



**Michigan
Technological
University**

Michigan Technological University
Digital Commons @ Michigan Tech

Copper Range Company Records

University Archives and Copper Country
Historical Collections

1908

Copper Range Railroad General Freight Department Rules and Regulations

Copper Range Railroad Company

Follow this and additional works at: https://digitalcommons.mtu.edu/copper_range

Recommended Citation

MS-080, Copper Range Company Records, Michigan Technological University Archives and Copper Country Historical Collections, Houghton, Michigan.

Follow this and additional works at: https://digitalcommons.mtu.edu/copper_range

**COPPER RANGE
RAILROAD**

General Freight Department

1902-1903-1904-1905

RULES AND REGULATIONS

THIS BOOK

IS THE PROPERTY OF THE

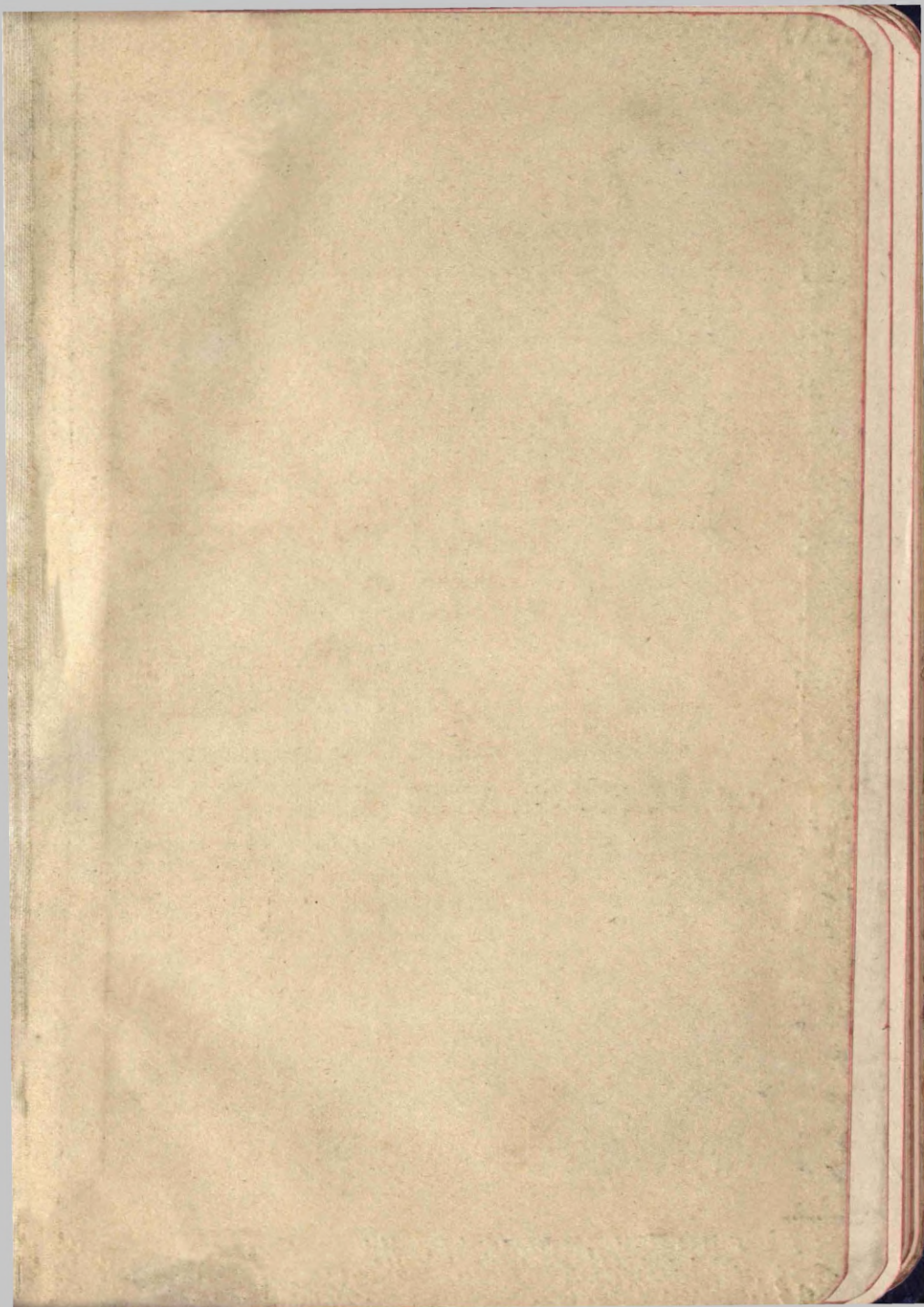
COPPER RANGE R. R. CO.

AND MUST BE KEPT IN GOOD CONDITION AT

.....Station.

In case of resignation or transfer of agent he must turn it over, together with other effects of the Company to his successor.

Be careful to insert in their proper places herein all corrections and additions to this book.





COPPER RANGE RAILROAD

GENERAL FREIGHT DEPARTMENT

RULES AND REGULATIONS GOVERNING FREIGHT TRAFFIC

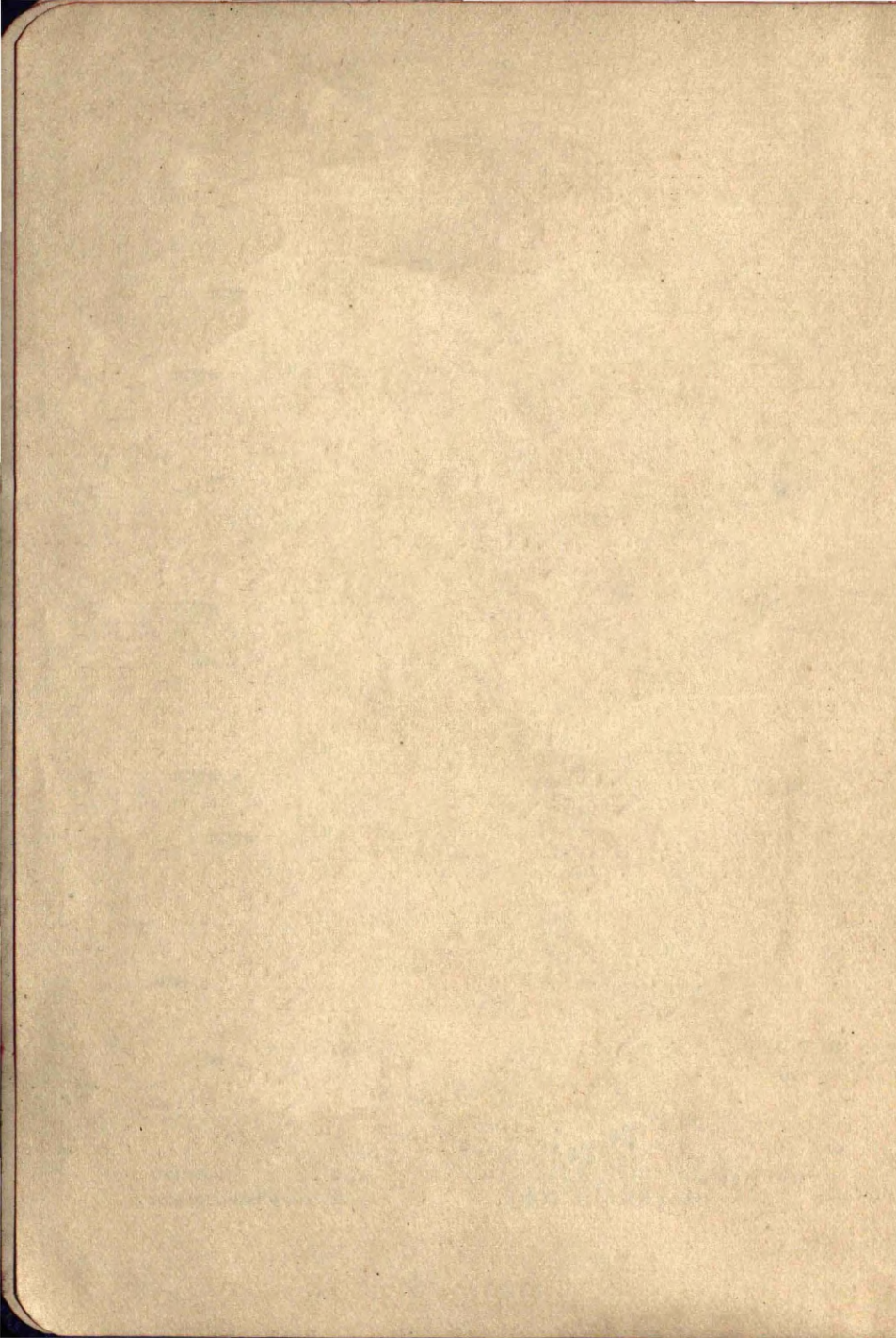
APRIL 1st, 1908.

R. T. McKEEVER,
VICE PRES. AND GEN'L MGR.
BOSTON. MASS.

WALLACE TEDFORD,
AUDITOR,
HOUGHTON, MICH.

O. S. FALES,
GEN'L SUPERINTENDENT,
HOUGHTON, MICH.

F. R. BOLLES,
GEN'L FREIGHT AGENT,
HOUGHTON, MICH.



INDEX.

	Rule No.
Abbreviations	79
Accidents—in case of	164, 165, 166, 167, 168, 169, 170, 171
Actual Amount Collected	138
Address of Consignee	24
Advance Charges	16, 17, 19, 20
Agent's Responsibility	136
Agricultural Implements	94, 18
Airbrake Cars	51
Allowance for Damage or Shortage	135
Articles Not Taken	11
With Race Horses	15
Attachment, Writs of	139
“Bad Order” Freight	124
Bills of Lading	27, 132, 137
Binding Twine	94
Blank Forms	6
Bonded Freight	51, 55, 157
Breakable Freight	95
Bulky Freight	83
Butter	26
Capacity of Cars on Waybills	76
Care of Sealing Material	175
Car Initials and Nos.	31, 77
Slips for Loaded Cars	85, 86
Storage	52
Carriers, Returned	18
Carrier's Risk	34
Cars, Ordering	63
Refrigerator	64
Chafing	58
Changing Billing	68
Charges Advanced	16, 17, 19, 20
At Scale Weights	151
Guaranteed to Destination	102, 104
Refunded	138
Relief of	123
To Accompany Prepaid Freight	102, 103
Checking Freight	29, 121, 122, 184
Claims, Handling of	163
Coal, Describing	81

	Rule No
Collecting Charges	108, 110, 151
Combustible Freight	11, 60, 67
Communications to Receive Prompt Attention	3
Company's Freight	87
Risk, Noting on Receipt	34
Comparing Receipts and Books	91
Condition of Freight Transferred	118
At Delivery to be Noted on Waybill	123, 124
Conduct of Station	10, 136
Conductors, Instructions to	150, 182, to 189
Conflict of General Rules	190
Connecting Line Billing	119
Consignee, Address of	24
Changing Name of	68
Unknown	117
Consignees, Notifying of Arrival of Freight	116
Consigning Care of Other Companies, etc.	33
In Care of Second Party	132, 134
Contamination of Freight	56
Contracts, Live Stock	39
Cooperage	25
Copies and Duplicates	89
Correcting Waybills	113
Correction Sheets	113
Correspondence, Examination of	4
Preservation of	3
Sending to Proper Offices	3
Credit	130
Damage to Freight after Receipt ...	58, 122, 123, 124, 135, 163, 184
Dangerously Loaded Cars	53
Date of Waybill	74
Dead and Crippled Stock	48
Defective Seals	180
Delays	21
Delivering Property to Consignee or Connecting Line ..	24, 130 to 139
Delivery of Live Stock, Time not Guaranteed	36
At Stations	186
Describing Freight	80, 81
Destination, Changing	68
Deviation from Tariff Rates	88
Disabled Cars	120
Doubtful Value Freight	100
Duplicates and Copies	89
Estimated Weights	146
Estray Freight	98, 127
Exact Weight	144

	Rule No.
Examination of Freight Before Receipting	31, 55
Of Foreign Billing	112
Of Seals	172
Of Waybills	110
Of Weights at Junction Points	149
Of Weights by Conductors	150
Expense Bills from Connecting Lines	30
Explosives	67, 141
Export Freight	158
Failure to Weigh	153
Feed, Wet, Prepayment of Charges on	100
Feeding Livestock in Transit	47
Figures, When Not To Be Used	115
Filling Up Blank Spaces	29
Forced Sale of Freight	101
Foreign Billing, Examining	112
Cars, Applying for	63
Cars, Loading and Returning	61, 63
Forms, Blanks	6
Forwarding Agent Responsible for Guarantees	105
And Waybilling Freight	66 to 98
Freight Promptly	67
Via Other Roads	33
Free Freight	88
Freight Bills Receipted to Show All Charges Paid	138
Freight, Checking of	29, 121, 122, 134
Consigned to Parties Who Have Failed in Business	68
Damaged	122, 123, 124
Delivery of	24, 18
Department, Business of	1
Describing	80
Excepted from Weighing in Transit	156
Forwarded Book Checking with Receipt	91
Left Short of Destination	122
Marking of	24
Misdirected	127
Mixing of	56, 58
Notices	116
Packing of	25
Placing in Cars	179
Received	18, 110 to 128
Reconsigned	70, 71
Refused	109, 117
Returned	128, 129
Securing Shipments of	8
To Accompany Charges Prepaid	102

Freight, checking of—Continued.	Rule No.
To and from Prepaid Points	96
Transferred, Condition of	118
Transferred, En Route	120
Unloading En Route	62
Without Waybills, Not to Be Taken	53, 183
Garnishment of Freight	139
General Rules, Conflict of	190
Guarantee of Charges	99 to 105
To Destination	104
Guaranteed Charges, Collections	108
Guarantees, Responsibility for	105
Handling Freight	177
High Explosives	67, 141
Household Goods, Prepayment of Charges on	100
Icing Refrigerator Cars	64
Identification of Consignees	117
Inability of Scales	147
Inflammable Freight	11, 60, 67
Information for the Public	3
Initials, Use of	79
Inquiries to Receive Prompt Attention	3
Inspection, Subject to	27, 132
Of Cars	54
Instructions to Conductors	150, 182 to 189
Preserving	5
Intoxicating Liquors	142
Invoice Weights	111
Junction Agents to Examine Waybills	70, 149
Leakage	58
Levies on Freight	139
Line Cars	61
Liquors, Intoxicating	142, 159
Live Poultry, in Coops, L. C. L.	140
Live Stock, Receiving and Loading	36 to 48
Attendant to Pay Fare	38
Attendant with Horses, L. C. L.	38
Care of and Securing Same in Cars	42
Charges Computation of	44
Charges for Extra Service	48
Charges on Actual Weight	43
Condition of Transportation	36
Contracts	39
Contracts Duplicate	41
Disposition of Dead and Crippled	48
Examine Cars Before Loading	36
Feeding in Transit	47

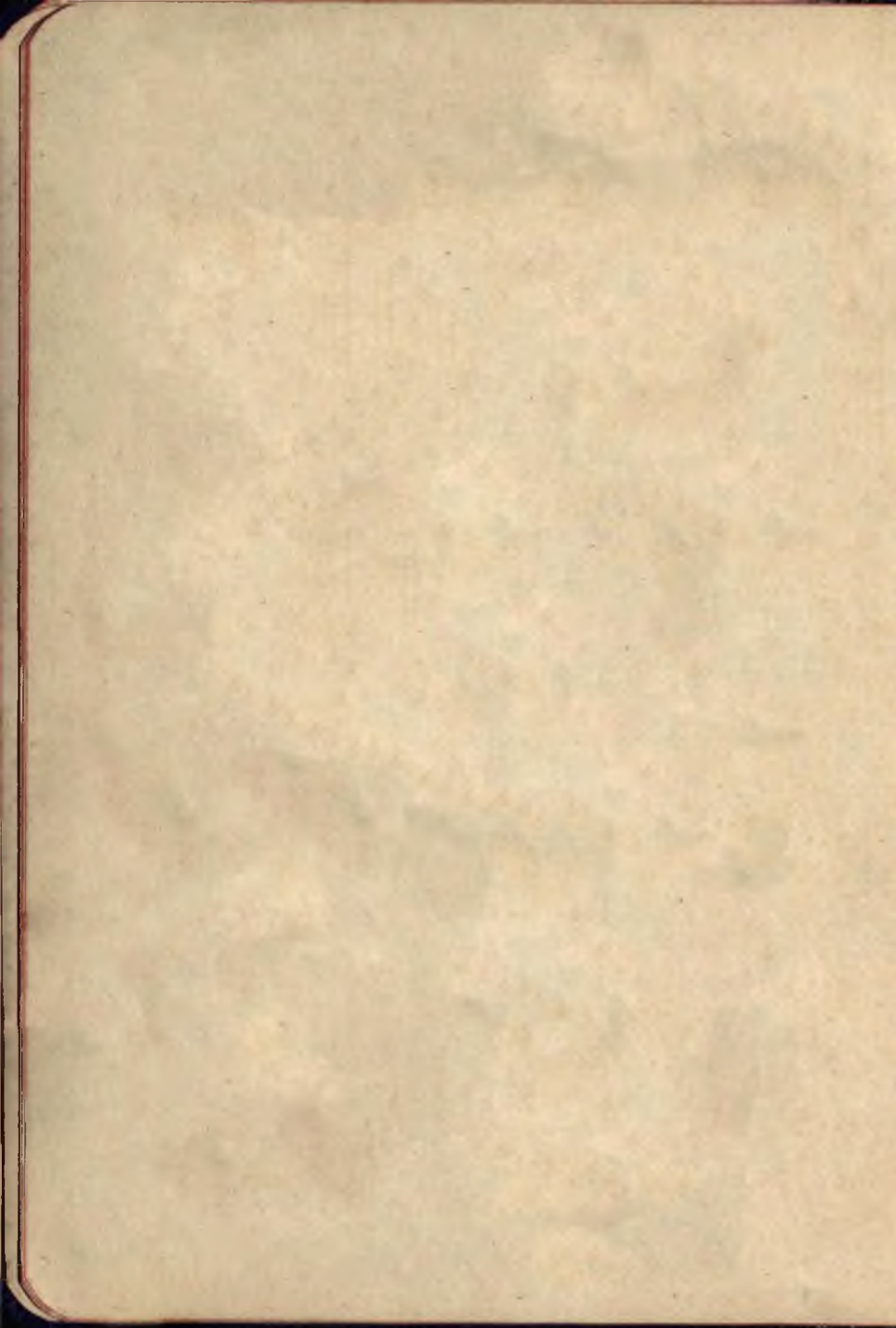
	Rule No.
Live Stock, Receiving and Loading—Continued.	
Horses to be Tied	36
Initials on Waybills	45
Minimum Weights	44
Mixing	36, 37
Not in Box Cars	36
Number and Kind of Animals	40
Owner to Load and Unload	36
Passing Man in Charge	38, 39
Shipper's Count	40
Time Delivery not to be Guaranteed	36
Transferring En Route	46
Waybill for Each Car	86
Waybilling Less Than Carloads to Chicago	38
Without an Attendant	38
Loading and Unloading Cars	49, to 63, 184
Charge for Delay of Cars	52
Condition of Cars	54, 55
Dangerously	53
Examination of	54, 55
For More than One Station	57
Freight Unloaded in Transit to be Reloaded in Same Cars.....	62, 93
Inspection of	54
Line Cars	61
Loading, Unloading in Transit	62, 93
Mixing the Goods	56, 58
Oils	56
Ordering Cars	63
Promptly	52
Refrigerator Cars, Loading and Icing	64
Safely as to Bridges, etc.	50
Tops of or Underneath Cars	49
Way Freight	57
Loaded Car Tickets	85, 86
Loose Articles	15
Loss and Damage by Falling Off Cars, etc.	23
Loss and Damage Claims	163
Machinery Returned for Repairs	18
Marking	24
Material for New Railroads	11
Memo. Waybills	85
Merchandise, etc.	80
In Bond	51, 55, 157
Minimum Weights on Live Stock	44
Miscellaneous Charges	78

	Rule No
Misdirected Freight	127
Mixing Live Stock	36
Name of Station, State and Month	31, 115
Neglect to Weigh	153
Negotiable and Non-Negotiable Bills of Lading.....	27
No Receipt after Waybillings	31
Notifying Consignees	116, 134
Oil, Loading	59, 60
Heaters	65
Old Seals	172, 173
Order for Return of Freight	18, 129
Ordering Cars	63
Overcharges, Refunding of	138
"Over" Freight	122, 161, 184
Owners' Risk	131
At Prepaid Stations	97
In Warehouse	131
Noting on Receipts	34
Packing	25
Paints, Returned	18
Part Unloading En Route	93
Passing Weighing Stations	147
Patent Medicines, Returned	18
Perishable Property	86, 107
Waybills	86, 106
Pilfered Freight	123, 124
Place of Delivery at Stations	186
Placing Freight in Cars	187
Prepaid Freight to be Accompanied by Money	101
Stations, Freight to and from	96
Prepayment of Charges	18, 99 to 105
Prompt Forwarding	67
Proportions of Rate, Entering on Waybill	84
Public Information	3
Rates	88
Receipted Freight Bills to Show All Charges Paid	138
Receipts	27, 114, 116, 118, 137, 138, 144
After Waybillings	31
Received Freight	110 to 128
Receiving Property for Transportation	11 to 20
Reconsigned Freight	70
Recooperage	25
Record of Waybills and Corrections	90, 125
Of Freight Weighed	147
Of Seals	176
Records, Examination of	3

	Rule No.
Preservation of	5
Reference to Foreign Billing	119
Refrigerator Cars, Loading and Icing	64
Ordering	63
Refunding Overcharges	138
Refuse, Unless Prepaid or Guaranteed	101, 102
Prepaid Charges Unless with Freight	102
Refused Freight	68, 107, 109, 117, 161
Repacking	25
Replevin	139
Resealing	173
Reshipment of Freight	128
Responsibility for Loss or Damage	23
For Care of Freight	136
For Collection of Charges	19
For Weights	155
Returned Freight	18, 68, 128
Order for	18
Prepayment	18
Returning Foreign Cars	63
Revenue Laws	160
Roofing, Returned	18
Routing	9, 33, 69, 70
Rules, Shippers to Comply with	2
Rules Superseded by G. F. D. Nos.	190
Safe Keeping of Freight	136
Scale Weight to be Shown	147
Sealing Cars	172 to 181
Securing Shipments	8
Service not to be Specified	99
Shipper's Count and Tally	32
Order	27
Statement of Freight	145
To Comply With Rules	2
Shipping Orders	27
"Short" Freight	122, 135, 161, 184
Signing Receipts	29
Special Time	22
Stamps and Brands	160
Stamps, Use of	28
Weighing	152
Station, Conduct of	10
Stopping to Part Unload	93
To Load	93
Storage	23
Car	52

	Rule No
Stoves, Handling of.....	95
And Stove Furniture Returned	18
Stray Freight	98, 127
Subject to Inspection	27, 132, 133
Surrender of Bill of Lading	132, 137
Receipt	137
Tariff Rates	38
Tariffs, Preserving	5
Telegraph Wires, Use of	7
Through Rates and Routes to be Shown	84
Time not to be Guaranteed	21, 22, 36
Ton Weights	82
To Order	134
Tops of Cars, Loading	49
Track Scales	144
Transferring Freight En Route	118, 120
Unable to Collect Charges	108
Unclaimed Freight	109, 123, 161
Perishable Property	107
Unconsigned Freight	69
Unloading Part En Route	93
Unmarked Freight Received	123
Unsealed Cars	180
Vehicles Returned for Repairs	18
Visible Capacity of Cars	83
Waybilling and Forwarding Freight	66 to 98
Abbreviations in Waybilling	79
Agricultural Implements, Handling of	94
Breakable Freight	95
Capacity of Cars, to be Shown on Waybills	76
Car not to go without Waybill	73, 86, 126
Changing Destination	68, 70
Checking	121, 122
Company's Freight	87
Comparing Receipts and Books	91
Copying Waybills	90
Dating Waybills	74
Describing Articles	80, 81
Duplicates and Copies	89
Estray Freight	98
Forwarding Promptly	67
Freight Forwarded Book Checking with Receipts, etc... ..	91
Freight from Connecting Line, Waybilling	69
Gross Ton	82
Incorrect Waybilling, etc., Loss from	66
Junction Agents to Examine Through Waybills	71

Waybill and Forwarding Freight—Continued.	Rule No.
Material for Western Union Telegraph Company	92
Memorandum Waybills	85
Miscellaneous Charges on Waybills	78
Name of Month of Waybill	31, 115
Prepaid Stations, Freight to and from	96
Property to be in Possession of Company Before Receipting	13
Property Loaded on Open Cars	14
Proportions of Rate on Waybills	84
Reconsigned Freight	70, 71
Returned Freight	18
Routing	9, 33, 69, 70
Separate Receipts, etc.	12
Stopping to Part Unload	62, 93
Stoves, Handling of	95
Ton Weights	82
Waybills to be Plain and Explicit	77, 189
Waybill to Accompany Car	73, 86, 126
Waybill to Accord with Receipt	72
Examination of	70, 110, 112
For Each Car	75
Leave with Freight	126
Perishable Property Waybills	86, 106
With Live Stock	86
Weighing Freight	143 to 156
At Terminal Points	154
Stamp	152
Weights of Western Railway Weighing Association	35
Estimated	146
Invoice	111
Of Freight from Non-Scale Points	148
Scale to Be Shown	147
To be Examined at Junction Points	149
To be Examined by Conductors	150
Western Railway Weighing Association	35
Western Union Telegraph Company Material	92
Wet Feed, Prepayment of Charges on	100
Whips, etc., with Race Horses	15
Wires, Telegraph, Use of	7
Wrecks	188
Writs of Attachment	139



GENERAL RULES AND REGULATIONS.

Business of the Freight Department.

1. The business of the Freight Department of the Company is to secure freight traffic and prescribe the rates, rules and regulations that shall govern the transportation of the same.

Shippers to Comply With Rules.

2. Freight in all cases is received for transportation only under the terms and conditions specified in the various classifications and tariffs, and the General Rules of the Company. If shippers refuse to comply with the Company's rules, agents will decline to receive their property and notify the General Freight Agent.

Furnishing Information to Public, and Care of Correspondence.

3. All proper information must be cheerfully given to the public; but agents must not allow their books to be examined, except by duly authorized employes of the Company. Requests for special information must be referred to the proper officer. All communications must receive prompt attention, or immediate explanation must be made as to cause of delay. Inquiries for rates or other information are not to be lost sight of, but must be answered at the earliest possible moment. Correspondence for the various departments must be properly addressed and

forwarded, when provided the envelopes printed for the purpose must be used.

4. Correspondence and waybilling instructions should be carefully preserved by agents and not handed to shippers (unless expressly intended for them), or the contents made known to any person other than such as may be necessary for the guidance or instruction of the employes at their stations.

Correspondence, which connected together forms the history of any subject, must not be separated, and individuals must not consider the letters addressed to them relating to the subject as personal property, but as being a part of the continuous record which, when filed, will be complete. Copies can be taken of such letters as may be desired, but the original must remain as stated above. **In addressing correspondence to the different departments the number of the file, claim, or reference should always be given.**

Preserving Tariffs and Instructions.

5. When tariffs or instructions cease to be in force they should be preserved unless otherwise specially ordered, and bear a notation across the face referring to the superseding issue. They form a part of the office records and agents will be held to strict observance of rates and instructions in such issues.

Blank Forms, Use and Care of

6. Employes must keep fully supplied with all blank forms necessary for the transaction of the business of their positions, and familiarize themselves with the instructions printed thereon. Reports will not be accepted on forms other than those provided for such business. Blank receipts and bills of lading

must not be allowed to lie around carelessly and get into the hands of parties who should not have them.

Agents must keep all blanks pertaining to their office out of the reach of unauthorized persons, and furnish only reliable parties with such blanks as they know will be properly used.

Use of Telegraph.

7. Agents are cautioned against excessive use of the telegraph wires. Whenever, without detriment to the Company's interest such communication can be made by train mail, it should be done.

Securing Shipments.

8. Agents will make every effort consistent with their duties to secure all freight that may be offered for shipment, for which the Company can furnish transportation.

Routing.

9. It is expected that agents will give information as to the different routes with which this road connects, when requested to do so by shippers, but will not endeavor to influence shippers in favor of any particular route. The agent's duty is to maintain a strictly neutral position. (See Rules 33 and 69).

Conduct of Stations.

10. Agents are responsible for the proper conduct of the Company's business at their stations. They must at all times see that good order is maintained, and that the property of the Company, as well as that intrusted to its care, is properly protected; that

stations, freight houses and surroundings are neatly kept, and that all records, especially tariffs, are properly filed for convenient reference. (See Rule 136.)

RECEIVING PROPERTY FOR TRANSPORTATION.

Articles not to be Taken.

11. The Company will not receive or transport any bank bills, drafts, notes, deeds, contracts, United States mail matter or other writings, gold or silver coins, manufactured articles of gold or silver, jewels or watches, and no conductor or other agent of the Company is authorized to accept for shipment any such property.

Agents will not receive ties, rails or other supplies consigned or intended for the building of new railroads without first advising the General Freight Department.

Combustible Freight.

When shipments of bi-sulphide of carbon are received for transportation over this Company's lines, immediate advice must be given the General Superintendent, who will arrange for forwarding of same as "Combustible and Inflammable Freight."

Separate Receipts and Bills of Lading.

12. In accepting carload freight for shipment, a separate receipt or bill of lading must be given for each car. (See Rules 27 and 75.)

Possession of Property Before Receipting.

13. Under no circumstances must agent issue bill of lading or receipt for property which is not actually in possession of the Company. Property must be checked before being receipted for, and agent must see that the marks agree with the shipping instructions. If they do not agree, but are in substantial accordance, forward according to marks; otherwise hold for proper instructions, either from the shipper or connecting line, notifying them of the mistake. Bills of lading or receipts must be dated the day that property is received, and must show in detail all "Advance Charges" which are to appear on the waybill; also amount received to apply in prepayment of charges. This information must also be shown on the waybill. (See Rule 27.)

Property Loaded on Open Cars.

14. Machinery, threshing machines, and all property of all kinds shipped on open cars, must be examined before being accepted and the receipt show the actual condition at the time delivery is made to this Company. (See Rules 27 and 75.)

Whips, Etc., with Race Horses and Vehicles.

15. When race horses or vehicles of any kind are shipped, agents will be careful to see that all loose articles, such as cushions, harness, whips, etc., are properly billed and charged for.

Advanced Charges.

16. In no instance, unless otherwise specially instructed, will agents advance any portion of the invoice value of any property delivered them for ship-

ment, nor will they put any sum upon their waybills as "Advanced Charges" with the understanding that such advances are to be paid shipper when collected from consignee.

Agents will under no circumstances advance more than one-half what in their judgment the property would sell for at auction.

Advanced Charges on Agricultural Implements, Machinery, Etc.

17. On shipments for distribution of new agricultural implements, vehicles and machinery originally received from manufacturing points via this line, agents will be permitted to advance **legitimate transportation charges** to their station, using care that property is worth all charges to destination.

Prepayment of Charges on Returned Freight.

18. Agents will in every case require prepayment of all freight charges on agricultural implements, vehicles, machinery, patent medicines, paints, roofing, stoves, stove furniture, carriers of all kinds and stock foods, returned to manufacturers or dealers, unless the written order of the manufacturer or dealer, for their return, is produced by the shipper.

Agents will require from the shipper or from connecting road when from points off this line, the surrender of the written order of the manufacturer or dealer for return of the goods, said order to be attached to original waybill and to accompany same to destination so that the dealer or manufacturer will have no occasion to question the return when delivery is tendered. For information of the Auditing

Department, etc., agents will note on waybill "Order for Return attached to original waybill."

When receiving freight of this kind from connecting lines, notation on transfer bills to the above effect will be required and in all cases where it is not possible to attach copy of the order to the waybill notation should be made thereon that such order was presented.

Agents must see that these instructions are carried out.

Responsibility for Collecting other than Transportation Charges.

19. This Company does not assume the collection of anything more than its own freight charges, actual drayage, switching charges, and the legitimate transportation charges advanced to connecting lines. The Company will not be accountable for the correctness of advanced charges paid to other corporations or individuals in good faith.

Alteration of Advanced Charges.

20. Alterations or additions to amounts entered on waybills under the head of "Advanced Charges" must not be made by the receiving agent except when directed to do so by the agent at the station where the waybill is made, or by the Freight Auditor. When changes are made in advanced charges by the receiving agent, a copy of the authority for so doing must be sent to the Freight Auditor. It should be attached to the original waybill if it has not already been sent in. In the event the receiving agent is requested to increase the amount of advanced charges or to add such charges to any waybill re-

ceived, if he is unable to make the collection, the forwarding agent and the Freight Anditor must be immediately notified by wire.

Time, not Guaranteed—Delays.

21. The Company does not agree to transport freight by any particular train, or in time for any particular market, but will forward property with as reasonable despatch as the general business of the Company will permit, and will not be responsible for loss or damage arising from unavoidable delays caused by the refusal, failure or inability of a connecting line to take the property forward, or occasioned by providential causes, the public enemy, mobs, or by fire. (See Rules 23 and 33.)

Special Time.

22. If at any time it is deemed advisable that special time be made on any particular shipment, agents will communicate with the General Freight Agent and General Superintendent on the subject.

Damage to Freight—Storage.

23. Property liable to damage by weather must not be shipped on open cars, except at the request of shipper or owner, and so noted on the shipping instructions and entirely at his risk, and receipt must so state; nor will this Company hold itself liable for damage by fire, or as common carriers, for any article after its arrival at its place of destination on this road, its liability thereafter being that of warehousemen only; it reserves the right to charge storage, or to send freight to warehouse for storage at the

risk of the owner, subject to customary storage and commission charges and sale for charges, as provided by law. (See Rule 21.) ces,

Marking of Freight.

24. Articles will not be received for transportation unless properly marked.

Under this rule, all less than carload shipments of **Iron and Steel Articles, including Castings**, must be marked either with a label, linen or tin tag (securely fastened by wire tie or tarred rope), stencil or paint (as may be preferred by shippers), showing the **initials or full name of consignee** and the **destination in full**.

Each bundle or piece must carry such marking, it being not sufficient that merely one bundle or piece of each lot be so marked. Excepting less than carload shipments of flour and brick, which may be accepted, providing one sack or brick of each consignment bears tag showing consignee and destination of shipment and the name or brand and number of sacks in the consignment of flour must be plainly shown on shipping bill.

In case of carriers or other similar freight, where a number of tags bearing different addresses, all but the last should be removed or mutilated to avoid any confusion at transfer points where shipments are liable to become mixed.

Delivery of Freight—Address of Consignee.

This Company will not be responsible for failure to make prompt delivery of freight consigned to Chicago, Milwaukee and other large places, except when

shippers furnish the forwarding agent with the exact address of the consignee, giving name of street and number.

Forwarding agent will in each and every case endeavor to get this information before receipting for the property, and have it appear on the waybill for the shipment. (See Rule 77.)

Packing of Freight.

rams1-

25. Articles will not be received for transportation unless properly packed. The Company will not be responsible for loss or damage occasioned by unskillful or improper packing, or from hidden contents of packages.

Oil in cans and liquor in cans, demijohns or jugs, must be packed in kegs, boxes or jackets.

All packages will be subject to charges for repacking or cooperage whenever such work is necessary.

Freight of this nature in unsound packages **must not be accepted.**

Butter.

26. Consignments of butter and eggs must be in sound packages. Shipments in barrels can be taken. Freight of this nature in unsound packages **must not be accepted.**

Shipping Orders, Receipts, Bills of Lading—Subject to Inspection.

27. Agents must require consignor to furnish a shipping order in writing. Receipts must be made in duplicate, giving list of articles, with marks, address and destination. The original receipt is to be signed by the agent of the Company, who will, in all

cases, tender the original to shipper and retain the duplicate as his order for shipping the property. Before issuing receipts or bills of lading for consignments shipped "to order," agents will ascertain from consignors whether party to be notified is to be allowed to inspect or examine the freight before paying draft and presenting bill of lading, and if such privilege is to be allowed authority must be given on shipping directions and agents will state on receipt or bill of lading "Subject to Inspection" and will make the same notation on waybill forwarded with the consignment.

Negotiable and Non-Negotiable Bills of Lading.

First—Unless **negotiable** receipt or bill of lading is asked for by shippers, agents will issue receipt or bill of lading and they will write or stamp across the face the words, "**Not Negotiable or Transferable.**" If receipt for freight is issued on form prepared by shipper, the words, "**Not Negotiable or Transferable,**" must be written or stamped across the face of same, unless a negotiable receipt or bill of lading is requested.

Second—Where shippers desire a **negotiable** receipt or bill of lading, same should be issued or shipping ticket prepared and presented by consignors, and where such **negotiable** receipt or bill of lading is issued, forwarding agent must stamp or write across the face of waybill, "**Do not deliver without surrender of original bill of lading or receipt properly endorsed,**" and no delivery shall be made until such bill of lading or receipt properly endorsed is surrendered. (See Rules 12, 13, 66 and 114.)

Stamps not to be Used.

28. Agents must not use stamps of any kind in receipting for freight or signing bills of lading, unless authorized by the General Freight Agent. Agents must make and sign receipts or bills of lading in ink or with **indelible** pencil and **also stamp same with station stamp.**

Sign with ink.—Checking Freight.

29. Before signing a receipt, agents must see that it is properly filled out in **ink** and draw a pen through the blank spaces, so that nothing additional can be marked after it is signed. Freight from connecting lines must be checked when possible; when not checked, receipts given for same must bear notation "**Not Checked or Transferred.**"

Expense Bills Before Forwarding.

30. Agents will not receipt to connecting lines for freight when accompanied by expense bills bearing such notations as the following: "**Memorandum Bill,**" "**Switching Bill,**" "**Regular Bill to Follow,**" "**Weight and Charges to Follow,**" but will demand regular expense bills before forwarding property. (See Rule 98).

Examination of Freight Before Receipting.

31. Agents must count and know, from personal examination, that **they receive all the property they receipt for,** with the exception provided for in Rule No. 32, and that the marks agree with those on the shipping ticket and receipt when marks on packages do not agree with shipping instructions but are sub-

stantially the same, forward according to marks. Where there is a substantial difference in marks and shipping instructions, hold property for orders, notifying shippers of connecting lines of error. When receiving freight (especially from connecting lines), which is liable to pilferage, have it examined, and be satisfied as to its condition, making notation when necessary, describing its order.

No Receipts after Waybilling.

Agents must not issue receipts or bills of lading for property after the same has been waybilled and has left their stations.

Car Initials and Numbers, Name of Station and State to Be Shown.

In issuing bills of lading or receipts for carload freight you will be particular to note on the same the correct car numbers and initials of car, name of station and state. (See Rule 77.)

Shipper's Count and Tally.

32. All freight loaded by shipper and not counted and checked by agent must be receipted for at "Shipper's Load and Count," and same notation must be made on shipping ticket, duplicate receipt and waybill, and written out in full, not abbreviated.

Routing to be Marked.

33. If freight is to be delivered to or forwarded by any particular house or company, or via any particular route, it must be so marked and specified on the shipping order, receipt and waybill. This Com-

pany will not be responsible for such property after it is thus delivered, nor for any delay that may occur by the failure of any company or individual to receive it after having been notified that it is ready for delivery. (See Rules 9 and 21).

Owner's Risk or Company's Risk to be Inserted by Shipper.

34. Unless otherwise specially instructed, agents are not allowed to note the words "Owner's Risk" or "Company's Risk" on receipts given by them for freight. This must be done by the shipper, so that there may be no misunderstanding as to the conditions governing the shipment.

Weights of Western Railway Weighing Association to Govern.

35. This Company is not a member of the Western Railway Weighing Association and Inspection Bureau, but when freight is weighed by the Association agents, the Association weights will govern, otherwise all freight will be subject to the Company's weights only. (See Rule 111.)

LIVE STOCK—RECEIVING AND LOADING.

Transportation Conditions.

36. Live stock will be received and transported only in accordance with the terms of the regular live stock contracts in use. (See Rules 38 to 40.)

Time.

Agents are not authorized to agree to forward live stock to be delivered at any specified time.

Examine Cars Before Loading.

Before loading live stock cars must be examined carefully to see if the floors, doors and cross-bars are in proper condition and that there are no nails or bolts in car that may cause injury to the animals. If there are no cross-bars for car put a board or a piece of timber across the door.

Live stock must never be loaded in cars containing merchandise. (See Rule 43.)

Horses to be Tied.

When horses are billed from one station to stop and finish loading at another station, the horses first put in the car should be securely tied.

Owners to Load and Unload.

The Company requires owners to load and unload live stock, but the agent must render all the assistance he can, consistent with other duties.

Not in Box Cars.

Full carloads of live stock must not be loaded in box cars.

Mixed Shipments of Live Stock.

37. May be received for transportation in common or palace cars, subject to the following rule: Each class of stock to be separated by a good and sufficient partition which shall be fastened to the car without use of nails or spikes or any other fastening which will injure or deface the car. The rate on mixed carloads of live stock to be in accordance with provisions in printed tariffs, rules and regulations.

Stock Contracts.

38. Shipments of live stock, in less than carloads, may be accepted for transportation to points on Copper Range R. R. without a man in charge, provided full release is given and shipments receipted for at owner's risk. Agents will use their judgment in accepting shipments of this kind and call the attention of the General Freight Agent to any shipments going to distant points where injury to live stock might occur before reaching destination.

Agents will first ascertain if there are to be any attendants in charge, if so, tickets must be purchased through to destination or to the junction point with connecting line. After tickets are purchased, agents will then make waybills with notation: "One (or more) attendant in charge, with tickets." Should it appear that no attendants are to accompany the animals, the shipment will be waybilled with notation: "No attendant in charge."

These rules will also apply on shipments from connecting lines.

Conductors will allow no one to accompany such shipments without the collection of tickets or fares, as fares must not be put on waybills for collection at destination.

Agents will not accept shipments of live stock in less than carload lots for points on roads other than Copper Range R. R. not accompanied by a responsible party in charge to take care of, feed, and water the stock while in transit, until they first ascertain through the General Freight Agent whether the line in care of which they are consigned will accept them. Parties accompanying such shipments must provide themselves with tickets for transportation to destina-

tion or to junction points with connecting road, and agents will decline the shipments when the attendant is not provided with the necessary transportation.

Shipments of stock not accompanied by attendants, must be carefully looked after by conductors.

39. Live stock of all kinds (carload or less than carload) must be receipted for at the risk of the owner, and "Stock Contract" must be signed by him before shipment. Stock contract must be carefully filled out **in ink**, and properly signed. Unless provided with joint contract with line over which shipments are routed, no contract should be issued beyond the lines of this Company. Original contract will be retained by shipper or man in charge. Should no one accompany the shipment, contract must be made out and signed by shipper in the regular way, this original contract must be forwarded to the General Freight Agent. Call shipper's attention to the conditions of the contract. Observe carefully the instructions in relation to passing men in charge of stock.

Live stock contracts issued for stock which leaves your station after 12:00 o'clock (midnight) must be dated that day, even if the stock is loaded and ready for shipment before that time.

Number and Kind of Animals.

40. In filling out live stock contracts agents will require shippers to give the number and kind of animals loaded in each car, and insert same in the proper column in stock contract, noting in each instance "Shipper's Count" In waybilling live stock in carloads agents will note on waybills the

number and kind of animals loaded in each car with notation "Shipper's Count" underneath.

Duplicate Live Stock Contracts.

41. Duplicate contracts must be filled out for all shipments of horses, and for shipments of cattle or other live stock of extraordinary value, and the duplicate, when signed by the agent and shipper, should be forwarded immediately to the General Freight Agent.

Care of Live Stock in Cars.

42. Care must be taken that men in charge of live stock have proper facilities for taking care of stock under their charge in trains and at stations. Agents must use great care to secure the doors of cars containing stock, and, as a precaution against escapes, will, when necessary, nail strong boards across the inside of the doorway, to a proper height (two-thirds the length of the door), and sufficiently close together to surely prevent the stock from getting over or through them (boards for this purpose can be obtained by requisition on the General Superintendent). The grain doors of cars should never be nailed, but must be placed in position and fastened, when live stock in less than carload is to be loaded.

Horses must not be loaded into a car that has defective doors or broken slats. Agents should so far as possible personally inspect all cars being loaded with horses and must not allow any car to be so loaded that has any defects that might cause injury to the horses.

Horses must not be loaded into any cars that are not equipped with air brakes. (See Rule 36.)

Charges on Actual Weight.

43. Where tariffs provide that collection shall be made based upon the actual weight of the stock "en route" or at destination, the forwarding agent must enter in the weight column the minimum weight as provided by classification and tariffs; the rate must be entered, but the local unpaid charges need not be entered.

Computation of Charges.—Minimum Weights.

44. It will be the duty of the agent at destination, after shipment has been weighed, to insert the correct weight (observing the prescribed minimums), extend the local unpaid charges and make a total of the charge columns. The charges on shipments in long cars must not be computed on minimum weights for short cars, notwithstanding the long cars were furnished to take small loads in absence of short cars. Cases of this kind must be brought to the notice of the General Freight Agent.

Full Name to Be Given.

45. Full names of consignors and consignees must be given on live stock waybills and stock contracts. The use of initials to indicate names will not be permitted.

Transferring Live Stock En Route.

46. Agents and conductors are prohibited from transferring live stock en route, to different cars, or taking one or more animals out of one car and placing them in another, unless both cars are shipped by and consigned to the same parties, and request is

made so to do by shipper, consignee, or man in charge, and when this is done a notation of the transfer must be made on the live stock contract and on the waybill.

Feeding and Resting Live Stock in Transit.

47. The attention of agents is called to the following extracts from the laws of the United States, relating to the transportation of cattle, sheep, swine or other animals:

Sec. 4386. No Railroad Company within the United States, whose road forms any part of a line over which cattle, sheep, swine or other animals are conveyed from one state to another * * * shall confine same in cars * * * for a longer period than twenty-eight consecutive hours, without unloading the same for rest, water and feeding, for a period of at least five consecutive hours, unless prevented from so unloading by storm or other accidental causes. Provided, That upon the written request of the owner or person in custody of that particular shipment * * * the time of confinement may be extended to thirty-six (36) hours.

In estimating such confinement the time during which the animals have been confined without such rest on connecting roads from which they are received shall be included, it being the intent of this section to prohibit their continuous confinement beyond the period of twenty-eight hours, except upon contingencies hereinbefore stated.

Sec. 4387. Animals so unloaded shall be properly fed and watered during such rest by

the owner or the person having the custody thereof, or in case of his default in so doing, then by the Railroad Company * * transporting the same, at the expense of the owner or person having the custody thereof, and such Company * * * shall in such case have a lien upon such animals for food, care and custody furnished, and shall not be liable for any detention of such animals.

Sec. 4388. Provides for a penalty of not less than one hundred nor more than five hundred dollars for failure to comply with the provisions of the two preceding sections.

Waybills for shipments of live stock must show the **date** and **hour** the stock was loaded.

As far as practicable no shipments of live stock are to be run more than twenty-four (24) hours without being stopped to unload for rest, watering and feeding. Agents must note on waybills where stock shall be unloaded to feed.

Dead or Crippled Animals.

48. When parties in charge of live stock unload stock for feeding or other purposes, while **en route**, it being understood that the stock must remain in the possession of the Company while being fed, and animals are left out of car on account of being crippled or dead, notation to that effect must be made on face of waybill by the agent at the station where such animals are taken out. When horses are transported over this line, are received either dead or in crippled condition agents should notify General Freight Agent in order that Veterinary Surgeon may be called to report upon cause of death or injury.

Charges for Extra Service.

When any charge is made for extra service en route in connection with shipments of live stock, the agent at the station where the extra service is performed must make a special waybill covering such charges. The special waybill must be securely fastened to the original waybill and accompany it to destination. Reference must always be made on the live stock waybill proper, to any special waybills that have been made for feeding or caring for live stock in transit.

LOADING AND UNLOADING CARS.

Loading on Cars.

49. The Company will not permit any article to be loaded or placed for transportation upon the roofs of, or underneath its cars.

Safely as to Bridges, Etc.

50. When cars appear to be loaded in such a manner that they cannot safely pass the bridges, etc., in their route, agents will ascertain the dimensions of the car as loaded, and confer with the General Superintendent if necessary.

Air Brakes Necessary West of Ogden.

51. The contents of cars not equipped with automatic air brakes going to points west of Ogden will be transferred at Ogden. This should be borne in mind when ordering cars for this business.

Bonded Freight.

Cars containing freight in bond destined for points west of the Missouri River, must be loaded with not less than 10,000 pounds weight to the car, but if practicable should be loaded to not less than ten tons to the car.

Charge for Delay of Cars.

52. The attention of agents is particularly directed to the importance of having cars loaded and unloaded promptly. The rules for the collection of car storage for the detention of cars must be rigidly enforced. (See Rule 53.)

Loaded too Heavy.

53. Agents are required to examine all cars loaded at their station, and will not permit a car loaded in excess of ten per cent above the marked capacity to leave their stations, and will charge shipper the established car storage charge for the delay of car, until the excess weight has been removed. Agents will be held strictly accountable for any loss or damage resulting from a violation of this rule.

Agents at track scale stations must be as particular regarding cars from stations without track scales as they are of cars originating with them, and any overloaded or improperly loaded cars brought to their station must be held and General Superintendent notified. Agents will be held strictly accountable for any loss or damage resulting from violations of this rule.

(a.) Conductors should examine contents of cars loaded at stations having no agents, and if they believe cars are loaded in excess of capacity allowed, or otherwise improperly loaded, they should not be taken in train, but a card left on cars informing shipper of reason for leaving cars, and requesting them to at once rectify the loading, and conductors will notify their General Superintendent by telegraph of all such cases. Conductors will be held responsible for taking improperly or overloaded cars in their train.

Inspection of Cars Before Loading.

54. Agents must inspect all cars which are to be loaded, and if found in bad order will see that they are repaired before being loaded, and will keep a record of such inspection in their car books. **Particular care should be exercised in examining cars to be loaded with grain and flour, to see that there is no opportunity for leakage around king bolts or grain doors, and to ascertain if roof is in good order.** Cars furnished to be loaded by shippers must be examined by them as to condition, and if not considered suitable may be rejected; but if loaded will be considered accepted. When cars are furnished by a connecting line to load, be careful to see that the identical cars furnished for a particular order are tendered to shipper.

Examine Contents of Cars.

55. Agents are required to examine cars loaded at or for their stations, and ascertain if the contents are as represented. When they have reason to think that the contents of packages are not properly de-

scribed or waybilled they must satisfy themselves by a personal inspection, opening the packages, if necessary, in the presence of witnesses, and if found to be falsely represented make correction accordingly. Bonded freight must be inspected by Custom House officials only. ml

Do not Contaminate Freight.

56. Do not load merchandise, flour, sugar, butter, or other property of similar class in cars unfit to carry the same, such as cars formerly loaded with kerosene, acid, oil (See Rule 59), lime or other freight of same class. Agents must see that the floors of cars are clean before merchandise is loaded into them. Special care must be taken in this regard where cars have been loaded with coal. When cars are not loaded with bulk grain, lime, sand, etc., agents must see that grain doors are properly raised and fastened back.

Local or Through Freight.

57. Agents must in no instance load freight for way stations into cars loaded with through freight when possible to avoid it.

Freight not to be Mixed.—Leakage, Chafing, Etc.

58. Goods must not be mixed in loading; each lot must be kept separate. Heavy freight must be loaded on the floor, light articles on top. Bales of dry goods, carpets, etc., must be loaded on their sides. When loading goods in a car for more than one station, the goods to be unloaded first must be put in the car last. **Keep the goods for each station together,**

and each consignment by itself. See that all goods are carefully handled and loaded in such manner that no damage may occur in transit by leakage, chafing of bales, etc. Casks, barrels, and other packages containing oil, turpentine, fish, tar, molasses and other property of similar kind, **must be carefully blocked**, and should not be loaded in cars containing merchandise liable to be damaged by leakage, or by being scented with odors from the same. **Freight hooks must not be used in handling bales of merchandise.**

Oil in Stock or Oil Cars.

59. When forwarding coal oil and other oil in barrels, in car-loads, the same must be loaded in stock cars, or other cars not used for merchandise. (See Rule 56.) When destined to points on foreign lines which have special oil cars, these cars should be obtained for this freight when possible.

Oil, Etc., through Freight House.

60. Kerosene, coal oil, naptha, benzole or any like substance of a combustible nature, must neither be loaded nor unloaded through freight houses, except in the day time. Lights must not, under any circumstances, be allowed near the packages, and such freight must be taken away by consignees immediately upon its arrival. (See Rule 67.)

While in freight house a particular place should be designated for such property, and under no circumstances should any other property liable to injury by coming in contact with it be piled or stowed in that particular place.

Line Cars, Loading and Routing.

61. Line cars may be loaded for Chicago local, or for the line over which these cars run, or with less than carload shipments, destined to the point where the car originally reached this line. (See Rule 63.)

When agents are in doubt as to where and in what direction foreign cars may be loaded, they will ask Train Dispatcher for instructions.

Agents allowing cars to be loaded and forwarded from their stations contrary to above instructions will be required to pay cost of transferring property at Chicago—two dollars (\$2.00) per car.

Freight Unloaded En Route to be Reloaded.

62. Where live stock is unloaded for any purpose, or where any other freight is unloaded agents should, in all cases, where it is possible, have the property reloaded into the same cars that it was unloaded from; and where it is not practicable to do this, a notation must be made on the live stock contract, receipt or bill of lading, issued by the agent at shipping point for the property, showing the time, place and cause of the transfer, and also make a notation of the transfer on the way-bill.

Foreign Cars Returned.

63. Foreign cars must be promptly returned to the point where they came on this road, and must not be loaded with freight consigned to the care of any road or line other than the one the car belongs to. If agents have no loads for foreign cars, they should be reported to Train Dispatcher for disposition. (See Rule 61.)

Ordering Cars.

All applications for foreign box or flat cars, furniture cars, refrigerator cars, horse cars and special stock cars must be sent direct to the General Superintendent or Train Dispatcher as directed.

When ordering these cars state what they are to be loaded with and for what points.

LOADING AND ICING REFRIGERATOR CARS.

64. Agents at terminal points should immediately on arrival of the cars have them thoroughly cleaned and see that ice boxes and waste pipes are free from sawdust and dirt, so that the cars will be cool and in proper shape for loading or forwarding.

Examine and test all waste pipes before loading. If found in any manner defective, report same to the General Superintendent.

Great care must be taken to wash the ice clean so as not to obstruct the waste pipes.

Ice must be put into boxes through the top or end of the car, and not through side doors.

The floor of car must be kept perfectly dry, so that the air in the car will be free from moisture.

Unless otherwise ordered, during warm weather all refrigerator cars must be supplied at forwarding stations with ice enough to last until the car reaches its destination, or the delivering point to connecting line, and at division and terminal stations cars must be examined to see that they have enough ice to keep them in good condition, and if not so found they must be re-iced.

Refrigerator cars received from connecting lines will be treated the same as cars loaded at Copper

Range R. R. stations, so far as icing in transit is concerned.

When shipments of Dairy Product in refrigerator cars require re-icing in transit, notation to that effect should be made on shipping bills.

When waybills bear a notation that the cars must be iced at any particular point in transit, per request of shipper, such request will be complied with.

The Operating Department will arrange for ice at stations where the Company has not a supply of its own.

All charges for ice furnished refrigerator cars are to follow as advance charges. The amount to be charged will be as per instructions issued from time to time. When shipments take the less than carload rate, ice for the same will be furnished by the Company.

Oil Heaters.

65. This Company has placed Oil Heaters in service for heating refrigerator cars. Agents will show on the waybill covering a car containing one of these heaters the following notation: "Receiving agents must return the heater in this car to point of origin, making regular waybill to cover the same, showing under the head of "Freight Charges" "D. H., Company Property."

On such shipments notation should be made on the original waybill to the effect that the heater is to be removed from the car at the junction point with connecting line and returned to original point of shipment. Agents at junction points will remove the heaters from the cars, returning them to the original point of shipment in the manner as outlined above. This applies to oil heaters belonging

to Copper Range R. R. only, when deemed necessary to send heaters off this line communicate with General Superintendent.

WAYBILLING AND FORWARDING FREIGHT.

Improper Receipting and Forwarding.

66. Agents must use the greatest care in receipting for and forwarding freight, and see that it is waybilled strictly in accordance with the shipping instructions, marks on the packages, and with the receipt given. Waybill must be compared with the shipping instructions after it is made. (See Rule 27.)

Forwarding Freight Promptly. — Explosive or Inflammable Freight.

67. After property has been delivered to the Company for transportation it must be forwarded as soon as possible, and at stations where any large amount of explosive or inflammable matter is received, where it is possible to do so, certain hours should be set for receiving such freight, by agreement with shippers. (See Rules 60, 141 and 157.)

Changing Consignee or Destination, or Return of Shipment, Account of Refusal.

68. When property has been delivered to this Company for transportation **it becomes the property of consignee**, and all requests to have property delivered to any person other than the original consignee, or to have property withheld from the original consignee, must be immediately referred to the General Freight Agent by wire, and copy of way-

billing, original receipt, and all particulars reported by first mail, except when request is to have property forwarded to original consignee at some point other than that to which same was originally waybilled, or to return it to shipper when consignee refuses to receive it, waybilling agent being authorized in such cases to give instructions upon request being made to him in writing by shippers or consignee and surrender of the original receipt or bill of lading issued for the freight.

In case the consignee of merchandise shipments has failed in business, consignments should not be delivered, but the General Freight Agent must be notified immediately, and furnished with copies of billing for the shipments, the property being held subject to his order. (See Rule 128.)

Routing Unconsigned Freight.

69. When property is delivered to agents for shipment, destined to points beyond the line of this road, unconsigned as to route, they will forward in like manner, unless otherwise instructed by the General Freight Department. **The routing must appear on the inside of waybill.** Agents will be held strictly responsible for any errors that may occur account of **improper routing** which is caused by their neglect in not noting the proper junction point via which the freight should be forwarded. (See Rules 9, 70 and 74.)

Routing to be Shown on Waybills.

70. When waybilling to stations that can be reached via more than one route, and when waybilling to stations on foreign roads, be particular to note

in ink in the space provided on the waybill via what route, that is, via what junctions freight is to be transported, and when waybilling to stations on other roads the name of each road over which the freight is to pass must be given in the space provided therefor on the waybill, in addition to the names of the junctions.

Junction Agents to Examine Through Waybills.

71. Agents at junction stations must examine all joint through waybills for freight waybilled between stations on the Copper Range R. R. and stations on foreign roads, to see that such joint or through waybilling has been authorized. If not provided with joint tariff or other authority for such through waybilling, communicate immediately with the General Freight Agent. If unauthorized, the through waybilling should be corrected, and freight re-waybilled from the junction station.

Waybilling Reconsigned Freight.

In waybilling freight received from connecting lines, or reconsigned freight, the following information must in all cases be given under the heading "Consignor":

Full reference to connecting line's, or original waybilling.

The point of origin of the shipment, the name of such point being written out in full, and name of the state given in all cases.

When cars are transferred full information must be shown with original car numbers and initials.

Waybill to Accord with Receipt.

72. Before making the waybill, the agent must examine the duplicate receipt or shipping bill, and see that it shows a clear and plain record of checking into the car. When found correct in every particular, the waybill must be made in strict accordance therewith, omitting nothing **and after made must be compared with shipping instructions.**

Waybills with Freight.

73. No freight must be sent from a station without waybills, or the waybills without the freight. (See Rule 85 and 126.)

Date of Waybill.

74. The date of waybills must in all cases correspond with the date of the actual shipment of the property. (See Rule 40, last paragraph.)

Waybill for Each Car, Except.

75. In waybilling carload freight make a separate waybill for each car except in case of freight such as masts, telegraph poles, etc., that requires two or more cars to transport a single shipment, also in case of circus trains, where one waybill may be made to cover the entire shipment. (See Rule 12.)

Capacity of Cars on Waybills.

76. Forwarding agents will be particular to note on waybill the marked capacity of cars loaded with carload freight.

Making Waybills.

77. Agents must make their waybills plain and explicit, and use no abbreviations except those perfectly understood. **Fill all the blanks in the waybill—they are there to be used.** The waybills must in every case contain the names of consignors, consignees and destination in full. Give destination as well as consignee's name and address in space on waybill headed "Consignee and Destination." Street and number address of consignee must be shown. The initials only of consignees on the waybilling are not considered sufficient to secure the prompt delivery of freight to its owners at destination. Be particular to give full and complete initials and number of car, and all marks on the property, and see they agree with the receipt given. (See Rule 31.) Both local and advanced charges must be footed. Note on the waybill, over the rate used, the **G. F. D. Number and date of Tariff** containing the rate. Receiving agents will in every instance verify such rates. The reference of G. F. D. number as above will not relieve receiving agents of responsibility for verifying rates used, but is only intended to assist receiving agents in ascertaining how rates have been obtained. The terms used in classification of freight must be adhered to as closely as possible in the description of property, so that it may be distinctly known, in every case, from the waybill itself, what rate is applicable. (See Rule 24 regarding marking of freight. See also Rules 70, 79, 80 and 114.)

Miscellaneous Charges on Waybills.

78. When car storage, warehouse, switching or other charges are to be waybilled and collected from

the consignee, such charges must in all cases be properly entered on the waybill as separate items from transportation charges, and notation made showing what they are for.

Abbreviations Prohibited.

79. The use of any abbreviations in waybilling which are liable to lead to uncertainty is strictly prohibited. Agents are particularly cautioned, for instance, against the use of Cal. for California, Col. for Colorado, N. P. for Northern Pacific, U. P. for Union Pacific. Also, whenever the name of a town is used, the name of the state and county, if possible, in which it is situated must also be given, as there are frequently two towns of the same name located on the same railroad, although in different states. (See Rule 77.)

Notations affecting the delivery of freight must not be abbreviated. For instance, such notations as "Shipper's Order," "Notify," should be written out distinctly and in full.

Describing Freight.

80. Agents must not receipt for, nor waybill property as "Mdse " for merchandise, wood in shape, etc., but describe the articles fully enough to denote what they are and how they should be classified.

In waybilling grain or giving receipts for same the word "grain" should not be used, but the kind of grain must be stated on waybills and receipts and reports in all cases.

In waybilling beef and pork (packed), specify whether "Dry-salted" or "In Brine."

In waybilling oil, specify the kind and whether "Coal" or "Carbon." (See Rule 77.)

Describing Coal.

81. All bituminous coals, including blacksmith, gas and cannel coal, will be waybilled as soft coal. All anthracite coal will be waybilled as hard coal. (See Rule 82.)

82. Owing to the different rates of freight charges on various kinds of coal, and in order to avoid overcharges, agents must be particular to specify on all waybills and expense bills, also on transfer slips to connecting lines, the kind of coal, whether hard (anthracite), soft, lump, nut, pea, or slack. (See Rule 81.)

Ton Weights.

The net ton weight is2,000 lbs.

The gross ton weight is.....2,240 lbs.

(Except where tariffs or special instructions provide otherwise, as for instance, a ton of pig iron is 2,268 pounds from certain Southern and Eastern territory.)

Bulky Freight Visible Capacity of Cars.

83. When issuing receipts and making waybills for furniture and other light, bulky freight, from one consignor to one consignee on same day, requiring two or more cars to transport it, note on receipt and waybills whether cars are loaded to full visible capacity or not. (See Classification Rules).

Through Rates and Routes to be Inserted on Receipts, Etc.

84. When freight is contracted through to any point beyond this railway by authority from the General Freight Agent, enter the through rate on bill of lading or receipt, and each road's proportion, and through rate and route on the face of the waybill, and when advanced charges are paid, enter the amount advanced on receipt or bill of lading.

Memorandum Waybill or Loaded Car Tickets.

85. The use of memorandum waybills is strictly prohibited. Freight must be forwarded on regular waybills, except in cases where agents are authorized to use loaded car tickets; and freight train conductors are instructed not to receive freight unless accompanied by one of the two forms properly filled up. When freight is forwarded on loaded car ticket, care must be taken to send it by the same route as waybilled. (See Rule 86.)

Waybills with Live Stock.

86. Under no circumstances will livestock be forwarded on loaded car tickets, and conductors will report to General Superintendent the failure on the part of any agent to furnish waybills when stock is ready to go forward.

Loaded Car Ticket with Perishable Freight.

A special form of loaded car ticket is provided to send forward perishable freight, and must be used for this purpose only. Agents authorized to use loaded car tickets must arrange to get the regular

waybill to destination on or before the arrival of the car when loaded car ticket is used. (See Rule 106.)

Copper Range Railroad Freight.

87. Company's freight must be regularly way-billed and should be consigned to the Copper Range R. R. For... (Name of individual for whom intended). All information must be plainly shown on each waybill, especially the authority for free way-billing.

Deviation from Tariff Rates.

88. All instructions authorizing the application of less than tariff rates on shipments of freight moved over the lines of this Company (except on Company's freight), will be issued by the General Freight Department. If such instructions are received from other departments, agents will refer papers to the General Freight Agent. (See Rules 92 and 98.)

Duplicate.

89. Duplicates or copies must not be given unless plainly marked "Duplicate" or "Copy." Duplicate receipts for freight charges may be issued.

Record of Waybills and Corrections.

90. The freight forwarded book should contain copies of every waybill sent from the station, and must show all changes, corrections, etc., made by the receiving agent or Freight Auditor. These notations must be plainly made with blue pencil, in such manner that the book will show waybills as finally

charged to receiving agent. Care should be taken, when noting changes, to always make corresponding alterations in all footings affected.

Comparing Receipts and Books.

91. The freight forwarded book must be compared daily with the duplicate receipts and check and tally book to see that nothing has been omitted from either.

Material for Western Union Telegraph Co.

92. Material consigned to the Western Union Telegraph Company should be billed with charges unless otherwise specially instructed, and receiving agents should, immediately upon receipt of such material, send copy of billing to the General Superintendent for relief of charges.

Tariff rates will, however, be collected upon all shipments of material or supplies for the construction, repairs or maintenance of Western Union Telegraph lines beyond the lines of Copper Range R. R. (See Rule 88.)

Stopping Cars in Transit.

93. Unless provided in printed tariffs or specially instructed by the General Freight Department car-load freight must not be stopped to part unload en route.

When a car is waybilled through, with notation on waybill to stop in transit to partly unload, the agent at the station where the stop is made must see that no freight is forwarded in the car which did not arrive in it, and that no freight is put into the car in

place of that taken out. When a car is waybilled through, to stop in transit to finish loading, the agent at station where stop is made must see that all freight arriving at his station in the car is forwarded in it.

After the service for which stop was made has been performed, the agent at whose station stop was made, must plainly note on the back of the waybill, **in ink**, the service performed and must also take a receipt on regular blank for all freight so unloaded.

Agricultural Implements and Binding Twine as Perishable Freight.

94. It is of the greatest importance to shippers and consignees of **agricultural implements, binding twine and nursery stock** that there be no delay of such shipments, and employes will treat them the same as **perishable property**, as regards time, whether in carloads or less than carloads.

Stoves, Furniture, Etc. — Handling Breakable Freight.

95. Every precaution should be used to prevent damage in the handling of stoves, stove fixtures, furniture and similar freight liable to injury through careless handling. Castings placed inside of stoves must be properly secured so as not to be movable every time position of stoves is changed.

Cars loaded with stoves must be carded, "Stoves, Handle with Care."

Freight to and from Stations without Agents.

96. The following rules will govern in regard to freight to and from prepaid stations: When

freight is received from a station at which there is no agent, a separate waybill must be made for such shipments and the charges thereon must be prepaid. Agents must note on the receipt given for the property that the same is received subject to the condition that the Company is not to be held responsible for it after it is unloaded at destination. All freight so received must be waybilled to the first station at which there is an agent beyond the prepaid station, at rates current to the prepaid station. No **Order** or **Notify** shipments shall be received for prepaid stations.

To facilitate handling of freight by conductors, and in order that it may be left at the station to which it is destined, a conspicuous notation must be made on the upper left-hand corner of all waybills for freight to be left at prepaid stations or sidings. Thus, if freight for Seager, Mich., is waybilled to Belt, Mich., the notation should read, "Freight for Seager, Mich."

When property is offered to conductors for transportation at stations at which there are no agents, it must be accompanied by full shipping directions, and the property must be properly marked. The conductor must furnish the agent at the first regular station beyond such prepaid station with full billing instructions. The agent must then forthwith make a waybill for the freight, reading from his station to the station to which the freight is destined, provided the same is a station at which there is an agent. When freight is destined to a prepaid station, the waybill must read to the first station beyond at which there is an agent. The rates current between the station at which the freight was loaded to its destination must be used. The name of the station at

which the freight was loaded must be noted in the consignor column in every instance, thus, "Freight from Messner, Mich." Thus the original point of shipment may be ascertained at any time from an inspection of the original waybill or the station record thereof.

Property forwarded from a prepaid station destined to the first station at which there is an agent, should be waybilled by the agent at the first station preceding the prepaid station, and it is the duty of the receiving agent to notify such billing agent, giving him all such particulars as he requires for making the waybill.

In the event freight is received by conductors at prepaid stations or sidings for transportation to another prepaid station or siding, there being no regular station intermediate, an amount sufficient to cover all freight charges must be collected from the consignor. In such cases, the amount collected must be noted on the return to the Freight Auditor and the waybilling directions. It must also be entered in the spaces provided therefor on the record of freight loaded. The return must then be sent to the Freight Auditor as in other cases, and the waybilling directions, together with the money collected, must be delivered to the agent at the first regular station, the receipt for the money being taken on the conductor's record of freight loaded, in the space provided for that purpose.

In making regular waybills for freight received from conductors, agents must enter the number of the conductor's waybilling directions in the consignor column upon the regular waybill before the latter is copied. The waybilling directions must then be filed as a part of the station records. In unloading

freight, if consignee is at platform to receive it, conductors will take receipt for same from the consignee on the original waybill. If consignee is not there and property is of large value the same must be taken by the conductor to the first station at which there is an agent and the agent at that station will immediately notify consignee in writing that the property is at his station ready for delivery. No **Order** or **Notify** shipments must be unloaded at a station at which there is no agent, **whether the consignee is there to receive it or not**, but the same must be taken by the conductor to the first station at which there is an agent; notice being given of its arrival in the manner mentioned in the last paragraph.

At Owner's Risk at Prepaid Stations.

97. All property at way stations, platforms or sidetracks, where the Company has no agent, will be at the owner's risk until loaded into or after unloading from the cars, and will be accounted for only 'as tallied in or weighed out by the Company's agent at the point of shipment or destination, as the case may be.

Estray Freight.

98. When freight is received at any station without a waybill and is plainly marked for some other station located upon **this or any other line** it must be sent forward to its proper destination by first train. The freight must be regularly waybilled and the weight of each class entered in the proper column. Under the head of "Freight Charges" the notation "**Free, account estray**" must be made, and in the body of the waybill the notation, "**Estray freight**,

deliver only on presentation of original bill of lading or other proof of ownership." Separate waybill must be made for all estray freight. If there is no through billing arrangement to destination, waybill same to nearest junction point to which you have such arrangement, and this rule number must, in every case, be quoted as authority for free waybilling, and add on the waybill the number of the train taking same forward.

If the freight is not plainly marked, or the agent is in doubt as to the correct destination, he will immediately communicate with the General Freight Agent by wire, and be governed by instructions from him.

Regular waybills for estray freight without charges made at stations of this Company or at stations on other lines will be accepted by receiving agents.

Agents receiving waybills for estray freight must enter across the face of each, full reference to the waybill upon which the charges are shown. Full reference to the waybill which accompanied the freight to destination must also be noted on the face of the waybill upon which the charges are shown. They must then, as soon as they have been entered upon all of the station records, be securely fastened together and sent to the Freight Auditor forthwith.

If the original waybill has not been received at destination, the General Freight Agent should be notified at once by wire, and the property must not be delivered until instructions are received from him, **or the original bill of lading is presented or proof of ownership made.**

The Freight Auditor must also be advised of the facts in the case by letter forthwith, to which must be attached a copy of the estray waybill.

An Over Report must be promptly issued in each case, stating what disposition has been made of the freight.

If the freight received without a waybill does not bear any marks indicating ownership or point of destination, hold it and make and send the usual O. S. & D. Report.

Agents receiving over or estray freight from other stations covered by waybills bearing notation as above provided, if no regular waybill has been received, must first demand **presentation of the original bill of lading or other proof of ownership, and this being established tender delivery to consignee,** care being taken to collect sufficient amount of charges to meet regular revenue waybill when subsequently received, **reporting the amount collected in excess of charges from junction points where delivery is made to this line to the Auditor by special remittance with full particulars.**

If on receipt of estray freight agent holds revenue waybill, delivery may be made in accordance with such revenue waybill, and the shortage reported as filled in the usual manner.

Terminal or junction agents receiving estray freight from connecting lines will, under this arrangement, promptly forward the freight as consigned.

If at junction points connecting lines offer freight on a "transfer" covered by free billing, such as is provided for in this rule, junction agents will accept same and re-bill as outlined herein.

(Attention is called to Rules 122 and 127 in connection with the above.)

PREPAYMENT OR GUARANTEE OF CHARGES.**Prepayment of Charges, Service not to be Specified.**

99. When issuing bills of lading for freight upon which any charges have been prepaid, particularly when destined to points on connecting lines, agents will make notation on bill of lading that the amount received is "To Apply in Prepayment of Charges." Agents will not designate the service to be performed in consideration of the amount prepaid.

Prepayment on Perishable and Doubtful Value Freight.

100. Freight charges must be prepaid through to ultimate destination on all shipments of household goods, potatoes (in less than carloads), almanacs, printed matter, trees, wet feed, shrubbery, green fruit, vegetables or other property which may be classed as perishable or of doubtful value, or which is liable to be injured by frost or delay *en route* to destination, when destined to points on the Copper Range R. R. or to points beyond the lines of this Company.

When shipments are offered by connecting lines to this Company with charges "To Collect," agents may accept such shipments if charges are fully guaranteed through to destination by the railroad company making the delivery.

Hereafter when shipments are not billed to accord with the foregoing, the billing will be corrected to read prepaid from point of shipment and the forwarding station will be charged with the freight charges. Shipments of nursery stock and perishable property when received from connecting line, which

should be prepaid but are not, **should be sent forward for the agent at destination to collect charges and held awaiting prepayment.** (See also Rule 18).

Refuse Unless Prepaid or Guaranteed.

101. Agents will refuse to receive perishable property, or property of any kind that, in their judgment, will not bring at forced sale **double the amount of charges**, unless all charges are prepaid or guaranteed in writing by a responsible person known to be such by the agent. Perishable property must not be received for transportation when the temperature is too low to allow it to be carried to destination without it being damaged, and must not be received in freezing weather unless agent can or has arranged to forward in a refrigerator car.

Refuse Unless Money Is Tendered.

102. Agents will decline to receive fruit, the charges upon which should be prepaid from point of shipment to destination unless the money to prepay to destination is tendered with the property. (See Rule 103 and 104.)

103. Agents will also decline to receive any money for prepayment of charges to stations on Copper Range R. R. or for points beyond the lines of this Company, unless accompanied with the freight.

Guarantee.

104. Freight received by this Company with notation on connecting line's expense bill; "Charges Guaranteed," or from shippers, they guaranteeing charges, such guarantee will be understood to be guarantee of all charges to destination, including any charges that may be advanced by this Company.

This Company will not accept any guarantee of charges unless with this understanding.

Responsibility for Guarantee.

105. Forwarding agents will be responsible for guarantees, when property upon which charges must be guaranteed is received from another road; agent must require the guarantee of such connecting road, and will not accept that of original shipper alone. All guarantees must be in writing, and be kept on file by agent.

Perishable Freight Waybills.

106. When waybilling **perishable property, nursery stock and seeds**, agents must be particular to use form of colored waybill, printed inside and outside "Perishable Property," so that the attention of both conductor and receiving agent will be promptly called to the character of that particular shipment. (See Rule 86, last paragraph.)

ast near:

Refused or Unclaimed Perishable Freight.

107. No agent is excusable for allowing perishable property to spoil on his hands. When such property is received and is refused or unclaimed by the consignee, notice should be sent to the General Freight Agent by wire of that fact and copy of the expense bill for the freight together with report as to the value of the property and why the same is refused forwarded to him by first train. If unclaimed state whether consignee's whereabouts are known to agent. If property is liable to spoil same should be sold but **never to the consignee without an order from**

the shipper or General Freight Agent so to do. When reporting by wire, full name and address of shipper, invoice price of property, total amount of charges, and whether the same are guaranteed or prepaid should be stated.

Unable to Collect Charges.

108. When agents have any freight at their stations, the charges on which are guaranteed, or where part of the charges were advanced by this Company, and they are unable to collect the same within fifteen days after receipt of freight at their stations, they will make application to the General Freight Agent for disposition of the freight and for relief of charges, forwarding with application a copy of expense bill, and report why charges cannot be collected.

Refused and Unclaimed Freight.

109. In cases of shortage, and where other property than perishable is **refused** and for which no advances have been made or guarantee received, application for disposition of the property and relief of charges should be made to the General Freight Agent after such property has been so refused for thirty days. When property is **unclaimed** for thirty days application for disposition of property and relief of charges should be made to the General Freight Agent. When seasonable merchandise is refused or unclaimed, same must be reported at once, the same as perishable property.

The application must be accompanied with report, stating what steps have been taken to find consignee, **and when refused**, why consignee declines to receive it, name of shipper and value of property, which can

be obtained from consignee, and if unclaimed, whether consignee or his whereabouts are known to the agent. The observance of the instructions contained in this rule will not relieve agents from a full observance of the instructions contained in Rules Nos. 117 and 122. If, after application for relief of charges, property short is received by agents, or consignee accepts it and pays charges, notice of that fact should be immediately given to the General Freight Agent with number of relief claim.

FREIGHT RECEIVED.

Examination of Waybills and Collection of Charges.

110. Receiving agents will be held accountable for the correctness of all freight charges, as well as for the full and accurate collection of all unpaid amounts shown upon the waybill, including advanced charges. Upon receipt of a waybill it must be carefully revised with reference to route, classification, tariff, weight and charges; in the event it is found necessary to make any change, it must be made upon the face thereof in red ink, care being taken to make the corrections in such a manner as to leave the original information legible. The necessary notices of errors and omissions must then be issued.

When notices of errors and omissions are issued the notation, "C. S. No.....Issued at..... Station," giving the date, must be made on the waybill opposite the items covered thereby. (See Rules 112 and 113).

Invoice Weights.

111. The correction of waybilling of freight to the basis of invoice weights will not be permitted until

proper authority is given by the Freight Auditor or this department; except, that when it is known by agents that the invoice or actual weight is greater than the weight at which the freight is waybilled, then the correction of charges should be made on basis of the greater weight, regardless of the stamped weights as shown on the waybills. Special agreements made with shippers by the General Freight Agent or the Western Railway Weighing Association for accepting (under inspection) estimated or shipper's weights, will be respected, and Association or Scale weights will govern unless changed in accord with the above.

Examination of Foreign Line Billing.

112. Through waybills from stations on foreign roads to stations on Copper Range R. R., must be carefully revised by receiving agents. All rates on such waybills must be verified, even when the initials of the General Freight Agent of the foreign road, or other authority for deviating from tariff rates, has been quoted. If receiving agents have not been advised of tariff or special rates to be used in waybilling to their stations from stations on foreign roads, instructions must be obtained from the General Freight department before delivering freight to consignee. Give particulars of waybilling in all inquiries, but as copies of foreign waybills may not be on file in Freight Auditor's office, also give such particulars that reply can be made without inspecting waybilling. (See Rule 110.)

Corrections.

113. In making notices of errors and omissions in waybills, all blanks must be properly filled out, show-

ing the commodity, rate and charges. No attention will be paid by the General Freight Department or Freight Auditor to notices not so properly filled out. (See last paragraph of Rule 110.)

Fill Out Receipts.

114. In making receipts for freight charges paid, fill all the blank spaces provided for date of waybill, waybill number, car number, car initial, where from, consignee, consignor, etc., (they are there to be used for the purpose indicated.) It is necessary for the receiving agent to get as full a receipt as the forwarding agent has given. (See also Rule 77.)

Name of Month and Station.

115. Agents must not use figures to indicate the month on waybill, receipt for freight charges paid, reports or other documents in freight business. The name of the agent, month and station must be **written in full**.

Notices to Consignee.—Receipts for Charges Paid.

116. Send notices, either by mail or messenger, to consignee, promptly on arrival of freight, and make notation on freight record book showing date notice was sent, an impression copy of the notice so sent must be preserved, and be careful that the notice gives the correct amount of freight and charges due the Company. Note against the shipment, on margin of freight received book, the date on which the notice was mailed or delivered. Retain receipts for freight charges paid, until all charges are paid. Agent must not sign his name on receipts for freight charges paid

when making them out. His signature should only be attached after payment has been made. Make no notations on receipts for freight charges paid, in regard to condition of property or shortages, unless at special request of consignee. (See Rule 121.)

Consignee Unknown, or Refused Freight.

117. When parties to whom freight is consigned are unknown to agent, or when consignees refuse to receive the freight, receiving agent will immediately notify forwarding agent, who will advise consignors or line from whom the shipment was received and procure from them written instructions as to what disposition they desire to have made of property. As soon as he has secured the orders he will immediately notify receiving agent. When shippers request a change of consignee or destination, or return of goods, the original receipt issued for the property must be surrendered. (See Rules 68 and 109.)

Condition of Freight Transferred. — Receipts to or from Connecting Lines.

118. Agents at junction and transfer stations will be particular in transferring property from car to car, or in receiving from or delivering property to connecting or transfer lines, whether on through waybills or otherwise, to see that waybills and transfer books show condition of property when transferred, shortage or damage if any, number and initial of car from and to which transfer is made, and in case of delivery to or receipt from connecting or transfer lines of property other than that coming on through waybills, receipt given or taken by agent must show condition of same, and if any shortage or damage

exists, same must be properly noted on receipt. Receipts for property delivered to connecting lines, must be signed by the agent of that line and not by the drayman or transfer line, unless the drayman or transfer line has written authority from connecting lines to receipt for the property for it. In case property received from or delivered to connecting or transfer lines is on through waybilling, agent will make notation on the original waybill and keep record of the same; and in case receipt is given or taken, notation should be made on receipt. In receipting to connecting or transfer lines for carload lots, when same are not checked or transferred by receiving agent, make notation on receipt given for same, "Not Checked or Transferred." (See Rule 120.)

Reference to Connecting Line Billing.

119. In waybilling freight received from connecting lines or reconsigned freight, the following information must in all cases be given under the heading of "Consignor:"

1. Full reference to connecting lines, or original waybilling.

2. The point of origin of the shipment, the name of such point being written out in full, and name of the state given in all cases.

3. If the shipment is a carload, and has been transferred from one car to another **en route**, the initials and number of the car from which the shipment was transferred must always be shown.

Disabled Cars.—Transfer of Freight En Route.

120. Should a loaded car become disabled, or from any cause be left on a sidetrack or at a station where there is no agent, the conductor will deliver

the waybill to the agent at the next regular station, and endorse on the waybill when, where and why the car was left, and report the same to his General Superintendent, Train Master or Train Dispatcher. The same action should be taken by conductor when he leaves a disabled car at a regular station, except that waybills should be delivered to agent at station where car is left. Should it become necessary to transfer freight into other cars while **en route**, note the fact on the waybills, giving the numbers and initials of cars into which the property was transferred, and date and station where such transfer was made. The agent at station where transfer is made will make a copy of waybills of all freight damaged, with a notation thereon as to the extent of damage, which copy of waybill with regular report giving cause for the transfer, must be sent to the General Freight Agent by first mail. Goods must be carefully checked from waybills, noting on face of same condition of property at time of transfer, and conductor will sign his name in full on waybill, and keep a record of the transaction in his car book. Bonded freight must not be transferred except by government officials. (Rule 118.) (See Rule 153 about Bonded Freight.)

Checking Freight into Cars.

121. Agents at receiving stations must in every case enter both car numbers and initials upon their receipts for freight charges paid. The property must be checked into the car when it is of such a nature as to allow of so doing, and when not, the agent must examine the property, so as to know that it is of the kind represented in the shipping ticket and receipt. There must not be any deviation from this rule.

**Checking Freight Out of Cars and to Consignee.—
Over and Short Freight.—Damaged Freight.**

122. All freight must be checked by agents at the time same is unloaded from the cars, and again at the time of delivery to consignee and receipt taken for the same, whether the same comes in small or car-load lots, and agents must immediately notify their General Superintendent, Train Master or Train Dispatcher, by wire, of any shortage, whether on a through waybill or otherwise, and must also report in the same way any property over at their station, giving a description of the property over, marks and names on packages, and will then make and send by first train the usual short or over reports to the station at which the shipment was last checked in full, and upon receipt of short report, waybilling agent, or agent at station where shipment was last checked in full, will immediately send tracer for such property short, and where property is over, waybilling agent will immediately advise receiving agent what disposition to make of it. If the freight over, bears marks showing the proper destination, the agent will immediately send it forward in accordance with marking via the most direct route, billing dead-head, estray, and will at once notify the General Freight Agent, giving the date and number of his waybill, in accordance with Rule No. 98. If receiving agent does not know from what station property over was forwarded, he must send over report by first train to the General Freight Agent. When any property reported short is afterward received, or property reported over is accounted for or disposed of, receiving agent will immediately send report of that fact to the waybilling agent and to the General Freight Agent,

and weigh the property before delivering the same. Where part of a consignment is received, agent will weigh such packages and keep a record of the same. In case property arrives at destination in a damaged condition, whether on a through waybill or otherwise, agents must immediately make and send the usual damage reports to the station at which shipment was last checked in good order, and notify the General Superintendent, and if property over, damaged or short is of a perishable character, or of large value, they must, in addition to making the usual damage report, notify the General Freight Agent by wire, giving him full particulars. The observance of this rule will not relieve agents from a strict compliance with the instructions contained in Rule No. 123. (See also Rules Nos. 98, 109 and 135.) It is of the greatest importance that over, short and bad order reports should be handled promptly, and on receipt of such, the billing agent will give them immediate attention.

Unmarked Freight Received.

123. Whenever a package of freight is over without marks at your station, you will attach to each and every package, by string or tacks, an over card, on which you will show the date package was received, number and initial of car from which unloaded, marks on package, and all the information which must not be removed until package is delivered to consignee, when proper entry must be made on card showing date of delivery, number and date of waybill, carrying charges, and card filed for reference. If package is forwarded from your station, agent at destination will make entry showing date of delivery, number and date of waybill on which short, and file

card for reference, showing number of tracer or claim.

At the end of each month all unmarked, refused, unclaimed and over freight that has been on hand for thirty days should be reported to the General Freight Agent for disposition.

Claim for Relief of Charges.

When claim for value or for relief of charges is made or any tracer or correspondence passes about the matter, agent will please put number of claim or tracer on card.

Unclaimed Freight to be Kept Separate.

All over, refused and unclaimed freight should be kept in separate piles and so placed that the tags will be in plain view.

Pilfered or Damaged Freight.

124. All agents receiving packages containing property which have the appearance of having been pilfered or damaged, whether package comes from shippers or from connecting line will immediately go to consignee's store or place of residence and check the contents of the package with the consignee or his representative, from the invoice if the consignee has any, and make accurate memoranda of the loss or damage. If the consignee has no invoice of the contents of the package, the agent will make an inventory of the contents, describing particularly the damage to the same, or shortage, if the consignee claims any. If package is to be delivered to connecting or transfer line, or forwarded in any way beyond point at which property was unloaded, agent must make

inventory of contents and appraise damage to articles if there is any damage, before making delivery, and in either case will immediately send to the General Freight Agent a full report of the matter together with a copy of the waybill. Agents receiving cars, the contents of which appear to have been tampered with in any way, must take correctly the numbers or letters on the lead plugs of the seals as well as the numbers on the tin strips and report the matter to the General Freight Agent immediately, sending him the seals. (See Rule 122 and 135.)

Recording Waybills and Forwarding Same.

125. When waybills for freight received have been completed as required by the instructions of the different departments governing such matters, they must be entered upon all of the station records, including the monthly abstracts, and sent forthwith to the Freight Auditor in envelopes specially provided for the purpose. This includes all waybills for freight transported free, such as for Company's material, estray freight, reconsigned freight and freight that has been manipulated in transit, stored, etc.

Leave Waybills with Freight.

126. When cars are left at a station containing freight destined for other stations, the agent must see that the conductor leaves the waybills. (See Rules 73 and 120.)

Freight Misdirected.

127. Freight waybilled as marked, or as ordered by shipper, must not be considered as "Billed in Error," although it may not be wanted at the station

to which waybilled, but agent will, if the property is ordered by the proper officer or agent to another station, make a waybill with charges at current rates to such station, putting the charges to his station thereon as "Advanced Charges." (See Rule 98.)

Return or Re-shipment of Freight.

128. The consignee wishing to return or re-ship freight must receipt for the same, pay the charges thereon, and furnish shipping order in the usual form, making the re-shipment in all respects a new shipment. Agents must not pay as "Advanced Charges" the freight collected on the original shipment, without authority from the General Freight Agent. (See Rule 68.)

Order for Return of Freight.

129. Agents will require from shipper, or from connecting road, when from points off this line, the surrender of the written order of the manufacturer or dealer for return of goods, said order to be attached to original waybill and to accompany same to destination, so that the dealer or manufacturer will have no occasion to question the return when delivery is tendered. For information of Accounting Department, etc., agents will note on waybill "Order for Return Attached to Original Waybill."

When receiving freight of this kind from connecting lines, notation on transfer bills to the above effect will be required, and in all cases where it is not possible to attach copy of the order to waybill, notation should be made thereon that such order was presented. (See Rule 100.)

DELIVERING FREIGHT TO CONSIGNEES OR CONNECTING LINES.

Credit.

130. The Company will under no circumstances permit its agents to give credit unless authorized to do so by the Vice President and General Manager. Charges are invariably payable on delivery; nor will any part of a consignment of freight be delivered unless the charges on the whole consignment are first paid.

Owner's Risk.

131. All property will be at the owner's risk while in the Company's warehouses (damage or loss by fire not excepted), unless such loss or injury is clearly traced to the negligence of the Company's employees.
Delivering Freight and Taking Receipt, Surrender of

Bill of Lading.

132. Agents must not deliver property to any person other than the consignee thereof without the written order of consignee, and must take the receipts for all property delivered to them upon duplicate receipt or blank furnished for that purpose, whether the property is delivered to the consignee thereof or to connecting lines. Agents must take receipts for all property delivered to connecting lines from the line to which delivery is made, receipts from draymen or expressmen hauling property from one depot to another not being sufficient, unless such drayman or expressman has written authority from agent of connecting line to receipt for property for that line. Such receipts or orders to be filed in proper

order and preserved for future reference. All orders to deliver freight must be signed by the shippers in ink or with indelible pencil and be carefully preserved with receipt for same. Stamped or printed signatures on orders or receipts must not be accepted. When property is shipped to a consignee care of a second party, the agent will only deliver the property to the party in whose care it is shipped, or on his written order. **Where property is consigned to the order of a certain party, with or without instructions to notify a second party, agent will only deliver property on surrender of bill of lading or original receipt issued for the same and written order of party to whose order the same is consigned.** Bill of Lading must be endorsed by the consignee.

Subject to Inspection.

133. When there are instructions to notify a second party, agent will give notice to such party, but only deliver when above instructions are complied with and where consignments are billed to order, party to be notified **will not be allowed to examine or inspect the freight unless same is billed "Subject to Inspection."** When waybill shows that a bill of lading has been issued for property, agent will require surrender of same before delivering property to consignees, unless consignees are known to the agent to be trustworthy and responsible parties. (See Rules 27 and 137.)

"To Order" or "to Notify."

134. When property is consigned to order or to notify, it is generally done for the purpose of securing payment at destination of a draft for the value

of the consignment. The payment of the draft entitles the payor to the possession of the bill of lading which should be endorsed to him by the party to whose order the property is consigned.

When the word **"Order"** or **"Notify"** appears on the billing of a shipment, such consignment must not be delivered until the original bill of lading, properly endorsed by the consignee, has been surrendered to you.

A shipment billed to Order (for instance, Order of John Smith) or billed to Order, Notify.....(as, Order of Charles Williams, Notify John Jones), or to Order, Care of.....(as, for example, Order John Doe, Care Richard Roe), or (to Henry Johnson, Notify Charles Nelson), must not be delivered except upon surrender of original bill of lading endorsed by the party to whose order it is consigned.

Under no circumstances must an agent accept a paid draft or written or printed order in lieu of bill of lading.

When consignments are billed to **"Order,"** party to be notified must not be allowed to examine or inspect the freight **unless the same is billed subject to inspection**, until he surrenders the original bill of lading.

No shipment consigned **"to order"** or **"to notify"** must be received for a point at which there is no agent.

Waybills and paid freight bill for **"order"** or **"notify"** shipments or for consignments for which negotiable bills of lading have been issued must be stamped **"Deliver only on surrender of Original Bill of Lading properly endorsed."**

Property Must not be delivered to anyone other than the consignee without the written order of the consignee.

Allowance for Damage or Shortage.

135. No allowance will be made for damage to, or shortage of any article after having been receipted for, unless notice thereof is given before the property is taken from the Company's premises (See Rules 122 and 123.)

Agents' Responsibility in Care of Freight.

136. Agents will be held responsible for the safe-keeping and proper delivery of property received by them, and for all charges thereon. All articles mentioned on waybills will be considered as having been received by the agent, and in good order, unless otherwise stated by him, in ink, on the face of the waybill. Freight unloaded on station platform must be put into the warehouse as soon as possible after unloading, unless it is such as will not admit of storing in the warehouse; and until it is put into the freight house, it must be carefully watched, to prevent its being tampered with.

Agents must see that trainmen unload freight at platform. If they neglect to do so, the matter should be immediately reported to General Superintendent. (See Rule 10.)

Surrender of Receipt or Bill of Lading.

137. Receiving agents before delivery of any property will require that original receipt or bill of lading be surrendered for cancellation, unless the re-

ceivers of the property are known by the agent to be reliable and trustworthy parties, it being understood that no freight is to be delivered to any person other than the consignee, except in the manner provided in Rules Nos. 132 and 134.

Actual Amount Collected to Show on Receipts.

138. Receipts for freight charges paid should at all times show actual amount of charges collected. Charges left to the credit of agents owing to corrections or changes in waybilling should not be refunded, except upon presentation of original receipt for freight charges paid, across the face of which the date and sum to be refunded should be written plainly with ink and signed by the agent, before refunding the amount due. When necessary, notice should be sent to persons interested, to present receipt for freight charges paid, and obtain amounts due. Receipts should be taken on freight received book in remarks column opposite the item, for all sums refunded. When consignee cannot be found or he is unable to present receipt for freight charges paid, the amount due him should be remitted to Auditor by special remittance.

Writ of Attachment or Replevin.

139. Should a sheriff or constable present a writ of attachment or replevin upon which he proposes to seize property in possession of the Company at a station, agent will inspect the writ and obtain or take copy of the same. If the property sought is at the station, agent will demand payment of all charges, notifying the officer that if he makes any levy, either with or without payment of all charges, he must do

so at his own risk, and file a good and sufficient bond to cover the value of the property including such charges and give receipt for the property. If no levy is made and no notice of garnishment served and agent ordered by officer to hold property, he will do so, notifying the General Freight Agent by wire for instructions.

Agents must send to the same officer notice by wire of any summons or any legal document or papers of any kind that are served on them, and forward same by first mail with all information they may have in relation to the matter.

Should the emergency of the case require, agent should communicate with the nearest attorney of the Company.

Live Poultry in Coops, L. C. L.

140. Agents will use their judgment in accepting shipments of live poultry in coops in less than car-load lots, going to distant points, where no provision can be made for feed and water, and if in doubt wire the General Freight Agent for instructions.

Shipments of High Explosives.

141. Shipments of Hercules Powder, Atlas Powder, Giant Powder, or other explosives of which nitro-glycerine forms the basis, will hereafter be transported on the following conditions; and those contained in tariffs governing high explosives, and only from or to the points named in such tariffs:

First — That the packages containing the explosives shall be so placed and loaded that the cartridges shall always lie on their sides and not on their ends.

Second—That cars shall be marked on both sides and ends, "Powder; handle carefully." That those

who shall have charge of them shall not do anything ignorantly to incur danger, and agents must not accept these shipments from shippers until after the cars are plainly marked.

Third—In less than carloads, this property will be received (when made into cartridges only and not in bulk under any circumstances) on the following conditions:

Packed in wooden cases, in cartridges, each case holding not exceeding one hundred pounds (100 lbs.) nor less than five pounds (5 lbs.) of explosives, provided that such explosives are packed in dry sawdust, as follows:

Each cartridge shall be surrounded on all sides with dry sawdust, and all interstices between such cartridges and a space of at least one inch between the outer side of such cartridge and the inner side of the case shall be filled with dry sawdust. Each of these cases shall be plainly marked on at least three (3) of its sides with the name of its contents and "Explosive—Dangerous!" so as to be readily seen by those who are to handle it.

Fourth—In no case must the caps, fuse or exploders used for exploding these powders be loaded in the same car with the explosives, and under no circumstances will car be received if so loaded.

Fifth—Any and all nitrate or other explosive preparations, not in accordance with above specifications (excepting ordinary Black Powder) will in no case be received for shipment.

Sixth—All loss or damage to such property that may result either from explosion or from a disregard of any of the above conditions, by shippers or by agents must be assumed by the shipper or owner.

Seventh—It is understood that in these articles the nitro-glycerine is thoroughly absorbed in charcoal, sawdust, infusorial earth, wood fibre, carbonate of magnesia or other similar substances and that the amount of nitro-glycerine is such that the temperature of the hottest day will not occasion leakage. Should any package show outward signs of any oily stain or other indication that absorption is not perfect, or that the amount of nitro-glycerine is greater than the absorbent can carry, the packages must be refused in every instance and must not be allowed to remain on the Company's property.

Eighth—Shipments must be so loaded that the boxes will lie bottom side down, it being understood that the cartridges are so placed in the boxes that they will lie on their sides when so loaded. The boxes must be so placed in the car that they cannot fall on the floor under any circumstances. Great care must also be taken to see that protruding bolt heads on the inside of bottom of cars are covered that they cannot chafe and cut holes through the boxes and in that way come in contact with the contents.

Ninth—Agents must know that none of these explosive substances are loaded at their stations in old cars. Cars carrying explosives must be first-class; tight everywhere, and must have doors that closely shut.

Tenth—Agents will receive ordinary common powder, and common black blasting powder, in wood, tin or sheet iron packages without further boxing in less than carload lots, contents to be plainly marked on the outside of the packages.

Eleventh — In carload shipments only. Bottom of cars to be covered with sawdust two inches deep.

When carload shipments are offered, agents will communicate with the General Superintendent for instructions.

Shipments of High Explosives, in carloads or less than carloads, must be **handled by freight trains only**, and will in no case be permitted to be transported by mixed trains carrying passengers.

Intoxicating Liquors.

142. Liquors or intoxicating beverages (alcohol, ale, wine, beer, spirituous, vinous and malt liquors) must not be taken for shipment to, from or within prohibition districts except as allowed by the law governing such shipments and districts. These laws are reproduced in the form of instructions to agents, and a strict compliance therewith must be observed.

Weight of Less than Carload Shipments.

143. All freight in less than carloads, except that for which weight is provided in Classification, Tariff, or is covered by Western Railway Weighing Association Special Agreement, to be waybilled from your station, **must be weighed by you** and waybilled at actual weight. Any freight that should be weighed at your station, but cannot on account of lack of facilities, must be waybilled at an estimated weight and the word "Estimated" written or stamped immediately above the weight shown; receiving agent must weigh all freight waybilled at an estimated weight and make collection on basis of actual weight.

All freight received at your station on waybilling of other roads (interline), must be weighed by you and collection made on basis of actual weight from point where shipments originated, except that ad-

vances must not be reduced, and all amounts in excess of those shown on waybills must be entered with red ink in the column headed "Freight," noting opposite the entry "Absorbed."

All freight received from connecting lines and re-waybilled at your station must be re-weighed and charges extended on basis of corrected weight provided same is greater than weights shown by connecting line, the advanced charges to be corrected accordingly, the amounts in excess of those shown on connecting line's transfer must be reported to the Freight Auditor at the end of the month.

Should the weights as ascertained by re-weighing be lower than as shown on connecting line's transfer, the higher weight will govern, and the charges be extended accordingly.

Agents will be held personally responsible for the enforcement of these instructions and their stations will be charged with any loss of revenue sustained by this Company resulting from any and all errors in collecting freight charges on basis of actual or authorized weights.

Carload Shipments.

In waybilling carload freight agents must show either the actual or an estimated weight upon every shipment. (See Rule 144.)

Carload Freight from Scale Stations.

144. All carload freight waybilled from stations having track scales must be weighed before being forwarded and waybilled at actual weight, subject to the rules governing maximum and minimum weight of freight in carloads, and agents must enter gross,

tare and net weight of car and contents on waybills, and specify whether tare is the actual marked or estimated weight of car.

Exact Weight.—One Receipt for Carload.

Agents will not insert in the bill of lading or receipt, the weight of the property unless it is actually weighed, or that you know positively the exact weight. And further, where property is consigned to one consignee you must not issue more than one bill of lading or receipt for property when taken at carload rate.

Freight from Non-Scale Stations.—Shipper's Statement of Freight.

145. When carload freight originates at a station where there are no track scales, destined to a station beyond the point where track scales are located, agents will obtain from shipper a statement on shipping bill, showing actual contents of car, and will carefully estimate the weight of same, being careful to make estimate sufficiently large to secure the Company against loss; they will also note on outside and inside of waybills, "To be Weighed at.....," naming the first station that car passes where track scales are located. Upon the arrival of car at weighing station noted on waybill, conductors will furnish agent with a list of the cars to be weighed, and will, with the other trainmen, render all necessary assistance to the agent in weighing of cars **uncoupled**. Agents will report to the proper officers any failure on the part of any employe to carry out the rules in regard to the weighing of carload freight.

Carload Freight at Estimated Weights, Account of No-Scale Service.

146. When originating at station having no track scale, and destined to a point between billing station and a track scale station, agents will require shippers to give them the actual contents of car, and gross weight, and agents are expected to satisfy themselves of the accuracy of such statement and waybill freight at such weight as will be sure to cover weight of contents of the car.

When agents are compelled to base their waybills on estimated weights or quantities, they must note under the weight, "Estimated."

Avoid Passing Specified Weighing Points.

147. Agents, conductors and other employes who handle waybills for carload freight en route must examine them carefully to see that no freight that should be weighed **en route** passes the designated weighing station without being weighed.

Possible Inability to Weigh at Scale Stations.

When by reason of the scales being out of order, blockade of yards, etc., it is impossible to weigh the freight at the station designated on the waybill, the car may be allowed to go forward provided it can be weighed upon the Company's scales before it reaches, or at, destination. In all such cases the notation, "Not Weighed at Station (stating the reason), Weigh at..... Station," must be made on the waybill. Carload freight, however, must not be allowed to leave the designated weighing station until it has been weighed, if there are no track scales

between such station and that to which the freight is destined, or at destination.

Scale Weights to be Shown on Waybill.

When freight is weighed en route, the weights as ascertained must be shown on the waybill in the space provided therefor. Stamps showing the gross, tare and net weights are provided; these must be used.

Record of Freight Weighed.

Agents at stations where there are track scales must keep a record of all freight weighed **en route**. Proper notice of the correct weight must be furnished promptly to the **Freight Auditor** or forwarding agent, as the case requires.

Weight of Carload Freight from Non-Scale Station to a Prepaid Station.

148. Upon shipments of carload freight waybilled from a station where there are no track scales to a prepaid station (a station at which there is no agent), forwarding agents will require shippers to furnish a guarantee or deposit a sum sufficient to cover all charges in excess of charges as waybilled for overweight, and will make the following notation on waybill to the agent at the station at which freight is to be weighed: "Please return to forwarding agent a correct statement of weights by first train." Upon receipt of the true weight, forwarding agent will correct his records in accordance therewith.

Weights on Waybills to be Examined at Junction Points.

149. Agents at junction stations are required to examine all waybills for freight waybilled through from stations on other roads to stations on Copper Range R. R., and if waybills for carload freight do not show actual weight, agent at junction station must weigh the freight or make necessary notations to have freight weighed in accordance with the foregoing instructions, in the same manner as if freight had originated at a station on the Copper Range R. R.

Weights on Waybills to be Examined by Conductors.

150. Conductors will carefully examine all waybills of carload freight, and if no weighing stamp or other evidence that the freight has been weighed appears on the waybills, they will call attention thereto of agent at the first station having track scales. Said agent will correctly weigh said car and contents, and note gross, tare and net weight on waybill, and immediately report same to General Freight Agent, giving full particulars.

Charges to be Computed on Scale Weights.

151. Receiving agents will carefully examine the face of every waybill of carload freight received at their station, and if car has been weighed **en route**, extend charges on basis of corrected weight (subject to existing rules and regulations regarding maximum and minimum weights) and issue necessary notices. Charges will be computed on basis of stamped weight. No reduction from these charges will be

made, except on authority of the General Freight Department.

When Weighing Stamp is not Shown on Waybill.

152. Where the weighing stamp does not appear on the face of waybill for carload freight which passes or originates at a scale station, they will take necessary measures to ascertain as nearly as possible, the actual weight of contents of the car, and correct the waybilling accordingly, notifying the General Freight Agent, with full particulars and copy of the waybill.

This rule will not apply to receiving stations where there are scales, as, in such cases, the receiving agent is held responsible for weighing all property received, which is not weighed, and upon the waybill of which the weighing stamp does not appear.

Neglect to Weigh.

153. Receiving agents are instructed to report promptly to General Freight Agent all cases of cars loaded at stations where scales are located reaching destinations without being weighed; also all cases of cars loaded at stations where there are no track scales, reaching destination without being weighed at intermediate station where there are track scales, according to the notations on waybills to that effect. (See Rule 154).

Weighing at Division Terminals or Convenient Points.

154. Where cars go to or beyond the end of a division, agents will bear in mind that it is preferable to have cars pass any intermediate track scales

and be weighed at such division terminals where scales are located. Agents at stations where there are no track scales are expected to ascertain in advance at what track scales stations carload freight forwarded from their stations can be weighed with the least delay and expense, communicating with General Superintendent when in doubt, **But under no circumstances must a loaded car be permitted to pass in transit over the lines of this Company without being weighed, if it is shipped from, destined to or passes a track scale station.**

Responsibility for Weights.

155. Agents will be held responsible for any loss of revenue incurred by not carrying out the rules embodied herein, and the Freight Auditor is authorized to charge up to their stations, as prepaid freight, to the maximum weight according to the capacity of the car, on any cars which they have omitted to weigh at their station, under the rules. (See Rule 156).

Freight Excepted from Weighing in Transit Rules.

156. The foregoing regarding the weighing of freight in transit does not apply to shipments of freight upon which the classifications provide an estimated weight, or upon which the rate per package or carload is fixed, nor to freight, the waybill for which bears stamp of the Western Railway Weighing Association and Inspection Bureau, stating that the weight as billed is not to be changed account of special agreement with the shippers.

Merchandise "In Bond, Appraised or Unappraised."

157. First—Cars containing bonded goods must always be secured by Customs lead seals or padlocks, **which can be removed by a Customs officer only.**

Any unauthorized person removing or tampering with Customs seals subjects himself to imprisonment and fine.

Second—Each car containing **Appraised Bonded Merchandise** must have on its side a red card reading **Appraised Bonded Merchandise.**

Each car containing **unappraised Bonded Merchandise** must have on its side a yellow card reading, **Unappraised Bonded Merchandise.**

[866.]	
U. S. CUSTOMS.	
<hr/> BONDED MERCHANDISE. <hr/>	
<i>From</i>	
(Departure) Date	19.....
<i>To</i>	
(Arrival) Date	19.....
NOTICE. { <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> Seals to be removed from this Car by CUSTOM OFFICERS only. Penalty for violating this rule is IMPRISONMENT. </div>	

These cards must be placed on the car by the Agent at the point of shipment; a supply of such cards can be obtained from the Stationer.

Third—Each car containing bonded goods must be provided with a manifest, certified by a Customs

official, which manifest must always be in the possession of the conductor having immediate charge of such cars, and should be attached to and transmitted with the waybills.

Fourth—Conductors on receiving charge of such cars and manifests are strictly enjoined to examine the Customs locks and seals to determine whether or not such locks and seals are intact. In case they are found broken or tampered with, the fact should be reported at once to General Superintendent and to Collector of Customs.

Fifth—In case of accident—necessitating transshipment of contents of car—or in case of transshipment for any cause, the same must be made under the supervision of the Customs officer.

Sixth—Cars arriving at any port—particularly ports of destination—without a manifest, with seals broken, with a manifest which shows a transfer to have been made without supervision and endorsement of a Customs officer, are liable to detention. To avoid vexatious delay from this cause, the foregoing rules should be strictly observed.

Seventh—Bales and packages, “Corded and Sealed,” are not required to be transported in sealed cars, nor to be transferred under the supervision of a Customs officer, but such goods must in all cases be accompanied by a manifest.

Eighth—Free goods may be conveyed in the same car with bonded goods, but in that case the car must be sealed, etc., as provided in Nos. 1 and 2.

Care should be taken not to load **Appraised Bonded Goods** with free goods destined to intermediate stations where there is no Customs officer to open and re-seal the car. Free goods for intermediate

points must not be placed in cars containing **Unappraised Merchandise in Bond**.

Ninth—Cars tendered to this Company with government seals and locks, will be received and forwarded with any quantity of bonded freight, provided there is sufficient free freight loaded in same car destined to or beyond the point that the bonded freight is for, to make the minimum weight 12,000 pounds.

Tenth—Agents will refuse to receive from connecting lines, cars containing **Bonded Goods** unless the manifest accompanies the transfer expense bill, seals and fastenings are intact, and the red or yellow card is attached to each side of the car.

Eleventh—Should the cards become detached or lost enroute, other cards should be placed on the car as soon as possible, the principal stations being supplied with the cards for this purpose.

Export Freight.

158. Shipments of domestic export freight by rail from the United States to foreign countries will be subject to the requirements and conditions set forth in special instructions from the General Freight Department.

159. All barrels or kegs containing **distilled liquors in quantities of five gallons or more**, and all barrels or kegs containing ale or beer in any quantity; also pails, boxes or drums of tobacco, boxes of cigars, jars of snuff or packages of oleomargarine, **must each bear internal revenue stamp**.

The stamps, marks and brands required by law and regulations to be applied to casks and packages of

distilled spirits are designed to bear witness to the legality of the spirits which they cover, and such stamps, marks and brands, must not be obscured in any manner, or covered by incasing the vessel bearing the same in another, but must at all times be in such condition as to admit of ready examination by revenue officers.

If revenue stamps on full packages become destroyed or lost, they can only be replaced through the Revenue offices upon affidavit of shippers and agents of transportation companies.

Revenue Law.

160. Special attention is called to the following notice issued by the United States Treasury Department:

Notice to Common Carriers.

The special attention of Railroad and Transportation Companies, carters, draymen, expressmen and other persons is called to the following provisions of Internal Revenue Law, Sec. 3324, Revised Statutes U. S. :

Every person who empties or draws off, or causes to be emptied or drawn off, any distilled spirits from a cask or package bearing any mark, brand or stamp required by law, shall, at the time of emptying such cask or package, efface and obliterate said mark, stamp or brand. Every such cask or package from which said mark, brand or stamp is not effaced and obliterated as herein required, shall be forfeited to the United States, and may be seized by any officer of internal revenue wherever found. And every

railroad company or other transportation company or person who receives or transports, or has in possession with intent to transport, or with intent to cause or procure to be transported, any such empty cask or package, or any part thereof, having thereon any brand, mark or stamp, required by law to be placed on any cask or package containing distilled spirits, shall forfeit \$300 for each such cask or package or any part thereof, so received or transported or had in possession with the intent aforesaid; and every boat, railroad car, cart, dray, wagon or other vehicle and all horses and other animals used in carrying or transporting the same, shall be forfeited to the United States.

Every revenue officer or employe is required by law to report every such violation of law.

All persons affected thereby are notified that the above quoted provisions will be strictly enforced.

The foregoing applies to empty beer packages as well as spirit packages.

All agents will refuse to receive any package, keg, barrel or box, as above, until all Revenue stamps are obliterated, erased or scraped off. As some doubt appears to exist as to the manner of dealing with Revenue brands, you are hereby instructed that whether burnt in, printed, or affixed by any other process, they must be entirely defaced or removed before receiving the packages. This will not, however, apply to the names of the owners which may have been stenciled or branded on beer packages. Such marks should not be disturbed.

In case of loss to this Company through failure on the part of agent to carry out these instructions, the

agent will be held personally responsible, and no excuse whatever will be accepted for neglect in this matter.

Over, Short, Refused and Unclaimed Freight Reports.

161. On the first of every month all agents will make a report of all freight on hand at their stations that is refused, unclaimed, or over, and of all property short, and send the same to the General Freight Agent with such information as to the condition, charges on same, and probable value of the property as they are able to ascertain. The information required in this report must be procured by an actual examination and check of the property in the freight house, and check will be made by blind tally and record kept of tally at the station. (See Rule 162).

162. In making out this report agents will note upon it the disposition of any goods previously reported by them as over, refused, short or unclaimed. The agent must, in every instance, show the number of relief claim in proper space on blank if one has been received. If there is no such freight on hand he will forward a blank properly dated and signed with information to that effect.

Loss or Damage Claims.

163. Claims for over charges should be sent to the General Freight Agent.

Claims for stock killed by engines should be sent to the General Superintendent.

Claims for loss or damage to baggage in transit should be sent to the General Passenger Agent.

Claims for damage to lands by floods should be sent to the General Superintendent.

Claims for land damages, other than those started by fire by engines of the Company, should be sent to the General Superintendent.

Claims for personal injury, claims for property damaged or destroyed by fire should be sent to the General Superintendent. Claims for loss or damage to freight in transit, should be forwarded to the General Freight Agent.

Agents in transmitting claims for loss or damage to freight should use Form 88, furnishing the information requested on that form, and see that the claim is accompanied by an itemized bill of the claim, the original expense bill and original invoice (or if claimant will not surrender the original invoice, the agent will please examine the same and certify that the claim is made at invoice price, copy of waybill and all notations on it, **duplicate, short or bad order report**, seal record of car in which property arrived at or departed from station. condition of property at the time it was received and loaded or unloaded and delivered, and by whom it was loaded into or unloaded from the car, and any other information which the agent has or can obtain in relation to the claim, **especially whether the demand is a legitimate one, if party making it is a regular patron and reliable, and if the amount claimed is reasonable for the loss or damage sustained, and if not, what amount the agent thinks should be allowed, and how the loss or damage occurred.**

If the property for which claim is made is found after presentation of the same, agent should immediately notify the General Freight Agent of that fact, giving him the number of the claim.

If agent has had any previous correspondence with any department in relation to the shipment about

which claim is presented the same should be forwarded with the claim. If he has not the papers give necessary report in relation to the claim and reference to the department number under which the correspondence was transacted. If the Agent has any confidential information in relation to the claimant or amount of the claim or any other facts to which the General Freight Agent should be advised, a personal letter should be sent to him under separate cover.

Instructions to Employees in Case of Accident.

164. Whenever passengers or employes are injured see that everything is done to care for them properly, and either call the Company's nearest surgeon to treat them (if the person is seriously injured call the nearest competent surgeon to be had to attend him until the Company's surgeon can get to the place of the accident), or if they are able to be moved, take them to the nearest place at which the Company has a surgeon and turn them over to such surgeon for care and treatment.

165. Whenever an accident happens to any train on which passengers are carried, whether collision or derailment, of whatever nature, on main line or siding, or within the yard limits where trains are re-constructed, Conductors must take the name and address of every passenger on the train, and ascertain from the **Passenger**, and note opposite his or her name, what injury, if any, they received. In such cases, Conductors, after first making everything safe, must give their undivided attention to the care and comfort of their passengers, especially to those who are injured. When a number of persons are injured

the service of competent surgeons in the vicinity should be at once secured, and every possible effort made to care for the injured, the Company's surgeon in each direction being notified by wire to come immediately to the place of the accident.

166. When tramps, boys and other persons climbing on or jumping from moving trains, or persons walking or lying on the track, are injured, they should be sent to their homes or placed in charge of the local city, village or township authorities and no expense incurred on the part of the Company in the matter.

167. A report of all accidents must be telegraphed immediately to the General Superintendent or his Assistant by the conductor, engineer, agent, yard-master, foreman, or person in charge, giving the names of the injured persons, the extent of their injuries and the names of the owners of the property damaged and the extent of damage, and as soon as possible a full and detailed report made and forwarded to the General Superintendent or his Assistant, a separate report being made for each person injured. If the person injured is an employe he should also make and sign a statement of facts in relation to the accident in his own handwriting; should he be unable to write, the statement should be transcribed at his dictation, and, after being read over to him, he should sign it by making his mark, the persons transcribing and reading statement to sign same as a witness.

168. Whenever an employe, whether on duty or not, witnesses an accident in which a person is injured or property damaged, in which the Company is in any way concerned, he must report it immediately. Every effort must be made to procure the

names and addresses of all persons, **particularly outsiders, who witnessed the accident**, especially when persons are injured within the corporate limits of any city, town or village, or when crossing the tracks at a public highway.

169. When an accident is caused by an engine striking any person or when cars are being coupled or uncoupled, a full report must be made by the Engineer, as well as by the conductor or person in charge of the train.

170. When persons are injured while coupling or uncoupling the cars, or in any other way, in which the accident may have been caused by defective appliances or machinery, the cars or appliances must be immediately examined by the person in charge or by the agent, to ascertain their condition, and report made of the inspection, giving the numbers and initials of cars examined and the names of the persons making the inspection. The General Superintendent or his Assistant will then notify the Inspector at the first terminal, who will also examine the machinery, cars or appliances, and make report. **When an accident is caused by defective machinery or by the breaking of machinery, tools, appliances or rails, the broken or defective parts must be so marked as to be readily identified and immediately turned over to the General Superintendent or his Assistant.**

171. When an accident occurs which results in the death of any one, the remains of the deceased must be immediately and carefully conveyed to the nearest station, care being taken not to remove the body outside the limits of the county and state in which the accident happened. The agent at such sta-

tion will immediately notify the General Superintendent and the family or friends of the deceased.

SEALING CARS.

Old Seals Remove.

172. Before commencing to load empty cars, see that all old seals are taken off and that end doors are fastened inside.

Seal When Loaded, Except.

Agents must seal all cars loaded by them at side doors as soon as loaded, and keep a record of the same, excepting those containing lime, brick, cattle, horses, ties, wood, lumber, fence posts, ice and sand. Cars containing hogs and sheep must be sealed at upper as well as lower end doors. (See Rule 173).

Destroy Old Seals.—Reseal.

173. At a station where way freight is to be loaded or unloaded agent will break and destroy the seal of each car door opened, in the presence of the conductor, and as soon as the freight has been unloaded from or loaded into the cars, the agent will reseal the same with the seal of his station, and the agent must keep a record of the seals removed from and placed on such cars. When car contains freight for stations having no agent, conductor will break seal, keeping record of same, and have car resealed upon arrival at first regular station.

Seals to be Properly Placed

174. Agents must see that seals are so placed on cars that the doors cannot be opened without break-

ing the seals and that numbers on seals can be readily taken. Agents and conductors will report all cars discovered by them to be improperly sealed (as for instance, where seals are so put on that doors can be opened without breaking same), or where doors are not properly closed. The end and side doors of empty cars should always be closed before being placed in train, but it is not necessary to seal them.

Care of Sealing Material.

175. Sealing material must be kept in a secure place, **only the station agent or his authorized assistant will be allowed to seal cars or break seals.** (See Rule 181.)

ec

Seal Record.

176. Agents must take the lock, tin, lead and seal record of all cars that are left at or loaded at their stations, and preserve the same for reference in seal book; and agents at junction stations must also take and preserve the seal record of all cars arriving at and departing from their stations. (See Rules 177 and 178).

177. Conductors must take the seal and lock record in their car books of all cars in their train before starting out. Car books must be given to Train Master or Train Dispatcher when filled up, who will keep the same for reference.

178. Great care must be exercised to take and record correctly the number on each seal, when it is numbered; if a lead and wire seal is on the car, record the same as L. & W., and give the letter or number on the lead.

Examination of Seals.

179. Conductors must carefully examine seals before leaving their train at end of runs, when cars are set out *en route*, and at all points where trains stop a sufficient time to allow such examination to be made, and if the seals have been broken that fact should be properly noted in car book; and whenever a seal is found broken or door of car open which cannot be accounted for by conductor, that fact should be immediately reported to the General Superintendent, Train Master or Train Dispatcher and car resealed at first sealing station, and a record of same kept by the agent sealing the car, and by the conductor of the train.

Defective Seals or Unsealed Cars.

180. Agents at junction, terminal stations who receive from or deliver loaded cars to other lines, unsealed or with defective seals, and which under these rules should be sealed, will immediately make a report of the same and place their seals upon such cars. Whenever a car is received at any station with seals broken, the agent will at once make an examination of the contents of the car, and if same appear to have been tampered with the agent must make a thorough check of all the contents of the car and reseat it before allowing same to go forward, and report all particulars to the General Freight Agent.

Supply of Sealing Material

181. Sealing material will be furnished by the General Freight Agent; make requisitions upon him for the same at least two weeks in advance.

Special Instructions to Freight Conductors which are also for the Information of Agents.

182. Conductors must make themselves familiar with all the foregoing rules and regulations, and will be held responsible for freight while in their charge.

Freight Without Waybill not to be Taken.

183. They will not take freight from a station where there is an agent, without waybill or loaded car ticket for same. If agents fail to have waybill ready, or if cars are unsafely loaded, conductor will refuse to take such property or cars. In either case, report the facts promptly to Train Dispatcher. (See, (A) Rule 53.)

**Loading and Unloading.—Checking.—Over Freight.
—Short or Damaged Freight.**

184. Conductor and agent are required to see to the loading and unloading of way-freight, and know that all freight way-billed is loaded or unloaded as the case may be. The waybill must be properly checked, and any discrepancy or damage discovered to any property, must be noted on the waybill, the marks and contents of packages must be called to agents as they are taken out of the car. Should they find freight in any car for which they have no waybill, they will unload it at the station marked on the package, if discovered in time, otherwise they will unload at the next regular station, calling the attention of agent at that station to the package, and report the same to their General Superintendent, Train Master or Train Dispatcher by wire. Agents are ex-

pected to tally the freight as it is unloaded from the cars, and if any short, over or damaged freight is discovered, advise the conductor at the time same is unloaded, and make notation of facts on waybill.

Whenever a conductor finds a shipment of freight in a car without billing that has been carried by a station or is destined to some point not in his territory, this Over Freight must be left at the station found over, unless the train is moving in the direction that the freight should go. In that case, the freight should be left in the car and unloaded at the nearest station to its destination.

The agent at whose station this freight is left, will bill it to its correct destination Dead Head Estray and forward it on the first train. He will also fill out his billing, loading and forwarding record and send it to the officer handling the Overs and Shorts.

Agents and conductors must handle all dead head estray freight with the utmost promptness, and in no case must it be allowed to lay over at a station a minute more than is absolutely necessary.

Handling Freight.

185. Conductors will see that train men, under all circumstances, are careful in handling freight. Negligence in this particular on the part of any employe will be considered sufficient cause for his discharge from the service of the Company.

Place of Delivery of Freight.

186. Conductors are required to deliver freight at way-stations on the platform of the freight house, or at some other proper and reasonable place designated

by the agent. Agents must promptly report to General Superintendent any refusal on the part of conductors to comply with this rule.

Placing of Freight in Cars.

187. Conductors must see that all articles remaining in a car from which way-freight has been unloaded are so placed that they cannot fall or be damaged.

Wrecks. Care of Waybills.

188. In case of wreck, original waybills should be handed to the General Superintendent or Assistant in charge, who will deposit same with the nearest agent to be held subject to the order of the General Freight Agent.

Waybills to be filled out.

189. Conductors are required to fill up the filings on the front or back of waybill, giving their names, train number and date.

Conflict of General Rules.

190. Where the rules in this book conflict with any G. F. D.'s or other special instructions which are in force, the latter will invariably govern.

