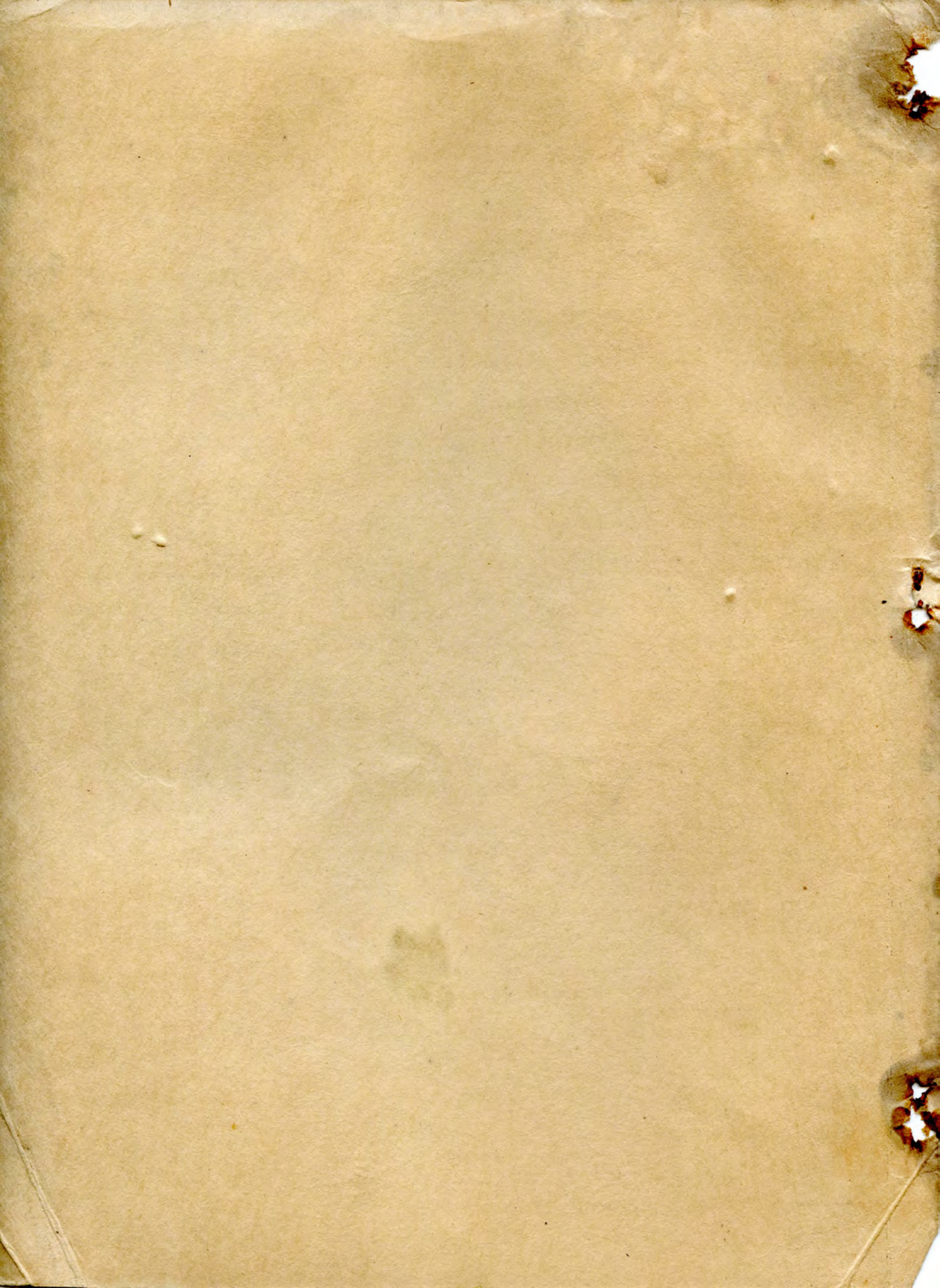


**RE-ISSUE OF
SPECIAL NOTICES AND CIRCULARS
WESTERN DIVISION**

— 1 9 4 7 —



SOUTHERN PACIFIC COMPANY
WESTERN DIVISION

OAKLAND PIER, JANUARY 1, 1947

SPECIAL NOTICE NO. 500, Page 1

AGENTS,	YARLMASTERS	SECTION & EXTRA GANG FOREMEN
TELEGRAPHERS	ENGINE FOREMEN	B&E FOREMEN
TRAINMEN	TRAIN BAGGAGEMEN	SIGNAL FOREMEN
ENGINEMEN	CAR INSPECTORS	ELECTRICAL FOREMEN
MP&C FOREMEN	BULLETIN BOARDS	WATER SERVICE FOREMEN

For review, we have consolidated certain special notices and circulars, segregated the various subjects, under headings as indicated below, for convenient reference.

THIS BOOKLET HAS BEEN PREPARED TO BE OF ASSISTANCE TO YOU IN CONNECTION WITH THE PERFORMANCE OF YOUR DUTIES AND YOU SHOULD APPLY THEM IN CONNECTION WITH THE HANDLING OF YOUR WORK.

Contents do not change other instructions now in effect or established practices that are not included herein. All such instructions and practices will remain in effect until canceled or changed in authorized manner.

<u>PAGE</u>		<u>SUBJECT</u>
2 -	3	Yard Limits - Registering - Switching Restrictions
3 -	8	Carloading Restrictions - Loading in Open Top Cars
8		Accident, reporting
9		Collisions - Derailments - Split Switches
9 -	11	Personal Injuries - Vehicles Struck at Crossings
11 -	13	Fires - Break-in-two - Rough Handling
13 -	18	Safety First
18 -	29	Explosives - Inflammables - Fire Prevention
29 -	33	U. S. Mail - R.R.P. Mail - Telegrams
33 -	35	Defective Equipment, Reports, etc.
35 -	72	Train Operating Instructions: Enginemen - Trainmen - General
72 -	77	Pass - Rate Order - Ticket Instructions
77 -	79	Train Supplies - Trainmen's Equipment
79 -	92	Car Handling - Freight Shipments
93 -	94	Baggage and Company Shipments
94 -	99	Time Slips - Terminal Delays - Preparatory Time
100 -	101	Pension Plan - Pay Checks - Meal Books - Group Insurance
101 -	123	Instructions to Agents
124 -	125	Telegraph Code - Registered Package Label - Lost & Found
125 -	128	Motor Vehicle Act - Use of Utilities - Watch Inspection
128 -	129	Telephones - S.P. Bulletin - Dealing with the Public

----- Indicates change in subject matter.

YARD LIMITS, REGISTERING AND SWITCHING RESTRICTIONS

All tracks within the yard limits at Schellville are jointly owned by Southern Pacific Company and the Northwestern Pacific Railroad Company and the crews of each Company may use any or all of the tracks within such limits as the necessities of the service may require.

The Santa Fe took over the operation and maintenance of the Richmond Belt Line for the customary period of five (5) years effective January 1, 1946. Belt Line tracks generally known as West Transfer, AT-1, AT-2, AT-3, AT-4 and "High Line" now used as interchange tracks will be canceled as to designation for this purpose and with Santa Fe operation and maintenance of the Belt Line, tracks 5 to 16, both inclusive, in Richmond Transfer Yard are designated as interchange tracks.

Enginemen and firemen must register total mileage of runs to date on the roundhouse register upon arrival each trip, in accordance with agreement provisions.

When making yard movements on any work lead or an adjoining track thereto, the movement will have the right to move on the track for which the switches are properly lined. If switch is lined against the movement, or for an adjacent connected track, the movement must stop to clear that track. Position of the switches will govern the right of movement.

When train arrives in yard before expiration of the 16-hour limit but will be unable to reach registering point, conductor will, before expiration of 16-hour limit, prepare register ticket showing time he stopped in yard; same to be delivered with waybills to operator at registering station so train may be properly registered in, thereby avoiding violating the Hours-of-Service Law. In case engine is running light same instructions will apply to the engineer.

Crossing flagman will protect moves on all tracks west of Flagman's shanty on both Main Street and Weber Avenue crossings at Stockton. All movements on tracks east of flagman's shanty on Main Street must be protected by train yard employe in the prescribed manner.

Crews operating within the port area of the Western Water Front, City of Oakland, will stop before proceeding across Ferry Street and movement, before crossing street, must be protected by human flagman.

All train movements over the crossing at Oakland Pier must be protected by the herder. This to include all trains and light engines moving over the crossing. Member of the yard crew must protect the crossing in making switching movements.

On the spur track known as Surryhne Drill, which crosses the lead of the Santa Fe Interchange, Oakland, all trains, motor engines or cars of both the Santa Fe and the Southern Pacific operating on these tracks must come to a stop before crossing track of the other Company, and shall not proceed thereover until it is ascertained that it is safe to do so and suitable signals are given to proceed.

With reference to long standing instructions relative to the use of air in handling cars in yard movements, it is mandatory that rear end test, as prescribed by Air Brake Rules, be made. Responsibility to know that this test is made will rest with the engineer and foreman, regardless of whether the work of coupling up the air is done by carman or yardman.

CARLOADING RESTRICTIONS

When oil cars are used for acids and other liquids which are much heavier than oil, care must be exercised to avoid excessive overloading. Tank cars used for acid shipments should be splash-board type whenever possible.

In order that freight cars may be utilized to the maximum by loading in one car, when possible, two or more shipments each subject to published minimum rates the same as if loaded separately, existing rules governing the double and triple loading of cars must be strictly complied with.

Before accepting shipments of lumber or poles loaded in flat or gondola cars, see that side stakes are sufficient size as prescribed by Book of Loading Rules, Rule 10, Page 14, and see that the stakes extend through and completely fill the stake pockets.

The maximum carrying capacity of equipment is not in all cases where conditions permit being utilized, and due to this fact cars are being lightly loaded, resulting in the necessity of using more cars to transport shipments than required. When the maximum load limits are not stenciled on the car the following will govern:

<u>Marked Capacity of Car</u>	<u>Total Weight on Rail</u>
60,000 lbs.	103,000 lbs.
80,000 lbs.	136,000 lbs.
100,000 lbs.	169,000 lbs.
140,000 lbs.	210,000 lbs.

P.F.E. freight refrigerator cars in series 100001 to 100400, which were built primarily to accommodate shipments such as nursery stock, frozen berries, frozen fish and other such commodities requiring length, weight or space capacity greater than afforded by standard P.F.E. refrigerators, have been found carrying loads not actually requiring these dimensions or specifications. When

such cars arrive at a station they should be reported for disposition to the proper P.F.E. general or local agent or through the Car Distributor at Oakland Pier.

Due to the exceptionally heavy demand for all classes of freight equipment to handle commercial business do not furnish any commercial cars for loading company freight without an order from the Car Distributor at Oakland Pier or Stockton.

Under no circumstances should the following classes of equipment be loaded with company material without first securing permission from the Car Distributor at Oakland Pier covering the Western District, and the Car Distributor at Stockton on the Stockton District:

- (1) System class "A" or "B" or special equipped box and autos and Class "C" cars only when loading requires that class of equipment.
- (2) System 50-foot auto cars.
- (3) System 40-foot stock cars.
- (4) System 48-foot or longer, drop end gondolas.
- (5) System 50-foot or longer, flats.
- (6) Foreign cars of any type, size or class.

Attention is also directed to the fact that there are a great many cars of company material which are being moved improperly billed; that is, consigned to Southern Pacific Company. This is not sufficient information; the name of the party, gang or department should be shown. Also shipments are being described as company material which is also incorrect and billing should bear a description of the load.

When cars are required for company material, order them from the agent in regular manner, advising him what commodity cars are to be loaded with, what classes of equipment you can use, how long it will take to load cars, to whom and to what point they are to be shipped and how long the consignee will keep car under load if same is to be consigned to a Western Division consignee other than the Store Department. When this information is furnished Car Distributor will do everything possible to furnish equipment to meet your requirements.

Company material should not be ordered shipped from Store Department or any other place until it is required. There has been much delay to equipment due to the fact that material was ordered shipped either at once or no shipping date at all being furnished; resulting in material reaching job much in advance of required time, thereby delaying equipment or resulting in additional expense of unloading material before it was wanted and at times in reloading it when required.

Under no circumstances is foreign equipment to be loaded with company material; also none of our new steel box cars are to be used or any flats 50 feet or longer or gondas 48 feet or longer; in fact, only rough freight system equipment is to be used for company material loading, neither are boxes to be loaded with creosoted ties or timbers or any other material which will damage equipment.

In the loading of freight cars it is imperative that Car Service Rules 1, 2 and 3 be adhered to. Rule 1 provides:

"Home cars shall not be used for the movement of traffic beyond the limits of the home road when the use of other suitable cars under these rules is practicable."

Rule 2: (in part)

"Foreign cars at home on a direct connection must be forwarded to the home road loaded or empty."

Rule 3: (in part)

"Foreign cars at home on other than direct connections must be forwarded to the home road loaded or empty."

Notify consignee upon arrival of cars loaded with company material and if same is not released within twenty-four hours, wire Division Engineer at Oakland Pier, joint with Chief Dispatcher at Oakland Pier for Western District and Chief Dispatcher at Stockton for Stockton District and continue this daily until cars are released.

The above will not apply to system fuel tanks used for loading regular company fuel oil except that it is desired to unload them promptly upon arrival at unloading point and then hurry out in accordance with instructions which you have covering disposition of system fuel tanks, which instructions vary from time to time in accordance with supply and demand.

Do not load cars destined to points in Mexico which show any evidence of having contained cottonseed, wheat or rice or potatoes, as such cars are held up at border by Mexican authorities, load delayed, contents transferred to another car, which is costly procedure for us, so be sure when ordering cars for loading to Mexico to so state and order mechanically inspected cars.

CONDEMNED OR VACATED cars to be kept out of service and are not to be used or moved unless you receive specific instructions to do so.

Rock salt is not to be placed upon floors of refrigerator cars belonging to the Pacific Fruit Express Company.

Regarding the proper handling of large loads which the dimensions exceed our published clearances, and particularly referring to standing instructions appearing in "Railway Line Clearance Publication" for handling of large loads, which reads as follows:

"Approval must be obtained from the Superintendent of Transportation prior to the acceptance of any load having dimensions in excess of 17 feet 6 inches in height above top of rail, or in excess of 11 feet in width even though load with such dimensions is not restricted by Railway Line Clearance."

This does not mean that you will handle with the Superintendent of Transportation; instead you should handle with the Chief Dispatcher at Oakland Pier or Stockton by wire, or Car Distributor at Oakland Pier for Western District and at Stockton for Stockton District by phone when you have any such loads, who will in turn handle with the Superintendent of Transportation for his approval.

When wiring Chief Dispatcher or phoning Car Distributor, furnish the following information:

1. Car number, initial and destination.
2. Describe load (single load, double load with swivel-bolsters, triple load with idler between cars with bolster; one end overhang; loaded so that load extends beyond one end of car; double end overhang loaded so that load extends beyond both ends of car.)
3. Maximum height above top of rail and width at that point.
4. Maximum width and height above top of rail. Other heights above top of rail and widths that would project beyond a straight line connecting points given above.
5. Maximum length of load; if load extends beyond one car, state if height or width differ from question 3 or 4; if so, give controlling dimensions.
6. For loads with end overhang, double or triple loads, give length of overhang and state where measurement of overhang is taken from. (End of car, center of trucks or swivel bolsters.) Give both ends if different.
7. Give center to center of trucks for cars that do not agree with A.A.R. Rules governing the loading of commodities on open top cars.
8. For double or triple loads give center to center of swivel bolsters, also location of bolsters in relation to truck centers of car on which they rest.

If for any reason agent should be in doubt as to correct dimensions of load, wire Master Mechanic promptly, joint with Chief Dispatcher, requesting Car Inspector to measure. Do not accept billing on loads of larger dimensions than published clearances until approval is received.

As a general practice, chaining of cars together, where twin or triple loads are involved, is discontinued.

Cars carrying such loads will be separated until couplers are pulled out to the fullest extent, metal clocks inserted to completely fill the space between horn of coupler and end sill, lock pin connection disconnected (where practical) or lift lever secured so as to render it inoperative.

Cars detected not in conformity to above requirements should be reported to this office.

A.A.R. Mechanical Division issue from time to time permits to shippers to make experimental shipments on open top cars which deviate from standard loading rules.

In all of such cases shippers are furnished car cards which shippers must properly fill in and attach one card to each side of car. Only one car need be so carded in connection with twin or triple loads.

Public Utilities Commission Decision No. 39472, October 1, 1946, contains a number of important changes from previous requirements, and direct your attention to the following:

CARS: Placarding of foreign-owned and stenciling home-owned cars (a) of height exceeding 15'4" from top of rail to top of running board, and (b) of width exceeding 10'10" over all. Handling of cars over 17'1" in height or over 10'11" in width requires special advance authority of the Commission.

Issuance of train order to crews of trains handling cars exceeding 15'6" or exceeding 10'10" in width. Blocking those exceeding 15'6" in height in single unit in train. Notification to connecting railroad when involving interchange of cars exceeding 15'6" in height.

LOADS IN OPEN TOP CARS

Placarding loads when lading exceeds 10'10" in width or 15'6" in height above top of rail. Blocking all cars with lading exceeding 10'10" wide or in excess of 15'6" in height above top of rail in single unit in train. Issuance of train orders to crews handling loads exceeding 10'11" wide or of height exceeding 15'6" above top of rail.

Advance notification to yard supervisors of arrival of cars with lading in excess of 10'10" in width, to enable them to take necessary precautions to safeguard employes in yards.

However, the same rules apply as heretofore in regard to taking up with Car Distributor at Oakland Pier or Stockton for authority to move loads of excess widths and heights before accepting or permitting same to move on this division.

ACCIDENTS

All accidents, including:

Personal injuries (to employes or outsiders)
Vehicles struck at crossings or otherwise.
Vehicles coming in contact with trains or cars
Vehicles striking and damaging station property
Collisions
Derailments
Train break-in-twos
Split switches or similar track damage
Cars damaged by fire, etc.
Fires damaging Company property
Serious fires occurring in nearby industries which may effect our revenue
Striking stock along right-of-way
Engine failures
Motor car or velocipede accidents
Other accidents of interest to the Southern Pacific Company

These accidents or conditions shall be reported by wire on Form 2957 and promptly followed up by Form 2611 in duplicate and mailed so as to reach this office not later than the following day of accident, copy also to be furnished Trainmaster of district involved, except in case of stock struck, "ENGINEERS REPORT OF STOCK KILLED OR INJURED," and Section Foreman's Form 2679, "SECTION FOREMAN'S REPORT OF STOCK KILLED OR INJURED." In cases of light engines involved in accidents, the engineer should make the telegraphic accident report, as well as the Forms 2611.

"Conductors and Engineers will be responsible for the prompt rendition of Forms 2611 by their brakemen and firemen."

Each space both forms must be properly filled in whenever applicable, or dashed out if positively unsuitable for accident involved. Show sufficient detail to enable persons receiving report to have a clear understanding of what occurred and cause thereof. Speed of train must be shown in miles the term "Starting" or "Stopping" will not suffice.

Section Foreman will substitute Form 2677 "SECTION FOREMAN'S REPORT OF PROPERTY DAMAGE OR DESTROYED BY FIRE" in place of Form 2611 when reporting fires.

Person in charge of train is responsible for rendition of all reports except stock struck, which must be furnished by engineer.

COLLISION, DERAILMENTS, SPLIT SWITCHES, ETC.

Reports must be furnished in each case regardless of amount of damage. An approximate estimate of damage to equipment, track, etc., must be shown under suitable space on both Forms 2957 and 2611, giving initials and numbers of each car involved, damage to each, and state whether loaded or empty, and where located in train. Show estimated damage to freight, if any, giving nature of contents and waybill references, if possible. In every case of damage to track, dispatcher and section foreman must be notified immediately, show all other information required by Forms 2957 and 2611 and in addition show the following:

Initials and numbers of cars or locomotives involved.
Estimated damage to equipment.
Estimated damage to track, buildings or equipment.
Cause of accident.
Whether car loaded or empty.
If loaded, estimated damage to freight, if convenient, and whether contents transferred to other cars, and waybill reference.

PERSONAL INJURIES

All personal injuries, regardless of whether any disability resulted, must be reported by wire on Form 2957 to Superintendent immediately and followed by Form 2611 in duplicate promptly; copy also to be furnished to Trainmaster of district involved. Also Form 3506 in duplicate filled in and signed by each employe who witnessed the accident and those who did not witness accident but were in vicinity at the time. The latter should so state and sign on bottom line:

Name, age, address and occupation.
If employe, date entered service.
Married or single.
Estimated disability. (If none, so state)
What was done with injured person.
Action taken toward notifying relatives, if serious injury.
Advise definitely what part of body injured; and if arm or leg, whether right or left, above or below elbow or knee; if eye, whether right or left.
Other information required by Forms 2957 and 2611.

If a car is involved, show number and initial, so immediately arrangements can be made for inspection at first terminal: also whether any interstate freight contained therein. Trainmen should always examine car for defects in catches of windows or doors, obstructions or slippery spots on floors, etc., if such are involved. Form 7402 should be used by conductors to obtain names and addresses of witnesses in case of crossing or similar accident. Where passenger or mixed train, (if passenger aboard) are involved in collisions, derailments or rough handling, conductors will

obtain signed Form 7402 from every passenger, indicating whether or not passenger claims injury as a result thereof. These forms should be attached and sent in with Form 2611.

When persons are injured while coupling or uncoupling cars the engine, car or appliance must be immediately examined and report made of the inspection in duplicate on Form 3566 by trainmen, when accident occurs at points where no inspectors are available. On arrival at point where inspector is stationed he should be immediately notified to make inspection and furnish separate report on Form 3566.

If employe injured in train or yard train accident, conductor or engine foreman must furnish switch list with Form 2611 giving entire consist of train.

First-aid kits are carried on our trains as follows:

SP locomotives (both road and yard)
SP diners
SP business cars
Pullman cars

Form 2611 reads "Conductor will show on reverse side of his report on this form the names and positions of all members of the train and engine crew."

Many conductors are overlooking this important information and request that care be taken to see that it is not omitted.

If employe is disabled more than day of accident, he will be required to present doctor's certificate of release to his superior officer before resuming service, and such officer will immediately forward it to the Superintendent with advice as to date he resumed work.

In all cases, signed explanation in duplicate should be secured from employe injured and submitted with Form 2611, and Form 3504. If injury is of so serious a nature that this statement cannot be secured at the time, it should be sent in as soon as employe returns to work.

The following procedure will be followed when transmitting telegraphic accident reports to OW office at Oakland Pier:

1. Give the "AX" signal, it being understood that accident reports are to be given preference.
2. In event the operator of OW fails to answer, call the trick dispatcher and ask that he inform OW to accept the report.
3. In event trick dispatcher cannot be reached, you should immediately call the Chief Dispatcher who will direct as to proper handling.

Accident reports are important and must be transmitted promptly and no excuse will be accepted for failure to do so.

Passenger conductors must make accident reports for all injuries occurring on their trains, regardless of whether such employes are employed some other department, which should include Chair Car Porters, Dining Car Crews, Train Baggage-men, Express Messengers, etc.

VEHICLES STRUCK AT CROSSINGS, ETC.

Do not fail to include the following in telegraphic report, Form 2957:

- Name of street or road and number shown on cross buck sign.
- Speed of vehicle.
- Number of occupants of vehicle.
- Detail of injuries.
- Direction from which vehicle approached track.
- License number and type of vehicle.
- Name of owner, driver, etc.
- Amount vehicle was damaged.
- Damage to locomotive or cars.
- What warning signals were given.
- Was wigwag or crossing bell working, if any?
- Other information required by Forms 2957 and 2611.

Conductors have removed the registration certificate from automobiles after they have been involved in an accident and when the civil authorities arrive at the scene they are unable to secure pertinent information regarding the ownership of the automobile or identify the injured occupant. Please bear in mind that no articles should be removed from wrecked automobiles, particularly where there are fatalities, as this is the responsibility of civil authorities.

When our trains or automobiles are involved in accident with other vehicles using the highways, it is essential that employes make every effort to identify other vehicles in the vicinity either by license numbers or the names of the occupants in order that we may follow up to determine if they were actual witnesses.

FIRES

Several fires have recently resulted from burning material being thrown or placed in wooden rubbish boxes located in vestibules of chair cars in trains. The covers must be kept closed except when being used, and the boxes must not be overloaded. It is felt that through these means fire can be controlled and smothered due to lack of oxygen. Trainmen must police this and see that it is done, and porters must see that arrangements made to empty rubbish boxes at intervals are fully complied with, to insure that refuse does not pile up to the extent that covers cannot be closed.

Desire to call your attention to the necessity for taking every possible precaution to prevent fires in storage and baggage cars, as well as in railroad stations.

In general, this contemplates that before loading storage cars they should be examined to see that windows, doors and transoms are closed and that none are defective or broken so as to let in sparks from the engine. It is important in this connection that weather stripping on end and side doors be kept in good condition to eliminate danger of fire from cinders.

Heating apparatus should be properly screened and in cars equipped with stoves the fires should be completely extinguished unless the car is occupied by a train employe.

There must be no smoking or loafing in storage cars, the regulations prohibiting smoking or the carrying of lighted cigars, cigarettes or pipes in mail storage cars at any time.

Lights, particularly oil or gas, should not be left burning when train is in motion and no one is on duty in the cars.

Mail, express and baggage must be in no instance stacked or placed above safety rods inside cars or within a radius of 18" of light fixtures.

Mail, express and baggage must not be stacked or placed near fire extinguishers which must be left free so as to be readily and easily accessible at all times.

Sealed storage cars must have all lights extinguished after car is loaded and before leaving terminal.

In other than sealed storage cars, when lading not to be worked is stacked in one end of car, the light or lights over such stacked lading must be extinguished.

Lights must be frequently examined and carefully maintained to see that they are in first-class condition and properly secured.

As soon as practicable after train departs from initial terminal of his assignment, train baggageman must examine all unsealed head end baggage cars in his charge which he can enter while train is moving, and, if these instructions have not been complied with, he must, if possible, make necessary changes and report to Superintendent any improper condition.

Recently fire broke out in a baggage car, caused by a short circuit from a temporary light cord extension. The cord was made of a very cheap grade and plugged to the extension by an express messenger, presumably to furnish light in the far end of the car.

Such practice is prohibited. If there should be a light failure on your train, the conductor should wire the first division

terminal for their standard oil-lighted car inspectors lanterns for use until car arrives at terminal where temporary repairs can be made. This applies also to light failures in gas-lighted cars which have not been provided with standard portable electric light extension cords to be used in connection with train lighting.

BREAKS-IN-TWO

All train breaks-in-two, including broken knuckles, drawbars, pulled out, etc., must be reported by telegraphic report 2957, followed by Form 2611 in duplicate promptly, and Form 1846. The defective parts should be tagged, showing car and train from which removed, and be turned over to Mechanical Department representative at end of trip for inspection. Such failed parts to be forwarded to Master Mechanic at originating point.

ROUGH HANDLING

An analysis reflects that the main cause contributing to loss and damage is that produced from shock brought about by allowing cars to collide at too high a rate of speed, or of collisions between cars and engines. Matter should be carefully watched to the end that we are not penalized on this account and instructions are of such long standing that all should be familiar with the requirements and of the prevention thereof, and as complaints from patrons of the Company, on account of rough handling of their consignments, are becoming more frequent and in many instances are accompanied by threats to route business via truck or other competing lines of transportation, an improvement will have to be made.

SAFETY FIRST

Monthly, hereafter, the Company will issue a 4-page leaflet entitled "SAFETY MESSENGER." The purpose of this periodical, as its name implies, is to promote safety and reduce accidents, a subject which is of paramount importance to all of us. Therefore, want every employe to call on his immediate supervisor for his copy, read it and digest its contents. If, for any reason, you are unable to obtain one, notify my office and it will be promptly sent you.

For the good of employes and with a view of preventing foot injuries to employes engaged in work of handling freight, material or other heavy objects, or other work where the hazard of this type of injury is prevalent, the Southern Pacific Company has arranged through the manufacturer to place various styles of Safety Shoes on the market. These styles range from heavy work shoes to dress shoes, and all of them have a steel support in the toe portion which will stand a very heavy blow without crushing. The prices are very reasonable and compare favorably with any other shoe of a similar type. They are available at the principal Gallen Kamp Shoe Stores and many of our employes have already provided themselves with these shoes, and we have testimonials from

them on the merits of the shoe and that they have already been the means of avoiding foot injuries. Therefore, urge you to avail yourself of this opportunity to protect yourself from possible foot or toe injuries.

For your convenience, and to encourage the wearing of steel-toed safety shoes, stocks of these shoes are now being maintained at the following points:

Store Departments- West Oakland and Tracy

These shoes may now be purchased through the medium of payroll deduction orders, in either one or two payments. Those who desire to purchase shoes should so inform their foreman or immediate supervisor who will promptly furnish proper deduction order which, after being filled out and signed, will enable employe to obtain immediate delivery of shoes from nearest stock.

Attention is directed to the importance of keeping a sharp lookout to see that no hand baggage is placed on top of the electric light fixtures in the overhead racks of our new type coaches. We continue to have minor accidents through failure to comply with these instructions.

Personal injuries to passengers and employes have been reported on account of persons stumbling over stepping boxes left foul of passageways to end doors of passenger cars. It can be readily seen how easily such a condition can cause a person to trip and fall or to bruise shins against the stepping boxes.

Therefore, watch this and keep the boxes in designated places or if no such place designated, store them where they cannot be fallen over.

Drivers of Company-owned automobiles, trucks, etc., must wait at crossing to make certain there is no movement being made on the adjoining track coming from the opposite direction before attempting to cross the tracks when passing in or out of West Oakland Yard proper.

To avoid hazard of accidents to employes of Associated Oil Company's Plant at Avon at 5:00 PM, stop switching for 5 minutes across inside road crossing leading Drumm Shed to main gate in that part of plant north of S.P. main track.

The practice of firemen using the side window and walking along the ledge of the cab to reach the running board when necessary to display, change or take down indicators or signals is forbidden. When, for any reason, enginemen cannot use the front window for this purpose, they will descend through the gangway to the ground and walk to the head of the engine and then use the steps provided for that purpose in reaching the indicator boxes.

Each passenger conductor must have in his possession one hundred copies of Form 7402 revised - "TO ADVANCE THE SAFETY FIRST MOVEMENT" so that he will be in a position at all times to obtain names and addresses of witnesses in case of crossing or similar accidents. Where passenger or mixed trains, if passengers are aboard, are involved in collisions, derailment or rough handling, conductors will obtain signed Form 7402 from every passenger indicating whether or not passengers claim injury as result thereof. These forms should be attached to and sent in with Form 2611, "ACCIDENT REPORT" covering the occurrence.

As a matter of safety for those making connections under oil cars preparatory to unloading same at unloading racks, such cars should be protected by blue flag at day and blue light at night; also switches should be locked by oil pumper with non-standard switch lock, the same as practiced on rip track leads.

Recently a very serious train-automobile accident was narrowly averted at a double track crossing when a freight train on one track had blocked the crossing for some time causing an accumulation of machines and was then cut so as to open the crossing.

Trainman who made the cut failed to hold automobile traffic long enough to determine whether or not a train was approaching on the other track, with result that several machines crossed immediately and the last one cleared the crossing only a few feet ahead of the approaching train.

In double-track territory when crossings are being cut and machines are awaiting passage, drivers must be warned to remain standing until trainmen make observation on the other track so as to avoid possibility of accident.

Westward trains intending to take water at Suisun must stop east of the crossings, cut engine off, and run to water column. In cases where it is necessary to stop on these crossings, trains must be cut with the least possible delay.

At all stations where station men are loading and unloading mail, baggage and express, before giving signal to proceed be sure that trucks are clear and that express men have opportunity to leave cars in which they are working before train starts moving.

In many instances consignees, in removing lading from gondolas and flat cars when the lading has been secured with wire, cut the wires and leave the ends dangling over the sides of cars, creating a hazard of injury to employes and others, as well as the danger of knocking down train order hoops, etc.

Please caution all consignees at your station who receive commodities of this kind to be sure that wires are entirely removed or secured in or on the cars, so that the ends cannot dangle.

Use of push poles in staking cars and engines was discontinued and prohibited a number of years ago, notwithstanding which fact, reports are occasionally received that the trainmen and yardmen are engaging in the practice of using ties and other timbers for the purpose of staking cars.

Your attention is again called to the fact that this practice is prohibited and must not be indulged in.

Analyses of fuel oil now being furnished reveal a general decrease in specific gravity and weight per gallon on various oils.

The condition is such that normally the water should settle down to bottom of oil tank and Item L, 3rd paragraph, Page 3, of Mechanical Circular 35, reading:

"Water should be drained from oil tank and drain on engine oil heater opened,"

should be particularly observed, as the presence of this water in the oil tank is conducive to boil-overs and flash-backs in the firebox.

Attention has been directed to the hazard involved in allowing the doors of empty refrigerator cars to swing open, presenting the liability of their striking and injuring a man on the engine or car on adjoining tracks. See to it that the doors of empty refrigerator cars are kept closed at all times when such cars are not in service.

The practice of exchanging friendly salute by trainmen and enginemen with trainmen and enginemen on passing trains must be stopped.

Some of our employes use their own automobiles or those owned by the Company in the performance of their duties. Should an accident occur in the operation of such vehicles and personal injury or damage to property result either on or off Company property the Company becomes concerned from an insurance and liability standpoint. It is, therefore, necessary that immediate report be made by wire of all occurrences, regardless of severity of injury or extent of damage. Names and addresses of witnesses should be obtained; also efforts should be made to procure signed statements from those witnessing or involved in the accident.

To preclude the possibility of personal injuries, your attention is called to the importance of careful handling of occupied outfit cars.

Trainmen and yardmen should be on the alert to prevent rough handling during road or yard movements, and employes in charge of outfits will instruct occupants that they must remain inside of cars and not ride on top, side or between these or other cars during course of movement.

Before shoving cars onto any of the wharf tracks, yardmen must assure themselves that the hand brakes are in working order and also that the couplings are properly made. After the entire cut is switched together, the slack must be taken by moving the engine in the opposite direction. When shoving a cut of cars onto a wharf, a yardman must ride the forward car of cut and set sufficient hand brakes to make certain that no cars become detached when stop is made. Yardmen must be distributed over the cut cars so as to control the movement most effectually and be in a position at all times to pass signals. Employees are warned that it is dangerous to stand erect on top of cars or to ride on the sides of cars while moving onto or off the wharf, and that they must protect themselves from injury account location of overhead and side structures not standard clearance.

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 cars, they will be accepted on order from the Superintendent providing that tanks are emptied of gasoline before the machine is loaded; otherwise train baggagemen will refuse to accept them. In addition to the removal of gasoline prior to shipment, all fuses and torpedoes must be placed in metal containers provided for that purpose.

During the winter season particularly the hazards of operations are increased by washouts, slides and other obstructions which may be brought about by storm conditions. Our slogan of "Safety First" should be adhered to at all times, bearing in mind Rule No. 108, "In case of doubt or uncertainty the safe course must be taken." The following rules and regulations of the Transportation Department are also pertinent and should be observed:

98	819	874
99	821	876
101	846	909

Instructions provide that under Safety Appliance Law, we are not permitted to haul a freight car equipped with power brakes out of an inspection or repair point when the brakes on such car are inoperative. However, the law does provide that where the brakes become inoperative while the train is enroute the car may be hauled to the nearest available repair point in the direction in which the train is moving. When brakes are cut out of a car between terminals, a complete record on Form 2809 must be made as to when, where and by whom it is done with the notation that car is being hauled to the first repair point for necessary repairs.

Attention is directed to Air Brake Rules 8, 11 and 22 and with particular reference to Rule 36 covering piston travel. Inspectors must determine that if the brakes are applied that the piston travel is between $2\frac{1}{2}$ and $4\frac{1}{2}$ inches on cars equipped with D-22 control valves, between 7 and 9 inches on other cars and that the brake rigging does not foul or bind.

Rules and Regulations Governing Care and Operation of Air Brake and Air Signal Apparatus are not being fully observed and wish to impress upon all concerned the importance of exercising due diligence in having these rules fully complied with, thereby insuring the proper operation of the power brake apparatus on each individual car, and preventing violations of the Safety Appliance Act.

Cars are arriving at terminals with journal boxes robbed of waste, evidently done by hoboes and in picking up cars which have been standing in the vicinity of hobo camps, particular attention should be given to journal boxes to know the waste has not been removed therefrom, to avoid the possibility of cut journals and other hazards that come from hot journal.

All wires must be considered as energized until advised to the contrary by competent authority. No employe except those of the Electrical or Signal Department will do any work on any structure, either aerial or under ground, which carries high voltage circuits, without first making necessary arrangements for protection with the supervisor of the Signal or Electrical Supervisor.

Construction of Spreckles Sugar Company tracks leading to the Sugar Plant at Manteca is such that with the class of power used on freight trains it is necessary that extreme care be used during wet weather to prevent derailment on those tracks, and in making movements to and from the Sugar Plant or corrals do not exceed speed of ten miles per hour and make moves through switches in a careful manner.

Signal maintainers, foremen and others traveling on motor or hand cars will obtain from train dispatcher, through telegraphers, prospective movement of trains, the information to be furnished on regular telegraph form over signature of the Chief Dispatcher.

In order to protect yardmen when making bad order car moves on repair tracks, arrangements have been made to attach Form L-7017-A with a red stripe to all cars having missing steps, defective running boards, or other safety appliance defects, including hand brakes, which may render them unsafe when yardmen are making repair track movements.

EXPLOSIVES, INFLAMMABLES, FIRE PREVENTION

The practice of switching cars containing explosives within the vicinity or view of passenger trains must be restricted as far as safe and satisfactory operation will permit.

Every employe should be constantly alert to our risk and responsibility in handling a great volume of explosives, ammunition, gasoline and other dangerous articles.

The importance of the careful handling of placarded cars, and the proper inspection of cars and loads of explosives, cannot be over-emphasized. It should also be kept in mind that the mishandling of even a small "dangerous" shipment might have disastrous consequences. For example, the improper handling of a single less-carload package of some "inflammable" item might cause a fire that could get beyond control and involve carloads of explosives, in a train or yard, and result in a serious accident or explosion with a possible loss of life and property.

The I.C.C. "Regulations for Transportation of Explosives and Other Dangerous Articles by Freight" (I.C.C. Tariff No. 4 - W. S. Topping's Freight Tariff No. 4) contains complete, mandatory instructions; they cover the packing, labelling, waybilling, loading and bracing of material, and the inspection, placarding and handling of cars, and your particular attention is directed to the following:

Sec. 235. Every package containing explosives or other dangerous articles when presented to a common carrier for shipment shall have plainly marked on the outside thereof the contents thereof and it shall be unlawful for any person to deliver, or cause to be delivered, to any common carrier engaged in interstate or foreign commerce by land or water, or to carry upon any car or vehicle operated by any common carrier engaged in interstate or foreign commerce by land any explosive, or other dangerous article, as specified in Section 233 of this act, under any false or deceptive marking, description, invoice, shipping order, or other declaration, or without informing the agent of such carrier in writing of the true character thereof, at or before the time such delivery or carriage is made. Whoever shall knowingly violate, or cause to be violated, any provision of this section, or any regulation made by the Interstate Commerce Commission in pursuance thereof, shall be fined not more than \$2,000 or imprisoned not more than eighteen months, or both.

Sec. 236. When the death or bodily injury of any person results from the violation of any of the sections, or any regulation made by the Interstate Commerce Commission in pursuance thereof, the person or persons who shall have so knowingly violated, or caused to be violated, such provision or regulation, shall be fined not more than \$10,000, or imprisoned not more than ten years, or both.

Sec. 562 (a). When lading requiring placards or car certificates is removed from cars other than tank cars, placards and car certificates must be removed by the party unloading the car.

(b). After tank car is unloaded, the party unloading the car must remove all shipping cards and "Dangerous" placards from car, or may replace or cover the placards with the "Dangerous--Empty" placards prescribed in Sec. 563, and must promptly notify the railroad agent that car is empty.

Sec. 589 (e). At points where trains are made up or checked, the carrier must make a thorough check of placarded cars to see that all required placards and certificates are attached, that those not required are removed, and that placarded cars are placed in train as required by these regulations.

(f). The carrier must give written notice to the train and engine crew of the presence and location in the train of cars placarded "Explosives." Copy of the notice must be kept on file.

(g). Cars placarded "Explosives" must be placed in through freight trains near the middle of the trains and must not be nearer than the sixteenth car from the engine, or a caboose in service if next to engine, electric locomotive, or motor car, nor the eleventh car from the rear end caboose, if the length of the train will permit. Cars placarded "Explosives" in all cases must not be nearer than the second car from engine, electric locomotive, motor car, or caboose. Where helper engines or electric locomotives are employed ahead of caboose, cars placarded "Explosives" in all cases must be separated from such helpers by at least one car.

(h). Cars placarded "Explosives" may be placed in local freight trains, or mixed trains when authorized herein, not nearer than the second car from the engine, electric locomotive, motor car, or a caboose in service, when placing them near the middle of the train would require additional switching at way stations.

(i). Cars placarded "Explosives" must not be placed in through or local trains next to dead engines, loaded tank cars, wooden-frame flat or gondola cars; or carloads of pipe, lumber, poles, iron, steel, or similar lading which by shifting may break through end of car placarded "Explosives" from rough handling, refrigerator cars equipped with automatic refrigeration of the gas-burning type; nor next to cars containing lighted heaters, stoves or lanterns, or cars with livestock or poultry in charge of an attendant.

(j). Cars placarded "Explosives" must not be placed in through or local trains next to box cars which bear "Dangerous" placards, unless the remainder of the train consists only of such cars.

(k). Placarded loaded tank cars must not be placed in trains next to cars containing lighted heaters, stoves, or lanterns; nor next to refrigerator cars equipped with automatic refrigeration of the gas-burning type; nor next to flat cars with lading such as logs, lumber, rails, or pipe, or gondola cars with such lading higher than ends, that is liable to shift. In through trains such tank cars must not be placed nearer than the sixth car from the engine, electric locomotive or motor car, or a caboose in service, and in local trains not nearer than the second car from the engine, electric locomotive, motor car or a caboose in service,

when length of train permits and cars other than loaded tank cars are in the trains.

(l). When handling cars placarded "Explosives" in yards or on sidings, explosives cars must be coupled to engine, electric locomotive, or motor car, protected by a car between.

(m). Cars placarded "Explosives" must not be handled with doors open.

(n). Cars placarded "Explosives" must not be cut off while in motion, and must be coupled carefully and all unnecessary shocks must be avoided. Other cars must not be cut off and allowed to strike a car containing explosives. Cars placarded "Explosives" must be so placed in yards or on sidings that they will be subject to as little handling as possible and be removed from all danger of fire. Such cars must not be placed on tracks under bridges and should not be placed in or alongside passenger sheds or stations; and, when avoidable, engines on parallel tracks must not be allowed to stand opposite or near them.

The Regulations are available to all. They are filed at stations and with certain employes most concerned. In addition, Bureau of Explosives Pamphlet 20-F for yardmasters, yard crews and yard clerks, and Pamphlet 20-G for trainmasters, train and engine employes, which have been given previous distribution, contain specific instructions and are prepared to educate, assist and govern the handling of explosives.

When picking up and switching cars at the powder works at Roberts, which is a non-agency station, either day or night the conductor is expected to inspect the loads and bracing, and see that it is safe before the cars are moved. When making pick-ups there at night time, call upon the watchman who is handy and who has a flashlight that he will let you use to inspect such carloads.

The practice of permitting ranchers and others who use gasoline engines for pumping purposes to unload gasoline in tank cars into tank wagons is prohibited. Unloading should be performed by air tight couplings in tanks.

Attention has been directed to several instances where freight classified as "Explosives or other dangerous articles" has been accepted for freight movement in baggage merchandise cars in passenger trains. Such movement is not authorized by I.C.C. Regulations. I.C.C. Regulations do not prohibit the handling of certain explosives, compressed gasses, and other dangerous articles, in passenger trains when loaded in a car occupied by an express messenger (or employe). However, in considering paragraph 676 of the freight regulations, paragraphs 271 and 275 of the express regulations and paragraphs 7 and 8 of the baggage regulations, it is evident that the spirit of these regulations is to confine the handling of dangerous articles on passenger trains to the limited quantities and

special package requirements demanded for express service, and then only when in a car occupied by an employe. It must be understood that the movement of explosives and other dangerous articles, as defined by I.C.C. Regulations is prohibited as freight shipments in baggage cars in passenger trains.

Employes must report promptly any lack of fire extinguishing apparatus in cars, any defective lamps or lighting appliances or carelessness of any persons so that prompt action may be taken. Employes in mail cars must make frequent inspection to see that nothing is wrong with the heating and lighting equipment; that there are no broken windows, doors or transoms to let in the sparks that the doors are properly locked to prevent access to the car of tramps or other unauthorized persons, and that no employes are loafing therein. Smoking in mail cars and around station platforms where mail is handled is strictly prohibited.

All train baggagemen upon assuming duties will immediately check fire extinguishers so as to be familiar with their location and see that such extinguishers have been examined and re-charged by the Mechanical Department within a period of one year. If it develops that any fire extinguishers have been found that have not been re-charged within the one year period as indicated on the tag attached to the fire extinguisher, you will immediately make a report to my office indicating date checked and the car number involved, so that arrangements can be made with the Mechanical Department to have the fire extinguisher re-charged.

The use of matches and smoking is strictly prohibited within the switching limits of the Giant Powder Company at Giant.

Fire regulations prohibit smoking within the confines of the Chevrolet Plants No. 1 on Foothill Blvd. and No. 2 on East 14th St. These regulations are incumbent upon employes of the railroad, as well as employes of the Chevrolet Factory, due to the highly inflammable and combustible nature of the materials used and all fire hazards must be eliminated.

Where attendants, who accompany shipments of horses or other livestock, are observed smoking in the cars, they must be requested not to do so because of the hazard of fire involved.

Due to the hazard of fire, the storing or parking of automobiles or gasoline motor cars in or in close proximity to station buildings is prohibited, except on special authority from this office. There is always danger of fire originating from exhaust or some defect in gas line of propelled machines and these instructions must be enforced.

Fish meal is subject to spontaneous combustion, dependent upon moisture content, and the fire hazard should be considered when selecting cars for such loading.

Motor Fuel Anti-Knock Compound is classified as a Class B poison (I.C.C. Tariff 4, Sections 4 and 347) and has certain characteristics which make it hazardous to life in the event of leakage.

If leakage of the compound occurs in transportation, the shippers should be at once informed by telegraph. They will immediately get in touch with their nearest Service Man, who will handle the matter, as they are anxious to avoid any accidents due to the poisonous nature of the material.

The following will govern the loading, transporting and unloading of inflammable liquids in tank cars, with view to preventing fires, explosions, accidents and resultant losses:

Inflammable liquids must not be shipped or delivered unless consignees are provided with facilities for piping the liquid directly into permanent storage tanks. All loading or unloading sidings must conform to rules for protection of oil sidings from stray electrical currents and static electricity. Such instructions read in part as follows:

"On tracks where inflammable liquids are loaded or unloaded from tank cars, the following precautions are recommended:

- (A) "For all loading or unloading tracks: A permanent electrical connection of not less than No. 4 copper cable should be made between the rails on which tank cars stand the piping system used in connection with the handling of inflammable liquids.
- (B) "For all loading or unloading tracks not Electrically Equipped where stray electric currents exist: the rails of such tracks should be electrically separated from all other tracks by the installation of insulating rail joints of an approved type. Permanent electrical connection of not less than No. 4 copper cable should be made between the rails on which the tank cars stand and the piping system used in connection with the handling of inflammable liquids.

Note: "Cars should not bridge insulating joints or be coupled to cars outside of the insulated track section at any time during loading or unloading operations."

Cars must be carefully inspected before loading and comply with AAR or ICC specifications for tank cars. Before loading, take off outlet valve cap under car and leave it off until tank is loaded. If car is equipped with heater coils cap must also be removed from inlet and outlet pipes and must not be re-applied until after car is loaded. Remove dome cover and test outlet valve before loading by operating valve mechanism a few times. When 10

or 12 inches of liquid have been loaded see that valve is tight. If not, operate valve mechanisms again a few times so any foreign matter in valve will be dislodged. Not more than a mere dripping from valve should be permitted when cap is off, otherwise valve must be re-ground and repaired. Heater coils must show no leakage with inlet and outlet pipe caps off. All tank cars to be loaded with edible or high-class oils must be inspected by a qualified inspector before cars are loaded, test to be made on valves and fixtures, and the shipper notified if car OK to load. Never load inflammable liquid into the dome. Not less than 2% of the total capacity of car must be left vacant to care for expansion of liquid. Adjust loaded cars for outage according to table published in I.C.C. regulations, and do so after inflammable liquids have risen to atmospheric pressure. See that threads on screw type dome cover and on bolts of bolted type covers are in good condition and make movers tight against leakage by using good gasket if necessary. When car is full, use a good gasket in outlet cap and screw up tight. The main discharge valve and cap should be the final closure. Loaded tank cars must bear "Inflammable" placard on each side and end. For casing head products, dome must also be placarded on each side and cover. When loading or unloading connections (Which must be absolutely tight) are attached to tank car, it must be protected by standard sign with white letters and blue background, "Stop--tank car connected" and competent man in charge must be present. Tank cars must not be left connected to pipe lines except when loading and unloading.

Loading or unloading of tank cars will be permitted during daylight hours only, except when closed electric lights are available. The presence of flame lanterns, nearby switch lights or other exposed flame lights or fires is prohibited. Running switches of tank cars loaded with inflammable liquids are prohibited. Other cars must not be kicked or dropped against tank cars so loaded. All unnecessary movement of a leaking tank car must cease until unsafe condition is remedied. Derailments or collisions involving tank cars must not be approached with lighted pipes, cigars or cigarettes. Spectators must be kept away. The ash pan and firebox of a locomotive or steam derrick is a source of danger, especially when wind is blowing in the direction from tank car toward engine or derrick. Spread of oil over a large surface must be prevented. Dig trench and drain oil into hole a safe distance from track. Throw dry dirt over liquid as it collects on ground: WATER WILL NOT QUENCH AN OIL FIRE. If fire cannot be smothered by use of earth, steam or wet blankets, efforts should be concentrated on confining it and saving other property.

WHEN UNLOADING

Brakes must be set and wheels blocked on all cars being unloaded. Safety valves must be raised to see if there is any interior pressure; if so, dome cover must not be removed until pressure is reduced by cooling tank with water or by delaying unloading until following morning, allowing lower temperature

or 12 inches of liquid have been loaded see that valve is tight. If not, operate valve mechanisms again a few times so any foreign matter in valve will be dislodged. Not more than a mere dripping from valve should be permitted when cap is off, otherwise valve must be re-ground and repaired. Heater coils must show no leakage with inlet and outlet pipe caps off. All tank cars to be loaded with edible or high-class oils must be inspected by a qualified inspector before cars are loaded, test to be made on valves and fixtures, and the shipper notified if car OK to load. Never load inflammable liquid into the dome. Not less than 2% of the total capacity of car must be left vacant to care for expansion of liquid. Adjust loaded cars for outage according to table published in I.C.C. regulations, and do so after inflammable liquids have risen to atmospheric pressure. See that threads on screw type dome cover and on bolts of bolted type covers are in good condition and make movers tight against leakage by using good gasket if necessary. When car is full, use a good gasket in outlet cap and screw up tight. The main discharge valve and cap should be the final closure. Loaded tank cars must bear "Inflammable" placard on each side and end. For casing head products, dome must also be placarded on each side and cover. When loading or unloading connections (Which must be absolutely tight) are attached to tank car, it must be protected by standard sign with white letters and blue background, "Stop--tank car connected" and competent man in charge must be present. Tank cars must not be left connected to pipe lines except when loading and unloading.

Loading or unloading of tank cars will be permitted during daylight hours only, except when closed electric lights are available. The presence of flame lanterns, nearby switch lights or other exposed flame lights or fires is prohibited. Running switches of tank cars loaded with inflammable liquids are prohibited. Other cars must not be kicked or dropped against tank cars so loaded. All unnecessary movement of a leaking tank car must cease until unsafe condition is remedied. Derailments or collisions involving tank cars must not be approached with lighted pipes, cigars or cigarettes. Spectators must be kept away. The ash pan and firebox of a locomotive or steam derrick is a source of danger, especially when wind is blowing in the direction from tank car toward engine or derrick. Spread of oil over a large surface must be prevented. Dig trench and drain oil into hole a safe distance from track. Throw dry dirt over liquid as it collects on ground: WATER WILL NOT QUENCH AN OIL FIRE. If fire cannot be smothered by use of earth, steam or wet blankets, efforts should be concentrated on confining it and saving other property.

WHEN UNLOADING

Brakes must be set and wheels blocked on all cars being unloaded. Safety valves must be raised to see if there is any interior pressure; if so, dome cover must not be removed until pressure is reduced by cooling tank with water or by delaying unloading until following morning, allowing lower temperature

during night to relieve pressure, or, if pressure is not so great as to cause a dangerous amount of vapor to collect outside of car it may be relieved by raising safety valve at short intervals. Remove dome cover after pressure is relieved, as follows:

SCREW TYPE--Loosen cover two complete turns, exposing vent openings, when operating should be stopped, and if there is any sound of escaping gas, cover must be tightened and car further vented through safety valves, before further attempts to remove cover.

HINGED AND BOLTED TYPE--Loosen all nuts one complete turn after which same precautions as prescribed for screw type covers must be observed.

INTERIOR TYPE--Remove all dirt and cinders from around cover before loosening yoke screw. After cover is removed, operate valve mechanism several times to make sure valve is properly seated before starting to remove outlet cap.

Remove outlet valve cap with a suitable wrench after placing a pail in position to catch any fluid in outlet nozzle. If leakage appears while releasing outlet valve cap, do not remove it entirely but leave a sufficient number of threads engaged to hold cap on while allowing time to permit leakage of liquid from outlet chamber. If leakage continues and cannot be stopped by re-seating valve, valve cap should be securely re-applied and tank unloaded through dome. When outlet caps are provided with test plug, same should be removed to determine whether outlet valve is leaking before unscrewing outlet cap. If outlet casting is blocked with frozen liquid same should be examined and if found to be cracked unload through dome. If outlet casting is not cracked attach unloading connections, after which wrap rags or burlap around casting and apply hot water or steam. After unloading connections are securely attached, raise valve by turning valve rod operating device in dome. When unloading through bottom outlet, adjust dome cover as follows:

SCREW TYPE--Cover must be put in place but not entirely screwed down, in order that air may enter tank through vent hole in cover.

BOLTED TYPE--A small wooden block should be placed under one end of cover.

INTERIOR TYPE--Yoke screw must be tightened until cover is within one half inch of its seat.

Protect dome opening with wet burlap when unloading through dome, or when unloading through outlet on cars equipped with interior dome covers. After unloading is completed, replace dome cover and outlet valve cap by using a bar or wrench. Remove all shipping cards and "Inflammable" placards. Empty tank cars are

very liable to contain explosives and poisonous fumes. Lights must not be brought near car and car must not be entered except under instructions governing method for cleaning and repairing tank cars.

For the benefit of all concerned, am quoting instructions contained in Special Notice No. 679 below:

"POISON GASSES, CLASS A, BY RAIL FREIGHT

1. Poison gases, Class A, may be shipped by, for or to the War or Navy Departments, as follows:

In metal drums, spec. ICC 5A, or WD 5A, in box cars in carload lots only.

In tanks, spec. ICC 106A, mounted on or secured to multi-unit cars or gondola cars in carload lots only.

In bombs in box cars or gondola cars in carload lots only.

In projectiles or ammunition for cannon with gas filled projectiles in box cars in carload or less-than-carload lots.

2. Each shipment of one or more carloads, as described in paragraph 1, shall be accompanied by a crew of gas handlers from the Army or Navy with equipment to handle leaks or other occurrence which will permit the escape of gas from containers.

3. Each car must be placarded on each end and each side with the POISON GAS Placard.

4. Cars of poison gas, Class A, must not be "cut off" while in motion and must be coupled carefully and all unnecessary shocks must be avoided. Other cars must not be cut off and allowed to strike a car placarded "Poison Gas."

5. Cars of poison gas, Class A, in drums, tanks or bombs, as described in paragraph 1, and car containing gas handlers' equipment if present must be placed in trains and must be kept at all times next to and ahead of car or cars occupied by gas handlers who will accompany such shipments to destination.

6. Cars of poison gas, Class A, must not be placed in trains next to cars placarded "Explosives" or "Dangerous."

7. (a) Gas handlers will remain with the shipment during the entire time that it is in the hands of the carriers. If for any reason, one or more cars must be set out either the necessary number of gas handlers will stay with such car or cars, or all of the cars of the shipment and all gas handlers will remain with the cars.

Shipments of poisonous gases, Class A, are authorized by the Interstate Commerce Commission's Regulations in I.C.C. specification cylinders, projectiles, bombs and grenades. L.C.L. shipments of gas in I.C.C. specification cylinders, projectiles, or grenades are not subject to special instruction contained herein."

FIRE PREVENTION

With a view to reducing fire losses and hazards, the following suggestions will be of assistance in locating and determining some of the conditions considered hazardous:

- A--There are certain locations where ties on open deck bridges have a tendency to catch fire from brake shoe slivers. Such places must be carefully watched and every effort made to eliminate this hazard. Badly decayed or splintered spots in ties are susceptible to starting fires under such circumstances.
- B--When placing sand on locomotives, roundhouse foremen and others should see it is entirely free from foreign matter, which when passing through fire box, may become a live coal of fire and be deposited in some grain field or on the roof of a building. Fire boxes of engines must be cleaned and examined carefully on arrival at roundhouse. Loose pieces of fire brick, carbon deposits, or oil must be removed and floor of fire box swept clean. Sand and spark screens should be examined and any necessary repairs made. Front end of smoke box should be cleaned of sand and other deposits.
- C--Enginemen should use care in choosing points to sand flues, making sure that this is not done in the vicinity of grain fields, heavy industries, road crossings and close to manufacturing plants.
- D--Fuses must not be placed on bridges, road crossings, sign boards, in center of tracks, nor at places where damage from fire may result.
- E--Buildings, docks and wharves must be kept free from accumulations of dirt, rubbish or inflammable material.
- F--Special attention must be given to closets, lockers, fuel bins, attics, stationery cabinets, etc.
- G--Gasoline and oils must be kept in prescribed places and only authorized containers used.
- H--Stoves in buildings, outfit cars and cabooses must conform to prescribed standard.

(b) Gas handlers will, in the event of leakage or escape of gas, handle the situation and perform decontamination if necessary. If they need assistance they will advise the carrier's representative as to the nearest Chemical Warfare Service Depot and will also advise as to what aid is required.

LOADING AND BRACING IN CARS

8. (a) Drums must be loaded in cars having level floors. Cars equipped with metal corrugated ends or cars having bowed ends must be supplied with end wall bulkheads constructed in accordance with requirements for center gates. (See Sketch 1, B.E. Pamphlet No. 6)

(b) Drums must be loaded not more than one tier (layer) high and with filling holes up. They must be loaded as closely together as possible both crosswise and lengthwise and so blocked and braced as to maintain their relative positions during transit.

(c) Drums with filling holes in heads must be loaded on their bottoms. They may be loaded in rows, lengthwise of the car and any space between the sides of car and the nearest row of drums must be 'filled in' with wooden boards or lumber nailed to sides of car sufficient in length and width to contact both hoops of drums, or, drums may be loaded across car in staggered stacks of which the number of drums in alternate stacks is reduced by one drum. All drums in stacks following the first stack loaded in end of car must be placed tightly into the angle of space formed by the sidewalls of the drums in the preceding stack. Any space between the sides of car and the drums in stacks having the greater number of drums, must be 'filled in' with wooden boards or lumber nailed to sides of car sufficient in length and width to contact both hoops of drums.

(d) Drums with filling holes in sides must be loaded on their sides with filling holes up. They must be loaded lengthwise of the car in rows and any space between sides of car and the nearest row of drums must be 'filled in' with wooden boards or lumber nailed to sides of car sufficient in length and width to contain both hoops of drums.

(e) All drums must be loaded in car from ends of car toward space between car doors, and there braced by center gates and wedges (See Sketch 1, B.E. Pamphlet No. 6).

(f) Doorways of cars must be protected by one of the methods prescribed in Sketch 1, B.E. Pamphlet No. 6A.

9. Tanks must be securely mounted on cars especially provided for them or on gondola cars prepared with substantial wooden frames and blocks.

10. Bombs, projectiles and cannon ammunition must be loaded, blocked and braced as shown in F.E. Pamphlet 6A. When shipments are loaded in gondola cars they must not be loaded higher than the sides of the car.

Shipments of poisonous gases, Class A, are authorized by the Interstate Commerce Commission's Regulations in I.C.C. specification cylinders, projectiles, bombs and grenades. L.C.L. shipments of gas in I.C.C. specification cylinders, projectiles, or grenades are not subject to special instruction contained herein."

FIRE PREVENTION

With a view to reducing fire losses and hazards, the following suggestions will be of assistance in locating and determining some of the conditions considered hazardous:

- A--There are certain locations where ties on open deck bridges have a tendency to catch fire from brake shoe slivers. Such places must be carefully watched and every effort made to eliminate this hazard. Badly decayed or splintered spots in ties are susceptible to starting fires under such circumstances.
- B--When placing sand on locomotives, roundhouse foremen and others should see it is entirely free from foreign matter, which when passing through fire box, may become a live coal of fire and be deposited in some grain field or on the roof of a building. Fire boxes of engines must be cleaned and examined carefully on arrival at roundhouse. Loose pieces of fire brick, carbon deposits, or oil must be removed and floor of fire box swept clean. Sand and spark screens should be examined and any necessary repairs made. Front end of smoke box should be cleaned of sand and other deposits.
- C--Enginemen should use care in choosing points to sand flues, making sure that this is not done in the vicinity of grain fields, heavy industries, road crossings and close to manufacturing plants.
- D--Fuses must not be placed on bridges, road crossings, sign boards, in center of tracks, nor at places where damage from fire may result.
- E--Buildings, docks and wharves must be kept free from accumulations of dirt, rubbish or inflammable material.
- F--Special attention must be given to closets, lockers, fuel bins, attics, stationery cabinets, etc.
- G--Gasoline and oils must be kept in prescribed places and only authorized containers used.
- H--Stoves in buildings, outfit cars and cabooses must conform to prescribed standard.

During the dry season, in order to lessen the hazard of fire on bridges, blow off engines, equipped with blow off drum, while passing over open deck bridges. On engines equipped with sprinklers, sprinklers should be used in addition to the blow-off cock while passing such bridges. In passing over Suisun Bay Bridge with an engine equipped with sprinklers, except when raining, use the sprinklers from one end of the bridge to the other, and on westward trains use sprinklers also while crossing Sulphur Springs viaduct. Blow-off valves are not to be used while passing over steel bridges.

UNITED STATES AND R.R.B. MAIL

To expedite train performance, train baggagemen will discontinue practice of examining labels of mail sacks at time of loading, and will accept all mail handed to them with least possible delay, making necessary segregations later.

Responsibility for any mail loaded on wrong trains will rest with station forces.

Railroad business mail sacks from Central Mailing Bureau, San Francisco, are equipped with label holder and reversible card label. Train baggagemen must be sure to reverse that label before sacks are put off for return.

Many complaints have been received and fines assessed against the Company for damage to U. S. Mail. Most of this damage is caused by pouches falling off trucks while being moved from and to trains.

This can be eliminated by keeping trucks in good condition, adjusting the loads and supervising manner of their handling. Please have this watched to see that causes for damage to mail are eliminated.

Revenue received for handling mail is directly dependent upon count submitted by train baggagemen on reports of mail handled. In former years, considerable revenue was lost account lack of care in properly reporting all mail handled, and your particular attention is directed to this matter.

When called for duty as a train baggageman you should call on Crew Dispatcher at Oakland Pier or Sacramento for necessary mail reports, mail schemes, mail book and other supplies you may need, the use of which is outlined below:

(1) Form L-6047A (Train Baggage Man's U. S. Mail Report of Mail Carried in Baggage Cars). Instructions governing the use of this form are explained on the back of the form.

(2) Mail Schemes. These are alphabetical lists of post offices showing rail station where mail is to be dispatched. Obtain the scheme covering stations on your run.

(3) Mail Book of Instructions, effective May 1, 1944. Rules and regulations governing the handling of U. S. Mail and RRB Mail.

A train baggageman should have, in addition to the above, a supply of good pencil carbon paper, pencils and envelopes (Form S-5525) addressed to Mail & Express Traffic Manager for mailing mail report (Form L-6047A).

Mail report should be forwarded immediately on completion of run as instructed on back of Form L-6047A.

It is important that connecting train baggagemen be furnished count of mails left on train at connecting points and provision should be made to so do. (See instructions on back of mail report).

When a sealed car is picked up enroute, or in train from terminals, count or footage of mails in such car must be obtained from station employes. Instructions provide that Mail and Express Car Record (Form L-1315) should be made by originating station showing count or footage of mails in car picked up, and this form should be given train baggagemen. At end of run this form to be delivered baggage agent.

Particular attention is directed to the requirement for showing on mail report (Form 6047A) count of all mail received and put off at each station. Count (or footage of sealed cars) is to be shown separately, along with count of other mails in train, opposite the station name from which mail is received from or delivered to. An accurate count is necessary.

Be sure to show by car number each and every head end car in train when leaving terminals and those picked up enroute. It is particularly necessary to show the contents of each car, as called for in instructions, opposite the car number.

With a view to maintaining an on-time operation of trains with particular reference to the handling of mail, the following instructions have been issued by the Railway Mail Service to Postal Clerks, and considerable delay can be prevented by observing the following:

Have the mails ready for dispatch as soon as train stops.

Have mails for delivery properly separated, if separation is necessary, to avoid loss of time in reading the labels for the benefit of the man on the platform.

Deliver from more than one door, if this plan is feasible and will effect delivery in a shorter period; otherwise, accept mails at more than one door if that can be done to advantage, and if so, advise truckman as to the character of mails that go in each door so that separation may be in advance of the arrival of train, at least on future occasions.

Have distribution wholly or partly discontinued while mails are being exchanged at important stations where the volume is great in order to have sufficient force at the doors to do the work in the shortest possible time. This is very important and is more fruitful cause of just criticism than anything else, owing to lack of supervision by clerks in charge.

Cooperate with railroad employes engaged in the handling of mails at stations and give them voluntarily, on occasion, any information that will be to their advantage in the dispatch of mails.

Railway Mail Service are cooperating with us in this instance to expedite the loading and unloading of U. S. Mail on our trains, and have issued the following instructions to their employes:

"This service is as much interested in preventing delay to trains as the railroad employe or official. Late trains mean missed connections, delayed deliveries and shorter rest periods for clerks.

"One of the causes of delay is failure of clerks to deliver mail promptly and take it from car door as fast as it is delivered to them at intermediate stations, especially large junction points. Clerks in charge are held responsible for the proper performance of this work and sufficient force must be detailed to station duty to promptly handle the unloading and loading at all stations, using the entire crew if necessary.

"On approaching stations clerks should have mail piled near doors, and if separations are necessary they should be made before arrival at stations. Railroad employes should have trucks placed ready to receive and deliver the minute the train stops, and clerks should commence delivery immediately. In loading, when time is short and clerks do not have time to read labels and separate mails as fast as received, they should remove it from doors and separate and pile it after train departs, and if railroad representatives missend any mail because of this practice, report should be made to the Chief Clerk.

"Cooperate with railroad employes engaged in handling mails at stations and give them voluntarily any information that will be to their advantage in the dispatch of mails.

"See that all precautions are taken to protect the mail, including that in storage cars, from damage by fire or other causes, as well as from depredations."

TELEGRAMS

To accomplish delivery of telegrams addressed to passengers on trains, the following procedure shall be complied with:

Where separate office is maintained by Telegraph Company, telegrams shall be delivered by Telegraph Company representatives to railroad telegraph operators, agents or ticket office forces and receipt shall be given.

Telegraph operators, agents and ticket office forces shall deliver telegrams to train conductors calling attention to the messages, but not asking for a receipt. Record shall be kept of the name of party to whom message is addressed, train number, name of conductor, and time message was delivered to the conductor.

Responsibility for prompt delivery of telegrams to passengers on trains rests with train conductors, who may delegate actual delivery to brakemen, Pullman conductors or other train attendants but they retain responsibility. Delivery may be accomplished during daytime by consulting Pullman conductors, or by paging the train. If, after thorough canvass of the train, telegram cannot be delivered, the information must be endorsed upon the envelope and the telegram left at the next open telegraph station where train stops and telegraph station receiving such telegram will service originating office covering non-delivery. At night, after hour of retirement, train conductors shall consult Pullman conductors to determine location of passengers and arrange for delivery to be made at assigned space, avoiding disturbance of other passengers who may have retired.

When assigned space cannot be determined, only dressing room, observation and club cars and coaches shall be paged. Passengers detraining in early morning hours shall be asked if telegrams are for them. If addressee is not located, efforts shall be made the next morning by canvassing train, and if telegram cannot be delivered the information must be endorsed upon the envelope and the telegram left at the next open telegraph station where train stops. Passengers shall be requested to sign receipt for message in conductor's train book. Important train messages addressed to patrons on trains will carry star on telegram envelope. When such telegrams are received every effort should be made to deliver them as quickly as possible. Telegram addressed to passengers on trains carrying a double star, both on telegram and envelope, contain advice as to death, illness or injury, and every effort should be made to see that the delivery of these telegrams is promptly and properly effected. When trains are operated in more than one section, telegrams for passenger shall be delivered to conductor on first section; if he is unable to locate addressee, telegram shall be dropped off at next open telegraph office or next station where train stops, with advice that he was unable to make delivery.

Agent or operator will then deliver telegram to following section. This procedure should be followed until telegram is

delivered, or if conductor of last section is unable to make delivery information to that effect should be endorsed on envelope and telegram left at next open telegraph station where train stops, which will service originating office covering non-delivery. Conductors in addition to paging trains, when necessary, shall check through their tickets, as well as Pullman chart, to determine from the names shown thereon whether passenger is on the train.

DEFECTIVE EQUIPMENT, REPORTS, ETC.

In case of car with slid flat wheels out of a terminal, special effort must be made to develop and supply information asked for on report, and this must be shown in detail. Additional available information can be shown on reverse side. Car foremen will, upon arrival of trains at their respective stations, see that close inspection is made for slid flat wheels; also close inspection as to size, whether old or new flat spots, determine cause and make complete report.

Defective Equipment Report Form 2809, shall be used by conductors for reporting to Motive Power Department defective or damaged equipment observed or developing while cars are being handled in train, including instances where air brakes are cut out. Each conductor will prepare a report covering any defective or damaged equipment handled. No report need be rendered when there is nothing to report. Single copy of report will be prepared and conductors will record in train books an abstract of information covered by report. Spring clip will be applied to outside of caboose at each end, to the left of door and approximately six feet above platform in which report may be placed by conductor.

FREIGHT AND MIXED SERVICE

At points where carmen are located and on duty, report will be placed in spring clip at rear of caboose or handed to carmen. Notation will be placed under "Remarks" showing action taken by carmen and report will then be forwarded to Master Mechanic. At points where carmen are not on duty, report will be delivered to yard office or agent's office. If cars are held for repairs, report will be given to carmen who repair them. If cars depart without having been repaired, report will be given conductor who picks up car, for delivery at end of his run.

PASSENGER SERVICE Report will be delivered to carmen at termination of conductors' run, notation placed under "Remarks" showing action taken by carmen, and report then forwarded to Master Mechanic.

Last sentence of Rule 828, which reads "They (conductors) must promptly mail to Superintendent a report of flat wheels discovered under the cars in their train" is to be interpreted to

require from conductors a statement giving all information available as to wheels, which are discovered to have been slid flat under cars in train while in their charge. Lower half of form is designed for reporting flat wheels noted out of initial station. This portion is to be folded along press perforation which is provided for detaching flat wheel report, and carbon copy of report is to be placed on reverse side of upper half of form. Report of flat wheels out of initial station shall, in the case of equipment in passenger trains, be wired ahead, and in the case of equipment in freight trains, report shall be forwarded by train mail to Master Mechanic from first open train order office after leaving initial station; office from which report is telegraphed or mailed to impress office stamp on same to indicate date and point from which forwarded. This form is not to be used by conductors as a substitute for wire report of damage required by Rule 863. A wire report of slid flat wheels, break-in-twos, or other damage occurring in trains while in their charge, to be made by conductors, regardless of whether a defective equipment report on Form 2809 is made or not. Form 7132 will be used for reporting wheels removed account slid flat, and Form 2331 for cars wrecked or damaged. Conductors will render Form 7018, covering repairs or materials applied to cars, and deliver same with defective equipment report for forwarding to Master Mechanic to serve as basis for A.A.R. billing.

Current instructions which provide that conductors will render Form 7018 covering repairs or material applied to cars and deliver same with defective equipment report for forwarding to Master Mechanic to serve as basis for AAR billing are being lost sight of in some instances.

When it is necessary to transfer the contents of a privately owned tank car because of bad order condition, the following will govern:

1. Where transfer of load from a bad order tank car is necessary, a private tank car of other ownership will be used only in case of a car of the same ownership not available and the emergency is such that transfer cannot await obtaining car of same ownership. Where a car of other ownership is used, the diverting road must promptly:
 - (a) Notify both consignor and consignee, as shown by the slip or other waybill covering the empty car, or if this information is not shown, notify car owners, as shown by E. B. Boyd's Tank Car Circular No. 6-m giving new destination and terminating railroad in each case, (2) or (b)
 - (b) Furnish to the agent of the terminating line at the destination of the transferred load a copy of the original slip bill or waybill on which the empty tank was moving, showing clearly that the car has been moved out of route in an emergency.

(c) The agent of the terminating line at such destination must, upon release of the car, promptly rebill and forward same to its original destination, unless otherwise instructed by the owner or owner's authorized representative.

2. When the temporary use of a private tank car in a railroad's own service is necessary, the road must get the necessary permission from the owner and mutually arrange the rental.

For the purpose of notification, the reporting marks shown on the car will be considered as existence of ownership. It should be understood that transfers are to be made only when necessary to save the contents of the car and in such cases wire Chief Dispatcher at Oakland Pier for Western District and Stockton for Stockton District, giving full details in order that proper reports of the case may be rendered.

In the event of failure of air-conditioning system (controls of which are manipulated by trainmen) in coach and chair car equipment in trains, a report must be made by wire by conductor to my office showing the following information:

(1) Approximate length of time or points between which system not working.

(2) Whether failure of system caused discomfort to passengers.

As a guide, the above information may be transmitted in somewhat the following form:

"Air cooling coach 2239 failed Port Costa to Fresno causing discomfort to passengers.

Blank Conductor 52"

"Air cooling coach 2239 failed 7:31 to 9:40 P.M. No discomfort to passengers.

Blank Conductor"

Please see that there is no failure to render this report at termination of run.

When directing telegrams to Chief Dispatcher advising of hot boxes set out enroute, also send copy to the Trainmaster and Master Mechanic of the district involved.

MISCELLANEOUS TRAIN OPERATING INSTRUCTIONS

Items concerning enginemen or trainmen exclusively are known under heading "Trainmen" or "Enginemen." Balance under "General."

ENGINEMEN

Notwithstanding the fact that our Mechanical Department give a great deal of attention to the mechanical condition of our engines, still the subject of hard riding engines is one that concerns the Management, not only from a standpoint of a comfort to those operating them, but because we recognize that such conditions are conducive to unnecessary wear and excessive maintenance costs, covering both machinery and roadbed.

We therefore ask that enginemen, in making their reports, Form 2323, show when an engine is riding hard and indicate what they believe is causing the trouble, which will materially assist roundhouse forces in finding the cause and making the necessary repairs.

We are in receipt of an ever-increasing number of reports of damage to rails and equipment caused by engines slipping while starting and/or moving at a low rate of speed. The prevention of slipping is an important part of an engineer's duties and is largely within his control. The slipping of drivers is very destructive to rails because the drivers cut grooves into them which may later cause them to fail as trains pass over. It also causes the driving tires to wear rapidly, is wasteful of fuel and water, and in addition sets up enormous strains throughout the machinery which may induce failure of these parts with consequent danger to life and property.

The following instructions will reduce the possibility of slipping to a minimum and must be complied with:

- (1) It is the engineer's duty to know that the sanders are operating properly when he takes charge of an engine and to inspect the sanders at every opportunity while the engine is in his charge.
- (2) In stopping (unless special instructions prevent the use of sanders at that particular point), sand must be used sufficiently in advance of stopping so that sand will be on the rails for at least ten car lengths. This applies regardless of the condition of the rail.
- (3) In starting, sand should be used until sufficient speed is attained so that slipping will not occur.
- (4) If slipping occurs unexpectedly, never apply sand until throttle has been closed and drivers stop spinning. To apply sand while drivers are slipping would induce very damaging stresses contributory to broken crank pin, driving axles, frames, side rods, cylinder castings, cylinder heads, and other damage to machinery.
- (5) The sand pipes on both sides should be kept open, for if sand runs on only one rail the wheels on that side will grip the

rail while those on the opposite side have no traction, setting up heavy stresses on the axles, crank pins, frames and rods.

(6) When slipping occurs, the wheels lose their grip and the draft gear springs readjust the slack. Therefore, extreme care must be used when wheels again grip the rail and throttle is opened to prevent a quick change in slack which could be followed by a train break-in-two or damage to equipment and lading.

(7) On ascending grades or curves where the engine is worked heavily at low speeds, use sand frequently even though slipping does not occur, particularly during weather when moisture accumulates on the rail and there is a possibility that dampness in the pipes will prevent sand from flowing through them; also, when approaching road crossings, where rail may be coated with oil from passing motor vehicles which would cause the engine to slip.

(8) When rail conditions are so bad that conditional slipping of drivers takes place even though sand is used, do not attempt to work a heavy throttle with reverse lever hooked up. Work the reverse lever near full stroke with only sufficient throttle to keep the train moving until conditions are such that the speed may be increased and reverse lever hooked up and throttle opened wide. This method should only be used when rail conditions are bad and continual slipping takes place. Working a light throttle with reverse lever down reduces the tendency of the drivers to slip and if they do the steam pressure in the cylinders reduces rapidly and violent slipping does not take place.

(9) Any defects in sanders, piping, or any other condition which prevents the proper operation of the sanders should be promptly reported on Form 2323.

(10) Sanders should not be used over power operated or spring switches.

The booster (on locomotives) represents additional tractive power available for starting trains and accelerating speed of trains. When properly used, use of the booster should reduce time required to get trains up to maximum speed, in turn reducing time over divisions. Proper use of the booster will reduce rough handling of passenger trains, eliminate necessity of taking slack, resulting in material reduction in damage to equipment, and a loss of freight damage claims, which have amounted to a considerable sum of money. Booster should be used in starting trains at all times, except on descending grades, and following mechanical instructions should be followed:

Hydrostatic lubricator should be set at about 4 drops per minute while booster is in operation.

Booster should always be idled before cutting it in, as when properly warmed up the efficiency is greatly increased.

Booster should never be cut in at speeds higher than 12 MPH.

Booster should never be used at speeds higher than 21 MPH.

In coming to a stop, sander should be opened in order that rail under all drivers and trailers will be sanded when start is made.

In order to reduce the number of break-in-tvos and slid flat wheels of freight trains between Altamont and Midway enginemen of eastbound trains made up of 48 or more empty cars when necessary to reduce speed in that territory must bring the train to stop before releasing air.

In order to prevent possibility of break-in-two and damage to equipment, engineers helping trains over Martinez Bridge should continue to work steam until train is brought to stop by use of automatic air from road engines.

There have been instances where engineers of freight trains with tonnage greater than engine rating over Martinez Bridge have run Port Costa without stopping, intending to go over bridge without helper, but, on account of some necessity for stopping or reducing speed at Martinez occurring, they have been unable to get over the bridge without stopping, causing delay to such train and often to others. This practice must be discontinued and all trains with tonnage in excess of engine rating must stop at Port Costa when so instructed or when in judgment of engineer it is required and obtain helper.

Pressures in excess of 200 pounds per square inch should not be furnished to the steam lines

AUTOMATIC TRAIN CONTROL

Report undesirable train stops because of failures in automatic train control by wire to E. D. Moody, R. Ersepke, T. L. Gordon, Superintendent Motive Power at Sacramento, C. J. Williams (West Oakland), and W. Bleick (Tracy). It is also necessary to make report of all such stops on Form 2323-A on arrival at roundhouse.

Automatic train control magnets have been installed at the West Oakland and Tracy Roundhouse. At West Oakland four magnets have been installed, two each at the two passenger get-away tracks west of crossing near roundhouse machine shop. Magnets are located 150 feet apart on each track. At Tracy two magnets have been installed, one located 85 feet from the switch point of the outbound track eastward and the second magnet has been located a distance of 62 feet eastward from the first magnet. These test magnets have been installed at the request of the Bureau of Safety, I.C.C., and are for the purpose of assuring the engineers that the device is functioning properly before departing from the roundhouse.

This test does not in any way effect the observance of I.C.C. order relative to the arrival and departing tests made by roundhouse forces. The arrival and departing test should be made in every instance. The engineers when running their engines equipped with A.T.C. apparatus over these magnets should receive a brake application at each magnet. If not, the roundhouse foreman should be advised and the engine should not be allowed to depart until device functions properly over each magnet. In no instance should an engineer forstall over these test magnets.

Undesirable stops of trains operating in train control territory are frequently caused by breakage of safety nipple couplings on inductor planes of control valves located under tender of locomotives, due to planes being struck by rocks or other obstructions located between rails. This necessitates proceeding with train control device cut out until next nearest point is reached where defective control valve may be repaired, or replaced by control valve in good condition or another locomotive equipped with train control device substituted. In order to eliminate these delays as far as possible and insure the additional protection that this device affords small containers holding a number of turned wooden plugs are being attached to inside of all cabs of locomotives equipped with train control device.

If an undesirable stop occurs enroute before entering or within the limits of train control territory due to functioning of train control device and engineer is unable to release brakes in the usual manner, he should immediately examine the four safety nipple couplings located on control valve inductor planes provided planes are only slightly bent, and if any coupling is found leaking due to being cracked, he should strike the outer half of the coupling and light tap with hammer to break it loose and drive a turned wooden plug tightly into remaining half of coupling to stop air lead, release brakes with release valve and proceed, reporting stop at next telegraph office enroute in usual manner. The broken half of coupling with nipple attached may be left in its clamp if it cannot be readily removed by hand. If nipple attached to outer half of coupling fits loosely in clamp and may be removed by hand, remove it and deliver to enginehouse foreman at end of run for reconditioning and report on Form 2323-A in usual manner.

In a great many instances Form 7532, "Engineers' Wire Report of Automatic Train Control Apparatus" is not being filed promptly and does not always contain authentic information in order that prompt attention may be given to both mechanical apparatus and signals. It is necessary that report be carefully prepared and each and every question answered and filed at the first open telegraph office. Correct signal numbers should also be indicated in order to save time and delay.

It is necessary for us to report all false restrictive operations and causes monthly in or out of train control territory

to the Interstate Commerce Commission, and in order to do so it is imperative that engineers fill out Form 2323-A upon arrival at terminal whether in or out of train control territory.

In order to facilitate determining the cause of false restrictive operations and cut outs of the automatic train control apparatus, it will be necessary for Western Division engineers operating locomotives which run through from Oakland Pier to Bakersfield to give San Joaquin Division engineers a duplicate of Forms S-7572 when a false restrictive operation or a cut out of the automatic train control occurs between Oakland Pier and Fresno, and in turn the San Joaquin engineers will show this information upon arrival at Bakersfield on Form 2323-A.

In some cases the wires are not being made out in accordance with instructions outlined on Form S-7532. On receipt of Form 7532 from engineer, the telegrapher must transmit telegram to coincide with that given by engineer on Form S-7532 and in same alphabetic order and as previously instructed in all cases joint wires must be sent to Division Superintendent, Superintendent of Motive Power Sacramento, Signal Supervisor and Master Mechanic, without fail. Also a copy must be sent to Roundhouse Foreman at Tracy and General Foreman at West Oakland Roundhouse.

Forms L-2498, Certificate of Automatic Train Control Departing Test, is a requirement of the I.C.C. and must accompany engine which is equipped with automatic train control apparatus when departing from terminal.

These cards are given to the engineer at start of run and where engine operates through adjoining division, is to be turned over to the connecting engineer, who in turn is to deliver form to Roundhouse Foreman on arrival at final destination point.

When engine equipped with automatic train control device is used to assist trains onto Martinez-Benicia Bridge, the double heading device of automatic train control must be used whether engine is coupled behind caboose, 2nd engine or placed back in train. It will not be permissible to close stop valve for such moves.

Whenever an engineer, either in passenger or freight service, places the brake valve in an emergency position for the purpose of applying the brake, he must leave it in that position until train stops, irrespective of the fact that the cause for so using it has been removed. This rule should not be confused with the requirements of Rule 16; under which the engineer handles the brake valve after the brake has been applied through some agency order to keep brakes applied.

Road engines when backing up from Oakland Pier to the roundhouse through the regular track assigned to them in obscure weather will come to a stop and sound three short blasts of the

whistle before passing the clearance of the switch leading to the oil track and roundhouse.

Injectors on locomotives must be started on trains entering the shed at Oakland Pier in sufficient time to allow overflow to run off before stopping and such injectors must not be used after entering the shed. This precaution is for the purpose of avoiding possible injury to passengers standing on the platform.

To avoid any possibility of misunderstanding between engineers in connection with Air Brake Rule 2 as applied to two or more locomotives moving coupled between West Oakland Roundhouse and Oakland Pier, the locomotive first out in the direction of movement will be interpreted as the head engine, regardless of how the locomotives may be turned.

In order to avoid rocks being blown behind switch points, avoid blowing off engines while passing over switches.

Enginemen will please refrain from making adjustments to the radical buffers between engine and tender, unless some unusual condition arises while engine is in their charge and they find it necessary to do so.

When change is made, report should be made of it on Engineer's Work Report, Form 2323, on arrival at terminal, stating what adjustments were made and reason therefor.

In applying oak block between frame and spring saddle of locomotives in order to remove weight from wheel or wheels, extreme care must be exercised that block only thick enough to remove the required amount of weight is used and that a firm contact is left between spring or equalizer and driving box this to prevent excess clearance between spring saddle and seat on driving box and prevent wheels climbing rail on curves.

Complaints have been registered by the citizens of communities relative to unnecessary use of engine whistle while passing through towns. Moderation in the use of the whistle consistent with observing the rules will overcome these complaints.

Engines operating on through passenger trains through Fresno to Bakersfield from Western Division should have 125 gallons of fuel oil per car to move between Fresno and Bakersfield. When it becomes apparent that there will be less than that amount of oil in the tender on arrival at Fresno, wire notice to that effect will be sent to the roundhouse foreman at Fresno as far in advance as possible so as to permit him to prepare and arrange to have relief engine at the station in time to avoid delay to train at that terminal.

There is a tendency on the part of firemen to permit engine tanks to overrun when taking water. In many places water is purchased on a gallonage basis and this waste runs the expense up

considerably. Even though water is from our own supply, the wastage adds to the cost of pumping. This is a matter which will bear close watching on the part of enginemen and every effort should be made to fill tank without allowing them to overrun.

GS-4 and 5 class engines and 6000 HP Diesel CITY OF SAN FRANCISCO are equipped with the Mars Signal Light, to be used as a warning signal to motorists and pedestrians at highway grade crossings, and other occasions as required; light can be used in emergency as a stationary headlight.

Mars Signal Light shall be used when engine is moving at night and in foggy or stormy weather. It must be dimmed or extinguished approaching passenger stations, and at other point as prescribed by rules.

When flat spots are found on engine drivers, immediate notice must be sent to this office. Enginemen arriving at terminals with flat spots on drivers will be held responsible unless they have received engine in that condition and report made to proper supervisor at that point. If flat spots are discovered after leaving the terminal, wire report must be made from first open telegraph office. If flat spots are put on drivers enroute, enginemen must wire this office at first open telegraph office, also show this information on Form 2323 on arrival at terminal.

The provisions of I.C.C. Rule 104, covering the Inspection and Testing of Steam Locomotives, requires that "Each locomotive and tender shall be inspected after each trip, or day's work, and the defects found reported on an approved form to the proper representative of the Company."

This approved form is known as I.C.C. Form No. 2, Southern Pacific Company Form CS-2323. This form is printed on white paper and includes references to automatic train control apparatus.

After each trip, or day's work, Engineers are required to fill out one of these Forms CS-2323 showing thereon locomotive number, time and date, and must answer each of the items listed at bottom of form pertaining to their condition while locomotive was in his charge.

If locomotive is equipped with automatic train control apparatus, engineers must answer, in addition to the above, each of the items pertaining thereto.

If locomotive is not equipped with automatic train control apparatus, then the engineer shall write the words "Not equipped" directly below the heading.

In territory where the train control feature is not installed in the track, and terminals adjacent thereto do not service or inspect locomotives on which this apparatus is applied, it will not be necessary to write in the words "Not equipped" as called for in Paragraph 3.

Engineers will also be required to report defects or parts requiring attention that can readily be detected while locomotive is in their charge; the questions are also to be answered by the Engine Inspectors to complete the report, but this does not relieve the Inspectors of making a thorough inspection of the locomotive, including the various parts covered by the above items, for defects.

In cases where engine crews are changed and locomotive continues to destination, engineers relieved must fill out Form 2323 in usual manner as instructed and file report at place where inspection is made. Enginehouse Foreman must have Inspectors present to give locomotive such necessary attention as will keep the locomotive in proper condition for service, and in compliance with the Federal Law and rules.

Engineers on branch runs, or in work-train service, where engines temporarily tie up and do not run into enginehouse where mechanics are located, must make a complete inspection of locomotive, answering all items on Form 2323, and in addition make notes of defects found and send the report to the Enginehouse Foreman at terminal at which the locomotive is cared for.

Should engineer find any defects that would render the locomotive unsafe to be taken out on run, he should request at once Division headquarters to furnish a relief engine to take its place.

Engineers shall obtain copy of blank Form CS-2323 before boarding locomotive and place or carry it in same container holding fuel ticket or washout record card. There shall be no objection to folding forms sufficiently to place in the above containers.

Inspectors shall use available space remaining on Engineer's report to list defects found by them, and may use additional Forms CS-2323 if necessary. Inspectors need not list defects that have already been listed by engineers. Upon completing their inspection, inspectors shall sign Form CS-2323.

Enginehouse Foremen or their representative shall see that each defect reported is assigned to the proper parties for repair, and that column headed "Job assigned to" is properly filled out to indicate party who is to perform the work.

When repairs are completed, the mechanic performing same shall sign his name on the proper line under heading "Repairs made by" and shall show in column headed "Time to Repair" the hours and minutes he actually used to perform the necessary work.

Enginehouse Foreman shall keep in constant touch with work being performed on each locomotive, and when repairs have been completed shall sign Form CS-2323 to indicate his approval.

He shall also see that form has been properly filled out and that all questions have been properly answered.

In all cases where defects have not been repaired, or repairs are of a temporary nature, he shall make suitable notation on Form CS-2323 to explain why work was not properly performed.

Attention has been called to engineers failing to submit complete report on Form 2323 covering all defects on engines operating over several districts, with result that inspectors and Master Mechanics at terminal points of such engines are not being informed properly of defects found on engines.

Effective at once, ONE ORIGINAL COPY OF FORM CS-2323 SHOULD BE FORWARDED THRU WITH EACH ENGINE FROM STARTING POINT OF TRIP TO FINAL DESTINATION. All engineers handling these engines should indicate on this original form any defects they might notice while engine is in their charge; each engineer, on reaching end of his run to prepare and submit separate copy of original Form CS-2323 on engine and file it at point where he is relieved, in accordance with outstanding instructions.

USE OF THE INDIRECT OR COIL HEATER

The indirect heater consists of a series of pipe coils, the improved type of which are laid horizontally at or near the outlet of oil tank through which coils the steam passes without coming in direct contact with the oil and by means of which the oil is heated. Condensed steam is then discharged from this coil to the atmosphere through trap at end of drain pipe which extends out of oil tank and down under tender deck. Drain valve is also provided near end of drain pipe for draining, system manually.

The oil should be heated and maintained at proper temperature sufficient to insure free flow oil to the burner, proper atomization and combustion under maximum operating conditions, and not to exceed 150°F, by using only the indirect heater as much as required. Blow back must not be used to heat oil in tank. Its use must be restricted to blowing out oil pipe between burner and tank. The proper method of using the indirect heater is as follows:

- (a) Open wide indirect heater valve on oil tank.
- (b) Open tank heater valve at manifold and adjust to suit requirements guarding against heating the oil excessively or too rapidly.
- (c) Open drain valve at the end of drain pipe from indirect heater until accumulated moisture has been drained out, then close drain valve and allow steam trap at end of line to discharge any moisture that may accumulate. Traps must be maintained in operative condition.

Drain valve should be opened carefully to avoid damage to ballast, injury or annoyance.

Indirect heaters must be maintained free of leaks and any condition indicating the presence of a leak, such as oil around the steam trap or end of drain pipe, must be reported on work report Form 2323 and coil heater repaired promptly.

The continuance of a leaking heater coil in service will result in accumulation of water in the oil tank, bringing about a condition conducive to boil-overs and firing difficulties.

USE OF ENGINE OIL HEATER

The engine oil heater consists of a pipe casing of sufficient strength to withstand boiler pressure and constructed in accordance with standard drawings and located on engines as near as practicable to the burner.

The oil pipe to burner passes lengthwise through this casing which is sealed at each end around the oil pipe. Steam is admitted into the engine oil heater at one end and circulates around the oil pipe discharging out of drain connection at the other end of heater.

The purpose of this heater is to maintain oil at the proper temperature for atomization and combustion thereby taking care of any temperature drop in the oil from tender to burner due to atmospheric conditions.

The valve controlling the flow of steam to this heater is called the oil heater valve. This valve should be opened sufficiently to allow a light flow of steam through the heater casing as the opening of the heater valve to its full capacity accumulates high pressure steam in the heater casing and results in gassing the oil, causing intermittent flow to the burner with subsequent firing difficulties.

The temperature of the oil as delivered to locomotives from the column must be between 125° to 150°F.

TRAINMEN

Chair car porters have been assigned to certain trains. The purpose of adding these chair car porters to the trains is to give high grade service to our coach passengers. It is the duty of the chair car porter to assist in the handling of the baggage for passengers entraining and detraining at stations, and they must also help the passengers in finding seats in coaches.

Chair car porters are under the jurisdiction of the conductor and they should make it plain to chair car porters that one of their most important duties is to keep constant and vigilant

lookout to see to it that baggage is properly stored in the overhead racks, not only in the light-weight cars, but all cars, and that they should give special attention to this feature immediately after trains depart from stations as passengers themselves put baggage in the racks and do not secure it as it should be.

On trains where there are no chair car porters, the trainmen should watch this detail.

Complaints are still coming in about refuse and garbage being dumped from trains along right-of-way by chair car porters, Pullman porters and Dining Car employes.

Conductors are in position to help control this and they should be watchful and whenever porters or others are seen to dump refuse on the right-of-way, immediate attention should be called to it, both by handling with the parties at fault and by message to this office so it may be handled further.

Conductors should also frequently caution porters and others that dumping of refuse on the right-of-way is objectionable, both from a standpoint of fire hazard and health.

Garbage disposal is cared for at Tracy and West Oakland. Apparently many Pullman employes and some dining car employes, seem to be unaware of these arrangements.

In order to prevent disposal of refuse and garbage along the right-of-way, conductors should make it a point to see that all concerned on trains in their charge are informed where disposals can be made without necessitating dumping along the road.

When necessary for police officers to enter ladies' restrooms on trains, they should be accompanied by a chair car porter, or if he is not available, by train conductor or brakeman.

Whenever requested to do so, trainmen and chair car porters will assist the officers, who are making their checks in the performance of their duties and in fulfillment of instructions given them by the management.

Passenger trains have been delayed on account of communicating signals becoming inoperative because of cords being fouled by baggage and paraphernalia by private parties into baggage cars. Whenever such cars are loaded, some railroad company employe conversant with signal apparatus should examine the car before it is sealed or locked to see that signals are not fouled.

Attention has been called to the fact that messengers of Fruit Dispatch Company and others have been changing the ventilation on cars while trains are in motion, which should be prohibited. These messengers should be given opportunity, while trains are stopped at terminals, to perform this work. In rare cases when

it becomes absolutely necessary to change ventilators between terminals, conductors will afford opportunity to perform this work by bringing train to stop at such point and as quickly as may be consistent with conditions confronting operations of the train at the time.

It is not infrequent that complaints are made about rough handling on passenger trains. Generally these are not received until some days after the occurrence is said to have taken place and it is, therefore, difficult for both engineers and conductors to recall the circumstances. In order that engineers may be given an opportunity to improve train handling if there is any faulty handling, it would be well for conductors when they observe any bad handling, to give the information to the engineers as quickly as possible thereafter.

Canaries and other small inoffensive birds of that character will be admitted to coaches, chair cars and Pullman equipment, as a part of passenger's personal baggage. Such birds, at the option of the owner, may be checked as baggage, subject to charges and other regulations prescribed by Baggage Tariff.

Dogs, that have been specially trained for the purpose, when guiding blind persons, will be admitted to all day coaches and club cars of all Pullman trains.

These dogs are usually provided with a special harness by which they may be readily identified. Dogs, cats or other small animals when carried in baskets or containers, will be permitted in drawing rooms, compartments or bedrooms of Pullman cars. Such animals must be confined to owner's room and should not be allowed to roam about the car or be taken into other equipment on the train.

Attention has been directed to the fact that in some instances trainmen have directed coach passengers to Pullman dressing rooms when facilities in coach equipment are crowded. It must be understood that any such use of Pullman dressing rooms by passengers whose transportation does not entitle them to the privilege is not permissible.

Passenger trainmen will refrain from placing lighted kerosene-burning lanterns in the vestibules of equipment in which the fresh air intake to the air-conditioning unit is located.

To avoid the possibility of recurrence, stoves should not be replenished with coal when nearing terminals, and before cabooses are vacated at terminals it should be observed that coals are below the level of the stove door.

In order to minimize time and labor necessary to clean passenger equipment, windows and doors of unoccupied passenger cars in trains must be kept closed.

We have recently experienced a great deal of difficulty in the matter of mentally and physically afflicted people boarding our trains without an attendant.

Tickets should not be sold to persons suffering from mental or physical disability to an extent rendering them unable to properly care for themselves except where such persons so afflicted are accompanied by an attendant competent to afford them the care and assistance which their conditions require. If there is any possibility that such passengers will be objectionable to other passengers, they must be accommodated only in rooms or compartments of standard cars as provided in Circular Letter No. 3985.

In instances wherein tickets have been sold to persons suffering from mental or physical disability to an extent rendering them unable to properly care for themselves, conductors and trainmen should not permit such intending passengers to board their trains unless accompanied by a competent attendant to care for them from point of origin to destination.

When we become informed of the fact that a passenger is insane, we owe such passenger that degree of care which is reasonably necessary to protect him from any injury which might result from continuing his journey as a passenger in such condition, and also have the duty to protect other passengers from injury or annoyance which might be caused by such insane passenger. Train crews should use good judgment and handle all such cases to the best of their ability. When it is considered that a passenger is in such a mental state as to make it unsafe for him to continue his journey unattended, conductor should immediately wire for railroad police officer to board train at next terminal and accompany passenger to destination, if on our lines, or to point where passenger leaves our lines. In latter case, connecting line should be given proper notification. Until such time as officer takes charge of such demented passenger, train crew should make special effort to see that he does not harm himself or injure or annoy other passengers. When a person known to be insane and unattended leaves or is removed from passenger train at station, such person should not be allowed to leave the train and go about unattended, but should be placed in the care of station authorities.

When an insane passenger is placed in the custody of local authorities, they should immediately call upon the local public authorities to take custody of such person. If such demented passenger becomes violent and employes are unable to keep him under control, he should be removed at the first station where suitable attention can be given, and there delivered into the care of the public authorities. In event this occurs before railroad police officer takes charge, train crew should place him in the hands of station authorities and they in turn should deliver him to the local authorities.

Attention has been called to a number of recent cases where conductors have detrained passengers and had them arrested by local officers account alleged drunkenness or disorderly conduct on trains, but subsequently failed to make report or appear to swear to complaints. Such failures may result in release of party arrested by local authorities without prosecution and subsequent suit against the Company for false arrest.

Effective at once, where it is necessary to have passengers detrained by local authorities, must in every case immediately report the matter or make appearance to swear out complaint so as to protect the Company's interest against possibility of suit for false arrest.

The following instructions will govern in cases where passengers die on our trains while enroute:

1. Where passenger, accompanied by a friend or relative, dies enroute while in NEVADA, NEW MEXICO, UTAH or TEXAS, and there are no suspicious circumstances, the body may (if the friend or relative so desires) be carried on the same train to the ticket destination, or to any intermediate point if in the same state, or in any one of the aforesaid states named, or in Arizona; but it must not be carried into or through Oregon or California. If the deceased passenger was occupying room space, or the accompanying friend or relative purchases room space for the body, it may be allowed to remain therein; if not, it should be at once removed to the baggage car.

2. Where a passenger traveling alone dies while enroute in NEVADA, NEW MEXICO, UTAH or TEXAS, and there are no suspicious circumstances, the body should be removed at once to the baggage car and entrusted to an undertaker at the first convenient point enroute at which competent undertaking service is available. The conductor should notify the Superintendent by wire at once, giving all the facts and circumstances, and particularly the name of the next of kin, or other relative or friend to whom the notice of the death may be given; and the Superintendent should give immediate notice by wire to the person. In no case should the body of such passenger be brought from an adjoining state into California or Oregon.

3. Where a passenger dies while in ARIZONA, CALIFORNIA, or OREGON, the body should be carried, either in room space (if the passenger was so traveling) or in the baggage car, to the first open station at which the agent or operator is on duty, and there removed from the train to be held at the station until disposition can be arranged. The conductor should furnish the agent with a full report of the circumstances, also notify the Superintendent by wire as hereinafter specified, giving all details, particularly the name of relative or friend traveling with the deceased, if any, or if the deceased was traveling alone, then the name of the relative or friend to be notified if that can be ascertained. In the latter event, the Superintendent should notify such friend or relative by telegraph at once.

4. Where a passenger dies enroute in suspicious circumstances while in NEVADA, NEW MEXICO, TEXAS or UTAH, the same steps should be followed as above outlined for ARIZONA, OREGON and CALIFORNIA.

5. In all cases where a passenger dies enroute, the train conductor should make a prompt report by wire to the Superintendent, giving the name, the ticket destination, accommodations occupied, apparent cause of death, name of relative or friend traveling with the deceased, if any, and if not, the name of the nearest relative or nearest friend ascertainable.

6. Personal effects of the deceased, including hand baggage, should be carried on the train to the point where the body is removed, and there entrusted to the accompanying relative or friend, if any; if the passenger was traveling alone, such personal effects should be turned over to the local authorities who take charge of the body.

All cars in passenger trains must be lighted up at Oakland Pier thirty minutes before departure of train, in order that passengers can see to read while standing in the shed, either day or night. On day trains and when lights are not needed, trainmen will see to it that these lights are promptly turned out again.

The Pullman Company advises that a change in control of side marker lamps at roof line of observation cars arriving equipped with electric markers has been effected, as follows:

The original three position control rotary snap switch which was located in the electric locker on the outside wall was removed and a single pole 10-ampere rotary snap switch installed in its place. Switch is located just below the bank of four Edison double branch fuse blocks. The second fuse block from the bottom marked "Marker Lamps" is for protection of the marker lamp circuit.

The change-over color control of lamps is independent of each other. There are two (2) single pole double throw porcelain base knife switches located on the front and rear walls of each lamp housing operated from inside of the car. The color control operation is as follows, facing the lamp:

1. Handle of both knife switches) Red light on bottom to rear of
in "DOWN" position) lamp. Green light on bottom to
front of lamp.
2. Rear switch handle in "UP") Green light on top to rear of
position.) lamp.
Front switch handle in) Green light on bottom to front
"DOWN" position.) of lamp.
3. Handle of switches in "UP") Green light on top to rear of
positions.) lamp. Green light on top to
front of lamp.
4. Rear switch handle in "DOWN") Red light on bottom to rear of
position.) lamp.
Front switch handle in "UP") Green light on top to front of
position.) lamp.

In the rules and regulations of the Transportation Department issued February 15, 1943, last paragraph of Rule 838 provides:

"Uniform caps must be removed while passing through dining cars while occupied by passengers."

This is to be interpreted as requiring conductors to remove uniform caps while passing through dining cars when occupied by passengers, except when engaged in lifting transportation conductors should not undertake collection of transportation from passengers in diners when it can be avoided.

Passenger trainmen on trains on which train baggagemen are employed are frequently required to handle baggage, which has been left on trains by passengers or after being placed on the train passengers failed to board the

When necessary for passenger trainmen to take charge of baggage under the conditions described, if there is a train baggageman on the train, such baggage should be placed in the baggage car and taken charge of by the train baggageman as soon as it can be consistently arranged after discovery of the unattended baggage.

It must be understood by all train crews that fresh air intakes on air-conditioned cars should be closed while passing through sand storms or through any territory where the dust enters the cars to such an extent that the condition is noticeable in the cars and that they should be reopened when out of the dusty territory.

In connection with the operation of air-conditions in equipment and electric lights in air-conditioned cars on trains that may be delayed for a considerable length of time due to derailment, washouts, etc., the following will govern:

Cars equipped with ice-air-conditioning system or mechanical system can be run for approximately five hours; cars equipped with

the steam-ejector system can be run for approximately three hours. When train delay occurs, and it is apparent that it will be for a considerable length of time, the lights should be used only when required, and should not be operated in excess of time mentioned above, at which time the air-conditioning system and blower fans and as many lights as possible should be turned off. During train stops or delays, the battery is the only source of electric current available for operating lights and air-conditioning equipment and operation on Pullman cars will be handled by the Pullman crew. When delay occurs and it is necessary to operate the air-conditioning system, train wire connectors should immediately be applied between all cars in train, in line with standard instructions, first determining that link fuses on train line switches are tight and then the "Main Lights" switch. If the air-conditioning system has been operated for the maximum length of time, as outlined above and it is necessary to discontinue its operation, the end doors and windows should be open as required; to air out the cars to keep same as comfortable as possible. When train is again in motion and attains a speed of 15 MPH or faster, the lights and air-conditioning equipment may again be placed in normal operation. The train line connectors should remain on cars until end of run, then are to be removed by train crew and returned to their proper place in the car from which they were obtained.

Trainmen operating air-conditioning system in chair car and coach equipment should control the lighting system, manual and automatic floor heat steam cut-out valves, and all heating thermostats as required. The air-conditioning systems, comprising blower fan operation and cooling and overhead heating units should be operated only by switches on the air-conditioning control panel. Valves controlling circulation of ice water to cooling coils and circulation of steam for the overhead heating system, which are located either under cars or above the low false ceiling inside the cars, must not be tampered with under any circumstances. Air-conditioning systems should be operated in accordance with instructions posted on locker door of control panel, but if system cannot be made to function properly wire should be sent ahead to first station where repairs or adjustments can be made, to have electrician available upon arrival of train, for necessary attention.

Whenever cars equipped with steam ejector system of air-conditioning are operated in a train regardless of position in that train, trainmen must see that at least 65 lbs. of steam pressure is carried on the train steam line indicated by the gauge at the control panel of each car. It will, therefore, be necessary to check the gauge and signal the engineer as often as necessary to see that suitable steam pressure is carried at engine to provide 65 lbs. steam pressure on the particular car involved.

Whenever passenger trains stop at non-scheduled stopping point due to operating reasons, or for the purpose of discharging passengers, patrons wishing to board such trains should be permitted to do so, provided they are destined to a scheduled stop. This,

however, is not to be construed as amending or changing present outstanding instructions defining classes or transportation which may be honored on certain thru or limited trains.

Toilets in passenger cars must be locked at Oakland Pier and kept locked until passing First and Broadway or Berkeley, University Avenue, stations. They are to be kept locked also while crossing the Sacramento River Bridge and in the station at Sacramento.

Section 28 (a) of Interstate Quarantine Regulations, in part, is quoted for your guidance:

"The toilet rooms in all railway cars shall be locked or otherwise protected from use while trains are standing at stations, passing through cities, or passing over water sheds draining into reservoirs furnishing domestic water supplies, unless watertight containers are securely placed under discharge pipes."

All members of passenger trains crews must remain at their positions alongside of exits of coaches or sleepers, as the case may be, after arrival at Oakland Pier, until all the passengers have detrained.

News agents on our trains have been instructed to discontinue their sales talks in connection with the sale of their goods. News agents must not be allowed to make themselves obnoxious by interfering with passengers and they must not be permitted to talk in a loud manner or interfere with passengers who are trying to secure a little rest on night runs.

Sick or injured persons on stretchers or wheel chairs may be carried in baggage cars when conditions will permit upon order of the conductor in charge of the train. Regular tickets must, of course, be submitted to cover passage. The object of the rule is to do away with any delay that might occur by time lost in securing written order from the Superintendent's Office.

Conductors must be in a position at all times to place C.O.D. tag on baggage where passenger has same and refuses to pay fare or is without funds for this purpose.

Considerable confusion and complaints have resulted from trainmen inviting passengers in reserved seat cars to move to the shady side of the car. The practice of inviting passengers in reserved seat cars to move to other seats must be discontinued.

Passengers on our incoming trains who are given ferry checks and do not know what they are for should be advised as to what purpose and how they should be used. When they arrive at the gate to board the ferry they have no ferry check; the conductor did not give them one, or that they left it in the car. Therefore, please arrange to tell passengers what ferry checks are for when issued to them.

Rule 864 is interpreted as authorizing conductors, upon request, to permit passengers' entrance to baggage cars for purpose of gaining access to their checked baggage, inspecting corpse or caring for their pets. Except where entrance and exit to and from baggage cars is accomplished during station stops, the passenger will be accompanied by a member of the train crew.

Each telephone booth and telephone box located at stations, sidings and elsewhere is protected by switch lock.

After door is opened for purpose of using telephone the lock must be replaced in keeper and locked.

Am sure that all concerned understand the seriousness of passenger trains becoming uncoupled while in motion and wish to particularly call attention to the fact that couplers can work open if lock of coupler is not fully down. Those responsible for coupling cars in passenger trains should ascertain by personal inspection that the lock block in each coupler is thoroughly seated. The fact that a train is stretched is not evidence that the coupler is fully locked but only indicates that lock block has engaged all or part of heel of coupler knuckle, hence the necessity of knowing to a certainty that couplers are fully locked upon departure of trains from station.

There have been instances of damage to couplers on cars equipped with a tight lock coupler, presumably due to rough handling or efforts to couple cars with such couplers while knuckles are closed.

Tight lock coupler having guard arm sprung cannot be repaired and must be scrapped. Therefore, care should be used in handling cars with tight lock couplers to prevent rough couplings. When damaged in this manner, the tight lock coupler can be connected to type "D" or "E" coupler and is, therefore, frequently used in service without the damaged condition being detected, but when necessary to couple to another tight lock coupler, serious delays ensue because of length of time that it takes to make the coupling if at all possible to complete.

In order to avoid confusion at junction points, passenger trainmen should announce on the ground destination of their train so that patrons may have no trouble in making transfer.

Existing instructions are to the effect that when a passenger train is held or will be unable to continue beyond a certain point on account of accident, wash-out, slide or other unforeseen occurrence interrupting traffic for a substantial or indefinite period, conductor will be immediately notified by wire by Chief Dispatcher, so that with the assistance of brakemen, dining and Pullman car conductors, the passengers may be informed as to the probable duration and cause of delay.

This will keep them in a better frame of mind, and they will then be able to utilize the lost time to best advantage, affording

opportunity for recreation and diversion, with possible change in plans or itinerary.

Instructions provide that conductors shall turn in their completed train books sixty days after book has been completed. Before turning in the book, conductors should see that they are properly dated and that names of each and every member of their crew appear therein.

The Company rules provide that in California, New Mexico, and Utah, rear brakeman in freight and passenger service shall have had at least one year's experience. Experience as referred to shall be interpreted as being in service as brakeman on road or road operating under standard rule. It is, therefore, necessary for conductors assigning their brakeman to take this requirement into consideration. The responsibility for any violation rests with the conductor.

Complaints are frequently received by our passengers that conductors are condoning smoking in portions of their trains not set aside for that purpose, and while we desire that train service employes exercise tact at all times in dealing with such infractions, you should courteously request passengers to conform to the regulations out of respect for the feeling of others who do not smoke.

In the absence of military police, the conductor may call upon any officer of the armed forces present to assist in maintaining order among members of the armed forces.

In cases where arrest is indicated, it is suggested that the conductor wire ahead to the nearest town where military police are stationed and arrange to have them board the train and take custody of the offender. If this is impracticable or if the violation is sufficiently serious, the conductor may, at the first convenient stop, turn the offender over to the local civil police.

Delays have occurred to Streamliner, CITY OF SAN FRANCISCO, account other first-class trains not giving the Streamliner preference at stations on the double track territory.

It should be understood that the Streamliner in all cases is to have preference over all other trains at stations.

Considerable difficulty is being experienced in obtaining accurate information relative to causes of delays to passenger trains enroute.

Delays are being charged to station work when train schedules provide for a certain amount of time for this purpose and such delays obviously, when the time limit has not been exceeded, cannot be classified as delays. Also excessive delays at some of our smaller stations are being charged to station work when such work can be performed within a few minutes and does not represent a correct reason for the delay.

Form 2370, Time Return and Delay Report of Engine and Train Employees, has space on the reverse side for showing all delays enroute; and it will be necessary for conductors to complete this form showing thereon in detail at each location separately the cause of each delay.

The general statement of charging all delays at stations to handling "head end work" will not be satisfactory. Each and every case, irrespective of the cause, must be shown in detail so that further investigation may be made if necessary.

Existing instructions provide for conductors, in addition to submitting delay report Form 2370, at outside points on the Western District to send wire to Chief Dispatcher at Oakland Pier and on the Stockton District to Chief Dispatcher at Stockton, showing all delays that occur enroute, giving similar information as called for on Form 2370, and information contained in this wire must be accurate and cover all the delays and reason therefor.

In order for trainmen to inspect trains and detrain when necessity requires that both vestibule doors on one side of train must not be blocked with baggage. Luggage must be staggered so as to leave a free door on each side of train between each two cars, and, in doing this, luggage must not be placed so as to block hand brake.

Arrangements have been made to store two pillows, two blankets and a folding cot in outer section of linen locker in chair-baggage car on Trains 51 and 52. Pillows and blankets will be wrapped in paper and labeled as to contents and purpose.

These are for use in emergencies when female passengers are taken ill enroute and when such emergencies arise, equipment should be set up in one of the ladies' rest rooms. Pending time when this equipment is available, should a woman passenger be taken ill enroute, arrangements should be made to place her in men's smoking room, allowing her to rest on sofa in such room.

These rooms not being equipped with doors some employe will have to police the situation to exclude male passengers from use of the compartment while occupied by the sick female passenger.

There has been some confusion with respect to the time at which News Agents may be permitted to begin early morning coffee service in coaches.

It has long been a standing practice for this service to be commenced at 6:00 AM, therefore, News Agents should be allowed to commence serving coffee in coaches at that hour.

When Pullman sleeping cars are used in coach service under no circumstances are the berths to be made up. The cars are to be used strictly as coaches and no sleeping accommodations are to be provided.

In view of frequency of trains departing from stations before all passengers are aboard, and to minimize the hazard of accident due to passengers attempting to board moving trains, effective immediately the following practice will apply:

1. When conductor calls "All Aboard," brakeman and porters should repeat call all along the train.
2. Porters should promptly load their passengers, and when done, should promptly get aboard and close vestibule.
3. When last step box is taken up and rear brakeman is ready, he should pass proceed signal to head end.
4. Proceed signal should not be given engineer while step boxes or porters are still on platform, as that should be evidence all passengers are not loaded.

It must be understood that in making stops at stations baggage cars should be pulled as far forward on platforms as possible so that as many passenger cars as platform will accommodate will stop opposite such platform.

In cases of long trains that cannot be accommodated by existing platforms train crews should instruct passengers in entraining or detraining to or from rear cars not stopped at platform to board cars at platform and walk back through train or to move forward in train and detrain at platform.

There is a considerable loss of equipment, such as torpedoes, fuses, flags, etc., not being removed from cars upon arrival at terminals, and in many instances being delivered to foreign railroads with the cars.

A four-wheeled baggage truck will be available between Tracks 9 and 10 near Oakland Pier Tower for use of trainmen on inbound trains to place their flagging equipment and markers on, after which the trucks will be handled by station forces to the supply room.

In the event that this baggage truck is not available at the location described it will be permissible for trainmen to leave their equipment on the ground near stairway leading to Oakland Pier Tower.

Check of equipment lockers shows, in many instances, accumulation of torpedoes, fuses, etc., which should at no time have been placed in the lockers. Proper provisions have been made for the care and protection of flagging equipment and all employes handling such equipment must see that it is not left lying around or wasted, but kept in those places which are provided for it.

GENERAL

Trains arriving Tracy and being received into Port Costa and APL yards must be secured with four hand brakes on the West end before engine is detached. Trains arriving Tracy and received in the hill yard must be secured with four hand brakes on the East end and three hand brakes on the East end on cut West of "C" Street crossing before the engine is detached.

When necessary to make a move with a partly loaded or unloaded car, it must be determined whether car is safe to move and whether load should be broken down so that move can be made safely. All persons not members of train or engine crew must be prohibited from riding in cars being moved or coupled onto. Shippers must be cautioned that when loading or unloading a car which is liable to be moved before loading or unloading is completed, that they must distribute the load evenly in order to prevent possibility of derailment. Also, industries and others unloading cars should be instructed that unauthorized persons must be kept out of cars while they are being switched.

Tail hose with whistle connections are kept at Port Costa, Suisun, Vallejo, West Oakland, Stockton and Tracy, for use in case of back-up movements of work trains. Work train conductors should call for hose when taking train out of above-mentioned points and return them when work is completed.

LIVESTOCK

Livestock requires special attention and stock shall be kept off the rear of the train whenever possible to do so. In the event stock is handled on the rear of the train at request of caretaker, see that a notation to that effect is placed on Livestock Report Form 2871.

The great majority of loss and damage claims on livestock are for death, injury or bruising of stock. Claims of that kind cannot be prevented except by exercise of more care in handling cars in yards and trains. Livestock is easily damaged because it is alive and should always be handled with that thought in mind. We must immediately make a determined effort to reduce damage to stock. Accordingly, you will be governed as follows:

Avoid switching when possible.

When necessary to switch, cars loaded with stock must be shoved to a coupling or stop.

Use every precaution to keep animals from being knocked down or piling up in cars.

Make accurate record of handling and inspections in transit on Form 2871, Livestock Report.

When stock is down, injured or dead, report should so state.

Inaccurate or incomplete reports do not help the Company or its employes, but cause extra correspondence, delay, claim adjustments and discredit our record.

Try to get animals up when they are down in car.

Special Notice No. 500, Page 59

In making up trains, do not kick stock cars and let them run to a coupling; shove them and do it easy. Do not haul stock with a switch engine in making up trains. If any trouble is encountered, get a statement from the man in charge of the stock. Tell caretakers when and where stops will be made and advise them to look after their shipments. Conductors and brakemen personally should frequently and carefully inspect stock in their train, writing record in Form 2871, Livestock Report, all circumstances and conditions that might be seized upon and used as grounds for claim. Any information that could be of use in declining or accepting claim should be shown. Livestock Reports, Forms 2871 and 2872, must accompany shipments to destination, if destined to a point on S.P. System or to junction point where shipment is delivered to foreign line. Agents at destination or junction points will keep these reports on file. Whenever a caretaker abandons a shipment in transit to travel by automobile or passenger train, and does not give the attention to the stock it requires stock is unloaded for feed and rest on the insistence of the caretaker prior to expiration of time limit, thus interfering with and delaying the shipment; record of those facts should be made on Forms 2871 and 2872, Livestock Report; also wire me from the first open telegraph office after leaving station where they find a car, or cars, of livestock in train which require Livestock Reports and/or waybills.

Yardmasters and agents will wire me number of train, date, and conductor handling cars of livestock to their station without Forms 2871 and 2872 accompanying them. Telegrams sent relative to this feature should show car number, waybill reference and date.

Below are shown the regulations which govern the length of time livestock may be kept in cars without unloading for water, feed and rest. Shipments having origin, destination and entire movement within one state are known as INTRASTATE, while shipments that cross a state line between the originating point and the final destination are known as INTERSTATE, and the location of intermediate stations where stock may be unloaded for water, feed and rest is not considered when classifying shipments as between Intrastate and Interstate; the entire movement from point of original to final destination governs. Whenever livestock is held in cars beyond 28 or 36 hour limit, detailed report of circumstances must be made promptly to Superintendent of Transportation.

	<u>Interstate</u>	<u>Intrastate</u>
A. Number of hours livestock in transit may be confined to cars without unloading for water, feed and rest.	28	36
B. Number of hours confinement period may be extended upon written request of owner or party in charge.	8	--
C. Number of hours stock must remain in corrals at feed and rest stations, from time unloading		

of last car is completed until reloading of first car is commenced (unless prevented by storm or other accidental or unavoidable cause which cannot be anticipated or avoided by due diligence and foresight.)

5

5

D. In case of hogs which may be unloaded for water only, is it necessary to leave them in corrals length of time specified in Item C provided there is sufficient room in cars to afford opportunity for suitable rest, and are properly fed and watered?

No

No

E. Must time consumed in loading and unloading be included when computing time stock is confined to the cars?

No

No

F. Must the time stock be confined to cars while on connecting lines from which received be included in arriving at the maximum period allowable?

Yes

Yes

G. If there is plenty of room in cars for animals to lie down and rest and they do have proper feed, water, space and opportunity to rest, is it necessary to unload them?

No

No

H. In case of sheep, if the 28-hour time limit expires in the night time, and shipment has been or may not have been released to 36 hours, may they be continued in transit to suitable place for unloading, or destination, providing by doing so the 36-hour limit is not exceeded?

Yes

Yes

I. When time limit is extended, as outlined in Item 2, while shipment is in possession of Southern Pacific Company, authority for so doing will be taken in triplicate of Form 2232, pasting original securely to back of original waybill. Duplicate will be retained by agent for station record, triplicate accompanying livestock report Form 2871.

J. 36-hour releases secured by connecting lines do not necessarily have to accompany shipments when delivered to Southern Pacific Company at points of interchange. In absence of 36-hour release, be governed by instructions on waybill. When waybill shows that release has been issued, rules governing shipments for which time limit has not been extended must be observed.

During hot weather shipments of hogs must be sprinkled in transit a sufficient number of times to prevent death by overheating. When attendants are in charge they should, of course, be consulted and their wishes in this respect complied with as far as practicable. Where it is at all practicable the hogs should be watered from underneath by a hose (or other device provided for that purpose), placed in the car at the bottom, allowing the water to run over the floor of the car. DRENCHING HOGS WHILE THEY ARE EXTREMELY HOT BY POURING THE WATER OVER THEIR BACKS FROM A HOSE OR WATER SPOUT WILL CAUSE CONGESTION AND DEATH. Information should always be shown on Form 2871, Livestock Report, as to when and where hogs sprinkled so that the record will be available when required. On the Western Division we can sprinkle cars of hogs at Newark, Tracy, Oakland and Suisun. Complaints have been made in the past that cars of hogs have been left standing in yards or on siding in the sun and between strings of cars which prevents free circulation of air and causes the hogs to become overheated. When cars are set out in yards or held on sidings, they should be placed in the shade when possible and we should, as far as possible, guard against placing the cars between strings of other cars. When INTRASTATE movements of livestock are unloaded for feed and rest or for any other purpose short of destination, this livestock should be reloaded as nearly as possible to conform with the manner in which it was previously loaded.

Tariff provisions require that railroads shall obtain weight on interstate shipments of cattle, calves, goats, sheep, lambs and hogs on which to assess freight charges providing consignee does not furnish hoof weights. This feature is covered by PFB Livestock Tariff No. 220; also FTD Circular 1290, containing local and joint destination rates applicable to interstate traffic. (Interstate shipments are those which cross a state line between originating point and the destination, regardless of whether or not both originating point and destination are within same state). If possible to obtain hoof weight show such weights on contracts and on waybills, but if not obtained make notation on waybill "No hoof weights obtained." Car must be weighed loaded and empty. It is essential that shipments which require weighing are weighed and that they are not moved to destination and delivered without being weighed unless there is no scaling point between point of origin and destination, and neither the shipper nor the consignee have facilities for obtaining actual weights, in which event the tariff provides that carload minimum may be used in assessing freight charges. Shipments unloaded for feed and rest which may require scaling should be weighed at the first feeding point prior to being unloaded, if scales available, and then cars should be weighed before stock reloaded. Stock unloaded for feed and rest should be reloaded as nearly as possible to conform with the manner in which it was previously loaded, and whenever livestock moving in foreign cars is unloaded for feed and rest same should be reloaded in system cars and foreign cars disposed of promptly in accordance with outstanding instructions unless, of course, livestock is moving in direction in which stock car is home to owners.

Special Notice No. 500, Page 62

In order to eliminate any unnecessary weighing of carload shipments of livestock refer to GED Circular 268-E (Superintendent Ensor's TBF 5E) which lists shippers and receivers of livestock who have executed these agreements. It will not be necessary to track scale their shipments. Should agent at destination require light weights on empties and unable to scale at his station, call Car Distributor at Oakland Pier for advice as to what point cars are to be sent for scaling and then make notation on empty car bill "Weigh light and advise results." Also wire scaling station numbers of cars coming to be weighed light. Movement of feeder shipments from ranges to feeding points either interstate or intrastate to be watched closely and weights obtained. Prefer loading these shipments in weighed light cars, if possible to do so. Weighed light cars should be requested on car order and same will be furnished when possible.

When it is necessary to cut in helper engine in a train that is handling live poultry, see that the cars of live poultry are moved a reasonable distance ahead or to the rear of the train so as to avoid any possibility of injury to the shipment.

Trainmen in charge of train which may be standing on siding and in such locations as to obstruct the view of the approaching train must station a trainman at crossing to warn pedestrians, team drivers and automobile drivers. Trainmen and yardmen in setting out cars on siding must be careful to see that such cars are sufficient distance from highway crossing to avoid obstructing the view of pedestrians or drivers.

Special attention and frequent inspection must be given to cranes, derricks, steam shovels, and other equipment with height or swinging booms and booms trailing when possible. Before passing from single to double track, freight trains should be inspected by crews to see that lading is within proper clearance, and doors of cars securely closed.

In making movements over grade crossing protected by automatic wigwags, when the movement is not continued to a point outside of the ringing circuit, which condition prevents the operation of the wigwag on a reverse movement over the crossing, such reverse movement should be made with extreme care and, where circumstances require, be preceded by a trainman on the ground. Many automobile drivers rely solely upon the operation of wigwags at crossing where such devices are maintained and are not familiar with the fact that the wigwags will not operate when a reverse movement is being made without having passed out of the entire ringing circuit.

Form 1216, "Conductor's Car and Tonnage Report," forms the basis of tonnage statistics of the System, which indicates the importance of the correct rendition of this form. Erroneous or inflated weights cause wide fluctuations in gross ton mileage.

It is important that the best figures obtainable be used by yard forces in the compilation of Forms 1216. Actual scale weights should be used when available. When actual weights are not shown the actual tare weights of car should be shown, to which should be added the waybill weight of shipment. Conductors should check their waybill carefully against the weights on forms 1216 and correct any errors detected in the weights reported by yard clerks.

The following instructions of the Pullman Company in regard to vacant rooms or compartments must be respected by railroad employes:

VACANT ROOMS.....The use of drawing rooms or compartments for lounging purposes by Pullman or train employes is strictly prohibited.

FLAGMEN AND BRAKEMEN.....on duty will ride as directed by the train conductor, except that they will not be permitted to occupy vacant drawing rooms or compartments or use Pullman cars for washing or other purposes to the annoyance or inconvenience of passengers.

Employes deadheading, unless provided with appropriate transportation, will not ride in Pullman cars or use facilities therein.

Where switch padlock has been applied to turntable, employes operating same must see that the table is locked after turning a locomotive or other equipment.

Contactors are located governing the operation of crossing bells on various tracks at Lodi between Pine Street and Oak Street, and have been painted with aluminum paint.

These markings will be found on top of contactor boxes and also on inside and outside of opposite rail from contactor. To prevent unnecessary operation of crossing bells, avoid spotting and leaving cars with wheels less than 6 feet from any conductor.

Relays controlling operation of wigwag signal at the main highway crossing Manteca stop the operation of the signal as soon as rear end of a westward train passes the crossing and the signal will not again take up operation until the rear end of such train passes the home signal west of the station buildings.

Section 392 of Penal Code of California makes it a misdemeanor to "....place or run or cause to be placed or run any freight cars in the rear of passenger cars..."

While the above applies to freight cars only (the term "freight cars" does not include baggage, express or mail cars or cabooses), we will prohibit in California the placing or running of refrigerator cars on the rear of any passenger train.

Engines must not run upon Amador Central tracks at Ione beyond point at both ends of the track marked by a private track sign.

When summons and complaints are served upon you in a case in which you have been made co-defendant with the Southern Pacific Company, that you should at once send the papers to my office, so that arrangements can be made for legal representation and to prevent a default judgment being entered against you as individual. It is possible that serious consequences might result to you personally if the time for appearance expires without some attorney appearing for you.

The Company is under no legal obligation to appear for members of the train crew or assume whatever judgment may be rendered against them, either on default or as a result of a trial. However, the Company does furnish counsel and there is no case of recollection where a member of a train or engine crew has been called upon to bear any part of a judgment arising out of an accident in which his train is involved.

It is becoming quite general for trainmen not to signal engineer with the communication signal 16(m) when it is desired that steam heat be shut off train and that frequently firemen do not close the steam valve for a considerable period of time after the trainman opens valve on rear of train, thereby creating a hazard of injury. Trainmen must in all cases signal enginemen when it is desired that steam heat be shut off, thereby complying with Rule 5 of Rules and Regulations Governing the Heating of Passenger Trains, and cooperation between trainmen and enginemen will bring about the desired result.

Under Public Utility Commission ruling train orders are being issued covering the movement of excessive height and width loads.

This now includes cars of height of 15'6" and any width of load which overhangs side of car.

For trains handling such cars, orders of the following examples are to be used:

- (1) YOU HAVE 4 CARS OVER 15 FEET 6 INCHES HIGH AND MEMBERS OF CREW MUST NOT RIDE ON TOP OF THEM.
- (2) YOU HAVE 5 CARS WITH LOADS EXTENDING BEYOND SIDES OF CAR AND MEMBERS OF CREW MUST NOT RIDE ON THEM.
- (3) YOU HAVE 3 CARS WITH LOADS OVER 15 FEET 6 INCHES HIGH AND MEMBERS OF CREW MUST NOT RIDE ON THEM.

Conductor of a train in which an excessive height or width load is found must not leave point at which cars are entrained without orders covering.

It will be necessary for the conductor and/or engineer receiving such an order to show it to each brakeman and to the fireman. For trains that are to meet or pass a train handling an excessive height or width load an order of the following example is to be used:

(4) EXTRA 3542 WEST HAS CARS WITH LOADS OF EXCESSIVE WIDTH.

Conductors and engineers must show this order also to members of the crew, so that the fireman and each brakeman will be given an opportunity to read it.

Placards, Form S-2137, "Excess Height," Form S-2137-A, "Excess Width," will be placed on all cars or loads with dimensions exceeding our published clearances as shown in G.F.D. Circular 120-B and Railway Line Clearances No. 153; a car or load which has both excess height and excess width dimensions should have both cards applied. These placards should be applied when authority is given for movement of excess height or excess width cars or loads.

Also, (1) divisions in California and Nevada are required to placard cars moving within those states with dimensions in excess of 15 feet 1 inch in height or 10 feet 8 inches in width in conformity with the requirements of the Public Utility Commission and the Public Service Commission of Nevada; (2) divisions in California are also required to placard loads moving within that state with dimensions in excess of 15 feet 1 inch in height or 10 feet 8 inches in width. The placards should be applied off line, and at loading station if loaded on our rails.

In view of the many failures to properly handle and protect cars or loads of excess dimensions and, as an added precaution, to eliminate the possibility of such cars or loads moving out of terminals without proper advice to train crews, and also without train order protection in conformity with requirements, effective at once please have it lined up so that Yard Clerk when making check of train are to note on the train check all cars or loads placarded excess size and for Outbound Clerk in Yard Office to issue a form such as is at present issued, to cover cars containing acid, explosives and inflammables (which form is addressed to the Conductor and Engineer of the train handling), to cover each car or load of excess dimension Conductors should understand thoroughly that it will be their responsibility to check these forms and assure themselves that they have the necessary train orders to cover.

Also train crews in checking and inspecting their trains, should at all times be on the alert for excess size loads in their trains and to promptly report any such cars to the Chief Dispatcher that are not covered by train orders.

Only one man at a time is permitted to ride on pilot or leading footboard of any engine in direction of movement. When so riding, stand at outer end of footboard. When getting off, step clear of track, never in front of engine.

California Full Crew Law, as now contained in the new California Labor Code, is summarized for your ready reference:

SECTION 6901--Passenger, Mail and Express Trains:

<u>Number of employes required</u>	<u>3 cars and less</u>	<u>4 and over excluding officer cars.</u>
Engineers--or Motormen	1	1
Firemen--if steam motive power	1	1
Conductors	1	1
Brakemen	1	2
Baggagemen--if baggage is handled	1	1

SECTION 6902 Freight, Mixed and Work Trains:

In addition to one engineer, one fireman and one conductor each steam freight, mixed or work train, must have two or more brakemen, as follows:

<u>Numbers of cars in train</u>	<u>Grade for more than one-half mile 1% or less</u>	<u>over 1% to 1-1/2%</u>	<u>over 1-1/2%</u>
49 or less	2	2	2
50 to 57 inclusive	3	3	3
58 to 62 inclusive	3	3	4
63 to 72 inclusive	3	4	4
73 to 75 inclusive	3	4	5
76 to 87 inclusive	4	4	5
88 to 100 inclusive	4	5	6
101 to 102 inclusive	5	5	6
103 to 112 inclusive	5	5	7
113 to 117 inclusive	5	6	7
118 to 125 inclusive	5	6	8
126 to 132 inclusive	6	6	8
133 to 137 inclusive	6	6	9
138 to 147 inclusive	6	7	9
148 to 150 inclusive	6	7	10

SECTION 6903--Self Propelled Pile Drivers and Other Self Propelled Machines

Refers to machines which have sufficient power to propel themselves and one or more standard cars which are moved under their own power from one permanent station or permanent siding to place of work if distance of one-half mile or more.

Number of employes required: 1 engineer or motorman or power control man.
 1 fireman--if steam motive power
 1 conductor
 1 brakeman

Fire trains classify under this section only with the understanding that such fire trains, or their crews, shall not be used in other than fire-protective service, and the occasional supplying of water to a locomotive and the occasional supplying of water to a locomotive (which has depleted its water supply between regular water stations) solely in order to avoid interruption to train service.

This section is also applicable to gasoline motor cars carrying no passengers but moving under own power to relief of a disabled motor car on line.

SECTION 6904--Law does not apply to a locomotive or locomotives without cars except that each locomotive shall have one engineer and one fireman when being moved in train under steam, unless engine is disabled.

SECTION 6905--Law does not apply to any relief or wrecking train in any case where a number of employes sufficient to comply therewith is not available for service on such train.

SECTION 6906--Qualification of Employees:

Carrier will not employ any person in capacity of: Who has not had at least the following service:

Steam Locomotive Engineer

3 years as steam locomotive fireman or 1 year as steam locomotive engineer.

Conductor

2 years as brakeman on steam or electric RR, other than street railway or 1 year as railroad conductor.

Brakeman

Passed regular examination required by Transcontinental RR.

SECTION 6907--Law does not (a) Running or operating of locomotives or motor power cars to and from trains at terminal by hostler.

(b) To and from engine house; or

(c) Work on such motive power at shop or engine houses.

SECTION 6908--Any violation of this law is a misdemeanor.

SECTION 6909--Exceptions:

Law does not apply to operation of any train during times of strikes or walkouts participated in by train service employes mentioned above.

SECTION 6910--Motor Cars and Electric Trains:

- Law does not apply to
- (a) Gasoline motor cars, operated exclusively on branch lines.
 - (b) Trains of less than 3 cars propelled by electricity (our gas electric cars are propelled by electricity). A gas electric car cannot be considered a locomotive, but must be counted as a car, necessitating second brakeman when more than two trailers are hauled.

Conductors on eastward trains passing Suisun enroute to Roseville will arrange to throw off a message passing Suisun telegraph office indicating the total number of cars in the train destined Sacramento and the location of these cars in the train.

When necessary for employes to be deadheaded on either freight or passenger trains and are to detrain at points where the train is not expected to stop, arrangements must be made to bring the train to a standstill instead of the employes attempting to get off while train is moving.

During the beet-shipping season it is not unusual for beets to be loaded so high on cars so as to permit their being shaken off while in transit, constituting a definite hazard of personal injury.

Instructions have been issued to agents at beet-loading stations as follows:

1. At loading points see to it that beets are not loaded too high and loads are properly trimmed.
2. Do not allow loading to extend above edges of racks, except that beets may slope upwards toward center of car, if not more than 12 inches above edge of rack at center of load.
3. Check at loading points, and at every opportunity encourage trainmen to call attention of shippers to the importance of having the loads conform to reasonable and safe requirements. Make necessary inspection in yard, to detect and report for correction conditions requiring such action.

There are occasions when beets are loaded at non-agency stations, therefore, it is left to the trainmen to determine whether or not they are in proper condition to be moved.

Note Item 3 and whenever you find shippers loading too high, direct their attention to this and endeavor to obtain their cooperation in accordance with instructions, so as to avoid hazard of accident.

When beet cars dump part of their load, for any reason, conductors will make notation on waybill and notify Chief Dispatcher at Oakland Pier by wire from first telegraph station of any beets dumped on the Western District, and Chief Dispatcher at Stockton covering any dumped on the Stockton District. Advise where beets dumped approximately how much of load, car number, train number, time, date, complete waybill reference and cause of car dumping.

When beets are picked up, car to be forwarded in first connection and agent will wire Chief Dispatcher at Oakland Pier or Stockton as the case might be, car number into which loaded, waybill reference and forwarding. Section foreman will keep the nearest agent informed when dumping occurs at blind sidings. Car number from which beets are dumped should be shown on freight bill so that sugar companies can identify lots.

THERE MUST BE NO FAILURE TO COMPLY WITH THESE INSTRUCTIONS, nor any delay in picking up and forwarding this perishable product when same is dumped and the transmitting of wires covering same.

Frequent and expensive losses of vegetable and fish oils from tank cars occur in transit, usually while car is in a moving train.

If the loaders fail to seat the valve, the cap on the outlet pipe prevents the oil from running out only as long as the cap remains in place.

In those instances where loss has occurred the cap works off of the outlet pipe while train is in motion.

Quick and effective action is necessary in such cases if the flow is to be stopped, oil remaining in car saved and covering rails with oil avoided.

Flow of oil from the tank while train is in motion can usually be detected from the caboose by presence of oil on track and from the odor.

If the valve cannot be fully seated by operating valve control (valve operating can handle or hand wheel), it may be because some foreign substance has become lodged between the valve and valve seat but in that case the flow of oil from outlet pipe is probably not in sufficient volume and force to prevent replacing the cap on the outlet pipe, which should be done.

A record and report of all facts are necessary in defense of claims for losses caused by failure of loaders to seat the valve. The record and report should include:

- (a) Time and place at which loss of oil first discovered.
- (b) Action taken and when
- (c) Position of dome cover (on or off)
- (d) Seals on dome, if any.
- (e) Outlet pipe cap, i.e., lost or hanging by chain

- (f) Position of valve (open or closed) as determined by inspection and operation of valve control
- (g) When flow of oil stopped and how
- (h) Any other facts of value including advice of when and where car set out or otherwise handled

In addition to a prompt written report, as indicated above, telegram should be sent promptly after the loss is discovered asking for instructions as to disposition of car.

Train orders are now being delivered at train order delivery posts and manually by train order forks with string arrangement.

In order to recover the twine for re-use, enginemen will arrange to leave the string loops in the engine cab and trainmen will leave these string loops in the cabooses so that they can be returned to the Store Department for re-use as required.

Following Government Regulations must be observed with reference to operation of wooden mail cars:

"A wooden mail car, whether straight mail car or apartment mail car, must not be operated between such cars adjoining and the engine.

"Mail cars, straight or apartment, whether of steel, steel underframe, or wooden construction, which have the letter case where the postal clerks do their work in the end, must not be operated with the letter cars end next to the engine. Steel underframe mail cars may be operated adjoining steel cars."

When a car is set out between terminals on account of bad order, conductor will send wire jointly to the Superintendent, Master Mechanic and Chief Dispatcher, giving all pertinent information.

Westward freight trains setting out cars at Redwood Junction will use the storage tracks parallel to Coast Division main line.

Please arrange that so far as practicable, cars of wine and other alcoholic liquors will be handled as near the caboose of trains as possible to the end that they may be watched to prevent pilferage. In making consist of your trains, start it by showing your caboose in each and every case.

Practice of making drop of cars from Sego Milk Spur at Galt by allowing Mikado engines to enter team track must be discontinued. Curvature of crossover leading into this track is such as to create hazard of derailment in this sort of move with heavy power.

Notify the Central Manifest Bureau at San Francisco by wire of all shipments made by the Chevrolet Motor Company at Melrose which are set out enroute because of bad order. Show on this report the

car number, destination, station at which set out, time set out and time forwarded. Make wire joint with Chief Dispatcher at Oakland Pier for Western District and Chief Dispatcher at Stockton for Stockton District.

STREAMLINERS--BRAKE TEST AND HANDLING

Before yard engine is coupled onto the Streamliner, main reservoir and brake pipe must be drained of all condensation. The brake pipe pressure must be raised to 110# and main reservoir pressure to 140#. After coupling onto the train, the feed valve pressure should be carefully watched to avoid overcharging of reservoirs on the Streamliner.

When train is properly charged, air test must be made as follows before the train is moved off of the ramp:

Engineer will make a brake pipe reduction and place his brake valve handle in lap position, then whistle for rear end brake pipe reduction and watch his gauge for the further reduction in brake pipe pressure. When gauge shows further reduction being made from rear end, he will acknowledge and recharge the brake pipe after which train will be moved off the ramp at approximately four (4) miles per hour so that running inspection can be made by car inspector.

When yard engine is compelled to wait for the train, stand a considerable distance away from the train so condensation may be gotten out of cylinder through cylinder cocks before coupling onto train after blue flag is removed; automatic air, of course, must be used in all stops and slow-downs. Under no circumstances must the independent brake on the locomotive be used when the train is in motion, and when coupling to the head end of train be sure that the signal hose is so secured that it will not drag.

When train is handled by switch engine, speed should not exceed 25 MPH when pulled by Power Units in forward direction, and not exceed 15 MPH when train is being pushed by switch engine in either direction.

Make all stops and starts gently and avoid showing the rear of train as much as possible, keeping in mind that the heaviest portion of the train is centered in the three power units on the head end. Running test of the air brakes will not be made until all cars are out of the shed at Oakland Pier in order to prevent sliding wheels on oily tracks.

The use of heaters in fuel oil tanks on all locomotives when handling this train is strictly forbidden. Heat the fuel oil in advance and have the water level in the boiler low enough so there will be no chance of the locomotive soiling the train. If engine should start to raise water shut off immediately. Yardman will be stationed in the control room where he will place himself in

position to answer the phone from the foreman as to making air test, etc. Keep in mind, in the use of the telephone on this train, that the observation car cannot be called from the control room. Therefore, after making the running test of air brakes leaving Oakland Pier or West Oakland Yard engine foreman will call control room on telephone at least every ten (10) minutes, that he may know that everything is operating correctly. Streamliner cars must be moved not over four (4) miles per hour when setting in on tracks in West Oakland Passenger Yard. When spotting this Streamliner in the West Oakland Yards for servicing, on account of the extreme length it is necessary to cut the train in two and spot the train on two tracks. When the train is cut, and before setting the forward section over, the sections must be parted about two feet to allow room to disconnect the electric cables. In making this opening, the engineer will hold brake valve on the lap, and the spot will be made by the yardman applying the brakes in emergency. Engineer will hold the brake valve on the lap and brakes applied until signal is given to move. Then the brake pipe pressure must again be raised to 110 lbs. before attempting to start after this emergency application is made.

PASS, RATE ORDER AND TICKET INSTRUCTIONS

PASSES AND RATE ORDERS

Western Division trip passes will be countersigned E. D. Moody, A. M. Shaver, W. E. Lake, or H. A. Christman. Instructions outlining length of service requirements for trip passes and rate orders for employes are as follows:

The following will govern issuance of free and reduced rate transportation on foreign lines:

FAMILIES
DECEASED
EMPLOYES

Widows and dependent minor children of employes who died in service, or after being pensioned, and who were in continuous service twenty years or more, may be given free transportation, not exceeding four trips per year. These limitations as to years of service and number of trips do not apply to families of employes killed in service. Reduced rate transportation may be given widows and dependent minor children of employes who died in service, or after being pensioned, when the years of service were less than 20 years. In case of death of an employe in active service, or after being pensioned, passes may be issued in favor of the widow and dependents to and from place of interment when the years of continuous service were less than 20 years.

SERVICE RULE
GOVERNING
ISSUANCE TRIP
TRANSPORTATION
FOR PERSONAL
TRAVEL OF
EMPLOYEES AND
DEPENDENTS.

- | | | |
|-----|--|---|
| (a) | Less than 5 years continuous service with S.P. Company. | Reduced rate transportation may be issued. |
| (b) | 5 years and less than 10 years continuous service with the S.P. Company. | One trip per calender year free; additional trips--reduced rate. |
| (c) | 10 years and less than 15 years continuous service with S.P. Company. | Two trips per calender year free; additional trips--reduced rate. |
| (d) | 15 years and less than 20 years continuous service with S.P. Company. | Three trips per calender year free; additional trips--reduced rate. |
| (e) | 20 years and more continuous service with S.P. Company. | Not exceeding four trips per calender year free; additional trips --reduced rate. |

Trips made by dependent members of employes' families, except not exceeding three trips per calender year for children going to and from school, will count against the above allotment of free trips. Additional passes account immediate extreme illness or death in the employe's family will be given consideration.

Trip passes may be issued for the transportation of the remains of an employe dying in active service who had less than 5 years continuous service, and for the dependent members of his family (as defined in Rule 23) to and from the place of interment.

Free transportation may be issued on request of the employing line in favor of newly employed persons (half-rate transportation for dependent members of their families) when traveling to assume duties with the employing railroad, west of Chicago.

DEFINITION
OF DEPENDENTS
OF EMPLOYES

For purpose of securing passes under provisions of this agreement, dependent members of families of employes are defined as wife and dependent children, including step-children and children legally adopted by the employe. Other wholly dependent members of families of employes may be given reduced rate transportation.

DEFINITION
REDUCED RATE

The term "reduced rate" as used in this Agreement means one-half the normal rate.

DEFINITION
OF TRIP

A trip contemplates free transportation for one or more persons on account of one employe's service, and covers transportation from point of origin to some destination and return to the point of origin without requirement that the route of return shall be the same as the going route. All of the persons included in one trip should be mentioned together in a single pass request, but separate passes may be issued when conditions warrant.

TIME REQUIRED
TO OBTAIN PASS-
ES OR RATE
ORDERS.

In cases of emergency such as immediate extreme illness or death in the employe's family, transportation may be placed by wire to be picked up enroute, otherwise three weeks is required for foreign western roads, four weeks for mid-western roads, and six weeks for roads east of Chicago.

The furnishing of transportation is a privilege and should not be abused, and account forces having been reduced to a minimum necessary to carry on the work, inquiries tracing for transportation already ordered should not be made either by telephone or in person, except in case of bona-fide emergency, until the above mentioned time has elapsed.

TRANSPORTATION ON SOUTHERN PACIFIC LINES

TRIP PASSES

Employes, 6 months to 15 years service,
Families, 1 year to 15 years service, 2 per year.
Employes and families, 15 to 20 years service,
3 per year. After 20 years service, 4 per yr.

RATE ORDERS

Employes and families immediately after entering service.

All requests for extension of trip passes must be submitted on pass request, Form 2313, and the trip pass attached and forwarded with same.

Auditor of Passenger Accounts reports that there is a large amount of increase in lead pencil signatures on passes, as well as many being unsigned. Matter should be watched and all passengers instructed to sign with either ink or indelible pencil.

Restrictions regarding passes on certain trains do not apply to Post Office Department Commissions and their use should be good on any train.

Special Notice No. 500, Page 75

Employees have called at locations other than the Pass Bureau at this office for the purpose of obtaining passes desired for immediate use. This practice must be discontinued, and all should anticipate their wants sufficiently in advance to enable passes being issued in the regular manner, and only in cases of emergency, such as sickness or death, will emergency passes be issued and then application must be made in the Pass Bureau in my office.

When requesting transportation both over our lines and foreign lines, the following should be given consideration relative to the time required to obtain such transportation:

- 1 week should be allowed for Division transportation
- 2 weeks for system transportation
- 3 weeks for foreign Western roads
- 6 weeks for roads east of Chicago
- 4 weeks for foreign midwestern roads

On all pass requests, Form 2313, show under "Remarks" whether regularly employed or if not regularly employed, show date last worked. This must not be overlooked or otherwise the Form will be returned for this information.

We will continue to honor any annual or term transportation presented at the Ferry gates by main line passengers.

Unused trip passes, rate orders, etc., must be returned for cancellation.

Refund of fare paid on personal account will not be requested or granted unless trip is made account of serious illness, death, or other extreme emergency, and there was insufficient time to obtain free or reduced rate in the usual manner. In such emergency cases request will neither be granted to nor made on any foreign road where amount of refund is less than \$5.00, nor a refund of fare paid on Company lines by employees be granted for an amount less than \$5.00.

No change will be made in the present practice of refunding fares paid by employees traveling on Company business where there was insufficient time to obtain transportation in advance.

Length of service, number of foreign line passes received current year, name, sex, age each dependent, except wife, train used and date, must be shown on each request where amount of over \$5.00.

TICKET INSTRUCTIONS

It will not be necessary to punch the date of use on Ferry check, Form Cond. 974-A now issued to passengers into Oakland Pier to cover the Ferry Trip to San Francisco.

In wiring Mr. C. E. Peterson, with copy to this office in connection with irregular transportation, conductors frequently fail to furnish sufficient information. In all cases of this kind, we should have complete description of tickets by Form and number (the leading form is sufficient) the date sold, the office at which ticket was issued, and if other than Southern Pacific, the name of issuing line should be given. In cases where limits of tickets have expired and passengers refuse or are unable to pay fares, the names and permanent addresses of passengers should be obtained.

Considerable difficulty has been experienced account conductors misplacing envelopes so that they could not be passed to the next conductor to enable delivery of rail transportation to passenger when he detrains, and in some cases passengers have been handed improper identification stubs. All concerned should pay particular attention to the handling of transportation to the end that complaints are eliminated, and in the event that connecting conductor fails to turn transportation over, you should notify Mr. C. E. Peterson by wire, giving description of transportation and identification number.

In order to avoid awakening passengers on trains arriving terminals during the early hours of the morning, it has been concluded that on trains arriving terminals prior to 9:00 AM you should not disturb passengers to collect identification check unless there is transportation to be returned, and in the case of trains arriving Oakland Pier before 9:00 AM, ferry tickets are to be delivered passengers the night before.

Current instructions provide that for totally blind persons accompanied by a guide, only one railroad ticket will be required for the two persons. Each coupon of such ticket should be endorsed "Blind and Attendant for Blind." Such tickets will be honored on all trains on which "Charity Tickets" are honored.

Our Ticket Refund Bureau is confronted with numerous claims for refunds account passengers required to pay additional cash fares or purchase additional tickets for following reasons:

1. Conductors lifting both going and returning portions of round-trip tickets on the going journey.
2. Passengers holding space to points short of destination and conductor failing to return such passenger's transportation covering balance of trip.
3. Conductors lifting coupons of interline tickets reading over lines other than the S.P.

Adjustments of these claims present many troublesome problems and involve a great deal of correspondence and clerical work which could be avoided to a large extent by more careful handling of ticket collections.

Unauthorized sale of Pullman space by Pullman porters and occasionally by chair car porters of members of dining car crew has become a frequent occurrence and must be stopped.

On through sleeping cars from Oakland to New York and Washington, transportation should be enveloped only as far as Chicago. Portion of tickets reading beyond Chicago should not be enveloped under any circumstances.

TRAIN SUPPLIES--TRAINMEN'S EQUIPMENT

Form 2334, "Equipment for Baggage and Combination Cars," must be checked against the supplies and equipment in the car, and in boot under car by the train baggageman in charge, as soon as the car is taken over at either end of run. If upon making check equipment is found short, advise this office by letter giving car number, train, date and enumerating missing articles.

If during trip it is necessary to use journal box cooler, brasses, hose or packing, then Form 1846 must also be rendered by the conductor.

In many instances head end equipment arriving at terminal in trains are short articles such as buckets, stretchers, axes, etc., which were originally supplied to these cars; also trains connector, which is carried in regular locker of each electric lighted car. In the event that any of these articles are taken out of a car for use enroute, they should be returned to the car in question.

Following are principal features of cleaning and supplying coaches and chair cars of our passenger trains:

1. Cars are to be swept clean and kept neat at all times.
2. Proper type supplies should be put in containers and extra supply placed in each car. Supply lockers should be used when available.
3. Washrooms and toilets should be thoroughly cleaned and disinfectant applied in toilets. Used towel and cup containers should be emptied.
4. Washbowls, toilet bowls and mirrors should be cleaned.
5. Stopped-up toilets and washbowls should be cleaned out.
6. One trash box should be placed on each car, away from hand brake, with lid closed.
7. One step box should be placed between each two cars.
8. Vestibule curtains should be pulled across.

9. Liquid soap should be placed in containers; bar soap where no container.

10. Vestibules should be swept clean.

11. Light globes should be supplied where necessary (especially in toilets, vestibules, hallways, and blue night lights at end of cars).

12. Car should be watered and iced. Ice should not be placed where it will melt into drinking water.

Dining cars, lounge cars and Pullman cars are also to be given careful attention by employes having charge of that equipment in order that entire train may be kept clean and comfortable.

Oil-electric markers will be used on extra sections of east-bound trains when available and cars are equipped for this purpose. Westbound sections will use standard oil marker lamps to be removed from the cars on arrival at Oakland Pier.

A set of extra oil-electric markers will be kept at Oakland Pier, Sacramento and Fresno for emergency use.

The Pullman observation and Southern Pacific observation cars are wired for this service; the electrical convenience outlets for operating the lamps are located on the observation platform ceiling, near marker lamp brackets, and circuit for operating lamp is protected with fuse plugs in the switchboard locker marked "Marker Lights."

A four hold metal bracket will be found on the side wall of the switchboard locker of each observation car, two holes to be used for carrying extra type S-14, 15 watt, 34 volt, clear Mazda lamps, to be used for renewals enroute. Wording "For use in S.P. Marker Lamps only" will be stencilled on bottom of brackets or on locker wall beneath the lamps. The other two holes will be used for carrying the type S-14 incandescent lamps in case they are removed from marker lamps enroute.

All burned out incandescent lamps enroute must be thrown away, this in order to assure that a replacement of extra, good lamps will be made at terminals.

The oil fount will remain in the marker lamps at all times and kept in good operating condition for emergency use. To convert marker lamp from electric to oil raise slide door of lamp and remove incandescent lamp from electric socket, then open hinged ventilating hood on top of lamp and remove electric appliance by lifting up on the "U" shaped metal bracket that holds the electric socket.

Texaco Hot Box Coolant will be provided on the following equipment:

1. Two cartons of Texaco Hot Box Coolant are to be carried on each road locomotive in both freight and passenger service. These cartons are to be carried in tool box of tender. Cartons of coolant are to be placed in a suitable metal container and plainly stenciled with the words "Hot Box Coolant." This metal container will in turn be kept in the tool box on the tender.

2. Two cartons of Texaco Hot Box Coolant are to be carried in each caboose in locker.

CAR HANDLING -----

~~DO NOT~~ use foreign cars, empty in direction of home junction when they can be used for loads, nor use system cars for loads in opposite direction to normal empty car movement when foreign cars are available that can be used in accordance with Car Service Rules. Much can be done to reduce mileage by following closely paragraph "F". Foreign cars belonging home to connections at Deming, Tucumcari, and El Paso, should be used for loading to Arizona and New Mexico points. Union Pacific ownership or south routed foreign cars should be used for loading to Los Angeles and adjacent Southern California points; while when loading cars to Nevada and Utah those foreign cars routing home through the Ogden gateway should be used in preference to system cars.

Do not move empty foreign cars unless accompanied by home route cards, unless necessary to do so in order to prevent delay to foreign shipments. Do not fail to obtain routing promptly on foreign cars arriving without route cards. Do not wait until car is ready to move but promptly wire Mr. H. R. Groth, Auditor of Equipment Service Accounts, San Francisco, for correct routing if unable to get in touch with his office at San Francisco on Company phone, the phone number being 2443. This is important as failure to provide route cards results in delay, excess mileage, switching, and per diem expense. Be sure route cards, Form 5005, are made out legibly in ink or typewriter showing name of agent and impression of office stamp and that it is attached to waybill, whether empty car bill or revenue bill, as route card is practically as important as waybill. No cars are to be held for prospective loading in excess of three working days without handling with Car Distributor at Oakland Pier or Stockton.

Do not use system cars for off line loading when suitable foreign cars are available, and if no suitable foreign cars are available, apply TNO ownership equipment on loads if it is possible to do so, especially to points south of Oakland or Stockton, located on the rails of our California direct connections, as it will be necessary for these lines to return such TNO ownership equipment to us at the junction from which they received car under load, thus saving us long empty haul such as would have resulted had SP ownership equipment been used, it being only fair that if competing line receives loaded car haul they should return car to

us at the point which they received car from us loaded. Do not load foreign cars with company material, and any which may be received from connecting lines containing company material should be released promptly.

Foreign cars at junctions should be delivered to connections before midnight, as this will save \$1.15 per day per diem charges per car. Make check of interchanges daily and see that no foreign cars are accepted which do not belong home via our lines unless, of course, you have specific orders calling for such equipment. TNO ownership cars are considered foreign cars and should be accepted empty only at the junction at which they are delivered under load. SP ownership tank cars are not to be accepted empty from our California connections except at the junction at which the car was delivered to that connection under load. Maximum loading, prompt loading and unloading of equipment results in the use of fewer cars to take care of business, and this has a favorable effect on both per diem and car mileage. Keep in mind that empty car miles must be eliminated insofar as possible and protect orders from available equipment when able to do so, but be careful not to use high-class closed cars for rough freight loading, as we are continually running very close on high-class box cars. Watch current instructions carefully concerning disposition of foreign equipment and see complied with.

In connection with waybilling of private line tank cars, the rules provide:

Car Service Rule 13:

When private tank cars are unloaded, the owner will issue instructions for empty movement to the agent at point of unloading whether direct or through consignee. The agent will bill each car to final destination showing name of the consignee and full route.....

Accounting Department, Supplement No. 42 to Circular 39-1, Rule 1028:

- (a) All privately owned empty tank cars, destined to stations on other lines or when originating and terminating at stations on those lines but moving over foreign line enroute, must be waybilled on regular form of waybill and full routing, including all junction points of delivery to other roads participating in this movement, must be shown.
- (b) In the absence of complete routing instructions from the shipper, consignee or car owner, to cover return movement of privately owned empty tank car, agent must refer to Mr. G. C. Baker, Superintendent of Transportation, San Francisco, for definite instructions.
- (c) When moving for load or returned to point of origin from which received under load, "Free for load" or

"Free returned empty," as the case may be, must be shown in "Charges" column of the waybill.

- (d) All privately owned empty tank cars, destined to stations on these lines must be waybilled as follows:
- (e) When subject to revenue charges, regular commercial form of waybill must be used.
- (f) When not subject to revenue charges, Form 1304, Empty Car Bill must be used, except when foreign line is interested in the movement when regular commercial form of waybill must be issued as instructed in paragraph (a).
- (g) Empty tank cars owned by railroads, destined to stations on other roads or stations on these lines must be accompanied by Form 1304, Empty Car Bill.

Empty private line tank cars should not be moved until bill of lading is furnished by shipper and cars waybilled accordance with Accounting Department's instructions.

Foreign owned railroad tank cars are to move home empty per route card. No other instructions or billing are to be accepted from shipper or consignee without first handling with Car Distributor. System empty tank cars to be handled per general instructions and if any doubt as to instructions handle with Car Distributor.

Private line tank cars are to be billed by consignee or shippers before moved empty and when unable to obtain such instructions call on Car Distributor at Oakland Pier or Stockton advising to whom car consigned, when received under load, contents, and from where shipped, name of shipper and complete routing.

Watch tank cars closely and be sure that they are empty before billing out as empty as in several instances recently loaded tank cars were moved as empties, resulting in delay to contents, complaints and considerable excess loaded car mileage.

Cars have been forwarded from one terminal to another without accompanying waybills, being moved on message or empty car billing, which is a bad practice and must be discontinued.

Carload shipments in transit, when billed to stop at certain points for partial unloading or to complete loading, shall be given proper attention to the end that it will not be necessary to make long back haul.

System auto cars equipped with Evans Loading Devices are not to be used for any loading other than automobiles, without first taking up with Car Distributor at Oakland Pier for permission.

No reefers other than RS type equipped with floor racks and suitable for perishable loading are to be delivered to the PFE Company. Instead these cars are to be moved home promptly in service route if unable to dispose of at nearer junction.

Dump doors on gondola cars are not being closed when they are unloaded. Furnish reports giving the car numbers when consignees fail to do this.

There has been considerable mishandling of our 50-foot system auto cars, assigned to the Portland Division for paper loading. They have been on numerous occasions used for other loading and in some cases the use of these cars for shipments other than which they are intended will result in contamination of the cars.

It is important that these cars be kept in assigned service and not taken out of assignment without first securing permission from Car Distributor, Oakland Pier.

Following instructions cover the proper compilation and rendition of PCDB Form 28 "Cars on Hand 7:00 AM."

This report is to be made daily by all agencies with the exception of Sundays and Holidays, and agencies which have industries working on those days are also to render report for those days. A copy of same is to be mailed to Car Distributor at Oakland Pier covering stations on Western District, and a copy to Car Distributor at Stockton covering stations on the Stockton District which are to be enclosed with the Superintendent's mail, if any, otherwise to be mailed separately. Also a copy of the report is to be mailed daily currently to Mr. D. T. Ayers, Superintendent of Freight Car Service, 65 Market Street, San Francisco, which copy is to be forwarded in loose mail in the larger envelope with the other office mail, if any, otherwise mail separately. Care should be taken to insure that these copies, both to Mr. Ayers and Car Distributor are legible.

The copies of Form PCDB 28 sent to Mr. Ayers and the Car Distributor are to show all cars at your station and non-agencies under your jurisdiction, except where large number of system cars are stored on instructions from this office, in which case show total number of such cars and on reverse side of form make explanation of any unusual delay and show any information necessary to clarify your report. Also when cars loaded with company material, do not show as company material but arrange to show the actual contents that car loaded with to the best of your ability. In other words, this report is to be complete in every respect, particularly dates on which cars received and routines on foreign cars.

The report for the last day of month, or for the next to last day of month, if the last day falls on a Sunday or a holiday, is to show the car number of every car at your station and non-agencies under your jurisdiction, regardless of whether or not they are

stored or bad order, and if stored or bad order, this information should be shown on report, also all tanks, system, foreign or private, including those used for oil or water service, whether permanent or temporary, also M of W service cars are to be shown on this last report of each month. Also agents at division junction points are to see that connecting divisions are furnished with copy of PCDB Form 28 covering any cars at non-agencies under your jurisdiction which are located on said connecting divisions. Freight conductors will furnish the first agency beyond all non-agency stations the original and one copy of Blind Siding Report, Form 63, covering all cars set out and picked up at non-agencies so that agent may list such cars on his Form PCDB 28, and such agent will mail a copy of Form 63 to the agent on the other side of the non-agency for his record. The third copy of Form 63 is to remain in the conductor's book for his file.

Conductors watch carefully and see that Form 63 reports are rendered promptly in accordance with the above, showing correct times and dates, and agents see that they are received, handling with conductor for same if not received, and in the event you still fail to obtain, mailgram trainmaster interested with a copy to this office. Give particular attention to interchanges with other lines, such as the Sacramento Northern at McAvoy.

Agents should have a complete check of all cars at non-agencies under his jurisdiction, as well as check of cars at his own station. It will not be necessary for conductors to make a check by car numbers of non-agencies after the agent has been furnished this information for the agent should then be able to keep an exact check of cars at non-agencies providing conductors furnish set-out and pick-up reports in accordance with instructions contained herein. Also it is important that agents be advised of any change in conditions at non-agencies, such as cars released, in process of loading, as well as cars set out and picked up. A complete check is to be kept of foreign cars at all times, and same moved out promptly when released along with surplus system cars.

Signal maintainers, section foremen and track walkers should keep agents advised of any cars on hand at non-agencies through which they operate, should this information be required, such information being especially useful where there is no daily local freight service. Agents call on the above employes for such information as may be necessary and doubtless they will furnish, if possible.

In wiring you concerning the cars shown on PCDB Form 28, we shall do it in brief form based on the key sheet. The wire will refer to Form 28, quote the car numbers, and then show symbol representing the information wanted, as listed from "A" to "J" inclusive, as shown below:

- A. What delaying loading or unloading?
- B. What being done to effect release?
- C. What disposition made of car(s)?
- D. What delaying repairs?
- F. When will repairs be completed?
- G. Why holding empty car(s)?
- H. Arrange give preferred loading or unloading.
- J. Arrange dispose of per instructions.

For the benefit of all concerned, am repeating instructions below in connection with the rendition of Form 2576, Freight Car Situation (CX) Report:

Section 1. Empty cars on hand: All empty freight cars (Except bad order cars) on hand at stations and terminals. To include empty cars awaiting movement and empty cars placed for loading that have not commenced loading at 7:00 AM.

Wanted Today: Cars of each class ordered for the day's loading and cars required to fill back orders.

Section 2. Cars Awaiting Movement: To include empty cars by classes (except bad order cars) awaiting movement in each direction.

Loads: Loaded cars awaiting movement in each direction.

Section 3. Bad Order: Symbol: Symbol GV: Bad order loaded cars.
Symbol GW: Bad order empty cars except refrigerators.
Symbol GX: Bad order empty refrigerators.

Section 4. Cars on hand to unload, including Cars in Process of Unloading: To include all loaded cars (Placed and not placed) to unload at the reporting station and at non-agency stations under jurisdiction of reporting station.

Section 5. Cars Loaded Previous Day: Cars loaded with revenue and company freight. To include cars loaded on foreign railroads and delivered S.P. Company on switch waybills at the loading station for line haul; cars loaded on our rails, or at industries on our rails,

except cars delivered foreign railroads, on switch waybill, at the loading station for line haul by a foreign railroad, cars loaded at non-agency stations to be reported by waybilling agents. Cars loaded by classes and total cars loaded should be counted from waybills.

TOTAL. Total cars loaded with Revenue Freight and with Company Freight, should balance with the number of cars loaded by classes, reported under this section.

Section 6. Revenue Freight Loaded Previous Day: Compute in same manner as for Section 5, except cars loaded for intrastation or intra-terminal movement, should not be counted.

Section 7. Total Carloads Received from Connecting Lines: Agent junction points will show total number of revenue loads received from connections regardless of ownership of equipment. Figure to show the total number of revenue freight received from connections regardless of whether for local destination on our lines or for road haul for delivery to other lines, but it is not to include cars delivered to us by connections when the loads originate in their switching district at the interchange points. This section covers the period from midnight and not from 7:00 AM to 7:00 AM as is the balance of the CX Report. Also as there is no CX Report on Sundays and recognized holidays the information on Mondays or days following said holidays is to show a separate figure for each day involved.

Section 8. Under symbol NU show the number of empty cars of each class delivered to connections at these junction points on orders for equipment to load at points on the connecting lines, providing such lines received a line haul, and they do the billing on the loads in question.

This report should be ready for transmittal as early as possible, daily, except Sundays and exempted holidays, and the transmittal of this report should be completed by all concerned not later than 10:15 AM and it should represent the freight car situation at your station and non-agency stations under your jurisdiction as of 7:00 AM that date.

The exempted holidays mentioned above are New Year's Day, Washington's Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas, and should any of these holidays fall upon Sunday, the following day, Monday, is considered as a holiday, unless instructions are issued to the contrary.

REFRIGERATORS: Care should be taken to show PFE reefers under Column "W" in Section 1, and other private line or foreign reefers under Column "X". You will have practically no system reefers, but if so, show under Column "U". There is liable to be some confusion, however, in reporting reefer in Section 5, and so keep in mind that railroad owned reefers reported in Column "JE" are only those railroad owned reefers which we designate as foreign and do not include under private line reefers even though they may be owned by a railroad, and under Column "JE" include all private line reefers, keeping in mind that PFE reefers are private line.

TANK CARS in lubricating oil, fish oil, creosote, molasses, acid and in chemical service, or loaded with such commodities, should be reported under "Oil Tanks" throughout the report.

STOCK CARS: Designate whether system single deck and double deck in Columns "ED" and "EG" are clean, sanded or dirty.

BEET RACKS: Not only are beet racks to be reported but also beet gondolas, that is, gondolas in beet service during the beet season, these to be shown under Column "DU" of Section 1. As no space is provided for reporting these cars loaded in Section 5, show them in Column "JX," which is headed LOGGING FLATS as we do not use this column on Western Division.

All classes of commercial equipment loaded with Company material should be unloaded not later than 48 hours after arrival destination and before, if possible.

Agents should notify parties to whom billed promptly upon arrival at destination, and if cars not unloaded within 48 hours, he is to furnish a second notice joint with this office.

Riprap, washout material, etc., should be unloaded promptly after emergency passes or transferred to M of W equipment, as it cannot be permitted to allow commercial cars to be tied up with company material for an indefinite period.

Under no circumstances should the following classes of equipment be loaded with Company material without first securing permission from the Car Distributor at Oakland Pier covering the Western District, and the Car Distributor at Stockton on the Stockton District:

- (1) System Class "A" or "E" or special equipped box and autos and Class "C" cars only when loading requires that class of equipment.
- (2) System 50-foot auto cars.

- (3) System 40-foot stock cars.
- (4) System 48-foot or longer, drop end gondolas.
- (5) System 50-foot or longer, flats.
- (6) Foreign cars of any type, size or class.

Cars of Company material are being improperly billed; that is, consigned to Southern Pacific Company. This is not sufficient information. The name of the party, gang or department should be shown. Also shipments are being described as Company material, which is also incorrect and billing should bear a description of the load.

We have entered into an agreement with the Western Pacific effective as of December 1, 1944, that each line will retain box and automobile cars delivered by each to the other loaded at San Francisco in both switch and road haul service, except Southern Pacific and Western Pacific ownerships delivered to non-owner, and except cars covered by Special Car Order No. 42 received in switch service. Therefore, effective as of December 1, 1944, arrange to retain and dispose of under current disposition instructions foreign box and automobile cars received loaded from the Western Pacific at San Francisco with the above exceptions. This plan might be expanded to include other points later, but it should be specifically noted that for the present this includes only cars received at San Francisco.

For the benefit of all concerned am issuing below instructions relative to the handling of route cards:

(1) Agents at interchange stations will attach route cards (Form 4005) to waybill, or empty car bill, for foreign cars received from connecting lines.

(2) Route cards should be handled with the same care as are waybills.

(3) Route cards must be filled out and bear name of agent and impression of office stamp.

(4) Loaded foreign cars shall be accompanied by route cards, but in event that card becomes lost car shall be moved promptly without such card to destination.

(5) If route card is not received with car, and route cannot be determined from waybill, agent or yardmaster shall wire Auditor of Equipment Service Accounts for home route record except that home route records shall not be requested for foreign car that is loaded in accordance with Car Service Rules, when load is destined to or via the home road or to a direct connection of the home road.

(6) Superintendent will promptly investigate the loss or separation of route cards from foreign cars requiring them.

(7) Upon arrival of foreign car at destination route cards should be delivered to agent or yardmaster for his information for further handling of cars. This is important in order to reduce empty car mileage and save per diem. If foreign cars are being moved empty without route card it is liable to result in hauling empties past junction point where they should be delivered.

(8) These rules do not apply to PFE refrigerators, or to private line tank cars regularly used in local service.

In addition to the above instructions, each yard office should stamp its yard office stamp and the date on all route cards handled, whether passing, originating or terminating, and this should be placed in effect immediately.

Special attention should be called to the necessity of keeping the route cards which arrive with cars so that they will be conveniently available to move out with such cars when they depart. Should a foreign car requiring a route card be received without one, sufficient information should be obtainable from the waybill if load originated off line in order to make a route card covering. This is the advantage of checking promptly on arrival to see that cars are accompanied by route cards. Otherwise, the routing should be obtained from Mr. H. R. Groth, Auditor of Equipment Service Accounts by wire if agents are unable to get in touch with Local 2443 on telephone as nearby agents and yards will be able to do.

If any foreign cars are being received your station or stations without route cards furnish car number, where received from so that matter may be handled for correction and likewise see that the proper route cards are made for such cars.

Any station finding waybill on hand covering a car which had already moved will immediately wire to the next terminal through which the car will move, jointly with the agent at destination, full waybill information for preparation of skeleton waybill, this to include waybill number and date, routing, point of origin, destination, consignor, consignee, general description of contents, freight charges, and any special instructions for handling carried on the waybill. In the case of a loaded car destined off-line, wire to be made joint with the agent at the junction point with our connecting carrier instead of destination agent. Then immediately mail the original waybill, under register, to the destination agent or the junction point agent, as the case may be. Waybills not to be mailed to intermediate stations in an effort to catch up with the car, the movement to be protected by wire copy and skeleton waybill.

Immediately upon receipt of such wire copy waybill, terminal to check and see whether or not the car has passed. If so, wire

copy of waybill to be immediately re-wired to the next terminal through which the car will pass. If the car has not reached the terminal at the time wire copy of waybill received, skeleton to be made on regular waybill form based on the wire copy and placed in the waybill case to connect with the car.

In case of an on-line diversion, the station executing the diversion will, if the car is moving on skeleton waybill, notify the original destination agent by wire so that original waybill which has been mailed to him can be re-mailed to the diverted destination agent.

Obviously, for the success of the above instructions, it will be necessary for waybills to be checked daily for the purpose of ascertaining whether or not there are waybills on hand for cars that have moved, and, likewise, it will be necessary for all concerned to thoroughly familiarize themselves with the instructions and to handle and wire promptly in line with the above. You will notice that these instructions contemplate that original waybills will not be mailed to any station except destination agent or agent at junction point in the case of off-line loads.

Any loaded cars offered by connecting lines without waybills should not be forwarded until proper waybill information has been procured.

FREIGHT SHIPMENTS

The cooperation of stationmen, trainmen, railroad officers, section foremen and others, is desired to keep close watch on shipments to avoid pilferage.

Notify Division Special Agent promptly when carloads or LCI lots of whisky, wine or brandy or alcohol are to be moved in order that they may be properly policed.

We have a steadily increasing movement of frozen food products (frozen fruits, juices, vegetables, meats, poultry, eggs, etc.). The loads are of extraordinary value, ranging up to \$20,000. or more per car, and the claim risk is correspondingly high.

The commodities move under intensive refrigeration and must be re-iced every 24 hours. Delays or refrigeration failures, due to delays in spotting cars at ice decks, may cause defrosting and deterioration with a claim for several thousand dollars on a single car.

Frozen food products must be expedited and given preferred attention. Terminals must maintain close check of waybills to insure prompt preferred spotting at ice decks, proper refrigeration servicing, and prompt spotting for delivery.

Form 2225 must accompany each train in which there are one or more ventilated cars containing carload shipments of perishable freight not under ice. Carbon copy of Form 2225 must be kept for record.

Use one form for each train. If space on one form is not sufficient, use two.

Yardmaster or Agent (as directed by this office) will fill in car initials, number, contents and ventilation instructions (abbreviations shown on form for ventilation instructions and no others must be used) and deliver report to conductor. Any failure to deliver Form 2225 to conductor must be immediately reported by conductor to this office with carbon copy to Superintendent of Freight Protection, San Francisco.

Each conductor will show changes of ventilators made by him enroute to conform with waybill instructions, prevailing temperature at time of change, placing "X" in column headed "Opened At" opposite each car number when ventilators are not changed, and deliver report to agent at terminal on arrival. Any failure to deliver Form 2225 to Terminal Agent must be immediately reported by Terminal Agent to this office with copy to Superintendent of Freight Protection, San Francisco.

Terminal Agents will check report against car and if ventilators not in position required by billing instructions, regulate the ventilators and make record of facts on back of report.

Form is to be handled in same way as Wheel Reports, except as otherwise provided herein. Station at which Wheel Report is made will make Form 2225 which will accompany train until new Wheel Report is made where Form 2225 accompanying train on arrival must be immediately mailed to Superintendent of Freight Protection, San Francisco.

Form 2225 contains columns for two conductors' record only. When more than two conductors' runs are involved between points where Wheel Reports are made, an extra copy of Form 2225 should be made to provide necessary columns for conductor's use. Use carbon paper for transcribing car numbers, contents and ventilation instructions to second sheet and pin them together.

Form 2225 must be made at following stations on original and duplicate as indicated below:

Oakland for run to Fresno	Use two forms
Oakland for run to Roseville	Use one form
Oakland for run to San Jose	Use one form

Form 2225 accompanying trains as indicated below must, on receipt, be mailed to Superintendent of Freight Protection, San Francisco.

Special Notice No. 500, Page 91

Roseville to Oakland	One form
Fresno to Oakland	One form
San Jose to Oakland	One form

Cars picked up by conductors between terminals must be added to Form 2225 by conductors. When cars are set out before arrival at terminal, conductors must so note on Form 2225.

Conductors must have supply of blank Form 2225 with them and prepare one, if none out of terminal to add cars to, for any cars under ventilation picked up enroute.

Conductors on branch lines will make Form 2225 and add cars under ventilation picked up in transit, retain copy for record and forward original to Superintendent of Freight Protection, San Francisco.

Southern Pacific is entitled to receive payment at the rate of \$17.50 per car for switching cars of express moving under car load rates to industry tracks, team tracks, or other facilities beyond the usual terminal tracks provided for such shipments, and we are entitled to this pay whether or not we receive the line haul on the car.

We are also entitled to compensation at the rate of \$12.00 per car for switching cars of express moving at LCL rates which include pick up and delivery, when such cars are switched to any point in lieu of vehicle service.

In order that we may be in position to render bill against the Railway Express Agency, arrange to keep record of all such switching at your station and send us report at the end of each month giving date, car number, point where switching performed, and name of industry track, etc., to which car was switched. Report should be rendered each month regardless of whether or not any such switching was performed at your station.

Instructions provide that when company material and supplies are left at non-agency station conductors must show in space headed "SIGNATURE OF PERSON RECEIVING THE ARTICLES AND NAME OF DEPARTMENT FOR WHICH THEY ARE TO BE USED," unloaded at (name of station) or if unloaded between stations, the number of the milepost at which, or the numbers of the mileposts between which freight is unloaded.

When necessary to transfer carload shipments enroute, the consignee and consignor of the freight should be furnished with the following information, joint with Chief Dispatcher:

- Original car number and initial.
- Car number and initial to which lading is transferred.
- Contents.
- Point of origin.

Point of destination.
Point of transfer.
Date of transfer.
Cause of transfer.

The furnishing of this information will save the consignee embarrassment and at the same time permit them to properly identify their shipments which otherwise would result in freight claim being filed.

Below is Rule 19 of the A.A.R. Loading Rules, relative to shipments of machines of pivoted or swinging type, which should be carefully observed when same are being OK'd for movement on our lines. Copy of Form 7029 to be handed to conductor with waybill.

Rule 19. Machines or pivoted or Swinging Type-Inspection and placards--Machines such as cranes, derricks, steam shovels, mining machinery, etc., parts of which are of a pivoted or swinging type which if not properly secured can strike bridges, equipment on adjacent track, etc., moving either on their own wheels or on cars with or without booms attached (including covered machines) must, before forwarding, receive competent inspection, and the fact that such shipments have been loaded in accordance with the rules in this code, must be verified by attaching a card to both sides of machine moving on its own wheels or to car upon which it is loaded. This card must be signed by the person who decided that the machine was properly secured and shall be of the following form:

Form S-7029

Machinery-Rotary Type

Date _____ Initial _____ Number _____
From _____ To _____

This shipment has been inspected by the undersigned and is secured in accordance with the provisions of A. A. R. Loading Rules.

Points of Inspection

Inspector

Attention is directed to Accounting Department's Circular No. 39-1, "Instructions to Station Agents," Rule 1258(a) which instructs "When a car moving on a non-revenue waybill other than local company freight moving on Form 766-waybill for company freight is diverted, THE AGENT AT THE DIVERSION POINT MUST request the agent at destination shown on the waybill to forward the original revenue waybill to the agent at the new destination who will make the necessary changes thereon. Copy of request must be attached to non-revenue waybill."

BAGGAGE AND COMPANY SHIPMENTS

Frequently baggage is checked to stations where employes are not on duty to receive it at time train arrives. Sometimes the passenger is on same train and desires baggage put off but cannot take charge of it. In such cases when necessary, the baggage must be placed in baggage room by trainmen and door securely locked; TBM waybill form 3909 to be made in usual manner, endorsed: "Placed in Baggage Room," signed by TBM and left with the baggage.

Train baggageman acts as agent in making delivery of baggage checked to non-agency points, to blind sidings, or to points where agent may not be on duty on arrival of train, provided owner of baggage is on same train; otherwise, baggage for non-agency or blind sidings is carried to first open agency to remain there pending call of owner.

The handling of Company material in baggage cars has been discontinued. When there is no alternative but to handle Company material on passenger trains it should in all instances, where it is lawful to do so, be shipped as deadhead express in accordance with uniform express contract. In instances where it is not permissible to handle such shipments by deadhead express, and handling on passenger trains is absolutely necessary such shipments should be handled under revenue express billing.

With a view of reducing the number of claims for damaged baggage, a careful observation of the following will be of material assistance:

Never drop baggage from baggage car door, elevated platform or baggage truck to ground.

Never place heavy baggage on that of frail nature.

Never load baggage on truck in such manner that same will fall off.

Always use baggage mats at stations where they are provided.

Train baggagemen will exercise care when tearing down or stacking baggage to prevent locks and catches being broken off, damage scratched, marred or damaged and contents badly mused up.

Train baggagemen should use every precaution to prevent baggage being carried by its destination.

We receive from time to time telegraph instructions from conductors for baggage to passengers who have neglected to check same before leaving. In such cases, conductors should state the kind of transportation such passenger holds; that is, whether regular ticket, half-fare or child's ticket, intermediate or coach ticket, pass, etc.

Some train baggagemen are refusing to allow baggage cars to be loaded to capacity with express, claiming that half car must be reserved for baggage. It must be understood that no part of car

is reserved exclusively for any traffic and all express must be loaded to capacity of the car.

Referring to the unloading and loading of mail, baggage and milk from trains at certain stations by train crew and in some cases requiring it to be locked up in station buildings: In the past there have been instances where brakemen or others of the train crew handle express as well as mail, baggage and milk. This will now be discontinued.

Therefore, under no circumstances, except in extreme emergencies (such as washouts, wrecks, etc.), should brakemen assist with any unloading of express at any stations. Express work will be performed by express station forces or by messengers at stations where there are no express station forces.

Attention is directed to General Baggage Agent's Circular No. 52, Bulletin No. 43, Paragraphs 17 and 18, which for your reference is quoted below:

"17 - On all trains out of Portland, Ogden, Los Angeles, and El Paso make copy of report covering baggage, etc., received at these points and mail back to Baggage Agent at above point on first available train. Send original with all bills, reports, checks, etc., securely attached as outlined in Item No. 16 to General Baggage Agent, San Francisco.

"18 - On through trains from San Francisco, Third Street or Oakland Pier make copy of report covering baggage, etc., received at these points and mail copy back on first available train to General Baggage Agent, in envelope, Form 3972, and send original at end of trip with all bills, reports, checks, etc., securely attached as outlined in Paragraph 16 to General Baggage Agent, San Francisco."

Terminal Agents advise of difficulties they are experiencing in the tracing of baggage, due to the fact that some train baggage-men are not complying with these instructions. Please see that there is no failure to do so.

Instructions require that train baggagemen have hand baggage destined to our larger cities and terminals in the doorway of baggage cars upon arrival at such stations in order that it may be expeditiously handled from the baggage car to baggage rooms for prompt delivery to passengers.

TIME SLIPS, PLY CHECKS, MEAL BOOKS, TERMINAL DELAY, INSURANCE
PREPARATORY TIME AND PENSION DEDUCTIONS

TIME SLIPS:

Trip reports covering deadhead movement must show reason for deadheading in every instance. Train number, time of departure, and time of arrival must also be shown.

Current instructions require the approval of the first conductor and the last conductor on trip reports of train baggagemen on inter-divisional runs.

All stationmen's overtime claims for deadheading and transfer time should be reported on Form 2460-A and forwarded to this office for approval.

Overtime as result of Dispatcher's requirements should be reported to Dispatcher in addition to reporting same on Form 2460-A.

In the case of making station transfer, you should show time transfer started and time completed.

The following information governing rendition of Forms 2370, "TIME RETURN AND DELAY REPORT OF ENGINE AND TRAIN EMPLOYES," is for guidance of all concerned and reports should be rendered in accordance with these instructions:

INSTRUCTIONS FOR PREPARING FORMS 2370

<u>Column No.</u>	<u>Information Required</u>
1	Name of Division.
2-3	Name of yard and name of job.
4	Prefixes to indicate class of service.
5-6	Show date reporting for service.
5-7	ICC Rule No. 1 on back of time report requires beginning with number 1 each month.
7	Number of hours rest you had previous to this trip.
8	When time is due on this account.
9-10-11	Place, date and time you went on duty (Ysc Co. 29-38 and 40 for deadheading).
12-13	When release over three hours.
14-15-16	Place, date and time relieved from duty.
17	Total time actually worked. Do not include elapsed time.
18	Figures in this column represent time for which you are paid, irrespective of hours on duty under law. From it, figures in Column 19 are deducted to ascertain road overtime. Constructive time such as switching, terminal delay, held away time, should be excluded from Column 18, when compensated separately therefor.
19	Schedule of trip. To be filled in in all cases.
20-21	Occupation and name of members of crew.
22	Miles claimed for trip. When tied up under law include mileage allowed account deadheading. Also initial or terminal miles claimed.
23	Leave blank.
23	For passenger overtime.
25	For freight overtime.
26-27	When initial or terminal switching is claimed.
28	Includes time due account Column 8; also called and not used and terminal delay.

- 28-a When roundhouse miles claimed, show terminal route number and miles allowed when only one such claim on trip. Show actual miles when two or more routes on same trip. When going beyond 1926 yard limits, the yard engineer and the yard foreman should show the station and yard facility or industrial track to which trip was made.
- 29 When called for deadhead.
- 30-31-32-33 Whenever initial switching is claimed.
- 34 When terminal delay is claimed.
- 35 Show cause of terminal delay or any unusual delay in returning to roundhouse after trip is completed. In freight service when local rate is claimed give sufficient information to substantiate claim.
- 36-46 Give information called for under each heading. Show each leg of trip separately. Under column 45 show total miles run.
- 48-49 To substantiate time claimed in Columns 26 and 27.
- 56-58 Signature of employe making out trip report and occupation.
- 59-63 For light engine movement and whenever anything to report in Column 63.
- 64 Read carefully and be governed accordingly.

Engineers must render separate trip report for each trip. Miles and overtime must be shown for firemen. Do not use ditto marks or leave blank. Trip reports must be turned in promptly after completing each trip. Engineers assigned to yard service, claiming overtime beyond regular schedule must show causes of same in Column 28-A, Remarks.

TRIP REPORT NUMBER on Form 2370, "Time Return and Delay Report Engine and Train Employees," should be filled in as follows:

Number each report consecutively, irrespective of date, beginning with number 1 for each month and continue numbering in consecutive order until end of month.

Form 2370 must be filled out in detail in accordance with instructions on back of the form, and must reflect true condition. Under heading "Cause of Delay," clock time must be shown; for example - "LIVERMORE, 11:25 AM - 11:50 AM, switching 10 minutes; water 5 minutes; wait for X-1763-W 10 minutes." Passenger conductors make footnote as to whether passengers all seated or not.

Space is provided for entering the name and occupation of the employes comprising the crew, and in listing your brakemen the occupation should include information as to where they are stationed; for instance, "rear brakeman," "head brakeman," or "swing brakeman."

(A) In order that name shall be shown correctly on payrolls and to insure legibility on time returns, the printing of names will be permissible.

(B) Conductor's name will be shown first followed by name of brakemen IN ALPHABETICAL ORDER without leaving immediate vacant line. Yard service the same as trainmen. Engineer's name entered first, followed by fireman.

ROAD TIME AND TERMINAL DELAY

The following locations indicate the points on Western Division at which road time will cease and terminal delay commence for engineers and firemen:

Oakland via 16th Street

The interlocking signal within the 16th Street Tower located west of 14th Street routing freight trains into yard.

Oakland via First Street Line

The interlocking signal in the Magnolia Street Interlocking plant, controlling the switches where freight trains enter main yard.

Port Costa via Martinez

The automatic home signal at east end of Nevada Dock. When trains head in--when trains back in, the trailing switch near the oil pumping station at Nevada Dock.

Suisun for Branch Trains
 Terminating at that point.

The west wye switch on Napa Junction Line.

Fresno via West side

West end of yard at Divsadero Street

Fresno via East Side

Biola Junction

Tracy

Hill yard, west switch entering from Altamont - Port Costa Yard - West switch entering from Port Costa Puzzle switch entering from Lathrop and Los Banos.

PREPARATORY TIME

Following is the Preparatory Time granted trainmen and engineers in all classes of service on Western Division:

<u>Location</u>	<u>Class of Service</u>				
	<u>Psgr.</u>	<u>Frt.</u>	<u>Mixed Hlpr.</u>	<u>Work</u>	<u>Light Engs.</u>
<u>OAKLAND</u>					
Eng. Crew	30"	45"		30"	15"
Trn. Crew	30"	30"		30"	
Hlpr. Condr.	30"				

<u>Location</u>	<u>Class of Service</u>			
	<u>Psgr.</u>	<u>Frt.</u>	<u>Mixed Hlpr.</u>	<u>Work Light Eng's.</u>

Engine crew on Troop Trains departing West Oakland 45" Prep. Time.
 Engine crew on local freight jobs and Train 476 - 30" Prep. Time.

SAN JOSE

Eng. Crew	30"	30"
Trn. Crew	15"	30"

SACRAMENTO

Eng. Crew	45"	30" (Except 475 Frt. 40")
Trn. Crew	30"	30"
Helper Condrs.	30"	

SUISUN

Eng. Crew	45"	45"
Trn. Crew	45"	

TRACY

Eng. Crew	30"	30"	45" (All Pool Frt. Crews 45")
Trn. Crew	15"	30" (Except Tracy-Los Baños Local 15")	
Pass. Trains not originating	10"	(Both Train & Eng. Crew when Eng. goes thru)	

FRESNO

Pass. Eng. Crew #57-59-55	25"	Eng. Thru (#51 - 20" Eng. Thru)
Frt. Eng. Crew	45"	All trains when Eng. from RH 30".
Pass. Trn. Crew #57 & 59	20"	(Local Frt. Jobs - 30")
Pass. Trn. Crew #55	30"	(#51 - 15") (Ex. Psgr. Trains 10")
Frt. Trn. Crew		30"

STOCKTON

Eng. Crew	15"
Trn. Crew	15"

GERBER

Eng. Crew	15"	When Eng. Thru (30" Eng. from RH)
Trn. Crew	15"	

ROSEVILLE

Eng. Crew	30"	30"
Trn. Crew	15"	30"

<u>Location</u>	<u>Class of Service</u>
	<u>Psgr. Frt. Mixed Hlpr. Work Light Eng.</u>

PORT COSTA

Eng. Crew	15"
Trn. Crew	15"

LAYSHORE

Eng. Crew	30"
Trn. Crew	30" (Local Freight 15")

DAVIS

Eng. Crew	30"
Trn. Crew	30"

Other points not shown

Eng. Crew	15"
Trn. Crew	15"

Train Baggage men will report for service at the same time as Passenger Trainmen.

Messenger Service - No Prep. Time.

At points where no Preparatory Time shown under heading: Psgr., Frt., Mixed, Local-Helper-Work and Light Engine crew to depart as soon as ready.

CHAIR CAR PORTERS

At Oakland #52 - 1'00"	#102 - 1'00"	#58 - 55"	#24 - 55"
#14 - 1'00"	#250 - 25"	#20 - 45"	#22 - 45"
#24 - 1'10"		#28 - 1'00"	

At Los Angeles #51 - 45" #57 - 45"

At Portland #13 - 1'00" #19 - 1'00"

At Ogden #23 - 25" #21 - 30"

We are experiencing difficulty in our Timekeeping Bureau in the handling of time returns with resulting complications due to names not always being legibly written thereon or being mis-spelled by train, engine or yard employes, which, in some instances, have resulted in payroll vouchers being incorrectly issued.

It is very important that the names be spelled correctly and legibly on time returns in order to avoid errors, which we are making every effort to minimize, and facilitate our work in preparation of payrolls.

INTERNAL REVENUE CODE - PENSION PLAN

Through the year 1946 the deduction for this tax was 3½% on earnings up to \$300.00 for any calendar month.

Effective January 1947, the tax is increased to 5-3/4% on earnings up to \$300.00 for any calendar month.

PAY CHECKS

No pay check is to be delivered except on proper identification of party to whom it is delivered. In the absence of formal identification slip, someone with whom the receiver of pay check is acquainted should vouch for him in a written statement, and this document retained as a matter of record.

MEAL BOOKS

Payroll deductions for meal books will be made only for employees who have been in the service 90 days or less.

Such employees who desire to avail themselves of payroll deduction plan should secure an identification card, Form L-2351, from their immediate superiors.

For loaner employees, the 90-day period will commence on the date going to work on this Division and not the date on their old Division.

Referring to books issued by the DCH&R Department containing coupons for use in purchasing articles at news stands, etc., having paragraph on back of cover reading:

"The coupons in this book are exchangeable only for commodities offered by the Southern Pacific Company Dining Cars, Hotels, Clubs, Restaurants and News Service Departments."

This is to advise that these coupons are now acceptable in any facility operated by the DCH&R Department.

GROUP LIFE INSURANCE

Instructions covering Group Life Insurance are now so well known by all of our employees that it does not require repetition here; however, for information of all concerned the following general instructions will govern:

Immediately upon receipt of advice of death of any employe under your jurisdiction, it will be necessary to notify this office by wire or mailgram giving the following information:

Employee's name
Occupation
Last date worked

Working number

Date of death

Cause of death, if this information is available.

It is optional with the Company to continue insurance in force for a period up to 90 days during leave of absence due to causes other than sickness or accident, provided the contemplated period of absence does not exceed 90 days.

If an employe is laid off on account of reduction in force or resigns from the service, the Group Life Insurance expires by limitation at the end of period for which payment has been made.

In order to obtain leave of absence either on account of sickness or for personal reasons, it is necessary that Form 2696 and Form 9223 be prepared and signed. Your immediate superior has available forms and full information may be obtained from them.

Premiums are due the last day of present month to cover the following month and should be paid promptly in order that insurance will not be canceled for non-payment. This feature should be closely watched by employes away on voluntary sick leave.

Insurance will be carried for a period of six months and may be extended not to exceed one year, for employes absent account sickness or accident providing employe's application has been approved by the Medical Department; and payment of premium is properly arranged for during leave.

Acceptance of other employment or engaging in other business during leave of absence period constitutes a break in the continuity of service.

INSTRUCTIONS TO AGENTS

Because of agent's responsibilities for the solicitation for traffic, your attention is called to Rule 885 of the Rules and Regulations of the Transportation Department, which is specific on this point. Agent is responsible for the solicitation of traffic within his own territory, and should always act to the end of securing business whenever he can. In the event that a particular situation is beyond the scope of his authority or ability to dispose of, he should report the matter promptly to the local officer of the Traffic Department and to this office. While direct appeal in many cases brings results in securing traffic for our lines, on the other hand there is no better advertisement for the Company than courteous attention given patrons who call at your station for tickets, information, and other matters relating to railroad transportation.

Where you have a shipment of stock leaving your station which in all probability will reach destination when agent at that point is not on duty, the forwarding agent will, in all cases, notify Chief Dispatcher whether or not the charges on shipment are covered

by bond, and if such is the case the Dispatcher will make necessary arrangements to have the stock spotted for unloading without waiting for opening of agency at destination.

We have a considerable number of portable scales which are placed in packing houses and other locations at the request of the Transcontinental Freight Bureau to enable using actual weights in freight billing. These scales are shipped by our Scale Department at West Oakland to the points designated, and the scales are then turned over to an agent of the Transcontinental Freight Bureau, who places them with the party that is to do the weighing. A number of these portable scales have been lost in the past due to our agents not keeping a record of the scales when placed in the various packing houses, and, as a result, they are either stolen or all record is lost. You should see to it that a proper record is maintained of these scales so that we will know where they are located in order that they can be returned when the shipping season is over.

The Public Utilities Commission requires that five days' notice be given the public by posting in a conspicuous place at each station where an agent is maintained, all changes in the time of trains at that station, and ten days when passenger trains are discontinued.

Shipments of explosives and other articles classified as dangerous by Freight Tariff No. 4, Interstate Commerce Commission, must not be delivered to Pacific Motor Trucking Company's trucks for transportation over the highways. Such shipments must be forwarded to destination by rail, in a box car.

Installation of radios in telegraph offices or towers will not be permitted under any circumstances.

Amendments to the California Insurance Code, effective September 19, 1939, provide that no railway employe should sell a railroad ticket insurance policy until a limited license to act as a disability agent is obtained from the Insurance Commissioner authorizing him to so act. It further provides that upon termination of employment with railroad company the railroad shall notify the Commissioner of such termination, and that the licensees shall return the license to the Commissioner.

The display of calendars, other than our own "Southern Pacific" calendars in offices where our business with the public is conducted, is prohibited.

Checks made have resulted in reports of a deplorable conditions at many stations in the matter of general housekeeping. Many of the desks have been found littered with old files, papers and scraps, a majority of them dusty, and in view of our patrons, not only presenting an untidy condition which should not prevail, but also making very unfavorable advertising for our Company. They have also revealed overstocks of supplies, such as stationery, electric light bulbs, pencils, postage stamps, erasers, empty ink

bottles, and various other office equipment which should be turned in for use elsewhere. Considerable supply of old obsolete forms has been found in many desks. It is the duty of the agents to see that their desks and those of their force are kept neat and tidy, and that they are not overstocked with supplies and office equipment. Prompt check should be made and any surplus returned to Storekeeper, and before submitting the periodical requisitions, accurate inventory should be taken which should also include the stock carried in drawers of the individual desks.

Instructions require that all meters be read by the agent at the same time they are read by the employe of the water, gas, or electric company performing the reading for his company. If this is done and the figures compare at the time, there can be no possibility of an erroneous reading being taken.

Southern Pacific employes should not undertake to move equipment of Pacific Motor Trucking Company except in cases of extreme emergency, such as fire.

All discarded batteries are to be saved and stored for pick-up by the supply car or forwarded to the West Oakland Store. Any miscellaneous scrap, such as failed light globes, empty sacks, cans, and scrap burlap, should also be saved and turned over as above.

Recently a telegrapher, when making out a clearance, used Engine No. 4198 instead of 4193, and it developed that the error was caused by the use of broken eye glasses. Being thus handicapped, the telegrapher had read the figure "3" as an "8." This occurrence emphasizes the necessity of telegraphers providing themselves with two pair of glasses, one to be used in emergency. While it is not intended at this time to make the purchase of a second pair of glasses obligatory, telegraphers who must rely upon glasses, when it is necessary to purchase a new pair, should preserve the old pair for use in emergency.

To the end that we may afford prospective patrons knowledge of passenger train movements it is desired to announce the arrival and departure of such trains at all stations where forces are on duty when trains stop to entrain or detrain passengers. Agents will see to it that one of their station forces makes such announcement in the waiting room and on the station platform when it can be done without leaving the office unprotected. In cases where there is no one available to make such announcement on the station platform it should be made through the ticket window for information of patrons in the waiting room.

All grain doors and door boards from cars made empty at the various stations will be reclaimed and salvaged. At stations where there is a need for the use of such door and boards for out-bound shipments, a reasonable supply will be retained by the agent to care for the needs of that station, and surplus accumulated will be returned to the Store Department at West Oakland. At stations where there is no need for them, they are to be accumulated to

reasonable quantities and returned to the Store Department. At points where surplus accumulations can be accomplished in reasonable time sufficient for forwarding in car lots, that should be done; otherwise, they will be turned over to supply car on its next trip. At branch line points and other stations not reached by supply car, they will be returned to Store Department by freight, or if insufficient quantity to justify without having to hold for lengthy period, communicate with this office for disposition.

This does not apply to grain doors or door boards in assigned copra cars which should be permitted to stay with the cars for re-use nor to cement cars which should likewise be allowed to stay with the cars for return to the plants for re-use.

Your attention is called to the Order of the Interstate Commerce Commission, dated May 2, 1921, relating to time on duty of employes and movement of trains, requiring use by carriers of form entitled: "Daily Time Report of Employes who, by use of the telegraph or telephone, dispatch, report, transmit, receive or deliver orders pertaining to or affecting train movements." This is covered by Southern Pacific Form 2187, and you will please see that it is effectively used. As the title of this form implies, it shall be executed by all employes whose duties are such as to bring them within provisions of the Federal Law, as set forth in General Manager's booklet "Hours-of-Service Act--Information for Guidance of Officers and Employes." A separate Form 2187 must be used by each employe in recording his service during each 24-hour period, numbering the forms consecutively, starting with number 1 at the commencement of each month. Regularly assigned employes should render blank report for Sundays and holidays when no service is performed. Each period of service, and each instance of release from duty, must be accurately itemized in space provided. The form shall be personally signed by employes. Use of typewriter or rubber stamp, or skeletonized by use of carbon paper, for this purpose is prohibited. One copy of form shall be prepared and forms for entire month arranged in consecutive date order, with the last day of month on top and forwarded to Superintendent. Reports should be fastened by use of fastener in upper left-hand corner, or by the use of clips. Care must be exercised not to bind the reports in such manner as to conceal sheet number, date or other information appearing thereon. Forms are to be issued immediately after the service is rendered or not later than the following day (except when a Sunday & Holiday intervenes).

Any instance of service beyond nine hours at a continuously operated, or thirteen hours at a day-only, station will be immediately reported to Superintendent, using Form 2187 for that purpose.

When a telegrapher leaves service, is temporarily released, or is transferred to another station, agent will be held personally responsible for seeing that the employe has rendered a separate form 2187 for each day of current month on which service was performed; that the report for last day worked shows what became of

the employe and, in the event of transfer, to what station. Extra telegrapher should show notation at bottom of Form 2187 when commencing service at station, showing last service performed. An agent or telegrapher whose last service was performed at a one-man station will not be given time voucher unless time slips for period covered are accompanied by corresponding Forms 2187, completely filled out. Forms must be mailed so as to be in my office not later than the 3rd of the month.

It is to be understood that in no case will an employe covered by these rules exceed the hours of service without proper authority. Agents will be held responsible for the corrections of reports rendered by employes under their jurisdiction. You are again reminded that this company will not countenance violations of the Federal Hours of Service Act.

Your attention is directed to instructions governing the forwarding of legal papers served on station agents or other representatives of the Southern Pacific Company, which are as follows: First--send joint company telegram, addressed to E. D. Moody and Ben C. Dey, General Counsel, 65 Market Street, San Francisco, briefly describing papers, name of court, names of plaintiff and defendant, date of service, name of person served and place where served. Second--send papers served by first-class U. S. Mail to Ben C. Dey. Third--mail at once, by train mail, confirmation copy of telegram to Ben C. Dey. Your attention is also directed to the fact that above instructions apply to situations where the employes are served as individual defendants or witnesses, just as they apply to cases where the employe is served as a representative of the Southern Pacific Company.

The California Political Code relating to witness fees provides for payment of witness fees for each day's actual attendance when legally required to attend upon the Superior Court, at \$2.00 per day in civil cases and mileage actually traveled one way only, from the place where service was made to the courthouse or attorney's office. Witness fees as provided are payable only on demand of witness at time subpoena is served upon him. At that time he should demand his fee of \$2.00 plus mileage at 10¢ per mile, one way; if payment of such fee is refused by the process server, the witness is entitled to refuse service of the subpoena, but should in such a case, make immediate report to my office of the attempted service and circumstances.

Agents must report by joint wire to the Freight Claim Agent, San Francisco, and to the Superintendent, Oakland Pier, estimated cost of repairing machinery damaged in transit. When estimated cost is more than twenty dollars, furnish full particulars promptly on receipt of shipments, and if consignee's estimate is considered reasonable or it is thought the company could make repairs for less than the estimated damage, say so.

This company has contracts with several accident and health insurance companies whereby their representatives may enter our property for the purpose of selling such insurance to our employes during their lunch period or outside of working hours.

This will be your authority to permit agents of these companies to continue their solicitation activities on our property in accordance with the terms of the contracts upon presentation of proper form of certification signed by the President or other duly authorized executive officer of the Insurance Company, identifying the party in question as a bona-fide agent of that company.

From time to time during the course of investigation covering the handling of empty equipment, it is necessary that empty car bills on which cars move forward be obtained in order to definitely determine where cases of mishandling occur. Therefore, agents should retain all empty car bills in their offices for a period of not less than six months, so that they may be available if required.

No overtime is to be worked without first obtaining authority from this office, except in cases of emergency. In no instance will an emergency be considered to exist more than one day in succession, as overtime in such cases should be foreseen and proper request made for authority.

Form 2460-A, covering overtime worked, must be made in duplicate--original to be forwarded to Superintendent and duplicate to Trainmaster promptly. Forms 2460-A must not be held until time cards are forwarded.

On New Year's Day, Washington's Birthday, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas, no service is to be performed by agents, telegraphers, clerical workers on positions assigned 6 days per week unless advance authority is received from this office.

It will be necessary for you to anticipate your requirements and make prompt request for authority to work necessary positions other than 7-day assignments, giving sufficient reason therefor and amount of time to be worked.

Any emergency condition that cannot be anticipated necessitating working other than 7-day assignments must be fully explained on Form 2460-A, Overtime Report.

There is to be no change made of assigned hours without first having obtained authority from this office.

Our Freight Claim Department has encountered some annoying differences with shippers in regard to shippers not being notified when certain perishable freight schedules are inaugurated and again when those schedules are discontinued. This is a matter that should be carefully watched.

The Interstate Commerce Commission prescribes certain rules for recording and filing tariffs, and when relief agents are placed in charge of station suitable instructions must be given them by the outgoing man to see that requirements of the commission are carried out.

Requests for special information are made directly on agents by outsiders. You will find out first what is required and transmit the request to this office for disposition. There is no exception to this regulation. Both written and verbal requests must be handled exactly as outlined above. Also desire to make certain that you and subordinates are familiar with that part of Interstate Commerce Act which makes it "unlawful for any officer, agent or employe to knowingly disclose information concerning the nature, kind, quantity, destination, consignee or routing of any property tendered or delivered to such common carrier for interstate transportation." Agency force will be held strictly responsible for compliance with this law. Correspondence, records and accounts at agencies may be examined by outsiders only as set forth in Rules 4 and 5 of Accounting Department Circular No. 35 as amended.

Practice has been inaugurated for operators of trucks on the highway to drive their vehicles onto our scales, weigh them and use weights tons determined for assessing their own freight charges to their shippers. Where this condition exists, it indicates woeful inattention on the part of agents and such practice must be stopped immediately.

Trucks have made use of our platform and station reservations for the purpose of transferring loads from one truck to another. If this practice is being indulged in by trucking companies at any of our stations it must be stopped.

The use of our facilities, such as ramps or freight platforms when commodity handled is neither received nor forwarded over our rails, is prohibited.

With the growth of the freight trucking business, a condition has developed where at some stations stock corrals are being used when neither the inbound nor outbound movement of stock is over our line. To compensate us for such use of stock corrals, it has been decided that the following charges should be made when stock is not moved either in or out over our rails:

Horses-Cattle: 10¢ per head for each 24 hours or fraction thereof.
Hogs-Sheep-Goats: 3¢ per head for each 24 hours or fraction thereof.

This matter should be carefully watched and proper charges assessed when corrals under your jurisdiction are used and no rail movement is involved.

Agents are familiar with Form S-7532, Engineer's Wire Report Automatic Train Control, and outstanding instructions relative thereto. Operators should be instructed to transmit relative

Form S-7532 jointly to this office, R. Ersepke, T. L. Gordon, Superintendent of Motive Power-Sacramento, C. J. Williams, West Oakland, W. Bleick, Roundhouse Foreman, Tracy.

Instructions provide that in all cases of transfer of stations by agents, the incoming agent must advise the Auditor of Miscellaneous Accounts by wire, with copy to Superintendent stating date and hour effective, giving full name of incoming and outgoing agents.

On door commonly used by public in entering station to transact business, agent will post a typewritten notice (using paper 5 $\frac{1}{4}$ x 8") indicating thereon the hours during which station is open to transact business. This notice should be in following approximate form:

OFFICE HOURS (Daily except Sundays and Holidays)

8:00 AM to 12:00 Noon
1:00 PM to 5:00 PM

In the event office hours are changed, notices should be immediately revised. Should notices become mutilated or removed, agent should immediately substitute duplicate. Should agent find it necessary to leave station to transact business, a notice showing approximate time of return should also be posted.

It is your duty to see that your station keeps itself posted as to the probable arrival of passenger trains and when there is to be any appreciable delay in the arrival of any train that information should be promptly posted on your train bulletin board. In the case of through trains where there is a likelihood of further delays or the recovery of time, the matter should be followed up and proper changes made in the information reflected by your bulletin boards.

Agents must keep up-to-date address book and telephone number, where phones are installed, of all employes working at their respective stations.

In order that requests of authorized representatives of the Department of Agriculture, State of California, may be complied with in regard to stopping in transit or holding at point of origin shipments which the Department of Agriculture know to be in violation of the law, please be governed by the following:

On receipt of requests (which should be made in writing to an authorized representative of the Department of Agriculture, State of California, to hold or stop in transit a car containing produce in violation of the law, car, if at point at which request, if filed, should be held and immediate joint telegraphic advice of action taken furnished as per (a), (b) and (c) below, furnishing complete waybill reference.

- (a) Superintendent
- (b) Agent, Pacific Fruit Express Company, in charge of territory in which request is filed.
- (c) General Freight Claim Agent, San Francisco.

If car has gone forward, quote request to stop car and advise forwarding record, name of shipper, consignee and route immediately by wire joint to (a), (b) and (c), as per above. On receipt of advice, effort will be made to stop car at first suitable inspection point in California. Cars will not be stopped if request is placed too late to be complied with before car passes into an adjoining state.

If request to stop or hold car is placed direct with your office, request should be complied with at first suitable inspection point in California if car is still on division. If car has been delivered to connecting division in California repeat request to Superintendent of such division. If car cannot be stopped before it crosses border into an adjoining state it should not be stopped.

Immediate joint telegraphic advice of action taken should be given to party placing request with you and to agent, Pacific Fruit Express Company, in charge of territory in which request is filed and also to General Freight Claim Agent, Southern Pacific Company, San Francisco.

In case of any robberies, an immediate telegraphic report is required, also for attempted robberies, burglary or hold-up; same to be addressed jointly to Superintendent and Division Special Agent. In connection with this report, desire to remind you of Rules 21 and 3100 of Accounting Department Circular 39-1. Also that each of the following particulars as are applicable be furnished in your report so that arrangements can be made for further handling.

- (a) Place of robbery, burglary, etc.
- (b) By whom discovered.
- (c) Date and hour it first became known.
- (d) How access to building or premises was gained.
- (e) Brief description of what transpired, so far as known.
- (f) Amount of stolen funds belonging to Railroad, Pullman, Express or Telegraph Company.
- (g) Amount and approximate value of company or other property stolen or destroyed; if only damaged, give extent.
- (h) If tickets stolen, give form and serial numbers; also destination to which they may be issued.
- (i) If freight stolen or damaged give brief description of it, together with waybill reference and name of shipper and consignee.
- (j) What portion of stolen funds or property recovered.
- (k) What civil authorities notified, and when.
- (l) Whether warehouse or room from which articles stolen is part of same building in which freight or ticket office is located.

- (m) In case of baggage or parcels being involved, state kind of baggage or parcel and whether checked or unchecked; name and address of owner; kind and number of check attached; where and when issued. If checked for outbound movement give check number, route, name and address of owner, and declared value as shown on valuation slip. Form and number of baggage or parcel check missing and any other pertinent information.

All physical evidence will be carefully preserved pending arrival of Special Agent, City or County Officer. Finger marks or imprints should be carefully protected by paper so that they will not be disturbed. These instructions are not applicable to the discovery of seals broken or defective in such a way as to indicate that they have been tampered with for the purpose of pilfering contents of the car. Such instances will be reported in accordance with Rule 11 of instructions governing application, inspection, record, etc., of car seals.

One of the most serious complaints registered by our patrons is the handling of demented passengers in coaches and in section space in Pullman equipment. In ticketing these passengers be governed by the following: When demented person or persons are under the charge of a nurse or attendant and you are reasonably certain regular passengers will not be discommoded, you may arrange to ticket such passengers, provided they purchase drawing room or compartment accommodations. When transportation is requested for demented persons between points where Pullman cars do not operate and you are reasonably certain that such persons should be carried, you may arrange to carry them in the baggage car, provided they are securely strapped and in charge of a nurse or attendant. When this latter procedure is followed, proper statement of the fact must be made on Form 7341. It is not necessary for the demented person to sign the release. The release, however, can be signed by the attendant.

After Form 7341 has been properly executed, it is to be sent to the General Claims Agent in San Francisco; if there is any question as to the procedure to be followed, please confer with the General Passenger Agent or District Passenger Agent in charge of the territory in which you are employed.

To insure a better understanding of instructions relative to the handling of remains, the following salient information is given for your guidance:

Extra fare tickets are not required for the transportation of remains, but person in attendance must have the required passage extra fare and Pullman tickets.

Baggage Tariff requires that in the transportation of remains, if the total weight exceeds 500 pounds, an additional charge shall be made for any weight in excess of this amount at excess baggage rates, such additional charge to be shown separately on excess check.

Passes issued in favor of the deceased will be accepted for transportation of the remains regardless of whether or not such remains weigh more than 500 pounds.

Baggage tariffs provide for the checking and transporting of remains in baggage service under conditions named in rules thereof. Among other things, these rules provide that a regular one-way adult ticket for the remains of an adult or child should be surrendered to Baggage Agent and that such remains' ticket shall be endorsed "Remains" on the contract and each coupon. A similar condition obtains for ticket presented by escort of remains which is to be endorsed "remains escort."

The same conditional stop privileges will be accorded movement of remains by express as were the case were they moved under our Passenger Tariffs. When such service is desired, request will be made upon Chief Dispatcher by the Express Agency. No attempt will be made to load or unload said traffic at stations during periods when there is no one on duty to handle it.

Station forces, when selling transportation, or others issuing transportation, will inform escort to advise conductor of their accompanying remains, conductors will determine and advise escort whether or not the remains are moving on train.

If remains is not on train, conductor will immediately inform train dispatcher so that action may be taken at once to locate the remains and inform the passenger. When remains are moving on trains other than the ones handling escorts, conductors of such trains will inform Chief Dispatcher so that action may be taken to locate the escort.

Agents will bear actively in mind the necessity of properly stamping all tickets "Remains Escort Check No _____," for parties accompanying remains so that there will be no question on the part of the conductor that the remains should be on his train.

For transportation of the remains of an adult or child, a regular full fare first-class ticket is required, as provided in Baggage Tariff Rules (A)1, (C) and (D) or as shown in Rule 8(E)1 and 2. Escort may hold any valid reduced fare or coach ticket.

When remains is presented for checking see that the necessary Transit permit is received, properly filled out, handled in accordance with instructions; mailing by R.R.B. Mail in envelope Form 3957 to General Baggage Agent, San Francisco.

Any unusual condition with reference to remains at stations, in transit, or at transfers, must be reported promptly by wire to the General Baggage Agent.

When agents know they will have a remains, wire train baggageman and, if known in time, the terminal, in order that sufficient space may be provided in baggage car. Train baggageman will wire

agent at unloading station and if for re-forwarding on another train, give train number.

In order to prevent loss or delay to floral pieces accompanying remains, they should be marked or tagged with the name of deceased, baggage check number, destination

Complaints have been made account delays where empty milk cans have been shipped by freight instead of via passenger trains. Cans should be moved in passenger train service, under milk and cream waybills, at rates published in milk and cream tariffs, unless shipper designates freight train service.

Empty cream cans must be kept under lock and key at all times, unless the consignee of the empty cans requests you to leave them outside the station for his convenience in picking up during hours when you are not on duty. In all such cases, the consignee must give you instructions to this effect in writing and you must keep them on file in your office for possible use in case representatives of the creameries call on you for forwarding to the office of Mr. M. I. Goldsmith, Mail and Express Traffic Manager, in event of the disputed claim. Whenever an empty can has been on hand for 30 days, you should write Mr. M. I. Goldsmith.

Dues must not be paid to any organization before first obtaining authority from this office. This refers to memberships to Chambers of Commerce, Rotary Clubs, Exchange Clubs, etc.

Stationery requisitions, except Superintendent's Office, Oakland Pier, Oakland Freight, Master Mechanic's Office, West Oakland, and Stockton Freight Office are required to be prepared on a 90-day basis. Such requisitions must be prepared and mailed so as to reach Assistant General Storekeeper's Office on the 3rd of March, June, September and December. Original stationery requisition should be compiled on Form CS-2081-B for seven items or less and CS-2081 for more than seven items, carbon copies on plain paper.

Remarks and phone notations should appear in Remarks column. Sign requisitions in ink. Separate requisition, in triplicate, should be submitted for rubber stamps and forwarded direct to Station Supervisor for approval. Requisitions should show size and style of type using sample rubber stamp impression if possible. Also separate requisition should be rendered in quadruplicate covering Pacific Motor Transport Stationery Supplies.

Your attention is directed to instructions printed on inside of cover of Stationery Stock Book which must be observed.

AGENTS---Requisitions for other supplies must be compiled on Form 4206 on a 90-day basis and are due as shown on Supply Car Schedule. They must be rendered in triplicate and be personally signed by you and forwarded to Station Supervisor for your District for his approval and forwarding.

Separate requisitions to be made for each class of service and also for coal, electric light globes, oil and waste and car seals.

Each requisition shall have full shipping directions shown. Complete description of material shall be shown under heading "Articles" and quantities required entered in "Quantity" column.

AGENTS SHALL INDICATE ON EACH REQUISITION AGAINST EACH ITEM IN COLUMN PROVIDED UNDER SERVICE WHETHER MATERIAL AND SUPPLIES ORDERED ARE USED IN FREIGHT, PASSENGER OR COMMON SERVICE.

Agents should closely check the number of lights left burning in station at night so as to avoid excessive use of electric lights.

There have been increases in toll charges for long distance telephone calls. Your cooperation in holding down this item of expense all possible consistent with the proper transaction of business is necessary.

Attention is directed to previous instructions concerning wiring the doors of cars with No. 9 wire in addition to the seals, as an added precaution against theft of contents while enroute. This applying to cars containing valuable merchandise, such as wine, alcohol, alcoholic beverages, cheese, tobacco, etc.

To conserve labor and time involved, previous practice of wiring freight car doors, in addition to regulation seals, to provide better protection to load and prevent improper use of empties, will be discontinued at once with the following exceptions:

- (a) Empty box cars prepared for special commodity loading shall have doors wired closed.
- (b) Loaded merchandise cars and cars containing tobacco and liquor received through interchange or turned off at freight houses, industries or team tracks shall have doors wired closed in addition to regular seal protection.
- (c) Doors of empty refrigerator cars (PFE and foreign) not fastened with empty car seals must be wired closed.

Attention is directed to that part of Rule 866 reading:

"Doors of empty cars in trains must be closed and fastened."

Cars must be inspected and OK'd for loading according to kind of freight to be loaded in them, and record made showing name of party making inspection, condition of car and extent of inspection. At the destination in case loss or damage is alleged, caused by condition of the car, delivery agent shall inspect car and keep permanent record showing name of party making inspection, extent

of loss or damage, and the apparent cause thereof, condition of equipment, showing what defects existed therein, if any, whether defects are old, of long standing and apparently present when car was last loaded or new.

Form 2619, Comparative Statement of Business Handled, is due in this office on the 6th of the month following that for which rendered.

Whenever any sealing press or car seals are lost or stolen immediate report must be made by wire to Superintendent of Freight Protection, Superintendent of Division, and Division Special Agent, giving symbol of seal press or opening and closing number of seals, if the seals are self-locking consecutively numbered seals.

In order that our interests may be properly protected it is necessary that we be kept informed as to all contemplated public improvement work which may in any way affect us. In nearly every case this work is also advertised in the press. Agents and others at outlying points should, therefore, give the matter close attention and properly advise us of any proposed work that may come to their attention.

CAR ORDERS

Car order Form 61 is to be made out and transmitted promptly to Oakland Pier covering Western District and Stockton covering Stockton District for all cars required other than refrigerator cars which you are unable to furnish from yard. It is necessary that these orders be gotten in as early as possible to enable our Yards and Mechanical forces to obtain suitable cars, also to enable Car Distributors to obtain same from the closest convenient points.

Car orders should reach Oakland Pier or Stockton as the case might be, as early as possible, but not later than 4:30 PM, except in emergencies, and if at any time you are unable to reach "OW" and "BR" promptly after a reasonable effort has been made and if you have a company phone, get in touch for the Western Division with the telegraph operator at Local 4823 and she will take your order, or with Car Distributors at either Stockton or Oakland. Car orders for cars required for loading after Sundays and Holidays or for those days should be filed as far in advance as possible, but under all circumstances so that they will reach Car Distributor the day before Sundays and Holidays so that they may be acted upon and filled without delay.

ALL LIVESTOCK ORDERS ARE TO BE WIRED PROMPTLY REGARDLESS OF WHETHER OR NOT THEY CAN BE PROTECTED FROM YOUR YARD, AS IT IS NECESSARY TO MAKE SPECIAL REPORTS ON ALL LIVESTOCK AND LINE UP FOR THE HANDLING. NO OTHER ORDERS PROTECTED FROM YARD ARE TO BE WIRED AS THIS CAUSES UNNECESSARY BURDEN ON THE WIRES.

Agents within the Oakland switching zone, from San Leandro to Richmond, inclusive, are to order cars required from the car order

clerk at West Oakland Yard, except when ordering cars for livestock or special equipment such as tanks, large flats, gondolas or any other type of special equipment, or large amount of equipment, empty cars required for steamers, in which case copies of car orders should be telephoned to telegraph operator, Local 4823; orders for refrigerators should be placed direct with representative of PFE Company in your district.

There have been numerous instances in which the shippers have apparently reloaded cars without handling with agents, resulting in cars being loaded out of line contrary to Car Service Rules, thus resulting in considerable expense, due to excess Per Diem and empty car haul; also expense due to claims account unsuitable equipment loaded, all of which could have been avoided and matter been handled in accordance with instructions.

All car orders should be filed in writing, and where possible to do so, shipper should file order on regular car order blank. It is most important that car order be furnished to cover every car loaded regardless of whether or not car is furnished from the yard, which, of course, includes cars which are made empty by certain consignees and then reloaded by him or some other shipper. NO CAR SHOULD BE RELOADED WITHOUT SHIPPER HANDLING WITH AGENT FOR PERMISSION TO DO SO.

Attention has been directed to alleged violation of Tariff Rules and Regulations governing the ordering and the furnishing of cars, as well as appropriations of cars by shippers without car orders.

In order that when cars are furnished at variance with shippers orders, it will be done only after determining that cars of the proper size and condition are not available. It has been agreed that the authority to furnish cars at variance with shippers orders on the Western Division must be secured from the Car Distributor at Oakland Pier or Stockton, or Car Order Clerks at West Oakland and Tracy Yards. As previously instructed those employes receiving shippers' car orders for cars and issuing bills of lading; also those employes delegated in yards and terminal to the tagging and applying of cars on car orders, are required to read carefully Rule 34 of the current Classification Rule 30 of P.F.T.B. Exception Sheet No. 1 Series, and rules in the Transcontinental and various other tariff issues similar to Rule 30 Tariff P.F.T.B. Exception Sheet No. 1 Series.

On shipments governed by Rule 34 of the Classification, cars may be furnished at variance with the shippers' orders only when carrier is unable to furnish a car of the size ordered, whereas on shipments governed by Rule 30 of the Exception Sheet and similar rules of other tariffs, carrier may at its convenience furnish cars at variance with shippers' orders. Thus we may not furnish cars at variance to shippers' orders for loading Rule 34 traffic when reasonably able to furnish cars of the size ordered; that is, a reasonable effort should be extended to furnish the size of cars ordered

by shipper even though it may not be entirely convenient to do so. In other words, if the size of car ordered is available, it should be furnished.

Records indicate that conductors are setting cars out at non-agency points without ascertaining whether or not an order has been placed, or will be placed through any other source. If order has not been placed, accept the order and leave all three parts with the first agent, who will mail one part back to agent on the other side of non-agency and mail other part to Car Distributor at Oakland Pier or Stockton, unless it is necessary to wire same. If car order has not been placed do not make car order, but advise first agent who will notify Car Distributor if not suitable car available.

When ordering equipment be sure to state exactly the kind of car wanted, or some special class required, that is, large weight shipment should show capacity of car wanted, while if bulk commodity such as hay, show size of car wanted. Orders for refrigerators should show weight of contents as well as size required. When ordering stock cars for livestock be sure to show size, also whether or not to be clean, sanded or unsanded, also advise when weighed light cars required. When unsanded cars are ordered you will ordinarily receive used cars. Be careful to explain to shipper when an order is received calling for 40 ft. stock cars that it might not be possible to furnish this class of equipment and handle same in accordance with GED Circular 188-G Item 150-C and 160-B of the Rules and Incidental charges governing transportation of livestock, also in accordance with FPD Circular Letter No. 1083-E of October 4, 1928, which you should have filed along with CED Circular No. 188-G.

All orders calling for cars to load at points off our rails should show the route and if via local California junction should show junction with connecting line, as well as complete route.

FRUIT, VEGETABLES AND PERISHABLE SHIPMENTS

Daily "KX" Report; on Western District and Circular No. 269, on Stockton District, report of fruit and vegetables loaded each 24 hours ending at 12:00 Midnight for calendar day and which is wired to reach JBW at Oakland Pier, for stations on Western District and to WEE At Stockton, for stations on Stockton District, not later than midnight.

This report must be made accurately and transmitted so as to reach Oakland Pier or Stockton, whichever territory you are reporting from, before 12:00 midnight of the day cars are loaded. When an agency closes before midnight, the agent must make this report and transmit it, to cover calendar day, before closing. For those agents who have no telegraph communication with Oakland Pier, or Stockton, agent will telephone his report to closest telegraph station, who will transmit same to Oakland Pier or Stockton, depending upon the district in which located **WITHOUT ANY EXCEPTIONS THESE REPORTS MUST REACH OAKLAND PIER OR STOCKTON NOT LATER THAN MIDNIGHT**

OF THE DATE COVERED.

Do not report cars as loaded at non-agencies, instead billing agent report all cars billed at his station as cars loaded at that station. In other words, billing agent will be responsible for all cars loaded at non-agency station and billed by himself, and will report same both on daily and monthly report any cars not billed at your stations.

Agents must post Form FV 28 accurately each day and make telegrams from that report. Before forwarding form FV 28 to Oakland Pier or Stockton, depending upon district in which located, balance same with your daily telegrams for the month and they should balance.

Below is a revised list of the commodities that are to be included in report; also review of instructions:

BY TELEGRAPH AND BY MAIL

Apples	Lettuce and Romaine
Apricots	Mixed Citrus Fruits
Asparagus	Mixed Deciduous Fruits
Beans (snap and lima)	Mixed Melons
Beets (exclusive of sugar beets)	Mixed Vegetables
Blackberries, Dewberries, Loganberries	Onions (exclude sets and shallots)
Broccoli	Oranges and Satsumas
Cabbage	Peaches
Cantaloupes	Pears
Carrots	Peas, green
Casaba Melons	Peppers
Cauliflower	Persion Melons
Celery	Plums and fresh prunes
Cherries	Potatoes (White or Irish)
Corn, green	Spinach
Cranberries	Strawberries
Cucumbers	Sweet Potatoes
Eggplant	Tangerines
Escarole	Tomatoes
Grapefruit	Turnips & Rutabagas
Grapes	Watermelons
Greens (except spinach)	Lemons
Honey Ball Melons	
Honey Dew Melons	

BY MAIL ONLY

Apples, dried	Peaches, dried
Cranberries	Prunes, dried

Mixed Melons, as defined for the purpose of this report, include honey-dews, honey balls, casebas, and Persion Melons when two or more of the names classes or other classes of the cantaloupes

type are loaded together. Watermelons should not be classed as "Mixed Melons" because of their various varieties.

Include only shipments which actually originate on our road, interstate or intrastate, local or interline. By "Originating on our road" is meant commodities which have been grown or produced in territory tributary to our road and which have been tendered or switched to our road for line haul movement, and for which our road makes initial line haul waybill.

Report any shipment taking a carload rate, regardless of weight, any car containing as much as 10,000 lbs. of commodities for a single destination, regardless of the number of consignees. A full car, or one containing 10,000 lbs. or less than carload shipments of any commodity or commodities to a single destination, regardless of the number of consignees or consignors, should be reported.

In some sections where any quantity rates prevail, the question sometimes arises as to what constitutes a "Carload." In such cases, report a car if it contains as much as 10,000 lbs.

A car containing two or more commodities with the exception of "Greens" should be reported as mixed car of fruits or vegetables. If it contains both fruits and vegetables, do not report it except when mixed with plums or fresh prunes.

Leafy vegetables which are ordinarily cooked in preparation for use should be reported as "Greens" such as kale, turnip tops, Italian sprouting broccoli, broccoli greens, (seven top turnips), mustard greens, dandelion greens, Swiss chard, etc. Spinach is to be reported separately, and not included in the classification of "Greens." Various kinds of greens loaded together in a car should be classified as "Greens," and not as mixed vegetables.

All bills of lading must display the variety and class of grapes in order for the billing agent to transcribe the same date on the revenue billing. This is imperative so that certain other necessary information required may be secured from the billing moving with each car.

When reporting grapes on daily wire, it is necessary that they be segregated, and reported in the four classes. As an example: 4 black juice, 5 white juice, 8 table grapes.

In case of mixed carloads of grapes, the shipment should be classified according to the predominating class; namely, black juice, white juice, table grapes, or unclassified grapes, including the number of such movements with other classes in your wire report.

Report shipment as "Mixed Deciduous" when cars are loaded with two or more of the following commodities: apples, cherries, grapes, peaches and pears, except when mixed plums or fresh prunes.

Report shipments of carloads of plums and prunes when cars contain either or both, straight or mixed, and when loaded mixed with other deciduous fruits, but forming the larger proportion of the load.

Report shipments by names as "potatoes," "apples," etc. Never report "vegetables" or "fruits and vegetables."

Many carloads of farm products are shipped to large cities and commercial distributing centers outside of producing areas to be held in storage and in dealers' warehouses to be distributed at a future time. Agents are requested to omit FV 29, Monthly Mail Reports, and to omit from their daily wires to Superintendents all carload shipments of fruits and vegetables from storages located at their stations, or other stations for which they prepare necessary billing, moving out-bound or intransit billing, as a report will already have been received, from the agent at the point of production. Form FV 29 and daily wires to Superintendent must include all carloads forwarded or original shipments produced at, or in vicinity of, their stations and at points for which they protect necessary billing. This will include shipments from storage at such points which have not had a previous rail haul.

Commodities originating in Canada, placed in storage and later re-shipped out to points in the United States, should be included in the reports made by Canadian Superintendents when moving from storage.

DO NOT REPORT RESHIPMENTS. A car sold at destination and later forwarded on a new bill of lading at the rate applying from the point of sale is a "Reshipment."

DO NOT REPORT CARS WHEN DIVERTED OR RECONSIGINED as original shipments as they have previously been reported, except upon special request.

DO NOT REPORT SHIPMENTS OF CANNED, FROZEN, PROCESSED OR PICKLED goods, or any foodstuffs put in glass, earthenware, or similar containers.

DO NOT REPORT shipments moving in packing plants, by which is understood commodities placed in field boxes and moving to plant for grading, cleaning, packing, etc., and later shipped to market.

DO NOT REPORT shipments received from inland and coastwise boat lines unless specifically requested to do so, as arrangements have been made with such lines to cover shipments originating with them.

Begin telegraphic reports on the day that first carload of any of the commodities to be reported is shipped and file a telegram daily, including Sunday, and thereafter as long as commodity moves in carload lots.

Report nothing received from another division, or from connecting lines, except shipments delivered by a connection in switching movements for which you make the initial line haul waybill or shipments received from another division for which you make waybill and report as loaded at your station.

Designate under the heading "Canners" fruits moving to vinegar, acid and evaporating plants; cabbage to kraut factories; grapes to grape juice plants; potatoes to starch and desiccating plants; and other fruits and vegetables to canning, drying, freezing and preserving plants.

Should there be any import shipments from Canada, Cuba, Mexico, Porto Rico, Bahama Isles, and Bermuda Islands, be sure and report preceding the item with the word "Import."

If for any reason, due to wire trouble or such cause, it is absolutely impossible to get this report off, use every precaution to see that it is transmitted the following day before going off duty, and include therein all cars which should have been listed on the previous day.

A mail service is conducted whereby the Bureau at Washington, D.C., receives direct from local agents monthly mail reports of the forwarding of forty-six commodities (including those reported by wire), which makes it possible to map the entire country, so as to show exact points of origin of the more important classes of fruits and vegetables, accurate quantities shipped of each class from each shipping point in every producing area, and statistical information which is invaluable in the distribution of farm products. This report has become one of the most important sources of statistical information used by the fruit and vegetable industry.

The mail service and the telegraph service are separate and distinct. They are not duplicates, and neither can be substituted for the other; therefore, the two reports must be made.

Various forms and instructions of their use have been furnished you direct from the Bureau of Agriculture at Washington, D.C.

Referring to Circular No. 24 of February 17, 1937, concerning daily "KX2" report on Western District and Circular No. 269 on the Stockton District.

Agents will arrange to segregate carrots on your daily "KX2" reports, same to be shown as either "bunched" or "topped" carrots. In case of mixed cars of carrots, and both "bunched" and "topped" loaded together, designate in wire "KX," as mixed bunched and topped carrots.

It is not necessary to segregate the information in your monthly mail report Form CS 7-8 (formerly FV-29).

Special Notice No. 500, Page 121

Include in your wire report to Oakland Pier or to Stockton, whichever district you are reporting from, carload shipments of broccoli and escarole.

In the case of broccoli, it should be understood that the firm white head variety, similar to cauliflower, should be reported as cauliflower and not as broccoli; also it should be understood not to include broccoli or escarole as GREENS. If these products are loaded in mixed cars of fresh vegetables the proper classification would, of course, be "Mixed Vegetables."

The following prices shall be charged shippers for car stakes and straps:

Stakes - 4" x 5" x 2'	\$.20	<u>Head Blocks</u>	
3'	.25	8" x 8" x 9'	\$2.50
4'	.30	8" x 12" x 9'	3.50
5'	.40	12" x 12" x 9'	6.00
6'	.45		
7'	.50		
8'	.60	Straps 1" x 5" x 10'	\$.25
9'	.65		
10'	.75		
11'	.80		
12'	.90		

Forms 8201 must be forwarded promptly after the last day of each period and we must look to our agents to see that these instructions are complied with.

When issuing requests for Time Vouchers, Form CS-9005, on account of employe leaving the service, it is necessary to show thereon the employe's post office address, also employe's Social Security Number.

Arrange to make report to this office on Form S-5825, "Notice of Refused or Unclaimed Freight on Hand Destination," of all Company freight which has been on hand at your respective stations in excess of fifteen days, and in addition to showing to whom the freight is consigned and such other information as is pertinent to the particular shipment, also include the requisition number for identification purposes which is invariably indicated on the shipping tag.

Rule 7 is interpreted to require agents at stations to maintain as part of station equipment a lantern fitted with white globe. Such lantern need not be kept lighted at night at stations within automatic block or centralized traffic control system limits. At other stations lantern will be kept lighted when trains are closely approaching and passing such stations.

A red globe must also be on hand as part of station equipment, and readily available for use in lantern in case of emergency.

At interlocking stations, complete white, yellow and red lanterns, should be maintained in good working order at all times.

Many new employes in freight houses, passenger stations, baggage rooms, stores, shops, roundhouses, and similar structures, are not apparently thoroughly conversant with rules of long standing that unauthorized persons must not be permitted access to operating premises.

It is important that this requirement be followed. Where credentials cannot be produced by outsiders attempting to gain access to premises, employes should notify their immediate superiors without delay. New employes used in baggage cars have at times permitted unauthorized persons to enter baggage car and to handle baggage checks attached to the various pieces. This must not be permitted.

Treasury Department Circular No. 173, Supplement No. 5, Rule No. 6, definitely prohibits cashing of checks with Company funds. Rule No. 7 of that circular, as well as Traffic Department Circular No. 3860, April 27, 1937, also contains pertinent information and instructions governing handling of checks with which all concerned should be familiar. The latter specifically provides that checks should not be accepted for more than value of transportation to avoid cash being returned to tenderer of check.

Our attention has been directed to cases of failure to administer Demurrage Rule 3 covering shipments held up by shippers--receivers on Sundays and Holidays. This rule applies on these days the same as it does on regular week days and demurrage must be set up to cover them.

The Pacific Car Demurrage Bureau, with Mr. R. C. Munholland as manager, is charged with the administration and interpretation of all demurrage matters whether they are in the form of demurrage tariffs or specific instructions as to the application of demurrage rules.

When industries operate on a seven-day basis, a seven-day check should be maintained of cars on hand. When they do not work Sundays and holidays there should be no difficulty in protecting demurrage covering those days; however, this feature should be checked into and necessary arrangements made for proper protection.

Auditor of Passenger Accounts advises that on account of majority of our local tickets now reading from "station stamped on back," they have been experiencing considerable difficulty recently due to numerous tickets not being stamp dated or stamp impressions not being legible. (Dater impressions are of necessity closely examined in our daily work of auditing ticket collections, and legible impressions are necessary to facilitate our sorting and checking work).

If tickets are not stamp dated or stamp impressions are not legible, conductors are unable to determine definitely point from which tickets are to be honored, thus retarding their work and in some instances causing our patrons considerable embarrassment and inconvenience by being questioned.

To insure clear and distinct impressions, ticket dating equipment should be examined at least once each week, and the month, date and year wheels and die plates thoroughly cleaned as outlined in Accounting Department Circular 39-1, "Instructions to Station Agents," Rule 2880. Also new ribbons should be placed on ticket daters when necessary.

All marks, numbers and symbols on packages must be checked carefully against bills of lading and this information transcribed from the bill of lading to the waybill when issued, and same information properly transcribed from the waybill to the freight bill at destination. Agents at transfer stations and agents at destinations should compare identifying marks on waybills and on freight bills with marks on packages.

It is also important that receiving stations show all marks, numbers, and symbols appearing on packages checking over or astray on arrival notices to consignees, thereby enabling the consignee to identify the package without writing or telephoning the receiving station for additional information.

When there are no marks on the packages to identify the shipper or consignee, it is suggested that the packages be opened and invoiced and a diligent search be made for identification which will assist in the delivery to consignee or other disposition.

California Industrial Welfare Commission Order No. 18, Section 12-A, reads:

"As far as and to whatever extent, in the judgment of the Commission, when women and minors are required by the nature of their work to stand, a relief period shall be given every two (2) hours of not less than ten (10) minutes."

Please see that requirements of this order are complied with by giving a 10-minute rest period every two hours to women and minors in our employ, who are required by nature of their work to stand. It should be understood that rest period is to be accorded employees over 18 years of age, but under 21 years of age, as well as those under 18 years of age, a statutory definition of a minor for this purpose including all those who have not yet reached the age of 21.

Fire inspection developed that in some of our stations agents had electric light cords tied to nails or looped together to shorten them, which is contrary to our fire regulations. Also some agents had used a copper one cent piece instead of renewing a fuse at the block. Such practices must be discontinued.

MISCELLANEOUS INSTRUCTIONS

TELEGRAPH CODE

While the new Telegraph Symbol and Brevity Code has resulted in a marked improvement in the use of code words and abbreviations, however, our telegraph and telephone lines continue to be congested and over-taxed, resulting in considerable delay in connection with the transmission and delivery of telegrams. To relieve this congestion, the following suggestions are made which, if carried out, would be effective in bringing about the desired results.

1. Delete every unnecessary word and use more Brevity Code words to restrict lengthy telegrams.
2. Study and employ more abbreviations.
3. Eliminate duplication of telegraph information.
4. File telegrams early in the day as possible and also answer them quickly. If you cannot answer a telegram for several days, one telegram stating this fact using the code word "WHACK" will often suspend matters until you can, thus obviating repeated requests for an answer.
5. Scrutinize messages, first for their absolute necessity; second for the reduction in verbal content; and third for the proper classification and routing of Western Union messages over Company lines before release to Western Union.

REGISTERED PACKAGE LABEL

Registered Package Label, Form 3933, is restricted to transmission of valuable matter, such as:

- (a) Contracts
- (b) Countersigned Passes
- (c) Coupon Books
- (d) Deeds
- (e) Insurance Policies
- (f) Leases
- (g) Meal Checks
- (h) Pass Stock
- (i) Pay Checks
- (j) Payrolls
- (k) Postage Stamps
- (l) Thermograph Charts
- (m) Tickets
- (n) Vouchers
- (o) Daily Shop Time Cards, Form 2339.
- (p) Waybills forwarded in advance of the freight covered by such billing; through export bills of lading between Pacific Lines and Texas and Louisiana Lines.

- (q) By officers, for handling packages of mail and mail pouches between their offices and themselves when on line.

LOST AND FOUND ARTICLES

The following will govern the handling of lost and found articles: Articles found in and around stations; waiting rooms; dining rooms; news stands or other railroad property (except trains) must be turned in promptly to nearest baggage agent. Articles found on trains must be turned over to station baggage agent on arrival at end of run. Agents on Western Division will forward these articles to Western Division Lost and Found Departments, care of baggage agent, S.P. Co., San Francisco Ferry.

MOTOR VEHICLE ACT

Quote herewith in part from California Motor Vehicle Act:

"Whenever any person driving a vehicle approaches a highway and interurban electric or steam railway grade crossing and a human flagman or a clearly visible electrical or mechanical signal gives warning of the immediate approach of a railway train or car, it shall be unlawful for the driver of the vehicle to fail to bring the vehicle to a complete stop within fifty feet, but not less than ten feet of the nearest railway tracks before traversing such grade crossing.

"It shall be unlawful for the driver of the vehicle to traverse a grade crossing when a human flagman gives or continues to give signal of the approach of passage of a railway train or car.

"It shall be unlawful for the driver of a vehicle to drive the same at a speed exceeding...fifteen miles an hour in traversing a grade crossing of any steam, electric or street railway when the driver's view is obstructed. A driver's view shall be deemed to be obstructed when at any time during the last one hundred feet of his approach to such crossings he does not have a clear and uninterrupted view of such railway crossing and of any traffic on such railway for a distance of four hundred feet in both directions from such crossings.

"The operator of any motor vehicle carrying passengers for hire and the operator of any school bus, and the operator of any motor truck carrying explosive substances, or explosive or inflammable liquids of any specific gravity, as a cargo or part of a cargo, shall before crossing at grade track or tracks of a steam railway or interurban or suburban electric railway, bring his vehicle bus or truck to a full and complete stop within not less than ten feet

or more than fifty feet from the nearest rail of the track nearest to the front of such vehicle, bus or truck and shall after such stop and while so stopped both look and listen in both directions along such track for approaching steam or electric engines, trains, cars, or vehicles using such rails. (Exception: Does not apply where city or county or state officers are on duty and directing traffic to proceed, nor where stop and go signals are in operation and indicating that traffic may proceed.)"

Whenever you observe violation of the above provisions of the Motor Vehicle Act, you should furnish all available data so can handle the matter to conclusion with the proper authorities.

USE OF WATER, GAS AND ELECTRICITY

It is the concern of all employes in all departments to keep careful lookout and conserve the use of water, gas and electricity and agents and others concerned should make daily inspection of all fixtures under their jurisdiction to determine whether or not there is any leakage or waste. If faulty equipment is found, matter should be reported through the usual channel so that repairs can be made.

TIME & WATCH INSPECTION SERVICE

Time and Watch Inspection service is maintained for the purpose of furnishing a careful system of watch inspection and comparison for employes engaged in and about the movement of trains, and on tracks used by trains.

Employes of the above classifications are subject to time service and watch inspection regulations and will submit their watches for inspection to a duly authorized Watch Inspector of the Company semi-monthly. Employee's Standard Watch Certificate (Form 2821) will be renewed annually by Watch Inspector during the month of October.

Other classes of employes may be designated as required to meet local conditions.

A train baggageman, subject to call in train or yard service, is required to carry standard watch and otherwise comply with time service regulations.

Inside Hostlers and Inside Hostler Helpers will not be subject to time service rules, but with the distinct understanding that just as soon as any of such employes qualify for position as Outside Hostler or Outside Hostler Helper, where there is likelihood of them having to work outside on main tracks, they shall be required to comply with time service rules at that time.

In connection with Rule 31(h) of Telegraphers' Agreement, it is understood that where a telegrapher is exempt from watch inspection requirements, he will not be considered eligible for use at other stations until having first met the usual service time requirements.

Standard Watch Certificate shall be carefully preserved and presented monthly to Watch Inspector on which he will enter the record of employe's standard watch comparison. Inspection to be made between 1st and 15th of each month.

Maintenance of Way and other employes, who may not be accessible to Local Watch Inspectors, will be visited at regular intervals by Traveling Watch Inspector, whose trips over the line will be bulletined in advance by Superintendent.

When watches require cleaning and oiling, or repairing, they may be left with an authorized company Watch Inspector if owner so desires, or they may be taken to such watchmaker as owner may select, but the watch carried in the meantime and his own watch, after it has been repaired, shall be submitted to a company watch inspector for examination and approval before such watch may be carried in service.

When a watch is left with Company Watch Inspector to be cleaned or repaired, standard loaner watch will be loaned to the employe, free of charge, until his own is returned to him.

Standard Loaner Watch Certificate (Form 2823) shall be issued with all standard loaner watches.

The standard watches of employes, subject to inspection rules, should be cleaned each year and carefully adjusted and rated, to keep them in dependable condition and safe from wear and injury. Watches will not be permitted in service without this attention after the expiration of eighteen (18) months.

When an employe changes his watch or loses his Standard Watch Certificate, he shall obtain Order for Watch Inspection (Form 2820) and submit it to Watch Inspector for completion.

Clocks bearing designation "Standard Clock" and indicated by Symbol "K" in working timetables, will be located in Dispatcher's Office, terminals, and other convenient points. Only clocks so designated shall be used in comparing time by employes.

The printed instructions on Standard Watch Certificate and Standard Loaner Watch Certificate, and other forms provided for this service constitute rules which shall be observed the same as other rules of the company.

Standard Watches, guaranteed to give required performance may be purchased by employes from the Company's local Watch Inspector on such terms as may be mutually agreeable; however, credit

will not be extended to exceed ten monthly payments. Payroll deductions to cover such payments will be made if employe so desires.

Clock Repair Shop in San Francisco is prepared to give prompt attention to any type of clock in use on Pacific Lines.

Clock equipment, irrespective of design or purpose, shall be repaired only through this agency, and requisitions to cover should be directed to Mr. S. A. Pope, Manager Time Service, 71 Spear Street, San Francisco, showing make and general dimensions.

TELEPHONES

Company telephone lines are heavily overloaded to the detriment of the necessities of the service. There are many calls being made which are unnecessary; some are for personal business and others tie up the lines much longer than necessary.

Keep the expense of our telephone service in mind the same as though they were commercial lines being used and paid for at commercial rates, because our telephone service is very expensive for maintenance of wires and equipment, telephone exchanges and other expenses incident to the operation of the service. If someone calls you for information which you cannot readily supply, tell them you will call them back instead of asking them to hold the line, because no one else can use it while tied up in this manner. All idle talk about the weather, health of the families, vacations, hunting trips, fishing excursions, etc., have no place on Company phones and must be discontinued. The lines will be policed from time to time with a view of detecting any improper usage and parties responsible will be taken to task for improper use of telephone facilities.

SOUTHERN PACIFIC BULLETIN

The Southern Pacific Bulletin will be distributed to all employes. It is desired to make the Bulletin as interesting as possible to employes in all branches of the service. Therefore, "News Observers" have been appointed for the different departments to send in news items, and as the success of the Bulletin will depend on the material submitted, you are urged to furnish "News Observer" for your department any information you consider would be of value for publication.

DEALING WITH THE PUBLIC

In dealing with the public, we must assume that they are not familiar with railroad business when they are seeking advice relative to train connections, time of leaving and departure, freight shipments, etc. Every effort must be made to give them the information courteously and promptly. We are engaged in a business of selling service and the extent to which that service brings satisfaction to our patrons determines its growth and popularity and no business can exist where the employes of an organization are abusive or abrupt in their conversation, evasive in giving out permissible information, fail to maintain proper temperature in the equipment, fail to effect delivery of telegrams and to assist women and children with their luggage when entraining or detraining at stations. Your cooperation in effecting increases in revenue by being courteous in your contact with those who desire information or who are making inquiries relative to our service is most earnestly solicited.

E. D. Moody
Superintendent

