the corresponding continuation sheets are printed on white paper. The memorandum copy of the bill of lading and its continuation sheet and the memorandum copy of the certificate in lieu of lost bill of lading are printed on yellow paper. The shipping order and its continuation sheet are printed on salmon paper.

**1303. GOVERNMENT FREIGHT CONSIGNED ON COMMERCIAL BILLS OF LADING.** Agents accepting freight consigned to any department of the United States Government on commercial bills of lading must require prepayment of freight charges unless the bill of lading is endorsed "To be exchanged for Government Bill of Lading." In that event, forwarding agents must show on waybills that Government Bill of Lading will be surrendered at destination and inform shippers that the original commercial bill of lading must be sent to consignee as it must be surrendered with the Government Bill of Lading before delivery of the shipment.

Agents receiving shipments with notation on waybill that commercial bill of lading will be exchanged for Government Bill of Lading, must take up the commercial bill of lading and attach it securely to the accomplished Government Bill of Lading, and account for charges in the same manner as though the shipment had moved on Government Bill of Lading.

Shipments consigned to the Commodity Credit Corporation or other departments of the Government, upon special authority, may be handled in the same manner as commercial shipments.

Agents receiving shipments for the Government, not moving on Government Bills of Lading, with charges collect or insufficiently prepaid and without notation on the waybill that a Government Bill of Lading will be surrendered, must change the waybill to read fully prepaid and send correction notice to billing agent with a copy to Freight Auditor.

If the billing station is a point on a foreign line, agents must, in addition to sending the billing agent the correction, mail one copy to Freight Auditor and one copy to the Freight Auditor of the billing line.

**1304. GOVERNMENT FREIGHT PARTIALLY UNLOADED IN TRANSIT.** If shipment, covered by a Government Bill of Lading or a Commercial Bill of Lading to be converted to a Government Bill of Lading, is stopped in transit for partial unloading, the intermediate consignee should execute a certificate showing complete reference to the Government Bill of Lading and description and weight of commodities unloaded.

The original certificate should be forwarded by the intermediate consignee to the consignee at destination, who will attach it to the original bill of lading and surrender both to the destination agent.

The intermediate consignee should be requested to furnish agent at stop-off point with two copies of the certificate, one of which should be attached to the waybill to be filed with the freight bill at destination and the other should be attached to memorandum copy of freight bill and retained for station record at the stop-off point.

**1305. GOVERNMENT FREIGHT RECEIVED FROM FREIGHT FORWARDING, CARLOADING, CONSOLIDATING AND TRUCKING COMPANIES ENROUTE.** Shipments covered by Government Bills of Lading tendered to this Company enroute by freight forwarding, carloading, consolidating or trucking companies for furtherance to destination must be waybilled with this line's charges prepaid.

**1306. GOVERNMENT SURPLUS COMMODITIES.** Various U. S. Government Agencies purchase surplus commodities for shipment, under Government Bills of Lading to welfare agencies.

These purchasing agencies usually take possession of such shipments at some specific time at loading stations or in transit and assume no responsibility for demurrage, heater detention or any other charges that may have accrued prior to the time that possession was taken.

Agents accepting shipments of this nature must collect from the former owners all charges that may have accrued against the shipment prior to the time of acceptance by the purchasing agency, as such charges cannot be advanced against the shipments.

The welfare agencies, to which shipments of this kind are consigned, acquire no right to divert or reassign shipments subject to the Government Bills of Lading. If a welfare agency desires to reforward such shipments from the billed destination, the accomplished Government Bill of Lading must be surrendered and a Commercial Bill of Lading issued for the further movement.

**1307. U. S. GOVERNMENT TRANSIT BILL OF LADING FORMS.** Following is a list of the standard forms used by the U. S. Government on shipments which have been accorded transit reshipping privileges:

<u>Standard Form No.</u>	<u>Title of Form</u>	<u>Disposition of Form</u>
1131	U. S. Government Transit Bill of Lading—Original	Same as Form 1103
1132	U. S. Government Transit Bill of Lading—Shipping Order	Same as Form 1104
1133	U. S. Government Transit Freight Waybill—Original	Same as Form 1105
1134	U. S. Government Transit Freight Waybill—Carrier's Copy	Same as Form 1106
1131a	U. S. Government Transit Bill of Lading—Memorandum Copy	Same as Form 1103a

The size of these forms is 8½ x 14 inches and the original transit bill of lading, the transit freight waybill—original, and the transit freight waybill—carrier's copy, are printed on white paper. The memorandum transit bill of lading is printed on yellow paper and the shipping order is printed on salmon paper.

The Temporary Receipt in Lieu of U. S. Government Bill of Lading, standard Form No. 1107, the Certificate in Lieu of Lost U. S. Government Bill of Lading—Original, Standard Form No. 1108, and memorandum therefor, Standard Forms Nos. 1109, 1109a, 1110, 1111 and 1112, will be used in connection or conjointly with the set of U. S. Government Transit Bill of Lading forms, Standard Forms No. 1131, 1132, 1133, 1134 and 1131a, as required.

**1308. USE OF TEMPORARY RECEIPT FOR DELIVERY OF GOVERNMENT FREIGHT.** Government freight shall not be delivered without the surrender of the original bill of lading properly executed. However, to insure prompt delivery of property, in the absence of the bill of lading, the agent may accept from the consignee a "Temporary Receipt" executed on the prescribed form, No. 1107, for the property delivered and shall be held as evidence of the delivery until the consignee produces the Government Bill of Lading or a Certificate in Lieu of the Lost Bill of Lading.

**1309. WAYBILLING SHIPMENTS OF U. S. GOVERNMENT FREIGHT WHICH HAVE BEEN GRANTED TRANSIT PRIVILEGES.** In connection with Government Freight, the inbound line haul carrier is the transit granting carrier, therefore, all shipments of Government Freight on which transit privileges have been granted should be waybilled from the transit stations by the agent of the inbound line haul carrier; except when there are two

or more inbound line haul carriers, in which case the outbound shipment must be waybilled by the outbound line haul carrier. The outbound waybill shall show, in complete detail, references to the inbound billings and shall include point(s) of origin, waybill date(s) and number(s), car number(s), route(s), etc. It is of special importance to show Government Bill of Lading number covering each of the inbound movements and the Section 22 Quotation or transit tariff under which the privilege was granted. Shipments shall be waybilled from transit stations as follows:

(a) When one transit privilege is involved: Waybill from the transit station at the through commercial rate from point of origin to transit destination, less the rate paid in to the transit station, plus any back haul and/or out of line charges. The transit charge accruing at the transit station shall be waybilled as advances and corresponding debit taken by reporting the amount of the advances on Form 26, Report of Miscellaneous Revenue.

(b) When two transit privileges are involved: Waybill from the first transit station to the second transit station on the basis of the full commercial tariff rate applying from and to such stations not the through rate from original point of origin to the second transit station; but showing on the waybill the rate paid in to the first transit station. The transit charge and the back haul and/or out-of-line haul charges which would accrue at the first transit station under the through rate basis if it had been applied should be shown on the waybill in the lading column with appropriate explanations, in order that this data may be available to the destination carrier in making final settlement with the Government. Waybill from the second transit station to the point of trans-shipment at the through commercial rate from original point of origin to final destination, less the rates paid in to the first and second transit stations, plus any back haul or out-of-line haul charges accruing at the first and/or second transit stations. Each factor to be shown separately. The transit charges accruing at the first and second transit stations shall be waybilled in the advance column and a corresponding debit taken by reporting the amount of the advances on Form 26, Report of Miscellaneous Revenue:

**1310. WAYBILLING GOVERNMENT CARLOAD SHIPMENTS IN ADVANCE OF REVENUE WAYBILL.** When necessary to move cars prior to receipt of the Government bill of lading, a car movement waybill shall be issued for each car. All essential information to insure proper movement and delivery of the car, with a notation that revenue waybill will follow, shall be shown thereon. When the Government bill of lading is received, the waybill portion shall be completed, cross-referenced to the car movement waybill and mailed to the waybilled destination.

**1311. WAYBILLING GOVERNMENT SHIPMENTS COVERING MORE THAN ONE CAR.** When a combination Government bill of lading waybill is issued for more than one car, a separate revenue waybill on carrier's standard form shall be issued for each car and Government freight waybill form shall be retained by the waybilling agent, except when two or more cars are furnished in lieu of one car ordered, the Government Freight Waybill form shall be made for the lead car and carrier's standard form of waybill shall be used for the additional cars. Such waybills shall show reference to the revenue waybill and the Government bill of lading number, together with all information essential to insure proper movement and delivery of the car in event the cars become separated. Authority for furnishing more than one car shall be shown on the revenue waybill. Government Freight Waybill form, whether covering one or more cars, shall be used for the movement of freight accompanying troop train movements.

**1312 to 1315 incl., reserved for additional rules.**



## UNITED STATES MAIL

**1316. PROTECTION OF UNITED STATES MAIL.** The Company is responsible to the Government for the care and protection of United States mail while in its custody. It should never be left exposed to damage, theft, or depredation. When held in baggage rooms overnight, these rooms should be locked. Pouches should not be hung on mail cranes more than 10 minutes before train time, and should be watched until taken therefrom. When hung at night, a lighted white lantern should be placed on the crane. Mail thrown from trains that do not stop should be picked up promptly, when it is the duty of this Company to perform such service.

Large quantities of merchandise are now handled as mail, much of which is breakable and perishable. Mail must be handled carefully and if held in baggage room should be protected, as far as possible, from extreme heat or cold.

**1317. TRANSFER OF UNITED STATES MAIL BETWEEN TRAINS.** The transfer of mail between trains at a station is work which the Company is required to perform and is no part of the work of a Government mail carrier.

**1318. CHANGES IN TRAIN SCHEDULES.** Agents must notify postmasters in advance of any changes in time of trains from or to which mail is delivered.

**1319. LOADING, UNLOADING AND HANDLING EXCHANGES OF UNITED STATES MAIL.** United States Mail should not be loaded into Railway Postoffice cars unless a Postal Transportation Clerk is on hand to receive it.

Agents or other station employees at points where mail is exchanged between trains must examine the labels on mail pouches or packages to be certain that they are sorted for delivery to the proper trains.

**1320. REPORTING LOSS OR THEFT OF UNITED STATES MAIL.** In case of apparent loss or theft of mail, reports must be made by wire to the Superintendent, the Manager Mail, Express, Baggage and Milk Department and the local postmaster must be notified.

**1321. IRREGULARITIES IN HANDLING UNITED STATES MAIL.** Report of any irregularities in the handling of mail at the station must be made to the Manager Mail, Express, Baggage and Milk Department and a copy retained at station.

Railway employees are permitted to accept properly stamped first class mail to be posted on trains but should report to the Manager Mail, Express, Baggage and Milk Department any unusual volume of mail thus received.

**1322. DAMAGE TO MAIL CRANE.** In the case of damage to mail crane to the extent that it cannot be safely used, agents must report the facts to Superintendent and ask him for instructions as to handling of mail until repairs are made.

**1323. POSTAGE STAMPS.** United States postage stamps for use on company mail matter only will be furnished upon receipt of properly signed and approved requisitions, by the Treasurer for all lines east points or by the Assistant Treasurer, Seattle, Washington, for all lines west points. Stamps should be kept in the office safe, or where there is no safe, then under lock. United States postage stamps should be used only when the use of railroad mail or railroad registered mail is not practical. Valuable papers should be forwarded by Railway Express Agency, Inc., when that service is available.

**1324. POSTAGE DUE STAMPS.** When an agent has to pay "postage due" on mail received at his station, the amount should be paid from the station cash and the envelopes

with the postage due stamps attached shall be retained as evidence of such payment. At the end of each month these envelopes should be forwarded to the Auditor of Station Accounts and Overcharge Claims and credit for the amount involved taken on appropriate form.

**1325. STAMPS IN PAYMENT OF SMALL ACCOUNTS.** While the practice should not be encouraged, agents may accept unperforated United States postage stamps in payment of small accounts. Such stamps should be sent to the Treasurer, monthly or whenever the total amounts to one dollar, with a covering remittance form or deposit slip.

**1326 and 1327 incl., reserved for additional rules.**



## WAYBILLS

**1328. ADVANCE ONLY WAYBILLS.** Advance Only Waybills are used to transmit to destination for collection and for the credit of station accounts at the point of accrual, the charge for services performed, material furnished or expense incurred incident to the transportation of shipments.

Advance only waybills must be numbered in the regular series and should be cross referenced with and attached to the regular waybills covering the shipments.

Only charges that have accrued in accordance with tariffs may be waybilled as advances. Charges for portable heaters, floor racks and equipment of like nature furnished by the carrier in accordance with tariff requirements for protection of shipment, such charges not being collectible from either the consignor or consignee, shall not be included on waybill as advances. The protection of the carrier's interest in connection with the handling of these heaters, floor racks and equipment of like nature, is an operating proposition.

Advance only waybills must not include charges accrued on more than one shipment and must bear an explicit explanation of the charges and the basis on which they are assessed.

If demurrage or storage is advanced, the date and time of arrival, notification and release must be shown. If heater service is performed or heaters or supplies furnished, the kind of service, the numbers of heaters and the amount of supplies furnished must be shown. If icing service is performed the kind of service and the amount of ice and salt must be shown. If live stock is stopped in transit for feeding and watering the loading and unloading charges and the amount of feed at the rate per unit must be shown separately.

When a car is stopped in transit to partly load or unload or is diverted to a point on either the C.M.St.P.&P. or a foreign line, the stop charge or diversion charge must be covered by an advance only waybill which shall clearly describe the service for which the charge is made. The amount and character of the charge must be noted on the revenue waybill in the lading column.

**1329. ASTRAY WAYBILLS.** The form of waybill especially designed to cover transportation of shipments found over in cars or warehouses should be used to cover astray shipments to their proper destinations. This form of waybill bears instructions covering the handling of astray shipments and block for showing information essential to the movement and delivery of such shipments, which must be observed.

Astray waybills must be numbered in the same series as revenue waybills and must read through to destination by the most direct route, however, if the shipment is marked with routing, such routing should be used if practical.

**1330. CAR MOVEMENT WAYBILLS FOR MERCHANDISE CARS.** Waybills for less carload freight shall move with the cars when practicable; otherwise they shall be mailed to junction of delivery to connecting line or to destination or to bulk breaking point when the destination or bulk breaking point is a station on the Milwaukee Road, so as to reach the point of delivery to connecting line or destination or bulk breaking point in advance of the car. In the event that waybills for solid car or less-carload freight do not accompany the car, a separate merchandise car waybill shall be made in duplicate, reading to destination in case all the shipments in the car have a common destination; otherwise bulk-breaking point, or junction point with foreign lines. Destination and complete routing shall be shown and the waybills shall bear the notation:

"Merchandise car, waybills mailed to\_\_\_\_\_."

The original waybills shall accompany the car and the duplicate shall be placed on top of the revenue waybills and securely fastened together and mailed as directed above.

**1331. CHANGES MADE ON WAYBILLS.** Whenever a correction of any kind, except changes in rate, and freight charges at destination, are made on a waybill, the party making the change shall do so in black ink showing date, name of station where made, authority for the change, name and title of party making it. (If there is insufficient space on the face of the waybill to show this information, it shall be shown on the reverse side of the waybill). When an agent receives waybill from a connecting carrier on which changes in the original billing have been made without endorsement showing the authority for the change, a notation should be made on the waybill by the agent receiving it to the effect that the waybill was changed before it was received at his station.

**1332. COMPLETE INFORMATION TO BE SHOWN IN ROUTE BLOCK.** When complete routing (roads and junction) is furnished by the shipper, that routing must be shown in the route block and the letter "S" should be shown in the space provided for that purpose. When the routing is supplied by the agent the letter "A" should be shown in the space so provided. When shipper specifies only a partial route, agent should show in the route block a notation showing that shipper supplied partial routing as follows:

Shipper routed via \_\_\_\_\_

When a shipper tenders a bill of lading showing a rate and a route and the rate shown is not applicable via that route, agent should not sign the bill of lading but return it to the shipper requesting him to remove the conflict by changing either the rate or route or both.

When shipping instructions specify the name of the railroad that is to deliver the shipment at destination after the road-haul has been completed, the name or initials of that railroad should be shown on the waybill in the space provided for the name of the consignee. When the name of the carrier is shown by the shipper without the word delivery being shown in connection therewith, the carrier named is entitled to a road-haul, and waybills should show such routing. If the word "delivery" is shown in connection with destination carrier, it is intended for that line to make switching delivery and waybill can be routed to allow that line switching movement only. Care should be exercised to see that, when shipments are routed line haul to destination by one line with switching delivery to be made by another carrier, track connections exist and applicable rates are in effect to permit such service.

**1333. CONSIGNEE AND DESTINATION.** The name of the consignee must be shown and when the shipper furnishes the address it should be shown immediately below the name of the consignee. When shipments are destined beyond the station to which shipment is waybilled, the final destination and additional routing must be shown in space provided. When there is more than one town or point in the state or province having the same name, the name of the county in which destination is located must also be shown.

**1334. COPIES OF WAYBILLS.** Copies of waybills must not be furnished anyone other than officers and agents of this Company or those of connecting lines over which the shipment moved and who would have a legitimate interest in the shipment.

Copies of waybills so furnished must be complete in every respect and plainly marked "Copy".

**1335. CORRECTIONS AND CHANGES ON WAYBILLS ENROUTE.** The car initials or number on a waybill should not be changed enroute unless the billing agent acknowledges an error in the number originally shown on the waybill. The waybill must be noted in ink showing the point at which the correction was made, the date and the signature of the party making the correction.

Changes in the names of consignor or consignee, routing, destination or services enroute when requested by patrons and permitted by tariffs, may be made upon proper authority. If

tariffs provide a charge for changes made enroute, the waybill must be cross referenced with advance only waybill covering such charges.

**1336. DATE OF WAYBILL.** Waybills must be dated the day on which they are issued. The month must be shown in writing and not in figures but the usual abbreviations may be used.

**1337. DATING WAYBILL.** Agents shall, whenever possible, waybill all freight on the date the bill of lading is signed; and when shipments are received in switching service from industries located on foreign lines, waybills must bear the same date as bill of lading, regardless of when the cars go forward or when they are received from connecting lines. If for some good reason, it is not possible to waybill on the same date that the bill of lading is signed, waybill shall be dated the date billed and the date of the bill of lading shall be shown directly above the waybill date as follows:

B/L Date October 5, 1954

W/B Date October 7, 1954

The rate shall be that in effect on the date the bill of lading is signed.

**1338. DEFINING CARLOAD AND LESS THAN CARLOAD WAYBILLS.** When, for reporting purposes, it is necessary to distinguish between waybills as covering carload (C.L.) freight or less carload (L.C.L.) freight the following shall apply: Waybills covering shipments moving at carload class or commodity rates shall be treated as carloads regardless of weight. Waybills covering shipments weighing 10,000 lbs. or more moving at less carload or any quantity rates shall be treated as carloads. Waybills covering shipments weighing less than 10,000 lbs. moving at less carload or any quantity rates shall be treated as less carloads.

**1339. DEFINITION OF INTERLINE FORWARDED WAYBILLS.** An interline forwarded waybill is one that is issued at a station on the Milwaukee Road and covers a shipment destined to a station on a foreign road and which moves off the lines of the Milwaukee Road at one of its junctions with foreign lines for line-haul movement beyond.

**1340. DEFINITION OF LOCAL WAYBILLS.** A local waybill is one issued at a station on the Milwaukee Road covering a shipment to a station on the Milwaukee Road on which the Milwaukee Road performs the line-haul movement from origin to destination even though the shipment may leave the lines of the Milwaukee Road enroute. A shipment covered by a local waybill may leave the lines of the Milwaukee Road enroute, for example: A shipment from Champion, Michigan, may be billed to Wausau, Wisconsin, via C.M.St.P. & P., Pembine, Wis., M.St.P. & S.S.M., Heafford Junction, C.M.St.P. & P. The fact that the Milwaukee Road performed the line-haul out of Champion and into Wausau requires that the shipment be waybilled and reported with the local waybills. A shipment originating at or destined to an industry on a foreign line and handled in switching service from or to the Milwaukee Road is also to be considered a local waybill because the waybilling and accounting of the waybill is done by the Milwaukee Road.

**1341. EACH FREIGHT SHIPMENT TO BE WAYBILLED.** A regularly numbered waybill must be made for each road-haul freight shipment forwarded using one of the standard waybill forms described, immediately following:

<u>FORM NO.</u>	<u>PURPOSE</u>
20	To be used for each shipment of company freight.
99	To be used for two or more consignments of less carload freight when destined to the same station.
99A	To be used for single consignments of carload and less carload freight, except when specific waybill forms are otherwise authorized.

<u>FORM NO.</u>	<u>PURPOSE</u>
99B	To be used for each movement of astray freight.
99E	To be used for single consignments of livestock, carload and less carload.
99FF	Fan-fold waybill having same purpose as Form 99A.
99G	Preferred freight waybill to be used for single consignments of perishable freight.
99TL	Same as Form 99TS but is made 20 inches long to provide extra space in the body of the waybill and should only be used when unable to get all the necessary information on the short form.
99TS	Transit freight waybill to be used for single consignments of shipments which have been accorded a transit privilege (except livestock). When the body of the waybill is too small to contain all of the necessary information, the long Form 99TL should be used.

Waybill Forms 99, 99A, and 99G are also available in the long form 8½ x 20 inches, which are to be used when there is insufficient space on the regular size waybill to contain all of the necessary billing information.

**1342. AUDITOR OF STATION ACCOUNTS AND OVERCHARGE CLAIMS TO BE NOTIFIED WHEN AGENT FAILS TO OBTAIN PREPAID ONLY WAYBILL.** When an agent requesting a "Prepaid Only" waybill under these rules fails to receive it within a reasonable time, he shall notify the Auditor of Station Accounts and Overcharge Claims giving a full explanation of the facts. He will aid the Agent in obtaining the "Prepaid Only" waybill or instruct him on how to relieve his accounts of any outstanding amount.

**1343. INFORMATION TO BE SHOWN ON PREPAID ONLY WAYBILLS.** "Prepaid Only" waybills must include reference to the original revenue waybill and, when issued to adjust the charges on a received waybill, the freight bill, date and number, and full explanation stating why the "Prepaid Only" waybill was issued, must also be shown thereon.

**1344. ISSUING REVENUE WAYBILL TO FOLLOW NON-REVENUE WAYBILL.** A revenue waybill bearing the same waybill number and date as the non-revenue car movement waybill must be issued as promptly as possible and notation made in the body thereof showing, (a) the actual date issued and (b) that the car moved on a non-revenue waybill. The way-billing agent shall forward promptly the original revenue waybill by mail to the agent at the original waybilled destination. The waybill numbering provision in the first sentence will not apply when the car movement waybill and revenue waybill are made by different carriers, or agents. When a shipment moving in two or more cars is covered by two or more non-revenue car movement waybills the revenue waybill shall be given the same number as the non-revenue car movement waybill for the lead car, showing thereon reference to the two or more non-revenue car movement waybills.

**1345. JUNCTION AGENTS TO CORRECT WAYBILLS COVERING STOP-OFF SHIPMENTS WHEN THE IMPROPER "TO STATION" IS SHOWN.** When waybills, covering shipments to be stopped in transit to complete loading or to partially unload are received from connecting lines and show the final destination as the "To Station", junction agents shall correct the waybill to show the first stopping point beyond the junction as the "To Station".

**1346. LENGTH AND CAPACITY OF CARS TO BE SHOWN ON WAYBILLS COVERING CARLOADS.** The standard form of waybill provides in the upper right hand portion, spaces, as shown below:

Length of Car		Marked Capacity of Car	
Ordered	Furnished	Ordered	Furnished

Particular care must be taken to show on waybills covering carloads, the above information to comply with the requirements of the Operating as well as the Accounting Department in all cases for carload shipments.

Orders from shippers, should specify the length or capacity of car desired, in accordance with tariff or classification provisions covering the commodity being offered for shipment.

When a car is ordered according to length, in addition to the information as to length of car ordered and furnished, the capacity of the car used shall always be shown.

When a car is ordered according to a certain carrying capacity, in addition to the information as to the capacity of the car ordered and furnished, the length of the car used shall always be shown.

**1347. MAINTAINING A SUPPLY OF WAYBILLS.** Agents should maintain an adequate supply of waybills on hand at all times. To avoid confusion, astray shipments and company material should not be billed on waybill forms other than those provided for such purposes. Agents must not use waybill forms of other railroads; such practice may result in the loss of revenue due the Milwaukee Road.

**1348. NO DEVIATIONS FROM THE NUMBERING RULES.** No deviations from the rules pertaining to the numbering of waybills will be permitted unless specific authority in writing is obtained from the Freight Auditor.

**1349. NUMBERING WAYBILLS.** All agents except those reporting to the Central Station Accounting Bureau and others that may be specifically instructed otherwise by Freight Auditor, must number waybills as follows:

**Rule 1. LOCAL WAYBILLS.** Waybills shall be numbered consecutively in the block of numbers 1 to 5000. When number 5000 has been reached and used, the next number shall be cast back to the starting number 1.

**Rule 2. INTERLINE FORWARDED WAYBILLS.** Waybills shall be numbered consecutively in the block of numbers M-1 to M-5000. When M-5000 is reached and used the next number shall be cast back to the starting number M-1.

**Rule 3. NUMBERING WAYBILLS FOR NON-AGENCY STATIONS.** A separate series of numbers conforming with Rules 1 and 2 above shall be used for each non-agency station. Under no circumstances shall the non-agency station waybills be numbered in the same series used for the shipments from the waybilling station.

The consecutive numbering of waybills within the block of numbers must continue until 5000 is reached and used before casting back to number 1 regardless of length of time it takes to span the 5000 numbers in the block.

Agents shall exercise diligence in classifying waybills into the Local and Interline Forwarded categories. The "M" prefix series must not be used on local waybills. The "M" prefix series must be used on all waybills covering shipments billed to destinations on foreign lines when involving road-haul movements beyond the off-going junction of the Milwaukee Road. A shipment shall be considered local and numbered in the local series when it is billed to a station on the Milwaukee Road with a switching delivery by a connecting carrier at destination.

**1350. PREPAID ONLY WAYBILLS.** Prepaid only waybills are those which carry charges in the prepaid column only and are to be used to transfer from one station to another, credits affecting freight accounts when no other provisions for such transfer is made.

They must contain sufficient information to enable the destination agent to properly apply the credit received.

**1351. PREPARATION OF WAYBILLS.** Waybills must be prepared in a legible manner as required with typewriter using black ribbon, black ink or SOFT black lead pencil. If subsequently, copies are required they shall be prepared with the use of black carbon paper. All corrections, notations, cancellations and/or check marks must be typed or written using only black ribbon, black ink, or SOFT black lead pencil.

The specific waybill form designed for adaptation to the transportation requirement of the shipment offered shall be used.

Each form of waybill is designed with blocks for showing information and instructions essential to the transportation of designated kinds of shipments and services ordinarily to be performed enroute. Waybilling and intermediate agents must insert, in proper blocks, all the required information in order that the lading will be given proper service enroute and that the destination agent will be in position to collect the proper charges.

The name and audit number of the originating and waybilling station must be shown as specified in Rules 512, 1352 and 1376.

The address of consignee, if shown on shipping order, must be shown on the waybill. Should there be another station by the same name in the destination state, the county must be shown.

If a combination of rates is used, each factor must be shown separately in the rate column together with the point to which it applies.

**1352. SHOWING BILLING STATION ON WAYBILL.** Waybilling agents should show the station accounting audit number followed by the station name and then the station operating number, as follows:

5207 Winona, Minn. 327

If a rubber stamp impression is used, agent should make sure that a clear and legible impression is made and if the station audit number is missing or the station operating number is missing, they shall be written in. When waybilling a shipment from a non-agency station, the numbers and names of both the non-agency and billing stations shall be shown as follows:

6151 Tunis, Mich. P2639

B/A 6155 Sidnaw, Mich. P2647

**1353. SHOWING CAR REFERENCE, KIND OF CAR, WEIGHT IN TONS, LENGTH OF CAR AND MARKED CAPACITY.** The initials and number of the car should be clearly shown, using the standard abbreviations for car initials which are published in the official "Railway Equipment Register". Agent should enter the information necessary to complete the following blocks:

1. Kind of car (Box, Stock, Flat, Gondola, Hopper, etc.)
2. Weight in tons—"Gross" "Tare" "Net"
3. Length of car—"Ordered" "Furnished"
4. Marked capacity of car—"Ordered" "Furnished"

**1354. SHOWING CONSIGNOR AND BACK WAYBILL REFERENCE.** The name of the consignor should be shown on the waybill in the space provided. If the consignor is located on a connecting line which performs a terminal line haul switch to the interchange with the Milwaukee Road, that information with the amount of switching absorbed or not absorbed, as the case may be, shall be shown in the "origin" block, for example:

C.N.W. Switching \$6.50 absorbed

or

C.N.W. Switching \$6.50 not absorbed

If there was a previous rail haul involved in the shipment, complete waybill reference including car number and route should be shown in the "origin" block.

**1355. SHOWING EXCEPTIONS AS TO THE CONDITION OF FREIGHT ON WAYBILLS.** Exceptions as to the condition of the freight shall be shown in the "Description of articles, special marks, and exceptions" column, just below the entry describing the shipment, also notations; such as, "Shippers load and count", "Loaded to full visible capacity" and other similar notations, must be shown in the same location on waybill.

**1356. SHOWING THE DESCRIPTION OF ARTICLES ON WAYBILLS.** Rule 2 of the Consolidated and Uniform Freight Classifications requires the shippers to conform to classification or tariff descriptions and show all shipping conditions essential to rate application in preparing bills of lading and shipping orders. In preparing waybills agents must show the description of articles, special marks and exceptions exactly as they are shown on the shipping order. If there is any question regarding the correctness of the description of the commodity, agent should request the shipper to change the bill of lading and shipping order. If the shipper refuses and agent is still of the opinion that the description does not properly describe the article or articles, he should request the Weighing and Inspection Bureau representative in his area to make an inspection and rule on the proper description of the article or articles.

**1357. STAMPING WAYBILLS.** Stamps such as "Weight Agreement", "Explosive", "Dangerous", "Acid", etc., must be applied in spaces provided on the waybill so that they will not obliterate other essential information.

Agents at intermediate stations must apply junction stamps in the spaces in the proper sequence. Other stamps such as "transferred at", etc., must be placed so as not to obliterate other information.

Agents at destination must impress their station name and audit number stamp in the "To" space on the waybill and, in addition, must place their ticket dater or other similar stamp in the lower right hand corner showing station and date of reporting the waybill.

**1358. STAMPS OF REPORTING AGENTS.** The block in the lower right hand corner of the waybill is reserved without exception for the destination agent who will stamp therein the date the waybill is reported by him. Agents shall use extreme care that no other stamps or written notations appear in this block.

**1359. TRANSFER, JUNCTION, YARD, AND OTHER STAMPS.** Only BLACK stamp ink shall be used in applying such stamps to waybills. In order that junction, transfer and yard stamps may be instantly recognized, the Association of American Railroads have mandated the size, shape and wording of these three stamps. All other stamps, as far as possible shall be restricted in size to 1½ x 1 inches.

**1360. TRANSFER STAMP.** When blocks are provided on the waybill form for transfer stamps, they shall be so placed beginning on the left side of the waybill in the order of their succession. When the waybill form does not provide a block for the transfer stamp a clear spot on the waybill below the name of the consignor shall be used but in no case should a stamp be placed in the weight, rate, freight, advances or prepaid columns. The transfer stamp shall not exceed 1½ x 1 inches and shall be of the following shape and design:

C.M.St.P.& P.R.R.
TFRD. (Station)
Date
Initials_____
Car_____

**1361. USE OF NON-REVENUE, CAR MOVEMENT WAYBILLS.** Revenue waybills for carload freight must move with cars when possible. When it is impossible to issue revenue waybill to accompany a carload shipment without delaying the movement of the car, the shipment shall be forwarded on a standard waybill form numbered in the regular waybill series, i.e., local or interline forwarded. At stations where separate series of waybill numbers are used to indicate different categories of shipments such as collect, prepaid, transit, non-agency or others, care should be exercised in assigning the number to the non-revenue car movement waybill to make certain that a number from the proper category series is applied.

All information essential to the movement and delivery of the car shall be shown on such car movement waybill in the blocks provided therefor and in the manner prescribed by the mandatory rules applicable to revenue waybills. This shall include complete information in the "Instructions" block covering any service to be performed or omitted enroute, such as "Weigh", "Do not Weigh", and instructions as to icing and other services. If the shipment is moving under weight agreement, such information shall be shown in the "Weight" block. The notation; "Revenue waybill will be mailed to destination agent" must be shown on the car movement waybill in the columns provided for the weight, rate, freight, advances and prepaid.

**1362. USE OF PREFIX "M" WITH INTERLINE WAYBILLS FORWARDED.** The letter "M" prefixing interline forwarded waybills has a definite significance in the auditing of freight charges and agents are cautioned not to use it on any waybills reported on local forwarded abstracts (See Rule 1349) ; likewise, agents are required to make use of the prefix "M" on all interline forwarded waybills reported on interline forwarded abstracts (See Rule 1349).

**1363. USE OF RUBBER STAMPS ON WAYBILLS.** Only rubber stamp impressions authorized by classifications, tariffs and accounting department officers shall be used on waybills. Stamp impressions should be confined to the spaces provided on the waybill or designated in the instructions authorizing their use. Agents should see that their rubber stamps and stamp pads are kept clean and making clear impressions. Stamps which have become worn through use making them illegible should immediately be replaced. Black ink stamp pads should be used.

**1364. USE OF STANDARD REPORTING MARKS FOR CAR INITIALS ON WAYBILLS, BILLS OF LADING AND REPORTS.** Initials of cars must be clearly written or typed on bills of lading, waybills or on other reports where required, especially where there is a marked similarity of the car initials. The authorized assigned reporting marks for each ownership of equipment is designated fully in the Railway Equipment Guide and no deviation from the prescribed form is permitted. Absolute conformity therewith is essential to avoid confusion in the processing of the reporting marks through the use of mechanical accounting machines.

**1365. WAYBILLING AND ACCOUNTING FOR SINGLE EXHIBITION SHIPMENTS RETURNED TO POINT OF ORIGIN VIA REVERSE ROUTE.** When a shipment moves to a point at which it is to be exhibited at a public exposition or fair and qualifies under the tariffs for movement at  $\frac{1}{2}$  of the tariff rate, the agent at the exhibition point shall assess the full tariff rates for the inbound movement. When, at the close of the fair or exposition, the shipment is returned to the original point of shipment via the reverse route, no adjustment shall be made on the inbound charges; however, the returned shipment shall be waybilled: "Free Account Exhibit Returned". Reference to the inbound revenue waybill shall be noted on the "Free Return" waybill and the certificate of the Secretary of the Fair shall be securely pasted to the back of the outbound waybill.

**1366. WAYBILLING CARLOAD PERISHABLE FREIGHT.** Carload perishable freight shipments requiring ventilation, heater protection or icing must be waybilled on the



appropriate perishable waybill, Form 99-G. The waybilling agent must see that all information pertaining to furnishing and conditioning of the car at point of origin and the shipper's instructions regarding services enroute are shown on the bill of lading and waybill in blocks provided for showing such information.

Instruction relating to service enroute must be shown in the "Instructions" block on the waybills using standard terms as shown in the Perishable Protective Tariff, followed by the tariff rule number governing the particular kind of service desired, for example:

STANDARD REFRIGERATION. Re-Ice at all regular icing stations. Rule 200.

INITIALLY ICED BY CARRIER. Do not re-ice. Rule 240.

INITIALLY ICED BY SHIPPER. Do not re-ice. Rule 240.

INITIALLY ICED BY CARRIER. Re-ice only once at .....  
(Specify regular icing station) Rule 247.

PRE-ICED BY CARRIER. Replenish, do not re-ice. Rule 254.

USE ..... PERCENT SALT. Rule 202.

MODIFIED CARRIERS PROTECTIVE SERVICE. Rule 509.

SHIPPERS PROTECTIVE SERVICE. Rule 510.

CARRIERS PROTECTIVE SERVICE. Rule 515.

VENTILATION SERVICE. Standard, Special or Combination. Rule 385.

MECHANICAL REFRIGERATION. Rule 171.

The following appropriate abbreviations shall be indicated on waybills after perishable protective service charges to designate the nature of the service charges:

Refrigeration Charges (Ice)	RFGN
Refrigeration Charges (Mechanical)	MR
Detention of Mechanically Equipped Refrigerator Cars	DMR
Salt	SALT
Ice	ICE
Heater Charges	HEAT

Perishable protective service charges accruing at origin or in transit (other than stated refrigeration charges, detention of mechanically refrigerated cars or charges collectible from shippers on monthly bills) must be reported on Form 26, Miscellaneous Revenue, at the station of accrual and unless collected at that station shall be advanced to destination of the shipment.

The specific nature of the services performed must be stated on advance only waybills which must be cross referenced with and attached to the revenue waybill.

When perishable protective service is performed at a point on this line on shipments that originated on foreign lines, the waybill must be endorsed with the place, time and specific service performed.

Waybills covering shipments that were placed in perishable protective service on another line, to which charges are to be credited, must be endorsed, following the charges, "Due (initials of railroad)". Shipments placed in perishable protective service on this line must be endorsed "Due C.M.St.P. & P. Ry."

See Rule 1036 for notations to be made when charges are to be collected on monthly bills.

**1367. WAYBILLING CHARGES FOR MISCELLANEOUS SERVICES ACCRUING IN TRANSIT.** When miscellaneous charges of any character collectible from the consignee accrue in transit, they shall be covered by "Advance Only" waybills which shall clearly describe the services for which the charges are made. Such "Advance Only" waybills and the regular or car movement waybill shall be cross referenced with each other and the amount and char-

acter of the charges shall be noted as information on the regular or car movement waybill in the "Lading" column. The "Advance Only" waybill shall be securely attached to and move with the regular or car movement waybill.

**1368. WAYBILLING EMPTY PRIVATELY OWNED CARS.** All empty privately owned or leased tank, refrigerator, stock or other special freight cars that are to be assigned to individual shippers for loading and that are not in general transportation service, must be waybilled on regular forms to destination.

Empty privately owned or leased cars being moved to a point for loading or returned to the shipping point, or elsewhere, after having been unloaded, must be waybilled "Free".

When private tank cars are unloaded, the owner will issue instructions for empty movement to the agent at point of unloading either direct or through consignee. Shipping instructions must show name of commodity last loaded in car. The agent will bill each car to final destination showing name of consignee and full route and name of commodity last loaded in car, using standard form of Revenue Waybill; the word "consignee" in this connection signifies the party to whom the empty tank car is forwarded.

Agents must, upon receipt of instructions for the movement of empty private tank cars, waybill the car on a regularly numbered non-revenue waybill showing destination, consignee to whom empty tank car is billed, complete route (roads and junctions) and name of commodity last loaded in the car. These waybills shall be abstracted with the local forwarded or interline forwarded waybills as the case may be.

Empty tank cars must be returned in the reverse of the route of the loaded movement unless billing instructions read otherwise.

A tank car that last contained phosphorus and is being returned with full water content shall be waybilled as one tank car of water, and notation "Caution—This Car contains residual phosphorus and must be kept filled with water" shall be shown in the "Description of Articles, Special Marks and Exceptions" block of the waybill.

Empty cars of either private or foreign railroad ownership that are not in regular transportation service but are being transported for the sole account of their owners, must be waybilled at tariff rates, showing stenciled tare weight as the weight of shipment.

**1369. WAYBILLING EXPLOSIVES AND OTHER DANGEROUS ARTICLES.** Waybills covering explosives and other dangerous articles must bear the imprint of caution stamps specified by the United States Bureau of Explosives. The names of articles of explosives or other dangerous articles must not be abbreviated on the waybills.

Waybills must show the kind of caution labels applied to less carload shipments and the placards applied to cars loaded with explosives and other dangerous articles.

Waybills covering empty tank cars must show the commodity that the car last contained.

**1370. WAYBILLING FREIGHT IN EXCESS OF FULL CARLOADS.** Separate waybills shall be made for each car in a shipment handled under Rule 24-Freight in Excess of Full Carloads, of the Consolidated or Uniform Classifications or modifications of the rule in other tariffs. One revenue waybill shall be issued to cover the entire shipment and shall follow the lead car. The revenue waybill shall show a separation of weights for each car and include all revenue, such as freight charges, advances and prepaid charges covering the entire shipment. Non-revenue waybill(s) shall be issued for the additional or follow-lot car(s). Revenue and non-revenue waybills shall be cross-referenced as follows: "Part lot, remainder of shipment in - - -" followed by car initial and number(s) and waybill date and number(s) of the other cars in the shipment. When cars are to move forward in advance of the revenue waybill,

the waybill accompanying the lead car shall also be endorsed "weight and charges to follow by mail". Only one revenue waybill shall be issued using the same waybill number as was used on the car movement waybill accompanying the lead car.

**1371. WAYBILLING FOREST PRODUCTS.** Waybills covering forest products such as lumber, shingles, wood, logs, pulpwood, etc., must show the kind and condition of the commodity.

Waybills covering lumber must show the kind of wood and whether rough or finished, green, dry or kiln dried.

Forest products on which the rate depends on measurements or that will not pass track scales enroute must show the measurements declared by shipper on the bill of lading.

**1372. WAYBILLING GRAIN.** Waybills for grain in bulk must show the specific kind of grain, shipper's weight, the grain line to which loaded or, if car has no stenciled grain line, the depth in inches must be shown.

Waybills must also show the number of grain doors used including any that may have been used to cover holes in car floor or sides.

**1373. WAYBILLING L.C.L. SHIPMENTS OF UNUSUAL SIZE OR LENGTH.** Rule 29 of the Freight Classification provides a minimum of 4,000 pounds for a shipment that, because of size, cannot be loaded through the side door of a car measuring six feet or less in width and nine feet four inches or less in height. Such shipments must be waybilled at the minimum weight unless the actual weight is greater.

Rule 29 also provides a minimum weight of 1,000 pounds for a shipment consisting of any article exceeding twenty-four feet in length that cannot be loaded through the side door of a car not more than forty feet seven inches in length. Such shipments must be waybilled at the minimum weight unless the actual weight is greater.

**1374. WAYBILLING LIVESTOCK.** Shipments of live stock, or that contain live stock, must be waybilled on forms designed for that purpose.

Live stock waybill forms have provisions for showing information vital to the transportation of live stock which must be carefully and completely filled in to insure proper care of live stock enroute and enable agent at destination to properly prepare a bill for freight and other charges.

**1375. WAYBILLING MIXED SHIPMENTS OF FRESH MEATS AND PACKING HOUSE PRODUCTS, CARLOAD.** Western Trunk Line Freight Tariff 25-Series provides for Actual Weights on each commodity at applicable rate, with a minimum charge of 21,000 pounds at the fresh meat rate. In order to standardize the method of waybilling these shipments when such tariff provisions apply, the following example shows how waybills should be prepared:

<u>Description of Articles</u>	<u>Weight</u>	<u>Rate</u>	<u>Freight</u>
Fresh Meat .....	1,709	79	\$ 13.50
Cured Meat .....	16,719	61	101.99
Canned Meat .....	2,313	49	11.33
Lard .....	836	61	5.10
To make minimum charge (21,000 @ 79)			33.98
TOTAL .....	21,577		\$165.90

**1376. FORM 20-CORRECTED, WAYBILL FOR COMPANY FREIGHT.** Form 20-Corrected, waybill for company freight, shall be used in waybilling movements of exclusive work equipment.

Waybills covering exclusive work equipment shall be numbered in the same series ("O" series) as is used for company freight. The waybilling agent shall show station audit number and name in the proper place on waybill. The destination agent shall show station audit number and name of the "to station" in the proper block on the waybill. Waybills covering the movement of exclusive work equipment shall be treated at both origin and destination stations in the same manner as other company material waybills; all movements of exclusive work equipment shall be waybilled without charges, in the name of the company, in care of an officer or authorized employee, and all information shown on the bill of lading issued by the department ordering the movement shall be transcribed to the waybill. If the information called for on the waybill is not shown on the bill of lading, the bill of lading shall not be receipted until all of the necessary data is furnished.

Agents and others in waybilling movements of exclusive work equipment shall show description of each class of movement on the waybill. The number of the car and the type of equipment must be stated. When the waybill covers a movement of more than one car, it is not sufficient to show only the number of cars in the shipment but the number of each car must be shown together with a description of the type of class of each car.

Outfit cars, such as dining cars, cooking cars, sleeping cars, living room cars, and tool cars, shall be waybilled at an estimated average weight of 4,000 pounds each which is intended to cover the weights on bunks, cooking utensils, tables, tools, etc., contained in the cars. Road way machines loaded on cars shall be waybilled at actual weight, but when moving on own wheels the stenciled weight of the equipment shall be used and so specified on the waybill. In the case of other exclusive work equipment such as derrick cars, pile drivers, steam shovels, etc., the stenciled weight shown on the equipment shall be used.

**1377. WAYBILLING MULTIPLE CARLOAD SHIPMENTS LOADED INTO ONE CAR.** A separate waybill must be issued for each carload shipment loaded into a car containing two or more shipments. Each waybill must read from point of origin of the shipment to its destination and must be cross referenced to all other waybills with the following notation:

This is one of ..... carload shipments loaded in this car.

See Waybill No. .... Date.....

From..... To.....

All waybills must be securely fastened to each other with the one for the first destination on top followed by the others in the unloading station order.

When a multiple car is to be stopped enroute to load or unload a shipment it must be waybilled to the first stop-off point.

**1378. WAYBILLING ORDER NOTIFY SHIPMENTS.** Shipments subject to order bills of lading must be waybilled in the usual manner except that the names of the "Order" and "Notify" parties must both be shown in the "Consignee" block as follows:

Order of J. B. Smith Co.

Notify John Jones

If the street address of the "Notify" party is shown on the shipping order, it must also be shown on the waybill but the address of the "Notify" party must be at the destination of the shipment as specified in Rule 7 of the Freight Classification.

The words "Order of" and "Notify" must be spelled out in full and must not be shown in abbreviations such as "S/O" and "Ntfy".

**1379. WAYBILLING PART LOT SHIPMENTS.** If the character of some article or articles does not permit the loading of the entire shipment into the same car, one revenue

waybill must be made for the entire shipment but a non-revenue part lot waybill must be made for the portion of the shipment loaded into another car or held to follow later.

Both the revenue and part lot waybills should be made at one time and cross referenced to each other. The revenue waybill must be referenced to show which articles were loaded into another car or that are to follow later on part lot waybill.

**1380. WAYBILLING RATE.** Freight should be waybilled at the rate in effect on the date of the bill of lading. A rate shown on the waybill is to be read in cents per 100 pounds unless otherwise specified; thus a rate of \$1.26 per 100 pounds shall be shown in rate column as simply 126 meaning 126¢ per one hundred pounds; a rate of \$1.26 per net ton should be shown in rate column as \$1.26 Net Ton; likewise any other rate not stated in the tariff in cents per 100 pounds must show the basis of weight or other unit on which it is to be figured.

**1381. WAYBILLING REPAIR MATERIAL MOVING IN CAR TO BE REPAIRED.** Revenue waybill must be issued to cover any repair material loaded by a private car company in a private car moving as an empty over the Milwaukee Road to railroad car repair shops for repairs.

**1382. WAYBILLING SHIPMENTS CONTRACTED FOR PREPAID.** When a bill of lading is issued with the provision "TO BE PREPAID" written or stamped in the space provided, the waybill shall bear notation "TO BE PREPAID". When waybill bears notation "TO BE PREPAID" or in the absence of such notation when consignee presents bill of lading reading "TO BE PREPAID" and there is an error in waybilling shipment collect or insufficiently prepaid, the waybill shall be corrected to fully prepaid basis and waybill correction immediately sent to waybilling agent so that collection can be promptly made from shipper.

When bill of lading shows both "TO BE PREPAID" and the amount received to apply in prepayment, the agent at destination will consider the charges fully prepaid. If, however, the bill of lading carries the single word "PREPAID" and the shipper pays a specified amount to "APPLY", it is meant that any charges over and above that amount are to be treated as a collectible item at destination therefore waybilling agent must specify on the waybill in the prepaid column, in addition to the amount prepaid, the words "TO APPLY" indicating to the destination agent that he must collect all charges over and above that shown in the prepay column of the waybill.

When a shipment is diverted or reconsigned and waybill reads "TO BE PREPAID" or bill of lading shows "TO BE PREPAID" and agent at diversion or reconsigning point has not issued a prepaid only waybill for the additional amount required, agent at final destination will consider the charges as fully prepaid only to the ORIGINAL DESTINATION as shown in the initial bill of lading. When diversion involves only a change in route, charges will be considered prepaid only via the original route, except when the change in routing is authorized by the shipper executing the bill of lading.

When shipper signs the "NO-RECOURSE" clause on the bill of lading and the bill of lading shows "TO BE PREPAID" and/or the amount received in prepayment in the respective blocks, agent at destination will collect any additional charges which may accrue over and above the amount shown as prepaid.

When waybill does not read "TO BE PREPAID" and consignee does not present a bill of lading reading "TO BE PREPAID" agent at destination shall not increase the prepaid on waybill without authority of the waybilling agent, except in case of a shipment destined to a non-agency or a prepaid station or shipment billed collect or insufficiently prepaid in violation of classification or tariff requirements.

Where through export bill of lading is issued which provides for prepayment of both inland and ocean charges, the latter being determinable at the time of shipment, such charges shall be shown as "PREPAID" on waybill accompanying freight.

Where the through export bill of lading provides for the prepayment of both inland and ocean charges and the ocean charges are not determinable at time of shipment, the inland charges shall be shown on waybill as "PREPAID" and when the ocean charges are determined the amount thereof shall be transferred direct to the agent of the seaboard carrier through the medium of a prepaid only waybill.

**1383. WAYBILLING SHIPMENTS MOVING ON COMBINATION RATES.** When rates shown on waybills are made on combinations, the waybilling agents shall show each factor used in constructing such rates, with the name of the point over which the combination is made opposite the corresponding factors; as follows:

45 to Chicago  
35 Beyond  

---

80 Thru

**1384. WAYBILLING SHIPMENTS SUBJECT TO SECTION 7 OF THE BILL OF LADING OR SECTION 3 OF THE LIVESTOCK CONTRACT.** When shipper in the United States executes the "NO-RECOURSE" clause on the Bill of Lading or Livestock Contract, information to that effect must be shown in the space provided on the waybill.

**1385. WAYBILLING SHIPMENTS WHEN TWO OR MORE SMALLER CARS ARE FURNISHED IN LIEU OF LARGER CAR(S) ORDERED.** Separate waybills shall be made for each car used in a shipment when handled under the provisions of Rule 34 of the Consolidated or Uniform Freight Classifications or modifications of the rule in other tariffs which permit the carrier to furnish two or more smaller cars for one and more larger cars ordered. One revenue waybill shall be issued to cover the entire shipment and shall accompany the lead car. The revenue waybill shall show separation of weights for each car and include all revenue, such as freight charges, advances and prepaid charges covering the entire shipment. In addition to showing the length of the car(s) "ordered" and "furnished" in the "length of car" block, the waybill shall also show the authority for furnishing more than the number of cars ordered viz: "50 ft. car ordered, two 40 ft. cars furnished for railroad company's convenience," or "two 50 ft. cars ordered, three 40 ft. cars furnished for railroad company's convenience". Non-revenue waybill(s) shall be issued for the additional or follow-lot car(s). Revenue and non-revenue waybills shall be cross-referenced as follows:

"Part lot, remainder of shipment in . . . ." followed by car initial and number(s) of the other cars in the shipment. When cars are to move forward in advance of the revenue waybill, the waybill accompanying the lead car shall also be endorsed "weight and charges to follow by mail". Only one revenue waybill shall be issued using the same waybill number as was used on the car movement waybill accompanying the lead car.

**1386. WAYBILLING SHIPMENTS WHICH ON ACCOUNT OF LENGTH REQUIRE TWO OR MORE OPEN CARS.** Only one waybill shall be issued to cover the movement of a shipment which on account of length requires two or more open cars. Car initial and numbers shall be shown on the waybill in the same order as they are coupled. If one or more of the cars is used as an idler (i.e. used to protect and give clearance to lading extending over the end or ends of another car or between two cars, without supporting any of the weight of the load) the word "Idler" shall be shown on the waybill opposite the car number.

**1387. WAYBILLS FOR FREIGHT HANDLED BY SWITCH ENGINES.** Regular waybills must be made to cover all freight handled by switch engines between points not covered by switching tariffs.

**1388. WAYBILLS TO ACCOMPANY SHIPMENTS.** A revenue or non-revenue waybill must accompany each shipment except, where authorized, less carload waybills may be mailed

to an intermediate terminal or destination to which the car may be moved on car movement merchandise waybill.

If, to avoid delay, a carload shipment is forwarded without a revenue waybill, a non-revenue waybill carrying a regularly assigned waybill number and marked "Weight and Charges to Follow" must be made. Under no circumstances shall the word "MEMO" be inserted on the waybill in lieu of the waybill number.

A separate waybill must be made for each carload shipment except when, because of length, a shipment is loaded on two or more cars in which case all cars may be forwarded on one waybill. Initials and Numbers of cars used shall be indicated in the designated block or in the event of insufficient space, in the body of the waybill.

Shipments may be picked up at non-agency stations or agency stations when no one is on duty, and taken to the first open station where the waybill will be issued.

Agents will be governed by instructions from Freight Auditor regarding waybilling of circus trains or other special train movements.

**1389. WAYBILLS TO SHOW COMPLETE INFORMATION.** All necessary information stated on the bill of lading, livestock contract or transfer freight bill, as the case may be, and all information called for by the captions or instructions in the several blocks and columns of the waybill form, including essential information governing the movement of the car, shall be shown on the waybill and in the columns and spaces provided therefor.

The weight, rate, freight, advances and prepaid charges must be entered in their proper columns and, if more than one entry, all columns, must be totaled. C.O.D. amounts and fees must be shown in proper blocks.

Waybills must show such information as knocked down, set up, nested, etc., and the kind of containers as cartons, boxes, crates, tins, etc., which are often factors in determining the rates.

Abbreviations should be avoided as much as possible but when they are used, they must conform with those authorized and published in tariffs and classifications.

**1390. YARD STAMP.** Yard stamps indicating that the waybills have been handled in yard offices or transfer stations must always be placed upon the back of the waybills. The yard stamps must be placed in the order in which they occur. The yard stamp shall not exceed 1½ inches in diameter and shall be of the following shape and design:



**1391 to 1394 incl., reserved for additional rules.**





## WEIGHTS

**1395. AGREEMENT WEIGHTS.** When the waybilled weights are authorized by a Weighing and Inspection Bureau weight agreement, there shall be applied to the waybill in the block captioned "Weighed" an impression of the agreement stamp furnished for that purpose, if such stamp is available. If it is not available, the following endorsement shall be made on the waybill in the block captioned "Weighed"; "Agreement weight No. ....—do not correct."

**1396. ASSOCIATION OF AMERICAN RAILROADS, CAR SERVICE RULE NO. 15.** Association of American Railroads, Car Service Rule No. 15, reads in part as follows:

(a) Unless otherwise agreed, when carload freight is delivered in interchange without evidence of proper weight shown on billing, any participating road haul carrier may weigh the car and the originating road haul carrier shall pay it \$5.00 per car weighed.

On traffic originating on a short line railroad without scale facilities, the first road haul carrier is responsible for proper weighing of the car before delivering to connecting line and adding the necessary record to the waybill.

In order that this company may fully protect the amounts due it as a result of services performed, agents receiving cars from connections at interchange points that have not been weighed, shall in all cases where practicable weigh the cars and stamp the waybill indicating that this has been done. The agent at the point where car is weighed shall furnish the Auditor of Station Accounts and Overcharge Claims with a record on Form 151—Statement of Billing, in duplicate, showing the information as follows:

Scale Location \_\_\_\_\_  
Date Weighed \_\_\_\_\_  
Car Initials and No. \_\_\_\_\_  
Waybill No. and Date \_\_\_\_\_  
From \_\_\_\_\_  
To \_\_\_\_\_  
Contents \_\_\_\_\_  
Routing \_\_\_\_\_

On traffic originating on this line and destined to points on foreign lines, agents at interchange points shall maintain records to indicate whether cars delivered by us to foreign lines have been scaled in order that proper check may be made of foreign line bills for request for payment of weighing charges covering cars passed off of our rails without the proper weights being shown.

**1397. BILLING WEIGHT FOR CARLOAD SHIPMENTS.** Carload shipments that have been track scaled at loading station or are covered by weight agreement, or certified weights, or are subject to out-turn weights at destination or that are subject to authorized tariff weights must be waybilled showing such weights subject to tariff minimum weights.

**1398. CANCELING WEIGHT AGREEMENTS.** Agents must notify the Weighing and Inspection Bureau having jurisdiction whenever a weight agreement has, for any reason, become obsolete, giving the name of the firm or individual, the number and date of the agreement and request cancellation.

**1399. CARLOAD FREIGHT NOT PASSING TRACK SCALES.** When a shipment originates at a non-scale station where origin weight agreement is not in effect and which will not pass track scales in transit, agent must ascertain the actual weight from consignor, verifying it, if possible, and waybill shipment at that weight subject to tariff minimum. If actual weight cannot be obtained, agents will examine shipper's invoice, measure the load, or count

the articles, according to the character of the freight, and apply estimated weight shown in tariff or classification. When such weight is less than specified minimum carload for commodity involved, the tariff or classification minimum carload weight shall be observed.

Heavy loading commodities such as sand, gravel and grain shall be waybilled at weight 10% greater than marked capacity of car, and medium weight loading commodities at weight of marked capacity of car. Light loading commodities shall be waybilled at tariff or classification minimum carload weight.

**1400. CARLOAD FREIGHT TO BE TRACK SCALED.** All carload shipments of freight must be track scaled with the following exceptions:

(a) Grain, corn and soya beans when consigned to mills, elevators or warehouses at stations where out-turn weights are obtained under State supervision. Such shipments destined to other stations must be track scaled.

(b) Live stock destined to Public Live Stock Markets and live stock destined to other points if the actual weight has been obtained over proper facilities.

(c) Commodities on which freight charges are based on measurements or a stated charge per car.

(d) Perishable shipments in refrigerator cars.

(e) Shipments covered by waybills bearing imprint of weight agreement stamps.

(f) Shipments received from connecting lines on transfer billing showing that the cars were weighed under supervision of a weighing bureau. The gross, tare and net weights and the point at which cars were weighed must be shown on the forwarded waybill.

(g) Shipments covered by Company Material Waybills.

(h) Ore and concentrates when tariffs provide for the use of out-turn weights at destination.

(i) Carload shipments that are to stop at a point beyond track scale station to finish loading unless specifically instructed to weigh.

**1401. CARLOAD FREIGHT, WHERE TO BE WEIGHED.** Except as otherwise provided in tariffs or as prescribed by Rule.

(a) Carload freight should be weighed at point of origin or as near thereto as practicable and the weight must be ascertained by competent employees after proper instruction and under proper supervision. Weight must be entered in the weight column of the waybill and stated in pounds and when charges are otherwise based, such basis shall be shown in "Description of Articles and Marks" column.

(b) Carload freight from stations not equipped with track scales must be weighed at the first practicable point enroute where track scales are maintained, unless otherwise instructed by Superintendent.

Failure to comply with the provisions of this rule on carload freight offered in interchange, imposes a penalty on the originating road haul carrier for weighing service performed by the receiving or intermediate roads.

**1402. CERTIFIED WEIGHTS ON FRUITS AND VEGETABLES.** Carload shipments of fruits and vegetables in standard containers tendered by shippers who have not executed a regular form of weight agreement, may be accepted for shipment at shipper's certified weights, subject to tariff minimum.

The form of Fruit and Vegetable Shipper's Agreement and Certificate, furnished by the Weighing and Inspection Bureau having jurisdiction, stating the number of packages, description of articles and the weight, must be signed by the shipper in duplicate.

The original certificates must be attached to the shipping order and the duplicate mailed to District Manager of the Weighing and Inspection Bureau having jurisdiction.

Waybills must be endorsed "Shipper's Certified Weights" in the description of articles block.

**1403. DESTINATION AGENT TO VERIFY WEIGHT.** Agents receiving carloads which have not been weighed in transit when waybills do not show weight agreement stamp, will endeavor to arrive at proper weight by examining invoices, measuring the load or counting the articles, according to the character of the freight. Estimated weight shown in tariffs or classification must be used with explicit notation on the waybill showing how weight is arrived at.

**1404. ESTIMATED WEIGHTS.** When a shipment originates at a station where there is no scale or for some reason cannot be scaled and origin weight agreement is not in effect, or in cases where use of destination weights are authorized in tariffs, the estimated weight shall be shown in the weight column of the waybill and so indicated.

**1405. HOW TO DETERMINE ESTIMATED WEIGHTS.** Estimated weights shall be determined as follows:

(a) Shipper's invoice weight, or weight based upon quantity or measurement, if such information is obtainable. When such weight is less than the specified minimum carload for commodity involved, the tariff or classification minimum carload weight shall be observed.

(b) Heavy loading commodities such as sand, gravel and grain shall be waybilled at weight 10% greater than the marked capacity of the car and medium weight loading commodities at weight of marked capacity of the car. Light loading commodities shall be waybilled at tariff or classification minimum carload weight.

Under no circumstances shall estimated weight be shown in the scale weight block of the waybill.

When an estimated weight is used on a shipment to be scale weighed enroute or at destination, the waybill shall be endorsed in the weight column as follows:

"Estimated Weight—Weigh and Correct."

If the car will pass a scaling point enroute to destination at which it may be stopped for scaling, the waybill will also be endorsed in the "Stop this car at" block on the waybill as follows:

"Stop this car at first scale for weighing."

**1406. MEASUREMENT WEIGHT BASIS.** When impossible to obtain invoice for commodities which cannot be counted, such as shipments of sand, gravel, stone, ice, cordwood, slabs, poles, etc., forwarding agent should measure the load and determine the number of cubic feet, number of cords, etc., applying estimated weight shown in tariff or classification.

The estimated weight must not be less than the established minimum for the class of freight and size of car ordered. When unable to obtain estimated weight of load, forwarding agent will waybill shipment at marked capacity of car (10% greater on heavy loading commodities) subject to correction at destination.

**1407. NOTICE TO BILLING AGENT OF SCALE WEIGHTS.** Notice to Billing Agent of scale weights, requested by notation on the waybill or otherwise, must be sent by wire or as otherwise directed, showing the gross, tare and net weights of cars weighed.

**1408. PROTECTING TRACK SCALE WEIGHTS.** Destination agents must assess charges on the basis of track scale weights as shown on the waybill, subject to tariff minimum

weights, except that track scale weights for carload shipments of live stock will not be applied unless actual tare, including the bedding, is available.

Destination agents will be governed by provisions published in Tariffs W.T.L. 335-T.C.F.B. 58 Series when cars are reweighed on track scales or when waybill carries two or more track scale weights.

**1409. REQUEST FOR VERIFYING WEIGHT AT DESTINATION.** When shipper or consignee requests that a shipment, which has been track scaled, be reweighed, this service will be performed, if practical, and such weights will govern the assessment of freight charges unless the difference in weight is less than the tolerance provided for in Tariffs W.T.L. 335 and T.C.F.B. 58 Series, and the commodity is not, by its inherent nature, subject to natural shrinkage.

If the destination station is not equipped with track scales, the shipment may be reweighed over other adequate scales, in good condition, or if the commodity is of a nature that the weight can be determined from manufacturer's or invoice weights, or by measurements of the load, agents must verify such weights or measurements and request consignee or shipper to file an overcharge claim for refund, which should be accompanied with the agent's recommendations.

Charges for reweighing, if collectible, are named in tariffs mentioned above.

**1410. SHOWING SCALE WEIGHTS ON WAYBILLS.** If freight charges are to be assessed on railroad scale weights and such weight is known at time of waybilling, the point at which weighed, the gross, tare, allowance, if any, (not including dunnage) and net weights should be shown. Agent should also indicate if the tare weight is marked or actual by showing the appropriate word "marked" or "actual" following the tare weight.

**1411. TARE WEIGHT NOT STENCILED ON CAR.** Weighmasters at track scale stations, finding that a car track scaled does not have the tare weight stenciled on it or if it is too indistinct to be read, must wire Superintendent of Car Department the car initials, number and destination, who will notify agent at destination the tare weight of the car.

**1412. TARIFF RULES AND REGULATIONS TO GOVERN WEIGHING OF LIVE STOCK.** Rules with respect to weighing of live stock regardless of its inherent characteristics or type of movement are specifically stated in various tariffs governing and agents should familiarize themselves with the applicable provisions so that freight charges may be collected on the proper basis.

Hoof weights shall be obtained by placing the live stock on foot directly upon the platform scales. The W.W. & I.B. and T.C.F.B. have arrangements for obtaining actual hoof weights at market points named in tariffs.

All shipments moving directly to or forwarded from such market points need not be weighed by the carrier on track scales at origin, enroute or at destination, except when shipments are billed to these market points and the waybills carry instructions to stop enroute for feeding and/or grazing in transit privileges, in which event, in order that the freight charges may be assessed properly on the movement into the feeding and/or grazing point, actual weights must be obtained in accordance with the instructions governing shipments moving from country points to country points as instructed hereinafter.

If the shipper obtains hoof weights at an intermediate point where stock is unloaded for feed, water and rest, or for other purposes, or after stock is unloaded at destination, such weights may be used in lieu of track scale weights. If no weights have previously been obtained, agent at such stopping point shall ascertain from shipper or his representative whether hoof weights will be obtained and furnished by him, in which event such weights,

when furnished, will be noted on the waybill and it will not be necessary to weigh cars over track scales unless for the purpose of checking the authenticity of the furnished weight. However, the possibility of shipper obtaining and furnishing hoof weights must not prevent the initial carrier from track scaling cars loaded and empty with bedding, where shipper does not agree positively to furnish actual weights at time of loading or upon arrival at destination. Whenever the shipper furnishes actual weights at origin, destination or enroute, such weights shall be noted on the waybills and designated "Shipper's Actual Weight" showing point where obtained.

Truck and wagon scale weights shall be ascertained by weighing live stock while in vehicle and deducting from the gross weight the weight of the empty vehicle.

On shipments moving from country points to country points, the billing agents will endeavor to secure the actual weights from the shippers, which weights, if taken over proper facilities as defined in the tariff rules, may be used for billing purposes and shall be indicated on waybill as "Certificate Weight." When shipper's weights are accepted for billing purposes, carrier's agent will secure and maintain as a permanent record full information as to weights, viz., date and by whom weighed, ownership of scale used, number of drafts and animals weighed. In order to avoid any complaints of improper or inaccurate weighing service of the carrier, all concerned are cautioned to exercise the utmost care in the weighing of live stock shipments. The cars should be properly spotted and uncoupled in accordance with the existing instructions. The scale platform should be kept clean and free from binding so that the scale itself is in proper weighing condition. In the event shipper agrees to furnish weights at destination, notation to this effect should be placed on the waybill and also on the Live Stock Contract. If shipper does not furnish actual weights at origin or does not agree that actual weight will be furnished at destination, it will be necessary for the carriers to weigh such live stock over railroad operated scales.

At destination points other than primary or public live stock markets, where arrangements are made for the acceptance of hoof weights under the supervision of the Western Weighing and Inspection Bureau, agents will furnish to the District Office of the Weighing Bureau having jurisdiction, a copy of freight bill covering each and every shipment of live stock, indicating thereon point at which weight was taken and in the event freight charges are assessed on a weight furnished under the certificate plan as outlined in the rule governing movement of live stock from country points to country points, notation should be placed on the freight bill reading "Certificate Weight," this copy of freight bill to be in addition to the copy surrendered in connection with feeding and/or grazing in transit privileges referred to below.

Track scale weights shall be ascertained on track scales by weighing the loaded cars of live stock and deducting from the gross weight, the weight of the bedded empties. If the live stock is loaded at a station equipped with track scale and actual weights have not been furnished at origin, or agreed to be furnished at destination by the shipper, cars should be weighed empty with bedding prior to being placed for loading. After stock has been loaded, loaded cars should be weighed on track scale at point of loading, or if not possible to weigh at point of loading, notation should be placed on waybill to obtain the gross weight on track scales at first terminal equipped with such facilities. When cars are bedded at station equipped with track scale and stock is to be loaded at another station, the bedded empty cars should be weighed where bedding is applied, otherwise on track scale enroute to loading station. If it is impossible to obtain track scale weight of bedded empty cars before stock is loaded, the initial carrier will then weigh the loaded cars at point of origin if equipped with track scale, otherwise at the first terminal equipped with track scale. In such case the weight of the bedded empty should be obtained at point where stock is unloaded for feed, water and rest, if station is equipped with track scale, otherwise the bedded empty should be weighed after stock is unloaded at destination on track scale at destination, or if not so equipped, then on the nearby most convenient track scale. When agent at point of billing has the actual weight of bedded

empty cars, he will insert such weight of bedded empty cars in proper space on waybill and designate such weight as "Weight Bedded Empty," showing point where taken in order that such weight may be used in connection with the gross weight when obtained on the same cars. When shipments are billed to move over more than one railroad, the originating carrier shall make every effort to secure weight on bedded empty and loaded car, placing full track scale weight information on the waybill.

In no case is the marked tare weight of stock cars to be used in determining the weight of live stock on which freight charges shall be assessed.

The Western Weighing and Inspection Bureau has weight agreements applicable to live stock throughout its territory and on shipments consigned direct to firms under such weight agreements, there is no necessity for track scaling of the cars containing live stock.

**1413. WEIGHTS ON LIVE STOCK.** Weights on live stock, applicable for the assessment of freight charges, may be obtained over hoof scales, wagon scales, truck scales, or track scales that are maintained in good condition or upon shipper's certificate of weights or under weight agreements subject to the supervision of the Western Weighing and Inspection Bureau or the Trans-Continental Freight Bureau.

The rules governing weighing of shipments of live stock are contained in Western Trunk Lines' Tariff 236 Series and North Pacific Freight Bureau 96.

If two or more cars are required to contain a shipment covered by one live stock contract, the aggregate weight must be apportioned between the number of cars used but, if aggregate weight is less than the aggregate minimum weights of the cars ordered, the cars must be waybilled at the minimum weight of each car.

**1414. UNIT OF WEIGHT IN WAYBILLING.** Weight in pounds must be shown in "weight" column on the waybill. When charges are based on another unit of weight or measurement, such as per cord, per cubic foot, etc., such unit shall be shown in the column headed "Description of articles, special marks and exceptions."

**1415. WEIGHING AND INSPECTION BUREAU TERRITORIES.** All matters relating to weighing and inspection of freight, including the supervision of track scales, are functions of the three Weighing and Inspection Bureaus operating in connection with this Company in the following territories:

Western Weighing and Inspection Bureau has jurisdiction over all lines east of the Montana-Idaho State Line, with exception of Terre Haute Division.

Trans-Continental Freight Bureau, Seattle, Wash., has jurisdiction over all lines west of the Montana-Idaho State Line.

Eastern Weighing and Inspection Bureau has jurisdiction over the Terre Haute Division.

**1416. WEIGHING AND REWEIGHING OF CARS.** Weighing of cars for the purpose of establishing weight to be used in the assessment of freight charges, will be performed by the initial carrier without charge.

Shipments that have been weighed and are requested reweighed by the shipper or consignee for any purpose will be reweighed at rates quoted in tariffs W.T.L. 335 and T.C.F.B. 58 Series, which are collectible except, as provided, when the billed weight is in excess of the reweight, plus the tolerance stated in the above named tariffs.

Shipments that are reweighed for the purpose of determining any loss in transit, when such loss is found to exist, will be reweighed without charge.

Charges assessed in connection with this service must be reported as miscellaneous revenue on Form 26, showing waybill reference, car initials and number and amount of charges.

**1417. WEIGHING CARS AT TRACK SCALE STATIONS.** Agents, Yardmasters and Weighmasters at track scale stations must see that all cars designated to be weighed at their stations are track scaled, especially those that will not pass another track scale station before reaching destination.

The name of weighing station, date weighed, gross, tare and net weights and the allowance for snow must be shown in the designated block on waybills.

Should track scale be out of order and delay to cars results while repairs are being made, Superintendent must be notified by wire and he may designate a weighing point other than the one shown on waybills.

Track scale tickets must be carefully filed in the facilities provided for them so that they can be readily located.

At track scale stations where Western Weighing and Inspection Bureau, Trans-Continental Freight Bureau or department officials of this Company require daily report of cars weighed, the report must be made with a sufficient number of copies to meet requirements.

**1418. WEIGHING CARS STOPPED TO FINISH LOADING.** Weighing cars stopped to finish loading will be performed, when practicable, at rates quoted in Tariffs W.T.L. 335 and T.C.F.B. 58 Series, at the point or points where additional loading is performed or at scale stations beyond such points.

The charges for weighing shipments after each partial loading, except the last, will be collectible at tariff rates and, unless paid by shipper, must be billed as advances to destination. Advance only waybills showing the gross, tare and net weights must be cross-referenced with and attached to the regular waybill.

Charges collected or advanced must be reported on Form 26-Miscellaneous Revenue.

**1419. WEIGHING LESS CARLOAD FREIGHT.** All less carload freight should be weighed at forwarding station except that when weights shown by shippers are authorized by weighing bureau agreement, tariff, classification or standard weights.

If station facilities are inadequate to weigh large consignments, agent should request shipper to furnish wagon or truck scale tickets and if this is not possible, notation "Weigh at destination" should be shown on waybill.

Destination agents are responsible for the collection of the proper charges and should verify billed weight, reweighing shipment when necessary to correct any errors that may have been made.

If consignee disputes weights, agent will reweigh freight in his presence and correct weights if in error.

**1420. WEIGHT AGREEMENTS.** Weight Agreements may be entered into between shippers and weighing and inspection bureaus and are given an identifying number that must be shown on all bills of lading and waybills covering shipments when the weight is subject to such agreements. A round rubber stamp is supplied by the Weighing and Inspection Bureaus to shippers and agents at point where weight agreements are in effect, bearing the agreement number, which must be applied to documents relating to the agreement.

The weight shown on bills of lading bearing a weight agreement stamp must be shown on the waybill subject, however, to minimum weights named in tariffs.

Transfer billing on shipments received from or delivered to connecting lines that have been accepted subject to weight agreement must show the number of the weight agreement, which must also be shown on outbound waybills.

Weight agreement stamps must not be applied to waybills covering cars to be stopped in transit to finish loading, except as authorized by weighing and inspection bureaus.

**1421. WEIGHT INFORMATION.** Shipments not subject to weight agreements, standard weights, destination weights, tariff weights or shippers certified weights, which will not pass a track scale station enroute, must be fully described on the bill of lading and waybill so that estimated weight can be established for collection of charges at destination. Under no circumstances should an estimated weight be shown in the gross, tare and net weight block of the waybill.

Agent at point of origin must obtain whatever information is available from the shippers regarding the weight of such shipments and show such information on the waybill.

The number and kind of articles, number of feet of lumber, number of bundles and kind of shingles, number of cords of wood, whether green, dry or kiln dried, the number of brick, number of pieces and size of tile, etc., must be shown.

Waybills covering shipments of this kind must be waybilled "Estimated Weights" and the basis on which the weight was established must be shown.

**1422. WEIGHT OF SHIPMENTS IN TANK CARS.** Agents will be governed by Rule 35 of the Freight Classification and tariffs under which the lading is transported regarding supplying cars and the procedure to be followed to establish the weight to be used as basis for assessing freight charges.

**1423. WEIGHT SYMBOLS ON WAYBILLS FOR L.C.L. FREIGHT.** On waybills for less carload freight, the weights for which are not covered by Weighing and Inspection Bureau Weight Agreement, the method by which weights are obtained shall be designated in column provided by use of the following symbols:

- R — Railroad Scale
- S — Shipper's tested weight
- E — Estimated—weigh and correct
- T — Tariff or classification minimum

1424 and 1425 incl., reserved for additional rules.



## WESTERN UNION TELEGRAPH BUSINESS

**1426. WESTERN UNION RULES.** It is the responsibility of Managers that all rules in the various Western Union Tariffs, and the rules contained herein, be complied with in matters relating to the handling of this business. Where rule numbers are used hereafter, they refer to the rules in the current Western Union Tariff Book.

Telegraphers handling Western Union business, during absence of the manager, must comply with these rules. All money collected by them must be turned over to the manager promptly.

Wherever Western Union Form 4 is referred to in these rules, it will apply to any subsequent reissue of that form.

**1427. CLASSES OF OFFICES.** Railroad telegraph offices handling Western Union business are classified as follows:

Class 4 offices are those handling Western Union business for which all required accounting and reports are submitted to the Assistant Chief Engineer, Signals and Communications.

Class 5 offices are those who report business handled to local independent offices of the Western Union Telegraph Company.

**1428. ACCEPTING MESSAGES.** Terms and conditions under which messages will be accepted for transmission are found under Rule 1 of the current Western Union Tariff Book.

**1429. CLASSES OF SERVICE.** The various classes of service are found in Rule 2.

**1430. POINT OF ORIGIN.** Point of origin must be shown, correct and full address given, aid and explanation to sender of message are described in Rule 3.

**1431. COUNT AND CHARGE FOR WESTERN UNION MESSAGES.** Count and charge for messages are defined in Rule 4.

**1432. COLLECT MESSAGES.** Acceptance of collect messages is defined in Rule 4.

**1433. GOVERNMENT MESSAGES.** Government messages will be designated "Govt" in the check. Full details for their handling are found in Rule 6.

**1434. DEADHEAD MESSAGES.** Rule 8 covers terms under which DH messages may be accepted. Take particular notice of the states where it is illegal to accept DH messages.

The total number of sent DH messages should be entered on Form 4 under Item 67 and the original of these messages sent to Assistant Chief Engineer, Signals and Communications, with the reports at end of the month.

**1435. CAK MESSAGES.** Rule 9 covers instructions for the handling of such messages. The check should include the contract number, viz.: "CAK No. 31241."

Such messages must be reported on Line 65 of Form 4 at full applicable rates, less Federal Tax. The total number and amount must also be shown on Line 65 on Form 4. The original sent CAK messages must accompany Form 4 to Assistant Chief Engineer, Signals and Communications.

**1436. DELIVERY OF MESSAGES.** Delivery of messages is important and the various methods and conditions are fully described in Rule 16.

**1437. REPORT OF DELIVERY, SPECIAL DELIVERY, ETC.** Report of Delivery, Special Delivery, etc., are found under Rule 5.

**1438. SERVICE MESSAGES.** Service messages, their use and purpose, examples and abbreviations are covered in Rule 11.

**1439. MESSAGE CHECKS AND ACCOUNTING INFORMATION.** The check of a message must be made as soon as received, showing the number of words, class of service, paid or collect.

On "Paid Here" messages, the amount of tolls and tax and whether cash collection or charge account must be shown.

See Rule 10 for examples and other information in exceptional cases.

**1440. FORWARDING MESSAGES.** Forwarding messages will be handled as prescribed in Rule 12.

A message received paid and forwarded collect must show in the check the amount of tolls (less tax).

**EXAMPLE:** Collect 4 ex 80. In this case the tolls on both the received and forwarded message will be reported on Form 4.

A message received collect and forwarded collect must show in the check, tolls (less tax) to collect from point of origin to first destination and the tolls (less tax) from forwarding point to new destination.

**EXAMPLE:** Collect 4 extra 80 & 137. In this case the tolls on received message will be reported on Form 4 and amount included in Line 2. Credit will be taken on Line 36, enclosing copy of forwarded message with report to Assistant Chief Engineer, Signals and Communications. Tolls for the forwarded message to be reported on Form 4.

**1441. TRANSMITTING AND RECEIVING MESSAGES.** Transmitting and receiving messages explained in Rules 13 and 14.

**1442. RECEIVED MESSAGES, LEGIBILITY.** Whenever possible, telegrams received, should be written on typewriter during transmission, to prevent errors and give addressee good legible message.

**1443. MIS-SENT MESSAGE.** When a message has been sent to a wrong destination and is re-sent to the correct destination, both messages should be reported on Form 4. Credit for the one mis-sent must be taken as "refunds-faulty service" Line 38. Authority for making refunds must be obtained from the office of Assistant Chief Engineer, Signals and Communications. Copy of mis-sent message and the original service message must accompany report to Assistant Chief Engineer, Signals and Communications.

**1444. REFUSED PAYMENTS—(GUARANTEED MESSAGES).** When an addressee declines to pay the charges for a collect received message, a service message must be sent to the sending office, stating that payment has been refused and to make collection of charges.

The tolls of refused message must be reported on back of Form 4 without tax, designated by the letter "G" and included in amount reported on Line 2. To offset amount of tolls not collected, credit must be taken as "Uncollected and Forwarded Messages" on Line 36.

The original service message and copy of the message involved must be attached to reports to Assistant Chief Engineer, Signals and Communications.

When origin office receives service message advising that payment has been refused on a collect message sent from his office, he will make collection and report service message with tolls, plus tax, on back of Form 4 and include amount on Line 2. The original sent collect message will also be reported on Form 4.

**1445. CND AND SPECIAL SERVICE.** Market and news services such as athletic games, etc. generally called CND must be given only to the patron specified in the agreement entered into with the Western Union for such service and only in the manner and to the extent provided for by the agreement.

Collections made for such services must be entered on Line 10.

Managers receiving requests for such service should request assistance from the office of the Assistant Chief Engineer, Signals and Communications.

**1446. MONEY ORDERS.** Managers at Class "A" offices will be governed by the rules published in the current Tariff Book and special instructions issued from time to time, relating to the handling of money orders by telegraph and the remittance of the principal.

The totals must be shown in spaces on the face of Form 4 and carried to their proper lines in the body of the report.

**1447. SUPPLEMENTARY MESSAGES.** Senders of money orders destined to points located within the United States and Canada, except Northwest Territory, may include in such order a supplementary message. The words of such supplementary message shall be counted for in addition to the basic tolls on money order. See paragraph six, Section IV Domestic Money Order Rules.

**1448. ACCOUNTING FOR PAID HERE MESSAGES.** "Paid Here" messages are those sent paid or received collect, including "Guaranteed" (Payment refused) messages. (See Paragraph 12 accounting instructions of current Tariff Book.)

"Paid Here" messages shall be listed daily on the reverse side of Form 4, in duplicate, showing the date and destination of sent messages and origin of received messages, amount of tolls and amount of tax.

International (cable) messages sent shall be designated by the letter "C" preceding the destination; guaranteed messages "G"; press messages "P" and Government messages "GOVT."

See Paragraphs 1 to 13 inclusive, of accounting instructions in current Tariff Book for further details.

**1449. COLLECTION OF CHARGES ON COLLECT MESSAGES.** Collection of charges on collect messages is contained in Rule 17. This rule explains how collections should be made, delivery of collect messages without payment and what service message to send when payment or message is refused.

**1450. REMITTING WESTERN UNION COLLECTIONS.** Collections made in connection with Western Union business, other than the principal of money orders, must be entered in the cash book for the date it is made and remitted with other station collections.

When the manager is an employee other than the agent, he must turn over to the agent or cashier and obtain their receipt for all Western Union funds over and above the amount that may be required for making change.

**1451. WESTERN UNION DISBURSEMENTS.** Western Union disbursements for postage, delivery charges, etc., must be entered in the applicable column on the credit side of the cash book when paid out except that at offices where a separate W.U. working fund is maintained, such disbursements should be made from Western Union Funds.

**1452. REPORTING TAX.** Federal tax on messages and cables must be reported on Line 12, State tax on any blank line and tax on Time Service on Line 13.

The following letter designation will be used in tax column when Federal Tax is not collected.

"X" Tax exempt message  
"N" Uncollected and Forwarded message  
"T" Message charged to and collected by Telephone Company

**1453. WESTERN UNION MONTHLY REPORT, FORM 4.** Western Union Monthly Report, Form 4, must be completed at the end of the month and sent to Assistant Chief Engineer, Signals and Communications, and copy retained for station record. "Paid Here" message tolls and tax columns on the reverse side must be correctly totaled and the amounts carried to proper lines on the face of the report.

A statement of unpaid charge accounts must be made, in duplicate, on "Statement of Balance Due Company" Form, showing name of patron, month charged and amount due; also, detailed on Lines 56-64. The total of uncollected Western Union tolls must be reported on the line so captioned on the railway monthly balance sheet and must be entered on Form 4 on Line 47. The original statement of uncollected accounts must be enclosed in monthly balance sheet and the copy retained for station record.

Credit entries such as delivery charges, postage, phone tolls, phone rent, uncollected messages and forwarded messages must be substantiated by supporting papers as outlined in Rules 15 and 16 in the current Tariff Book.

The amount shown on line captioned "Cash Remitted" on Form 4 must be carried to line captioned "Telegraph Receipts" on the railway monthly balance sheet.

**1454. CUSTOMERS' MONTHLY CHARGE STATEMENTS.** Customers' monthly charge statements must be prepared on Form 3145, using a separate form for each customer on which entries must be made in date order as they occur, showing the information called for.

Managers must present statements for collection on or before the last day of the month and make reasonable effort to collect charges in the month in which they are reported.

Charges uncollected for more than four months should be referred to Assistant Chief Engineer, Signals and Communications, with managers' file showing what effort has been made to collect.

**1455. CREDIT CARDS AND GOVERNMENT IDENTIFICATION CARDS.** Messages sent paid or received collect that are covered by credit cards or Government Identification Cards must not be reported as "Paid Here" on Form 4.

A copy of each message, covered by a credit card, endorsed with the credit card number, must be enclosed with Western Union monthly report. A statement of tolls on such messages must be made and the total number of messages and the amount of tolls must be entered on Line 66 on Form 4.

A copy of all messages sent paid or received collect covered by Government Identification Cards, endorsed with the prefix and number of the identification card, must be enclosed with Western Union Monthly Report.

**1456. MESSAGES CHARGED TO TELEPHONE.** When arrangements are made to charge messages to subscriber's telephone bills, agents will be given special instructions by the Assistant Chief Engineer, Signals and Communications, regarding the handling of such arrangements.

If a patron requests that messages be charged on his telephone bill, Form 550 charge ticket, must be prepared covering each message, showing information called for by that form. Managers must be careful to show the correct telephone number and if the patron has a telephone at his place of business and also his residence, managers should ascertain to which phone the charge is to be made.

Charge tickets must be listed on daily summary of charge tickets, Form 4077a, using separate columns for domestic and international messages. International messages must be

designated "INTL" following the name of the origin or destination office. Form 4077a and charge tickets must be delivered to telephone company daily or as may be agreed upon, but all charge tickets must be delivered for messages up to the end of the month or the billing period of the telephone company.

At the end of the month or on the date that the telephone company closes its billing period, all daily totals on Forms 550 must be entered on monthly summary of daily summaries, Form 4077a, which must be totaled and the net amount due from the telephone company established in the manner shown in the summary.

Form 4077a must be signed by the manager and the original and duplicate delivered to the telephone company. The duplicate, receipted by the telephone company, will be returned to the manager and be kept for office record unless special instructions require that it be sent with the monthly report, in which case, an extra copy must be made for office record.

If the telephone company's billing period ends before the end of the month, Form 4077a must be entered only to the end of the billing period. Charge tickets from the end of the billing period to the end of the month must be carried as uncollected and included in the next statement.

**1457. TELEPHONE CHARGEBACKS.** Telephone chargebacks are of two classes as follows:

(1) Charge slips that have been rejected by the Telephone Company because payment was refused by the subscriber or because his telephone service has been discontinued.

(2) Charge slips that have not been charged to the subscriber's telephone bill because of incorrect, incomplete or illegible telephone numbers.

If an uncollectible charge slip is charged to and is rejected by the telephone company in the current month, the entry on Form 4077a for that date should be corrected. If the uncollected slip was charged in a previous month, credit must be taken in the summary. Prompt action must be taken to clear the outstanding but if not adjusted, the amount must be carried as uncollected Western Union tolls on the monthly balance sheet.

If a charge slip that has not been charged to a subscriber's telephone account because of incorrect, incomplete or illegible telephone number, is charged to and returned by the Telephone Company in the current month, the charge slip must be corrected and returned promptly. If the charge slip was reported to the Telephone Company in a previous month, credit must be taken in the summary of the current month and the amount re-entered on Forms 4077a and 4 for the current month.

**1458. BRANCH OFFICE REPORTS.** Commercial telegraph business handled at Class 5 offices must be settled with the local Western Union office as often as may be agreed upon, but at least by the close of each month for which there is business to report.

Monthly Report, Form 1641, must be prepared, in duplicate, listing all messages handled whether "Paid Here" or "CAK." Report to be acknowledged by Western Union Manager; original sent to Assistant Chief Engineer, Signals and Communications and duplicate retained for station record.

**1459. WAYBILLING AND ACCOUNTING FOR SHIPMENTS CONSIGNED TO THE WESTERN UNION TELEGRAPH COMPANY.** All shipments less than carload, carload and Western Union Telegraph Company's cars such as bunk, dining, tool, material, tank and outfit cars, whether local or interline, consigned to or for the use of the Western Union Telegraph Company shall be billed with full tariff charges and waybills accounted for in the same manner as commercial shipments, except that agents shall not collect freight charges but shall obtain credit to clear the station accounts by reporting the freight bills (see Rule 1130) on Form F.A.P. 260-Corrected, Other Credit Freight Papers.

**1460 to 1465 incl., reserved for additional rules.**





