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INSTRUCTIONS TO

Station Baggage-men and Train Baggage-men

Effective December 1st, 1908

STANFORD LIBRARY

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WÄNDL GERMANY

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GENERAL INSTRUCTIONS.

The relations and responsibilities of common carriers to the traveling public are such as require from the carrier the most constant and watchful care of the property of the traveler.

As Station and Train Baggage men, you are entrusted with the safekeeping and proper transportation of effects which are valuable to the owners. Nothing can be more annoying to the traveler than the loss, abuse or delay of his baggage.

The efficiency of the Baggage Department requires from all employes prompt and accurate service. The importance of baggage to its owners, aside from its intrinsic value, or of railway mail to the company's interests, is never known, so that the greatest care and vigilance in the handling of all matter entrusted to this department is expected from each and every employe. You are, therefore, expected and required by the company to become thoroughly familiar with the following Rules and Regulations, in order to insure careful handling, proper protection and safe delivery of all baggage, etc., entrusted to your care.

Correspondence is solicited, and suggestions tending to improve the service of the Baggage Department will be appreciated.

Ignorance of Rules and Regulations of Baggage Department will not be accepted. All employes whose duties require it, will be expected to procure a copy of this book, and

become thoroughly familiar with its contents. The time to learn the rules is at once, and not to wait until the knowledge is required.

*Opening
Baggage
Rooms*

1. Baggage rooms must be open in ample time (at least thirty minutes) to check baggage before the departure of trains, and Baggage Agents, while on duty, must wear regulation Cap and Badge.

*Care of
Baggage
Rooms*

2. Agents must not permit the baggage room to become a loafing place or storage room for employes, and will see that it is securely locked when not on duty. Persons having no business in the baggage room should be kept out, company employes not connected with the Baggage Department included.

*General
Conduct*

3. Smoking when on duty, and the use of intoxicating liquors, are strictly prohibited.

4. Careful handling of baggage, gentlemanly deportment and use of civil language is especially enjoined.

5. Neglect of duty, carelessness or withholding information relative to baggage will occasion severe discipline or dismissal from the service.

*Baggage vs.
Express*

6. *Baggage must be given the preference over express.* In case there is not room in the car for both, leave the express.

*Attendance
Trains*

7. On arrival of a passenger train, first attend to the United States Mail, then receive from and deliver baggage to train, and transact other business of the company before attending to any other duty.

*Handling
Baggage*

8. Rough handling of baggage will not be permitted. When baggage cannot be handled

safely from the baggage car at stations not provided with a baggage truck, a skid must be used. Baggage must not be allowed to drop from car door to platform.

9. Baggage checked and intended for shipment, or received from trains, must not be allowed to stand on the platform unprotected. *Protecting Baggage*

10. Permission must not be given passengers, employes, expressmen or others to leave baggage or property of any description in or about the baggage room, unless properly checked. *Unchecked Baggage*

11. No person, unless duly authorized, is permitted to have access to the checks or other material of baggage service, or to baggage while in the care of the company. *Access to Checks*

12. Wire agent at destination of theatrical or an unusual heavy run of baggage in order that sufficient help may be on hand to unload without delay. *Heavy Runs*

13. Baggage consists of wearing apparel and such personal effects of passengers as may be necessary for their journey, and will be checked upon presentation of proper transportation, when inclosed in receptacles which will insure safe transportation, such as trunks, valises, telescopes, satchels, leather hat-boxes, medium sized boxes (containing personal effects and provided with suitable handles), sailor or emigrant bags. *Definition Baggage*

13½. Tool chests and baggage in bundles, when properly wrapped in canvas or other strong material (paper wrappers and paste board boxes of all kinds excepted), and securely roped, may be checked at owner's risk only. *Tool Chests and Bundles*

14 The following articles may be included in the weight of passengers' allowance, and, at owner's risk only, checked locally over Southern Pacific Company lines West of Ogden and El Paso, and South of Portland.

WHEN CHECKED BEYOND OGDEN, EL PASO OR PORTLAND, COLLECTION MUST BE MADE ON GROSS WEIGHT FOR EACH ARTICLE, AT REGULAR EXCESS BAGGAGE RATE; MINIMUM WEIGHT OF FIFTY (50) POUNDS FOR EACH ARTICLE TO APPLY.

Miners' packs, steamer chairs, invalid chairs, saddles in bags, camp equipage consisting of tents and poles, folding camp chairs and stools, folding cots, bedding, oil stoves and tinware in boxes and all securely packed and roped, golf, cricket, baseball or other club paraphernalia when enclosed in receptacles insuring safety to contents, equipment of surveyors and civil engineers (except transit levels, compasses and similar instruments which are liable to injury).

14 (a). Calcium light cylinders, stereopticon, moving picture or camera-phone outfits and similar paraphernalia carried with and used by passengers in giving lectures or other public entertainment in a theatre or hall, may also be carried under the conditions in rule 14, provided a special permit for the transportation of the articles is first secured from the General Baggage Agent, for a given trip or period, and presented to baggagemen as authority for checking, and that, in receiving permit, a release signed by the owners is given, relieving

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the carrier from all liability account of loss, damage or delay.

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14 (b). Property and scenery used in producing a theatrical performance, concert or lecture, or other public entertainment (See Rule 14a) may be transported on passenger trains, subject to the usual free allowance, excess weight to be charged for at regular excess baggage rate.

*Theatrical
Baggage*

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The two hundred and fifty (250) pounds maximum weight rule to apply on any article. Live animals (except dogs) will only be transported in special baggage cars and under regulations and charges governing movement of such cars, the usual form of release to be taken.

15. Baby carriages, go-carts, and baby-sleighs, when containing only necessary articles, such as pillows, robes or blankets, may be checked subject to the same charge as for fifty pounds of excess baggage, minimum charge twenty-five (25) cents. For such articles weighing over 50 pounds, charge for actual weight. This charge is separate from and has no connection with, the charge for excess baggage proper.

Baby Cabs

16. Bicycles and tricycles may be checked subject to the same charge as for fifty (50) pounds of excess baggage, except that they may be checked free in states where the law requires they be checked as part of the baggage allowance. (Bicycles and tricycles in Colorado, bicycles in Arizona, California and Washington). In such states, however, bicycles or tricycles checked from a point in one state to a point in another state must be collected upon. For

Bicycles

such articles in excess of fifty (50) pounds, actual weight to be charged for. Not more than one bicycle or tricycle will be checked for any one passenger. Lamps, cyclometers and tool-bags must be removed before such articles are accepted for checking. Bicycles must not be ridden while bearing checks. Automobiles will not be carried in baggage cars on regular trains. 

*Mdse. in
Baggage
Cars*

17. No article of any kind except baggage checked on ticket presented by the passenger as specified above should be shipped in the baggage car except on written order from proper authority.

*Company
Supplies*

18. The shipment of company supplies and material in baggage cars will be limited to dining car supplies, stationery and small packages, engineers' tripods, chains and instruments, road masters' and telegraph linemen's velocipede cars, electric clocks, tools for car repairers, telegraph linemen, signal engineers, and pump repairers, jugs of water for analysis, stretchers for invalids going to and from company hospitals, and employes' medicine.

Exception to this rule can only be made by the General Superintendent or General Baggage Agent.

In case of accident or other emergency, Superintendents may authorize shipments of material, tools or supplies in baggage cars over their respective divisions.

Explosives

19. Dynamite, powder or any explosives must not be carried in baggage cars under any circumstances, and such articles must be refused.

Kerosene oil or other inflammable articles must not be carried in the baggage car, except upon written order from Superintendents, which must be sent to General Baggage Agent with report.

The transportation in baggage cars of motor cars or other machines propelled by gasoline is prohibited. If, however, it is deemed advisable to forward such machines owned by this Company in baggage car, they will be accepted on order from Superintendent, provided the tanks are emptied of gasoline before the machine is loaded in the car; otherwise train baggagemen will refuse to accept same.

Gasoline will not be carried in baggage car, regardless of manner in which it is packed.

The shipment of calcium carbide in any form is prohibited on any passenger train of this Company, in baggage car or otherwise, and when offered for such shipment must be refused.

20. The transportation of bodies of persons who have died of smallpox, Asiatic cholera, bubonic plague, yellow fever or typhus fever, is absolutely forbidden.

*Transportation
of Corpses
—those not
allowed*

21. Every dead body must be accompanied by a person in charge, who must present a Transit Permit showing physician's or coroner's certificate, health officer's permit for removal, undertaker's certificate, name of deceased, date and hour of death, age, place of death, cause of death, whether communicable or non-communicable, the point to which the body is to be shipped, the names of those authorized by

Certificate

the health authorities to accompany the body. In the State of Colorado the undertaker's certificate must be sworn to before registrar. The Transit Permit must be made in duplicate, and the signatures of the physician or coroner, health officer and undertaker must be on both the original and duplicate. The undertaker's certificate and paster of the *original* shall be detached from the Transit Permit and securely fastened on the coffin box. The physician's certificate and Transit Permit shall be handed to the passenger in charge of the corpse.

*Dis-
interred
Bodies*

22. Every disinterred body, dead from any disease or cause, shall be treated as infectious or dangerous to the public health, and shall not be accepted for transportation unless said removal has been approved by the state health authorities having jurisdiction where such body is disinterred, and the consent of the health authorities of the locality to which the corpse is consigned has first been obtained. Bodies deposited in receiving vaults shall be treated and considered the same as buried bodies.

*Kansas
Points*

Bodies intended for shipment to, through, or within the State of Kansas, should be accepted only when accompanied by certificate prepared by embalmers holding license issued or approved by the state or provincial boards of health or other state or provincial authority provided for by law of state or province in which shipment originates.

23. One full first-class ticket, limited or unlimited, with the word "Corpse" plainly written on each coupon thereof, will be honored for the transportation of the corpse of a person of any age, in baggage cars, when

accompanied by a passenger in charge on the same train.

24. When a corpse is presented for shipment to a local point or a point on or via the following lines: *Lines
Checking
Corpses*

Atchison, Topeka & Santa Fe Railway System.
Atlanta & West Point R. R.
Bullfrog & Goldfield R. R.
Chicago & Alton Ry.
Chicago & North-Western R. R. (East and west Mo. River.)
Chicago, Burlington & Quincy R. R. (East and west Mo. River.)
Chicago Great Western Ry.
Chicago, Indianapolis & Louisville Ry.
(Will accept on through checks, only.)
Chicago, Milwaukee & St. Paul Ry.
Chicago, Rock Island & Pacific Ry.
Chicago, Rock Island & Gulf Ry.
Chicago, St. Paul, Minneapolis & Omaha Ry.
Colorado Midland Ry.
Colorado Springs & Cripple Creek Dist. Ry.
Colorado & Southern Ry.
Denver & Rio Grande R. R.
El Paso & Southwestern R. R.
Florence & Cripple Creek R. R.
Fort Worth & Denver City Ry.
Galveston, Harrisburg & San Antonio Ry.
Gila Valley, Globe & Northern.
Gulf, Colorado & Santa Fe Ry.
Illinois Central R. R.
Iowa Central Ry.
Kansas City Southern Ry.
Leavenworth, Kansas & Western Ry.
Louisiana Western R. R.
Louisville & Nashville R. R.

Maricopa & Phoenix & Salt River Valley R. R.
 Minneapolis & St. Louis R. R.
 Missouri Pacific Ry.
 Missouri, Kansas & Texas R. R.
 Morgan's Louisiana & Texas R. R. and
 S. S. Co.
 Nevada County Narrow Gauge R. R.
 Nevada Northern Ry.
 New York, Chicago & St. Louis R. R.
 (Nickel Plate.)
 New York, Texas & Mexican Ry.
 Oregon Short Line R. R.
 Oregon Railroad & Navigation Co.
 Port Arthur Route
 Quincy, Omaha & Kansas City R. R.
 Rio Grande Western Ry.
 Sante Fe, Prescott & Phoenix Ry.
 St. Joseph & Grand Island Ry.
 St. Louis, Iron Mountain & Southern Ry.
 St. Louis Southwestern Ry.
 St. Louis & San Francisco R. R.
 San Pedro, Los Angeles & Salt Lake R. R.
 Sierra Ry.
 Southern Pacific Co. (A. S.)
 Southern Pacific Co. (P. S.)
 Southern Ry. (From So. Pac. Co. only).
 Texas & New Orleans R. R.
 Texas & Pacific Ry.
 Toledo, St. Louis & Western R. R.
 (Clover Leaf Route.)
 Tonopah & Goldfield R. R.
 Union Pacific R. R.
 Virginia & Truckee R. R.
 Wabash R. R. (West of Chicago and
 St. Louis.)
 Western Ry. of Alabama (From So. Pac.
 only).

Take up ticket for corpse held by party in charge, and issue an excess-baggage check, all coupons of the excess-baggage check to show the form and number of ticket issued account of corpse. Attach the original check to box, and report and way-bill same as baggage. Cancel corpse ticket or coupons and forward to Auditor of Passenger Accounts and stamp the ticket of party in charge with rubber stamp, or endorse with pen and ink:

“This ticket will not be honored for passage unless presented with excess-baggage check Form.....No.....”

In stamping or endorsing ticket held by party in charge be careful to show form and number of excess-baggage check issued in exchange for corpse ticket.

25. When a corpse is presented destined to points on lines which do not permit the checking of corpse, lift coupons and check only to the junction point of such line, and instruct party in charge to present duplicate check at such junction point and arrange for the care of corpse beyond in accordance with rules of the lines over which the tickets read to destination.

*Lines not
Checking*

26. Do not under any circumstances check a corpse beyond the destination of the ticket or other transportation held by escort.

27. On local tickets, punch four (4) holes through signature of General Passenger Agent. Coupons of coupon tickets should also be punched four times, using “B,” “BC,” or “L” punch, being careful not to punch out the form or ticket numbers.

28. Should the transportation consist of a pass, it should be treated same as a ticket, unless the same pass covers the transportation of both escort and corpse; then it is only necessary to give form and number of the pass on the excess check.

Baggage Allowance

29. The personal effects of the deceased not exceeding the usual allowance per ticket, may be checked free upon the corpse ticket.

Address

30. The box should be plainly marked with brush and marking ink, and with paster portion of certificate properly filled out with the name and address of the party to whom the body is consigned, and the form numbers and route in detail (naming junction points) of the tickets held by the person in charge.

Physician's and Undertaker's Certificates

31. The physician's and undertaker's certificates must be executed in duplicate for each shipment, one copy to be retained by the party in charge of the corpse and one copy taken up by the Agent or Baggage Agent and forwarded to the General Baggage Office by first train.

32. Transit Permits will be printed on yellow and will be furnished by the State Board of Health only to those holding embalmer's certificate, and provide the necessary authority for shipment of dead bodies.

Acceptance from Foreign Lines

33. Agents and baggagemen will receive corpses from other roads when accompanied by physician's or coroner's certificate of cause of death and prepared substantially in accordance with these rules. If not so prepared, or if fluids or offensive odors are escaping from the box, the body should be refused until proper preparation is made.

34. When a corpse is loaded into baggage car at stations where there is no agent, Train Baggage men will notify Conductors.

35. On delivery of corpse at destination, certificate covering same should be sent to General Baggage Office.

35½. When a person of any age has held a first class round trip ticket and dies, the body may be returned in baggage car upon return portion of such ticket, when accompanied by person in charge holding proper transportation.

36. Under the United States postal laws and regulations, train mail must not be carried in the baggage car without the prepayment of postage, except in the following cases: *Railway Mail*

37. Mail matter from one officer or employe of this company upon its lines, addressed to another officer or employe of and upon the lines of same, pertaining strictly to the business of this company. Mail matter from an officer or employe of this company upon its lines, addressed to an officer or employe of and upon a connecting line or railway, and pertaining strictly to business in which the railroad and such connecting line of railway have direct interest. Every package must be plainly marked "Joint Business." *Railway Mail Local*

38. Mail matter from a connecting line of railway, addressed to an officer or employe of and upon the lines of this company, pertaining strictly to business in which this company and such connecting railway are directly interested. Every such package must be marked "Joint Business." *Railway Mail Foreign*

Association

39. Correspondence and reports passing between agents of the railroad company on its lines and agents of the Car Service Association,

Demurrage Bureaus,

Union Depot Companies or Terminal Associations,

Joint Car Inspectors,

Railway Weighing Associations, located at any local or terminal station of the railroad, pertaining strictly to business of the company.

Printed Matter

40. Printed matter, such as circulars, tariff sheets, etc., also tissue copies of way-bills, not accompanied by letter, when enclosed in unsealed envelopes or other cover permitting inspection.

Local

41. Mail matter from an officer or employe of the railroad Company pertaining strictly to business of the Company, addressed to any person or persons upon its lines. Every such letter or package must bear the imprint of the official stamp of the forwarding officer.

Third Party

42. This Company cannot become a third party in the handling of railway mail, and any letter which we carry must either be WRITTEN BY OR ADDRESSED TO an employe of this Company. The fact that a letter may bear a registry number does not in any way alter its character.

Government Envelopes

43. Section 685 of U. S. Postal Laws contains authority for the handling of letters in government-stamped envelopes (not envelopes with government stamp on), and letters prepared in accordance with that Section can be handled as railway mail.

Extract from U. S. Postal Laws:

SECTION 685. All letters enclosed in stamped envelopes, if postage is of denomination sufficient to cover postage that would be chargeable thereon if the same were sent by mail, may be sent, conveyed and delivered otherwise than by mail, providing such envelope shall be duly directed and properly sealed, so that the letter cannot be taken therefrom without defacing envelope, and date of letter, or of the transmission or receipt thereof, shall be written or stamped upon the envelope.

44. It is not lawful for this Company to carry, outside of the mails, letters not in government-stamped envelopes, addressed to and relating to the business of other companies, corporations, or individuals operating car lines (either passenger or freight), hotels, restaurants or any other class of business connected or not connected with the railroad proper; but these other companies, corporations or individuals may carry their own letters under the limitations above noted in reference to railroad companies.

*Private
Corporations*

45. Letters for private parties, money and valuables, either for the Company or private parties, will not be carried by Train Baggage-men. All such business must be referred to the express company.

Personal

46. On Traingrams received at stations should be endorsed date and train received and every effort made to deliver same promptly.

Train-grams

*Maximum
Weight*

47. No piece of baggage weighing more than 250 pounds (except foreign emigrant) will be accepted for transportation as baggage. Train Baggage men will note on report to General Baggage Office any piece received which they believe to weigh more than 250 pounds.

*Free
Allowance*

48. 150 pounds of baggage will be checked free on each full ticket and 75 pounds on each half ticket. Only the regular allowance will be checked free on passes, whether held by employes or others, unless excess weight is covered by an order from proper authority. On half-fare tickets presented with half-fare permit, the same allowance will be made as for full ticket.

*Steamship
Allowance*

49. On Trans-Pacific Steamship business where steamship ticket or order (except where Government transports are used) is presented in connection with railroad ticket, whether originating in or passing through the United States to Trans-Pacific ports, the several lines interested will allow 350 pounds of baggage on each full ticket of any class, and 175 pounds on each half ticket. Baggage must not be checked beyond Pacific Coast Terminals.

*Respon-
sibility for
Errors*

50. Forwarding agents will be held responsible for correct weights and charged with any deficiency found to exist, either in the weight of baggage, or incorrect computation therefor; they are not to show weights of baggage on excess checks, issued by them, nor advise other agents of the same. (See rules 73 and 74).

*Borrowed
Tickets*

51. Agents must endeavor to ascertain the real owners of baggage, and prevent as far as possible the checking of baggage on

borrowed tickets. Or, if there is reason to suspect baggage either received or forwarded consists of merchandise and is shipped as baggage to avoid transportation charges, a full statement should be made of the matter to General Baggage Agent.

51½. Two or more pieces of baggage belonging to one passenger must not be divided, a portion checked to one station and balance to another.

52. Test and balance scales as often as possible. Do not take passenger's word for the weight of baggage. Weigh the baggage yourself. This applies in particular to baggage belonging to passengers holding prepaid permits. If the weight of such baggage exceeds the weight for which the permit was issued, the additional weight must be collected for.

*Test
Scales*

53. A ticket or pass must in all cases be presented, examined and punched (annual or time passes excepted) before baggage is checked. Always check baggage as far as possible by the route passenger is ticketed, but never beyond destination of ticket; nor should baggage be checked upon an order for a ticket unless full route is shown on the order. Nor upon a series of mileage tickets or other broken transportation that does not provide for a transfer at points where wagon transfer is necessary.

*Checking
Baggage*

Duplicate checks should not be given to passengers until after the baggage has been identified and the strap checks have been attached to same, after which hand the duplicates to passengers and repeat (so that the passenger will understand) the name of station to which

the baggage has been checked. When passengers desire to compare duplicate checks with strap checks on baggage you will permit them to do so. Discourage as much as possible the checking of baggage by other parties than the owner. To avoid mistakes when two or more parties apply at the same time to have baggage checked, wait on only one at a time.

53½. CHECKING BAGGAGE FOR VALLEJO, OAKLAND, MILLS COLLEGE, CENTERVILLE, PORTLAND, SAN FRANCISCO, HOTEL DEL MONTE, AVALON (Catalina Island), RAYMOND, LORDSBURG AND FAIR OAKS.

VALLEJO—Do not check baggage to “Vallejo,” but ascertain desired destination of passenger and check to:

Vallejo Wharf, being at foot of Georgia St., the principal thoroughfare of Vallejo, and connection for Mare Island Navy Yard.

North Vallejo, the out-of-town station, about one mile from the business section.

South Vallejo (one mile from Vallejo Wharf), the connecting rail point for North Vallejo and for Napa and Santa Rosa branches.

Vallejo Junction, on main line, junction point for steamer to South Vallejo and Vallejo Wharf.

OAKLAND—Baggage checked to “Oakland” from southern points via the Coast Line and San Jose or from the north or east via Livermore will be taken to Oakland, 1st and Broadway.

Baggage checked to "Oakland" via Fresno, Antioch or Benicia will be taken to Oakland, 16th Street.

Oakland Pier is train terminal, two miles from Oakland proper and five miles from San Francisco (Ferry Steamer).

Baggage may be checked to Oakland, 16th Street, Oakland, 1st and Broadway, Oakland Pier, East Oakland, Fruitvale, Alameda, Melrose, Sather, Berkeley, Berryman or Lorin on any class of transportation reading to San Francisco or Oakland.

Baggage must not be checked to any other points on the Ferry System, such as Oakland, 14th Street, High Street, Alameda, etc.

MILLS COLLEGE—Check to Sather.

CENTERVILLE—Check to Newark.

PORTLAND—Check to "Portland" for Portland proper (Union Depot) or for passengers intending to recheck to foreign points via the O. R. & N., Northern Pacific, A. & C., etc., or check to:

East Portland or to East Washington St., East Portland, as may be desired by passengers.

SAN FRANCISCO—(Two Depots, Two Miles Apart):

Ferry Depot, foot of Market Street.

3rd Street Depot, cor. 3rd and Townsend Streets.

Baggage checked to San Francisco is not transferred by the Southern Pacific Co. from one depot to the other depot.

Ferry Depot is initial point for the north and east and for the south, via Tracy and Bakersfield, and with the Coast Line via Niles or Newark and San Jose.

3rd Street Depot is initial point for Coast Line (Broad Gauge) stations and points south.

Baggage checked to "San Francisco" from Coast Line (Broad Gauge) points or from south of Los Angeles is carried over the Coast Line to the 3rd and Townsend Streets Depot.

Baggage from San Joaquin Valley points or from points north or east for "San Francisco" is taken to Ferry Depot.

Baggage may be checked from southern points via Coast Line to 3rd Street or "S. F. Ferry" as may be desired, destination being properly indicated as "SAN FRANCISCO" if for 3rd Street or "S. F. FERRY" if wanted at Ferry Depot, and in latter case transfer will be made at San Jose from Coast Line and forwarded via Niles.

"S F. Ferry" station is the station for passengers desiring to recheck for points north or east.

HOTEL DEL MONTE—Check to Del Monte, not to Monterey.

AVALON (Catalina Island)—Check to Avalon direct if transportation is so presented. If transportation is for San Pedro, check to San Pedro Wharf, not to San Pedro.

RAYMOND—Check to Raymond, Western Div., or Raymond Hotel (Pasadena), Los Angeles Div., as may be proper.

LORDBURG—Check to Lordsburg, Calif., or Lordsburg, N. M., as may be proper.

SHERIDAN—Check to Sheridan, Calif., or Sheridan, Ore., as may be proper.

FAIR OAKS—Check to Fair Oaks on Coast Div. or Fair Oaks Bridge, Sacramento Div., as may be proper.

54. Agents detected in failure to cancel passage tickets when baggage is checked will be charged excess on the amount of baggage allowed free on the ticket. If necessary to cancel a punch mark, encircle it and write "Error," affixing your signature and station name.

*Cancellation
Tickets*

55. Baggage must not be checked short of destination of ticket, unless the ticket permits stop-over privileges—in such cases punch the ticket and endorse on back of same the station checked to, and sign your name. (See rules 62 and 150).

*Low Grade
Tickets*

Baggage may be checked to a point intermediate to destination when stop-over is allowed at such point. If a passenger holding a closely limited first or second-class ticket stops over at a point short of that to which baggage is checked, and wishes to have his baggage delivered at point of stop-over, the unused portion of his ticket must be surrendered for cancellation, and forwarded by first mail to Auditor of Passenger Accounts with full particulars. Baggage must not be checked beyond destination of ticket.

56. Check no box or chest without a loop or handle to which the check may be safely fastened, and never nail on a check.

*Attaching
Check*

57. Interline checks form 3942 may be used to any railway point in the United States

*Interline
Checks*

or Canada, to which tickets are sold. Instructions on the checks indicate how they are to be issued. The route of the check and junction points must in all cases correspond with that of the ticket on which the baggage is checked and the destination must be a station on one of the lines over which the ticket reads. In filling in the route omit the letters "Om." (meaning omnibus transfer), when they occur in the route on the ticket.

Abbreviations

58. All abbreviations on interline checks must be clear, as Un. Pac., Nor. Pac., Mo. Pac., and not UP, NP or MP.

Checks must show destination, State, route, and each junction point from starting point to destination. If there is insufficient space on the check, or if joint check is used, attach a tag giving this information.

Canadian Baggage

59. Baggage may be checked to any point in Canada to which tickets are sold, but passengers must be notified to have baggage examined by custom officers at the boundary line.

Mexican Baggage

When baggage is destined to points in Mexico, check it to Juarez (opposite El Paso, Tex.), New Laredo, Mexico (opposite Laredo, Tex.), Ciudad Porforio Diaz, Mexico (opposite Eagle Pass, Tex.), Naco Sonora, or Nogales Sonora, in accordance with the passage ticket. It will be examined by the custom officers there, and rechecked to destination. The Mexican portion of the ticket must not be cancelled with BC punch.

60. In checking baggage between stations on this line, (West of Sparks, Nev., and Rio Grande, N. M. and Lines in Oregon), use local

checks only, form 3943. These checks must be used in numerical order and name of station checked to written plainly on both original and duplicate, with name of State added in every case.

61. Exchange checks, form 3944, are provided for use at junction and terminal stations in case baggage has not arrived. Instructions on the checks indicate how they are to be used. When such checks are presented and baggage has not arrived, do not telegraph the General Baggage Office at once. Allow a reasonable time in which to locate the baggage. If not received later, start tracer by wire in usual way.

*Exchange
Checks*

62. Baggage must not be checked upon presentation of stop-over checks unless accompanied by the original ticket upon which stop-over was given, form and number of which will be endorsed on back, except in case where the ticket or coupon has been lifted by the Conductor for his division, and in the latter case the Conductor will cancel stop-over check for baggage, if the original ticket bears baggage cancellation. Stop-over checks when presented will be cancelled for baggage same as tickets, or if already cancelled by Conductor they should not be honored for free checking of baggage.

*Stop-Over
Checks*

63. Baggage will be checked only on presentation of proper transportation. If passenger presents return portion of round-trip tickets that have not been executed by joint agent or railway agent at destination and the contract requires that this be done before ticket is good for passage, advise passenger

*Authority
for Check-
ing Bag-
gage*

where to go to have ticket properly executed and do not check baggage on same until this has been done.

*Apply
Checks*

64. Agents and Station Baggage-men must not give checks to Conductors, Train Baggage-men, or others; but see personally to the placing of checks on, and the removal of checks from, baggage.

*Delivering
Checks
to Passen-
gers*

65. In checking baggage do not under any circumstances give duplicate checks to passengers until the baggage has been delivered to the Company, except as provided in rule 61, and original checks have been placed on the baggage and the latter is seen to be in good order and in proper condition for checking.

*Transfer
Company's
Employees*

66. Omnibus Men, Hotel Runners, and others, must not be permitted to handle baggage until checks are removed and baggage delivered.

*For-
warding
Baggage*

67. No baggage will be forwarded on telegraph or other order from a passenger, Sleeping-Car Conductor, Porter, or any person other than an Officer, Agent, or Baggage-man of this Company. Copies of all telegrams ordering baggage from one station to another should be sent to General Baggage Office.

*Articles
Attached*

68. Check single pieces only—that is, no trunk, valise, satchel, bundle or other article with any coat, blanket, umbrella, cane, or other article, parcel or bundle, lashed, strapped, tied or otherwise fastened to it.

69. Baggage in bad order must not be checked until it is securely roped or otherwise repaired, so it will carry safely to destination. Mark on your register and report "BO" and state the character of the imperfection. † (See

abbreviations.) Employes receiving and receipting for baggage which is in bad order, failing to make proper notations, will be held liable for any claim for loss or damage to such baggage.

Baggage received in bad order from connecting lines, must be so receipted for and thoroughly repaired before forwarding. Rope and nails for repairing baggage will be furnished by the company, and no charge will be made for such repairs. The actual condition of such baggage when received must be shown on reports. (See abbreviations.)

70. When checking to a station at which there is no agent, inform the passenger that he must present duplicate check to the train baggageman and be ready to receive the baggage at the door of the baggage car, otherwise it will be carried beyond to the next station at which there is an agent on duty, where it will be held until delivery can be arranged. If the destination is an agency station, the baggage will be returned on the first train that stops.

Non-Agency or Night Stations

71. Baggage must be delivered at the station in sufficient time, before departure of train or steamer on which it is intended to go, to afford ample opportunity to weigh, make collections, and issue excess check. Every effort must be made to check and forward baggage on same train with passenger; but when baggage is not delivered at station in sufficient time to properly weigh and make necessary collections, passenger must be informed that baggage will be forwarded on the following train, C. O. D. for excess or other charges.

Excess Collection

*Government Bag-
gage*

72. In the movement of U. S. Government Troops, only the personal baggage of officers and men not exceeding 150 pounds per capita will be carried free.

United States' transportation requests must be exchanged for tickets before baggage is checked.

United States' transportation requests issued to include excess baggage with tickets will be honored accordingly, the receipt on the Government order being filled in to correspond with the request.

*Government Re-
quest*

Excess baggage will not be checked for the Government unless transportation thereof is covered by the transportation request itself, as well as by the receipt.

*Excess
Baggage*

73. Excess baggage is what the baggage weighs over the prescribed allowance of free baggage. All baggage in excess of the free allowance must be charged for according to excess baggage tariff, and excess check, form 3945, issued. Baggage which is over weight must not be forwarded until all charges are paid, except as provided under C. O. D. rules.

Only one excess check must be used on any one lot of baggage, the regular local or inter-line checks being used for the other pieces.

73½. Excess baggage rates are based on ticket rates and may be found in current rate sheets. Special ticket rates must not be used for this purpose.

*Excess
Checks*

74. Excess checks must be executed as per instructions on the check. (See rule 50). If used for LOCAL business, gross weight must

not be placed on original or duplicate check by the forwarding agent. But when used to points on foreign lines, the gross weight should be shown on original check. The excess baggage checks (original and duplicate) now used by foreign roads, show, for the most part, as follows: The date, the point from which and the point to which checked, the route to be carried, the number of passengers, the excess weight and the amount of charges collected. They also show the number of the other checks placed on the baggage on which charges are collected, if for more than one piece. On the back of the duplicate are instructions to delivering agents to weigh the lot of baggage (on which the excess charges are paid) at time of delivery, and certify on the duplicate to the total weight, thus showing whether or not correct charges have been paid.

Agents will act accordingly, and enter on the back of every duplicate excess baggage check, either local or foreign, the exact total weight of the entire lot of baggage on which the charges are paid.

75. Excess baggage checks, C. O. D. checks and excess-baggage permits must be issued and reported in regular consecutive order and collection for excess or C. O. D. charges, or for storage receipts issued, must be accounted for in report for the day on which collection is made.

*Report of
Excess
and Storage*

76. Prepaid excess-baggage permits are issued from certain stations, allowing the holder to check baggage from station to station thereon. Permits should not be sold on mileage tickets, nor one permit be sold for round trip.

*Prepaid
Permits*

77. Permits must be properly filled out in ink as per instructions printed thereon. The Auditor's check to be enclosed with daily report of baggage collections on which the permit is reported to the Auditor of Passenger Accounts, and the passage ticket cancelled with baggage punch for the entire distance covered by the permit.

Permits must not be sold beyond destination of ticket upon which they are issued. Permit must not be honored unless accompanied by the original ticket upon which it was sold, the number and form of which is endorsed upon the face of the permit, and must be presented every time baggage is checked thereon. The permit covers entire free allowance and no additional baggage should be checked free upon the passage ticket.

78. In checking baggage on prepaid excess-baggage permits, agents will issue excess baggage check the same as if the excess baggage were paid in cash, and note on the back of the ticket and on reports, "Without value, account prepaid excess baggage permit, issued by.....Form.....No.....," point and date of issue, destination, name of purchaser, date of expiration. This must be done by the agent who issued the permit, and by each agent to whom the permit is presented. The agent checking to destination will take up the permit and return it to the Auditor of Passenger Accounts with daily report of baggage collections.

79. Prepaid permits are good via same route as ticket upon which they are issued, and include all free side trips covered by the ticket.

80. If passenger presents Excess Baggage Permit with transportation for a side trip, baggage may be checked to destination desired, the proper excess collection being made from junction point and covered by excess check, proper endorsement being made on the excess check, permit and daily report of baggage collections.

81. Prepaid excess baggage permits may be issued to all points on all lines west of Chicago and St. Louis to which through tickets are sold.

*Prepaid
Excess
Baggage
Permits
—Foreign*

82. In case collection is made for the movement of any theatrical baggage car, an excess check, form 3945, should be issued covering the amount collected, original and duplicate of which will be sent to General Baggage Agent, endorsing form and number of same on card way-bill.

*Theatrical
Baggage*

83. The collection of charges for storage of baggage is a well-established custom. The railroad company is under no obligation to make any exception to this regulation, neither is it permitted to discriminate in favor of any class of travelers, not even company employes. Storage charges will not, therefore, be cancelled on any baggage, except upon authority from the proper officer in writing.

Storage

84. Storage must be collected on each piece of baggage, in-bound or out-bound, checked or unchecked, remaining on hand at stations over twenty-four (24) hours, whether received from trains or delivered at depots by transfer wagons or otherwise, in accordance with the following:

The first twenty-four hours free.

The second twenty-four hours or fraction thereof, twenty-five cents.

For each succeeding twenty-four hours or fraction thereof, ten cents.

Exception: Baggage received at any time Saturday will be held until the same hour Monday, but if not delivered at the same hour Monday as received Saturday, storage will commence thereon after the expiration of the first twenty-four hours.

*Sundays
and
Holidays*

85. Baggage received at any time Sunday will be held until midnight Monday without charge, but if not delivered by that time storage will commence after the expiration of the first twenty-four hours.

Baggage received on legal holidays will be held until midnight of day following its receipt, but if not delivered by that time storage will commence after the expiration of the first twenty-four hours.

85½. Where passenger certifies that he left starting point on the same date on which he checked his baggage and made continuous trip to destination, and the statement made by him indicates that his baggage was handled on faster train than was used by him, the storage may be remitted. In no such case will baggage be stored free of charge for more than twenty-four hours after passenger's arrival. Proper statement of the facts will be made on form provided, which will be forwarded to the Auditor with the storage check used.

86. Storage receipt, form 3949, must be executed and attached to all baggage on which storage has commenced to accrue.

The advice coupon should be detached, stamped on back with office dater and sent to Auditor Passenger Accounts with daily report of baggage collections, form 3624, for that day. Upon delivery both coupons should be executed, stamped on back with office dater, stub sent to Auditor Passenger Accounts with monthly reports, form 3642, and receipt portion be given to passenger.

If passenger has more than one piece, only one receipt should be executed to cover the collection, making proper reference on back to numbers of other receipts issued on balance of the baggage. This must not be construed as limiting the issue of one receipt to one lot of baggage, as this form must be attached to every piece of baggage on hand on which storage is accruing.

86½. Parcel checks, form 819, are furnished by General Passenger Office, to be used in checking hand baggage, etc., left in care of Station Baggage Agent.

*Parcel
Checks*

A charge of ten cents per piece for each twenty-four hours, or fraction thereof, will be made.

When issuing a parcel check, the date and hour must be entered in proper space thereon, attached to the article, and duplicate handed to party depositing the article.

When delivery is made, date and hour must be entered in proper space on check, check detached, and, with the duplicate, forwarded to Auditor of Passenger Accounts with report, form 3655.

Should duplicate parcel check be lost, require identification in usual manner; take receipt

on form 3915, collecting fifty cents for lost duplicate. Send receipt, form 3915, to General Baggage Agent.

Two or more articles attached must not be covered by one parcel check.

87. When baggage on which storage charges have accrued is forwarded to another station, the charge must be covered by C. O. D. check, unless released by proper authority. Forwarding Agent will show amount covered by C. O. D. check in proper column on form 3921 and will give reference to number of C. O. D. check covering. In no case must storage charges be waived, except on authority from proper official. Checks must not be removed from baggage to relieve owner paying storage. The Company is responsible for all property on its premises, checked or unchecked.

*C. O. D.
Collections*

88. C. O. D. collections. It is intended that all charges for excess baggage, storage and transfer shall be collected by the forwarding agent, but when baggage is received from a connecting line bearing charges that have accrued, or in any case where it is necessary to forward such property subject to charges, it should be forwarded under C. O. D. check, form 3946, printed on blue cardboard, giving explicit information regarding amount to be collected and why charge is made. The C. O. D. check will also be a check for one piece of baggage. **ANY CHECKS REMOVED MUST BE SENT TO THE GENERAL BAGGAGE AGENT.** Baggage will not be accepted to cover fares without special authority in each case from the General Passenger Agent, and in such cases the baggage will be forwarded as per rules. The passenger's receipt (for amount

*Unpaid
Fares*

in money which fare represents), together with authority received from General Passenger Agent, must be attached to daily report of baggage collections to Auditor of Passenger Accounts and credit claimed for the amount of fare advanced in accordance with rules of auditing department, giving both form and number of passage ticket and C. O. D. Check.

89. If C. O. D. is placed on more than one piece of baggage, use C. O. D. check on one piece to cover entire amount of charges, and regular checks on the other pieces, noting their number on the original and duplicate. Apply tag form 3947 to each piece except the one to which C. O. D. is attached. Enclose *all duplicate checks* to Baggage Agent at destination with forwarding sheet, form 3950, in envelope form 3925, as per rule Number 103. In re-checking a lot of baggage subject to a collection, re-check every piece belonging to the entire lot and not one or two pieces only.

90. All C. O. D's received (whether paid or not) must be taken into account on daily report of baggage collections for the day on which the baggage bearing same is received.

*C. O. D.
Received*

91. All collections made on baggage (C. O. D's) must be taken into the station account by the receiving agent, whether collection is for another agent of this Company or for an agent of a foreign line, or whether covered by regular C. O. D. check or not. Money so collected must not be returned to the issuing agent. Collections made on baggage by instructions from train baggageman under C. O. D. tag, form 3948, must be covered by the issue of an excess check, original and duplicate of

which must be sent to Auditor of Passenger Accounts with train C. O. D.

92. The receiving Agent will not deliver any piece of baggage upon which a C. O. D. has been placed until all charges are paid in full.

93. The receiving agent will send the duplicate C. O. D. baggage check with excess-baggage report to Auditor of Passenger Accounts and the original C. O. D. baggage check and forwarding sheet, when charges are paid, to the General Baggage Office.

*C. O. D.
Unclaimed*

94. After baggage upon which C. O. D's are placed has remained on hand thirty days, it must be sent to General Baggage Office under unclaimed baggage rule, together with forwarding sheet and duplicate check, whether the charges have been paid or not.

95. The General Baggage Agent will receipt to agents for all baggage returned under the Unclaimed Baggage Rule upon which there is an unpaid C. O. D., and agents will return this receipt to the Auditor with Daily Balance Sheet and claim credit thereon for the amount of the C. O. D.

*Unclaimed
Baggage*

96. All unclaimed baggage, whether checked or not, on hand thirty days, must be sent to the General Baggage Office covered by form 3952, properly executed. This includes packages found on trains, at stations or on company property, by conductors, car cleaners and others. Form 3949 should not be removed from baggage sent in as unclaimed.

97. Articles found in cars, steamers or stations must be forwarded to the Division Su-

perintendent, and be labeled by him with date, number of car and train, or name and trip of steamer, as the case might be, and forwarded to the General Baggage Agent.

98. DELAYED, LOST OR STRAY BAGGAGE. When duplicate check is presented for baggage that has not arrived, telegraph the General Baggage Agent (or District Baggage Office,) at once (also the Agent where the baggage is held, if known), giving owner's name, description of baggage, the kind of check, and the number, in words as well as figures, where issued, date, destination, full route, and if thought to have been carried by, telegraph the Train Baggage Agent. Always notify the General Baggage Agent (or District Baggage Office,) at once when delayed baggage has been received. When necessary to telegraph regarding stray baggage, always give owner's full name, and do not say "Passenger presents," or "Party holds local checks." The owner's name is always valuable and frequently necessary to identify baggage.

*Delayed
Baggage*

When a duplicate check presented by passenger calls for baggage that does not belong to him, agents will notify the General Baggage Agent (or District Baggage Office) at once by wire, giving complete description and marks on the baggage wanted; when and where checked and last seen by owner, name of owner, also initials and number of check, description and marks on baggage received and any other information obtainable. Hold the baggage for instructions from the General or District Baggage Agent..

*Wrong
Baggage*


*District
Offices.
Reports to
and cor-
respond-
ence with.*

98½. To facilitate tracing baggage, the General Passenger Office, Portland, and the Baggage Office, Arcade Depot, Los Angeles, will be known as "District Offices." Agents north of Dunsmuir and lines in Oregon will, when short baggage from a station in this district, wire checking agent direct, or Baggage Agent, Portland, Union Depot, if from Portland or points east. In event of unfavorable reply or failure to receive prompt reply, wire General Passenger Agent, Portland. If baggage originates at a non-telegraph station, or at a point south of Dunsmuir, or is from foreign point, wire the General Passenger Agent, Portland. Train Baggage Master's report Dunsmuir to Portland and lines in Oregon will be on file in General Passenger Agent's Office, Portland.

Agents south of Santa Barbara and Saugus to El Paso, will wire checking agent in this District; also wire Baggage Agent at Los Angeles, and apply to Baggage Agent, Los Angeles, for baggage from points north of Santa Barbara or Saugus, or from foreign points.

T. B. M. reports in this district will be on file in Baggage Office, Arcade Depot, Los Angeles, and Agents will send T. B. M. way-bills and weekly reports to Baggage Agent, Los Angeles, sending a carbon copy of weekly report to General Baggage Agent, San Francisco.

Signature

99. All telegrams and letters should be signed with full name and not by word "Agent" or "Baggage Agent," nor by initials only. 

*Train-
grams*

100. In tracing for baggage send traingram by mail in envelope form 2556 when the same time can be made as by wire. It is the desire

that the wire be used as little as possible consistent with good service.

101. Copies of all correspondence pertaining to the business of this Department must be made either by tissue impression or carbon sheet, and be safely filed and properly indexed for ready reference. Any communication received should be properly filed, unless request is made for its return. In replies refer to date, number and subject and answer each communication separately and promptly.

Correspondence

102. Tracers for company's supplies, forwarded by baggage, or for delayed or strayed baggage with or without checks, must be referred to the General Baggage Agent. He must be promptly and fully informed of all claims, complaints or irregularities within your knowledge in the operation of this branch of the service, and whenever possible Agents must make personal examination in order to determine the extent of the injury, and make full report, specifying each article injured.

Tracers

103. When it is necessary to forward baggage not accompanied by the owner, check the baggage to destination and enclose duplicate to the baggage agent (not to the owner) at that station, with forwarding sheet, form 3950, giving the owner's name and what he holds to show for the baggage. Enclose all in envelope form 3925, to which registered label will be affixed and attached to original check.

Forwarding Baggage

If for any reason duplicate checks do not accompany baggage, wire agent at destination full particulars, so there may be no delay in delivery of baggage.

103½. If necessary to recheck such baggage the detached checks must be sent to the General Baggage Agent with necessary information. UNDER NO CIRCUMSTANCES MUST SUCH CHECKS BE SENT TO OTHER OFFICES OR RETAINED.

104. Agents must be careful in the delivery of the baggage so forwarded. Take passenger's receipt on forwarding sheet. All forwarding sheets with duplicate checks or receipts taken up, and C. O. D. strap (original) checks, must be sent to the general baggage office as soon as possible after the delivery of baggage. C. O. D. *duplicate* checks must be sent to Auditor of Passenger Accounts.

AGENTS WILL BE GOVERNED BY THIS RULE NOTWITHSTANDING ANY INSTRUCTIONS TO THE CONTRARY PRINTED ON CHECKS OR FORWARDING SHEETS.

105. Baggage must not be forwarded double checked; that is, with both original and duplicate attached, or with more than one check on a single piece.

*Odd or
Mis-
matched
Checks*

106. Mismatches are made by stringing wrong duplicate checks on original, or by giving wrong duplicate to passenger. All odd, mismatched or crippled checks discovered by anyone must be reported at once to the General Baggage Agent, accompanied by all obtainable information, and (if possible) the checks. Neglect of this will be considered and treated as a serious offense. Any baggageman making a mismatch of checks will be held strictly accountable for any damage, loss or detention caused thereby.

107. Checked baggage will be delivered only on surrender of proper duplicate check, or in case of mismatched checks or lost duplicate, on proper identification, owner fully describing contents of baggage before opening. If bearing C. O. D. checks, make C. O. D. collection. A receipt, form 3915, must be properly executed for each and every piece of baggage delivered where duplicate has been lost or mismatched, or where original check has been lost from baggage, whether brass or card check. Forward check and receipt to General Baggage Agent, by first passenger train.

*Lost or
Mis-
matched
Checks*

108. BICYCLES. Before delivery of a bicycle where duplicate or original check has been lost or mismatched, claimant must be thoroughly identified (unless known to Agent making such delivery as a responsible person), and receipt taken on blank form 3915. If person cannot be identified you will notify the General Baggage Agent at once by wire, giving full particulars, and hold bicycle for instructions.

Bicycles

109. A collection of fifty (50) cents must be made for each lost duplicate check, whether metal, paper, railway, claim or transfer check.

Collection

110. Issue an excess check form 3945 to cover the collection, giving description of the lost check thereon, and hand duplicate excess check to passenger as his receipt for such collection. If passenger finds the lost check, the Agent who collected for it may make refund, taking receipt therefor, securing credit in accordance with Auditor's instructions. Take up duplicate and send to General Baggage Agent. If check is presented at another station, send duplicate and excess duplicate check to General Baggage Agent who will

arrange for refund. No collection shall be made for lost original or mismatched checks.

111. Baggage must not be delivered on lost or mismatched checks, except at the stations to which the baggage is checked, and great care must be used.

*Attach-
ments on
Baggage*

112. Agents and Baggage men will, in all cases, when baggage is attached by legal process, telegraph full particulars to the General Baggage Agent, sending him the original papers, with original and duplicate check, if obtainable, together with a receipt for baggage, which must be taken in every instance from the officer serving the papers; if duplicate check cannot be obtained, collect 50 cents for lost check.

113. Attachments are not valid if issued or served on Sunday (except in Utah). Agents, however, will not resist the execution of such attachments if insisted upon, but will notify the officer that the property is surrendered under protest.

114. Do not hold such baggage pending settlement of the controversy, but notify the officers that it must be removed from our premises at once.

*Way-bill of
Baggage
Forwarded*

115. All baggage, articles of company supplies, important letters, or other articles except ordinary railway mail, forwarded in the baggage-car, must be accompanied by way-bill, form 3906, except from stations at which there is Union Depot Company. The bill must be prepared by carbon sheet, and be signed while still in the book by Train Baggage man before departure of train, thus giving the agent a receipt for the articles for-

warded; the original bill should then be torn out of the book and accompany the baggage or other articles.

116. Company material must be accompanied by a freight way-bill, form 766, or baggage department way-bill, form 1903. Each consignment must be reported and way-billed same as baggage. The way-bill must be properly checked and name of each train baggageman by whom it is handled be endorsed on back of form 766, or 1903. Form 766 accompanies the shipment through to destination.

*Way-bill
Company
Material*

117. A register package label form 3933 is furnished by the General Baggage Agent for important letters and articles of company material, also a receipt book form 3927, in which to take a receipt for registered matter both when forwarded and when delivered to consignee. Such registered matter must be reported and recorded in every way same as baggage.

*Register
Label*

118. The movements of special baggage-cars are covered by "Card way-bill of special baggage cars," form 3916. This way-bill properly filled out must be given train baggagemen and accompany car through to destination and be sent by agent at destination to General Baggage Agent. By special baggage-car is meant any baggage-car other than the regular baggage-car.

*Special
Baggage
Cars*

119. Agents will receive from the Train Baggageman a way-bill form 3909 (See rule 146) of all baggage and other articles, and must at once compare the numbers of the checks on the baggage with the way-bill; also check

Way-bill

carefully all property named thereon, and if correct, sign it. If the way-bill is incorrect, write "not correct" at the foot of the bill and note the errors in full on the back over your signature. Place a check mark on bill over each entry so that the bill will show that it has been properly checked up. The figures on the way-bill must not be changed.

transfer bill
120. Agents at transfer stations will receive a Transfer bill, form 1916, of all baggage to be transferred to other trains of this Company, which must be handed to the connecting Train Baggage man with all the baggage and other articles it calls for. (See rule 147).

interline junction bill
121. At junction points where connection is made with foreign lines, Train Baggage men will furnish the Junction Agent Interline Baggage Receipt made in triplicate, or if wagon transfer is involved, in quadruplicate, showing kind and number of checks, destination of baggage and other property delivered. The original receipt will be receipted by the Joint Agent or Train Baggage man of connecting line, and returned to the General Baggage Agent of the issuing line. The duplicate will be delivered to the Train Baggage man of connecting line with the baggage. If there is not sufficient time for the joint agent to check both bills, the Train Baggage man of connecting line will check the duplicate as soon as possible, and if found incorrect, will telegraph from first station to joint agent, stating what he is short or over. He will make proper notation on the bill of any "shorts," "overs" or "bad orders," and send to his General Baggage Agent. In the event that connecting Train Baggage man fails to give proper notice of any

discrepancy as above, it will be assumed that the baggage was delivered as billed. The original figures on bills must not be changed, nor any other erasure or alteration made. Separate bills must be made for each connecting train or line.

122. RECEIVING BAGGAGE AND CHECKING TRAIN BAGGAGE WAY-BILL.

In receiving baggage, valuable packages, registered matter, supplies, stationery, mail pouches, etc., from the train baggageman, count the pieces as you receive them from the car door and know that you have received the number of pieces entered on the train baggage way-bill. Check the way-bill by comparing the numbers and addresses on same with the checks on baggage, and the addresses on packages, supplies, etc. Make no alteration or erasure whatever on the face of the way-bill, but note the errors, if any, on back thereof. In case you are short anything entered on the way-bill you will at once telegraph the train baggageman and the General Baggage Agent, or District Baggage Agent, STATING WHAT YOU ARE SHORT. ANY FAILURE TO NOTIFY THE ABOVE PARTIES BY TELEGRAPH OF THE SHORTAGE WILL BE TAKEN AS SUFFICIENT EVIDENCE THAT THE BAGGAGE WAS ACTUALLY RECEIVED, AND IN CASE OF CLAIM THE PARTY AT FAULT WILL BE EXPECTED TO PAY THE AMOUNT OF THE CLAIM. You will be particular to notice the destination of baggage, supplies, etc., received at your station, as well as the check numbers, when checking the train baggage way-bill, and in case you receive baggage, registered matter, supplies, etc., which are

*Checking
Way-bill
Baggage
Received*

not marked to your station, send to proper destination by first train, and notify the General or District Baggage Agent by wire. Place a check mark on the bill over each entry, so that the bill will show that it has been properly checked up. The figures on the way-bill must not be changed. Record of all baggage, etc., received must be entered in form 3921 and way-bills enclosed therewith. See rule 126.

*Baggage
not Billed*

123. Agents must report on form 3941 all baggage and property left without a way-bill to the General Baggage Agent by first train, giving date, train, number and kind of check attached. When no check is attached, give description and marks on baggage.

Loading

124. Baggage placed ready for loading into trains or received from trains must be placed back from the track clear from all passing trains.

*Storage
Paster*

125. Paste a label (form 3901) showing date and hour received, and the number of the check, on all unclaimed baggage on the first day of its arrival.

*Record
Baggage
Received*

126. Make daily report on form 3921 of all baggage received, delivered and on hand.

This report must be made DAILY, closing at midnight, and sent to General Baggage Agent by first train mail possible, all stripped checks being securely enclosed; also way-bills received, or over reports made, covering baggage, etc., received during the day.

All baggage, etc., on hand at commencement of each day's business, must be entered on report showing train, date of receipt, initials of checks, check numbers and description of

baggage or other material, followed by proper record of baggage, etc., received during the day.

All baggage delivered during the day must be entered in column headed "Delivered" and if storage charges have accrued, collection must be made, the amount and storage receipt number being entered in proper columns.

All baggage remaining on hand at the close of the day's business must be entered in column headed "Baggage on Hand."

If baggage is forwarded to another station under same checks, entry must be made under heading "Description," giving authority and showing C. O. D. check used to cover charges due. If sent in as unclaimed, notation must appear accordingly.

All original and duplicate checks (except excess and C. O. D. duplicates, which must be sent to Auditor of Passenger Accounts) of delivered baggage must accompany this report on date of delivery. Agents failing to enclose checks with this report will be liable for storage charges to date checks reach the General Baggage Agent.

When original checks are in metal shells or on metal plates, they must be stripped therefrom and the shells or plates forwarded to General Baggage Office, properly tagged.

Where baggage is delivered on lost or mismatched check, receipts must accompany the report on date of delivery.

Agents must retain a carbon copy of this report for station record.

**Monthly
Statement**

127. A comparative statement of the baggage business and report of checks on hand, must be made on form 3938 and forwarded to the General Baggage Agent promptly after the close of each month's business.

**Report of
baggage on
hand under
check and
unchecked
and checks
not at-
tached to
baggage.**

127½. Every Saturday give on form 1921 numbers of all checks attached to baggage, and full description of all unchecked baggage, remaining at your station. If you have no baggage, send the report blank. Enter on back of same, the checks you have on hand unattached to baggage.

**New Sta-
tions**

128. When stations are opened for business, either on lines now operated or on lines which may hereafter be operated by this Company, a local ticket tariff giving name of new station, mileage and other information, will be sent to all Station Agents, and to Station Baggage men where the latter are independent of Ticket or Station Agent. It will be the duty of Agents, however, to see that all the company's employes at their stations, who have the handling of baggage, are promptly posted regarding new tariffs or instructions affecting the Baggage Department, and Baggage Agents will apply to Station Agents for local rates when they fail to receive a copy of tariff, and are informed officially or otherwise that a new one has been issued, also when a tariff is not understood.

Supplies

129. Agents will make requisitions on General Baggage Agent for all local (form 3943), interline (form 3942), and exchange (form 3944) checks, lost article tags (form 3939), and registered package labels (form 3933), and make

requisitions on General Passenger Agent on regular ticket requisition blanks for all excess (form 3945), and C. O. D. (form 3946), checks and storage receipts (form 3949).

130. Rules covering the issue and route of tickets and other information of similar character, are contained in Book of Rules issued by Passenger Department. All baggagemen will be expected to secure a copy and become familiar with such rules as affect this department.

*Ticket
Dept.
Rules*

TRAIN BAGGAGEMEN.

*Attendance
at Car and
Stations*

131. Train Baggage men must be at their car at least one hour before starting time, and while on duty must wear the regulation cap and badge, and bulletin must always be examined carefully before leaving terminal station for special orders.

On arrival at stations, first deliver and then receive baggage. At the end of the run remain with the car until the baggageman who is to continue the run is there for duty, or delivery made to Station Baggage Agent.

*Personal
Address*

132. Train Baggage men will give the official to whom they report, their personal address, also keep the Station Baggage men at terminal points advised of same, that they may be found at any time when not on duty.

*Changing
Runs*

133. Train Baggage men must not leave their train or change off without permission from the proper official

*Absence
from Car*

134. Train Baggage men must ride in the baggage car and not in the coach, and will leave the car only when duty requires it, and in such cases the doors must be securely locked.

*Loading
Baggage*

135. Baggage must be loaded as nearly as may be in station order, to avoid delays and unnecessary handling.

136. Train Baggage men will be held responsible for loss or damage to baggage in their charge, as well as damage arising from improper delivery. If, from accident or mistake, baggage is not delivered at its proper destination, report it promptly by telegram to the General or District Baggage Agent, stating where the baggage is left, proper destination, number and kind of check. Special report must be made to General Baggage Agent of heavy baggage delivered at stations where truck or skid is not used.

*Loss and
Damage*

The condition of baggage and other property must be noted on all reports, using abbreviations as shown in rule 167.

136½. Cans of cream and milk carried as express or otherwise, must not be placed in Baggage end of car.

137. On entering the car, first check up the way-bill of equipment which accompanies the car. Note if all the tools entered thereon are in the car and in good order; also if the glass in the windows and the locks on the doors are in good order. If anything is missing or in bad order, enter particulars on train report. See that the car is kept clean and be very careful about fire.

*Baggage
Car Equip-
ment*

138. When train leaves its starting point, commence train report at once, on blank form 3904, dating it the day the train is due to leave, and carry the same date through to end of run on all reports and bills; enter thereon each piece of baggage, where received, number and kind of check, and a description of all baggage checked or not checked, all packages of supplies, registers, dogs or company

*Train
Report*

material, and all letters marked "important," and so on, with all baggage and other articles received at way stations to the end of the run. Make report in duplicate, using good carbon sheets, and see that the portion sent General or District Baggage Agent is a clear, legible copy, using separate sheet for each car, showing number and initial of car. See rules 115, 116 and 117.

**Delivery
Baggage**

139. Reports must always show where the baggage is actually received and delivered, whether checked or not, and a complete description of all baggage without checks or other articles not registered.

**Mailing
Reports**

140. It is of the utmost importance that all reports be received by the General or District Baggage Agent at the earliest possible moment; to this end all reports must be mailed promptly on first train after arrival at end of run.

140½. Train Baggage men north of Duns-muir and on lines in Oregon will forward their reports to District Baggage Office, Portland, in envelopes, form 1925. Train Baggage men south of Los Angeles and on local trains south of Santa Barbara, will forward their reports to District Baggage Office, Los Angeles, in envelope form 1924.

141. When going *from* General Baggage Office, return by FIRST train you meet all way-bills and completed portions of your report.

Reports

142. Reports must be made whether any baggage is carried or not, or if trains are abandoned. Make separate report for each scheduled train, showing in proper place the time of departure and arrival; be careful to show the A. M. or P. M.

143. Give description of each piece of baggage and each registered article over the check or register number, using the abbreviations shown in Rule No. 164 and show if roped or strapped with abbreviations in Rule No. 165.

Descriptions

144. Make report on blank form 3923 of baggage in your car bearing foreign excess or C. O. D. checks or tags, showing full particulars as indicated on the blank. Use great care to make this report correctly, as it is used for auditing purposes.

Excess and C. O. D. Reports

145. A Train Baggage man working temporarily must use his own name in making reports, and not that of the man whose place he is filling.

Temporary Employment

146. A way-bill, form 3909, must be made and left with all baggage, registers, letters, etc., marked "important," and articles of every kind delivered at any station. Form 3909 will be made in duplicate with carbon which must be receipted by the Agent at car door before the bill is detached. Hand way-bill to Station Baggage man before delivering baggage. *Never attach it to original check on baggage.* Train Baggage men must report fully to General Baggage Agent when Station Baggage men fail to appear to receipt for and receive baggage on arrival of train.

Local Way-bill

147. Transfer bills, form 1916, must accompany all baggage and other articles transferred to connecting trains, and must show number and kind of checks, and description of all unchecked articles and supplies. A separate transfer bill must be made for each connecting train, and receiving agents and Train Baggage men must check carefully, and

Transfer Bills

note errors and conditions of bad-order baggage or unchecked articles. If baggage has been carried by destination instruct the agent with whom left to return it by first train, making notation on the transfer bill to that effect. On receiving transferred baggage, make it your first business to see whether it corresponds with the accompanying transfer bill. If it does, sign the bill. If it does not, write "Not Correct," affix your signature, and note the error on back. In the event of over or shortage, wire the General or District Baggage Agent, also Train Baggage man or transfer station. **FAILURE TO WIRE SHORTAGE AS ABOVE WILL BE TAKEN AS SUFFICIENT EVIDENCE TO CONSIDER THE ARTICLES TO HAVE BEEN ACTUALLY RECEIVED.**

*Interline
Junction
Bill*

148. At junction points where connection is made with foreign lines, Train Baggage men will furnish the Junction Agent Interline Baggage Receipt made in triplicate, or if wagon transfer is involved, in quadruplicate, showing kind and number of checks, destination of baggage and other property delivered. The original receipt will be receipted by the Joint Agent or Train Baggage man of connecting line, and returned to the General Baggage Agent of the issuing line. The duplicate will be delivered to the Train Baggage man of connecting line with the baggage. If there is not sufficient time for the joint agent to check both bills, the Train Baggage man of connecting line will check the duplicate as soon as possible, and if found incorrect, will telegraph from first station to joint agent, stating what he is short or over. He will make proper notation on the bill of any "shorts," "overs" or "bad orders," and send to his General Baggage

Agent. In the event that connecting Train Baggage man fails to give proper notice of any discrepancy as above, it will be assumed that the baggage was delivered as billed. The original figures on bills must not be changed, nor any other erasure or alteration made. Separate bills must be made for each connecting train or line.

149. Train Baggage men out of Union Stations will return a receipt by the first train for all baggage and other articles received by inserting an additional carbon sheet underneath the train report, thus giving those stations a copy of that portion of their report showing everything received, unless bill in duplicate is received from Union Stations, in which event bill received should be checked, signed and returned promptly, one copy each to Union Station and General Baggage Agent.

*Union
Depot
Receipts*

150. Deliver no baggage short of destination on continuous passage first-class or second-class tickets, unless the entire ticket is surrendered through to same destination to which baggage is checked or unless the ticket permits stop-over, whether the destination is local or to a point on a foreign line. Send statement, with ticket, to General Baggage Agent.

*Delivery
Short Des-
tination*

Train Baggage men leaving baggage short of destination must not strip the baggage, but will way-bill off to the station, noting on way-bill for agent to have fully identified by owner in addition to surrender of the duplicate check; make notation to this effect on trip report.

151. Train Baggage men must never deliver baggage to passenger who has lost check, or when numbers on original checks do not

*Lost
Checks*

correspond; baggage will be carried to first station having an Agent, and passenger will be required to go there to identify it. *Checks must never be removed from baggage except at time of delivery to passenger.*

**Bonded
Baggage**

152. Bonded baggage must not be delivered or opened by any person except in presence of Customs Officer at destination, and care must be exercised to prevent cords and seals being broken in transit. A manifest must accompany all bonded baggage. Immediate report by wire must be made to General Baggage Agent if manifest cannot be found or if seals or cords are broken. Baggage in bond must be so indicated on train report.

**Non-
Agency
Stations**

153. When baggage is checked to a station at which the agent is not on duty, the duplicate checks must be taken up and the baggage delivered to the passenger. Fill out way-bill, form 3909, and sign it in place of the Agent. If the passenger holding the duplicate check cannot be found, the baggage must be carried to the first station at which Agent is on duty, and there delivered with a local transfer bill, bearing notation, "Return to destination by first train that stops." (See rule 154.)

154. Baggage checked to a station where there is no Agent will be delivered to the owner as above if possible; otherwise will be carried to the first station beyond at which Agent is on duty, and there delivered as in ordinary cases. Such baggage will not be returned to destination until delivery can be arranged.

155. Train Baggage men will be provided by the General Baggage Agent with checks to be used at non-ticket stations, at stations where there are no agents on duty, when baggage is put in car not bearing checks or when for any reason baggage is re-checked on train. In case the owner of baggage cannot be found, check it and leave duplicate with agent to whom baggage is delivered, noting on report the facts with marks and description of the baggage. In case there is supposed to be excess baggage, attach Train C. O. D. check, form 3948, and send stub to General Baggage Agent. Always have checks in readiness when approaching non-ticket stations, and if necessary, find the owners of baggage after the train is in motion. Make report of checks issued on form 3906.

*Checking
at Non-
Agency
Stations*

156. Examine checks on baggage at the time it is placed in car, and see that the numbers and kinds of check, marks and destination of baggage are correct. If destination is illegible, find the passenger, if possible, and ascertain correct destination. If passenger cannot be found, telegraph the General or District Baggage Agent at once, giving station received at and description of check, and take the baggage to the end of the run, unless otherwise ordered.

*Examine
Checks*

157. In case baggage is placed in car marked to one destination but billed to another, wire issuing agent at once for correct destination, sending copy of telegram by wire to General or District Baggage Agent; also try and find passenger and ascertain correct destination. If passenger cannot be found and

*Illegible
Address*

in absence of other instructions, deliver baggage as marked, and so noting on bill and your report.

Accident

158. In case of accident to train or baggage car of any kind which might result in possible damage to baggage, wire the General Baggage Agent at first opportunity, stating whether or not baggage was damaged, and the extent of the latter, if any.

In case of accident to train or injury to baggage car necessitating transfer, count and check on your reports all the pieces you take out, watch them carefully until transferred, then recount them, and if any are missing or damaged, note on your report and telegraph at once all the particulars to the General Baggage Agent.

Special Cars

159. Train Baggage men are in charge of all special baggage cars in the train covered by baggage way-bill, form 3916, and should frequently inspect such cars and know that the contents are in proper condition and steam shut off.

Passengers in Baggage Car

160. Allow no persons access to baggage car, except those who are required from the nature of their duty to be there. Keep the end doors of baggage-cars fastened at all times on the inside by bars arranged for that purpose, and under no circumstances must these doors be opened between sundown and sunrise, until proper communication has been had with Conductor through side doors.

Passengers on Stretchers

161. Sick or injured passengers on stretchers, with or without attendant, will only be accepted in baggage car upon written order from Superintendent or General Baggage

Agent. Except that passengers injured in same train may be accepted on order from Conductor.

162. Do not allow passengers to enter the car and place packages in their trunks, where there is reason to believe it is done to avoid paying excess baggage. *Opening
Baggage*

Show on train report any case where passengers have opened baggage in baggage car for any purpose.

163. On presentation of proper transportation of passenger taking the same train, dogs and monkeys with collars and chains, or in crates, birds in cages, and other harmless pets, all properly marked with owner's name and address, will be carried in baggage cars on this line, free of charge and at owner's risk only. *Dogs
Pets*

Not more than two dogs, one monkey and one cage of birds, will be carried for any one passenger.

Owners of above animals must be distinctly informed by train baggagemen to be at the car door ready to receive same at each transfer or terminal point en route and at destination, otherwise the animal will be turned over to the agent or station baggageman, to be held at the risk and expense of owner, for which the per diem charge for dogs and monkeys will be fifty cents, and for parrots and birds twenty-five cents.

Train baggagemen will, under no circumstances, ask remuneration for caring for such property, but they may accept such sums as may voluntarily be tendered them by the owners, and will make proper entry on train report

of all birds, dogs, or other animals carried in baggage cars, giving description of same, name of owner and where received and delivered.

Dogs for bench shows will not be handled in baggage cars. Owners thereof must be referred to express company.

1634. Train Baggage men must make requisitions on General Baggage Agent for all their supplies one week in advance, and such requisitions must be made on separate paper, never on baggage reports.

Requisitions for supplies

Train Baggage men reports for special or extra trains or in an emergency may be secured from Station Baggage men at

Oakland Pier,
Sacramento,
Colfax,
Truckee,
Reno,
Sparks,
Red Bluff,
Redding,
Dunsmuir,
Portland, U. D.;
Tracy,
Fresno,
3rd St. S. F.,
San Jose,
Salinas,
S. L. Obispo,
Santa Barbara.
Los Angeles, D. B. O.
Yuma,
Tucson,
El Paso,

164. The following abbreviations should be used on reports for giving description of baggage:

A. V.	-	-	-	Alligator Valise.
B. V.	-	-	-	Black Valise.
Bdl.	-	-	-	Bundle.
Bk.	-	-	-	Basket or Hamper.
Bx.	-	-	-	Box.
Bike	-	-	-	Bicycle.
B. C.	-	-	-	Baby Cab.
B. O. C.	-	-	-	Bag (oil cloth).
Blk. C.	-	-	-	Black Chest.
Blue C.	-	-	-	Blue Chest.
C. Bg.	-	-	-	Carpet Bag.
C. Bdl.	-	-	-	Canvas Bundle.
C. C. B.	-	-	-	" Covered Basket.
C. C. T.	-	-	-	" " Trunk.
C. T.	-	-	-	" Trunk.
C. Tel.	-	-	-	" Telescope.
C. V.	-	-	-	" Valise.
D. S. C.	-	-	-	Dress Suit Case.
Gun	-	-	-	Gun.
G. C.	-	-	-	" Case.
G. B.	-	-	-	Grain Bag.
G. Chest	-	-	-	Green Chest.
H. Bx.	-	-	-	Hat Box.
L. Tel.	-	-	-	Leather Telescope.
Pkg.	-	-	-	Package.
P. T.	-	-	-	Paper Covered Trunk.
P. C. T.	-	-	-	Painted Canvas Trunk.
R. H. T.	-	-	-	Rawhide Trunk.
R. L. T.	-	-	-	Russet Leather Trunk.
R. L. V.	-	-	-	" " Valise.
R. C.	-	-	-	Red Chest.
Str. T.	-	-	-	Steamer Trunk.
S. L. T.	-	-	-	Sole Leather Trunk.
S. C.	-	-	-	Sample Case.
Str. C.	-	-	-	Steamer Chair.

S. B.	-	-	-	-	Sailor Bag.
Sk.	-	-	-	-	Sack.
S.T.	-	-	-	-	Sample Trunk.
T. C.	-	-	-	-	Tool Chest.
T. Bk.	-	-	-	-	Telescope Basket.
T. T.	-	-	-	-	Tin (iron) Trunk.
T. Bx.	-	-	-	-	" Box.
W. Chest	-	-	-	-	White Chest.
W. C.	-	-	-	-	Whip Case.
Z. T.	-	-	-	-	Zinc Trunk.

165. Abbreviations showing if roped or strapped:

R.	-	-	-	-	Roped.
X.	-	-	-	-	Strapped.

166. Abbreviations for description of company supplies:

J.	-	-	-	-	Jug.
K.	-	-	-	-	Keg.
L.	-	-	-	-	Letters.
R.	-	-	-	-	Roll.
Bbl.	-	-	-	-	Barrel.
Bot.	-	-	-	-	Bottle.
Bdl. C.	-	-	-	-	Bundle Castings.
B. H.	-	-	-	-	Bundle of Hose.
C.	-	-	-	-	Casting.
Ce.	-	-	-	-	Crate.

167. Abbreviations for description of bad orders:

B. B.	-	-	-	-	Bottom broken.
B. S.	-	-	-	-	" split.
B. O.	-	-	-	-	" out.
B. L.	-	-	-	-	" loose.
B. O. S.	-	-	-	-	Bent out of shape.
C. O.	-	-	-	-	Catches off.

C. B.	-	-	-	-	Catches broken.
C. L.	-	-	-	-	" loose.
E. B.	-	-	-	-	End broken.
E. O.	-	-	-	-	" out.
E. S.	-	-	-	-	End split.
F. B.	-	-	-	-	Frame Bent.
G. O. S.	-	-	-	-	Greased or Stained.
H. B.	-	-	-	-	Hinge broken.
H. O.	-	-	-	-	" off.
H. L.	-	-	-	-	" loose.
L. O.	-	-	-	-	Lock open.
L. B.	-	-	-	-	" broken.
L. D.	-	-	-	-	" damaged.
L. L.	-	-	-	-	" loose.
N. L.	-	-	-	-	No lock.
P. N.	-	-	-	-	Open.
Wet	-	-	-	-	Wet.
S. H.	-	-	-	-	Shaky.
S. S.	-	-	-	-	Side split.
S. O.	-	-	-	-	" out.
S. B.	-	-	-	-	" broken.
S. L.	-	-	-	-	" loose.
T. O.	-	-	-	-	Top off.
T. L.	-	-	-	-	" loose.
T. B.	-	-	-	-	" broken.
T. S.	-	-	-	-	" split.

168. Description of checks, abbreviations:

Ex.	-	-	-	-	Excess baggage.
Exch.	-	-	-	-	Exchange check.
Spl.	-	-	-	-	Special check.
Jt.	-	-	-	-	Joint check.
C. O. D.	-	-	-	-	Collect on delivery.
B. B.	-	-	-	-	Baggage bearing.
Int.	-	-	-	-	Interline check.
Loc.	-	-	-	-	Local check.
Reg.	-	-	-	-	Register.

**169. Form Numbers of Baggage Checks,
Blanks, etc.:**

- 3901 Storage Label.
- 3902 Baggage Tracer.
- 3903 Train Baggage-man's Report of U. S. Mails.
- 3904 Train Baggage-man's Report.
- 3906 Forwarding Way-bill.
- 3909 Train Baggage-man's Way-bill.
- 3912 Union Depot Way-bill.
- 3915 Receipt for Baggage under Lost or Mis-
matched Checks.
- 3916 Card Way-bill.
- 3921 Daily Report of Baggage, etc., Received,
Delivered and on Hand.
- 3922 Receipt Card.
- 3923 Train Baggage-man's Report of Excess or
C. O. D. Checks from Foreign Lines.
- 3924 U. S. Mail Shortage Notice.
- 3925 Envelope for Enclosing Forwarding Sheets
and Duplicate Checks.
- 3927 Receipt for Registered Packages.
- 3932 Report of Baggage Checked on Annual
Passes.
- 3933 Registered Package Label.
- 3935 Shipping Tag for General Baggage Office.
- 3937 Card Notice of Reports Missing.
- 3938 Monthly Comparative Statement.
- 3939 Lost Article Tag.
- 3940 Stray Baggage Record.
- 3941 Report of Baggage or Other Material
Received, Without Way-bill.
- 3942 Interline Check.
- 3943 Local Check.
- 3944 Exchange Check.
- 3945 Excess Check.
- 3946 C. O. D. Check.

- 3947 C. O. D. Tag.
- 3948 Train C. O. D. Tag.
- 3949 Storage Receipt.
- 3950 Forwarding Sheet.
- 3951 Through Baggage Receipt (Interline).
- 3952 Unclaimed Baggage Tag.
- 3957 Envelopes G. B. A., San Francisco.
- 3696 Receipt for Advanced Charges on C. O. D
Baggage.
- 1903 Baggage Way-bill.
- 1916 Transfer bill.
- 1921 Weekly Report.
- 1924 Envelope D. B. A., Los Angeles.
- 1925 Envelope D. B. A., Portland.

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or before the date last stamped below

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Instructions to station baggage

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