

Form 500

Santa Fe

ACCOUNTING DEPARTMENT

INSTRUCTIONS

TO

STATION FREIGHT AGENTS

Revised August 1, 1966
Superseding Issue of July 1, 1958

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"O"

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"U"

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Advances received	1290, 2330-2360
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Demurrage and storage	3060
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"W"

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Non-revenue car movement:	
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Numbering of, Solid cars of LCL freight	565
Preparation and numbering of:	
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T.O.F.C. shipments	511
Reporting of on forwarded reports, Form 305:	
Carload	1800
Empty cars	1810
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T.O.F.C. shipments	1805
Company material	1820
Reporting of on received reports, Form 309:	
Carload	2010
Empty cars	1970
Solid cars of LCL freight	1975
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Reporting of on passing reports, Form 403	4670
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Round, for over freight	5750
Stamps used on	630
Through, changing to local when not authorized	4620
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Transfer information to be shown on	790
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GENERAL INSTRUCTIONS

The instructions contained in this book are for the information and guidance of station freight agents on Santa Fe lines. Agents and other station employes should thoroughly familiarize themselves with the contents, so that errors in waybilling, reporting, etc. may be obviated, and the business of the Company transacted with intelligence and expedition, in the interest of patrons and all concerned.

This book is the property of the Company, and should be kept on hand where it will be available for ready reference at all times. In case the agency is transferred, the incoming agent should be required to receipt for it; if lost or misplaced, the Audit Office should be notified and requested to furnish another copy.

A complete and orderly file should be maintained at each station, of all Audit Office Circulars or Circular Letters that are issued from time to time, to supplement or amend the instructions contained in this book.

The rules contained in this book or as amended are to govern except where special instructions have been issued in connection with the operation of Centralized Accounting Bureaus.

Agents are responsible for failure to carry out these instructions, and traveling auditors are instructed to report violations thereof.

The term "Audit Office" used in this book refers to the officials in charge of the Freight Accounting Department or the Agency Accounts Department of the Company.

Address the Auditor of Freight Accounts, The A.T. & S.F. Ry. Co., Topeka, Kansas, on all matters pertaining to the application of freight rates, divisions, overcharge claims, waybill corrections and adjustments, switching, also Government and Commodity Credit Corporation freight traffic.

All daily or other period freight agency reports and correspondence in connection therewith, except Government and Commodity Credit Corporation reports and correspondence, should be addressed to the Auditor of Passenger and Agency Accounts, The A.T. & S.F. Ry. Co., Topeka, Kansas.

Agents or others who may develop ideas for improving any feature of agency accounting, or who may discover apparent errors in the instructions, are invited to submit their suggestions to the Audit Office.

SPECIAL INSTRUCTIONS

10. Articles Not to be Accepted for Shipment. This Company will not receive or transport on any freight train, gold or silver coin or bullion, or manufactured articles of gold or silver, jewels or watches, bank bills, drafts, notes, deeds, contracts, or other valuable papers, nor be responsible for their loss in case they come into the Company's possession through misdescription by shipper, and no agent is authorized to take charge thereof. Shippers of such articles should be referred to the Railway Express Agency.

20. Books, Blanks and Stationery. Requisitions for books, blanks, rubber stamps, stationery, etc., required in handling freight traffic, should be made on your superintendent. Supplies should be kept in an orderly manner in cases or drawers, and should not be accumulated in excess of current requirements.

30. Collecting Price of Goods for Owners. Agents are prohibited from acting as collectors for the owners of freight, except where authorized by tariffs or other Traffic Department publications. See Rule 4080.

40. Freight for Non-Agency Station. On freight consigned to non-agency stations, it should be explained to shippers that under the conditions of the uniform bill of lading, such freight will be entirely at the owner's risk after unloaded from cars, or after cars are detached from train when left on private or other sidings. See Rules 800 and 4450.

50. Freight Distance Table. When a rate is based on mileage, the distance to be used should be ascertained from the Distance Table issued or authorized by the Freight Traffic Department, and not from any distance table issued by the Transportation, Accounting, or other Department.

60. Tariffs. The Interstate Commerce Act requires that all tariffs and other publications affecting rates at a given station shall be kept on file for inspection of the public, except the filing of any tariffs may be discontinued at a station where investigation shows that such tariffs have not been used.

Agents will be held responsible for any violation of this law.

Tariffs should be filed and maintained in proper order as provided by Traffic Department Circular 2175 Series, and agents should be prepared to quote the rates published therein

whenever requested. Rates published in tariffs not furnished the station should be obtained from the Traffic Department.

70. Reports and Forms. When no business is transacted, the required reports should be rendered, writing across the face thereof "No Business," except reports, Forms 314, 315, 316, 465, 466, 495, 2301 and other monthly reports in support of Balance Sheet, Form 301 (see Rule 3530) also carload passing reports Form 403 (see Rule 4670), need not be rendered when there is no business to report thereon. Reports rendered on other than prescribed forms will not be accepted. Copies of all reports should be maintained in station files.

80. Station Records Not Accessible to the Public. Agents should not permit anyone to have access to the accounts, records or correspondence, other than properly authorized representatives of the Company or the Government. Examinations by representatives of the Government should be promptly reported by letter to your superintendent and the Auditor of Passenger and Agency Accounts, giving complete information as to the records examined and inquiries made. All applications from the public for special information should be promptly referred to Audit Office, except that agents may give to persons whose names appear on waybills as shippers or consignees, information respecting their own business, subject to the following restrictions:

(1) Information concerning service records of freight moving under refrigeration should only be furnished in accordance with rules of S.F.R.D. Circular No. 2 Series, amendments thereto and reissues thereof.

(2) Information concerning track scale weights, other than those used in the assessment of freight charges, should not be furnished to shipper or consignee without written authority from Audit Office. Requests from shipper or consignee for such information should be referred to Audit Office, giving complete waybill reference and all available information regarding scale weights.

90. Subpoenas, Producing Records in Court, Etc. When subpoenaed as a witness to furnish information from station records, you should communicate immediately with the General Attorney of your state, and the Audit Office.

100. Special Guarantees Prohibited. Agents should not agree under any circumstances to (1) transport freight by a

particular train, (2) in a special kind of car, (3) within a specified time, or (4) in time for a particular market, and a receipt containing such guaranty should not be signed.

110. Entries in Permanent Station Records. All entries in permanent station records should be made in ink or by typewriter, unless the preparation of carbon copies necessitates the use of pencil.

120. Binding Station Records. Station records should be carefully preserved in temporary binders during the current month, and if binding facilities are maintained at your station, bound in permanent binders at the close of each month, or when a sufficient volume has accumulated to fill the permanent binder.

If no binding facilities are maintained at your station, the records should be forwarded to the authorized binding station in accordance with current instructions. Records should be held at your station, in temporary binders, for at least thirty days after the close of the month for which rendered, before forwarding to central binding station.

130. Protecting Station Records. Precaution should be taken to protect station records against loss. Important records, such as record of freight bills issued, cash book, uncollected freight bills, station record copy of all freight bills for thirty days, and current reports and waybills, should be placed in station safe or vault at night and on days when no one is on duty, if such protective facilities are provided.

Supply of blank station drafts should at all times be kept in safe, or under lock and key if safe is not furnished.

BILLS OF LADING

160. Definition and Use. A bill of lading is a receipt for property and a contract for its transportation.

A "straight" bill of lading is a form of receipt used in the acceptance of articles for transportation between specified points, by which delivery is not restricted, except as to the consignee named in the bill of lading, or to his agent. On the face of each straight bill of lading, the words "Non-Negotiable" or "Not Negotiable," should be plainly printed, written, or stamped.

A "Shipper's order" bill of lading is a form of receipt used in the acceptance of articles for transportation between specified points, requiring notification of the party for whom the shipment is intended, but conditioning delivery upon presentation of the original bill of lading properly endorsed, or upon authority of the Freight Claim Department. See Rules 4000 and 4010.

A shipper's order bill of lading is always negotiable, unless a statement that it is not negotiable is written across the face thereof and signed by the shipper.

Bills of lading must be executed for all commercial road haul shipments, except as provided in Rule 310. Where requested by shippers, straight bills of lading may be executed on intra-plant or intra-city switching movements. Shipper's order bills of lading may also be executed for intra-city switch movements in Texas. See Rule 2890.

In addition to the following rules relating to the issuance of bills of lading, the instructions in Traffic Department Circular 2343 Series should be observed, paying particular attention to the paragraph relating to typewritten signatures on bills of lading.

170. Description of Freight. Full description of freight should be shown on bills of lading and shipping orders. Use of general terms such as "Coal," "Cement," "Brick," etc. should not be permitted. The commodity should be stated in conformity with the terms and description in the governing Freight Classification or tariff, for example: "Anthracite Coal" or "Bituminous Coal" (showing also whether Lump, Nut or Slack, etc.), "Wheat Flour," "Potato Flour," "Common Brick," "Glazed Brick," "Portland Cement," "Roofing Cement," "Dried Eggs," "Frozen Eggs," etc. For less carload freight each article should be itemized on bills of lading, and condition

of any packages in bad order should be described. For trailer-on-flat-car freight, trailer initials and number (s) should be shown under the description of articles and marks. Each article should be itemized on bill of lading. When trailer loading is done by truck driver or other carrier employe, the condition of any packages in bad order should be described. Rule 830 provides for showing full description on waybills.

180. Abbreviations. The use of unusual or doubtful abbreviations should not be permitted. For example, "Col." should not be used for Colorado, nor "Cal." for California.

The similarity of these abbreviations renders them mistakable. Likewise the term "B. Corn" might represent Bulk Corn or Broom Corn, and the term "E. Ware" might mean Enameled Ware or Earthen Ware.

190. Notations on Bills of Lading. Bills of lading for car-load shipments on which the minimum weight is dependent upon the size or capacity of cars, should bear notations as to size or capacity of cars ordered by shippers. When car of size or capacity ordered by shipper is not available, or when for company convenience cars are furnished at variance with shippers' car orders, such information should be clearly stated by the agent on bills of lading.

When the minimum weight is the marked capacity of the car or a per cent thereof, but under tariff provision actual weight applies when car is loaded to its full visible or space carrying capacity, notation should be made on bill of lading as to whether the car is loaded to full visible or space capacity. Agents are responsible for the correctness of such notations, and no such notation should be made after shipment has been forwarded, unless it is positively known that the car was so loaded.

See Rules 430, 700 and 1130.

200. Duplicate Bills of Lading. It is important that no second or duplicate bill of lading be issued, unless the word "Duplicate" is written across the face thereof, also that no alteration or change is made in a bill of lading after it is executed.

210. Exchange Bills of Lading. See Rules 5600, 5610 and 5640.

220. Prepaid Shipments — Shipper Not On Credit List. When charges are collected at the time freight is received

for shipment, any endorsements placed on bill of lading by the shipper, such as "Prepaid," "To Be Prepaid," "Fully Prepaid," etc., should be canceled and the amount actually collected entered in the receipt space provided for prepaid charges on the face of the bill of lading. Such amounts should be receipted for by the agent or his representative on the line designated "Agent or Cashier." Agent's signature at the foot of the bill of lading is not a receipt for charges collected. See Rule 2420.

230. Prepaid Shipments — Shipper on Credit List. When charges on shipments received from firms on the authorized credit list are to be prepaid, but are not actually collected until after shipment has gone forward, the words "To Be Prepaid," should be written or stamped in the space provided therefor on the bill of lading. See Rule 980.

240. Uniform Bill of Lading. The terms and conditions printed on the bill of lading forms furnished to agents, constitute what is known as the "Uniform Bill of Lading." When the consignor gives notice that he elects not to accept all the terms and conditions of the Uniform Bill of Lading, but desires carrier's liability service at the higher rate provided therefor in Rule 1 of the governing freight classification, the endorsement required in Paragraph (e) therein, signed by the agent, should be placed on the bill of lading and also written or stamped on the waybill. See Rule 700.

250. Declared Valuation. When the rate on goods shipped is based on agreed or declared value, the proper value should be stated in the space provided therefor on the Uniform Bill of Lading, and notation made on the waybill "Agreed (or Declared) Value \$..... (or cts.) per....." See Rule 700.

260. Dating and Signing Bills of Lading. A bill of lading should not be signed until all of the property it covers is actually in possession of the Company under instructions to forward, except when it covers a shipment loaded on the rails of another carrier to be forwarded via this line, in which case bill of lading may be signed prior to receipt of the shipment on this Company's rails, provided a properly executed switching receipt of the switching carrier is in your possession. All bills of lading should be dated as of the day upon which the shipping instructions are fully given and the carrier finally authorized to forward the shipment.

When freight is loaded by shipper, the words "Shipper's Weight, Load and Count," should be entered by the shipper on the face of the bill of lading, under description of commodity, before it is tendered to the carrier's agent for signature, except that when shipper requests carrier's check of the shipment, the notation herein specified may be omitted.

When duties will permit, agents should personally sign all bills of lading, otherwise authority to sign bills of lading may be delegated to subordinates, but authority to sign carload shipper's order bills of lading should be restricted to the smallest number of employes consistent with the orderly handling of business. In signing bills of lading the usual signature of agent or authorized subordinate should be employed. Use of rubber stamp showing the agent's name is permissible if followed by the personal signature, also title of the authorized employe, as illustrated:

J. A. Jones, Agent

By....., Cashier.

See Rule 4200.

Each bill of lading should bear an impression of the official station dating stamp to show date of signature, and in the case of carloads, the exact time of day the bill of lading was executed should be entered on the shipping order portion of all bills of lading.

270. Rate at Variance with Route. All shipping instructions or bills of lading issued by shipper should be carefully examined, and when it is found that both rate and route are shown thereon and the rate does not apply via the route designated, but is applicable via our line over another route, shipper's attention should be called thereto, and he should be requested to designate whether rate or route is to be protected; however, if shipper declines to change his instructions, a notation to that effect should be made on the bill of lading, and the shipment forwarded via the route specified on the bill of lading.

If a bill of lading is presented on which the route is not stipulated, the route should not be inserted on the original or shipper's portion of the bill of lading unless requested by shipper. If a route stipulated on a bill of lading by shipper is

not the cheapest route available, shipper's attention should be called thereto so correction can be made if desired. See Rule 930.

280. Endorsement of Shipper's Order Bill of Lading by Shipper. Agents, when signing shipper's order bills of lading, should request the shipper to see that the bill of lading is properly endorsed by him before it is mailed to the bank which is to make the collection. His endorsement on the bill of lading is necessary for the proper protection of the Company in making delivery of the goods described thereon. See Rule 4010.

Agents should refuse to sign any bill of lading for shipments intended to be consigned to shipper's order unless it is written on a standard uniform bill of lading blank.

Shipping orders bearing stamp, "Subject to rules and conditions of uniform bill of lading, etc." should not, under any circumstances, be accepted for order consignments.

290. Shipments for One Station, Notify Consignee at Another. Issuing bills of lading for freight consigned to one point with instructions to notify consignee at another point, should not be permitted, except when consignees are located at prepay stations or interior points, in which case freight should be consigned to the nearest convenient open station. This rule is not applicable to export shipments of cotton.

300. Shipper's Order Shipments, Live Stock, Live Poultry and Perishable Freight. Live stock, wild animals or live poultry consigned to shipper's order should not be accepted for shipment. The shipping of perishable freight consigned to shipper's order should be discouraged by explaining to the shipper the possibility of delay in delivery of the shipment, which would result from the non-arrival of the bill of lading.

310. Live Stock. Uniform bills of lading should not be issued to cover carload or less carload shipments of live stock and wild animals, as live stock contracts should be executed to cover such shipments, including live stock loaded in a car of emigrant movables. Receipt should be given for carload shipments of live stock as so many "more or less," and for the exact number and kind in case of less carload shipments.

The length of car ordered and furnished should be shown on live stock contracts covering carload shipments as provided in Rule 450, and information as to date, time and place of loading, unloading, or reloading, should be shown for both

carload and less carload shipments. In showing the time of loading, etc., the time zone should also be indicated by the showing of abbreviations:

C.S.T. — Central Standard Time

M.S.T. — Mountain Standard Time

P.S.T. — Pacific Standard Time

When live stock is included in a shipment of emigrant movables, a regular bill of lading should be issued to cover the emigrant movables in the shipment, and the bill of lading and live stock contract cross referenced to each other. See Rule 1080.

320. Shipments for Non-Agency Stations. Shipments consigned to shipper's order, or covered by straight bills of lading reading "Notify," "Advise," etc., should not be accepted for forwarding to and delivery at a non-agency station. Shippers should consign such shipments direct to party or parties for whom the freight is intended, all charges fully prepaid. See Rule 4450.

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

340. Accounting for Order Bills of Lading. See Rules 3790 to 3810, inclusive.

350. Government Bills of Lading. See Rules 5130 to 5420, inclusive.

360. Taking up Bills of Lading on Delivery of Freight. See Rules 3950 to 3990, inclusive, also Rules 5290 and 5370 covering U. S. Government freight.

ORDERING AND FURNISHING CARS

390. Importance of Observing Rules on Furnishing Cars. Rules are published in the Classification and tariffs, also circulars of this Company governing the furnishing of cars under all circumstances, and agents and other employes should thoroughly familiarize themselves therewith, as failure to observe such rules and regulations with regard to the application of proper minimum weights, which are dependent upon the length or capacity of cars ordered or used, may result in the assessment of improper freight charges or lead to other difficulties.

400. Shippers' Applications for Cars. Since in many cases the size of car ordered is an essential factor in the correct assessment of freight charges, a signed Form 1594 should be obtained from the shipper for the equipment desired for loading, which should state definitely the size or capacity of cars ordered, and contain all other information required by the form. If for any reason it is impossible to obtain signed orders, memorandum Forms 1594 should be prepared and placed on file.

When an order for a car is received by telephone, it should be copied on Form 1594 which should show, in addition to other essential information, the date and time the order was received, and the names of the parties placing and receiving it. Written confirmation should be requested, and if received, filed with the Form 1594.

Applications for cars received by mail or telegraph, which in themselves constitute written orders, should be filed with Forms 1594.

Note: Stations where demurrage is supervised by the Pacific Car Demurrage Bureau should use PCDB Form 61 in lieu of Form 1594.

410. Cars Appropriated by Shippers. Shippers are expected to make application for cars, as described in Rule 400. When shippers appropriate cars, and do not comply with the rules governing the ordering of equipment, the minimum weight to be observed in assessing freight charges is that applicable to the equipment used. In such cases, memorandum orders for the equipment used should be prepared on Forms 1594 and written confirmations requested as provided in Rule 400. See note under Rule 400.

420. Notations on Bills of Lading and Waybills Showing Size of Cars Ordered. Bills of lading and waybills for carload shipments on which the minimum weight is dependent upon the size or capacity of cars, should bear notation as to size or capacity of cars ordered and furnished, and agents are responsible for the correctness of such notations. See Rules 190 and 700.

430. Cars Furnished at Variance with Shippers' Applications. Agents should see that the equipment ordered by shipper is furnished if available. When car ordered is not available for commodities on which the minimum weight is dependent upon size or capacity of car, or when for company convenience a car of greater length or capacity is furnished, or two smaller cars are furnished in lieu of a larger car, such information, including size or capacity of cars ordered and furnished, should be clearly shown on bills of lading and waybills. Suitable notation should be made on Forms 1594 or PCDB 61 as appropriate, showing reason for variance between equipment ordered and furnished. See Rules 420 and 450.

440. Cars Placed for Loading by Switching Lines. When a car is loaded at an industry on a switching line, and order therefor is placed with such line, the switching line's agent should be called upon for any information that may be required to confirm notations on the bill of lading with respect to the car ordered and furnished.

450. Live Stock Shipments. Tariffs require that written applications for cars desired for loading should be obtained from shippers for all carload shipments of live stock. When cars furnished are not of the size ordered, ascertain whether the animals could have been loaded in the size cars ordered. If not, call the matter to the attention of shipper, and make suitable notation on live stock contract and waybill to enable assessment of charges on basis provided in governing tariff. See Rules 310, 430 and 1080.

460. Maintenance of Car Order Records. Car orders, Form 1594 or PCDB 61, which ever is used, and any supporting papers, should be retained for three years, as prescribed by the Interstate Commerce Commission, and such records should be maintained in convenient date and number order for availability in case of questions arising as to weights, etc. Traveling auditors are instructed to report any failures to maintain proper files.

WAYBILLS — ISSUANCE AND HANDLING

490. Waybill — Definition. A waybill is a statement of billing on a prescribed form designed to accompany and identify property while in the course of transportation from origin to destination. It should show all services to be rendered in connection with a given shipment, including the proper charges or authority for free movement and other essential data as provided in these rules.

500. All Shipments must be Waybilled. All shipments, including Company freight, except as provided in Rule 1310, should be waybilled on proper regular waybill forms, and each waybill properly numbered as provided in Rules 540 to 566 inclusive. The use of memorandum waybills (waybills not dated or numbered) is prohibited.

Combination Waybill-Freight Bill, Form 1833 Regular should be used for waybilling less carload commercial shipments, other than cotton, to destinations on Santa Fe lines and all freight bill parts should remain attached to and move to destination with the original waybill.

Conductors may move cars on non-revenue car movements waybills, when not accompanied by revenue waybills (See Rule 510), or on Conductor's Waybills, Form 1854 when picked up at non-agency stations (See Rule 1510). In addition, shipments of compressed cotton may be moved on card waybills, Form 1855-A as provided in Rule 1450. Also see Rule 852 of Operating Rules, providing that conductors should not move loaded cars without waybills.

510. Waybills to Move with Freight-Carload. Revenue waybills for carload freight should move with cars when possible. When it is impossible to issue revenue waybill to accompany a carload shipment without delaying movement of the car, the shipment should be forwarded on a standard waybill form, numbered in the regular waybill series, suitably endorsed, "Charges Collect," or "Charges Prepaid," and dated in accordance with Rule 580, which should show all information essential to the movement and delivery of the car in the blocks provided therefor including complete information in the "Instructions" block covering any service to be performed or omitted en route, such as "Weigh," "Do not weigh" and instructions as to icing and other services. If the shipment is moving under a weight agreement, such information should

be shown in the "Weight" block. The notation "Revenue waybill will be mailed to destination agent" should be shown on the car movement waybill in columns provided for showing weight, rate, freight, etc.

Revenue waybill bearing the same waybill number and date as the non-revenue waybill, and notations in the body thereof showing actual date issued and reference to the non-revenue waybill, should be issued as promptly as possible and forwarded by mail to the agent at the original waybilled destination. When a shipment moving in two or more cars is covered by non-revenue car movement waybills, the revenue waybill should be given the same waybill number as the non-revenue car movement waybill for the lead car, and reference should be shown thereon to the non-revenue car movement waybills. See Rules 1800, 2175 and 5665.

To insure prompt issuance of revenue waybills, a station record of car movement waybills should be maintained, showing opposite each entry thereon reference to the revenue waybill, including date issued. Traveling auditors are instructed to report any failures to maintain this record.

The instructions in this rule apply except when the use of Blue Card Waybills for the movement of compressed cotton to Santa Fe lines stations is authorized. See Rule 1450.

511. Waybills to Move with Trailer-on-Flat-Car Shipments. Revenue waybills for Trailer-on-Flat-Car shipments should move with trailers when possible. When it is impossible to issue revenue waybill to accompany a trailer-on-flat-car shipment without delaying movement of the trailer, it should be forwarded on a standard waybill form, numbered in the regular waybill series and dated in accordance with Rule 580, which should show all information essential to the movement and delivery of the trailer in the blocks provided therefor, including the trailer initials and number in the "Description of Articles and Marks" column. The notation "Revenue waybill will be mailed to destination agent," should be shown on non-revenue waybill.

When two trailers are loaded on one flat car, one waybill should be issued to cover both trailers, except when trailers containing two separate shipments are loaded on one car a separate waybill should be issued for each trailer and these two waybills should be attached to each other to move with the car.

Revenue waybill bearing the same waybill number and date as the non-revenue waybill, and notations showing actual date issued and reference to the non-revenue waybill, should be issued as promptly as possible and forwarded by mail to the agent at waybilled destination. When a single shipment moving in two or more trailers is covered by non-revenue waybills and is loaded on more than one car, the revenue waybill should be given the same waybill number as the non-revenue waybill for the lead car and reference should be shown thereon to the nonrevenue waybills. See Rules 645 and 646.

515. Waybills to Move with Freight-Merchandise Cars. Revenue waybills for solid cars of less carload freight should move with the cars when possible, otherwise the waybills should be mailed to transfer, break-bulk, or destination station as circumstances require. When destined to a station on a foreign line, the waybills should be mailed according to that line's requirement.

When revenue waybills for a solid car of less carload freight are mailed, a separate non-revenue car movement waybill should be issued in triplicate on Standard form, numbered in the "MC" series as instructed in Rule 565. Destination and complete routing should be shown and waybills should bear the notation "Merchandise Car. Waybills mailed to....."

The original car movement waybill should accompany the car, the duplicate should be placed on top of the regular waybills, all should be securely fastened together and mailed as instructed herein. The third part should be retained in forwarding stations files. See Rules 1815, 1975 and 2515.

520. Preparation of Waybills — General. Waybills should be prepared with typewriter when available, and copies should be made as instructed in Rule 530. When prepared with typewriter, black ribbon should be used and double spaces should be allowed for each line in "Shipper," "Consignee" and "Lading" columns. When manually prepared black ink should be used. Routing and special instructions should be single spaced.

All necessary information, as indicated by the headings of the various blocks and columns of the waybill should be plainly shown therein, including the seven digit commodity code for carloads and information governing movement of the car. The number of waybilling station should be shown on all waybills just below the word "From," and preceding the

name of the station. Names of shipper and consignee and station names, also consignee's street address when furnished, should be written in full. Names of stations should include the name of the state or province (Canada) in all cases. If the origin or destination station is in a state or province where more than one station of the same name is located, the name of the county should also be shown. Final destination of shipment should be shown in space provided, if other than the point to which waybilled.

Revenue waybill covering multiple car shipment should show the lead car initial and number in the car reference block and immediately below show "and — others." Example: For a 15 car shipment, the second line should read "and 14 others."

No abbreviations should be used on waybills except those recognized for states, provinces and months, or abbreviations which conform with those published in tariffs and classifications. Standard reporting marks (standard abbreviations) as shown in the Official Railway Equipment Register for car initials must be used in preparing waybills.

530. Copies of Waybills. One copy of each waybill issued should be retained for station file. One copy of each interline waybill, except non-revenue waybills numbered in the series as provided in Rules 560 and 565, should be attached to the Interline Freight Forwarded Report, Form 305. One copy of local and interline waybills covering carload and TOFC shipments of perishable freight should be mailed to Manager, Santa Fe Refrigerator Department at Chicago, as instructed in first paragraph of Rule 1130. Other copies required by special instructions should be sent direct to officer requesting them.

Except when waybill forms used are in sets which provide the necessary copies, the required extra copies should be made on blank paper of same size as waybill.

540. Numbering Local Waybills. Local waybills should be numbered consecutively in the series assigned to the individual station. When the highest number in this block has been used the assigned numbers should be used again, commencing with the lowest number in the block, without regard to any time element.

Unless otherwise specifically authorized, local waybills prepared for non-agency stations in accordance with the provisions of Rule 820 should be numbered in this same series. See Rules 560, 565, 566 and 1310.

550. Numbering Interline Waybills. Interline waybills should be numbered consecutively in the series assigned to the individual station. When the highest number in this block has been used the assigned numbers should be used again starting with the lowest number in the block, without regard to any time element.

The same series of numbers should be used for waybills made to all roads, but each destination road should be distinguished by prefixing the waybill number with the initials of that road, as for example: C&NW 10001, C&O 10002, B&O 10003, etc.

Unless otherwise specifically authorized, interline waybills prepared for non-agency stations in accordance with the provisions of Rule 820 should be numbered in this same series. See Rules 560, 565 and 1310.

560. Numbering Non-revenue Waybills for Empty Cars. A separate series of numbers, commencing with number one on January 1 of each year, should be used in waybilling non-revenue empty tank cars returning and all other empty cars returning under special instructions of the Operating or Transportation Departments which require that movement be under standard form of waybill.

The one series should be used for both local and interline movements and the numbers should be prefixed by appropriate letters such as "ET" for empty tank cars, "ECH" for empty covered hopper cars, etc. Initials of the destination road should not be used as a prefix in numbering non-revenue interline empty car waybills. See Rules 1810, 1970 and 2510.

565. Numbering Non-revenue Car Movement Waybills for Solid Cars of less Carload Freight. A separate series of numbers should be used for non-revenue car movement waybills covering solid cars of less carload freight, commencing with number one on January 1 of each year. The one series should be used for both local and interline movements, and the numbers prefixed by the letters "MC." In the case of interline

waybills in this series, the road prefix referred to in Rule 550 should be omitted. See Rules 515, 1815 and 1975.

566. Numbering Waybills for Over, Damaged, Refused and Unclaimed Freight Forwarded to Freight Claim Agents. A separate series of numbers, prefixed by the letters "UF," should be used for waybilling over, damaged, refused and unclaimed freight to Freight Claim Agents, commencing with number 1 on January 1 of each year.

570. Errors in Numbering. Care should be used to avoid skipping or duplicating numbers. If a mistake in numbering is discovered before the waybill has left your possession, the error should be corrected. If a number is duplicated and the waybill has left your possession, the Audit Office should be advised full particulars. Skipped numbers should be listed in regular order on Form 305, with the word "Skipped" shown opposite thereto. See Rule 1830.

580. Dating Waybills. Waybills should be made on dates bills of lading are signed and should bear such dates, unless there is a special reason for dating otherwise, regardless of when shipments will be forwarded. If a waybill is not given the same date as the bill of lading, the date of the latter should be shown above the waybill date and marked "B/L date." In dating waybills, the name of the month or its recognized abbreviation should be used. Figures should not be used in any case to indicate the month. See Rule 260.

590. Showing Name of Shipper, Etc. In waybilling a shipment which originates at your station, the full name of shipper should be entered in space provided. When a shipment received via this railroad is rebilled to another station, the full name of shipper, inbound waybill reference and point of origin, should be shown. If shipment is received from connecting line on a transfer freight bill, the name of connecting line, number of connecting line's freight bill and date of shipment should be shown in addition to above information. See Rules 4360 and 4410.

In rebilling a shipment originating with an ocean carrier, the name or initials of steamship company, name of vessel, number of voyage and point of shipment should be shown.

When a shipment is diverted or reconsigned in transit by the original consignee, the name of such consignee should be sub-

stituted for the name of original shipper on the waybill, whether shipment is rebilled or heading of original waybill is changed. See Rule 2450.

600. Advances — Rebilled Shipments. When a shipment is rebilled and the charges to the rebilling point are waybilled as advances, a separate entry should be made in the advances column for each separately rated item.

610. Showing Scale Weights on Carloads from Connecting Lines. When a carload shipment is received from a connecting line on a transfer freight bill, the outbound waybill should show how connecting line's weight was determined, also the gross, tare and net scale weights and where obtained if possible. Junction agents should request this information from connecting line agents when omitted from transfer freight bills.

620. Waybilling Freight to Large Cities. To avoid diversion charges, and to facilitate handling at destination, carload and less carload freight destined to large cities where several stations are located, such as Chicago, New York and Philadelphia, should be waybilled to the specific station where delivery is to be made, provided the specific station information is shown on bills of lading. Example: A shipment destined to 28th Street, New York City, N. Y., should be so waybilled, and not merely to New York City, N. Y.

630. Dimensions of Stamps and their Applications to Waybills. Black stamp pad ink should be used in imprinting all stamps on waybills. Stamps used for showing information on waybills should not exceed $1 \times 1\frac{1}{2}$ inches in size if rectangular or $1\frac{1}{2}$ inches in diameter if round, except as follows:

- (a) Stamps supplied by weighing and inspection bureaus and Santa Fe Refrigerator Department, which will be in the sizes and patterns approved by that bureau or department.
- (b) Stamps used in connection with shipments of explosives and other dangerous articles should be in letters three-eighths of an inch high and applied to the face of the waybill near the car number as instructed in governing tariffs.

STAMPS SHOULD BE APPLIED TO WAYBILLS SO THAT NO ENTRY OR IMPRESSION OF STAMP PREVIOUSLY APPLIED WILL BE OBSCURED. DO NOT APPLY STAMPS IN LOWER PORTION OF TRANSIT WAYBILLS MARKED

“SPACE BELOW FOR USE OF AUDIT OFFICE INTERLINE SETTLEMENT.”

Transfer stamp (No. 3) should be applied in spaces provided on the face of the waybill. If no spaces are provided on the waybill, stamps should be applied in appropriate position on the face of the waybill, or on the reverse side if necessary.

Junction stamps (No. 4) should be applied in spaces provided, beginning on the lower left side of waybill in order of their succession.

Yard stamps (No. 5) should be applied to the back of waybill.

The size and style of authorized stamps are illustrated below. The numbers are for reference purposes only and should not appear on the stamps. Proposed patterns of any other stamps to be applied to waybills should be submitted to the Audit Office for approval before stamps are made.

No. 1—Size 1x1½ ins.

A.T. & S.F. Ry. Co.
RECEIVED
(Date)
(Name of station)
(State)

No. 2—Size 1x1½ ins.

A.T. & S.F. Ry. Co.
REPORTED
(Date)
(Name of station)
(State)

No. 3—Size 1x1½ ins.

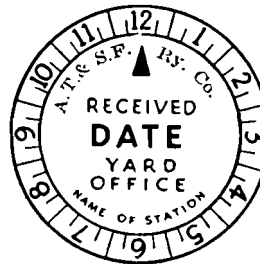
A.T. & S.F.	<input type="checkbox"/>	Ry.
TFRD.		
(Name of station)		
(Date)		
Initials.....		
Car.....		

Note—Space left above between initials of road and Ry. is for flag or loading number.

No. 4—Size ¾ x 1¼ ins.

A.T. & S.F. Ry. Co.
(Date)
(Name of station)

No. 5—Size Dia. 1½ ins.



No. 6—Size ¾ x 1½ ins.

RECEIVED BY MAIL
(Date)
(Name of station)

No. 7—Size ½ x 1½ ins.

.....Label applied. Shipper's certificate on file with initial carrier.

Where the time is not required the numbers in the dial on the outside may be eliminated. P.M. or A.M. is to be so indicated on the date line.

No. 8—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. Agreed or Declared Value.....c per lb.	No. 9—Size $\frac{1}{2} \times 1\frac{1}{2}$ ins. NOT CHECKED OR TRANSFERRED at (Name of Station)	No. 10—Size $\frac{1}{2} \times 1\frac{1}{4}$ ins. O F F I C I A L L Y INSPECTED at (Name of Station)
No. 11—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. Packed in standard cases and in accordance with requirements of the clas- sification.	No. 12—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. Shipper's Order Freight Deliver only as provided by special instructions governing order ship- ments.	No. 13—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. (Initials of this Line) Inedible and not intend- ed for food purposes, as evidenced by shipper's certificate on file with initial carrier.
No. 14—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. (Initials of this Line) Exempted from inspec- tion as evidenced by shipper's certificate on file with initial carrier.	No. 15—Size $\frac{3}{8} \times 1\frac{1}{2}$ ins. (Initials of this Line) U. S. inspected and passed as evidenced by shipper's certificate on file with initial carrier.	No. 16—Size $1 \times 1\frac{1}{2}$ ins. (Initials of this Line) Unsound, unwholesome or otherwise unfit for food and denatured or other- wise rendered unavailable for food purposes, as evi- denced by shipper's cer- tificate on file with initial carrier.
.....Agt.Agt.Agt.

640. Separate Waybill for Each Carload Shipment. A separate waybill should be issued for each carload of freight except as provided in Rule 660 or as otherwise specifically authorized. When two or more cars are required for a single shipment (except as provided in Rule 1080 for live stock shipments and Rule 1380 for cotton shipments), one revenue waybill should be issued for the entire shipment and should accompany the lead car. A waybill without charges should be issued for each additional car, and the revenue and non-revenue waybills should be cross referenced to each other, such reference to include car initials and numbers. Authority for furnishing more than one car for the shipment should be shown on the revenue waybill. See Rule 690.

645. Separate Waybill for Each Trailer-on-Flat-Car Shipment. A separate waybill should be issued for each Trailer-on-Flat-Car shipment, showing car initial and number and other information as provided in Rules 520 and 646. When a single shipment of two or more trailers is loaded on more than one flat car, one revenue waybill should be issued for the entire shipment and should accompany the lead car. A waybill without charges should be issued for each additional car and the trailer initials and number (s) should be shown in the "Description of Articles and Marks" column of each waybill. Waybills should be cross referenced to each other, such reference to include trailer initials and numbers and car initials and numbers. When two trailers covering separate shipments

are loaded on the same flat car, a waybill should be issued for each trailer and the two waybills should be attached to each other to move with the car. See Rule 511.

646. Type of Service Ordered to be Shown on Each Trailer-on-Flat-Car Waybill. A notation "T.O.F.C. Plan No.....," should be shown as the first line of the "Description of Articles, Special Marks and Exceptions" block of each TOFC waybill and the appropriate plan "Number" should be shown in the space provided in this notation.

The different plans presently authorized are as follows:

Plan No. 1

Motor common carrier provides the trailer, hauls it to rail head, accepts delivery on the ground at destination, and pays for rail movement at published tariff rates. (Railroad places trailer on and removes it from flat car.)

Plan No. 2

Railroad provides trailer and moves shipment in rail freight service at published tariff rates. (Railroad performs all service, door to door.)

Plan No. 2½

Railroad provides trailer and moves shipment in rail freight service at published tariff rates. Shipper hauls trailer to rail head and accepts delivery of trailer on the ground at destination. (Railroad places trailer on and removes it from flat car.)

Plan No. 3

Shipper provides the trailer, hauls it to rail head and accepts delivery on the ground at destination. (Railroad places trailer on and removes it from flat car.)

Plan No. 4

Shipper provides both the trailer and the flat car, also places trailer on and removes it from the flat car. Rates are based upon a flat charge per car whether trailers are loaded or empty.

Plan No 5

Railroad or motor common carrier provides trailer. Rail and truck lines perform all service, door to door under Joint Rail-Truck Tariffs.

650. Waybilling Multiple Carload Shipments Loaded in One Car. A separate waybill should be issued for each carload consignment loaded in one car containing two or more carload shipments. The waybills should read from the stations at which the consignments are loaded, to the destinations at which the consignments are to be unloaded, and each of the waybills should be cross referenced to the other by placing the following notation thereon in the "Description of Articles and Marks" space, beneath the description of the shipment:

"This is one of.....carload shipments loaded
in this car — see waybill (s) No. (s).....
Date.....From.....
To....."

All waybills should be securely fastened together, with the waybill for the shipment to the first destination on top, the waybill for the second destination immediately below, and the waybill for the third destination on the bottom.

When two or more carload shipments are loaded in one car at the same origin for different destinations, or are loaded in one car at different origins for the same or different destinations, the intermediate stops for complete loading or unloading of a consignment should be shown in the "Stop" block on all waybills, in the order of movement of the freight.

When the loading or unloading at intermediate stops has been accomplished, the agent at the stop-off point should strike out the stop-off instructions for his station, and place on all waybills which will accompany the car to other stations, a notation reading "Stop Accomplished," and show the date accomplished. See Rule 1030.

660. Twin Loads and Circus Outfits. Only one waybill should be made for the movement of a circus train, or for freight which, on account of its length, requires two or more cars, and the numbers and initials of all the cars used should be entered thereon.

670. Baggage of Carnival Outfits Moved in Freight Trains. Baggage of carnival outfits, moved free in freight trains account number of fares required under passenger tariffs having been paid, should be waybilled on regular freight waybill form, showing the weight thereof and all information essential to movement and delivery, also, in columns provided for freight,

advances, etc., reference to form and number of tickets covering the passenger transportation.

690. Part Lot Shipments. A regular form waybill without charges should be issued to destination for each part lot shipment, showing thereon in columns provided for weight, rate, freight, etc., the notation "Part lot of shipment covered by

.....(Station), Waybill No.....dated

....." Such waybills should not be used for over or astray freight, but should be made only by agents at points of origin, for freight requiring movement in a separate car from the remainder of the shipment, or by intermediate agents, for articles held up for recovering or other necessary treatment. Notation "Part lot to follow," should be shown in the "Description of Articles and Marks" space on the revenue waybill, beneath the description of the shipment, also reference to the part lot waybill when possible. See Rules 640, 645, 770 and 2015.

700. Notations on Waybills. When uniform bill of lading is signed by the shipper without reference to carrier's liability service, the initials "U.B.L." should be shown in the "Description of Articles and Marks" column of the waybill just below description of the shipment. If carrier's liability is specified on the bill of lading, endorsement required in Paragraph (e), Rule 1 of governing classification should be written or stamped on the waybill.

If the bill of lading shows the value of the shipment or bears a notation showing that a private line car is under lease, an appropriate notation should be entered on the waybill, such as:

"Declared (or Released, actual or Invoice) Value
\$_____ per _____," or "Placarded car,
under lease to _____." See Rules
240 to 260 inclusive.

Care should also be used to show on waybills for carload shipments, in all cases where required, the size or capacity of car ordered and furnished and whether loaded to full visible or space carrying capacity. See Rules 190, 900 and 1080.

710. Authority to be Shown for Changes and Notations Made on Waybills. When an original waybill is corrected by a

waybilling or intermediate agent, changing advances or pre-paid charges, car initials or number, destination, routing or other essential information, a line should be drawn through the original information in such a way as to retain its legibility.

Authority for changes or notations placed thereon should be shown, together with the date, name of station and the signature of the employe by whom made. All changes and notations should be typed or written using only black ribbon, black ink or soft black pencil. Junction agents should be governed by Rule 4610 in connection with changes or notations made by connecting lines.

720. Shipper's Load and Count. When freight is received for at shipper's load and count, the notation relative thereto on the bill of lading should be transcribed to the waybill. See Rule 260.

730. Shipments Subject to Section 7 of Bill of Lading. When shipper signs the "No Recourse" clause on bill of lading, such information should be shown on the waybill by entering the word "Yes" in space provided, except if the waybill form used carries no designated space for that purpose, the endorsement "No Recourse clause signed by shipper" should be made on the waybill beneath description of the shipment.

740. Guarantee of Charges. When freight charges are to be guaranteed by shipper, the guarantee provision should be shown on the face of the bill of lading, and proper notation made on the waybill. Agents should use every precaution when accepting guarantees, as the carrier accepting a guarantee is liable for any loss occasioned by failure of the guarantor to make good. In case of doubt Treasurer's authority should be obtained.

Guarantee by a shipper should not be construed as prepayment. Charges on such shipments should be handled as provided in Rule 3670.

750. Over, Short or Damaged Freight. Complete information regarding any shortage or damage existing at the time a shipment is forwarded, should be clearly shown on the waybill in the "Description of Articles and Marks" space, just below description of the shipment, using black typewriter ribbon, black ink or soft black pencil. When freight is received from a connecting carrier, junction agent should see that any overage,

shortage or damage is clearly acknowledged by such carrier's agent, by proper endorsement on through waybill or transfer freight bill. See Rule 760.

755. Damaged Freight Returned for Repairs. Freight damaged in transit and which is returned to initial or intermediate point on a foreign line, for repairs, credit or sales, should be handled without revenue if return movement is via the same route as when forwarded. Reference should be shown on waybills covering such shipments to the original waybill and to Freight Claim Agent's authorization.

760. Freight Short from Connecting Line. When transfer is tendered by a connecting line, and all or a part of the shipment is short, the transfer should be accepted after obtaining signed acknowledgment of the shortage thereon from connecting line's agent. In such cases, the shipment should be waybilled to destination if a point on the Santa Fe Lines, or a point on a foreign road to which through billing is authorized. If through billing to destination on foreign line is not authorized, the shipment should be waybilled to the Santa Fe junction with connecting line. If the entire shipment is short, the waybill should be mailed to destination promptly.

770. Astray Less Carload Freight. Astray less carload freight should be waybilled through without charges, from any station or agency, including junction points, to marked destination if destined to an agency station, or to the first agency station beyond if destined to a non-agency station, regardless of existing interline waybilling arrangements. When routing is marked on astray package, the astray waybill should be routed via route corresponding with markings on package when practicable. When it is impracticable to get the shipment back into the route via which it is marked without involving a back haul or delay in delivery, or the routing is not shown on the package, the shipment should be forwarded via the most direct route.

775. Waybilling Over, Damaged, Unclaimed and Refused Freight to Freight Claim Agents. When the Freight Claim Department authorizes the forwarding of over, damaged, unclaimed and refused freight to a Freight Claim Agent, a separate Combination Waybill-Freight Bill, Form 1833 Regular, should be prepared for each inbound shipment, whether moving free or carrying charges. Such waybills should be numbered consecutively through the calendar year in the "UF"

Series in accordance with Rule 566, and reference should be shown thereon to inbound waybill, OS&D, claim number, if available, and any other information required by the Freight Claim Department. One memorandum copy should be retained for station record, one forwarded to the Freight Claim Agent having jurisdiction, and all other parts should accompany shipment to destination or consolidation point. In case such waybills are forwarded by mail from consolidation point, they should be addressed to the local freight agent, not to the freight claim agent.

780. Freight Waybilled to Erroneous Destination. When an intermediate agent discovers that the destination marks on a shipment differ from the destination shown on the waybill presumed to cover, and is unable to determine which is correct, the waybill destination should be changed to agree with the marked destination, and the shipment forwarded accordingly. If the error is not discovered until the shipment reaches waybilled destination, the agent at such point should take the waybill into his accounts, and reforward the shipment on a revenue waybill to marked destination, waybilling all inbound charges as advances.

790. Freight Transferred. When carload freight is transferred into another car, a line should be drawn through the previous car number in such a manner as to retain its legibility and the initials and number of the car into which the freight is transferred should be entered in the space provided on the waybill. Endorsement should also be made on the waybill showing the date and point of transfer and the reason therefor.

When less carload freight is transferred, a line should be drawn through the previous car number in such a manner as to retain its legibility. Date of transfer, name of station where transferred, and initial and number of car into which transferred should be endorsed on waybill in space provided. If transfer stamp is used, it should be applied in accordance with the provisions of Rule 630.

If any freight checks short or damaged or if any overage, which can be assigned to a specific waybill, is found at time of transfer, this information should be shown on the waybill. Freight checking over should be handled in accordance with Rule 770.

All notations should be typed or written using only black ribbon, black ink or soft black pencil.

800. Freight Other than Astray, for Non-Agency Station. Freight originating on this road destined to a non-agency station should be waybilled to that station, except as provided in Rule 810, and all charges thereon should be prepaid as provided in Rule 980. Freight originating on a foreign road destined to a non-agency station should be waybilled in accordance with Rule 4680.

810. Astray Freight for Non-Agency Station. Astray freight should not be waybilled to a non-agency station, but to the first agency station beyond. Conductors are instructed not to unload over or astray freight at a non-agency station.

820. Shipments from Non-Agency Stations. When a shipment is made from a non-agency station, the conductor should issue Conductor's Waybill, Form 1854 therefor in accordance with Rule 1510, and such waybill should be exchanged for a revenue waybill at the first available agency station, i.e., the first station where agent or other qualified employe is on duty, or first convenient station under operating rules. This requirement applies except when the revenue waybill is delivered to conductor before the shipment is picked up, in which case the issuance of conductor's waybill is unnecessary. If freight is destined to a point beyond the waybilling station, the revenue waybill should be delivered to conductor before departure of train.

The accounting number and name of both the non-agency and waybilling stations, with "B/A" (abbreviation for "billed at"), preceding the number and name of the waybilling station, should be shown on revenue waybill in space provided.

For example:

471, Craig, Kansas
B/A 477, Olathe, Kansas

Names of shipper and conductor, also number and date of conductor's waybill, should be entered in the "Full Name of Shipper" block on the revenue waybill.

When a shipment is made from one non-agency station to another non-agency station, and the shipper is present to furnish forwarding directions, the approximate amount required to prepay the charges should be ascertained and collected by the conductor if possible. If conductor is unable to collect the charges in such cases he should issue conductor's waybill therefor, and take the shipment to first available agency station,

where it should be held until full prepayment is collected by agent.

When the charges are collected by conductor, and there is an available agency station between origin and destination, he should deliver his waybill and the amount collected to the agent at such station, who should issue the revenue waybill. If there is no available agency station between origin and destination, the conductor should leave the shipment at the non-agency destination, and deliver his waybill and the amount collected to the first available agency station beyond destination, where the revenue waybill should be issued, and reported by agent on both Freight Forwarded Report, Form 305 and Freight Received Report, Form 309. Waybilling agent should receipt for amount of prepaid charges collected and turned over by conductor, on all parts of conductor's waybill.

When the shipper is not present to direct the forwarding of a shipment from one non-agency station to another non-agency station, the conductor should pick up the shipment and issue conductor's waybill therefor, obtaining revenue waybill in the usual manner. In such cases, the shipment and the revenue waybill should be taken to first agency station beyond destination, where shipment should be held for collection of charges. If consignee insists upon delivery at the non-agency destination after paying the charges, the shipment should be forwarded thereto on a waybill without charges, on which reference to the revenue waybill should be shown.

830. Description of Freight on Waybills. A complete description of the shipment as shown on the shipping order, including all information that has any bearing on the rate or classification, should be entered on the waybill in space provided. Any special marks shown on the shipping order by the shipper should be transcribed to the waybill. See Rules 170 and 180.

840. Authority for Rate. When the tariff rate, or a special rate, is quoted by the Traffic Department, complete reference to the quotation should be entered on the waybill, showing file number and date of the special order, letter, or telegram, and name of official from whom received.

850. Shipments Moving on Combination Rates. When rates entered on waybills are based on combinations, each factor used in constructing such rates should be shown, with the name

of the point over which the combination is made, opposite the corresponding factor, as for example :

.29 to Chicago
1.30 Beyond
—
1.59

860. Division of Rate. When an interline shipment covered by a through rate is waybilled to or from a junction with connecting line, the division of the through rate should be shown on the waybill.

870. Articles Taking Same Rate. In waybilling a less carload shipment, articles taking the same rate should be grouped, the weight of each article being shown opposite thereto in the "Description of Articles and Marks" space. The total weight for each group should be obtained and entered in the weight column opposite the last article in the group, the charges being computed and extended on such totals instead of on the individual weights.

880. Weights to be Waybilled — Carload Shipments. The following procedure should be observed in waybilling weights on carload shipments :

(1) **Railroad Scale Weights.** When a carload is weighed at origin on railroad scales, the net weight so obtained should be entered on the waybill in the "Weight" column and the scale ticket should be securely pasted thereto in the block provided for gross, tare and net weights, using care to see that it is not placed over any essential information.

(2) **Tariff Authorized Weights.** When the weight for certain commodities is specified in the classification or tariff, such weight should be used regardless of the actual weight, and the waybill should be endorsed "Tariff Authorized Weight."

(3) **Agreement Weights.** The weight shown on shipping order by a shipper who is a party to an agreement with a weighing association should be entered in the "Weight" column of the waybill. Impression of weight agreement stamp, if one is furnished, should be shown in the waybill block provided for gross, tare and net weights, otherwise endorsement should be made therein, in ink or by typewriter, "Agreement weight No..... Do not correct."

(4) **Estimated Weights.** When (1) a shipment is not weighed on railroad scale at origin, (2) tariff authorized weight is not applicable, and (3) the shipper is not a party to a weight agreement, estimated weight should be determined as follows and shown in the weight column of the waybill:

(a) Shipper's invoice weight, or weight based on quantity or measurement, if such information is obtainable. When such weight is less than specified minimum carload for commodity involved, the tariff or classification minimum carload weight should be used.

(b) Heavy loading commodities, such as sand, gravel and grain, should be waybilled at 10% greater than marked capacity of car, medium weight loading commodities at marked capacity of car, and light loading commodities at tariff or minimum carload weight.

Except as provided in the next paragraph, when estimated weight is used in accordance with preceding paragraphs (a) and (b), the waybill should be endorsed in the "Weight" column "ESTIMATED WEIGHT—WEIGHT AND CORRECT." If car will pass a scaling point en route to destination, waybill should be further endorsed in the "Instructions" block, "STOP THIS CAR AT FIRST SCALE FOR WEIGHING." Under no circumstances should estimated weights be shown in the waybill block provided for gross, tare and net weights.

When shipments are billed at estimated weights, and weighing en route is not required under provisions of Santa Fe System Circular No. 87 Series, the waybill should be endorsed "Do not weigh," together with the reason therefor, for example: "Do not weigh—destination weight applicable," "Do not weigh—subject to destination agreement weight," etc.

(5) **Minimum Weights.** Under any of the circumstances described above, a shipment should be waybilled at the minimum weight prescribed by tariff if such minimum is greater than the weight otherwise obtained.

The weight in pounds of the shipment should be shown on all revenue waybills. If other information is shown in weight column such as "Board Feet," "Gallons," "Units," "Miles," "Cords," etc., the actual or estimated weight should be shown

as the last entry in the weight column of the waybill.

See Rules 885 and 2140.

881. Weights to be Waybilled—Trailer-on-Flat-Car Shipments. Shipper of TOFC shipments should furnish either (1) Actual gross weight, (2) Authorized estimated weight, or (3) Certified invoice weight, also weight of dunnage used, for use in waybilling TOFC shipments.

885. Dunnage to be Shown Separately on Waybills. Dunnage used in connection with carload shipments or trailer-on-flat-car shipments should be waybilled as follows:

(1) The weight of the dunnage as shown on the bill of lading should be entered separately beneath the weight of the commodity in the "Weight" column, marked "Dunnage."

(2) If tariff makes no provision for free dunnage, the weight thereof should be added to the weight of the commodity, and the charges assessed on the total weight thus obtained.

(3) If the tariff provides a free dunnage allowance, and the weight of the dunnage as shown on the bill of lading does not exceed such allowance, the word "Free" should be shown in the "Rate" column opposite the weight of the dunnage, which should not be added to the weight on which the charges are assessed.

(4) If the bill of lading shows dunnage in excess of the allowance provided by the tariff, the entire weight of the dunnage should be added to the weight of the commodity, and the amount of the free allowance should be deducted therefrom to obtain the weight on which the charges are assessed.

(5) Dunnage should not be shown on scale tickets, nor in the space provided on waybills for showing scale weights. The "Allowance" column in the "Weighed" block on waybills is intended for snow or other allowance to be made in determining the net weight, while dunnage is subject to tariff provisions.

890. Weights to be Waybilled — Less Carload Shipments. Less carload freight should be waybilled at exact weights, except when weights for certain articles are specified in the Classification, tariffs, or circulars, such weights should be used.

Impression of agreement stamp should be shown when weights are covered by Weighing and Inspection Bureau weight agreement. The method by which weights, other than those covered by Weighing Bureau agreements, are obtained, should be designated in column provided by use of the following symbols:

R — Railroad scale.

S — Shipper's tested weights.

E — Estimated—weigh and correct.

T — Tariff, Classification or minimum.

The proper symbol should be shown for each consignment. See Weighing Department Circular 37 Series.

900. Minimum Weights — Showing Information on Waybills. When car ordered for a commodity on which the minimum weight is dependent upon size or capacity of car is not available, or when for company convenience a car of greater length or capacity is furnished, or two smaller cars are furnished in lieu of a larger car, such information, including size or capacity of cars ordered and furnished, should be clearly shown on the waybill.

When the minimum weight is the marked capacity of the car or a per cent thereof, but tariff provides that actual weight shall apply when car is loaded to its full visible or space carrying capacity, notation should be made on the waybill as to whether or not the car was loaded to full visible or space carrying capacity.

See Rules 190, 420 and 700.

905. Obtaining Track Scale Weights Requested by Shippers. When a request is received that a carload shipment be weighed on track scales and weight information furnished to shipper, the following notation should be entered in the "Instructions" block of the waybill:

"Weigh at first track scale. Furnish copy scale ticket to Agent....."

(Station)

Agent where car is weighed should prepare advances only waybill to cover any applicable weighing charges, attach thereto a copy of scale ticket and mail promptly to agent at station shown in the notation, who should surrender copy of scale ticket to shipper and make collection of amount of advances only waybill to cover services performed.

910. Gross Weight for Conductor's Wheel Report. In way-billing carload freight, agents should be careful to show the gross and net weights in the "Weight in Tons" block near the top of waybill form, so train tonnage figures can be accurately compiled. Fractional weights of 1000 pounds or over should be shown as a full ton, and those less than 1000 pounds should be disregarded. For example, 48,596 pounds should be shown as 24 tons, but 49,096 pounds should be shown as 25 tons. If shipment is weighed at waybilling station the scale weights should be shown, otherwise the combined tare weight of car and the billed weight of contents should be shown as gross tons, and the billed weight of contents as net tons. When shipments are weighed en route, and the weight obtained differs from that shown as gross and net tons, the agent at the scaling station should correct the latter to agree with the scale weights.

When cars are placed under refrigeration at point of origin, waybilling agent should add 9,500 pounds to the gross weight, showing the total in the "Weighed" block on the waybill, and 9,500 pounds as "Allowance," deducting the sum of the "Tare" and "Allowance" to obtain actual net weight to be shown in space provided therefor.

When cars are placed under refrigeration in transit, the agent at icing station should correct the waybilled weights shown in "Weighed" and "Weight in Tons" blocks to include the regular 9,500 pounds ice allowance, and should show date of change and name of his station in the "Weighed" block.

When ice is placed in the body of the car, waybilling agent should add the actual weight thereof to the gross weight as shown in the "Weighed" block on waybill, and enter also in the "Allowance" space with notation "Top Ice." If the top ice is in addition to regular refrigeration, the weight thereof should be shown separately in the "Weighed" block from regular allowance of 9,500 pounds.

920. Authority for Interline Waybilling. All freight on which through or combination rates apply, should be waybilled through to destination, except as provided in the "Exceptions" of this rule and in Rule 1030. When through billing is not authorized, the shipment should be waybilled to the farthest point to which through billing is in effect. For waybilling Government freight see Rule 5210.

If through waybilling beyond Santa Fe lines is not authorized, the shipment should be waybilled to the off-going Santa

Fe junction at the proportion of the through rate applicable thereto. If unable to determine the proportion of the through rate accruing to the junction, such information should be obtained from the Traffic Department representative in your territory.

Exception 1. No through waybilling is authorized with the following roads:

Apache Ry.
 Fonda, Johnstown and Gloversville R.R.
 Meridian and Bigbee River Ry.
 Moscow, Camden and San Augustine R.R.
 National Railways of Mexico.
 Pecos Valley Southern Ry.
 Santa Maria Valley R.R.
 Seatrain Lines Inc.
 Waco, Beaumont, Trinity and Sabine Ry.

Exception 2. No through waybilling is authorized on less carload traffic destined to the following lines when routed via E.J. & E. Ry. and I.H.B. R.R.
 Baltimore & Ohio R.R.
 Chicago, Aurora & Elgin R.R.
 Staten Island Rapid Transit Ry.
 Valley R.R.

Exception 3. Through waybilling with the following lines only is authorized as specified opposite each one:

Belt Ry. Co. of Chicago	When specially directed by shipper to route shipments via this line to destination beyond, show "Via Belt Railway of Chicago" in space headed "Description of Articles and Marks."
Peoria and Pekin Union Ry.	Through billing only on grain, grain products and seeds from stations named in Santa Fe Lines Tariff 7124 Series.
Sierra R.R. Co. of California	Through billing between Sierra R.R. Co. and points west of Albuquerque.
Texas South- Eastern R.R.	Through billing from Texas South-Eastern R.R. to Santa Fe Lines points only.

930. Routing on Interline Waybills. When routing is not specified by the shipper, the shipment should in all cases be

waybilled via a route over which the lowest available rate is applicable. Complete routing through to destination should be shown on interline waybills in space provided, names of all intermediate roads and junctions, and name of road on which waybilled destination is located. The symbols "A" or "S" should be shown in block opposite the "Route" block on waybill to indicate whether shipment was routed by agent or the shipper. If shipper's routing includes names of roads only, the notation "Carrier's Junctions," should be shown beneath the routing instructions. Traffic Department instructions pertaining to routing should be observed if in conflict with this rule. See Rule 270.

940. Origin and Destination Local — Routed Interline. Shipments moving from one point on a Santa Fe line to another point on Santa Fe line, when routed via a foreign road, should be waybilled and reported as interline.

950. Routing over Santa Fe Lines. Junction points need not be shown on waybills where shipments move entirely over Santa Fe lines, except where specific instructions have been given to show them.

960. Private Line Empty Tank Cars. Private line empty tank cars should be forwarded after unloading, in accordance with written shipping instructions from the owner or lessee of the car, furnished either directly or through the consignee, and should be waybilled through to destination.

If the empty car is to be returned to the point of origin of the loaded movement, and routing is not specified in the shipper's billing instructions, the return movement should be routed via the same carriers and junctions as shown on the inbound waybill. If the car is to be forwarded to a point other than the origin of the loaded movement, the shipper should be requested to furnish route and junctions in writing.

If forwarding directions are not received from the owner, lessee, or consignee, prior to the time the car is made empty, it should be returned to point of origin of the loaded movement via the same carriers and junctions as shown on the inbound waybill.

Waybills covering the movement of such empty tank cars should show full name of consignee and complete routing in all cases. See Rules 560 and 4720.

970. Empty Tank Cars — Showing Last Contents. Waybills covering movement of railroad owned and private line empty tank cars, except when moving in company service, should show in "Full Name of Shipper, Etc." space, name of the commodity last loaded in car, for example: "Last load, gasoline." Tank cars last containing phosphorous and returned with full water content should be waybilled in "Description of Articles, Etc." space as "One tank car of water," followed by the notation "Caution — This car contains residual phosphorous and must be kept filled with water"; otherwise the rules governing return of empty tank cars should be observed. Shippers' billing instructions should include this information.

980. Prepaid Charges. Freight charges should be collected and waybilled as prepaid when required by tariffs, circulars, etc., also on shipments billed to non-agency stations as provided in Official List of Open and Prepay Stations and Rule 800. In waybilling, the correct freight charges should be entered in the "Freight" column, and the amount prepaid should be entered in the "Prepaid" column, regardless of whether it agrees with the amount of the freight charges.

Great care should be taken to see that no figures except the amount prepaid are entered in the "Prepaid" column of the waybill, also that prepaid collected or provided for on the bill of lading is not omitted from the waybill.

When actual weight of shipment upon which freight charges are to be assessed is not available, amount of prepaid should be based on estimated weight, and prepaid freight bill prepared accordingly. When actual weight is obtained, the prepaid charges should be adjusted as provided in Rule 990. Also see numbered paragraph (4) of Rule 880, covering estimated car-load weights.

When bill of lading reads "To Be Prepaid" as provided in Rule 230, the waybill should be endorsed "To Be Prepaid" in the space provided, except when a waybill form is used which does not carry designated space for this information, such endorsement should be made in the "Prepaid" column. When the amount of prepaid waybilled in such cases is insufficient to cover the lawful charges to the original destination, the amount of undercharge should be collected, and adjustment made promptly in accordance with Rule 990. When a bill of lading is endorsed as provided in Rule 230, and the shipper declines to pay an undercharge, the Audit Office should be notified promptly. Also see Rules 2160 and 2240 to 2310, inclusive.

990. Errors in Waybilling. Errors in waybilling discovered before the waybills are forwarded should be corrected by waybilling agent, and notation made on the waybill in each case, showing that the change was made at waybilling station. When an error of any nature amounting to \$1.00 or more that cannot be detected at destination, is discovered after a waybill has been forwarded, destination agent should be notified immediately. Such notice should be furnished by mail, except when the error affects delivery of the shipment, or involves additional collection of an amount sufficient to warrant, the destination agent should be notified by telegraph, whether or not the error is detectable at destination.

Errors in footing advances or prepaid on waybills, discovered after the waybills are forwarded, should be adjusted by forwarding agent in the same manner as in reporting a Form 476 correction. See Rule 2850. The erroneous reporting and adjustment thereof should be cross referenced on the reports affected.

Errors of \$1.00 or more in advances or prepaid on local waybills, other than errors in footing, should be adjusted promptly by prepaid only waybills. Reference to the prepaid only waybills should be shown on station copies of waybills affected. Errors of less than \$1.00 should be disregarded unless amount collected differs from amount waybilled, in which event the difference should be cleared from station accounts in accordance with the provisions of Rule 3505.

When similar errors of \$1.00 or more are discovered on waybills made to points on foreign roads, Waybill Correction, Form 322 should be issued immediately in the original and five copies, except as provided in the last sentence of this paragraph, and the amount thereof added to, or deducted from, the proper column of current Form 305. Reference to the correction and date reported should be shown on station copy of waybill and Form 305 on which waybill was reported. The original correction should be mailed to agent at waybilled destination, one copy to freight accounting officer of the waybilled destination road, and three copies to Audit Office with the report. A copy of each correction should be retained for station record. If refund is involved and cannot be made in accordance with Rule 2760, instructions should be obtained from Audit Office before issuing waybill correction.

Waybill corrections should also be made and mailed as pro-

vided in the preceding paragraph when an error is discovered in the "rate paid in" on a waybill covering a rebilled or transited shipment destined to a point on a foreign road, even though no adjustment of advances or prepaid is involved.

When a correction in advances or prepaid of \$1.00 or more is received from a destination agent on a foreign road, it should be verified and if found correct, Waybill Correction, Form 322 should be issued promptly in triplicate to adjust the error, except as provided in the last sentence of this paragraph. The correction should be reported on current Form 305, the original and one copy thereof mailed to Audit Office with report and one copy retained for station record. Reference to the correction and date reported should be shown on station copy of waybill and Form 305 on which waybill was reported. Errors of less than \$1.00 should be disregarded unless amount collected differs from amount waybilled, in which event the difference should be cleared from station accounts in accordance with the provisions of Rule 3505. If refund is involved and cannot be made in accordance with Rule 2760, waybill correction should not be issued, but foreign road's correction should be forwarded to Audit Office with advice to that effect, showing thereon name of party to whom refund is due.

1000. Miscellaneous Charges Collectible from Consignee Accruing at Origin or in Transit. Miscellaneous charges such as diversion, reconsigning, stop-off, bedding, blocking, feeding, demurrage, detention, loading, storage, switching, trackage, transferring carloads, unloading, weighing, etc., which accrue at point of origin or in transit, and are collectible from the consignee should be waybilled as advances. (See Rules 1130 to 1300, inclusive, for specific instructions covering way-billing of refrigeration and miscellaneous charges on perishable shipments and Rules 1390 to 1410, inclusive, covering compress charges on cotton shipments.)

Miscellaneous charges as described above, which accrue at point of origin, should be entered separately in the "Advances" column of the revenue waybill by the waybilling agent, and the character of the charge noted opposite thereto.

When such charges accrue in transit, an advances only waybill should be made therefor by the agent at the point where the charges accrue, which should show complete detail as to time, dates, weight or other data, to allow verifica-

tion by the consignee. The agent issuing the advances only waybill should also show the amount and description of such charges on the revenue waybill in the "Description of Articles and Marks" column, just below the description of articles, and the two waybills should be cross referenced and securely fastened together.

In waybilling ocean charges as advances, the charges should be entered as a separate item in the "Advances" column of the revenue waybill with notation opposite, "Ocean charges
..... Name.....S.S. Co."

Agents should be governed by Rules 1020, 3200, 3410 and 3530 (See Rules 5380 and 5390 for instructions covering miscellaneous charges on Government shipments), in accounting for and reporting miscellaneous charges as described above.

1010. Miscellaneous Charges Prepaid by Shipper. When charges are paid at point of origin for a miscellaneous service to be performed in transit, the service should be described in the "Description of Articles and Marks" space below description of the shipment, and the charge therefor entered in the "Prepaid" column only. When it is desired to prepay such a service, and the charge therefor cannot be determined at point of origin, endorsement should be made following description of the service desired, "Destination agent correct to prepaid basis." In either case agent at the point where the service is performed should issue an advances only waybill to cover, which should be securely attached to the revenue waybill and cross referenced therewith, except that detention charges on Mechanical Refrigerator Cars should be entered in the "Freight" column of the waybill in accordance with Rule 1185. See Rule 1020.

When stop-off charges are prepaid by shipper, the stop-off instructions should in all cases be entered on the waybill in space provided, as required by Rule 1030, in addition to the information shown in the "Description of Articles and Marks" space.

1020. Disposition of Amounts Waybilled as Advances. When miscellaneous charges waybilled as advances in accordance with Rules 1000 and 1010 accrue to this Company, and no payment to outsiders is involved, the credit so obtained should be disposed of by debiting the station account in Item 7

of the balance sheet, the details to be reported as provided in Rule 3410.

When charges for miscellaneous services, including the purchase of feed for live stock from local dealers, are paid to outsiders, either in cash or by station draft, the cost thereof should not be included in Item 7 of the balance sheet, but payee's receipt should be obtained therefor (except for compress charges see Rules 1390 to 1410, inclusive), and such receipts retained at stations as provided in Rule 1845. All payments of \$1.00 or more should be made by station draft. Also see Rules 5380 and 5390.

1030. Shipments to be Stopped in Transit to Partly Unload, Finish Loading, Etc. The following instructions should be observed in waybilling shipments that are to be stopped in transit to partly unload, finish loading, etc., and in handling the waybills covering such shipments at stop-off stations:

WAYBILLING AGENTS

(1) Name of station or stations where car is to be stopped and the purpose for which it is to be stopped should be shown in the stop-off block on the waybill. When more than one stop-off station is involved, the names of such stations should be shown in the order in which the stops are to be made.

(2) The shipment should be waybilled to the first stop-off station as shown in the stop-off block on the waybill.

(3) The waybill should show route, rate and freight charges through to destination.

(4) Name of consignee at each stop-off station should be shown in the consignee and address block on the waybill except when spaces are provided therefor, the name of consignee should be shown in the "Stop" space with address in the appropriate space opposite station name. Name and address of consignee at destination should be shown in the consignee and address block.

(5) Final destination of the shipment should be shown in the final destination block of the waybill.

(6) When stop-off cars are moved on non-revenue car movement waybills under the provisions of Rule 510, such waybills should be prepared as provided herein, except for showing the rate and freight charges. In such cases, the revenue waybill should be prepared in same manner as though it had accompanied the car.

(7) When stop-off instructions are added to a waybill at a station en route, the information should be shown thereon in the same manner as when waybilled by origin agent.

AGENTS AT STOP-OFF STATIONS

(8) (a) Agent at the first stop-off station should correct the "waybilled to" station to read to either the second stop-off station or to destination, as the case may be.

(b) When two stop-off stations are shown in the stop-off block on the waybill, agent at the second stop-off station should correct the waybill to show destination of the shipment in the "waybilled to" block.

(c) If three stop-off stations are shown in the stop-off block of the waybill, agent at the second stop-off station should correct the "waybilled to" station on the waybill to read to the third stop-off station, the agent at the third stop-off station to correct the "waybilled to" block to show the destination of the shipment.

(9) When a stop has been accomplished, endorsement to that effect should be made in ink on the waybill, showing date, station name and by whom made.

(10) When a stop is accomplished at a non-agency station, necessary duties in connection therewith should be performed by the first agency station beyond.

See Rules 1000, 1010, 3135 and 3410 covering waybilling and reporting of stop-off charges.

1035. Special or Miscellaneous Instructions. Instructions covering miscellaneous services such as icing, ventilation, weighing, etc., should be shown in the "Instructions" block on the waybill in all cases where space will permit. If the space in the "Instructions" block is insufficient, notation should be made therein, "See full instructions below" and the instructions should be shown in space beneath description of the commodity.

When cars to be accorded such service are moved on non-revenue car movement waybills, the complete instructions should be shown on both the revenue and non-revenue waybills.

1050. Ballast, Gravel, Water, Etc., Sold to the Public. When ballast, gravel, water or other commodity sold to the

public is shipped to another station, the selling price should be waybilled as advances, but should not be charged in Item 7 of station freight account. To dispose of the credit obtained by waybilling as advances, a special remittance should be made to Treasurer for credit to account Audited Bills-Miscellaneous. Reference to the car number and name of purchaser, also the waybill on which the charge was advanced, should be shown on the special remittance slip, and a copy thereof should be furnished superintendent, who should prepare a bill to take up the charge. When the price of the material is collected by the waybilling agent, the same procedure should be followed, except the amount should be waybilled as both advances and prepaid. See Rule 3660.

1060. Passenger Fares for Caretakers of Freight Shipments. See Rules 4800, 4810 and 5270.

1070. Shipper's Order Freight. In waybilling shipper's order freight, agents should be careful to see that the same information is shown as to consignee, order, and destination as appears on the bill of lading, and that the words "Order Notify" or "Shipper's Order Notify" are written out in full in connection with name of consignee. For example:

Consignor	Consignee
John Jones	Shipper's order Notify William Black.
James Smith	Order James Smith Notify Henry Johnson.

The use of abbreviations such as "S/O" and "Ntfy" is not permissible. As a further precaution against erroneous delivery, notation "Shipper's Order Freight" should be plainly made on waybills covering shipper's order shipments. If the words "Care of" or "Notify" appear on a bill of lading, they should also be shown on the waybill.

1080. Live Stock Shipments. Waybill Form 1846, with stub attached, should be used for waybilling all carload shipments of live stock, the stub to be filled out by carbon copy process, and both the waybill and stub forwarded with the shipment. Waybills should clearly show whether cars are bedded by shipper or carrier, and if bedded by carrier, the charges therefor should be waybilled in accordance with Rule 1000. Also see Rule 4710.

If two or more cars are required for a single consignment,

including trailer cars when authorized by tariffs, a separate revenue waybill should be made for each car, except that when two single deck cars are furnished in lieu of one double deck car ordered, one revenue and one non-revenue waybill should be issued and both waybills cross referenced. Revenue waybill issued for a trailer car should show reference to initials and number of the lead car and the waybill covering. See Rules 450 and 640.

All information shown on live stock contracts as to length of cars ordered and furnished, number and kind of live stock and place, date and time of loading, unloading or reloading should be plainly transcribed to waybills Form 1846. See Rule 310.

When a shipment of live stock is loaded at a non-agency station, the conductor should furnish the information necessary for preparation of the contract and waybill.

1090. Attendant's Agreement and Transportation Credentials. See Form 300, Instructions to Ticket Agents and Conductors.

1095. Western Union Shipments. All shipments of material consigned to the Western Union Telegraph Company, also shipments of signs, tariffs and printed forms or matter, shipped by the Western Union Telegraph Company to this Company or its representatives, should be waybilled at full commercial tariff charges. See Rule 2490.

1100. Bonded Freight. See Rule 5010.

1110. Government Freight. See Rules 5210 to 5270, inclusive.

1120. Freight Granted Transit Privileges. See Rules 4890, 4900 and 5420.

PERISHABLE FREIGHT — PERISHABLE PROTECTIVE SERVICES

1130. Waybilling Refrigerator Freight. Pink Waybill, Form 1828 (large), or 1829 (small), should be used for waybilling carload perishable freight, Form 1828 (large) to be used in connection with all commodities likely to be diverted en route, as it provides spaces for such purposes. Forms for waybilling dead freight should be used for less carload perishable freight. Copies of revenue waybills for carload and TOFC shipments of perishable freight should be mailed to Manager, Santa Fe Refrigerator Department, Chicago.

To avoid errors in assessing charges at destination, or pos-

sible claims for damage to loadings, all protective service instructions on carload shipments as shown on bills of lading, should be transcribed to waybills in space provided, using rubber stamps for that purpose, or by writing them in if stamps or typewriter are not available. Black stamp pad ink or typewriter ribbon should be used, as other colors are not always legible on pink paper. If perishable protective service instructions are changed after shipment has left point of origin, agent at point where change is made should enter such change in the space provided on the waybill accompanying car and revise protective service charges accordingly. A line should be drawn through the previous instructions in such a manner as to show that they were canceled but retain their legibility.

Perishable protective service instructions given by the shipper should be in writing on bills of lading and should conform to provisions of the Perishable Protective Tariff and the rules of the Santa Fe Refrigerator Department contained in SFRD Circular 2 Series.

When no perishable protective service instructions are furnished by shipper, the bill of lading and waybill should be endorsed "No Perishable Protective Service Instructions Furnished by Shipper." Such shipments, also shipments received from connecting lines with conflicting, or without perishable service instructions, should be handled in accordance with rules of the Santa Fe Refrigerator Department contained in SFRD Circular 2 Series.

1140. Standard or Other Stated Refrigeration Charges. Stated charges for cars placed under standard or other refrigeration services at point of origin, including the cost of initial icing or icing and salting under Rule 240 of the Perishable Protective Tariff, also switching when charges are based on rates named in Section 4 thereof, and ventilation charges, should be waybilled as separate items in the "Freight" column. When cars moving under ventilation are placed under standard or other stated refrigeration services en route by shipper, the agent at the point where the service takes place should add such charges as separate items in the "Freight" column of the revenue waybill, with the notation "Placed under..... (class of refrigeration) at (Station) by..... RR." See Rule 1200.

Notation should also be placed on waybill opposite such charges, in writing or by rubber stamp, "Due AT&SF Ry Co.," to insure allowance to this Company by destination road.

When cars are initially iced under Tariff Rule 240, care should be taken to see that the correct amounts of ice and salt are shown according to bunker capacity of cars.

When a shipment is moving under standard or other stated refrigeration service, agents at reicing stations should not add the cost of reicing to the revenue waybill or make an advances only waybill therefor, except as provided in Rule 1150.

1145. Mechanical Protective Service Charges. Charges for mechanical protective service which accrue on mechanical refrigerator cars should be entered in the "Freight" column of the waybill. (See Rule 1185 for collection of detention charges)

1150. Miscellaneous Icing, Salting and Other Services. Charges for icing, salt, switching and other services applicable to shipments moving under Section 4 of the Perishable Protective Tariff, which accrue at point of origin and are collectible at destination, should be entered separately in the "Advances" column of the revenue waybill by the waybilling agent. When such charges accrue en route, the agent at the point where the service takes place should issue an advances only waybill therefor, showing the charge for each class of service separately and cross reference with the revenue waybill. These provisions apply except as provided in Rule 1220.

1160. Dry Car to be Initially Iced En Route. When a dry car is to be iced at the first Santa Fe icing station after loading is performed, waybilling agent should show such instruction on the revenue waybill, and waybill the applicable charges as provided in Rules 1140 and 1150. Agent at icing point should make sure that the billing agent has protected the charges, and if not, should proceed in accordance with the rules referred to above.

Instructions should not be accepted for half stage refrigeration service if car is not equipped with stage icing grates.

1170. Car Iced at One Station for Loading at Another Station. When an empty car is iced for loading at another station, it should be forwarded to loading station on Consigned Empty Freight Car Waybill, Form 1851, which should carry notation "Empty iced car for loading at, " and

show the amount of ice and salt furnished. Agent at loading station should handle in accordance with Rule 1140 when the car moves under standard or other stated refrigeration, or Rule 1150 when subject to Section 4 of the Perishable Protective Tariff, the same as though the car was iced at the loading station.

1180. Collection of Accessorial Charges at Origin or Destination on Other than Mechanical Refrigerator Cars. When detention, (See Rule 1200 for detention at stop-off point) cooling, etc., charges accruing at point of origin are collected from shipper, the revenue waybill should bear endorsement that such charges were paid at origin, but the time cars are ordered, placed and released, in the case of detention, should not be shown. To dispose of such collections a round advances only waybill should be issued showing thereon the date for which car was ordered, time and date car was placed and released and reference to the revenue waybill.

When detention, cooling or any other accessorial charges accrue at origin and are to be collected at destination, such charges should be entered in the "Advances" column of the revenue waybill. Detention charges should be supported by notation showing date and hour for which car was ordered, date and hour placed and released; if charges are in connection with cooling by shipper, date and hour cooling commenced should be shown.

Note: The time cars are ordered, placed or released need not be shown on waybills by waybilling agents covering dry cars loaded even though the cars may be top iced.

When trailers containing perishable shipments are inspected under tariff provisions, charges for this service at origin should be entered in the "Advances" column of the revenue waybill. When inspected en route, an advances only waybill should be issued which should be properly cross referenced with and securely attached to the revenue waybill.

When extra icing, detention or other miscellaneous charges accrued at point of origin on a car that is switched to a connection, in a switching movement only, for line haul, an advances only waybill should be issued to cover all charges due, showing reference to switching statement on which car is reported. Reference to the advances only waybill should be shown on the switching statement as follows:

“See (Station) advances only Waybill No.
dated, 19...., for (Description of charge).”

Detention charges on Mechanical Refrigerator Cars should be handled in accordance with Rule 1185.

1185. Detention to Mechanical Refrigerator Cars. Detention charges which accrue on shipments moving in Mechanical Refrigerator cars should be entered in the “Freight” column of the waybill (except as provided in Note 1) and described as follows:

1. At loading station, date for which car was ordered, time and date of placement and release.

2. At stop or hold point, time and date of arrival, placement, and receipt of disposition instructions.

3. At destination, time and date of arrival, placement and release.

When service is performed by a switching carrier and this line is the road haul carrier, information as to detention should be obtained from the switching line. When this line handles such cars in switch service, detention information should be properly recorded and furnished to the road haul carrier upon request.

Note 1: When detention charges accruing at point of origin are collected from shipper, the revenue waybill should bear endorsement that such charges were paid at origin but the time cars are ordered, placed, and released should not be shown. To dispose of such collections a round advances only waybill should be issued showing thereon the date for which car was ordered, time and date car was placed and released and reference to revenue billing.

1190. Charges Due from Shipper Accruing En Route. See Rule 1010.

1200. Shipments Delayed En Route or at Destination on Instructions of Shipper or Consignee. When a shipment moving under standard or other stated refrigeration services is detained en route by shipper or consignee necessitating reicing, the charge for which is collectible from the shipper or consignee under Perishable Protective Tariff in addition to the stated rate, such charge should be billed on an advances only waybill which should show the reason for the delay. Imprint

of rubber stamp furnished agents at icing stations, reading as follows, should be shown on the revenue waybill in such cases:

“See..... toWaybill No.....
for cost of icing amounting to \$.....
Destination agent will collect this amount in addition
to stated refrigeration charges.”

Detention charges accruing at point where car is stopped to complete loading should be billed on an advances only waybill, except that when such charges accrue on a shipment moving on a foreign line waybill they should be entered in the freight column of the waybill.

When extra icing is performed at destination, due to car being delayed by shipper or consignee, a round advances only waybill should be made for the cost of the ice, and cross referenced with the revenue waybill.

Exception: Advances only waybills should not be prepared to cover detention to Mechanical Refrigerator Cars. See Rule 1185.

1210. Disposition of Charges Waybilled as Advances. Charges waybilled as advances under provisions of these rules should be charged currently in Item 7 of daily or other period Balance Sheet, Form 309. At the close of the month, a statement of such charges should be prepared in triplicate on Monthly Report of Miscellaneous Icing and Detention Charges, Form 466, and the total thereof carried to Item 7 of Monthly Balance Sheet, Form 301. Two copies of Form 466 should be forwarded to Audit Office with Monthly Balance Sheet, Form 301, and a copy retained for station record.

1220. Icing Performed for Accredited Shippers. When shipping orders or shippers' instructions covering shipments made by accredited shippers listed in SFRD Circular No. 11 Series specify that such shippers shall be billed for the icing and salting service, the following endorsement should be placed on the revenue waybills in the space headed, “Instructions (Regarding icing, ventilation, heating, milling, etc.)”:

“Render bill for icing (and salting service)
against (Name of shipper and P O address)

.....”

The charges for such service should not be added to the

revenue waybills nor be covered by advances only waybills but should be reported to the Santa Fe Refrigerator Department by agents at stations where such service is performed. This is an exception to similar charges collectible from other shippers and consignees as provided in Rule 1150 and on other types of refrigeration service as provided in Rule 1200.

When the endorsement referred to above appears on waybills but the shippers are not Santa Fe accredited shippers as listed in SFRD Circular 11 Series, the charges for protective service performed on this line should be covered by advances only waybills to agents at points of origin which should be mailed direct to them by issuing agent. When the endorsement does not appear on waybills, issue advances only waybills to destination in accordance with Rule 1150.

Advances only waybills issued by agents to points of origin on this line, to cover protective service charges accruing in transit on shipments where the shippers desire to pay the charges or are not accredited to the carrier on whose rails the protective service was performed, should be reported and the charges collected.

1230. Identifying Charges on Waybills and Cross Referencing, Etc., Advances Only and Revenue Waybills. Refrigeration, icing and other charges, waybilled either as "Freight" or "Advances" as instructed in these rules, should be suitably identified on the waybill by showing the service or the tariff under which the shipment is moving. Also, when an advances only waybill is issued, the weight of the ice, rate per ton and its cost, should be entered in the "Weight," "Rate," and "Advances" columns. The advances only waybill and the revenue waybill should be cross referenced one to the other, and the cost of service, separately waybilled as advances, shown on the revenue waybill in the space provided at bottom of Form 1828 (large), or in the "Description, etc." space on Form 1829 (small), and both waybills securely fastened together. This handling is to insure collection of all icing charges due at time shipment is delivered. Reference to round advances only waybills covering detention collected at origin however, should not be shown on revenue waybills, but endorsement as instructed in Rule 1180 should be placed thereon.

When a car is moving on a non-revenue car movement waybill (See Rule 510), the advances only waybills covering icing or other services should be cross-referenced with and attached

to the car movement waybill and cost of the service shown on the car movement waybill the same as though it were the revenue waybill. In such cases, reference to the service or tariff under which the shipment is moving, and the stated refrigeration and icing instructions, should be entered in the "Instructions" block on the car movement waybill.

1235. Perishable Shipments Accorded Transit Privileges.

When a shipment is forwarded from transit point full reference to inbound waybill, including car initial and number, weight and rate paid in, protective services performed and charges therefor, as well as any additional instructions accepted at the transit point should be shown on the revenue waybill.

Movements to and from the transit point, respectively, will be considered as separate shipments in applying the provisions of the Perishable Protective Tariff unless the movement is under exceptions to Rule 145, in which case the remainder of the through Perishable Protective Service charges should be entered in the "Freight" column of the waybill.

1240. Top and Body Icing of Cars. When shipment moves under top or body icing service under provisions of Rule 242 of the Perishable Protective Tariff, any quantity of ice placed in body of the car by shipper in excess of the maximum provided should be charged for on basis of the freight rate applicable on the lowest rated commodity contained in the car and charges added to the "Freight" column of the revenue waybill.

The correct charges, as provided in Rule 242, based upon the amount of ice used, plus the cost of ice used, when supplied by carrier, should be added to the "Freight" column of the revenue waybill.

It should be determined beyond reasonable doubt that the top or body ice weight information as furnished by shipper is representative of the ice in body of car.

When shipper cools car by placing ice in the body of the car, the ice, if not consumed, should be removed therefrom by shipper prior to tender of the shipment for transportation, and the charge for such cooling should be entered in the "advances" column of the revenue waybill.

Charges for retop ice, per Perishable Protective Tariff Rule

248, should be billed on an advances only waybill by the agent where the ice is supplied.

1250. Icing Shipments Waybilled Not to Reice. When shipments are reiced for their preservation, the cost therefor should be waybilled, unless you are positive that the reicing was made necessary by delays chargeable to the Company. This is in addition to any icing charge that may have been made under Rule 1200.

1260. Icing and Inspection Stations. For information regarding regular and emergency icing and inspection stations, see circulars issued by the Santa Fe Refrigerator Department. When icing is required at an emergency icing station, the agent at that station should be notified by telegram of the number of cars to be iced.

Agents at icing stations should keep a complete file of all issues that govern waybilling the cost of icing, reporting to Manager of the Refrigerator Department amount of ice used, etc. Station records of perishable freight required by the Refrigerator Department should be carefully maintained.

1270. Payment for Ice and/or Salt Purchased from Ice Companies or Cold Storage Plants. Station drafts should not be issued under any circumstances for ice and/or salt purchased from a local ice company or cold storage plant. In such cases, station requisition should be made on the Store Department and sent to Superintendent for approval, with ice company's invoice attached. The Superintendent in turn will pass to the Store Department for issuance of voucher in favor of the ice company. When ice and/or salt is purchased from an off-line ice company or cold storage plant, the invoice should be sent to Manager, Santa Fe Refrigerator Department at Chicago, who will issue voucher in payment therefor. It should be understood that the published tariff charges applicable for the service requested by shipper, regardless of the rate charged per hundred pounds by the ice company, should be waybilled as freight or advances in accordance with the rules in this section, the same as if the ice and/or salt were supplied by this Company.

1280. Prepayment or Guarantee of Charges on Certain Perishable Shipments. Where tariffs require prepayment or guarantee of charges on certain fruits, melons, grapes and vegetable shipments, you should see that such tariff provi-

sions are complied with. If shipper is not bonded, as ascertained from Treasury Department's list of shippers who have executed bonds, shipment should be prepaid. Where charges on shipments are guaranteed, there should be no failure to apply the stamp in the body of the revenue waybill reading:

“Shipper guarantees charges if shipment refused and no carriers liability, to original destination or destination to which shipper diverts.”,

or to make the same notation on the revenue waybill if the number of shipments handled does not justify use of stamp. This is important, as otherwise this Company could be held liable in case shipment was refused, even though the shipper had been relieved of responsibility by acceptance of diversion by consignee or other party.

1290. Adjustment of Icing and Other Miscellaneous Charges. If it is found at destination that the amount of icing or other miscellaneous charges waybilled as advances is incorrect, the correct charges should be collected and adjustment made as provided in Rules 2330 to 2360 inclusive. In such cases, forwarding agents should make corresponding adjustment in miscellaneous charges, by adding to, or deducting from, current Form 466, showing full explanation of changes.

1300. Protective Service Against Cold. Agents at points where heater service is authorized should place a notation on waybills, preferably by rubber stamp, showing name of station, and date heaters were installed. Agents at points where heaters are removed should likewise stamp or write such information on the waybill. This is important in determining the proper charges at destination.

Advances only waybills should be prepared to cover heater fuel furnished and services performed under Rule 510 and detention charges which accrue under the provisions of Rule 530 of the Perishable Protective Tariff. Such advances only waybills should be cross referenced with the revenue waybills and securely attached thereto.

When perishable shipments, such as bananas or coconuts, are accompanied by an attendant who orders heaters installed and removed, the heater charges are based upon the time heaters remain in the car. It is important that notations be made on the waybill showing date, time and point where heaters are installed or removed.

**COMPANY MATERIAL AND EQUIPMENT, CONTRACTORS'
MATERIAL, ETC.**

1310. Waybilling Company Equipment and Material—General. Company equipment as described in Rule 5460 originating at and destined to Santa Fe lines' destinations should be forwarded on empty car card form or non-revenue waybill as outlined in Transportation Department Circular No. 210 Series.

No billing of any kind should be made to cover the movement of Company material in a work train.

Company material not moving in a work train, should be waybilled to the point to which the freight belongs, thus:

“The AT&SF Ry Co., Care

Actual or estimated weights should be obtained from the department making the shipment, or from the standard weight list furnished by the General Storekeeper, and entered in the “Weight” column of the waybill. Care should be used to show requisition numbers in the “Description of Articles” column of the waybill when shown on the shipping order.

Company Material Waybill, Form 1836, should be used for waybilling Company material described in Rule 5460, including shipments covered by Rules 1320 to 1340, inclusive, under the provisions and **EXCEPTIONS** shown in the following tabulation:

- (1) Waybill, freight delivery receipt and memorandum copies should accompany the freight and the consignee's shipping notice should be detached by the waybilling agent and mailed promptly to the consignee at the waybilled destination. The last copy should be retained as a station record.
- (2) Form 1836 waybills that **do not carry freight, advances or prepaid charges** should be numbered in a separate series, prefixed with the letters “CM”, commencing with the number 1 on January 1 of each year.
- (3) Form 1836 waybills that **carry charges** should not be numbered in the “CM” series. They should be numbered in the same series as commercial waybills.

EXCEPTIONS: Regular commercial form waybills, numbered in the commercial series, should be

used for waybilling shipments through to destination at full commercial charges for all,

- (1) Material purchased from local concerns in California for shipment to points outside California,
- (2) Material purchased from local concerns in Missouri for shipment to points outside Missouri,
- (3) Materials purchased from local concerns in Texas for shipment to points outside Texas,
- (4) Company material or equipment billed to points on foreign roads. See Rule 1350,
- (5) Pullman car wheels. See Rule 1360,
- (6) Contractor's material. See Rule 1370.

See Rules 1820, 5470 and 5480.

1320. Company Material Received from Connecting Lines.

When Company material or equipment is received from a foreign road on a transfer freight bill, the charges accruing to the junction, based on division of the through rate, should be waybilled as advances, but no charges should be waybilled in the freight column, except as provided in Rule 1340.

Waybills covering rebilled Company Material should carry complete reference to inbound waybills.

1330. Charges Paid to Connecting Lines. Charges paid to connecting lines on shipments of Company material or equipment, including switching and other charges, should be waybilled as advances regardless of the fact that absorption of switching charges is authorized in connection with commercial shipments.

1331. Company Material Handled by Highway Truck Lines.

Charges of highway truck lines for handling Company material to destination or to a rebilling station, should be disposed of in accordance with following paragraphs (1) and (2), except as provided in the "Exception" at the end of this rule:

- (1) When the shipment is handled to destination and delivered direct by the truck line to the Store Department Warehouse or other Company facility, destination agent should first ascertain that the original freight bill bears receipt for the material by the officer or employe taking delivery and then issue station draft in payment of the truck line charges. When the material is turned over to

the agent for delivery by him to the consignee, the truck line charges should be paid by station draft at the time shipment is received and the agent should then obtain the consignee's receipt for the material on the truck line freight bill. After payment has been made, destination agent should issue an advances only waybill for the amount of the charges to the Store Department Agency, attaching copy of the truck line freight bill securely thereto.

(2) When the shipment is received from a truck line at an intermediate station for rebilling to another destination, agent at the rebilling station should pay the truck line charges by station draft and waybill the amount as advances, attaching a copy of the truck line freight bill securely to the waybill. Destination agent should forward the waybill to the Store Department Agency in accordance with Rule 5470, with the copy of the truck line freight bill attached thereto.

Exception: The procedure outlined in numbered paragraphs (1) and (2) of this rule does not apply to shipments of Company material handled in coordinated rail-truck service by the Santa Fe Trail Transportation Company.

1335. Material Purchased Locally by the Company. In addition to the shipments covered by Rule 1340, Company material that is purchased by the Company from local business concerns and billed to destination with commercial freight charges in accordance with orders of the Purchasing Department, or for other reasons, should be waybilled on Company Material Waybill, Form 1836, except that commercial form waybills should be used when the charges are prepaid by the shipper. All waybills carrying freight, advances or prepaid charges should not be reported by destination agents but should be mailed promptly to the Store Department Agency, as provided in Rule 5470. See Rule 1310.

Exception: Company material purchased from local concerns in California for shipment to points outside California, or, such material purchased from local concerns in Missouri for shipment to points outside Missouri, or, such material purchased from local concerns in Texas for shipment to points outside Texas, should be waybilled on commercial form waybills with full commercial charges to destination. Such

material should be delivered to us by local firms on regular commercial bills of lading.

1340. Hay and Feed Consigned to Company Feeding Stations. Shipments of hay and feed consigned to Company live stock feeding stations, should be waybilled on Company Material Waybill, Form 1836 at full commercial rates. Waybills covering such shipments should be revised by destination agents, and mailed promptly to Store Department Agency for reporting, in accordance with Rule 5470.

Agents at California, Missouri and Texas stations also see **Exception** at the close of Rule 1335.

1350. Material for Repair of Santa Fe Cars by Foreign Roads. Material shipped by this Company for repair of Santa Fe cars on foreign roads should be waybilled on commercial form waybills at commercial rates. Notation should be made on such waybills "For repair of Car.....," showing initials and number of the car for which repairs are intended. Junction agents should be careful to transcribe this notation to the transfer freight bill in case a shipment of this kind is re-billed. See Rule 2200.

1360. Pullman Car Wheels. Shipments of Pullman car wheels should be waybilled on commercial form waybills at full commercial rates, to the Pullman Company, in care of the proper officer of that company, or of the railway company. See Rule 2500.

1370. Contractors' Material. Contractors' material should be waybilled on commercial form waybills, also at full commercial rates, unless free movements or reduced rates are prescribed in Traffic Department special rate orders, and should be consigned to the Company in care of, or notify, the contractor. The articles shipped should be clearly specified, avoiding use of general terms. In waybilling cars, the kind should be specified, as bunk car, cook car, etc. Instructions in Rule 1330 should be observed if switching or other charges are paid to connecting lines. See Rule 4090.

COTTON

1380. Waybilling—General. Blue waybill, Form 1847 or 1847-A, should be used for waybilling cotton, and agent's consecutive bill of lading number, the total number of bales it covers, and the marks in full as shown on bales and bills of

lading, should be shown thereon. All waybills covering cotton should show the seven-digit commodity code number. When more than one waybill is required to complete a bill of lading lot, the exact average weight per bale for the entire lot should be applied to the number of bales listed on each waybill to obtain the weight of each waybill lot, and the charges should be waybilled accordingly. When two or more bill of lading lots are listed on one waybill, one double typewriter space should be left blank between the billing for each of these lots.

Waybills for cotton shipped to ports for movement by water should show name of steamship line, contract number and pier number, if shown on bill of lading, but name of steamship should not be shown on bill of lading or waybill.

If cotton is compressed, the word "Compressed" should be written on face of waybill, and if it is to be compressed in transit, name of compress station should be shown. If cotton is to go through uncompressed, the notation "Through Flat" should be shown on the waybill.

Waybills should show the kind of weights used, as authorized in tariffs or in other Traffic Department publications, for example, whether compress weights, shipper's sworn weights, public weigher's weights or estimated weights.

1390. Waybilling Compress Charges on Cotton Waybilled from Compress Point. In waybilling from compress stations, cotton on which carrier pays compress charges under tariff authority, the compress charges should be entered in the "Advances" column of the revenue waybill, and the difference between the through charges and the compress charges, or such part of the compress charges as is authorized to be absorbed, should be entered in the "Freight" column. The notation "Compress Charges," should be shown opposite the amount waybilled as advances. See Rules 1000 and 1020.

1400. Waybilling Compress Charges on Cotton En Route on Through Waybills. When cotton on which carrier pays compress charges under tariff authority, is stopped en route to be compressed, agent at compress station should make an advances only waybill for the compress charges, and correct the freight charges on the revenue waybill to the difference between the through charges and the compress charges, or such part of the compress charges as is authorized to be absorbed. The revenue waybill and advances only waybill should be cross

referenced and securely fastened together. The notation "Compress Charges," should be shown opposite the amount waybilled as advances. See Rules 1000 and 1020.

1410. Waybilling Compress Charges on Round Bale Cotton. Round bale cotton is compressed to high density at the gin. When tariff authorizes payment of compress charges on round bale cotton to gin operator, such charges should be waybilled in the same manner as provided in Rule 1390.

1415. Waybilling Cotton Moving to Transit Point by Motor Vehicle (Kansas, New Mexico, Oklahoma and Texas). Where Santa Fe tariffs authorize allowance to warehouse company, consignor or owner for performing or furnishing transportation service to transit point on cotton, local waybill should be issued showing in the "From" block, the actual origin point and the billing point where cotton is received and bill of lading accepted. Combination waybill-freight bill Form 1833 may be used for this traffic. Transportation service to the transit point must be covered by rail bill of lading bearing endorsement that the cotton it covers is in possession of the compress or warehouse and be supported with a list of the individual bale tag numbers. When tariff provisions have been met, allowance should be paid by station draft, or if patron elects to deduct allowance when paying transportation charges, the amounts paid by draft or deducted from freight bills should be carried as cash items on uncollected report Form 465. At close of month, agent should prepare statement on Form 439 of allowances paid or deducted from freight settlements showing full waybill reference and forward to Superintendent by Form 1862-A in line with instructions in Rule 3300.

**CARD WAYBILLS, CONDUCTORS' WAYBILLS AND
SPECIAL ENVELOPES**

1450. Use of Cotton Card Waybill, Form 1855-A. In lieu of preparing car movement waybills on standard waybill form as provided in Rule 510, Blue Card Waybill, Form 1855-A may be used for the movement of compressed cotton billed through via Santa Fe lines to the following points:

Galveston, Houston or Texas City, Texas; Los Angeles Harbor (including East San Pedro and Wilmington), Long Beach, Oakland or San Francisco, California.

Agents issuing such card waybills should show thereon in spaces provided all information necessary to movement and delivery of the shipments.

Form 1855-A is consecutively machine numbered and should be issued in numerical order. A supply of the form is kept in Audit Office and will be furnished upon request to agents at compress points. See Rules 1470, 1480 and 1500.

1470. Reporting Cotton Card Waybills Forwarded. Cotton card waybills, Form 1855-A should be listed by forwarding agents currently, in numerical order, on a separate freight forwarded report, Form 305, showing the card waybill number, date issued, car number and initials and station to which car is carded. Such reports should be retained by forwarding agents throughout the month and mailed to Audit Office with regular freight forwarded report for the last day or other reporting period of the month.

In case a Form 1855-A is spoiled, the word "Canceled" should be written across the face thereof and the card waybill included in the report in regular order and attached thereto, the word "Canceled" to be shown opposite the card waybill number in the "Station to" space.

When no Forms 1855-A are issued during the month, at a station where the form is in use, a Form 305 bearing notation "No Forms 1855-A issued during (name of month)" should be enclosed with last regular freight forwarded report for the month.

1480. Cotton Card Waybills Received. Cotton Card Waybills, Form 1855-A should not be reported on freight received report, Form 309. The agent who receives a cotton card way-

bill should enter reference to the revenue waybill thereon in space provided and forward the card waybill to Audit Office with freight received report in which the revenue waybill is included. When a car contains cotton covered by more than one revenue waybill, reference to one of the revenue waybills should be shown on the card waybill.

1500. Mailing Revenue Waybills for Compressed Cotton Forwarded on Card Waybills. When compressed cotton is forwarded on Card Waybill, Form 1855-A, the revenue waybill (or waybills) therefor should be enclosed in special envelope, Form 1866 or 1866-A and forwarded under register to the station to which car is carded, **by first train mail possible after departure of car.**

1510. Conductor's Waybill, Form 1854. Conductor's Waybill, Form 1854 is for use by conductors only, in the movement of freight from non-agency stations. Such waybills should be issued in triplicate by conductor, who should deliver the original with the shipping instructions, to first station where agent or other qualified employe is on duty, or first convenient agency station under operating rules, for issuance of revenue waybill, mailing duplicate to Audit Office and retaining the triplicate for his record. Conductors' waybills should be filed with shipping orders at the station where the revenue waybill is issued. See Rules 820 and 1770.

PREPAID ONLY WAYBILLS

1640. Use of Prepaid Only Waybills. Transfer of credits between Santa Fe lines' stations, due to correction of errors in prepaid and advances, prepayment in transit, transfer of ocean charges, etc., should be accomplished in all cases by use of prepaid only waybills. Prepaid only waybills should not be issued to stations on foreign roads, except under the following circumstances:

(1) When a through export bill of lading provides for prepayment of both inland and ocean charges, and the ocean charges cannot be determined at the time the shipment moves, such charges, when determined, should be transferred to the agent of the seaboard carrier by prepaid only waybill, whether the shipment is waybilled through, or rebilled in transit.

(2) When a collect shipment is reconsigned, and the reconsigning instructions provide that all charges are to be prepaid, or a prepaid shipment is reconsigned, and the instructions provide that all charges to the new destination are to be prepaid, the amount necessary to comply with such instructions should be collected, and a prepaid only waybill issued therefor to the new destination by the collecting agent, which in addition to showing the amount collected, should be endorsed "To Be Prepaid."

(3) When a shipment is reconsigned en route, from a station to which prepayment is not required, to (a) a non-agency station, (b) an agency station requiring prepayment, (c) a point in a foreign country requiring prepayment, or (d) from a prepaid station to another prepaid station taking a higher rate, the full or additional amount necessary to prepay the charges from origin to destination should be collected, and a prepaid only waybill issued therefor to the new destination by collecting agent, which in addition to showing the amount collected, should be endorsed "To Be Prepaid."

(4) When a patron desires to prepay the charges on a shipment, either fully or in part, at a point en route, a prepaid only waybill for the amount collected should be issued to the waybill destination by the collecting agent. When it is the intention to fully prepay the charges, the prepaid only waybill, in addition to showing the amount collected, should be endorsed "To Be Prepaid." When the

collection is to apply in partial prepayment, the prepaid only waybill should be endorsed "To Apply."

See Rule 3680.

1650. Preparation of Prepaid Only Waybills. When charges are adjusted as provided in Rule 1640, a separate prepaid only waybill should be issued for each shipment involved. Care should be used in preparing a prepaid only waybill to insure that all information essential to proper application of the credit by destination agent is properly shown thereon, including correct reference to the revenue waybill affected, also the initials and number of the car when a carload shipment is involved.

When the revenue waybill is in possession of the agent issuing the prepaid only waybill, the two waybills should be cross referenced and securely fastened together, otherwise the prepaid only waybill should be mailed promptly to agent involved. If in any case reference to the revenue waybill cannot be shown on a prepaid only waybill, all available information that will assist the receiving agent in locating the revenue waybill and making proper disposition of the credit, should be shown thereon under "Remarks."

1660. Refund of Overcharges. When a prepaid only waybill is received and the amount thereof is to be refunded, notice should be sent promptly to the party who paid the charges, with request for presentation of the original paid freight bill or bill of lading, whichever bears receipt for the charges collected, and upon presentation of such document, the refund should be made and endorsed thereon. When refund is made in cash, payee's receipt should be obtained in the space provided on the prepaid only waybill. Amounts of \$1.00 or more should be refunded by station draft, in which case endorsement should be made in the "Receipt" space "Refund made by station draft No....." When the paid document cannot be obtained, Rule 1690 should be complied with.

1670. Applying Credits on Uncollected Charges. When a prepaid only waybill is received, and the charges to be adjusted thereby have not been collected, the credit obtained by reporting the prepaid only waybill should be applied on the uncollected charges. In such cases, the "Certificate" on the prepaid only waybill should be filled out and signed by receiving agent, and reference to the prepaid only waybill should be shown on the freight bill and station record copy thereof.

1680. Insufficient Information on Prepaid Only Waybills.

If unable to apply the credit received on a prepaid only waybill because of insufficient or erroneous information thereon, the waybilling agent should be asked to furnish the necessary information promptly. If such information is received and the credit is applied, waybilling agent's letter should be attached to the prepaid only waybill and forwarded to Audit Office therewith, when the waybill is reported on Freight Received Report, Form 309.

1690. Reporting Prepaid Only Waybills When Unable to Refund. Reporting of a prepaid only waybill may be delayed not to exceed thirty days after date received, when necessary in connection with application of the credit. If the amount cannot be refunded or the credit applied at the end of that time, an amount equal to the prepaid should be entered in the "Freight" column of the prepaid only waybill, which should then be reported on daily or other period Freight Received Report, Form 309 with both freight and prepaid charges. In such cases, the reason why the credit was not applied and the name and complete address of the party entitled to the refund, should be shown on the prepaid only waybill under "Remarks." Care should also be taken to show the freight bill number covering the prepaid only waybill in space provided thereon in all cases. When a carload shipment is involved, the initials and number of the car should be added to the prepaid only waybill in space provided, if omitted by issuing agent.

1700. Refunding After Prepaid Only Waybill is Reported.

If the paid freight bill or bill of lading is presented for refund after a prepaid only waybill is reported in accordance with Rule 1690, a waybill correction should be issued voiding the charges, and refund should be made as provided in Rule 2760.

1710. Recording Adjustments. When adjustment of charges is made by a prepaid only waybill, the issuing and receiving agents should show reference thereto on the station copy of the revenue waybill, or the station record copy of the freight bill, as the case may be.

FREIGHT FORWARDED REPORTS

1740. Freight Forwarded Reports — General. Local waybills issued should be reported on Form 305-A. Interline waybills issued should be reported on Form 305-C.

The reports should be prepared in duplicate, and the originals mailed to Audit Office in Envelope Form 422 at the close of each business day, or other reporting period. The duplicate copies should be retained for station record. See Rules 1850 and 3340.

Freight forwarded reports should be rendered for the same period as covered by Balance Sheet, Form 309. See Rule 3180.

1750. Preparation of Local Reports. Local waybills should be listed in numerical order, on the proper form as prescribed in Rule 1740. All information required by the forms, should be shown in spaces provided, including car initials and numbers for carloads and less carload shipments weighing 10,000 pounds or more. When revenue waybills covering multiple car shipments are reported, the lead car initial and number should be shown on the line with waybill reference, etc., and so many others should be shown in the car initial and number block of the next line. (On a 15 car shipment the second line would read "and 14"). "Trk" should be shown in the car initial block for **all shipments of cotton handled by truck** regardless of weight. In reporting waybills covering astray or other non-revenue shipments, the notation "Astray," or other appropriate description, should be shown in the "Freight" column of the report. See Rules 1765, 1810 and 1820.

Total weight for each waybill should be reported on a hundredweight basis using one hundredweight for shipments weighing less than 100 pounds. Fractions of a hundredweight should be disposed of by reporting less than one-half at the lower number and one-half or more at the next higher number.

Freight charges to be reported in freight column should be the total of freight charges only, omitting refrigeration and miscellaneous charges which may also be included in the freight column of waybills.

The amounts reported in the "Advances" and "Prepaid" columns, should be the totals of corresponding columns of the waybills. The sheets should be numbered consecutively,

and the weight and revenue columns of each sheet footed separately. Waybills in the "UF" Series, issued in accordance with Rule 775, should be listed on a separate sheet of Form 305-A for each day or other reporting period regardless of whether or not they carry charges. Such sheet should be plainly marked "Unclaimed Freight" in the upper right hand corner. All information required by the form should be shown in the spaces provided and totals obtained. A recapitulation of the sheets should be made in numerical order on the last sheet of the report, and the totals obtained, after which agents' adjustments and corrections Form 476 should be reported in accordance with Rules 1790 and 2850, and the net totals obtained. To such totals should be added the totals of local reports made for non-agency stations, if any, as directed in Rule 1770, showing each non-agency station separately. The grand totals of advances and prepaid charges thus obtained should be entered in corresponding items of daily or other period Balance Sheet, Form 309.

1760. Preparation of Interline Reports. Interline waybills should be listed in numerical order, on the proper form as prescribed in Rule 1740, and the initials of destination road shown opposite each waybill number in the column headed "Series." All information required by the forms should be shown in spaces provided, including car initials and number for carloads and less carload shipments weighing 10,000 pounds or more. In reporting waybills covering astray or other non-revenue shipments, the notation "Astray," or other appropriate description should be shown in the "Freight" column of the report. See Rules 1765, 1810 and 1820.

Total weight for each waybill should be reported on a hundredweight basis using one hundredweight for shipments weighing less than 100 pounds. Fractions of a hundredweight should be disposed of by reporting less than one-half at the lower number and one-half or more at the next higher number.

Freight charges to be reported in freight column should be the total of freight charges only, omitting refrigeration and miscellaneous charges which may also be included in the freight column of waybills.

The amounts reported in the "Advances" and "Prepaid" columns should be the totals of corresponding columns of the waybills. The sheets should be footed and numbered consecutively, and a recapitulation made in the same manner as pro-

vided in Rule 1750, after which agents' adjustments, waybill corrections and corrections Form 476 should be reported in accordance with Rules 1790, 2780, 2810 and 2850 and the net total obtained. To such totals should be added the totals of interline reports made for non-agency stations, if any, as directed in Rule 1770, showing each non-agency station separately. The grand totals of advances and prepaid charges thus obtained should be entered in corresponding items of daily or other period Balance Sheet, Form 309.

1765. Reporting Waybills for Stop-off Shipments. Local and interline waybills prepared in accordance with Rule 1030 for shipments to be stopped in transit to partly unload, finish loading, etc., should be reported on freight forwarded reports as issued to the station shown in the final destination block of the waybill and **not** to the station where shipment is to be stopped as shown in the "waybilled to" block on the waybill.

1770. Reports for Non-Agency Stations. Separate reports of local and interline waybills made for each non-agency station should be rendered on proper forms as prescribed in Rule 1740. In preparing such reports, the number and name of the non-agency station should be shown in space provided for name of forwarding station, and the number and name of reporting station should be shown in upper left corner. The reports should be footed, and the totals thereof added to respective totals of agency station's reports. See Rules 1750 and 1760.

The name of the conductor, also number and date of Conductor's Waybill, Form 1854, should be shown just beneath each waybill entry on non-agency station reports, except if revenue waybill was delivered to conductor before the shipment was picked up, a notation to that effect should be made beneath the waybill entry. In case a conductor fails to furnish Form 1854 in accordance with Rule 820, a notation that conductor's waybill was not furnished, giving name of conductor, train number and date, should be made on the report beneath the waybill entry.

When no waybills are made for a non-agency station for which reports are rendered regularly, a separate blank report should not be made, but the name of the non-agency station should be shown at the end of the recapitulation sheet of the agency station report, with notation "No Business."

1780. Description of Freight. The seven-digit commodity code number as shown on the waybill, should be entered in the "Description of Freight" column on freight forwarded reports, for all shipments of 10,000 pounds (100 cwt.) or over. Shipments of less than 10,000 pounds, except cotton, should be shown as code number 47-111-10. **EXCEPTION:** In reporting shipments of cotton, both carload and less carload, instead of using the Standard Transportation Commodity Code number the following should be shown:

UBC (No of bales) For Uncompressed Cotton
 CBC (No of bales) For Compressed Cotton
 BBC (No of bales) For Burnt Cotton

For example: On a shipment of 102 bales of compressed cotton show: CBC 102.

These abbreviations should be shown for the following:

Abbreviation

ADVO	Advance only waybill
PPO	Prepaid only waybill
DHCO	Deadhead company shipments
DHA	Deadhead astray shipments
XT	Cross town switching moves
WC	Weight and charge movement waybills
SKIP	Waybill numbers skipped

1790. Correction of Errors in Reporting. If an error in entering or footing advances or prepaid charges on freight forwarded report is discovered after Balance Sheet, Form 309 has been rendered, the station copy of report on which the error occurred should be corrected, and reference noted thereon to the adjustment, which should be made by adding the amount of the error to, or subtracting from, the proper column of recapitulation sheet of current local or interline report, as the case may be. Such adjustments should show proper explanation of the error involved, including waybill reference when the error is in an entry. Adjustments to be added should be entered first, followed by deductions, and the net totals of the affected columns should be included in current Balance Sheet, Form 309. The original and intervening balance sheets should not be corrected. See Rules 1750 and 1760.

1800. Reporting Non-Revenue Car Movement Waybills Covering Carloads and Revenue Waybills Therefor. When non-

revenue car movement waybills are issued in accordance with Rule 510, the non-revenue and revenue waybills should be reported on the same date when possible. When not possible, the revenue waybill should be reported on the day issued as the first item on the report.

1805. Reporting Non-Revenue Trailer-on-Flat-Car Waybills and the Revenue Waybills therefor. When non-revenue waybills are issued in accordance with Rule 511 the non-revenue and revenue waybills should be reported on the same date when possible. When that is not possible, the revenue waybills should be reported on the day issued as the first items on the report.

1810. Non-revenue Waybills for Empty Cars. Non-revenue waybills covering empty cars issued under the provisions of Rule 560 should not be reported on freight forwarded reports.

1815. Non-revenue Car Movement Waybills for Solid Cars of Less Carload Freight. Non-revenue car movement waybills covering solid cars of less carload freight, issued under "MC" Series should not be reported on freight forwarded reports. See Rules 515 and 565.

1820. Non-Revenue Waybills for Company Material. Non-revenue waybills covering Company material, issued under "CM" Series, should not be reported on freight forwarded reports. See Rule 1310.

1830. Skipped Waybill Numbers. If a waybill number is skipped, it should be reported in regular order, and the word "Skipped" entered opposite thereto. See Rule 570.

1840. Waybill Canceled After Reporting. When a waybill is canceled after freight forwarded report has been rendered, the waybilling agent should change the destination of the waybill to read to his station, and report it on local freight received report. In such cases, the weight and freight charges on the waybill should be canceled, but any advances or prepaid charges thereon should be allowed to stand to offset previous reporting on freight forwarded report. The reason for cancellation should be fully explained on the face of the waybill, which should be forwarded to Audit Office with Form 309 on which reported.

1845. Receipts for Advances. Receipts for advances paid to other than agents of connecting lines, also authorities and

freight bills for rebilled shipments, should be maintained in proper order at the station for review by the traveling auditor.

1850. Enclosures to be Mailed with Reports. The following documents should be arranged in the order in which the waybills or corrections are reported, and enclosed with freight forwarded reports:

- (1) Copies of all interline waybills issued. See Rule 530.
- (2) Waybill corrections on advances and prepaid forwarded, also Form 476 corrections.

1855. Card Waybills, Form 1855-A. See Rule 1470.

1860. Government Freight Forwarded Reports. See Rule 5280.

FREIGHT RECEIVED REPORTS

1890. Freight Received Reports — General. Local waybills received should be reported on Form 309-A. Interline waybills received should be reported on Form 309-C.

The reports should be prepared in duplicate, the original of all reports should be mailed to Audit Office in envelope, Form 422, at the close of each business day or other reporting period and a copy of each retained for station record. See Rules 2040 and 3340.

Freight received reports should be rendered for the same period as covered by Balance Sheet, Form 309. See Rule 3180.

1900. Local Waybills — Order of Reporting. Local waybills should be sorted to Form 1610 origin station number and each origin station to waybill number order and reported in this order. No separation between carload and less carload is necessary. Car initial and number should be shown for each carload and less carload shipment weighing 10,000 pounds (100 Cwt.) or more. "Trk" should be shown for shipments of cotton handled by truck. On multiple car shipments, the lead car initial and number should be shown on the line with waybill reference, etc., and so many others should be shown in the car initial and number block of the next line. (On a 15 car shipment the second line would read "and 14") The total number of cars should not include cars added account of transloading. In the station from block, the station number should be shown for both carload and less carload shipments.

The seven digit Standard Transportation Commodity code number should be shown in "Description of freight." Commodity number 47-111-10 should be used for less carload shipments of less than 10,000 pounds (100 Cwt.). When reporting local waybills received, the commodity numbers should be changed on waybills before Form 309-A is prepared as follows:

Description	Special Commodity Code Number
Wheat, Transit	01-137-11
Wheat, durum, amber or red, Transit	01-127-21
Darso grain, Transit	01-136-16
Durro grain, Transit	01-136-21
Feterita grain, Transit	01-136-26

Grohoma grain, Transit	01-136-36
Kafir (kaffir) grain, Transit	01-136-41
Kaoliang grain, Transit	01-136-46
Kalo grain, Transit	01-136-51
Milo maize grain, dried, Transit	01-136-56
Shallu grain, Transit	01-136-61
Shrock grain, Transit	01-136-66
Egyptian wheat, Transit	01-136-71
Sorghum grain, nec, Transit	01-136-91
Raisins	20-341-91

In reporting shipments of cotton, both carload and less carload, instead of using Standard Transportation Commodity Code number the following should be shown:

UBC (No of bales) For Uncompressed Cotton
 CBC (No of bales) For Compressed Cotton
 BBC (No of bales) For Burnt Cotton

These abbreviations should be shown for the following:

Abbreviations	Description
ADVO	Advance only waybill
PPO	Prepaid only waybill
DHCO	Deadhead company shipments
DHA	Deadhead astray shipments
XT	Cross town switching moves
WC	Weight and charge movement waybills
SKIP	Waybill numbers skipped

Non-revenue car movement waybills covering merchandise cars and empty tank cars and Company Material Waybills should be handled in accordance with Rules 1970, 1975 and 1980.

1910. Preparation of Local Reports. After local waybills received up to close of the day or other reporting period (see exceptions in Rules 1690, 1990 and 2010) have been assorted as provided in Rule 1900, the waybills should be securely fastened together with pin or brad, and listed in that order on Form 309-A, as provided in Rule 1890. All information required by the forms should be shown in spaces provided, with weight shown in hundredweight. The initials and number of car and number of origin station along with the seven-digit standard transportation commodity code number in "Description of Freight" column. If a carload shipment was

transferred en route, the initials and number of original car should be entered first, and the car received at destination shown thereunder. On multiple car shipments, the lead car initial and number should be shown on the line with waybill reference, etc., and so many others should be shown in the car initial and number block of the next line. (On a 15 car shipment the second line would read "and 14"). The total number of cars should **not** include cars added account of transloading.

In reporting non-revenue waybills for Fred Harvey supplies, contractor's material, astray freight or car movement, the weight column of report should be left blank and the notation "FH," "Contr. Matl.," "Astray" or "Car Movement" should be shown in the "Freight" column thereof, as appropriate.

Only the net weight of revenue freight or the minimum weight on which freight charges are assessed (whichever is the higher) should be entered on the report.

The totals of the "Weight," "Freight," "Advances" and "Prepaid" columns on each waybill should be entered in corresponding columns of the report, except when a local waybill carries stated refrigeration charges in the "Freight" column, as provided in Rule 1140, the freight charges should be shown on the same line as the weight, and the refrigeration charges on the next line below, thus:

Freight	\$310.00
Refrigeration	40.00

The sheets should be numbered consecutively, commencing with number one on each reporting date, and the weight and revenue columns of each sheet footed separately. A recapitulation of the sheets should be made in numerical order on the last sheet of the report, and the totals obtained, after which agents' adjustments, local waybill corrections and Form 476 corrections should be reported (see Rules 1960, 2780, 2790 and 2850), and the net totals obtained. To such totals should be added the totals of local reports made for non-agency stations, if any, as directed in Rule 1940. The grand totals of freight, advances and prepaid charges thus obtained should be entered in corresponding items of daily or other period Balance Sheet, Form 309.

1920. Interline Waybills — Order of Reporting. In preparing interline waybills for reporting on interline freight received report, the waybills made by each foreign road should

be assembled separately, and arranged in AAR numerical road code order, after which waybills made by each road should be assorted into origin station number order and those from each station into waybill number order, regardless of date issued. See Rule 2010.

In applying this rule, waybills between points on the Santa Fe lines, when routed via a foreign road, should be treated as interline. See Rule 940.

Non-revenue car movement waybills covering merchandise cars and empty tank cars and Company Material Waybills should be handled in accordance with Rules 1970, 1975 and 1980.

1930. Preparation of Interline Reports. After interline waybills received up to close of the day or other reporting period (see exceptions in Rules 1690, 1990 and 2010) have been assorted as provided in Rule 1920, the waybills should be securely fastened together with pin or brad, and listed in that order on Form 309-C as provided in Rule 1890.

All information required by the forms should be shown in spaces provided, including car initials and numbers for carloads and for less carload shipments of 10,000 pounds (100 Cwt.) or more. If a carload shipment was transferred en route, the initials and number of original car should be entered first, and the car received at destination shown thereunder. When two or more cars are used for a carload shipment, the initials and number of each car should be shown. In reporting astray or non-revenue car movement waybills, the notation "Astray" or "Car Movement," as the case may be, should be shown in the "Freight" column of the report, but no weights should be shown. Only the net weight of revenue freight or the minimum weight upon which freight charges are assessed (whichever is higher) should be entered on the report.

Weight should be reported on basis of hundredweight. The totals of the "Weight," "Freight," "Advances" and "Prepaid" columns of each waybill should be entered in corresponding columns of the report. The sheets should be footed and numbered consecutively, recapitulation prepared and the totals obtained in same manner as provided in Rule 1910, after which interline waybill corrections and Form 476 corrections should be reported (see Rules 1960, 2780, 2800 and 2850),

and the net totals obtained. To such totals should be added the totals of interline reports made for non-agency stations, if any, as directed in Rule 1940. The grand totals of freight, advances and prepaid charges thus obtained should be entered in corresponding items of daily or other period Balance Sheet, Form 309.

1940. Reports for Non-Agency Stations. Waybills for freight consigned to non-agency stations should be reported for each non-agency, on separate local or interline freight received reports, as the case may be, by the first agency station beyond, following the reporting of waybills for freight consigned to the agency station. The number and name of each non-agency station should be shown in space provided for receiving station, and the number and name of reporting station should be **in upper left corner**, and the waybills for such non-agency station listed thereunder in the order provided in Rules 1900 and 1920. The totals of waybills reported for each non-agency station should be obtained and added to the respective totals of agency station report. See Rules 1910 and 1930.

1950. Description of Freight. Commercial shipments of 10,000 pounds or more, from one consignor to one consignee, whether based on actual or minimum weights, should be considered as carloads, and so reported on freight received reports. Commodity code number for the commodity comprising the major portion of the weight of the shipment, should be shown in the "Description of Freight" column, and the weight shown in the "Weight" column should be that on which the total freight charges were based.

All shipments of cotton, regardless of weight, should be designated as "Cotton," and the commodity code number and number of bales shown. All shipments of less than 10,000 pounds, other than cotton, should be considered as less than carload shipments and described as "Mdse."

1960. Correction of Errors in Reporting. If an error in entering or footing the charges on freight received report is discovered after Balance Sheet, Form 309 has been rendered, the station copy of report on which the error occurred should be corrected (see exception), and reference noted thereon to the adjustment, which should be made by adding the amount of the error to, or subtracting from, the proper column of

recapitulation sheet of current local or interline report, as the case may be. Such adjustment should show proper explanation of the error involved, including waybill reference when the error is in an entry. Adjustments to be added should be entered first, followed by deductions, and the net totals of the affected columns should be included in current Balance Sheet, Form 309. The original and intervening balance sheets should not be corrected. See Rules 1910 and 1930.

Exception: Errors in reporting or footing of amounts shown on Interline Received Form 309-C, discovered after Balance Sheet Form 309 has been forwarded, should not be adjusted by agents on subsequent reports. Audit Office will issue Form 311 showing changes made in reconciling the report. Agents should correct Form 309 reports as shown on Form 311 and carry corrected figures to Monthly Freight Report, Form 301.

1970. Non-Revenue Empty Car Waybills. Non-revenue waybills covering return movement of empty cars should not be reported on freight received report. Such waybills should be assembled in a separate group, plainly marked "Non-revenue empty car waybills" and forwarded to Audit Office with daily or other period freight reports. See Rule 2510.

1975. Non-Revenue Car Movement Waybills Covering Solid Cars of Less Carload Freight. Reference to one of the revenue waybills covering freight contained in the car should be endorsed on each original non-revenue car movement waybill covering a solid car of less carload freight, but these waybills should not be reported on freight received reports. Such waybills should be assembled in a separate package, plainly marked "Non-revenue Merchandise Car Waybills," and forwarded to the Audit Office with daily or other period freight reports. See Rule 2515.

1980. Waybills for Company Material. Waybills covering Company freight should be handled in accordance with Rules 5470, 5475 and 5480.

1990. Reporting Astray Waybills. In reporting astray waybills, reference to the revenue waybill should be shown thereon if possible, and reporting of such waybills may be delayed fifteen days pending receipt of the revenue waybill. If the revenue waybill has not been received at the end of that time, the

astray waybill should be reported with charges added thereto as provided in Rule 5750.

2000. Reporting Waybills When Freight is Short. If all or a part of the freight on a revenue waybill is short at destination, the waybill should be reported at once with full charges. When freight is short on an astray waybill, the same procedure should be followed in reporting the astray waybill as provided in Rule 1990. Also see Rule 5830.

2010. Reporting Non-revenue Car Movement Waybills Covering Carloads. Reporting of non-revenue car movement waybills covering carloads should be delayed until the revenue waybills are received. Any instance where the revenue waybill is not received within five working days after receipt of non-revenue car movement waybill, should be handled with waybilling agent, by telegram, and if not received within five additional working days a second telegram should be sent. If the revenue waybill is not then received within five additional working days, a third telegram should be sent "Personal," to origin agent, joint with the Audit Office, giving dates of previous telegrams. On local shipments, the second telegram should be made joint with Santa Fe Lines' superintendent having jurisdiction over the waybilling agent and the same procedure should be followed if a third telegram becomes necessary.

When the revenue waybill is received following the sending of joint telegram, the Audit Office should be informed promptly, so file may be closed. The non-revenue waybill should be securely attached to the revenue waybill, and waybills should be cross referenced as instructed in Rule 2170. See Rules 510 and 640.

2011. Reporting Non-Revenue Waybills Covering Trailers-on-Flat-Cars. Reporting of non-revenue trailer-on-flat-car waybills should be delayed until the revenue waybills are received. Any instance where the revenue waybill is not received within five working days after receipt of non-revenue trailer-on-flat-car waybill should be handled with waybilling agent, by telegram, and if not received within five additional working days a second telegram should be sent. If the revenue waybill is not then received within five additional working days, a third telegram should be sent "Personal," to origin

agent, joint with the Audit Office, giving dates of previous telegrams. On local shipments, the second telegram should be made joint with Santa Fe Lines' superintendent having jurisdiction over the waybilling agent and the same procedure should be followed if a third telegram becomes necessary.

When the revenue waybill is received following the sending of joint telegram, the Audit Office should be informed promptly, so file may be closed. The non-revenue waybill should be securely attached to the revenue waybill, and waybills should be cross referenced as instructed in Rule 2170. See Rules 511 and 645.

2015. Reporting Non-revenue Waybills Covering Part Lot Shipments. Each non-revenue waybill covering a part lot shipment billed in accordance with Rule 690 should be securely attached to the revenue waybill covering shipment. Reference to the revenue waybill should be entered on the non-revenue waybill which should then be reported on the next line beneath the revenue waybill.

2020. Comparing Reports with Form 450. Before mailing freight received reports to Audit Office, the total charges thereon as carried to the balance sheet should be compared with totals of Form 450, Record of Freight Bills Issued, for same period, and any differences reconciled. See Rule 2640.

2030. Showing Dates Waybills Were Received and Reported. The date reported should be shown with station dating stamp on the face of each waybill in the space provided in lower right corner. The date waybill was received should be stamped just to the left of the date reported.

2040. Enclosures to be Mailed with Reports. The following documents should be enclosed with freight received reports:

- (1) Local and interline waybills.
- (2) Waybill corrections and Form 476 corrections.
- (3) Report of Interline Waybill Corrections and Form 476 Issued on Interline Received Waybills, Form 309-F.
- (4) Thirty-six hour releases on live stock shipments.
- (5) Card waybills, Form 1855-A.

Care should be observed in mailing to see that waybills and

corrections are kept in the order in which reported. Live stock releases should be attached to the related revenue waybills.

2050. Government Freight Received Reports. See Rule 5350.

2060. Card Waybills, Form 1855-A. See Rule 1480.

REVISION OF WAYBILLS**GENERAL**

2090. Responsibility and Purpose of Revision. The law imposes upon carriers the duty of assessing and collecting transportation charges strictly in accordance with Classification and applicable tariffs. Responsibility for collection of the correct charges on both collect and prepaid shipments rests with the receiving agent. It is therefore very important that all waybills be carefully revised as soon as possible after received, and before freight bills are rendered to patrons. Every possible precaution should be taken to insure collection of proper charges initially, thus avoiding annoyance to patrons caused by undercharges and overcharges, and the additional work for all concerned when improper charges are collected.

2100. Revision and Correction of Charges. The description of articles, weight, rate, classification, extensions and footings on all waybills should be examined carefully, and errors in freight charges corrected in black ink on the face thereof, except when an error under \$1.00 is discovered on a waybill which clearly indicates that the shipment is fully prepaid, the freight charges should be increased or reduced to agree with the amount prepaid. Errors in advances and prepaid charges should be corrected only as provided in Rules 2230 to 2360 inclusive. If a combination rate is used, all factors should be shown on the waybill, also notation indicating points from or to which factors apply. See Rule 3505.

When the charges are changed in revising a waybill, care should be used to see that corrected figures are reported on Freight Received Report, Form 309. Corrections in charges after waybills have been reported should be accomplished by waybill corrections.

Check should be made to determine that advances only waybills covering miscellaneous charges have been cross-referenced with revenue waybills involved. Any missing cross-references should be made before waybills are reported.

2110. Authority for Rate. When the tariff rate, or a special rate, is quoted by the Traffic Department, complete reference to the quotation should be entered on the waybill, showing file number and date of special order, letter or telegram, also name of official from whom received.

2120. Missing Tariffs—Inability to Determine Rates. Way-

bills should not be passed without revision because the governing tariffs are not on file, or because of difficulty in interpreting the tariffs. In such cases, the Freight Traffic Department should be called upon promptly to furnish the correct rates. See Rule 2110.

2130. Misrouted Shipments. Charges should be assessed on a misrouted shipment on basis of rate applicable via the route of movement. When a shipment of this kind is received, prompt effort should be made to obtain from the agent responsible for the misrouting, his admission of the error and responsibility therefor, also either the original bill of lading, or an exact copy thereof. If such admission is received before the freight bill is presented for payment, collection should be made from the consignee of only the charges applicable via the correct route. A claim should be filed with Audit Office for relief of the amount not collected, supported by (1) the admission of error, (2) the original bill of lading, or an exact copy thereof, and (3) a full statement of the facts regarding the misrouting.

If the admission of error is not obtained before the charges are collected, the full amount applicable via the route the shipment moved should be collected, and an explanation made to the consignee that in case the misrouting is found to be due to carrier's error, refund will be made through claim channels. If payment in full is refused, delivery of the shipment should be withheld, and the Freight Claim Department notified.

2140. Carload Weights. When carload freight, other than that covered by weight agreements, or subject to tariff authorized weights, is not weighed on track scales, receiving agent should assess charges on basis of ten per cent above the stencilled weight capacity of the car, unless the consignee makes affidavit that his weight, or the shipper's weight, is less, and furnishes a detailed description of the contents of the car. In such cases, the consignee's statement should be verified by weighing a sufficient number of packages in the shipment to obtain a reliable average weight per package, which should be used to estimate the weight of the entire shipment. The charges may then be assessed on basis of such weight, observing the minimum weight prescribed by tariff.

When a car is weighed on track scales, either en route or at destination, the scale ticket should be securely pasted to the

waybill in space provided for gross, tare and net weights, using care to see that it is not placed over any essential information.

Agents at track scale stations should maintain duplicate scale tickets, or other permanent records, showing initials and numbers of all cars weighed, and the gross, tare and net weights thereof, whether destined to the weighing station, or to points beyond.

Additional instructions regarding carload weights contained in Transportation Department Circulars should be studied and applied in conjunction with Form 500 rules. See Rules 880 and 885.

Note: When freight charges are assessed on basis other than weight (such as board feet, etc.) that figure should be shown in the "Description of Articles, etc.," column of waybill, with net weight of revenue freight transported shown in the "Weight" column for statistical purposes. When charges are assessed on basis of weights, the actual net weight on which charges are computed should be the last figure shown in the "Weight" column.

2145. Trailer-on-Flat-Car Weights. Gross weight of freight, also of dunnage used, should be furnished by the shipper of TOFC freight and such weights should be used in computing freight charges unless estimated weights are authorized. In the absence of scale weights, or authorized estimated weights, shipper's certified invoice weights should be used. In case a shipment is check weighed and billed weight is found to be in error, weight should be corrected.

2150. Less Than Carload Weights. Freight charges on less than carload shipments should be assessed on (1) Railroad scale weights, (2) Weight and Inspection Bureau agreement weights, (3) Shipper's tested weights, or (4) Weights authorized by Classification or tariffs.

All less than carload freight billed at estimated weights should be weighed at destination, and when billed at shipper's tested weights, sufficient verification should be made to determine that such weights are approximately correct. Weighing at destination of less than carload freight billed at railroad scale weights, or weights authorized by Classification or tariffs, is not required.

If a part of a shipment requiring weighing at destination under this rule checks short, charges on the articles short

should be assessed on the billed weight, which should be corrected if necessary when such articles are received. See Rules 890 and 4060.

2155. Live Stock Weights—Furnishing Freight Bill Copies to Weighing and Inspection Bureaus. Rules relating to weights to be used in assessing freight charges on live stock, whether destined to or forwarded from market points, or moving from country points to country points, are specifically provided in published tariffs and should be strictly complied with by agents.

When shippers', consignees' or carriers' weights are accepted, agents should maintain a complete record showing (1) date and by whom weighed, (2) ownership of scale used, (3) number of drafts in which the shipment was weighed, and (4) the number of animals in each draft.

Destination agents should furnish district office of Weighing and Inspection Bureau having jurisdiction, a copy of freight bill covering each shipment of live stock (except shipments destined to or forwarded from primary or public live stock markets where arrangements are made for acceptance of hoof weights under supervision of Weighing and Inspection Bureau), showing thereon the following information:

- (1) Size and kind of car ordered.
- (2) Kind of live stock, i.e., stocker or other than stocker.
- (3) Kind of weights, i.e., hoof, track scale, etc.
- (4) Name of railroad and station where weights are taken.
- (5) If actual weight not obtained, a statement to that effect.

Such freight bill copies should be furnished to the Bureau in addition to the copies furnished in connection with shipments accorded transit privilege as provided in Rule 4870, and regardless of whether such privilege is involved. The copies should be forwarded currently with a suitable letter of transmittal, copy of which should be retained in station file. (Agents at points west of Albuquerque should furnish copies of freight bills covering feeder livestock to the office of the T.C.F.B. having jurisdiction.)

If freight charges are assessed on a weight furnished under the certificate plan, as outlined in the tariff rule governing movement of live stock between country points, the notation "Certificate Weight" should be placed on the freight bill copy. See Rule 450.

2160. Prepaid Shipments—Junction Agents. When a prepaid shipment destined beyond the junction point is delivered to a connecting line on a transfer freight bill, the full amount of the prepaid, whether more or less than the total freight and advances, should be paid to connecting line, and the total freight and advances should be collected. When a prepaid shipment destined beyond is received from a connecting line on a transfer freight bill, the procedure should be reversed.

2170. Non-Revenue Car Movement Waybills and Non-Revenue Waybills for Trailer-on-Flat-Cars. Non-revenue car movement waybills and non-revenue trailer-on-flat-car waybills should be cross referenced with the revenue waybills therefor, and all essential information including scale weights and trailer initials and numbers on the non-revenue waybills transcribed to the revenue waybills. See Rules 2010 and 2011.

2175. Surrender of Revenue Waybill to Another Carrier. When a car reaches destination on a non-revenue car movement waybill, and the revenue waybill is held by another carrier, the revenue waybill should be surrendered to the carrier performing the transportation service to destination, and the routing thereon corrected to agree with the routing on the non-revenue waybill via which the car actually moved.

When the revenue waybill is surrendered to another railroad under this provision, a copy thereof should be furnished to Audit Office with full particulars, so responsibility for the mishandling can be determined.

When one or more cars of a shipment moving in two or more cars are received by carrier holding the revenue waybill, and one or more cars covered by the revenue waybill reach destination on a non-revenue waybill and are handled by another carrier, the carrier holding the revenue waybill shall collect all charges. See Rule 510.

2180. Charges on Waybills Covering Company Freight. When a foreign road waybill covering Company freight (except any hay or feed shipments described in Rule 1340) is received, the destination agent should reduce the freight charges to the proportion accruing to the foreign road or roads up to the junction point where the shipment was delivered to this Company. If the proportion accruing to the foreign road or roads is not available, a copy of the waybill should be sent to the Freight Traffic Manager with request to furnish such information.

Waybills covering Company material originating at Santa Fe lines' stations that carry charges in the freight column, should be mailed promptly by destination agents to the Store Department Agency, as provided in Rule 5470, the same as all other waybills covering Company material that carry freight, advances or prepaid charges. **In no case should charges appearing on such waybills be eliminated by destination agents.** See Rules 1335 and 1340.

2190. Waybills for Confiscated Material. When material of any kind is confiscated, purchased, or taken over by this Company, the full commercial charges should be assessed thereon from point of origin to point where the material is taken into Company stock. If the freight charges are collectible in such cases, the waybill should be reported on freight received report by the agent at the point where the material is taken over. If the charges are not collectible, the waybill should be forwarded for reporting to the Store Department Agency as provided in Rule 5470, except if the waybill has been reported, the freight charges should be waybilled as advances to the Store Department Agency.

Demurrage, or other miscellaneous charges, accruing prior to the change in ownership, if not collectible, should be covered by an advances only waybill to the Store Department Agency.

2200. Material for Repair of Foreign Roads' Cars. Material shipped by owner roads for repair of their cars while on this Company's rails is subject to commercial rates.

When such shipments are handled by freight, the waybills should be forwarded to the Store Department Agency for reporting the same as Company material waybills carrying charges. See Rules 5470 and 5475.

When handled by express, all express charges should be handled in accordance with the provisions of Rule 5465.

2220. Government Freight — Revision of Waybills. See Rules 5320 and 5330.

ADJUSTMENT OF ADVANCES AND PREPAID CHARGES

2230. Errors in Prepaid—Local Waybills. Prepaid charges on a local waybill should not be changed in any case after the waybill has left the hands of issuing agent, except that errors in footing the prepaid column thereof should be corrected by destination agent, and waybilling agent

advised accordingly. If the prepaid on a waybill appears to have been changed before the waybill is received at destination, the original amount appearing thereon should be reported on freight received report, unless the change is in footings only, or conclusive proof is shown on the waybill, or attached thereto, that the change was made by waybilling agent. Doubtful cases should be handled with waybilling agent by telegram. See Rules 2240 to 2270 inclusive, also Rule 2310.

2240. Under Prepayment Discovered by Destination Agents—Local Waybills. When a shipment received on a local waybill is under prepaid less than \$1.00, the freight charges should be reduced to the amount prepaid.

When the amount under prepaid on such a shipment is \$1.00 or more, and the waybill is endorsed "To Be Prepaid," or in terms having the same meaning, the charges should be considered fully prepaid, otherwise the consignee should be requested to present the original bill of lading. If such document is presented and (1) is found to be receipted as provided in Rule 220 for a sufficient amount to cover the full charges, (2) is endorsed "To Be Prepaid" or in similar terms, or (3) bears both such receipt and endorsement, and the shipper has not signed the "No Recourse" clause thereon, the charges should be considered fully prepaid. In such cases, the waybilling agent should be called upon for a prepaid only waybill to cover the amount under prepaid, except when the shipment originated on a foreign road and the amount involved is less than \$5.00, a relief claim should be filed with Audit Office therefor, which should be supported by the original bill of lading, unless the waybill is endorsed "To Be Prepaid." When a relief claim is filed for the under prepayment, Form 322 should be filled out as a notice only and mailed to connecting line's agent at the rebilling point.

When a shipment has been diverted or reconsigned, and the waybill or bill of lading is endorsed "To Be Prepaid," and the agent at diversion or reconsigning point has not issued a prepaid only waybill for the additional amount required, agent at final destination should consider the charges as fully prepaid only to the original destination as shown in the initial bill of lading.

If evidence of full prepayment cannot be obtained from the waybill or bill of lading as provided herein, the additional charges should be collected from the consignee.

When a prepaid only waybill is received to adjust an under prepayment, Rule 1670 should be complied with, except if the additional charges were collected, Rule 1660 should be observed.

When a shipment consigned to a non-agency station is waybilled "Collect" or insufficiently prepaid, the instructions in Rule 4470 should be observed. See Rule 3505.

2250. Advice of Under Prepayment Received from Waybilling Agents—Local Waybills. If advice is received from waybilling agent that a local shipment waybilled "collect" is fully prepaid, or that less prepaid was waybilled than collected, and the freight bill has not been paid, two freight bills should be prepared; one for delivery to the consignee on basis of the amount of prepaid actually collected, and the other for the amount of prepaid omitted from the waybill. The latter should be carried as uncollected until waybilling agent furnishes a prepaid only waybill, which when received, should be applied on the uncollected amount as provided in Rule 1670. In case the under prepayment was collected, Rule 1660 should be observed.

2260. Over Prepayment Discovered by Destination Agents—Local Waybills. When a shipment originating at a local station is over prepaid by \$1.00 or more, a prepaid only waybill for the excess amount should be made to the waybilling agent, except as provided in Rules 2310 and 5800. When the amount over prepaid is less than \$1.00, the excess amount should be absorbed by increasing the freight charges to agree with the amount prepaid. See Rule 3505.

When a local waybill covering a rebilled shipment originating on a foreign road is over prepaid by \$5.00 or more, a prepaid only waybill should be made to waybilling agent, except as provided in rules referred to herein. When the amount over prepaid is less than \$5.00, the excess amount should be absorbed by increasing the freight charges. In such cases Form 322 should be filled out as a notice only and mailed to connecting line's agent at rebilling point.

2270. Advice of Over Prepayment Received from Waybilling Agents—Local Waybills. If advice is received from waybilling agent that a local shipment is waybilled prepaid in error, or in excess of the amount actually collected, the amount due should be collected from the consignee, and a

prepaid only waybill mailed to waybilling agent for the excess prepayment. If such advice is received before delivery of the freight bill to the consignee, the original freight bill should be rendered on proper basis, otherwise a corrected freight bill should be made for the amount due. In such cases, the waybilling agent should carry the amount to be adjusted as uncollected until the prepaid only waybill is received, or relief is furnished.

If agent of a foreign road requests adjustment of an over prepayment on a local waybill covering a rebilled shipment, such adjustment should be made by issuing a prepaid only waybill to waybilling agent at the rebilling point. See Rule 2430.

2275. Request for Prepaid Only Waybill—Local Waybills. Request for prepaid only waybill should be checked at once and if found to be in order, prepaid only waybill should be furnished or declined promptly. When under prepayment is involved, the amount should be carried uncollected until cleared. When overpayment is involved, destination agent should issue correction to reduce freight charges where necessary. See Rules 2330 and 2340 covering advance charges.

2280. Under Prepayment Discovered by Destination Agents—Foreign Road Waybills. When a shipment received on a foreign road waybill is under prepaid less than \$1.00, the freight charges should be reduced to the amount prepaid. When the amount under prepaid is \$1.00 or more and the waybill is endorsed "To Be Prepaid" or in terms having the same meaning, the charges should be considered fully prepaid, otherwise the consignee should be requested to present the original bill of lading. If such document is presented, and (1) is found to cover the full charges, (2) is endorsed "To Be Prepaid," or in similar terms, or (3) bears both such receipt and endorsement, and the shipper has not signed the "No Recourse" clause thereon, the charges should be considered fully prepaid.

When a shipment is underprepaid \$1.00 or more and proper evidence of full prepayment as prescribed herein is obtained before the waybill is reported on Freight Received Report, Form 309, the prepaid should be increased on the waybill to cover the full charges and Form 322 should be issued covering the change, which should be plainly endorsed "Notice of Change in Prepaid". In such cases, the Form 322 should be

numbered in the regular series, but should not be taken into account as a waybill correction; one copy thereof should be mailed to waybilling agent, and the original and one copy attached to waybill and forwarded to Audit Office therewith when the waybill is reported.

When a shipment is underprepaid \$1.00 or more, and the proper evidence of full prepayment is obtained after the waybill is reported, the amount prepaid should be increased to cover the full charges by waybill correction, Form 322, which should be included in the accounts in the usual manner, one legible copy thereof to be mailed to waybilling agent, and original and one copy forwarded to Audit Office with report in which included. If the under prepayment was collected, Rule 2760 should be complied with, otherwise Rule 2770 should be observed.

When the amount under prepaid is sufficient to warrant, the waybilling agent should be notified by telegram, and a copy thereof should be attached to each copy of Form 322.

When a shipment has been diverted or reconsigned and the waybill or bill of lading is endorsed "To Be Prepaid," and agent at diversion or reconsigning point has not increased the prepaid charges on the waybill, showing authority therefor, or issued a prepaid only waybill for the additional amount required, the agent at final destination should consider the charges as fully prepaid only to the original destination as shown in the initial bill of lading. When a diversion involves only a change in route, the charges should be considered prepaid only via the original route, except when the change in routing is authorized by shipper executing the bill of lading.

When evidence of full prepayment cannot be obtained from the waybill or bill of lading as prescribed herein, the additional charges should be collected from the consignee.

When a shipment consigned to a non-agency station is waybilled "Collect" or insufficiently prepaid, the instructions in Rule 4470 should be observed. See Rule 3505.

2290. Notices of Under Prepayment Received from Foreign Roads. When notice of under prepayment is received from a foreign road before the waybill is reported on Freight Received Report, Form 309, and such notice is found correct, the prepaid on the waybill should be changed accordingly, and the foreign road correction notice pasted on the back of the waybill.

If such notice is received after the waybill is reported, and the amount is \$1.00 or more, adjustment should be made by Waybill Correction, Form 322, which should be included in the accounts in the usual manner, the waybill correction and foreign road correction notice to be fastened together securely and forwarded to Audit Office with report in which included. If the amount under prepaid was collected, Rule 2760 should be complied with, otherwise Rule 2770 should be observed. See Rule 3505.

2300. Over Prepayment—Foreign Road Waybills. Except as provided in Rules 2310 and 5800, when an over prepayment of \$1.00 or more is discovered on a foreign road waybill before the waybill is reported on Freight Received Report, Form 309, the prepaid thereon should be reduced to the amount necessary to cover the full charges. In such cases, Form 322 should be issued to cover the change, which should be plainly endorsed "Notice of Change in Prepaid" and handled in the same manner as provided in Rule 2280. When the over prepayment discovered is less than \$1.00, the amount should be added in the freight column of the waybill and marked "Excess Prepaid Absorbed."

If an over prepayment of \$1.00 or more is discovered after the waybill is reported, the amount prepaid should be reduced to proper basis by Waybill Correction, Form 322, which should be included in the accounts and copies mailed as provided in Rule 2280.

When notice of over prepayment is received from a foreign road, the same procedure should be followed as provided in Rule 2290, except if the correction leaves insufficient prepaid to cover the full charges, the balance due should be collected from the consignee. See Rule 3505.

2310. Excess Prepaid Due Consignee. When a waybill covering a shipment made by a transient shipper to himself is over prepaid, the receipt for prepaid charges on the bill of lading should be examined. If the amount receipted for agrees with the amount waybilled, the overcharge should be refunded and endorsed on the bill of lading, and receipt for the refund should be taken on the waybill. If the original bill of lading cannot be produced at the time shipment is delivered, the excess prepaid should be absorbed by adding the amount in the "Freight" column of the waybill. If the bill of lading is pre-

sented later, refund should be made by waybill correction, if in order.

2320. Prepaid Only Waybills. See Rules 1640 to 1710 inclusive.

2330. Errors in Advances Discovered by Destination Agents—Local Waybills. An amount waybilled as advances on a local waybill should not be changed in any case after the waybill leaves the hands of issuing agent, except that errors in footing the "Advances" column of the waybill should be corrected by destination agent, and waybilling agent advised accordingly. If the amount waybilled as advances appears to have been changed before the waybill was received at destination, the original amount should be reported on Freight Received Report, Form 309, unless the change is in footings only, or conclusive proof is shown on the waybill or attached thereto, that the change was made by issuing agent. Doubtful cases should be handled with waybilling agent by telegram.

When an error in advances representing rebilled freight charges is discovered before the waybill is reported on freight received report, the correct through charges should be collected from the consignee. In such cases the amount of the error in advances should be added to or deducted from the freight charges on the waybill and marked "Undercharge in advances," or "Overcharge in advances," as the case may be, except when the error involves an overcharge of \$5.00 or more in advances representing foreign line charges, notation should be made on the waybill, "\$..... overcharge in advances not collected from the consignee"; the amount should be carried as uncollected and waybilling agent called upon for a prepaid only waybill to cover.

When an error of \$1.00 or more is discovered in advances representing rebilled freight charges, after the waybill is reported, the amount should be added to or deducted from the freight charges by waybill correction, except that a prepaid only waybill should be obtained from waybilling agent to cover an overcharge of \$5.00 or more in advances covering foreign road's charges. If the waybill correction involves an undercharge, collection should be made from the consignee; in case of overcharge, if refund is involved, the provisions of Rule 2760 should be complied with, otherwise Rule 2770 should be observed. Also see Rule 2430.

When a prepaid only waybill is received to adjust an over-

charge of \$5.00 or more as described herein, Rule 1670 should be observed, except if the amount was collected, Rule 1660 should be followed. If a prepaid only waybill is not received in such cases after three requests have been made therefor, a relief claim should be filed with Audit Office for the amount, supported by copies of the requests.

Before correcting advances to basis of the correct through charges as provided herein, due precaution should be taken to ascertain that the differences do not involve miscellaneous charges such as demurrage, storage, feed, etc., which are collectible from the consignee in addition to the through charges. Apparent errors in advances covering such miscellaneous charges should be called to attention of waybilling agent, and handled as provided in Rule 2340 if adjustment is in order. See Rule 3505.

2340. Advice of Error in Advances Received from Waybilling Agents—Local Waybills. When advice of an error in advances on a local waybill is received from waybilling agent, the procedure should be as follows:

If insufficient advances were waybilled, and the charges on the shipment have not been paid, a new freight bill should be made for the correct charges, otherwise an undercharge freight bill should be prepared for the amount due. When the undercharge is collected, a prepaid only waybill should be sent to waybilling agent, who should carry the unadjusted amount as uncollected until the prepaid only waybill is received. In event the collection cannot be made, the amount should be carried until relief is furnished. See Rule 2430.

If excessive advances were waybilled, and the charges on the shipment have not been paid, two freight bills should be prepared; one for the correct charges due from the consignee, and the other for the amount of the overcharge, the latter to be carried as uncollected until a prepaid only waybill is received, which should be applied on the uncollected charges as provided in Rule 1670. If the overcharge was collected, Rule 1660 should be complied with.

If agent of a foreign road requests adjustment of an undercharge in advances on a local waybill covering a rebilled shipment, such adjustment should be made by issuing a prepaid only waybill to waybilling agent at the rebilling point.

2350. Errors in Advances Discovered by Destination Agents

—Foreign Road Waybills. When an error of \$5.00 or more in advances representing rebilled freight charges is discovered on a foreign road waybill before the waybill is reported on Freight Received Report, Form 309, the advances should be changed to proper basis on the waybill, and the correct through charges collected from the consignee. In such cases, Form 322 should be issued, showing the advances as waybilled and as corrected. The Form 322 should not be taken into account as a waybill correction, but should be plainly endorsed, "Notice of Change in Advances". One copy should be mailed to waybilling agent and the original and one copy attached to waybill and forwarded to Audit Office when waybill is reported.

When a similar error of less than \$5.00 is discovered before the waybill is reported, the correct charges should be collected from the consignee, and the amount of the error added to or deducted from the freight charges on the waybill, and marked "Undercharge in advances," or "Overcharge in advances," as the case may be.

When an error of \$1.00 or more in advances representing rebilled freight charges is discovered after the waybill is reported, adjustment should be made by waybill correction, which should be included in the accounts in the usual manner. If the amount involved is \$5.00 or more, Form 322 should be issued correcting the advances to proper basis; the original thereof should be mailed to waybilling agent, and two copies to Audit Office with report in which included. If the amount is less than \$5.00, Form 322 should be issued, increasing or reducing the freight charges to adjust the error in advances, the original only to be forwarded to Audit Office with report in which included. In either case, if the correction involves an undercharge, the amount should be collected from the consignee. If an overcharge results and refund is involved, Rule 2760 should be complied with, otherwise Rule 2770 should be observed. Also see Rule 2430.

Before correcting advances to basis of the correct through charges as provided herein, due precaution should be taken to ascertain that the differences do not represent miscellaneous charges such as demurrage, storage, feed, etc., which are collectible from the consignee in addition to the through charges.

Errors in advances representing miscellaneous charges named in published tariffs may also be adjusted as provided herein, except errors of less than \$5.00 should be handled in

the same manner as errors of \$5.00 or more, when such charges are covered by advances only waybills. Errors in advances covering miscellaneous charges, other than those named in published tariffs, should not be adjusted except on authority of Audit Office, or waybilling carrier.

In case advances covering miscellaneous charges are reduced or eliminated from a waybill before it reaches destination, the advances should be restored and the full amount thereof collected and reported, unless specific authority has been furnished for the change or is clearly shown on the waybill. See Rule 3505.

2360. Notices of Change in Advances Received from Foreign Roads. When notice of a change in advances is received from a foreign road before the waybill is reported on Freight Received Report, Form 309, and such notice is found correct, the advances on the waybill should be changed accordingly, and the correct charges collected from the consignee. In such cases, the foreign road correction notice should be pasted on the back of the waybill.

If such notice is received after the waybill is reported, and the amount is \$1.00 or more, adjustment should be made by Waybill Correction, Form 322, which should be included in the accounts in the usual manner, the waybill correction and foreign road correction notice to be fastened together securely, and forwarded to Audit Office with freight received report in which included. If the correction involves an undercharge, collection should be made from the consignee. If an overcharge results, and refund is involved, Rule 2760 should be complied with, otherwise Rule 2770 should be observed. If refund is due, and cannot be made, the foreign road correction notice should be forwarded to Audit Office with advice to that effect, for handling through claim channels. Also see Rules 2430 and 3505.

FREIGHT BILLS

2390. Freight Bills for Freight Received. All freight bill forms for freight received, both carload and less carload, include at least three basic parts, (1) the original freight bill, (2) a freight delivery receipt and (3) a station record copy. Forms are provided which contain additional parts such as a cashier's stub, one or more memorandum copies, etc., for use according to the requirements of individual stations.

(1) When payment is received the original freight bill should be receipted and delivered to the consignee, (2) at the time of delivery of less carload freight, trailer-on-flat-car freight or carload shipments which are to be unloaded on public delivery tracks, consignees should be required to sign freight delivery receipts, which should be properly dated, (3) station records should be filed in numerical order.

When no cashier's stub is provided, delivery receipts should be used as a basis for cash book entries and filed in the order of entry. When cashiers' stubs are provided they should be filed in support of cash book entries and delivery receipts filed in convenient order for reference purposes.

2400. Preparation of Freight Bills for Freight Received. Freight bills should be prepared and dated on the same day shipments are received, after the waybills are revised in accordance with Rule 2100. Freight bills should be numbered consecutively, commencing with number one on the first day of each month. A separate freight bill should be prepared for each consignment, except as provided in Rules 2480 and 2510, whether charges are collectible or prepaid, also for each astray, part lot, prepaid only or advance only waybill received.

When combination Waybill-Freight Bill, Form 1833 Regular is received by destination agent, and revision shows that waybill is correct as originally prepared, the freight bill parts should be detached and completed as follows: Enter freight bill date and number, total collectible freight charges, C.O.D. collections, if any, and total amount to collect in the spaces provided. In case the original waybill is changed, all freight bill parts should be destroyed and a new freight bill prepared in the usual manner.

The complete information shown on waybills should be transcribed to freight bills, except as provided in (7) below and in Rules 2450 and 5810. Particular care should be taken

to see that freight bills are accurate and legible. Names of consignor and consignee should be written in full. Station names should include the state and should not be abbreviated, except that recognized abbreviations may be used for names of states. In showing dates, recognized abbreviation may also be used for the month. In entering the information on freight bills, the following instructions should be carefully observed.

(1) The name of station issuing the freight bill, followed by the day, month and year issued, should be shown in the space at the top of the form above the space provided for the freight bill number.

(2) The final destination of the shipment should be shown in the space marked "Destination," if other than the station where the freight bill is issued, otherwise the consignee's street address or other information affecting delivery should be shown therein.

(3) The names or initials of all carriers participating in the haul from origin to destination, also the junction points, should be shown in space marked "Route."

(4) If shipment was rebilled en route, the point of origin, date of original shipment and previous waybill reference should be shown in spaces provided. If shipment was rebilled at a junction point, the number and date of connecting line's transfer freight bill should be shown in space headed "Connecting Line Reference."

(5) When a carload shipment has been transferred en route, the initials and number of both the original car and the car received at destination, should be shown in spaces provided.

(6) Care should be taken to see that a complete description of the shipment as shown on the waybill, is transcribed to the freight bill. See Rule 830.

(7) The weights and freight charges on less than carload shipments should be shown on freight bills in the same manner as prescribed in Rule 870. Amounts shown separately in the "Freight" column of the waybill, such as stated refrigeration charges, should be shown on freight bills in the same manner. For carload shipments, the gross, tare and net weights on which charges are assessed, should be shown in the body of the freight bill, and the net weight entered in the "Weight" column. No weights should be shown on freight bills for carload shipments in any case, except those on which the charges are assessed.

(8) When a shipment has been rebilled, and the inbound freight charges waybilled as advances, such amounts should be shown separately in the "Advances" column of the freight bill for each separately rated item. Miscellaneous charges such as demurrage, reconsigning, etc., waybilled as advances, should be entered separately on freight bills, showing the nature of each charge and the point where such charge accrued.

(9) When a shipment is fully prepaid, the weight, rate, freight and advances should be shown in columns provided, the same as for a "collect" shipment, and the amount of prepaid should be shown in space marked "Total Prepaid," the word "Prepaid" to be entered in the "Total" column, also in the space marked "Total to Collect." When the charges are only partly prepaid, the amount prepaid should be entered in space provided, and just beneath the total charges in the "Total" column. In such cases, the balance to collect should be entered in the space marked "Total to Collect."

(10) In preparing freight bills at destination for shipments stopped in transit to partly unload, finish loading, etc., only the name of the consignee at final destination should be shown in the "Consignee" space on the freight bill. Details of stops in transit should be shown in the body of the freight bill. See Rule 1030.

2410. Station Record Copies of Freight Bills. Notations as to condition of the freight, O.S.& D. report reference, record of freight arrival notice, outbound waybill reference when freight is reshipped, reference to prepaid only waybills and waybill corrections, gross, tare and net weights for carloads, including weights omitted from original freight bill as provided in numbered paragraph (7), Rule 2400, and any other pertinent information in connection with received shipments, should be shown on station record copy of freight bill.

If for any reason a freight bill is dated more than twenty-four hours after arrival of the freight, the date received should be entered on station record copy just below the freight bill number, preceded by the words "Shipment received."

Station record copies of freight bills should be bound permanently in numerical order for each month, in packages of suitable size.

2420. Freight Bills for Shipments Forwarded Prepaid. Pre-

paid freight bill forms (inserts) are provided for shipments forwarded prepaid so the freight bills can be prepared in the same operation with waybills. These should be used when, (1) Charges are not collected at time shipment is accepted for forwarding and (2) When a separate receipt is requested by shipper. When a receipted freight bill is furnished the shipper the bill of lading should be endorsed "Prepaid" but the amount collected should not be receipted for in the space provided.

The original freight bill should be delivered to the shipper, and copy filed at the station in the order of entry in the cash book.

2430. Undercharge Freight Bills. Freight bills rendered for undercharges should show (1) the charges as corrected, (2) the charges as originally collected and (3) the balance due. Such freight bills should be given the same number as the original freight bill and the words "Balance Due" should be shown thereon preceding the freight bill numbers.

2440. Duplicate Freight Bills Prohibited. Duplicate freight bills should not be issued, however copies may be furnished on Copy of Freight Bill, Form 1884, when requested. Blank freight bill forms should not be furnished to the public.

2450. Freight Bills for Diverted or Reconsigned Shipments. When the original consignee diverts or reconsigns a shipment, the ultimate consignee is not entitled to know the name of original shipper, therefore the name of original consignee should be shown on the freight bill as the shipper in such cases. When the only charges assessed at final destination are based on the flat local rate from the diversion or transit point, such point should be shown on the freight bill as the origin of the shipment. If the charges are assessed on any other basis, the actual point of origin should be shown on the freight bill. See Rule 5680.

2460. Receipting Freight Bills. When a freight bill is paid, the date of payment should be entered thereon after the words "Received Payment," and the amount collected should be receipted for by agent, or his representative, in space provided. When freight bill is receipted by an employee other than the agent, such employee should write or stamp the agent's full name in space provided, and sign his own name, or initials, underneath agent's name. See Rule 4270. When freight bill is receipted by agent personally, he should sign his full name, ex-

cept if rubber stamp showing his full name is used, he should write his initials under imprint of the stamp. Freight bills for shipments received on which charges are fully prepaid, when prepared in accordance with numbered paragraph (9) of Rule 2400, may be signed in the same manner as those on which charges are collected.

2470. Entering Freight Bills in Cash Book. The number and amount of each freight bill should be entered in the cash book at the time collection is made. Freight bills covering shipments received on which charges are fully prepaid should not be entered in the cash book, but the cashier's stubs or delivery receipt parts, as the case may be, should be filed in numerical order, following those entered in the cash book. See Rules 2390 and 3570.

2480. Company Material. Freight bills and delivery receipts should be prepared by destination agents for Company material shipments received on commercial form waybills, and freight bills delivered unsigned to consignees. Company material waybills, Form 1836 and commercial form waybills covering Company material shipments **that carry charges**, that are mailed to the Store Department Agencies as provided in Rule 5470, should not be assigned freight bill numbers by destination agents.

Freight bill numbers in the regular series should be assigned to Company Material Waybills, Form 1836 **that do not carry charges**, and the freight delivery receipts retained in station file. See Rule 5480.

2490. Freight Bills for Western Union Material. Freight bills at full commercial tariff charges should be made for all shipments of material consigned to the Western Union Telegraph Company, also for shipments of signs, tariffs and printed forms or matter, shipped by the Western Union Telegraph Company to this Company, or its representatives. All such freight bills should be remitted currently to the Treasurer as cash. See Rule 1095.

2500. Freight Bills for Pullman Car Wheels. Freight bills covering shipments of Pullman car wheels should be collected at destination if there is a Pullman Company representative authorized to pay such charges, otherwise the freight bills should be remitted to Treasurer as cash. See Rule 1360.

2510. Non-revenue Empty Cars. No freight bills should be

made for non-revenue waybills covering return movement of empty cars, and freight bill numbers should not be assigned thereto. See Rule 1970.

2515. Non-revenue Car Movement Waybills Covering Solid Cars of Less Carload Freight. No freight bills should be made for non-revenue car movement waybills covering solid cars of less carload freight, and freight bill numbers should not be assigned thereto. See Rule 1975.

2520. Collection of Freight Bills. Freight bills for shipments received on which charges are to be collected should be collected at the time the freight is delivered to consignee, and those covering shipments forwarded prepaid should be collected at the time the freight is received for shipment, except when extension of credit is authorized by the Treasurer. See Rule 3670.

To expedite delivery of less carload freight received on combination waybill-freight bill Form 1833, freight may be delivered to patrons eligible for credit prior to completion of the freight bill portion where completion of the freight bill would delay delivery. The delivery of freight should be made using the delivery receipt portion of the form and the amounts blocked out in the rate, freight, advances, prepaid and total to collect columns prior to presentation to consignees. Treasury Department instructions covering presentation of freight bills following delivery of freight should be observed.

2530. Sending Freight Bills Away for Collection. Agents are prohibited from sending freight bills to other points for collection, except when authorized by the Treasurer. Treasurer's letter furnishing such authority should be kept on file for inspection by traveling auditor. See Rule 3670.

2540. Showing Destination Freight Bill Numbers on Waybills. Destination freight bill numbers should be entered on the waybills at the time the freight bills are prepared. When a specific block for the freight bill number is provided on the waybill form, the number should be shown therein and, when a specific block is not provided, the freight bill number should be entered just below the description of the shipment and encircled.

2550. Refunds to be Endorsed on Original Paid Freight Bill. See Rules 1660 and 2760.

2560. Freight Bills Subject to Junction Settlement. See Rules 4580 and 4590.

2570. Freight Bills for Government Freight. See Rules 5310, 5340 to 5360, inclusive, and 5410.

RECORD OF FREIGHT BILLS ISSUED, FORM 450

2600. Entering Freight Bills in Form 450. Freight bills issued on waybills received should be entered daily in consecutive freight bill number order, in Record of Freight Bills Issued, Form 450, except at stations authorized by the Audit Office to dispense with such record. In entering the freight bills, collectible charges should be shown in column provided, and prepaid only items, or amounts prepaid in excess of the total freight and advances, should be entered in the "Prepaid Charges Payable" column. When the amount prepaid equals the total freight and advances, no charges should be entered, but the word "Prepaid" should be shown opposite the freight bill number. When all freight bills for the day have been entered in Form 450, the columns should be footed to obtain the totals for the day's business, after which any waybill corrections or other adjustments should be entered as provided in Rules 2610 and 2620, and net totals obtained.

2610. Entering Waybill and Form 476 Corrections in Form 450. After freight bills for the day's business have been listed in Form 450 and totaled, waybill corrections, or Form 476 corrections, which affect the total charges collectible, or prepaid charges payable, should be listed thereunder, and the amounts added to, or deducted from, the respective totals. The agent's number, also auditor's number, if any, should be shown in listing waybill corrections, and the auditor's number in listing Form 476 corrections.

2620. Correction of Entries in Form 450. When the charges on a freight bill are changed after entry is made in Form 450, and the waybill has not been reported on Freight Received Report, Form 309, both the waybill and the entry in Form 450 should be corrected to agree with the freight bill. The footings of Form 450 should not be changed in such cases if the accounts for the day in which the error occurred have been closed, but reference to date adjustment was made should be noted against the corrected entry on Form 450, and the amount of the error added to, or deducted from, the total of proper column thereof for the current day. If there are both additions and deductions affecting the same column, the details of each error should be shown, and the net amount added or deducted, as the case may be. For example:

Total charges, collectible column of Form 450, May 17	\$125.00
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Error in freight bill 1076, May 15, add	\$5.00
Error in freight bill 960, May 12, deduct	3.00
Net to add	2.00
	<hr/>
Corrected total	\$127.00

2630. Accumulating Totals of Form 450. At daily reporting stations, the totals of Form 450 for the month should be obtained by adding to the net totals for the current day, the accumulated net totals for the previous day. At other than daily reporting stations, the totals for the reporting period should be obtained in like manner, following which the totals for the current month should be obtained by adding to the net totals for the last reporting period, the accumulated net totals of previous reporting periods. This will enable agents to balance the totals of Form 450 with amounts reported on Balance Sheets, Forms 309 and 301, as required by Rule 2640.

2640. Comparing Form 450 with Balance Sheets, Forms 309 and 301. The total collectible charges on Form 450, less the total prepaid charges payable thereon, should be compared with the sum of Items 1, 1a, 3 and 3a, less the sum of Items 2 and 2a, as reported on Balance Sheet, Form 309 for the corresponding period, also on Monthly Balance Sheet, Form 301. If such net totals are not in agreement, after taking into consideration any Form 476 corrections, or other adjustments in the reports which do not affect the total collectible charges, or prepaid charges payable, the difference should be located and reconciled before the reports are forwarded to Audit Office.

2650. Posting Date of Payment in Form 450. The date each freight bill is paid and entered in Cash Book, Form 451, or 451-A, should be entered in column provided on Form 450. If a freight bill is not fully paid, the entry should be divided as between the amount paid and the amount remaining uncollected, with the date of payment entered opposite the amount paid only.

WAYBILL CORRECTIONS AND FORM 476 CORRECTIONS

2680. Waybill Corrections, Form 322. This form should be issued by agents to correct errors in freight charges on local or interline waybills received, after such waybills have been reported on freight received reports, also to correct errors in advances and prepaid charges on waybills made to foreign roads, as provided in Rule 990, and on foreign roads, waybills received, as provided in Rules 2280 to 2300 inclusive, 2350 and 2360, sufficient copies should be made to comply with the rules referred to herein and to provide a copy for station record.

NOTE: Waybill corrections should not be used to correct errors in advances or prepaid charges on local waybills as such adjustments should be made by prepaid only waybills. See Rules 2230 to 2270, inclusive, 2330 and 2340.

2720. Preparation of Waybill Corrections—Form 322. A separate waybill correction should be issued for each shipment on which charges are adjusted, but errors involving several items in the same shipment should be covered by one correction. Black ink or black typewriter ribbon should be used in every instance.

In preparing waybill corrections, care should be used to see that,

- (1) Complete information required is shown in the spaces provided,
- (2) The word "Local" is entered in the "Route" block when Form 322 is used to correct a Local waybill,
- (3) Full details are shown in the "Authority" block, particularly when interline advances or prepaid charges are changed or weights on carload shipments are corrected. Full tariff reference should be shown when rates are corrected.

2725. Use of Waybill Correction Continuation Sheet, Form 323. In any case where the space provided on waybill correction, Form 322, is not adequate to show full details such as transit references, or when blocks "Reads" and "Should read", are too small to accommodate this information, the additional data should be shown on a Waybill Correction Continuation

Sheet, Form 323. Form should be prepared with black ink or black typewriter ribbon in sufficient number of copies, and one copy should be firmly attached to the back of each copy of the Form 322 which it supplements.

Station name, date of issue and agent's number should be entered in spaces provided. Since the body of form has been left blank in order that it may serve several purposes, each entry thereon should be properly described.

2726. Corrected Freight Bill, Form 324—Insert. Three part Corrected Freight Bill, Form 324, (Insert) should be prepared in the same operation with waybill Correction in any case where (1) additional charges are to be collected or, (2) when a patron must be advised that a refund is due.

As this is a dual purpose form, the "Amount of Undercharge" or the "Amount of Overcharge" block should be executed, as is appropriate, and the other block crossed out. See Rules 2430, 2750 and 2760.

2730. Completing and Numbering Waybill Corrections. All waybill corrections should be numbered consecutively by agents, commencing with number one on the first day of each year.

Before mailing credit waybill corrections to Audit Office with freight received and freight forwarded reports, the "Certificate" portion at the bottom of the forms should be filled out and signed.

2740. Verification of Waybill Corrections. When a waybill correction is received from Audit Office, the figures thereon should be carefully examined and if no exception is taken thereto, the correction should be included in the next daily or other period freight report, except as provided in Rule 2760.

If exception is taken to a waybill correction received from Audit Office, no change should be made thereon, but correction should be returned promptly with a complete explanation of the objections. If rate used was quoted by Traffic Department, copy of, or reference to such quotation should be furnished.

2750. Collection of Undercharges. When a waybill correction received from Audit Office, or issued by agent, involves an additional collection, a new freight bill should be prepared on basis of the corrected figures if the freight bill has not

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been paid, otherwise an undercharge freight bill should be prepared and presented for collection promptly. See Rules 2726 and 2730.

2760. Refund of Overcharges. When a waybill correction is received from Audit Office, or an error requiring issuance of a waybill correction is discovered by agent, and the amount thereof is to be refunded, notice should be sent immediately to the consignee if a received shipment is involved, or to the consignor if a forwarded shipment is involved, with request for presentation of the paid freight bill, or bill of lading, whichever bears receipt for the charges collected. If such document is presented, the overcharge should be refunded and endorsed thereon.

Station records should be corrected and "Certification" block signed to indicate that this has been done. When refund is made, number and date of station draft should be entered in space provided.

If the original paid document is not presented, refund should not be made, except this requirement does not apply when refund is due to a connecting line. When an Audit Office correction is involved and the patron advises that the paid document is not available, or when such party cannot be located, or fails to respond within thirty days after refund notice is mailed, the correction should be returned to Audit Office with advice to that effect, after noting Audit Office correction number on station record copy of freight bill or bill of lading, as the case may be, for future reference. In the latter case, a copy of the refund notice should be attached to the correction. If it is learned that the paid document is in possession of a party other than the patron who paid the charges, the name and complete address of such party should be shown on the correction when returned to Audit Office.

When bond of indemnity, Form 388, is executed to replace lost original paid document, refund of overcharge shall not be made until Form 388 is approved by the Audit Office, except where other handling is authorized and such authority is on file at the station.

If an overcharge is discovered by agent, or a correction notice is received from a foreign road involving refund to the consignor or consignee, and the paid document cannot be obtained, the Audit Office should be notified thereof, but waybill correction should not be issued.

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When an over collection occurs due to an error in a freight bill, and adjustment of the charges by a waybill correction is unnecessary, the amount should be refunded in accordance with the provisions of this rule. See Rule 2726.

2770. Applying Waybill Corrections on Uncollected Charges. When a credit correction is received from Audit Office or issued by agent, and the original freight bill has not been paid, a new freight bill should be issued for the correct charges and the notation should be entered in "Certification" block, "Freight Bill Corrected Prior to Collection". If the charges on an uncollected freight bill are cancelled by a waybill correction, endorsement should be made in that block "Applied on Uncollected Freight Bill No. Dated"

2780. Reporting Waybill Corrections—General. In listing waybill corrections on local freight received and interline freight forwarded reports, the date, agent's number and full waybill reference should be shown in all cases, also the RO, ROF, RU or RUF number in connection with Audit Office Corrections, the latter to be shown in the "Station Number" column on local freight received reports and in column headed "For Audit Office Use" on interline freight forwarded reports. Details of waybill corrections on interline waybills received should be shown on Form 309-F as required by Rule 2800.

When a waybill correction involves a change in weight, the difference should be entered in the weight column of the report and added to, or deducted from, the total thereof, as the case requires.

The waybill corrections should be placed just beneath the freight received or freight forwarded reports in which included, and mailed to Audit Office therewith.

2790. Reporting Waybill Corrections on Local Waybills Received. Debit waybill corrections should be listed on Freight Received Report, Form 309-A, beneath the recapitulation of charges on waybills received, and the amounts of the corrections added to the total of the "Freight" column, after which credit waybill corrections should be listed. The total of the credit corrections should be obtained, and deducted from the total of the "Freight" column. See Rules 1910 and 2840.

2800. Reporting Waybill Corrections on Interline Waybills Received. Waybill corrections adding to or deducting from

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freight, advances or prepaid charges on waybills previously reported on Form 309-C, should be reported separately under the heading "Corrections to add," or "Corrections to deduct," as the case may be, on Report of Waybill Corrections and Forms 476 issued on Interline Received Waybills, Form 309-F, listing the additions first, followed by the deductions. Complete details of each correction should be shown on Form 309-F in spaces provided. The amount (or amounts) of each correction should be entered in the one or more columns affected, and separate totals obtained for corrections to add and corrections to deduct.

The totals of corrections to add should be entered in corresponding columns of the recapitulation sheet of interline Freight Received Report, Form 309-C, beneath the totals of waybills received, and added to such totals, after which the totals of corrections to deduct should be entered in proper columns thereof, and deducted from the totals thus obtained. Such entries on the recapitulation sheet should be marked "Total corrections to add," or "Total corrections to deduct," as the case may be. See Rules 1930 and 2840.

2810. Reporting Waybill Corrections on Interline Waybills Forwarded. Debit waybill corrections should be listed on Freight Forwarded Reports, Form 305-C, beneath the recapitulation of charges on waybills forwarded. The amount of each correction should be entered in the "Advances" or "Prepaid" column, as the case may be, and the total of the corrections in each column obtained. The total of the corrections affecting advances should be deducted from the total of the "Advances" column, and the total of those affecting prepaid charges added to the total of the "Prepaid" column.

Following the listing of debit corrections, credit waybill corrections should be entered and totaled in the same manner as provided in the preceding paragraph. The total of the corrections affecting advances should be added to the total of the "Advances" column, and the total of those affecting prepaid charges should be deducted from the total of the "Prepaid" column. See Rules 1760 and 2840.

2820. Entering Waybill Corrections in Form 450. See Rule 2610.

2830. Showing Reference on Station Records. The agent's number of each waybill correction and the date reported,

should be registered on the station record copy of the paid document as described in Rule 2760 thus: "See waybill correction number..... reported....."

2840. When Deductions Exceed the Grand Total. If after listing the waybill corrections, it is determined that the amount to be deducted exceeds the grand total of the column of the report from which the deduction is to be made, the net difference should be encircled on the report to indicate that it represents a deduction, and entered in the same manner in corresponding item of Balance Sheet, Form 309. In footing the balance sheet, the encircled amount should be treated as a deduction from the sum of the other amounts thereon.

2850. Audit Office Corrections Form 476. Form 476 corrections should be reported in the same manner as waybill corrections (note particularly Rule 2800), showing in each case the Audit Office correction number and reference to the report on which the correction applies. The correction number and date reported should be shown on station record copy of the report corrected in all cases, also on station record copy of the paid document when the charges on a waybill are affected.

Overcharges and undercharges occurring as the result of Form 476 corrections should be handled in the same manner as when occasioned by waybill corrections, except if the amount is to be refunded, and the paid document cannot be obtained, the correction should be reported, and the amount thereof carried in Item 15 of station freight balance until disposed of.

When a credit Form 476 correction involves only the adjustment of an error in reporting, notation should be made in the "Receipt" space thereon, showing how the credit was applied. See Rules 1750, 1760, 1910 and 1930.

**SWITCHING, DEMURRAGE AND STORAGE, AND
OTHER MISCELLANEOUS CHARGES**

2880. Assessment of Miscellaneous Charges — General. Charges for miscellaneous services of all descriptions, performed at origin, in transit, or at destination, in connection with the transportation of freight, should be assessed in accordance with rates and rules prescribed in current tariffs or circulars, and collected promptly from the party responsible for the service.

Miscellaneous charges accruing at origin or in transit, when collectible from the consignee, should be handled as provided in Rule 1000. When such charges accrue at origin or in transit, and are paid at the station where the service is performed, a notation should be made on the waybill by the agent at such point, describing the service performed and stating that the charges have been collected.

Also see Rule 1010, covering Miscellaneous Charges Prepaid by Shipper, Rule 4690, covering Miscellaneous Charges on Interline Waybills Delivered to Connecting Lines, and Rules 5380 and 5390 covering Miscellaneous Charges on Government Shipments.

SWITCHING

2890. Signed Orders to be Obtained. To insure the assessment and collection of switching charges as named in tariffs and circulars, signed switch orders, or bills of lading, should be obtained from patrons to cover switching service desired. See Rule 160.

2900. Switching Movements Defined. The various classes of switching movements are defined as follows:

(1) **Forwarded Inter-road.** The term "Forwarded Inter-road Switching" applies to cars delivered to another carrier by this Company at an interchange point, on which switching charges accrue to one or more of the carriers involved in the movement. Such movements include:

(a) Cars road hauled by this Company which are delivered to other carriers, either directly or via one or more intermediate carriers, for placement at industries within the switching limits.

(b) Cars originating at industries on the rails of this Company, within the switching limits, which are deliv-

ered to other carriers, either directly or via one or more intermediate carriers, for road haul to points beyond.

(c) Cars originating at industries on the rails of this Company, within the switching limits, which are delivered to other carriers, either directly or via one or more intermediate carriers, for placement at industries within the switching limits.

(d) Cars road hauled by this Company, which are delivered to another carrier, via one or more intermediate carriers, for road haul to points beyond.

(2) **Received Inter-road.** The term "Received Inter-road Switching" applies to cars received from another carrier at an interchange point, on which switching charges accrue to one or more of the carriers involved in the movement. Such movements include:

(a) Cars received from road haul carriers, either directly or via one or more intermediate carriers, for placement at industries within the switching limits.

(b) Cars originating at industries on the rails of other carriers within the switching limits, which are received either directly, or via one or more intermediate carriers, for road haul to points beyond.

(c) Cars originating at industries on the rails of other carriers within the switching limits, which are received, either directly or via one or more intermediate carriers, for placement at industries on the rails of this Company within the switching limits.

(d) Cars received from road haul carriers, via one or more intermediate carriers, for road haul to points beyond.

(3) **Intermediate.** The term "Intermediate Switching" applies to cars switched between two carriers, via one or more intermediate switching carriers, on which switching charges accrue for the intermediate service.

(4) **Local.** The term "Local Switching" applies to cars switched by this road between two industries or locations on this road, both of which are within the switching limits, on which a charge is made for the service.

2910. Forwarded Inter-road Statements. Switching Settlement Statements, Form 411, covering forwarded inter-road

movements as described in Rule 2900, should be prepared currently from forwarded interchange records. All classes of such movements should be included in the same statement. Separate statements should be prepared for each destination carrier, also for each route when a destination carrier is reached by more than one intermediate carrier. A sufficient number of copies of each statement should be made to provide two for each interested carrier. Complete information, including the route when one or more intermediate carriers are involved, should be shown in columns and spaces provided, except that no information should be entered initially in columns 16 to 24 inclusive.

The original and two copies of each statement should be delivered within 96 hours after cars are interchanged, to destination carrier's agent, who should sign and return the original within 48 hours after receipt. Copies prepared for intermediate carriers, if any, should be retained until the signed original is received from agent of destination carrier. If any changes are made by destination carrier's agent, all copies should be corrected (see Rule 2960) to agree therewith, after which copies should be delivered to agents of intermediate carriers. Original and one copy should then be completed by entering the required information in columns 16 and 17 when charges are to be collected, and in columns 19 to 24 inclusive when charges are to be absorbed by this Company, after which the original should be forwarded to Audit Office, as provided in Rule 3010 and the copy filed for station record. See Rule 3000 for use of column 18.

Forms 411 should be dated the day rendered and those for each destination carrier numbered in consecutive order, beginning with number one on the first of each month. The last statement for the month rendered to each carrier should be marked "Final." When there is nothing to report on the last day of the month, a statement marked "Final" should be rendered to interested carriers, showing the words "No Business" in the body thereof.

2920. Received Inter-road Statements. The original and two copies of each switching settlement statement corresponding to Santa Fe Form 411, covering received inter-road movements, as described in Rule 2900, should be delivered to you by agents of originating carriers within 96 hours after the cars are interchanged. The entries on such statements should

be checked against received interchange records for errors or omissions, and the rates, extensions, footings, etc., should be carefully verified.

Errors discovered should be corrected in accordance with Rule 2960, and the original of each statement should be signed and returned to the agent of originating carrier within 48 hours after receipt. The copies should then be completed by entering the required information in columns 16 and 17, when the charges are to be collected, and in columns 19 to 24 inclusive, when the charges are to be absorbed by this Company. One copy should be forwarded to Audit Office as provided in Rule 3010 and the other retained for station record. See Rule 3000 for use of column 18.

2930. Intermediate Switching. Switching charges due carriers for performing intermediate service as described in Rule 2900, should be included in inter-road statements rendered to destination carriers.

When such intermediate service is performed by this road, agents should see that two copies of each statement covering the movements are furnished by agent of originating carrier. Such statements should be checked against interchange records to insure the inclusion of all cars handled, and the charges should be verified.

2940. Local Statements. Separate statements covering local switching movements, as described in Rule 2900, should be prepared currently, in duplicate, on Form 411, from switch orders, or bills of lading. Such statements should be marked "Local," and should show complete information applicable to each movement as provided in Rule 2950.

The original of each statement should be forwarded to Audit Office in accordance with Rule 3010, and the copy retained for station record.

Local switching statements should be numbered consecutively, commencing with number one on the first of each month.

2950. Switching Settlement Statements, Columns 1 to 24 Inclusive. Switching Settlement Statements, Form 411 and corresponding forms used by other carriers (see Rule 2920) are provided with columns 1 to 24 inclusive for showing the following information:

Column 1—Date of interchange, or date switched if a local movement.

- Column 2—Car initials.
 ” 3—Car number.
 ” 4—The words “Road Haul” if a car is given road haul by carrier rendering the statement, otherwise the track or industry received from.
 ” 5—The words “Road Haul” if car is given road haul by destination carrier, otherwise the track or industry destined to.
 ” 6—“S” or “IS” to denote state or interstate.
 ” 7—Contents of car.
 ” 8—Weight, when switching charge is assessed on a weight basis.
 ” 9—Rate, when switching charge is assessed on weight basis.
 ” 10—Amount of charges to be collected or absorbed by destination carrier (see note).
 ” 11—Amount of charges to be collected or absorbed by originating carrier (see note).
 ” 12—Amount of charges due carrier rendering the statement.
 ” 13—Amount of charges due carrier to which the statement is rendered.
 ” 14 }
 ” 15 } —Amounts due intermediate carriers, if any.
 ” 16—Number of switching freight bill issued.
 ” 17—Amount of charges to be collected or way-billed as advances.
 ” 18—Amount of charges to be re-collected from other carriers. See Rule 3000.
 ” 19 }
 ” 24 } —Amount of charges to be absorbed by this to } Company, and reference to revenue waybill covering the shipment.

Note: Switching charges on shipments which originate within the switching limits, and are delivered to destination carrier for road haul, should be entered in column 10. Switching charges on shipments which are given road haul by originating carrier, or switched in inter-road movement between two points within the switching limits, should be entered in column 11.

For instructions covering use of Columns A and B of Switching Settlement Statements see Rule 2955.

2955. Switching Settlement Statements, Columns A and B. Per diem reclaims due issuing and receiving carriers should be indicated in Columns A and B of Switching Settlement Statements by issuing agent as provided in the instructions at the bottom of the form. The information in these columns is for use of Superintendent of Car Service.

2960. Corrections in Inter-road Switching Settlement Statements. After a switching settlement statement has been sent to destination carrier's agent for signature, no cars should be added thereto by the agent of either carrier, but any cars that were omitted should be included in the next statement rendered to destination carrier. Errors discovered in statements, including cars reported in error, should be corrected by destination carrier's agent before signing and returning the original to issuing agent. Such errors discovered thereafter should be adjusted by Correction of Switching Settlement Statement (Santa Fe Form 412, or similar forms of other carriers), which may be originated by the agent of either carrier. Such corrections should be complete in all particulars, and sufficient copies of each correction should be prepared by issuing agent to provide two for each interested carrier.

The original and all copies of corrections issued by agents to adjust errors in statements received from other carriers, should be sent to agents of such carriers for inclusion in their current statements, if accepted. Corrections issued or accepted by agents to adjust errors in statements rendered to other carriers, should be included in current statements made to such carriers by adding the amounts to, or deducting from, the totals of affected columns. A copy of each correction should be attached to each copy of the statement in which included.

When a switching correction results in an undercharge in a collectible switching charge reported in column 17 of switching settlement statement (see Rule 2950), collection should be made from the patron promptly. In case of overcharge, if the switching bill has been paid, refund should be made in accordance with provisions of Rule 2760, and receipt obtained therefor, or reference to station draft shown on the switching correction. If the paid document cannot be obtained for purpose of refund, the amount of the overcharge should be carried in Item 15 of station freight account until disposed of through claim channels.

If the switching bill has not been collected, a new bill should

be prepared for the correct charges, and the switching correction endorsed as provided in Rule 2770.

2970. Corrections in Local Switching Statements. When errors are discovered in local switching charges after statements, Form 411 have been forwarded to Audit Office, corrections, Form 412 should be issued in duplicate, and included in current statements by adding to, or deducting from, the total charges. The original of each correction should be forwarded to Audit Office, attached to the statement in which included, and copy retained for station record.

Undercharges and overcharges should be handled in same manner as provided in Rule 2960, except if refund is due and the paid document cannot be obtained, Audit Office should be advised but correction should not be issued.

2980. Car Rental Charges. Car rental charges assessed in connection with switching movements, under tariffs and Traffic Department circulars, should be entered on Form 411 just beneath each switching charge in Column 10 of local statements, or Column 11 of inter-road statements, plainly marked "Car Rental," and included in the total collectible charges entered in Column 17 thereof.

No car rental charges should be collected, or shown on Forms 411 in connection with switching movements, when cars are rented to industries under contract executed by the Operating Department. In such cases, the notation "Rental covered by contract" should be shown opposite the item on Form 411.

2990. Switching Bills. Each switching charge reported in Column 17 of switching settlement statements should be assigned a consecutive switching freight bill number, commencing with number one on the first of each month. Switching Bill, Form 1879, 1879-A, or 1879-B should be issued to cover each item, except when the switching charge accrues in connection with a shipment on which this Company performs the road haul, such charge may be added to the regular freight bill as a separate item, unless a separate switching bill is requested by the patron.

The original of each switching bill should be receipted after payment, and delivered to the party paying the charges. The cashier's stub should be filed at the station in the order of entry in the cash book, and the station record copy in numerical order.

3000. Inter-road Switching of Transit Shipments. When cars containing commodities which have been granted a transit privilege are switched to the outbound carrier for road haul, the agent of the initial switching carrier should list the cars on switching settlement statement rendered to the outbound road haul carrier with charges "collect." If the charges are to be absorbed or collected by a carrier other than the outbound road haul carrier, the agent of the outbound road haul carrier should relist the cars with charges "collect" on switching settlement statement rendered against the carrier that is to absorb or collect the charges.

When cars accorded transit privilege are switched between points within the switching limits, and the switching charges are to be absorbed or collected by the inbound road haul carrier, the agent of the initial switching carrier should list the cars with charges "prepaid" on switching settlement statement rendered to destination switching carrier, and then relist the cars with charges "collect" on another switching settlement statement against the inbound road haul carrier.

When switching charges stated "collect" to this road, or "prepaid" by this road, are restated to the responsible carriers in accordance with the foregoing provisions, the amounts thereof should be entered in Column 18 of this road's copies of the initial switching settlement statements, showing reference in each case to the statement on which the item is relisted.

3010. Reporting to Audit Office. After completion, switching settlement statements as described in Rules 2910 to 2940, inclusive, and Rule 3025, with corrections, if any, securely attached thereto should be forwarded to Audit Office with the next daily or other period freight report.

No recapitulation of the statements is required, but the correctness of the figures on each sheet should be proved by balancing the combined totals of Columns 10 and 11 with those of Columns 12 to 15 inclusive, also, the total of Column 10 of received statements and Column 11 of forwarded statements with the combined totals of Columns 17, 18 and 19.

Any collectible charges as reflected by Column 17 of the statements should be charged as "Switching" in Item 7 of Balance Sheet, Form 309 for the period involved. The total of Column 17 on all switching settlement statements for the

month should be the amount reported as "Switching" in Item 7 of Monthly Balance Sheet, Form 301.

Exception:—Agents at stations where its use is authorized should prepare recapitulations of Switching Settlement Statements on Form 411-A.

3020. Cars Switched in Error. Cars switched at interchange points as the result of errors by either carrier involved, should be reported direct to Superintendent, giving in each case the date of interchange, car number and initials, contents, name of road from or to, and road responsible for the error, to enable Superintendent to issue bills or vouchers, if desired. Such cars should not be included in Switching Settlement Statements, Form 411.

If in any case switching charges for error movements are included in settlement statements received from another carrier, such charges should be eliminated before the statement is signed and returned, and the other carrier's agent should be advised to handle the matter with his superintendent.

3025. Carload Express Shipments. Ordinary switching of Railway Express Agency's cars, in connection with a road haul on this line, will be done without charge.

All other switching service will be under the rates published in the Official Express Classification or the Tariff of Terminal and Switching Charges issued by the Railway Express Agency, which take precedence over rail carriers' switching tariffs on this traffic. A competent Express representative should be consulted when necessary to assure that correct charges are assessed.

When charges accrue to this line for switching performed for (a) another carrier, (b) a patron, or (c) the Railway Express Agency, a bill should be presented promptly to the Railway Express Agency and that company should arrange for orderly payment.

Movements for which charges are assessed should be fully described on a separate local Switching Settlement Statement, Form 411 prepared in duplicate and plainly headed "Express Business" for each period during which switching is performed. Required information should be entered in Columns 16 and 17, the original forwarded to the Audit Office as provided in Rule 3010 and the duplicate retained for station record.

DEMURRAGE AND STORAGE

3030. Demurrage Records. All cars subject to demurrage charges under the "Straight" plan should be entered currently in Station Demurrage Record of Cars Handled, Form 2300, or 2300-A, and those subject to the "Average" plan, in Record of Cars Handled Under Average Agreement, Form 2299. Such records should be accurate in all particulars and should contain the complete information required by the forms.

Separate Forms 2299 should be maintained in triplicate for each patron operating under an average agreement contract, with a further separation as between cars loaded and unloaded. The original of each Form 2299 should be forwarded to Audit Office at the close of the month as provided in Rule 3050; one copy furnished the patron, and the other retained for station record. For complete details covering maintenance and handling of Forms 2299, refer to printed instructions on inside front cover of the form. See Rule 3130.

3040. Debiting Charges in Station Accounts. Demurrage and storage charges assessed should be debited in Item 7 of the first daily or other period Balance Sheet, Form 309 rendered after cars are released, or less than carload freight is delivered, or forwarded to another station, except that charges accruing under average agreement contracts should be included in Item 7 of the last daily or other period Balance Sheet, Form 309 rendered for the month. In no case should agents withhold demurrage or storage charges from the accounts until collection is made.

All undercharge corrections on hand at the close of the month, regardless of whether collection has been made, and all overcharge corrections which have been refunded, or applied on uncollected items, should be included in Item 7 of the last Balance Sheet, Form 309 for the month.

3050. Reporting to Audit Office. Demurrage and storage charges assessed should be reported to Audit Office, at the close of each month, as follows:

- (1) Demurrage charges accruing on each car under the "Straight" plan should be listed on Report of Demurrage Assessed, Form 2301, showing details as required by the form.
- (2) Total demurrage charges accruing under each av-

erage agreement contract should be listed on Form 2301, showing name of patron, agreement number and month the charges cover. Detail statement, Form 2299 should be furnished with Form 2301 to support each entry.

(3) Storage charges accruing on less than carload shipments and trailer-on-flat-car shipments should be listed on Monthly Report of Storage Assessed, Form 315, showing details as required by the form.

Debit corrections, Form 2302, should be listed by number on Form 2301 or 315, as the case may be, following the listing of assessments for the current month, and the total demurrage or storage charges obtained, after which credit corrections, Form 2302 should be listed and subtracted therefrom. The net totals thus obtained, which should agree with the totals charged in Item 7 during the month, should be carried to Item 7 of Monthly Balance Sheet, Form 301. See Rule 3070. The corrections should be pinned to the reports in which included, and all should be forwarded to Audit Office with the monthly freight reports. See Rule 3130.

3060. Corrections. Agents should not originate corrections in demurrage or storage charges reported. Audit Office Demurrage and Storage Correction Sheet, Form 2302, will be issued by Audit Office to correct undercharges or overcharges discovered in items reported on Forms 2301 or 315. When such correction covers an undercharge, collection should be made from the patron promptly. In case of an overcharge, if the charges have been collected, refund should be made as provided in Rule 2760, if the paid document can be obtained, otherwise the correction should be returned to Audit Office, showing thereon the name and complete address of party entitled to the refund. If the charges have not been collected, the credit obtained by the correction should be applied on the uncollected charges, and endorsement made in "Receipt" space on Form 2302 as provided in Rule 2770.

When an undercharge is discovered by agent before correction is received from Audit Office, the amount thereof should be charged in Item 7 of current Balance Sheet, Form 309, and collected promptly from the patron. If a correction is not received before the end of the month, the amount of the undercharge should be reported on Form 2301 or 315, as the case may be, showing reference to previous reporting of the item on which the undercharge applies.

If an apparent overcharge in an item reported is discovered before correction is received from Audit Office, and the charges have been collected, the patron should be requested to file claim therefor. If the charges have not been collected, the full details should be reported to Audit Office and relief requested. See Rule 3130.

3070. When Corrections to Deduct Exceed the Total Charges. In case the amount of demurrage or storage corrections to deduct at the close of the month exceeds the total demurrage or storage charged in Item 7 of daily, or other period Balance Sheets, Form 309, during the month, the corrections should be listed in the usual manner on Form 2301 or 315, as the case may be, and the amount in excess of the total charges encircled. Such encircled amounts should be entered in the same manner in Item 7 of the last Balance Sheet, Form 309, for the month, and Monthly Balance Sheet, Form 301, and treated as deduct items in footing the total debits.

3080. Demurrage and Storage Bills. Demurrage and Storage Bill, Form 1876, or 1876-A, should be issued to cover each demurrage charge accruing under the "Straight" plan, also for the total charges due under each average agreement contract, and should be consecutively numbered, commencing with number one on the first day of each month. Such bills should be accurate in all particulars and contain the complete information required by the form.

The original of each demurrage bill, after payment, should be receipted and delivered to the party who pays the charges; the cashier's record copy should be filed at the station in the order of entry in the cash book, and the station record copy in numerical order.

Form 1876, or 1876-A should also be issued to cover storage charges when a bill therefor is requested by the patron, or when such charges are not collected at the time the freight charges are paid. When separate bills are not rendered, storage charges should be added to regular freight bills, showing necessary details thereon in each case.

3090. Storage Charges on Cars of Explosives, Etc. When storage charges accrue in addition to demurrage, on carloads of explosives, etc., handled under the "Straight" demurrage plan, such charges should be entered on Form 2301 on the line just below the demurrage charge, and marked "Hazardous

Storage," and included in the amount charged as "Demurrage" in Item 7 of Balance Sheets, Forms 309 and 301. Such charges accruing on cars handled under average agreement should be entered in the "Remarks" column of Form 2299 with similar description, and included in the amount reported on Form 2301 as "Demurrage." See Rule 3130.

3100. Weather Record. For days on which there is rain or snow during working hours, the time of beginning and ending of each period of precipitation and the approximate amount thereof, should be shown in the weather record section of Form 2300 or 2300-A. For other days, the general weather conditions should be shown as clear, cloudy, misting, damp, etc. See Rule 3130.

3105. Weather Interference Claims. When the condition of the weather during any part of the prescribed free time interferes with the loading or unloading of car(s), Demurrage Rule 8, Section A, Tariff 4 Series should be consulted to determine if additional free time may be allowed. In the event such allowance is authorized by the tariff, patron should prepare Claim for Extension of Free Time Under Demurrage Rule 8, Section A, Form 2304. Upon receipt of Form 2304 from patron, in original and one copy, it should be completed and if claim is allowable and charges have not been collected or reported on Monthly Report of Demurrage Assessed, Form 2301, the assessment should be corrected and the proper amount reported. In case charges have been collected or reported before claim is presented, no adjustment should be made, but claim should be forwarded to Audit Office with request for correction. Original of Form 2304 on which allowance has been made should accompany Form 2301 to Audit Office and copy retained as station record. See Rule 3130.

3110. Demurrage at Non-Agency Stations. See Rules 4510 to 4550, inclusive.

3120. Daily Yard Check. A physical check of cars on industry or team tracks should be made daily as near 7:00 am as is practicable. Record should be prepared directly on Form 1301 under a separate caption for each industry or team track, showing:

- (1) Time of starting check on each track or each sheet of Form 1301,
- (2) Car initial and number, size and kind,

- (3) Location, including the letters "N.P." (not placed) or "P" (placed) as is appropriate for each car,
- (4) Status of car in so far as can be determined by visual inspection, including contents, quantity of lading such as "1/4", "1/2", etc., also if car is sealed or locked,
- (5) When cars of private ownership are stenciled or boarded to show that they are under lease, this information and name of lessee should be shown.

If conditions on our right-of-way are such that car(s) is not accessible for (un)loading, notation and explanation should be entered on Form 1301.

Necessary care should be used to assure that these daily yard checks are correct, complete and legible as this record is used in compiling station demurrage records, Forms 2299 and 2300. They are also required to support any demurrage charges assessed under tariff provisions.

Original of Form 1301 should be retained and filed in convenient order in permanent station records. Necessary copies should be prepared to supply requirements, under current instructions. See Rule 3130.

3130. Pacific Car Demurrage Bureau. Agents at stations where demurrage is under the supervision of the Pacific Car Demurrage Bureau should maintain all records on the forms and in the manner prescribed by that Bureau. Report of demurrage charges assessed and all corrections issued by the Bureau should be reported currently to Audit Office in accordance with the Bureau's instructions.

OTHER MISCELLANEOUS CHARGES

3135. Charging in Station Accounts and Reporting to Audit Office. All miscellaneous charges collectible or waybilled as advances (except when paid out, see Rule 1020) for bedding, blocking, cleaning and disinfecting, reconsigning and diversion (except as provided herein), feed sales, loading and unloading, private car rental, stop-off, transferring, weighing, etc., should be debited currently in Item 7 of station freight account, and reported in detail at the close of each month on Monthly Report of Miscellaneous Charges Assessed, Form 314.

The total of each class of charges reported on Form 314, which should agree with the total of amounts charged in Item 7 of Balance Sheets, Form 309 during the month, should be ob-

tained and entered separately in Item 7 of Monthly Balance Sheet, Form 301, and the report forwarded to Audit Office therewith.

As an exception to the foregoing, when a diversion or re-consigning charge is assessed on a shipment at final destination, the amount thereof should be entered as a separate item in the freight column of the revenue waybill, plainly marked "Reconsigning Charge," and included in the total freight charges on the waybill.

See Rules 1130 to 1300, inclusive, covering accounting for refrigerator and heater services, Rule 3010 covering switching, Rule 3050 covering demurrage and storage, and Rule 4390 covering C.O.D. fees.

3140. Adjustments. When undercharges are discovered in the miscellaneous charges described in Rule 3135, the amounts thereof should be included in Item 7 of current daily or other period Balance Sheet, Form 309, and handled for collection promptly. If such undercharges apply on items reported in a previous month, reference should be shown thereto in reporting the additional amounts on current Form 314. In case an overcharge is discovered in an item that has been reported on Form 314, the Audit Office should be asked for instructions.

BALANCE SHEET, FORM 309 AND RECORD OF DAILY BALANCE, FORM 456

3170. Daily Balancing of Accounts. The accounts should be balanced daily at all stations. This requirement is very important, and should be strictly observed. Agents rendering Freight Balance Sheet, Form 309, for periods other than daily should maintain Record of Daily Freight Balance, Form 456, in accordance with Rule 3350. See Rule 3180.

FREIGHT BALANCE SHEET, FORM 309

3180. General. Balance Sheets, Form 309, should be rendered daily, twice a month, four times a month, or five times a month, according to the period authorized by Audit Office, and should include the total business for period covered. See Rule 3170.

Prepare Balance Sheets, Form 309, in quintuplet, enclosing the original and three copies with reports and retain one copy for station record.

Station number, station name and state code should be imprinted on copies of the report in space provided at top of form. Rubber stamp furnished for this purpose should be used so that the information will be clear and legible.

Separate Balance Sheets, Form 309, should not be made for non-agency stations. Charges of any description accruing at non-agencies should be included in the balance sheet rendered for the reporting agency station. See Rules 1770 and 1940.

3190. Entering Totals of Freight Received and Freight Forwarded Reports. The totals of the various columns of freight received and freight forwarded reports rendered for the day, or other reporting period, should be entered in Balance Sheet, Form 309, as follows:

- Item 1. Local Freight Received from Form 309-A.
- Item 3. Local Advances Received from Form 309-A.
- Item 2. Local Prepaid Received from Form 309-A.
- Item 1a. Interline Freight Received from Form 309-C.
- Item 3a. Interline Advances Received from Form 309-C.
- Item 2a. Interline Prepaid Received from Form 309-C.
- Item 4. Local Advances Forwarded from Form 305-A.
- Item 5. Local Prepaid Forwarded from Form 305-A.

Item 4a. Interline Advances Forwarded from Form 305-C.

Item 5a. Interline Prepaid Forwarded from Form 305-C.

3200. Item 7 — Miscellaneous. This item should be used for entering the total amount of miscellaneous charges, such as switching, demurrage, storage, etc., accruing during the reporting period, and an analysis thereof should be shown in the spaces provided. Net amounts which are eliminated from station accounts in accordance with provisions of Rule 3505 should also be entered in Item 7 on the closing report for that month. See Rules 2880 to 3140, inclusive.

3210. Item 11 — Drafts on and Cash and Charges from Treasurer. This item should be used for entering the total amount of station drafts issued, cash received from Treasurer to cash pay checks, etc., and items charged to station by the Treasurer, during the reporting period. See Rules 3600 and 3720.

3220. Item 13. This item should be used only on special authority from the Audit Office.

3230. Item 15 — Due to Individuals and Companies. The total of all credit items that have not been disbursed, applied on debit items, or otherwise disposed of, up to the close of the day or other reporting period, should be entered in Item 15 and an analysis thereof shown in spaces provided. In making such analysis, the items included in the total for each caption should be as follows:

(1) Over remittances, Deposits, Etc.

- (a) Deposits made by consignors and consignees. See Rules 3700 and 3710.
- (b) Over remittances as shown by cash book which have not been adjusted.
- (c) Unrefunded over collections.
- (d) Unlocated overages. See Rule 3590.
- (e) Other unapplied credits, except as shown in (2) and (3) below.

(2) Advances Payable.

Advances on waybills forwarded that have not been paid to connecting lines or others or applied on debit items.

(3) Prepaid Payable.

Prepaid charges payable on waybills received, that have not been paid to connecting lines or others, or applied on debit items.

Unapplied credits carried in Item 15 should be actively handled until properly disbursed or cleared. See Rule 3505.

3240. Item 17. This item is for emergency use only.

3250. Item 6—Cotton Concentration. Applicable Only at Points West of Albuquerque. This item should be used for entering the total amount disbursed for cotton concentration during the reporting period. See Rule 6040.

3260. Item 8—Remittances. This item should be used for entering the total cash and cash paper remitted, also any amounts credited to the station by the Treasurer, during the reporting period. If Balance Sheet, Form 309 is rendered for a period other than daily, the amount remitted each day should be shown in spaces provided. See Rules 3610 and 3720.

3270. Item 10. When station drafts that were issued and reported in prior months are canceled for any reason, the amounts thereof should be entered in this item. See Rule 3420. Item 10 may also be used for other credits on special authority of the Audit Office.

3280. Item 12. This item should be used to enter (a) miscellaneous charges accruing at destination on Government shipments as provided in Rule 5380, up to the close of the day or other reporting period, (b) the total amount paid to shippers, consignees and contract draymen for pick-up and delivery services (See Rules 4310 and 4320) and (c) other credits when authorized by Audit Office.

3290. Item 14—Cash After Last Remittance. This item should be used to enter the cash balance on hand after last remittance, as reflected by the cash book.

3300. Item 16—Uncollected Freight Bills and Cash Items. This item should be used for entering the total amount of uncollected freight bills and cash items as of the close of the day, or other period for which Balance Sheet, Form 309 is rendered. Cash items should consist of amounts covered by relief claims and miscellaneous disbursements authorized to be carried as such, also unlocated shortages in cash as provided in Rule 3590. Relief claims and supporting papers should be for-

warded promptly to Freight Claim Department or Audit Office, as the case requires, and record made of the claim number assigned to each claim. Claim papers covering miscellaneous disbursements and unlocated cash shortages should be forwarded to superintendent. See Rule 3505.

3310. Items 19 and 20—Total Debit and Total Credit Last Report. These items should be used for entering the total debits and total credits brought forward from preceding Balance Sheet, Form 309. The amount to be entered in Item 19, or Item 20, as the case may be, of the first daily or other period balance sheet for the month, should be obtained as provided in Rule 3510. On all balance sheets for the month rendered thereafter, the amounts to be entered in Items 19 and 20 should be computed as follows:

Item 19, by adding the total debits entered in Items 1 to 11 of the preceding balance sheet, to the amount in Item 19 thereof, and

Item 20, by adding the total credits entered in Items 2 to 8 of the preceding balance sheet, to the amount in Item 20 thereof.

3320. Temporary and Special Debits and Credits. Entries in Items 13, 15, 17, 10, 12, 14 and 16 should reflect the status of those items as of the date for which current Balance Sheet, Form 309 is rendered, without respect to amounts entered in the same items on previous balance sheet if there has been any change therein.

3330. Comparing Balance Sheet, Form 309 with Form 450. See Rule 2640.

3340. Mailing to Audit Office. Unless specifically authorized to the contrary, Balance Sheet, Form 309, should be mailed to Audit Office in Envelope, Form 422, with freight forwarded and freight received reports covered thereby, not later than the close of the first business day following the day or other period for which rendered. All sheets of each report supporting the balance sheet should be pinned together, and the balance sheet and reports arranged in the following order:

Balance Sheet, Form 309.

Local Freight Forwarded Reports.

Interline Freight Forwarded Reports.

Local Freight Received Reports.

Interline Freight Received Reports.

Waybills, waybill copies, waybill corrections, Form 476 corrections, etc., should be placed just beneath the report in which included. The reports, waybills, etc., should not be folded unnecessarily. If too bulky to mail in Envelope, Form 422, the documents should be enclosed in a package, and the envelope placed on the outside of the package and securely attached thereto. Envelopes, Form 422 should not be used for any purpose other than for mailing the reports mentioned herein and monthly freight reports. See Rules 1850 and 2040.

RECORD OF DAILY FREIGHT BALANCE, FORM 456

3350. Record of Daily Freight Balance, Form 456. Agents authorized to render Balance Sheet, Form 309, for periods other than daily, should maintain a record of daily balances in Record of Daily Freight Balance, Form 456. The totals of the various items entered in Form 456 for the authorized reporting period should agree with corresponding items of Balance Sheet, Form 309. Form 456 should not be maintained at daily reporting stations, as Daily Balance Sheets, Form 309, serve the same purpose.

**MONTHLY FREIGHT REPORT AND BALANCE SHEET
FORM 301**

3380. General. Monthly Freight Report, Form 301 is a summary and balance sheet covering all freight business accounted for at the station for the entire month, and should be prepared and forwarded to Audit Office in Envelope, Form 422 as soon as possible after the close thereof, but not later than the second business day of the following month. The amounts to be entered in the various items of Form 301 should be obtained as provided in Rules 3390 to 3530 inclusive.

3390. Items A and B—Amount Due Company, or Due Station. The debit or credit balance to be brought forward from previous month, will be furnished by Audit Office on Form 481 on or about the 17th of the current month, and should be entered in Item A or B, as the case may be, of current Form 301 in all cases. If the balance shown on Form 481 is different from that brought forward from previous month by agent, the station accounts should be adjusted accordingly.

3400. Summary of Balance Sheets, Form 309. The total debits in Items 1, 3, 5, 1a, 3a, 5a and 7 and the total credits in Items 2, 2a, 4, 4a and 8, as shown on each daily, or other period Balance Sheet, Form 309 rendered for the current month, including those rendered by previous agent if a transfer of agents occurred during the month, should be entered in columns provided, on line corresponding with date of the report, after which the columns should be footed and the totals thereof carried to corresponding items of the "Station Freight Balance" section of Form 301.

3410. Item 7—Miscellaneous. In addition to entering the total of all miscellaneous charges accruing during the month, in Item 7 of "Station Freight Balance" section as provided in Rule 3400, a separate total should be shown in space provided for each class of charges included in such total. The amount reported as "Switching" should be the total of column 17 of the switching settlement statements as reported in Item 7 of Balance Sheets, Form 309, throughout the month. See Rule 3010. Other amounts included in Item 7 should be supported by the detail reports described in (1) of Rule 3530.

3420. Items 11 and 11 (a)—Drafts on and Cash and Charges from Treasurer. The amount entered in Item 11 should be the total of station drafts issued. Enter in Item

11 (a) total cash received from Treasurer and amounts charged to station by Treasurer. Form 313 should be totaled and recapitulation made on last sheet when more than one sheet is used. The commencing and closing numbers of unused drafts on hand should be shown in space provided. Current month's cancelled drafts should be attached thereto. Original of Form 313, with attachments, should be forwarded to Audit Office with other monthly reports and copy retained for station record.

Station drafts issued should be listed on Form 313 in numerical order, showing the date issued, number and amount of each draft.

Cash received from Treasurer to cash pay checks, etc., and items charged to the station by Treasurer should be listed on reverse side of Form 301. The notation "Cash," or "Treasurer's Debit," as the case may be, should be shown opposite each item in the "Draft Number" column, also the date and file reference, using a second line for the information if necessary. If the space on Form 301 is insufficient for showing all details of Item 11 (a), a separate statement should be prepared and attached thereto.

When a draft is canceled for any reason during the current month, the word "Canceled" should be written across the face thereof. Such drafts should be reported in regular numerical sequence, and the word "Canceled" shown in the "Amount" space of the report.

When a draft that has been issued and reported in a prior month is canceled, credit should be claimed in Item 10 for the amount thereof. All canceled drafts should be securely attached to Form 301 (or separate cancelled draft statement) and forwarded to Audit Office therewith.

When authorized by Treasurer to issue a station draft in lieu of one that has been lost or destroyed, the new draft should be given the same number and date as the original, and the word "Duplicate" endorsed across the face thereof. Such drafts should be reported in regular numerical sequence with no amount shown, followed by the notation "Issued as duplicate of Draft No."

3430. Item 13. This item should be used as provided in Rule 3220, and the total thereof should agree with Item 13 of the last Balance Sheet, Form 309 rendered for the month.

3440. Item 15—Due to Individuals and Companies. The amount entered in this item should be the total of unapplied credit items as described in Rule 3230, and should agree with Item 15 of the last Balance Sheet, Form 309 rendered for the month. Such unapplied credits should be reported to Audit Office in detail at the close of the month, on Statement of Amounts Due to Individuals and Companies, Form 495. When the amount of Item 15 exceeds the total of items 14 and 16, the procedure provided in Rule 3510 should be followed. Every effort should be made to keep this item down to the minimum. See Rules 3505 and 3530.

3450. Item 17. This item should be used as provided in Rule 3240. Also see Rule 3510.

3455. Item 6—Cotton Concentration. Applicable only at Points West of Albuquerque. This item should be used as provided in Rule 3250.

3460. Item 8—Remittances. When more than one remittance is made on the same day, the amount of each remittance should be entered separately in cash book, and the total of all remittances for the day carried to Item 8 of Form 301 as one amount. See Rule 3400.

3470. Item 10. This item should be used as provided in Rule 3270, and the total thereof should agree with Item 10 of the last Balance Sheet, Form 309 rendered for the month.

3480. Item 12. This item should be used as provided in Rule 3280, and the totals thereof should agree with Item 12 of the last Balance Sheet, Form 309 rendered for the month.

3490. Item 14—Cash After Last Remittance. The amount entered in this item should be the cash balance on hand as reflected by the cash book after the last remittance has been made for the month. The amount should agree with Item 14 of the last Balance Sheet, Form 309, rendered for the month. See Rule 3290.

3500. Item 16—Uncollected Freight Bills and Cash Items. The amount entered in this item should be the total of uncollected freight bills and cash items and should agree with Item 16 of the last Balance Sheet, Form 309 rendered for the month. See Rule 3300. Such items should be reported to Audit Office in detail at the close of the month, on Statement of Uncollected

Freight Bills and Cash Items, Form 465, in the following manner:

- (1) The items should be separately listed, in date order, under the following captions: (a) Freight Received, (b) Freight Forwarded, (c) Switching, Demurrage, Storage, etc., and (d) Cash Items.
- (2) A complete description of each uncollected freight bill should be shown in accordance with requirements of the form, except for switching and demurrage items the following information should be shown in the "Waybill" and "Station Billed From or To" columns:
 - (a) For switching charges, the initials and number of the car, and sheet number and date of switching settlement statement.
 - (b) For straight demurrage, the initials and number of the car, and for average agreement demurrage, the number of the average agreement and month covered thereby.
- (3) The Audit Office file number should be shown in the "File Reference" column when available.
- (4) Explanation of uncollected items should be shown in the "Why not Collected" column, as follows:
 - (a) If extension of credit is authorized by Treasurer the words "Authorized credit" should be shown.
 - (b) If freight is on hand, information should be shown as to whether unclaimed or refused, giving number of notice Form 2685, also claim department number when available.
 - (c) If freight is short, the number and date of O.S.& D. report should be shown.
 - (d) For undercharges and other uncollected items not specifically mentioned herein, the reason why not collected should be shown, also reference to Audit Office waybill correction if covered thereby.
 - (e) When relief claim has been filed, the number and date thereof should be shown.
- (5) When a cash item is covered by a Claim Department number, such number should be shown in the "Why not Collected" column.

- (6) If more than one sheet of Form 465 is used for listing uncollected freight bills and cash items, the sheets should be footed separately, and a recapitulation made on the last sheet to obtain the total for Item 16. A copy of Form 465 should be retained for station record in all cases. See Rule 3505.

3505. Report of Items Under \$1.00 Eliminated from Station Accounts. At the close of each month any items under \$1.00, except those covering undelivered freight, should be entered in Cash Book as instructed in Rule 3730.

A report should be prepared in duplicate on Form 465 plainly entitled "List of Items Under \$1.00 Eliminated from Station Accounts" in detail as follows:

On items which can be allocated to a specific shipment, show freight bill number and date, waybill number and date, station from or to and name of party due from or to. On other entries show check or draft number and date, Item 15 number and date, and name of payor.

Underpayments should be listed first and totals obtained, after which overpayments should be listed and totals obtained. The difference between these two totals should be shown below, properly described as "Net Credits," "Net Debits," or report should be endorsed "Equal Credits and Debits" as the case may be.

When a net credit is shown, the amount thereof should be entered in Item 7 of Daily Balance Sheet, Form 309, for the closing period of the month and of Monthly Balance Sheet, Form 301. This entry should be described as "Items under \$1.00 Eliminated" and amount included in the totals. When a net debit is shown it should be likewise described and entered, with the amount encircled, and should be treated as a deduction in securing the total of Item 7. The original of this report should accompany Monthly Balance Sheet, Form 301, to the Audit Office and copy retained as a station record.

If a patron desires to adjust an over or underpayment after it has been eliminated from your account, the adjustment should be made. The amount collected or refunded, in such instances, should be entered in Item 15 or Item 16 as appropriate, and carried until the close of the month, at which time this item should be listed with other items to be eliminated, and handled as outlined above.

Note: In any case where a patron desires an adjustment under \$1.00 you should handle for correction in the usual manner.

3510. Item 20—Net Balance to Next Month. The amount of this item represents the difference between Item 15 and the total of Items 14 and 16. If the total of Items 14 and 16 exceeds the total of Item 15, the difference should be carried to Item 19 of the first Balance Sheet, Form 309 rendered the next month. If the total of Item 15 exceeds the total of Items 14 and 16, the difference should be entered in Item 17 of current Form 301, and carried to Item 20 of the first Balance Sheet, Form 309 rendered the next month. The amount to be entered in Item 15 of the first Balance Sheet, Form 309 rendered the next month should be determined as provided in Rule 3320.

3520. Signing Form 301—Agent's Responsibility. Form 301 should be signed by the agent personally. He is responsible for the correctness of the report, and should fully satisfy himself in this respect before affixing his signature.

Agents are required to supervise and verify the work of their subordinates closely, and their personal signature on Form 301 is a certificate that they have performed this important duty. See Rule 6090.

3530. Reports to Accompany Form 301. The following reports should be securely attached to Monthly Balance Sheet, Form 301, and forwarded to Audit Office in Envelope, Form 422, except as provided in Rule 70.

(1) Special—Form 465—Report of Items under \$1.00 Eliminated from Station Accounts. See Rule 3505.

Form 314—Report of Miscellaneous Charges (Except Demurrage, Storage, Icing, Detention or Switching Charges) Assessed and Collected or Waybilled as Advances. See Rule 3135.

Form 315—Report of Storage Assessed. See Rule 3050.

Form 466—Report of Miscellaneous Icing and Detention Charges. See Rule 1210.

Form 2138—Report of C.O.D. Shipments Received. See Rule 4390.

- Form 2299—Record of Cars Handled under Average Demurrage Agreement. See Rule 3050. Agents at stations where demurrage is supervised by the P.C.D.B. also see Rule 3130.
- Form 2301—Report of Demurrage Assessed. See Rule 3050. Agents at stations where demurrage is supervised by the P.C.D.B. also see Rule 3130.
- (2) Form 465—Statement of Uncollected Freight Bills and Cash Items. See Rule 3500.
- (3) Form 495—Statement of Amounts due to Individuals and Companies. See Rule 3440.
- (4) Form 316—Recapitulation of Miscellaneous charges on Government freight entered in Item 12 of Balance Sheets, Form 309 during month. See Rule 5380.
- (5) Form 439—Covering interline shipments transferred between depots by contract drayman. See Rule 4320.
- Form 2136—Statement of Pick-up and Delivery Services, or Allowances due Consignor or Consignee. See Rule 4320.

CASH BOOK, REMITTANCES AND RELATED MATTERS

3560. Cash Book. All receipts and disbursements occurring during each business day should be entered in Cash Book, Form 451, and the cash account closed and balanced at the end of the day. A daily count of the cash should be made and listed in book Form 455, and check made to determine that there is sufficient cash on hand to balance the accounts. Entries in Forms 451 and 455 should be made in ink. See Rule 3590.

Receipts or disbursements occurring on Sundays or legal holidays should be entered in cash book not later than the first business day thereafter. The cash account should be closed as of 12 o'clock midnight on the last day of the month, regardless of whether the last day falls on a Sunday or legal holiday.

3570. Cash Book Entries. In making entries in the cash book, the columns should be utilized as follows:

Receipts

Column 1—Number and date of freight bill, waybill or station draft involving cash transactions or adjustments in the accounts.

Column 3—Name of individual or firm from whom collection is made or description of other sources of debits.

Column 5—Charges collected on freight received.

Column 7—Prepaid charges collected on freight forwarded.

Column 9—Collections for demurrage, storage, switching and other miscellaneous charges.

Miscellaneous collections for which special remittances are made, i.e., sale of freight, or receipts from rents, leases, water sales, etc. See Rule 3660.

Cash from Treasurer. See Rule 3600.

Deposits. See Rules 3700 and 3710.

Station drafts.

Unlocated overages in cash. See Rule 3590.

Disbursements

Column 1—Date and number of waybills or freight bills involving cash disbursements or adjustments in the accounts.

Column 3—Name of individual or firm to whom payment is made, or description of entries made to adjust accounts.

Column 6—Advances forwarded, paid or applied.

Column 8—Deposits applied. See Rules 3700 and 3710.

Special remittances for miscellaneous collections not included in freight account, i.e., sale of freight, or receipts from rents, leases, water sales, etc. See Rule 3660.

Payments for drayage, loading, unloading, etc., subsequently carried as cash items pending relief, or for which credit is claimed in Item 10 or 12 of balance sheet. See Rules 3270 and 3280.

Prepaid paid to connecting lines, or refunded to individuals.

Waybill corrections, refunded or applied.

Refund of over collections.

Unlocated shortages in cash. See Rule 3590.

Column 10—Remittances to freight account.

Each day's receipts and disbursements should be footed and shown separately daily, and these columns must also be footed continuously through to close of month to reflect accumulated totals.

Note: Stations using large Cash Book, Form 451-A should use Columns 2 and 4 for date, etc. data, instead of Columns 1 and 3, when recording disbursement entries.

3580. Separation of Cash. Company funds should be kept separate from personal funds, express funds, etc. Traveling auditors are instructed not to accept personal checks of agents and other station employes as funds when making examination of accounts.

3590. Unlocated Overages and Shortages. When the daily count of the cash is made and listed in book Form 455, Station Record of Cash Balances, as required by Rule 3560, any difference in the cash account should be clearly specified therein as "Over" or "Short," as the case may be.

Small overages and shortages in the cash account, which aggregate less than \$5.00, may be carried in the cash balance from day to day as a net overage or shortage, provided a clear record is maintained in Form 455. At offices where two or more employes handle Company funds, this provision applies to individual accounts.

When there is an unlocated overage of \$5.00 or more, the amount should be entered in Column 9 of the cash book as an "Unlocated Overage" and carried in Item 15 of the station freight account until cleared. If no debit develops in the current month, the amount should be reported on a separate Monthly Statement of Amounts Due to Individuals and Companies, Form 495, headed "Unlocated Overage," with appropriate detail, and included in Item 15 of Monthly Balance Sheet, Form 301. If a debit is found after an overage has been so reported, the Audit Office should be fully informed of the circumstances by letter. If debit does not appear within a reasonable time, disposition of the amount will be furnished by Audit Office. See Rules 3230 and 3440.

When there is a shortage of \$5.00 or more, the amount should be entered in Column 8 of the cash book and carried in Item 16 of the station freight account as a "Cash Item." If no credit develops in the current month, the amount should be reported on a separate Form 465, Statement of Uncollected Freight Bills and Cash Items, headed "Unlocated Shortage," with necessary detail, and included in Item 16 of Monthly Freight Balance Sheet, Form 301, pending investigation and disposition according to the circumstances involved. See Rules 3300 and 3500.

When funds covering freight and passenger business are mixed, and a difference in the cash cannot be allocated to either account, the amount should be carried in the freight account in accordance with the above instructions.

The disposition of overages and shortages in the cash account should be closely supervised by the agent personally. All records in connection therewith should be clearly maintained for review by traveling auditors.

3600. Cash from Treasurer. Cash furnished by the Treasurer to cash pay checks, vouchers, etc., should be debited in Column 9 of cash book currently and in Item 11 of Forms 456 and 309 and Item 11 (a) of Form 301. Identify such entries in cash book by notation "Cash from Treasurer." Remit the paid checks, etc., as cash. See Rules 3210, 3420 and 3630.

3610. Remittances. Each day's receipts in excess of necessary working fund should be remitted in accordance with Treasurer's instructions. Promptness and regularity in remitting are imperative. When a remittance is unavoidably de-

layed, explain the delay to the Treasurer on remittance slip or by letter. Remittance slip, Form 730, should show the actual date remittance is forwarded in the space provided. The date credit is claimed in Cash Book and in Column 8 of Balance Sheets 309 and 301 should be entered in the space "Date Credit Claimed". See Rules 3260 and 3460.

3620. Agent's Receipt for Bank Draft Purchased, Form 715. Form 715 should be used when funds are exchanged for bank drafts on authority of the Treasurer. When obtaining bank draft, the Form 715 should be properly filled out, and presented to the bank officer for signature and impression of bank's dating stamp. Receipts should be retained as a permanent record, and filed in date order. See Rule 3610.

3630. Cashing Pay Checks, Etc. Current collections may be used for cashing pay checks, discharge checks, vouchers, etc., presented during the day. If funds on hand at the end of the day are insufficient for this purpose, such funds should be remitted and request made to Treasurer for sufficient cash to meet requirements. Such requirements should be anticipated when possible, and request to Treasurer made in advance. See Rule 3600.

3640. Monthly Closing Remittance. Closing remittance for the month should be made not later than the first business day of the following month, and should include only funds actually collected and on hand as of 12 o'clock midnight the last day of the month. In case a previous remittance has been made for the last day's business, the closing remittance should be endorsed "Supplementary" and dates shown thereon as instructed in Rule 3610.

Do not delay closing remittance because of difficulty in balancing accounts, but remit all funds on hand in excess of authorized working fund, and make necessary adjustments in subsequent month, showing full explanation in cash book.

3650. Treasurer's Corrections in Remittances. The original entries in station records should be corrected to agree with amount credited by Treasurer. The current account should be brought into agreement promptly by increasing or decreasing credit side of Forms 456 and 309 and total of remittances carried forward in cash book. Correction of figures for intervening days is unnecessary. Amount of remittance as corrected should be carried to Monthly Balance Sheet, Form 301.

Treasurer should be informed promptly in detail if not in agreement with such corrections.

3660. Special Remittances. Miscellaneous collections, such as receipts from rents, leases, water sales, etc., should not be included in station freight or passenger accounts, but should be covered by special remittances to the Treasurer. Collections of this character and the special remittances covering should be entered in the cash book as provided in Rule 3570, such entries being for record purposes only.

3670. Collection of Transportation Charges and Credit Authorities. Freight should not be delivered or forwarded pre-paid until all of the transportation charges have been paid, except when extension of credit is authorized by the Treasurer. This rule applies to transfer and drayage companies the same as to individuals.

When collect shipments are received waybilled to one party in "care of" another and the consignee is not on the credit list, delivery of the shipment should be withheld until charges are paid or satisfactory assurance is received from the "care of" party that they will either pay or guarantee charges. If neither the consignee nor "care of" party is on the credit list, delivery should not be made until charges are collected.

The matter of extending credit to patrons is under the sole jurisdiction of the Treasurer, hence all instructions issued by his office in connection therewith should be strictly complied with. The Treasurer's authorities for extension of credit should in all cases be kept on file for inspection by traveling auditors. See Rules 2520 and 2530.

When not otherwise instructed by the Treasurer, settlement with connecting carriers should be made as provided in Rule 4580.

3680. Transfer of Cash or Cash Paper Between Agents Prohibited. The transfer of credits from one agent to another by means of cash or cash paper is prohibited. See Rule 1640.

3690. Proceeds from Sale of Freight. When freight is sold as provided in Rule 5930, the proceeds should be applied against the transportation charges. If a surplus remains, the amount thereof should be entered in Column 9 of the cash book, showing necessary details, and special remittance made to Treasurer to cover. In such cases, special remittance slip,

Form 668 should be used and full waybill reference, also the tracer, claim and O.S.& D. report numbers shown thereon.

Instructions in Freight Claim Department Circular 123, amendments thereto and reissues thereof, covering the sale or other disposition of salvage freight should be strictly observed by all concerned. On part-lot sales where a number of Forms 2685-B are used, the money covering each part-lot should be remitted each day to the credit of the freight account and debit therefor carried in Item 15 until such time as all items in the lot have been sold or other disposition furnished on any remaining part of the lot. When the final sale of all items in the lot has been made, Form 2685-B covering that sale should be marked "Final" by the salesman so the cashier will know the sale of the lot is completed. Cashier should then issue station draft to Treasurer for total amount of all sales in the lot, making special remittance on Form 668 and drop the amount from Item 15.

A copy of Form 668 should be sent to Freight Claim Department to which should be attached the original Report of Sale of Over, Unclaimed or Damaged Freight, Form 2685-A, and any necessary evidence that the freight was sold to best advantage as directed in Rule 5930. If the proceeds from the sale do not cover the full transportation charges, a relief claim should be presented promptly to the Freight Claim Department for the deficit.

3700. Deposits Made by Consignees. When a deposit is made by consignee to guarantee charges on freight to arrive, the amount should be entered in Column 9 of the cash book with appropriate description. A temporary debit should be taken therefor in Item 15 of station freight account, and carried therein until properly cleared. When the shipment is received and the waybill is reported, the freight bill should be entered in the cash book in the usual manner, and credit claimed for the deposit in Column 8 of the cash book, showing reference to the previous debit entry, after which the amount should be dropped from Item 15.

If the amount deposited is more or less than the correct freight charges, the difference should be collected from, or refunded to, the depositor, as the case requires.

3710. Deposits Made by Consignors. When a deposit is made by consignor to cover cars ordered under statutory pro-

visions, or to guarantee charges on freight shipped, the amount should be entered in Column 9 of the cash book with appropriate description. A temporary debit should be taken for the deposit in Item 15 of station freight account, and the amount carried therein until properly cleared.

When the deposit covers charges on freight to be prepaid, the amount should be applied on prepayment when the shipment moves.

When the deposit covers cars ordered under statutory provisions requiring advance deposit of a percentage of the freight charges, and the shipment is waybilled prepaid, the amount of the deposit should be applied thereon, and the difference collected from the consignor. If only the required percentage of the freight charges is prepaid, and the shipment otherwise moves on collect basis, the difference should be collected or refunded to the consignor if the amount deposited is more or less than required.

In all cases, the amount waybilled prepaid should be entered in the cash book in the usual manner, and credit claimed for the deposit in Item 8 thereof, showing reference to previous debit entry, after which the amount should be dropped from Item 15.

3720. Corrections in Freight Bills Sent Away for Collection. When credit is claimed in remittances for freight bills sent to other points for collection on the Treasurer's authority, and the freight bills are not paid as rendered, the differences will be debited or credited by Treasurer to the station making the remittance. In such cases, the original remittance should not be corrected, but the differences should be reported in Item 11 or Item 8, as the case may be, of the current station freight balance. Necessary adjustment of the freight charges involved should be made promptly in each instance. See Rules 2530, 3210 and 3260.

3730. Clearance of Items Under \$1.00 from Station Accounts. Items under \$1.00 as described in Rule 3505 should be cleared from station accounts at the end of each month by entries in appropriate debit or credit column of cash book. Such entries should be identified as "Eliminated" and posted against uncollected items or over-collections, as the case may be. The net difference of such items should be entered in the appropriate column of cash book and described as "Excess credit (or debit) eliminated by entry in Item 7."

3740. Preparation of Station Drafts. Care should be used in the preparation of station drafts to see that they are correct in all particulars. You should comply fully with the instructions printed on the inside cover of books of drafts, Form 670, and all other instructions issued by the Treasurer.

SHIPPER'S ORDER AND WRITTEN ORDER FREIGHT

3750. Shipments on Which "Shipper's Order" Rules Apply. All rules in this and other sections, relating to "Shipper's Order" freight, apply with equal force to shipments covered by shipper's order bills of lading, and to shipments covered by "straight" bills of lading reading "Notify," "Advise," "Deliver only on shipper's written order," or otherwise requiring written delivery orders as provided in Rules 3980 and 3990. Also see Rules 4000 to 4020, inclusive.

In addition to these rules, agents and others concerned should thoroughly familiarize themselves with and be governed by the instructions contained in Rule 7 of the governing Freight Classification.

3760. Responsibility of Employees. Any agent, cashier, or other employe who delivers shipper's order or written order freight, or permits inspection thereof, contrary to the provisions of rules in this section, will be held personally responsible under his bond for any loss incurred by the Company due to his actions, as any infraction of the rules may make the Company liable for the value of the shipment involved.

Agents should see that all concerned fully understand their duties and responsibilities in this respect, and the extreme importance, both to the Company and to themselves, of strict compliance with all rules governing the handling of shipper's order and written order freight.

3770. Delivery of Shipper's Order and Written Order Freight. Freight billed "Shipper's Order Notify" should not be delivered without taking up the properly endorsed shipper's order bill of lading, and freight billed "Notify," "Advise," "Deliver only on shipper's written order," or otherwise requiring written delivery order, should not be delivered without taking up the written order, except as provided in this rule, and in Rule 3780 applying to shipments of cotton and cotton linters. See Rules 3980 to 4020, inclusive, in the "Delivery of Freight" section.

When the original shipper's order bill of lading or written order is lost, delayed, destroyed, or otherwise is not immediately available at a bank or other source, delivery may be made under the following conditions:

- (1) When currency, check certified by bank, or bank cashier's check for 125% of the invoice value of the ship-

ment, is deposited with the agent in lieu of the shipper's order bill of lading or written order. See Rule 3790.

(2) When delivery is covered by a continuing blanket indemnity bond approved by the Treasurer. When informed by the Treasurer of the approval of a continuing blanket bond of indemnity, his instructions with respect to deliveries thereunder should be strictly observed.

(3) When authority for delivery is received from the Freight Claim Department or Manager Santa Fe Refrigerator Department, which may be extended when they have in their possession (a) the original bill of lading or written order, (b) a specific bond approved by the Treasurer for the particular shipment involved, or (c) evidence that the required document is held by carrier's representative.

When delivery is made under condition (1) above, a written statement should be obtained from the party requesting delivery, as provided in Rule 7 of the governing Freight Classification, per the following example:

"Herewith check certified by bank (or bank cashier's check or cash), in the amount of \$125.00, which is 125% of the invoice or value of shipment moving on New York to Kansas City waybill No. 1250, September 1, 1948. We are legally entitled to the possession of the property, and certify that original bill of lading (or written order) has been lost (or destroyed or delayed), and is not now available.

(Signed) Blank Grain Co.
September 5, 1948."

Deliveries under this rule may in certain cases be further restricted by instructions contained in Freight Claim Department circulars, which should be strictly observed.

3780. Cotton and Cotton Linters. Delivery of shipments of cotton or cotton linters, may be made to compress company on memorandum showing contents of cars and reference to shipper's order bills of lading when documents are not promptly surrendered, provided the Compress Company agrees to unload the cars, and furnish compress tickets to the agent, and not to deliver the cotton or cotton linters until the tickets are returned to the Compress Company. See Rule 4030.

3790. Disposition of Deposits. When a cash deposit, cer-

tified check or bank cashier's check is accepted in lieu of a lost or delayed shipper's order bill of lading or written order, as provided in Rule 3770, disposition thereof should be made as follows:

(1) If a cash deposit is made, the amount should be remitted on the day received, in accordance with Treasurer's instructions, and carried in Item 15 of station freight balance. If within three days the consignee surrenders the properly endorsed shipper's order bill of lading or written order direct to agent, or authority to deliver is received from the Freight Claim Department or Manager, Santa Fe Refrigerator Department, the amount should be refunded and dropped from Item 15.

(2) If deposit is in the form of check certified by bank or bank cashier's check, such check may be held three days. If within that period the consignee surrenders the properly endorsed shipper's order bill of lading or written order direct to agent, or authority to deliver is received from the Freight Claim Department or Manager, Santa Fe Refrigerator Department, the Check should be returned to consignee without endorsement.

(3) When the required document is not surrendered, or authority to deliver is not received as provided in (1) and (2), a special remittance should be made to Treasurer for account of Unapplied Collections Miscellaneous, showing on remittance slip the name of shipper and consignee, description of shipment and full waybill reference. In such cases, the Freight Claim Department should be advised by letter and furnished a copy of the special remittance slip.

3800. Identifying and Filing Surrendered Shipper's Order Bills of Lading and Written Orders. At the time shipper's order bills of lading or written orders are taken up by destination agents, the time and date each document was surrendered, and the number and date of the freight bill should be shown thereon in the following form:

"ACCOMPLISHED.....M.....19.....
Freight Bill No..... Dated.....19....."

All such documents surrendered to destination agents, covering both carload and less carload shipments, should be retained at the station and filed separately for each month in freight

bill number order, or attached to the station record copy of the freight bill for ready inspection by the traveling auditor. See Rules 3750, 5590 and 5640.

3810. Form 697—Report of Shipments Delivered or Diverted Under Bond. This report should be mailed to the Treasurer at the close of each month. All shipments appearing on the previous month's report, for which shipper's order bills of lading or written orders had not been surrendered at the time the report was rendered, should be entered first on the current month's report, followed by shipments delivered or diverted in the current month, for which the shipper's order bills of lading or written orders are not taken up at the time of delivery or diversion.

The entries on the report should be made daily as shipments are delivered or diverted, so it may be readily determined whether or not the value of the shipments for which the shipper's order bills of lading or written orders have not been surrendered, exceeds 80% of the amount of the bond, also that any delinquency in the surrender of such documents may be observed, and steps taken to obtain those in arrears.

Agents should be governed by the detailed instructions covering the maintenance of Form 697, printed on the inside front cover thereof, also by current instructions issued by the Treasurer.

It is the agent's personal duty to scrutinize report Form 697 each day, and see that the privileges granted under each bond are not exceeded or abused.

3820. Company Not Responsible for Delay to Shipper's Order Bills of Lading. This Company is not responsible for delays in surrendering shipper's order bills of lading or written orders. When delivery of a shipment is delayed beyond the prescribed free time, due to inability of the consignee to produce the shipper's order bill of lading or written order, because the document has not reached the bank, or for any other cause, the consignee is not relieved of responsibility for payment of demurrage or storage that may accrue on that account.

3830. Inspection of Shipper's Order or Written Order Freight. Inspection of shipper's order or written order shipments should not be permitted unless authorized by specific instructions on the waybill. Removal of such freight from the Company's possession for inspection without surrender of the

original shipper's order bill of lading or written order, should not be allowed under any circumstances. When inspection is demanded as a legal right, the Freight Claim Department should be asked for instructions by telegraph.

3840. Shipper's Order or Written Order Shipments Placed in Public Warehouses. All shipper's order or written order shipments placed in public warehouses for storage should be receipted for by the warehouse company, and such receipts filed in lieu of the shipper's order bills of lading or written orders, after noting the waybill and freight bill reference thereon.

3850. Returned and Diverted Shipper's Order or Written Order Shipments. A shipper's order or written order shipment should not be returned to shipper, or forwarded elsewhere upon shipper's request, without surrender of the original shipper's order bill of lading or written order, except upon instructions of the Freight Claim Department, or when tariff requires return of the shipment if not delivered within a specified period. See Rules 5590 and 5640.

3860. Non-Agency Stations. See Rules 320 and 4450.

3870. Shipper's Order Shipments of Live Stock, Wild Animals, Live Poultry and Perishable Freight. See Rule 300.

3880. Shipper's Order Shipment for One Station Notify Consignee at Another. See Rule 290.

DELIVERY OF FREIGHT

3910. Responsibility for Protection and Delivery of Freight. Agents are responsible for the safekeeping of all freight in their possession, and for the proper delivery of all freight received. Delivery receipts for all less carload freight, trailer-on-flat-car freight and carload shipments which are delivered on public delivery tracks, should be obtained at the time such shipments are delivered.

The person to whom freight is delivered, and who signs the delivery receipt, should be known or be properly identified, and should affix the date of delivery and his usual signature to the receipt. Use of initials or abbreviations of surname will not suffice. If a stamp is used, he should write his initials beneath the stamp. A postal card or other notice to consignee of the arrival of freight should not be considered proper authority for delivery, when presented by an unknown person, until such person identifies himself as the one to whom the consignee has requested that delivery be made.

In addition to the rules in this section, agents should be governed by Rules 3750 to 3880, inclusive.

3920. Notice to Consignee of Arrival. The consignee or person designated on the waybill or package to be notified, or his authorized agent, should be notified in writing, on both carload and less carload freight, on the forms prescribed, such notices to be placed in the U. S. Mail in time to receive the Post Office dating stamp, showing the same date that shipments arrived. Care should be used to see that the amount of the charges, if known, is shown on each notice. Before sending notices on less carload freight, the packages should be examined for street addresses or rural delivery route numbers that may not be shown on the waybills.

A telephone notice of arrival is not a legal notice unless agreed to in writing by the railroad and the consignee. When such agreement is in effect, the name or initials of employe giving the telephone notice, the date and hour of notification and name of the individual receiving the notice, should be shown on agent's record. When a telephone notice is resorted to for convenience, the regular written notice should be sent as soon as possible thereafter. If perishable freight is not removed within two days, or non-perishable freight is not removed within five days after notification, a second notice should be sent. The consignor should be advised of undelivered

freight, as provided by current demurrage or storage tariff. A legible copy of each postal notice should be retained, and the date such notice was sent should be shown on the station record copy of the freight bill. See Rules 5860 to 5890, inclusive.

3930. Notice to Consignee of Inability to Place Carload Freight. When unable to deliver carload freight to an industry on account of consignee's inability to receive it, or to specially designated or customary public delivery tracks because such tracks are fully occupied, Notice of Inability to Place Cars, Form 2332, should be sent promptly to consignee, or party entitled to receive the notice. Care should be taken to see that the top section of the form is used when the notice covers inability to deliver cars at an industry, and the bottom section when the notice covers inability to deliver on a specified public delivery track. Agents at stations where demurrage is supervised by the Pacific Car Demurrage Bureau should be governed by the provisions of Rule 3130.

3940. Freight Should be Checked When Delivered. Delivery of freight without checking the articles direct from consignee's freight bill is prohibited. If any discrepancy is discovered in checking the articles to the consignee, the waybill should be examined if possible to determine whether or not the discrepancy was caused by an error in transcribing from the waybill to the freight bill. If not, the waybill should be endorsed, showing how the freight checked to the consignee. The final check to the consignee is very important and should be carefully performed. See Rule 5810.

A sufficient check should be made of carloads to determine whether cars contain freight other than that described on the waybills. If such freight is found, it should be weighed and proper charges assessed thereon.

3950. Taking Up Bills of Lading. Agents should require surrender of original shipper's order bills of lading before delivery of "shipper's order" freight, except as provided by Rule 3770. Bills of lading for "straight" consignments are required when the consignee is not personally known to the agent, or when circumstances seem to require such precaution, otherwise "straight" shipments may be delivered to the consignee or his duly authorized agent without taking up the bill of lading. Standing orders in writing, authorizing delivery to draymen or transfer companies, do not apply to shipper's order

freight, unless bills of lading have first been surrendered. See Rule 3990 and 4040.

3960. Delivery to Other Than Consignee. If consignee of a "straight" consignment desires the freight delivered to another person, or the bill of lading is presented by anyone other than the consignee or his duly authorized agent (see Rule 4040), the consignee's endorsement on the bill of lading should be obtained before the freight is delivered.

3970. "Straight" Shipments Consigned to One Party in Care of Another. When freight is consigned on a "straight" bill of lading to one party in care of another, as to "John Brown in care of James Smith," it should be delivered to the first party if he demands it, but if not claimed by him, the shipment may be delivered to the "in care of" party. In such cases, notice of arrival should be addressed to "John Brown in care of James Smith." See Rule 3920.

Shipments of this character should not be delivered or diverted to a third party, or diverted to another destination, except upon the written order of the consignee named in the billing, or his written instructions to accept and act upon delivery or diversion instructions given by the "in care of" party.

3980. Shipments Requiring Written Order from Shipper. Freight is frequently billed by a shipper to himself, who either sends an order for delivery addressed to the railroad agent direct to the party to whom delivery is to be made, or attaches a draft and forwards it to a bank or express company for collection. Such shipments should not be delivered to a second party, except upon surrender of shipper's written order, or the original straight bill of lading with shipper's delivery instructions endorsed thereon, whether or not the waybill carries instructions to deliver only on shipper's written order. This rule should not be construed to restrict delivery to the billed consignee or his agent, when properly identified. Shipments of this kind should be handled with extreme caution, and in doubtful cases the Freight Claim Department should be asked for instructions.

When the waybill covering any shipment carries instructions to deliver only on shipper's written order, such instructions should be strictly observed. See Rule 3750.

3990. Freight Billed "Notify" or "Advise." When freight is consigned to one party "notify" or "advise" another, the

former is considered the consignee. The latter should be notified, but the property should be delivered only to the former, or upon his written order, or on surrender of the original bill of lading endorsed by him. See Rules 3750, 3920 and 3970.

4000. Shipper's Order Freight. When freight is consigned to "shipper's order," it is usually for the purpose of securing payment at destination, of a draft for the value of the property. The draft is generally attached to the bill of lading and sent through a bank or express company for collection from the party at destination to be notified of the arrival of the shipment. The payment of the draft secures possession of the bill of lading to the payer. Shipper's order freight may usually be distinguished by the presence on the waybill of the word "Order," or the words, "Shipper's Order," preceding the name of the consignee or party to be notified, but such words may follow the name of consignee or party to be notified, and the character of the shipment would still be preserved. In doubtful cases effort should be made to learn from banks or express office whether the bill of lading is in their possession attached to draft. If convincing information cannot be secured from such sources, the Freight Claim Department should be asked for instructions. See Rule 1070.

4010. Endorsement of Shipper's Order Bills of Lading. All original shipper's order bills of lading should bear the endorsement of the party to whose order the freight is consigned. See Rule 280. If endorsement is by a corporation, it should consist of the name of the corporation and the signature and title of the officer making the endorsement. If bill of lading is not endorsed by party to whose order the freight is consigned, or is endorsed by a rubber stamp impression only, the bank or express company which made the collection, should be requested to endorse the bill of lading to indicate that draft has been paid, or furnish other satisfactory evidence that delivery can be made without jeopardizing the Company's interests.

4020. Liability for Shipper's Order Shipments. The Company is liable for the value of any freight consigned to order of shipper, that is delivered without taking up the properly endorsed original bill of lading. Agents are particularly cautioned not to deliver shipper's order consignments on presentation of a paid draft for value of the goods, a printed or written order, or a duplicate bill of lading. The properly endorsed original bill of lading is the only evidence of ownership that

agents may accept as authority from shipper to deliver a shipper's order shipment. When original bill of lading is lost or delayed, delivery should not be made except as provided in Rule 3770.

4030. Shipper's Order Shipments of Cotton. Agents forwarding cotton consigned to shipper's order should use special form waybill provided therefor, and show thereon all information called for by the waybill form. When cotton consigned to shipper's order is delivered in split lots, that is, only a part of the shipment delivered at a time, agent should take up original bill of lading when delivery is made of the first lot covered thereby, except if consignee elects to withhold surrender of the bill of lading until the entire shipment is delivered, agent should, at the time of delivery of each lot, endorse on the bill of lading the amount so delivered. See Rules 3780 and 4060.

4040. Delivery to Authorized Agent. When responsible persons or firms desire delivery of their shipments to an authorized agent or drayman, they should be required to execute Drayman's Authority to Receive and Ship Freight, Form 2218, after which delivery should be made to the party designated thereon, being careful to comply with the provisions of Rules 3950 and 4370. Forms 2218 should be kept on file at the station for inspection by traveling auditor.

4050. Delivery of C.O.D. Shipments. See Rules 4150, 4370 and 4420.

4060. Delivery of Part Consignments. Part consignments of any kind of freight should not be delivered until the charges on the entire consignment have been paid. Only one freight bill should be issued for a single consignment. If a portion of a shipment checks short, and is not received in a reasonable time, consignee should file formal claim for loss of goods plus freight charges. See Rules 2150 and 3770.

4070. Consignor's Right to Stop Delivery. If ordered by shipper not to deliver freight to consignee, it should be held and the Freight Claim Department asked for instructions. See Rule 6300.

4080. Agents Not to Act as Collectors for Owners of Freight. Agents are prohibited from acting as collectors for the owners of freight, except when authorized by tariffs or other Traffic Department publications. If a waybill is received, carrying

unauthorized C.O.D. collection instructions as a result of an agent's error, or a shipper requests delivery of an on hand shipment upon the collection of a certain sum, delivery should be withheld, and the matter referred to the Freight Claim Department, except when instructed by shipper, the goods may be turned over to the Railway Express Agency upon payment of all accrued charges, for collection of the amount due shipper.

4090. Contractors' Material. Delivering agents will be held responsible for the assessment and collection of commercial rates on all shipments of Contractors' Material, unless covered by Traffic Department special rate orders, in which case reference thereto should be shown on the waybill. Forwarding agents will likewise be held responsible for waybilling such shipments in accordance with Rule 1370.

4100. Delivery of Shipment in Bond. See Rule 5000.

4110. Reference to Other Instructions. The following subjects and rules should be referred to for additional instructions regarding delivery of freight:

Astray or Over Freight, Rules 4420 and 5740 to 5760, inclusive.

Company Material, Rules 5470 and 5480.

Government Freight, Rules 5290 and 5370.

Non-Agency Stations, Rules 4450 to 4480, inclusive.

**PICK-UP, DELIVERY AND C.O.D. SERVICES; DRAYAGE
IN LIEU OF TRAP CAR SERVICE AND TRANSFER
OF INTERLINE FREIGHT BETWEEN DEPOTS—
L.C.L. TRAFFIC**

GENERAL

4140. Authority for Services. Applicable tariffs provide for pick-up and delivery services and other traffic publications provide for drayage in lieu of trap car service and transfer of interline L.C.L. freight between depots, subject to the rules, regulations and limitations provided. The governing Freight Classification provides for C.O.D. service. Agents and other station employes should thoroughly familiarize themselves with those publications and be governed strictly by the provisions thereof.

PICK UP, DELIVERY AND DRAYAGE SERVICES

4150. Functions of Contract Drayman. Contract drayman executing Trucking Contract, Form 2605, will (a) perform the pick-up and delivery service, (b) execute bills of lading on all shipments received from shippers, (c) take up shipper's order bills of lading, or written orders covering order shipments at time of delivery of freight if not previously surrendered to agent, (d) collect freight charges on all shipments not consigned to a credit patron, or to a credit patron if requested to do so, or return shipment to the station if payment of freight charges is refused, for agent to effect delivery in the usual manner, and (e) obtain receipts from consignees for all shipments delivered, and deliver such receipts to agents for filing, and collect all C.O.D. and collection charges, if any, at time of delivery of shipment, regardless of whether the shipment is consigned to a credit patron. When contract drayman cannot effect delivery by reason of consignee not being at his address, contract drayman will prepare Drayman's Notice to Consignee of Undelivered Freight, Form 1894, leaving original at consignee's address and returning copy to agent with shipment.

4160. Shipper's Order Freight. Shippers' order or written order shipments should not be taken from depot by contract drayman until bill of lading or written order is surrendered to agent, or advice is received from consignee that it will be surrendered to contract drayman on delivery of shipment. See Rule 3770.

4170. Prepaid Shipments — Shipper Not on Credit List.

When shipper is not on credit list, agent should ascertain at time pick-up service is requested, whether charges on shipment are to be billed prepaid or collect. If prepaid, necessary particulars should be obtained, and shipper notified of amount required. Contract drayman should collect and note the amount collected in proper space on original bill of lading and underlying copies. See Rule 220.

4180. Checking Freight Brought to Depot by Drayman. The agent should carefully check the freight upon arrival at station, with the shipping order, and make endorsement on that document as to the condition of the freight when it came into his possession. If the freight is in a damaged condition or checks short, the contract drayman and agent should jointly sign the damaged or short notation. Strict supervision should be maintained by the agent over all work performed by the contract drayman, in accordance with the contract.

It is very important that existing instructions regarding the weighing of L.C.L. shipments at point of origin be observed.

4190. Payments to Agents by Drayman. All funds collected by a contract drayman for account of this Company should be paid to agent as soon as possible, but in no event later than noon of the next succeeding business day.

4200. Signing Bills of Lading. When shipments are accorded pick-up or drayage service in lieu of trap car service, bill of lading should be signed by contract drayman or his driver, who should show thereon, also on shipping order part, name of agent, name of contract drayman, name or initials of driver and date. This information should be shown in space provided for agent's signature, thus:

“John Doe, Agent
Blue Line Dray Co.
By Jim Smith
Date..... 19.....”

Contract drayman should not sign a bill of lading on which both a rate and route are shown. If shipper refuses to eliminate either the rate or the route, the bill of lading should be presented to agent for signature. See Rule 270.

4210. Request for Pick-up or Delivery Service. Shipper is required by tariff to show on bill of lading and underlying parts, when pick-up service is desired. This should be done

by endorsement just below the description of articles, "Pick-up service requested."

Delivery service should be granted without request unless shipper's instructions on the bill of lading read otherwise, or consignee gives definite notice to the contrary, prior to arrival of the shipment. See Rule 4240.

4220. Pick-up Service Performed by Shipper. When an authorized pick-up service is performed by the shipper, agent should make notation on bills of lading and underlying copies, "Brought to depot by shipper."

4230. Endorsements on Waybills—Pick-Up Service. Way-billing agents should prepare waybills strictly in accordance with bill of lading instructions, showing thereon whether or not shipment was accorded pick-up service by the carrier by placing an "X" opposite "Yes" or "No" in the space provided, except if the waybill form used carries no designated space for such information, endorsement should be made thereon just below description of the shipment, "Pick-up service performed by carrier," or "Brought to depot by shipper," as the case may be.

When pick-up service, or allowance to shipper in lieu thereof, is dependent upon increasing the freight rate to meet the minimum tariff requirement, endorsement should be made on the waybill in the "Description of Articles and Marks" space, "Pick-up service performed," "Pick-up service not performed," "Allowance made," or "Allowance not made," according to the facts in each case. See Rules 4210 and 4220.

4240. Endorsements on Waybills—Delivery Service. Way-billing agents should show on waybills whether or not the bill of lading carries request for carrier's delivery service by placing an "X" opposite "Yes" or "No" in the space provided, except if delivery service is requested, and the waybill form used carries no designated space for such information, endorsement should be made in the "Description of Articles and Marks" space thereon, "Delivery service requested." In all cases where bill of lading provides specifically that delivery service is not desired, endorsement should be made in the same space on the waybill, "Delivery service not desired by shipper."

Endorsement should be made in the "Description of Articles and Marks" space on waybills by destination agents, as follows:

(1) When notice is received from the consignee that he does not desire delivery service, the waybill should be endorsed "Delivery service not desired by consignee."

(2) When delivery service is granted, the waybill should be endorsed "Delivery service granted."

(3) When delivery service or allowance to consignee in lieu thereof is dependent upon increasing the freight rate to meet the minimum tariff requirement, the waybill should be endorsed "Delivery service performed," "Delivery service not performed," "Allowance made" or "Allowance not made," as the case may be. See Rule 4210.

4250. Additional Charges for P.U.D. or Drayage Services. When tariff provides for an additional charge to be assessed for pick-up or delivery service, due to the carload rate being applied as a maximum L.C.L. rate, or a requested additional tender, the agent should show the rate and charge therefor, described on the waybill as "Drayage" in a separate entry in the rate and freight columns, also prepaid column if charges are prepaid, accumulating all charges shown in freight and prepaid columns into separate totals for each.

Where the freight rate applicable is less than the minimum rate upon which drayage service or allowances therefor are authorized, and the rate is increased to the minimum rate, the amount should be entered on the waybill as "Minimum Drayage."

Corrections on waybills affecting pick-up, delivery, or minimum drayage charges should be prepared and reported the same as corrections on freight or other charges. See Rule 2100.

4260. Preparation of Freight Bills. Regular freight bill forms should be used in collecting charges on shipments accorded pick-up or delivery service, or drayage in lieu of trap car service. Additional charges for pick-up or delivery service, or information regarding minimum drayage shown on waybills, should be transcribed to freight bills. See Rule 4250.

4270. Receipt by Contract Drayman and Consignee. Shipments accorded delivery service should be receipted for by contract drayman on cashier's copy, or station record portion of the freight bill, or on Contract Truck Operator's Receipt for Shipments, Form 2141, at stations authorized to use that form.

The contract drayman should in all cases obtain consignee's

receipt on the freight delivery receipt portion of the freight bill form at time freight is delivered, and return it to agent for filing. When collecting the charges, the contract drayman should receipt the freight bill in the same manner as prescribed in Rule 4200 for signing bills of lading.

4280. Preparation of Forms 2136 and 439 — Contract Draymen. A record of shipments handled by each contract drayman should be compiled currently throughout the month as follows:

(a) Shipments handled in pick-up and delivery service, under Contract, Form 2605, should be listed on Statement of Pick-up and Delivery Services Performed, Form 2136, separately as between pick-up and delivery.

(b) Shipments on which drayage is performed in lieu of trap car service, under Contract for Trucking Trap Car Freight, Form 2606, should be listed on Form 2136, showing description of the service.

(c) The total daily tonnage on interline shipments transferred between depots, under Contract for Handling LCL Transfer Freight, Form 2601, should be entered on Agents Statement of Interline L.C.L. Freight Transferred Between Depots, Form 439, from off-going passing reports, Form 403-A.

(d) When pick-up and delivery and transfer service is performed by the Santa Fe Trail Transportation Co., agents should be governed by special instructions issued by Audit Office to individual stations.

Forms 2136 and 439 should be prepared in triplicate and each consignment listed separately thereon, except as provided in (c) and (d) above. Details may be omitted from the "Consignor-Consignee Origin or Destination" column unless required by the contract drayman. The weight column should be totaled, and a summary of sheet totals for each class of service should be made on the last sheet. The totals so obtained should be recapitulated on a separate sheet to obtain the grand total for all services performed by contract draymen. Originals of Forms 2136 and 439 should be sent to Audit Office or Superintendent, as provided in Rule 4320, the latter to be supported by copies of Form 403-A attached thereto. One copy of Forms 2136 and 439 should be delivered to contract drayman, and one copy retained for station record.

The rates of compensation prescribed in Contract Forms 2601, 2605, and 2606, the gross amount earned, the amount deductible for insurance when contract so provides, and the remainder payable to contract drayman, should be entered on Form 2136 or 439 in the following form:

Total Weight
 at.....cwt. \$.....
 Amount of Insurance
 Premium Deductible
 Amount Payable \$.....
 Agent

4290. Settlements with Contract Draymen. Except where a Company employe is also the contract drayman performing pick-up and delivery service, station draft should be drawn on the last day of the month for the net amount shown on the recapitulation of Forms 2136 and 439 as payable to the contract drayman. Reference to the station draft should be shown in the lower left corner of Form 2136 or 439.

Where a Company employe is also the contract drayman performing pick-up and delivery service, station draft should not be issued in payment, but instead, the net amount due as shown on Form 2136 should be entered on station time sheets as railroad compensation, for inclusion in regular pay check. The time sheet entry should agree with the total of Form 2136, and should be entered in upper portion of "Separate" column of time sheet under "Amount Earned," as in the following example:

	Amount Earned	
	Separate	Total
P.U.D. (August)	\$ 4.28	
	150.00	\$154.28

(In this example the \$150.00 is the employe's regular wages.) See Rule 4320.

4300. Preparation of Forms 2136 — Shippers and Consignees. A record should be compiled in triplicate by agents on Form 2136, of shipments handled by each shipper or consignee, from or to freight depot, except if desired, the shipper or consignee may submit statement thereof on Form 2136 in

duplicate. The first method should be followed unless shipper or consignee objects thereto.

If desired, one Form 2136 may be used for several payments, by separating the business of various shippers or consignees under subheadings.

The weight column of each sheet should be totaled, and a summary of the sheet totals for each class of service should be made on the last sheet. The totals so obtained should be recapitulated on a separate Form 2136 to obtain the grand total due shipper or consignee, which should be shown as follows:

Total Weight _____
at _____ Cost \$ _____
_____ Agent

When Form 2136 is prepared by agent, details may be omitted from the "Consignor-Consignee Origin or Destination" column unless requested by the patron. When prepared by shipper or consignee, the data called for in all columns of Form 2136 should be shown, except that waybill reference should be filled in by agent, and the notation "Verified" inserted on the recapitulation above agent's signature.

When allowance is paid to other than the shipper or consignee, authority therefor should be shown on Form 2136.

Originals of Form 2136 should be sent to Audit Office as provided in Rule 4320, and a copy retained for station record. When the statement is prepared by agent, a copy should be delivered to shipper or consignee if requested.

4310. Payments to Shippers and Consignees. Payments to claimants should be made on the last day of the month if possible, except when requested, payments may be made during the month. Claims for 99 cents or less should be paid by cash, and claims for \$1.00 or more by station draft, unless otherwise specially instructed. When payment is made by draft, reference thereto should be shown on Form 2136 in lower left corner, and when paid in cash, payees receipt therefor should be obtained in that space.

When several payments are made during the month to a shipper or consignee, the weight column should be totaled, and computed at the allowance rate per hundred pounds, observing minimum allowances, which should agree with the total pay-

ments made. Amounts paid throughout the month as shown by receipted Forms 2136, should be carried in Item 12 of daily or other period Balance Sheet, Form 309 until close of month, at which time the instructions in Rule 4320 should be observed in clearing the accounts.

4320. Procedure—Close of Month. At close of each month, agents should prepare separate recapitulation sheets in duplicate, of (a) amounts paid to contract draymen, shippers and consignees, as reflected by Forms 2136 and 439, and (b) amounts due Company employes who perform pick-up and delivery service under contract, as reflected by Forms 2136. There should be shown in connection with (a), the names of persons or firms receiving the payments, amount paid to each and the total payments, and (b), name of Company employe and amount payable, as provided in Rule 4290.

Credit should be claimed for station relief, in Item 12 of Monthly Balance Sheet, Form 301, for total amount paid at station. Recapitulations and supporting Forms 2136 and 439 covering amounts paid to contract draymen, shippers and consignees should be transmitted to Audit Office with monthly freight reports. Recapitulations covering amounts due Company employes, and supporting Forms 2136 should be securely attached to the monthly pay roll sheets, and mailed therewith to Superintendent. Copies of all recapitulations should be retained for station record.

4330. Adjustments after Settlement. Errors discovered after payment has been made to a contract drayman, shipper or consignee, or after an amount due a Company employe has been included in pay roll sheets, should be adjusted by adding to, or deducting from, total of succeeding month's Form 2136 or 439, as the case may be, showing details of each such adjustment.

4340. Government Shipments. See Rules 5140, 5210, 5290, 5320 and 5340, governing the information to be shown on bills of lading, waybills and freight bills, in connection with Government shipments.

C.O.D. SERVICE

4350. Bills of Lading. When authorized C.O.D. service is desired, the information needed to make collection and remittance, including name, street and post office address of payee

as well as invoice number (if any) should be shown in the appropriate blocks and spaces on bill of lading and underlying copies. In case no "C.O.D." block is provided, the required information should be entered in the lower left hand portion of the space provided for description of articles and marks.

If shipper attaches invoice or collection papers to the shipping order copy of bill of lading as provided in Rule 47 of the governing Freight Classification, such documents should be detached, placed in an ordinary envelope plainly marked "C.O.D. papers" and forwarded to destination, securely attached to the original waybill.

C.O.D. shipments should not be accepted when consigned to non-agency stations or to destinations outside the United States. See Rule 4450.

4360. Waybills—Forwarding and Destination Agents. A separate waybill should be made for each C.O.D. shipment. Full name and street and post office address of shipper, also shipper's invoice number, if available, should be shown on waybill in space provided for showing full name of shipper, and the letters "C.O.D." should be shown immediately before the name of consignee.

The amount of C.O.D., amount of C.O.D. collection charge (fee) and the total collection, should be shown in the "C.O.D." block on the waybill. When the collection charge is to be paid by the consignee, the amount entered in the "Total" column of the "C.O.D." block should be the total of the C.O.D. and collection charge, and the notation "Remit to shipper" should be shown opposite the amount of the C.O.D. If collection charge is payable by shipper, the amount entered in the "Total" column should be the amount of the C.O.D. less the collection charge, and the notation "Remit to shipper" should be shown opposite thereto.

When bill of lading provides that the C.O.D. amount should be remitted to shipper at an address other than the point where the shipment originates or when the remittance is to be made to someone other than the shipper whose name appears on bill of lading, notation "See instructions below" should be made opposite the total to be remitted, and such instructions should be shown in the "Description of Articles and Marks" space on the waybill, including name, street and post office address of party to whom remittance should be made.

At the time freight is unloaded, destination agent should see that each waybill covering a shipment marked "C.O.D." carries the information required by this rule.

4370. Freight Bills and Collection of Charges. Destination agent, in preparing freight bill for shipment accorded C.O.D. service, when consigned to other than a credit patron, should enter thereon, in addition to the freight charges and pick-up or delivery charge, if any, the amount of the C.O.D., also the C.O.D. collection charge, if the latter is collectible from consignee, and include all charges to be collected in one total.

When C.O.D. shipments are consigned to credit patrons, separate freight bills, bearing the same number as the freight bill carrying the freight transportation charges, but prefixed "C.O.D.," should be issued for the amount of the C.O.D., also the collection charge, if such charge is collectible from the consignee. Collection of C.O.D. amounts should be made before delivery of shipments, since the credit privilege does not cover C.O.D. or collection charges.

Any failure to collect C.O.D. charges at time of delivery of shipments should be reported immediately to the Freight Claim Department. Copies of such advices should be sent to Audit Office.

4380. Remitting C.O.D. Amounts to Shippers. Station Draft, Form 670, should be drawn for the amount of the C.O.D. collected from the consignee, and remitted immediately to shipper or other party to whom remittance is due, by U. S. Mail, enclosed in C.O.D. Return Envelope, Form 2139. It is very important that the correct name, **street and post office address** of shipper or other payee be shown on the return envelope in all cases. See Rule 4360. Particular care should also be taken to show on the face of the draft, the following and any other information that will enable the shipper or other payee to readily identify the shipment covered by the remittance:

1. Consignee's full name, **street and post office address**.
2. Complete waybill reference.
3. Shipper's invoice or order number when available.

When the collection charge is payable by shipper or other payee, the amount thereof should be deducted from the amount collected from consignee, and draft drawn for the remainder. Freight bill number and date should be entered on station

draft stub, or opposite draft entry in station cash book. Checks or drafts made payable to consignor should not be accepted except as specifically provided in the governing classification.

4390. Destination Agent's Records and Reports. Destination agent should assign each C.O.D. shipment received, a consecutive number, commencing with No. 1 on the first of each year, and record such shipments currently throughout the month on Report of C.O.D. Shipments Received, Form 2138, showing thereon all required data, except the "Collection Charges" column should be posted as the collections are made and remitted. Date and number of station draft should also be posted in columns provided on Form 2138 as the C.O.D. amounts are remitted to shippers.

If collection has not been made at the close of the month, the notation "On hand" should be placed in the "Collection Charges" column of Form 2138, before sending the report to Audit Office. All items for which collection and remittance to shipper have not been made, should be carried forward to the following month's Form 2138, before entries for that month are made thereon.

Originals of Form 2138 should be sent to Audit Office with Monthly Freight Report, Form 301, and the copy retained as a station register. Total of column headed "Collection Charges" should be taken up as a debit in Item 7 of Monthly Balance Sheet, Form 301, listing the amount thereon as "C.O.D. Collection Charges." When a C.O.D. is canceled, or shipment is returned to shipper, the authority for cancellation or release of the C.O.D. should in every case accompany Form 2138 to Audit Office, in lieu of the usual draft reference required to be shown thereon. The mere writing of the word "Canceled," "Returned," etc., on Form 2138 will not suffice.

4400. Reforwarded Shipments. The Audit Office should be advised if a shipment is reforwarded to another destination, and the C.O.D. is to follow the shipment. The collection papers, if any, should accompany the waybill on which forwarded to the new destination, securely attached thereto.

4410. Junction Agents. Waybills received at off-going junction points, covering shipments to be delivered to connecting lines on transfer freight bills, should be handled in the usual manner, except that all information shown on waybills

as to pick-up or delivery service, also collection of C.O.D. or collection charges, should be shown on transfer freight bills.

Information shown on transfer freight bills received from connecting lines at on-coming junction points, as to pick-up or delivery service, also collection of C.O.D. or collection charges, should be transcribed to the outbound waybill.

4420. Astray and Over Shipments. A shipment received astray, or checking over at destination without billing, which bears the mark "C.O.D.," or which is not so marked, but is found to be C.O.D. upon establishment of ownership, should be accorded the handling prescribed in Rules 5740 and 5750. If delivered to consignee, the amount of C.O.D. and collection charges should be handled as instructed in Rules 4370 and 4380. If collection and remittance is made on a shipment for which agent of another carrier holds the revenue waybill, the latter should be advised for record purposes.

NON-AGENCY STATIONS

4450. Delivery of Freight at Non-Agency Stations. Freight consigned to a non-agency station should be fully prepaid, and when so waybilled may be left at non-agency stations by conductor, whether or not the consignee is there to receive it, except as follows:

(1) Freight waybilled "Shipper's Order" in violation of instructions in Rule 320, should be taken by conductor to the next agency station beyond and held for surrender of the required document.

(2) Freight billed "C.O.D." in violation of Rule 4350 should be taken by conductor to the next agency station beyond and held for collection of the C.O.D. and any other charges due.

(3) Liquor shipments consigned to non-agency stations under conditions of the uniform bill of lading, should be delivered at such station only when the consignee, or a representative of the consignee, with a written order for delivery of each separate consignment, is present to receive and receipt for it, otherwise conductor should take such shipments to the first agency station beyond. The delivery of liquor at non-agency stations is further restricted by the laws of several states, which prohibit delivery at non-agency stations under any conditions. A copy of such laws may be found in Traffic Department publications.

If freight consigned to a non-agency station is waybilled "collect" or insufficiently prepaid, the freight should be taken by conductor to first agency station beyond. If the consignee insists on delivery at the non-agency station after the amount due has been collected, the freight should be waybilled to the non-agency station without charges, showing reference to the inbound waybill on the non-revenue waybill. See Rules 800, 4470 and 4680.

When freight consigned to a non-agency station is taken to an agency station beyond as provided herein, the agent at such station should promptly send notice of arrival to the consignee. See Rule 3920.

When freight is consigned from one non-agency station to another non-agency station, the provisions of Rule 820 with respect to delivery of such shipments should also be observed.

4460. Receipts for Freight Delivered. When the consignee is present at the time freight is unloaded at a non-agency station, the conductor should take his receipt therefor on the face of revenue waybill. If the revenue waybill has not been made, he should take receipt on the original and duplicate of Conductor's Waybill, Form 1854.

4470. Under Prepayment. When freight from a Santa Fe lines station is left at a non-agency station, and it is subsequently found that the charges are not fully prepaid, the deficiency should be collected if the shipper is also the consignee. If the shipper is not also the consignee, effort should be made to collect the amount due from the consignee, but if collection cannot be made promptly, the waybilling agent should be called upon for a prepaid only waybill, if the amount of under prepayment is \$1.00 or more. (See Rule 2100).

If the shipment is covered by a foreign road waybill, and the shipper is also the consignee, or the deficiency represents additional charges on shipments of household goods or emigrant movables, due to weighing or inspection en route, the amount thereof should be collected from the consignee. In all other cases, effort should be made to collect the amount under prepaid, but when it becomes apparent that collection cannot be made, if the amount of under prepayment is \$1.00 or more (See Rule 2100), the prepaid should be increased to equal the correct charges in same manner as provided in Rule 2280. Such action should not be delayed longer than ninety days after arrival of shipment at destination. When the amount under prepaid is sufficient to warrant, waybilling agent should be advised by telegram, and a copy thereof attached to each copy of Form 322.

When the freight is taken to the reporting agency station by conductor, and delivery is made by agent, any undercharge in freight or prepaid charges should be collected from the consignee before delivery of the shipment, except when shipment is considered fully prepaid as provided in Rules 2100, 2240 and 2280.

4480. Shipments Accepted from Connecting Lines Without Prepayment. When freight for a consignee at a non-agency station is forwarded by a junction agent without prepayment of the charges as provided in Rule 4680, the agent receiving the shipment should collect the charges, and make delivery in the usual manner.

4490. Reporting Over, Short, or Damaged Freight. Less than carload freight unloaded at non-agency stations should be checked by the conductor from the waybill, and exceptions, if any, noted on the face thereof, over his signature, for the information of the agent reporting the waybill. Over, short or damaged freight, in connection with shipments for non-agency stations should be reported by agent as provided in Operating Department instructions.

4500. Reference to Other Instructions. The following subjects and rules should be referred to for additional instructions covering non-agency stations:

Freight Forwarded Reports, Rule 1770.

Freight Received Reports, Rule 1940.

Balance Sheet, Form 309, Rule 3180.

Shipper's Order and Written Order Freight, Rule 320.

Freight Other Than Astray for Non-Agency Stations, Rule 800.

Astray Freight for Non-Agency Stations, Rule 810.

Live Stock Shipments, Rule 1080.

Shipments from Non-Agency Stations, Rule 820.

Numbering Local Waybills, Rule 540.

Numbering Interline Waybills, Rule 550.

DEMURRAGE AT NON-AGENCY STATIONS

4510. Received Traffic. The agent reporting the waybill on the inbound movement of a car to a non-agency station, should issue the arrival notice, enter a full and complete record of the car in the station demurrage record book, and assess and collect any demurrage that may accrue thereon.

4520. Forwarded Traffic. The agent issuing the waybill on the outbound movement of a car loaded at a non-agency station, should obtain and enter in station demurrage record book, a full and complete record of the car, including the ordering, placing, notification, and release dates, and should assess and collect any demurrage that may accrue thereon.

4530. Conductor's Reports—Form 831, Form 818-A or PCDB Form 63. For use in policing demurrage at non-agency stations, conductors are instructed to render Conductor's Report at Cars on Blind sidings, Form 831, Switch List Form 818-A, or Pacific Car Demurrage Bureau Form 63, depending upon the territory involved.

In the territory east of Albuquerque, Form 831, or Switch List Form 818-A, as specified by superintendent, should be rendered in accordance with instructions. West of Albuquerque, PCDB Form 63 is provided by the Pacific Car Demurrage Bureau. Instructions for its use are printed on cover of bound book containing the form and are also issued by division superintendent.

4540. Cars Ordered for Loading. When an order is received by an agent for an empty car to be placed at a non-agency station for loading, it is his duty to issue the placement notice to shipper when such notice is required by the tariff, and to promptly furnish the agent on the other side of the non-agency station with a record of such ordering and placement notices, for his information, in case the car is eventually billed from his station. The waybilling agent should notify the agent on the other side of the non-agency station of the release of the car, so he may complete his record.

When cars are ordered through the Superintendent's or Dispatcher's office, or from the conductor of the train serving the non-agency station, a record of the number of cars ordered, date ordered for, and name of party placing the order, should be furnished jointly to the adjacent agency stations by the party receiving the order. In such cases it is the duty of the agent east (or north) of the non-agency station, as indicated by the time card, to issue the placement notice, and furnish the other interested agent a record thereof.

The agent receiving the order for cars to be loaded at a non-agency station, is charged with the duty of assessing and collecting any demurrage that may accrue on account of cars not being used. The agent east (or north) of the non-agency station, as indicated by the time card, is charged with the duty of assessing and collecting demurrage on cars ordered through conductors or division operating officials, and not used.

When conductor's report, Form 831, switch list Form 818-A, or PCDB Form 63, shows empty cars at a non-agency station, and agent receiving the report has no record of ordering and placement, he should immediately obtain such information for his record from the agent on the other side of the non-agency station.

4550. Reporting to Audit Office. Demurrage accruing at non-agency stations should be reported by agency stations as provided in Rule 3050.

JUNCTION AGENTS

4580. Junction Settlements. Generally, through waybilling is in effect between railroads, however in the few cases where it is not authorized, settlement of charges on freight interchanged directly with carriers involved should be made by junction agents, observing the following procedure:

(1) When freight subject to junction settlement is delivered to the outbound carrier, the charges on the inbound waybill should be revised, and freight bill rendered to such carrier on correct basis. The original and one copy of the freight bill should be delivered with the freight to agent of the outbound carrier, who should check the freight, sign the duplicate freight bill if correct, and return it to you as acknowledgment of receipt of the freight bill for settlement. When freight subject to junction settlement is received from inbound carrier, the procedure should be reversed. All transfer freight bills received from inbound carrier should be carefully revised, and the correct inbound charges waybilled as advances.

(2) Junction Settlement Statements, Form 454, covering shipments received from the inbound carrier, should be prepared in duplicate, both the original and duplicate to be signed and forwarded to inbound carrier's agent, who should retain the duplicate and return the original to you after check and verification. Connecting line's agent should follow same procedure when freight subject to junction settlement is received from this road. Junction settlements should be made daily if the other carrier will reciprocate, but in any event at least four times a month.

(3) After junction settlement statements have been exchanged, a summary should be prepared on Form 454, showing the balance due to or from the inbound carrier. The net balance of the two summaries is subject to station draft.

(4) Prepaid shipments should be accounted for in junction settlement as provided in Rule 2160.

4585. Junction Settlements—Motor Carriers. AT&SF Participation in T.O.F.C. Plan V service under rates in Motor Freight Bureau tariffs necessitates arrangement for Junction Settlement with motor carriers at points of interchange and is covered by special instructions.

4590. Adjustments — Junction Settlements. If an error is discovered after the outbound waybill has been forwarded, and connecting line will adjust, the error should be corrected by issuing or obtaining a prepaid only waybill, if waybilled to a point on a Santa Fe line, or by issuing Waybill Correction, Form 322, if waybilled to a point on a foreign road.

Errors in freight bills that have been signed and returned, except errors due to improper changes made by the agent of the outbound carrier, should be adjusted only when the amount thereof is five dollars (\$5.00) or more. In the event there are two or more unsettled corrections affecting the same freight bill, which when combined make a net difference of five dollars (\$5.00) or more, a corrected freight bill for the amount of the net difference should be rendered and adjusted. It should be understood that this minimum applies only to adjustment between carriers, and that the proper tariff rates should be collected from shippers and consignees in all cases.

Initial settlements tendered by outbound carriers, based on disputed divisions, should be accepted pending adjustment when agreed divisions are furnished, except that differences therein other than disputed divisions should be adjusted currently. When agreed divisions are received, adjustments of all shipments covered by the dispute should be made promptly regardless of amounts.

4600. Time Limit for Adjustments—Junction Settlements. All proper corrections based on local, joint or combination rates, and supported by agreed divisions, as well as those covering changes in miscellaneous transportation charges or weights, should be accepted and included in current settlements when presented within the time limits prescribed below, dating from the last day of the month for which original settlement was made:

Time Limits	Interstate Traffic	Intrastate Traffic	International Traffic
(1) Involving adjustments with shippers or consignees		State Statutes to govern	Shippers or consignees in: United States, same as Interstate: Canada
Waybills dated prior to August 26, 1958	24 Months		

Waybills dated		60 Months
on or after		Mexico
August 26, 1958	36 Months	12 Months
(2) Not involving adjust- ments with shippers or consignees	36 Months	36 Months 36 Months

Corrections not received within the time limits specified should be declined.

4610. Correction of Through Waybills. When a through waybill is received from a connecting line, on which corrections, additions or eliminations of any character have been made in advances, prepaid, car number and initials, destination, routing or any essential waybilling instructions (including special instructions by shipper), and authority therefor is not shown, connecting line's agent should be requested to place the following notation on the waybill, which he should also date and sign.

"Change made prior to delivery of freight and waybill
to Santa Fe at....."

If impossible to secure connecting line agent's acknowledgment, the notation should be made and signed by you, with an explanation as to why connecting line agent's acknowledgment could not be obtained.

4620. Unauthorized Through Billing. Except as provided in Rule 770, when a junction agent receives a waybill destined to a point on a foreign road, and through waybilling beyond the junction is not authorized, the through waybill should be taken up and reported on Freight Received Report, Form 309, and the shipment tendered to connecting line on a transfer freight bill.

4630. Authorized Through Billing. When a junction agent receives a local or interline waybill made to the junction, covering a shipment destined to a point on Santa Fe lines or foreign road to which through billing is authorized, the heading thereof should be changed to show the destination on such road. See Rule 920.

4640. Acceptance of Other Lines' Waybills. If through billing is authorized in Rule 920, through waybills tendered by connecting lines should be accepted. In case connecting line tenders freight on a transfer freight bill instead of interline

waybill, or vice versa, contrary to authorized through billing instructions, and declines to make other delivery, the freight should be accepted and forwarded on the through waybill, or rebilled to destination, as the case may be. Audit Office should be fully advised of such cases immediately.

4660. Showing "Off-Going" Junction on Waybills Received from Connecting Lines. When the "off-going junction is not shown on a waybill received from a connecting line that is destined beyond Santa Fe lines, proper "off-going" junction should be added by the receiving junction agent, who should see that Santa Fe lines receive the longest possible haul via the junction rate is applicable. When in doubt as to the proper "off-going" junction, such information should be obtained from the Traffic Department representative in your territory.

4670. Report of Carload and Trailer-on-Flat-Car Interline Waybills Delivered to Connecting Lines, Form 403. A separate Form 403 should be prepared for each carload or trailer-on-flat-car waybill delivered to connecting line, unless facsimile copy of waybill is authorized in lieu thereof. All information called for in the various blocks on Form 403 should be transcribed from the waybill and completed forms should be sent to Audit Office daily. All unit Forms 403 should be numbered consecutively commencing with number one on the first of each month, the originals should be forwarded to Audit Office and copies retained for station record.

When preparing Form 403 show only the freight charges, excluding refrigeration or other miscellaneous charges. Show complete routing and junctions, commodity code number, TOFC plan number, stop and diversion information, "E" for substituted equipment, "S" for substituted service, number of bales of cotton, "X" for transit, transfer or transloading information. When two or more cars are furnished in lieu of one car ordered, lead and trailer or lead and idler, all cars should be shown on the Form 403. Export-Import traffic should show "E" for export except to Mexico show "X", import show "I", except from Mexico show "M", and traffic to or from Canada will be considered domestic but province must be shown. Government shipments should show bill of lading symbol and number and the traffic control number.

Forms 403 are (1) the sole means of affording proper pro-

tection of Company revenue on "over head" traffic, i.e., traffic received from one foreign road and destined to another foreign road on which this company performs an intermediate haul, (2) in making an advance revenue approximation by the Audit Office, and (3) for preparing traffic data to be used by the Traffic Department for solicitation purposes, extreme care should be used by junction agents to insure the reporting of all waybills delivered to connecting lines as provided herein and that the information is complete and accurate in all respects.

4675. Report of Less Carload Interline Waybills Delivered to Connecting Lines, Form 403-A. All less carload waybills should be reported on statement Form 403-A. Separate sheets suitably headed should be used for recording each of the following classes of waybills unless otherwise directed by special instructions: (a) waybills issued by this company making delivery to connecting line, (b) waybills issued by foreign roads.

Reports should be prepared for periods ending the 7th, 14th, 21st and last day of each month unless otherwise directed. The original of each report should be mailed to Audit Office not later than the first business day following the close of each period and blank report should be furnished when no shipments were delivered to connecting lines during the period. Copy of report should be retained for station file and receipt of drayman and/or connecting line's agent should be obtained on such copy.

All the information called for by Form 403-A should be shown in space provided, **including name of first Santa Fe lines junction for all foreign road waybills.** Amounts entered in the "Freight Charges" column should represent only freight charges on shipments from origin to destination and should not include any miscellaneous charges waybilled as advances.

As these reports are (1) the sole means of affording proper protection of Company revenue on overhead traffic, i.e., traffic received from one foreign road and destined to another foreign road, on which this road performs an intermediate haul, and (2) in making an advance approximation of Company revenue by the Audit Office, it is essential that extreme care be observed by junction agents to insure the reporting of all less carload waybills delivered to connecting lines and that the information is complete and accurate in all respects.

4680. Freight for Non-Agency Stations. Freight from connecting lines destined to non-agency stations should be fully prepaid, but when tendered without prepayment should be accepted and handled as follows:

(1) When accepted on a transfer freight bill, the freight should be waybilled to the first agency station beyond the non-agency destination, which should be entered on the waybill just below the name of the consignee.

(2) When accepted on a through waybill, the non-agency destination should be written thereon beneath the name of the consignee, and the heading of the waybill changed to the next agency station beyond.

See Rule 4700 for instructions covering shipper's order freight. Also see Rule 4480.

4690. Miscellaneous Charges Entered on Through Waybills En Route. All through waybills delivered to connecting lines should be examined for miscellaneous charges, such as reconsigning, stop-off, icing, etc., that may have been entered thereon by Santa Fe agents after the waybills were made, instead of waybilling such charges as advances as provided in Rule 1000. In such cases, an interline advances only waybill, showing complete details, should be made for the miscellaneous charges, to the station on the foreign road that should report the revenue waybill, the advances only waybill and revenue waybill to be cross referenced, and securely fastened together. To offset the credit obtained by waybilling as advances, the miscellaneous charges should be debited in Item 7, and reported as provided in Rules 1020 and 3410.

Junction agents should also be careful to see that passenger fares on waybills are properly accounted for, in accordance with Rules 4800 and 4810.

4700. Shipper's Order Freight from Connecting Line. When shipper's order freight is received from connecting line, the waybill or transfer freight bill should be inspected for shipper's name and the name and address of the party to be notified. If either is missing, the connecting line's agent should be requested to furnish the information, which should be added to the waybill before the shipment is forwarded, if possible.

Shipper's order freight tendered by connecting line for delivery at a non-agency station, should be refused until the billing is corrected by connecting line's agent to read to an agency station, or the "shipper's order" restriction is removed.

4710. Live Stock Waybills. When live stock consigned to a stock yard station is received from connecting line on a through waybill which carries no stub, a stub should be prepared on Part 2 of Live Stock Waybill, Form 1846, and attached to the waybill.

4720. Private Line Empty Tank Cars Returned. Private line empty tank cars, except those in switching service, tendered by connecting lines, should be accompanied by waybills carrying full routing, including roads and junctions. If waybills do not show this information, the cars should be rejected or returned, unless authorized by Superintendent to hold, and complete routing requested from billing road. Superintendent of Car Service should be notified when authorized to hold cars. See Rule 960.

4730. Over, Short, or Damaged Freight from Connecting Lines. When freight is over, short, or damaged, in connection with shipments received from connecting lines, such lines should be notified thereof in writing, and appropriate notation made on the waybills or transfer freight bills. Agents should see that both their own and connecting lines' notations are clear and accurate in all respects, so there will be no dispute regarding the condition of the freight at the time the notations were made. Waybills covering short freight should be disposed of as provided in Rules 5780 and 5810.

4750. Stamping Dates on Interline Waybills. Station dating stamp should be placed on all interline waybills received from connecting lines.

4760. Waybilling Carload Freight Transferred on Foreign Road. When carload freight rebilled at a junction point has been transferred before delivery to this road, the initials and number of both original car and car received from connecting line should be shown on the waybill in space provided.

4770. Reference to Other Instructions. The following rules and subjects should be referred to for additional instructions to junction agents:

Astray Freight from or to Connecting Line, Rule 5770.

Company Material, Rules 1320 and 1330.

Division of Rate, Rule 860.

Freight Short at Last Junction, Rule 5790.

Government Freight to be Waybilled Through, Rule 5210.

Multiple Carload Shipments Loaded in One Car, Rule 650.

**Over, Short or Damaged Freight from Connecting Lines,
Rules 750, 760 and 5780.**

**Prepaid Charges on Junction Transfer Freight Bills, Rule
2160.**

Waybills Covering More than One Car, Rules 640 and 660.

PASSENGER FARES ON WAYBILLS

4800. Collecting or Waybilling as Advances or Freight. When caretaker(s) accompany a commercial shipment and the waybill does not provide a space for this information to be shown, a notation should be placed under the description of the shipment showing to what extent free transportation is allowed and/or is not allowed. On rebilled traffic this information should be shown on junction transfer.

When caretakers are required to pay fares at passenger rates over all or any part of the journey, they should be requested to purchase tickets except that when shipper requests, by bill of lading endorsement, that ticket(s) be furnished, this should be done. Tickets should be endorsed "Caretaker" in space for "Other Endorsements" and the ticket form, number, origin and destination should be shown on the waybill.

Credit should be obtained for the value of tickets furnished to caretakers at origin by entering the amount in the "Advances" column of the revenue waybill or if furnished en route by preparing a separate advances only waybill which should be cross-referenced with the revenue waybill accompanying the shipment and both waybills securely fastened together.

When freight tariffs name rates for transportation of caretakers at variance with passenger rates or when it is impracticable to secure a ticket or when a caretaker without transportation or funds is permitted to continue the journey on his written request, the cost thereof should be entered in the "Freight" column of the waybill, showing number of caretakers, the origin and destination of their journey, and the per capita charge.

For instructions covering fares of attendants accompanying Government freight, see Rule 5270.

4810. Accounting Procedure. When a passenger ticket is furnished a caretaker and the fare therefor is either collected from the caretaker or the amount is waybilled as advances by an agent who is in charge of both freight and passenger accounts, the amount of the fare should be remitted to the Passenger Account and the ticket reported in the usual manner.

When a passenger ticket is furnished a caretaker and the fare therefor is either collected from the caretaker or waybilled as advances by an exclusive freight agent, the amount of the

fare should be remitted to the credit of the ticket agent at the station which furnished the ticket, showing on the remittance slip the form and number of ticket supplied. One copy of the remittance slip should be sent to the ticket agent and one copy to Audit Office. The ticket agent should report the ticket in the usual manner and claim credit for the remittance on Passenger Balance Sheet, Form 463.

Amounts entered in the "Freight" column of the waybill for caretakers' fares for which no tickets have been provided should be fully described to show service rendered. Such amounts should not be transferred to the Passenger account but should be included in Freight Received Report, Form 309, by destination agent.

TRANSIT PRIVILEGES

4840. Granting Transit Privileges. Transit privileges are granted only when certain conditions pertaining to maintenance of records, rendition of reports, etc., as set forth in tariffs and circulars, have been complied with by the shipper. Failure on the part of any shipper to comply with transit rules should be reported promptly to Audit Office, and when transit operations are supervised by a Bureau, should also be reported to the Bureau.

4850. Supervision. When transit business is supervised by a Bureau, Rules 4860 to 4960, inclusive, should be complied with, otherwise the Audit Office should be asked for instructions.

4860. Settlement with Shippers. The shipper should be required to surrender the original paid freight bills or copies thereof as required by applicable tariff rules, which should be forwarded promptly to the Bureau. If the inbound charges are to follow the shipment, the charges should be refunded to the shipper by station draft, and the outbound waybill reference shown thereon. The amount refunded should not exceed the sum arrived at by applying the rate paid up to the transit point to the actual weight billed out, except as otherwise provided in tariffs and circulars. Settlement should be made with the shipper on same day the transaction occurs, unless otherwise authorized by Treasurer.

4870. Documents to be sent to the Bureau. The following documents should be sent to the Bureau as soon as available:

- (1) Original, recorded for transit copies, or unrecorded copies bearing the endorsement "Good for Transit" which have been surrendered. See Rule 4860.
- (2) Original credit slips surrendered. See Rule 4910.
- (3) Bureau reshipping memorandum, or copies of bills of lading if inbound waybill references are shown thereon.
- (4) Copies of outbound waybills.

4880. Shipper's Certificate. When a shipper's certificate is required by rules in tariffs and circulars, it should be presented with the bill of lading covering the outbound movement. The certificate should be attached to the station copy of the bill of lading, and suitable notation made on the waybill to show that certificate has been furnished. See Rule 6040.

4890. Waybilling from Transit Station. When the inbound charges on a transit shipment are refunded to the shipper at the transit station, the amount thereof should be entered in the "Advances" column of the transit waybill, and the balance of the through charges, or the charges from transit point to destination, should be entered in the "Freight" column. When the inbound charges are not refunded, the amount thereof should not be waybilled as advances. In such cases, only the balance of the through charges should be waybilled in the "Freight" column, and may either be collect or prepaid, as designated by the shipper.

The following information should be shown on the outbound waybill in all cases:

- (1) Bureau number.
- (2) Number and date of original waybill, point of origin, road and route.
- (3) Freight bill number and date.
- (4) If previously rebilled, number and date of intermediate waybill, name of rebilling station, road and route.
- (5) Commodity.
- (6) Weight applied on outbound movement.
- (7) Rate paid in.
- (8) Any other information required by the transit waybill form.

In case the inbound waybill showed the shipment was diverted or reconsigned en route, or moved via a circuitous route, such information should also be shown on the transit waybill following the application affected.

4900. Outbound Shipment Via Another Road from Transit Station. When a shipment is road hauled to the transit station by one carrier, and the outbound road haul is performed by another carrier, the inbound road haul carrier is charged with granting the transit privilege, and the agent of such carrier should take up the inbound freight bill, and execute the outbound bill of lading. If interline waybilling with the outbound road haul carrier is authorized, the agent of the inbound carrier should issue a through waybill for the outbound movement, and deliver it with the shipment to the outbound road haul carrier. This arrangement applies except when special instructions are furnished by Audit Office.

4910. Inbound Tonnage Applied in Part Lots. When only a part of the inbound tonnage is applied against an initial out-bound shipment, the original paid freight bill should be taken up, and Bureau's credit slip form issued to the transit shipper for the unused tonnage. When the remainder of the inbound tonnage, or any part thereof, is tendered for reshipment, the credit slip should be taken up, and another credit slip issued to the transit shipper for the remainder of the unused tonnage, if any. This process should be repeated until all the tonnage is used, or until the time limit has expired. All surrendered paid freight bills and credit slips should be forwarded to the Bureau.

4920. Actual Inbound Weight Less Than Carload Minimum. When the inbound weight of a shipment on which transit privilege is desired is less than the carload minimum, the actual weight should be entered on the face of the freight bill thus, "Actual weight.....lbs." In such cases, the weight on which the inbound charges were assessed should be entered in the "Weight" column of the freight bill.

4930. Station Record of Transit Privileges Granted. When the original freight bill is recorded for transit privilege, the station record copy thereof should be posted to show the Bureau number under which recorded. When inbound charges are refunded, and billed out as advances, record of the transaction should be posted on station record copy of the freight bill. In addition to the posting required on station record copy of freight bills, such detailed record of transit operations should be kept as is required by the Bureau or instructed by Audit Office.

4940. Corrections. Complete reference to agents or Audit Office waybill corrections, and other adjustments affecting shipments which may be used for transit privilege, should be posted on station record copies of freight bills or transit records, so that all subsequent transit applications will be waybilled correctly. Necessary adjustment should also be made of any previous applications affected by such corrections.

4950. Transfer of Transit Rights. Transfer of transit rights from one shipper to another should be made according to instructions in tariffs and circulars.

4960. Government Freight. See Rules 5130, 5410 and 5420.

BONDED FREIGHT

4990. Definition of Bonded Freight. Freight not released by United States Customs upon entry into the United States, whether moving to a destination in the United States, or through the United States to a possession, territory or foreign country, or freight forwarded from bonded warehouses to those destinations, is in custody of the Customs Service. The railway company has given a customs bond to the United States of America, guaranteeing safe transportation and delivery of such freight to the Customs Service at destination, and the shipments are known as "Bonded Freight," or as moving "In Bond."

5000. Shipment in Bond. No freight under customs bond should be delivered to the consignee without surrender of a written release from the customs officer. If the freight has been delivered to a customhouse, the release is not required when collecting charges.

Agent at final destination receiving bonded freight way-billed direct to consignee, and not cleared through customs office at port of entry, should hold shipment, and ask Foreign Freight Agent for instructions.

When freight in bond moving on shipper's order bill of lading or written order, is to be delivered at point where customs office is located, consignee should surrender the shipper's order bill of lading or written order to agent, who should furnish the consignee in lieu thereof, carrier's certificate in the following form:

TO THE COLLECTOR OF CUSTOMS:

"CARRIER'S CERTIFICATE"

The undersigned carrier bringing the merchandise to this port, to whom or upon whose order the same must be released, hereby certifies that (Name).....
(Address)..... is the owner or consignee (as described in Section 484, (h) of the Tariff Act of 1930) of the following merchandise:

Marks & Nos.	No. & Kind of Pkgs.	Contents & Quantity
In accordance with Section 484 (J) of the Tariff Act of 1930, authority is hereby given to release the above described merchandise to above named party.		

Name of Carrier.....

C/L No..... Agent.....

IT No..... By.....

FB No. & Date.....

5010. Bonded Freight — Rating and Waybilling. When freight is moved "In Bond," it should be waybilled and rated to the customs port of entry designated by the shipper, regardless of final destination. If shipper fails to specify either the route or customs port of entry, Foreign Freight Agent should be asked for instructions (Note: Selection of a customs port of entry not directly intermediate to final destination usually results in assessment of combination rates.) Such shipments should be consigned to the Collector of Customs, and the name of consignee and final destination, if the destination is a point other than the interior port of entry, should be shown on the waybill as in examples (a) and (b) below:

- (a) If "Straight" billing, Collector of Customs
For John Doe
San Bernardino, Calif.
- (b) If "Shipper's Order" billing, Collector of Customs
Order Smith and Jones
Notify John Doe
San Bernardino, Calif.

Through waybills from beyond the border port of entry should be corrected by the agent at the port of entry when necessary, in accordance with above instructions.

The notation "In Bond—Freight must not be delivered until released by United States Customs," should be plainly and prominently shown in the space below description of articles on all waybills covering bonded freight. If omitted from a through waybill, the notation should be added by the agent at the border port.

When a shipment has been released from customs at an interior port of entry, and the final destination is another point, the agent at the port of entry should change the heading of the waybill, and correct the through charges accordingly, making notation on the waybill "Released from customs at (show interior port of entry)," which should be signed and dated.

5020. United States Customs Manifest. Carload and less than carload freight moving under customs bond should be accompanied by a United States Customs manifest, certified to by a customs officer. The manifest should accompany the waybill, and be in possession of the conductor while shipment is in his custody.

5030. Carloads Should be Secured with Customs Seals.

Cars containing carload bonded freight, appraised or unappraised, should be secured with customs seals. The seals may be lawfully removed only by a customs officer, except in emergency as provided in Rule 5060. Unlawful removal of the seals is punishable by imprisonment, or by a fine, or both.

5040. Carloads Should be Placarded. Cars containing carload bonded freight, appraised or unappraised, should have affixed thereto at the loading point, two red placards, Santa Fe Form 1707, indicating car is moving under United States Customs seals, and that only United States Customs officers are authorized to break the seals. The placards should be affixed to each side door near the seals, by means of tacks at each of the four corners. If a placard is lost or removed in transit, the employe discovering the loss should affix another placard.

5050. Broken or Missing Seals. All employes concerned with the handling of cars bearing customs seals should examine the seals carefully. If any are broken or missing, the facts should be written briefly, and signed, on the face of the waybill and customs manifest. In such cases, the car should be resealed at the first sealing station, and the facts reported direct to the Collector of Customs at destination of shipment, sending copy to Assistant General Manager. It is not necessary to remove such cars from trains, nor to call on a customs officer to check the contents before sealing.

5060. Removal of Customs Seals in Emergency. When a car bearing customs seals is disabled by wreck, fire, or other accident, or when necessary to unload live stock for feed, water and rest to comply with 28-36 hour laws, customs officers should be called upon to check the contents, if the officer is not so remote as to involve a serious delay. If the services of an officer cannot be procured without serious delay to the shipment, the seals may, if necessary, be removed by an agent or his representative. The person removing the seals should carefully check the freight if conditions permit, make and sign notation on waybill and customs manifest which accompanies the shipment, showing numbers of seals broken and applied, and condition of shipment, and make a special report to Collector of Customs of the district in which destination is located, sending a copy to Freight Claim Agent. The special report, customs manifest and seals should be securely fastened

together, and accompany the waybill to port of entry, and there be delivered to the customs officer.

5070. Less than Carload Bonded Freight. Packages need not be corded and sealed, and cars containing such shipments need not be secured with customs seals, nor placarded as provided in Rules 5030 and 5040. Two red warning notices, either Santa Fe label, Form 1463, or tag, Form 1463-A, should be affixed to each package under customs supervision, indicating shipment is moving under customs bond, and that unlawful removal of the package or any of its contents is punishable by imprisonment, or by a fine, or both. When label, Form 1463 is used, one label should be placed as close as practicable to the marks and numbers on the package, and the other on the opposite side. When the conformation of a package will not permit use of labels, tag, Form 1463-A should be securely attached to the package, placing one tag on each side, care being used not to injure the contents.

5080. Loading Less than Carload Bonded and Non-Bonded Freight in Same Car. Less than carload bonded freight may be loaded in the same car with less than carload non-bonded freight.

5090. Bonded Freight Passing Through Canada. Certain traffic from the east passes over the Grand Trunk Ry. System or other roads through Canada, and thence over the Santa Fe Lines. This is domestic commerce passing through a foreign country, and not being subject to duty, it is not bonded freight.

As a precaution against smuggling, an "In Transit" seal is affixed to the car, or to a special compartment of the car, by the customs officer at the port of departure from the United States. This seal should remain in place until the car shall have passed through Canada, and arrived again in the United States.

It is not necessary that customs manifest accompany such freight beyond the port of re-entry into the United States. After passing through the port of re-entry, the seal may be broken without calling on a customs officer.

5100. Customs Officers' Headquarters. Customs officers are stationed at the following places on the Santa Fe Lines: Beaumont, Tex., Chicago, Ill., Dallas, Tex., Denver, Colo., El

Paso, Tex., Galveston, Tex., Houston, Tex., Kansas City, Mo.,
Los Angeles, Calif., Oklahoma City, Okla., Presidio, Tex., St.
Joseph, Mo., San Diego, Calif., San Francisco, Calif., Tulsa,
Okla.

GOVERNMENT FREIGHT**BILLS OF LADING**

5130. Combination Government Bill of Lading—Waybill Forms. Two five-part combination Government bill of lading-waybill forms are used by the Government for the transportation of U. S. Government shipments covered by Government bills of lading, both carload and less carload, one being for shipments to be accorded transit privileges. Each set of the combination forms is prepared by the Government representative in one writing, and consists of the following parts, arranged in the order named:

- (1) U. S. Government Bill of Lading—Original.
- (2) U. S. Government Bill of Lading—Shipping Order.
- (3) U. S. Government Freight Waybill—Original.
- (4) U. S. Government Freight Waybill—Carrier's Copy.
- (5) U. S. Government Bill of Lading—Memorandum.

See Rules 5200 and 5220 for instructions covering the completion and disposition of the several parts of the combination Government bill of lading-waybill forms.

5140. Execution of Government Bills of Lading. Government bills of lading covering property to be transported for the U. S. Government, in care of the Government officer or representative to whom delivery is to be made, should be accepted for shipment to destination, regardless of the absence of through rates or through billing arrangements.

Agents should see that all blank spaces on Government bills of lading are properly filled in, and that pick-up service accorded shipments is correctly shown. Bills of lading should not be signed by agents until (a) date, (b) name of carrier, (c) station from and to, (d) weights, (e) description of freight, and (f) signature and title of shipper are properly entered therein.

Condition 7, as quoted below, should be deleted from the original Government bill of lading, Form 1103, or Form 1131, and the shipping order part, Form 1104, or Form 1132, before signing any one of the documents, also from certificate in lieu of original Government bill of lading, Form 1108 before acceptance:

“In case of loss, damage, or shrinkage in transit the rules and conditions governing commercial shipments shall not apply as to period within which notice

thereof shall be given the carriers, or to period within which claim therefor shall be made, or suit instituted."

When this is done, origin agent should stamp or otherwise insert on back of such documents, over his signature, "Condition No. 7 deleted prior to execution."

5150. Description of Freight. United States officers or representatives of the Government are required to describe specifically all articles for shipment. If a package contains miscellaneous articles, at least three articles should be described. Agents should refuse to sign bills of lading when freight is described in general or indefinite terms, as "Quartermaster's Store," "Forage," "Merchandise," "Rations," or the like.

5160. Weights. Before signing a bill of lading, all weights should be verified. If the weight shown on bill of lading is in error, correction thereof should be requested, and if unable to agree with the consignor, the Audit Office should be advised immediately. See Rules 890, 5250 and 5290.

5170. Government Freight on Commercial Bills of Lading. When freight consigned to the United States Government or a subdivision thereof is tendered for shipment on a commercial bill of lading, the shipper should be required to prepay the charges, unless the commercial bill of lading is to be exchanged for a Government bill of lading at destination, in which case the charges should be waybilled "collect" and the shipper should endorse the commercial bill of lading "To be exchanged for Government bill of lading at destination." See Rule 5330.

When a "collect" shipment moving on a commercial bill of lading, consigned to other than a Government agency, is reconsigned to a Government agency, on other than a Government bill of lading, the agent accomplishing the reconsignment should either collect the through transportation charges, and furnish a prepaid only waybill for the amount thereof to destination agent, or secure authority from origin carrier to correct the waybill to read fully prepaid.

5180. Military Impedimenta. Military impedimenta, other than certain articles which are included in the baggage allowance under current Western Baggage Tariff, when loaded in freight, baggage or express cars, and transported in freight trains, or mixed freight-passenger trains with troops, or in connection with troop movements, or in freight trains unac-

accompanied by troops, are subject to freight charges as named in freight tariffs, and should be covered by Government bills of lading, and waybilled in the same manner as other Government freight. See Rules 5210 and 5220.

For procedure relating to the handling of impedimenta moved in exclusive passenger trains, see Accounting Department instructions to ticket agents.

5190. Car Demanded for Less Carload Shipments. If exclusive use of a car is demanded for a Government shipment weighing less than the established carload minimum weight, and requiring less than the full space capacity of the car, the consignor should be required to sign notation on the face of the bill of lading, "Exclusive use of car demanded."

5200. Original Bill of Lading to be Forwarded to Consignee. When signing either a Government bill of lading, or a commercial bill of lading that is to be exchanged for a Government bill of lading at destination, agent should direct the shipper's attention to the importance of mailing the original promptly to the consignee, so it will be in his possession prior to arrival of the freight. If shipper declines to mail the bill of lading, origin agent should obtain the document from him, and forward it immediately to the destination agent by express, for delivery to the consignee.

FORWARDING AGENTS — WAYBILLS AND REPORTS

5210. Waybilling. Freight covered by Government bills of lading (combination forms), both carload and less than carload, should be waybilled through to destination shown on the bills of lading, regardless of the absence of through rates or through waybilling instructions, except shipments for export should be waybilled to the port through which the freight is routed.

Junction agents should deliver such shipments to connecting lines on through billing, and request through billing from connecting lines for shipments received, however if connecting line refuses to accept or deliver through billing, the shipment should be handled on transfer billing in the same manner as other freight.

When a commercial bill of lading is used for freight consigned to the Government, the shipment should be waybilled on a standard waybill form in the same manner as commercial freight, except if the commercial bill of lading is to be ex-

changed for a Government bill of lading at destination, the notation "Government freight; to be exchanged for Government bill of lading at destination" should be shown thereon in the "Full Name of Shipper" space, following the name of the shipper. Regular interline waybilling arrangements should be observed in waybilling shipments consigned to the Government on commercial bills of lading.

Carload Government freight covered by either Government bills of lading or commercial bills of lading, which is to be stopped to partly unload or complete loading, should be waybilled in the manner provided in Rule 1030.

The following notation should be placed on waybills covering Government shipments on which pick-up service is performed by the Government, and the tariff authorizes an allowance therefor:

"Allow Government.....cents a cwt. for pick-up service."

5220. Completion of Combination Government Bill of Lading-Waybill Forms. The combination Government bill of lading-waybill forms described in Rule 5130, which are used on all shipments to be forwarded on Government bills of lading, should be completed as follows:

The shipping order, original waybill and waybill copy parts should be delivered to origin agent by the Government representative, at the time the bill of lading is signed. Origin agent should carefully inspect the waybill parts, and see that the information to be furnished by shipper is clear and complete in all particulars. It is especially important that the name of this Company be plainly shown by the Government representative in the space marked "Name of Initial Transportation Company" near the top of the forms, and inserted by origin agent in the space marked "Name of Transportation Company" near the bottom of the forms. In both instances, origin agent should enter the code number (22-A.T.& S.F. Ry.) preceding the name of the Company. The following information necessary to complete the waybill should also be inserted on the shipping order by origin agent, and reproduced on the waybill parts by use of carbons:

- (1) Car initials and number when not inserted by shipper.
- (2) Less than carload loading numbers.
- (3) Waybill date and number.

- (4) Stop-off or other special instructions, if any.
- (5) Gross, tare and net weights in tons for carloads.
- (6) Size and marked capacity of cars ordered and furnished, and date car furnished.
- (7) Origin station number.
- (8) Routing, including junctions, when not inserted by shipper.
- (9) Rate and freight charges.
- (10) Complete inbound transit references when shipment is accorded transit privileges, including reference to inbound government bills of lading, also size of car(s) ordered and furnished at origin. See Rule 5420.

The waybills should be completed with typewriter when possible, and care should be used to see that all information is clearly and legibly shown. After completion, the shipping order part should be retained by origin agent, serving a dual purpose as the station record of the shipping order and the waybill; the original waybill should accompany the shipment to final destination, or be mailed in accordance with current instructions, and the waybill copy, in the case of interline shipments, should be forwarded to Audit Office with freight forwarded reports, in accordance with Rule 530.

Continuation sheets for all parts of combination government bill of lading-waybills are provided by the Government, for use when the space on the forms is insufficient to accommodate the shipment. The continuation sheets will be prepared when necessary by Government representative, and those supplementing the shipping order and waybill parts will be delivered to origin agent at the time the shipment is tendered. Such continuation sheets should be completed by origin agent to show name of initial carrier, origin station name and number, and waybill number and date, and fastened securely to the documents of which they are a part.

5230. Government Bill of Lading Covering More Than One Car. When a Government bill of lading is issued for more than one car a separate revenue waybill on standard waybill form should be issued for each car and the Government freight waybill form should be mailed to the Audit Office.

Exception 1. When under tariff or Section 22 Quotation provisions, two or more cars are furnished to accommodate a carload shipment, one revenue waybill on stand-

ard waybill form should be issued to cover the entire shipment and should accompany the lead car. Non-revenue car movement waybills should be made for the additional cars.

The revenue and non-revenue waybills should be cross-referenced, showing waybill date and number, and car initials and numbers, and the prefix and number of the Government bill of lading should be shown on each waybill in the space captioned "Full name of shipper, etc." Authority for furnishing more than one car should be shown on the revenue waybill.

Exception 2. Government freight waybill form, whether covering one or more cars, should be used for the movement of freight accompanying troop train movements.

Exception 3. A separate waybill should not be made for Government freight which, on account of its length, requires two or more cars. In such cases, the provisions of Rule 660 should be observed.

5240. Waybills to Move with Freight. When necessary to move a car or cars prior to receipt of the Government bill of lading, a car movement waybill should be issued for each car, on standard waybill form, in accordance with provisions of Rule 510. The revenue waybill (combination form), when received from the Government representative, should be completed as provided in Rule 5220, and mailed promptly to destination.

Exception: When a Government bill of lading covers more than one car, and the cars have moved on car movement waybills, a separate revenue waybill should be issued for each car, on a standard waybill form, as provided in Rule 5230, and mailed to destination.

5250. Weights. Government freight should be waybilled at actual weights when it is possible to obtain such weights, except when covered by Weighing and Inspection Bureau weight agreement. When actual weight cannot be obtained at origin, and no weight agreement is in effect, the waybill should be endorsed "Weigh at first track scale" if the shipment is a carload, or if less than carload, "Agent at destination weigh and correct."

As no regular space is provided on Government waybill

forms for entering symbols showing how less than carload weights were obtained, such symbols, when necessary, should be shown opposite the weights in "Weight" column of the waybill, or notation should be made on the waybill, showing how the weights were obtained.

Government shipments covered by Weighing and Inspection Bureau weight agreements should be handled in the same manner as commercial shipments. See Rules 880 and 890.

5260. Miscellaneous Charges. See Rules 5380 and 5390.

5270. Fares for Attendants. Personnel of the Armed Forces may accompany freight shipments on freight trains, without regard to tariff authorization, upon presenting to the agent at point of origin copy or excerpt from travel orders, directing such travel.

Tickets should not be issued to such attendants, but their names and serial numbers, also points between which they are to accompany the shipments, should be shown on the bill of lading and waybill. Unless a government owned attendant car accompanies the shipment, assess the lowest full adult coach class fare for each attendant. In case a government owned attendant's car accompanies a shipment, charges for the movement of the car and not to exceed six (6) attendants will be ten (10) adult first class fares; transportation for attendants in excess of six (6) will be at the rate of one additional first class fare for each.

The number of the attendant's car (if any) and full information regarding attendants should be shown under the commodity description, and charges assessed therefor entered opposite this information in the "Freight" column of the waybill.

Note: When a waybill is prepared to cover a shipment which is accompanied by attendant(s), one extra copy thereof showing full details of charges assessed for attendant(s) and government owned attendant's car (if any) should be prepared. The copy should be endorsed with a notation giving reference to this Rule and promptly forwarded to Audit Office.

5280. Freight Forwarded Reports. Waybills made for Government freight should be reported on freight forwarded reports in the same manner as commercial waybills. See Rules 1750 and 1760.

RECEIVING AGENTS — BILLS OF LADING

5290. Accomplishment of Bills of Lading Receiving agents should see that the "Consignee's Certificate of Delivery" on each Government bill of lading contains full information in spaces provided as to (a) name of delivering carrier, (b) actual date and point of delivery, (c) delivery service accorded shipment, (d) actual weight delivered, expressed in both words and figures, which should be in agreement, and (e) signature of the receiving Government officer or representative, including title of signer. If a carload shipment is stopped in transit to partly unload, the intermediate consignee should furnish final consignee a signed certificate for the weight unloaded. In such cases, the final consignee should accomplish the bill of lading for the portion received at destination, and attach thereto the certificate received from the intermediate consignee. See Rule 5370.

When more than one commodity is billed, agent should see that the weight of each commodity is shown separately in the body of the bill of lading, and the total weight should agree with the weight shown in the "Consignee's Certificate of Delivery" space. In case of difference in weight as between the waybill and bill of lading, agent should determine the actual weight, and have necessary correction made. Any change in a Government bill of lading as originally executed, can only be made by the authorized Government officer or representative, who should certify thereto on the face of the bill of lading, such certification to include title of signer.

In case of diversion or reconsignment, properly signed endorsement should be made on the face of the original bill of lading, or a properly signed certificate should be attached to the bill of lading. The endorsement or certificate should show authority for the diversion or reconsignment, and title of authorizing Government officer or representative. See Rule 5390 for form of certificate.

5300. Private Property Covered by Government Bills of Lading. Personal effects and household goods of officers, enlisted men and Government employes changing stations, including personal mounts of officers or enlisted men; also headstones for graves of deceased service men and personal effects of service men deceased or missing in action, consigned to private citizens, are entitled to move on Government bills of lading and should be treated as Government shipments. Stor-

age charges accruing on such shipments should be collected from consignees at time of delivery, except that storage charges on personal effects of service men deceased or missing in action are collectible from the Government.

5310. Disposition of Bills of Lading. After bills of lading have been properly accomplished, the original freight bills, together with bills and certificates, or receipts in duplicate, covering demurrage or other miscellaneous charges that accrued at origin or in transit, should be pinned (not stapled or bradded) to the face thereof, just below the "From" and "To" spaces, the pin to be inserted in the upper left corner of the freight bill, which should be the top document. Agents should see that essential information required by Rule 5340, not available when freight bill was prepared, is added thereto upon receipt of the bill of lading.

The bills of lading received each day should be listed on Form 317 in consecutive freight bill number order, showing (a) freight bill date and number, (b) bill of lading prefix and number, and (c) total charges. Forms 317 should be prepared in duplicate, the original should be mailed daily to Auditor of Freight Accounts, Attention: Government Department, with the bills of lading and freight bills attached thereto, by registered train mail, and a copy retained for station record. See Rules 5350 and 5400.

RECEIVING AGENTS — WAYBILLS AND REPORTS

5320. Revision of Waybills. Waybills covering Government freight should be carefully revised to insure that correct commercial charges, including charges for any miscellaneous services, are correctly shown thereon.

The following notation should be placed on waybills received, covering Government shipments on which delivery service was performed by the Government, and the tariff authorized an allowance therefor:

"Allow Government.....cents a cwt. for delivery service."

See Rule 5210.

5330. Government Freight on Commercial Bill of Lading. When freight consigned to the United States Government or subdivision thereof is received on a commercial bill of lading, which is not to be exchanged for a Government bill of lading,

and is waybilled "collect" or insufficiently prepaid, the waybill should be corrected to a fully prepaid basis, and waybill correction immediately sent to waybilling carrier, except on local billing, a prepaid only waybill should be requested from agent at origin. On shipments rewaybilled en route, adjustment should be made through junction freight settlement, observing \$5.00 minimum. Corrections in prepaid charges amounting to less than \$5.00 should be immediately transmitted to connecting line junction agent, so that proper tariff charges may be collected from shipper. Where conditions warrant, notification should be by telegraph. See Rules 5170 and 5360.

5340. Preparation of Freight Bills. Local and interline waybills received, covering freight consigned to the United States Government or a subdivision thereof, including advances only waybills covering miscellaneous charges accruing on such shipments en route or at origin, on which agents are required to obtain properly executed Government bills of lading from consignees in lieu of collection of transportation charges, should be segregated from waybills covering other freight. Freight bills should be prepared therefor in a separate series of numbers, commencing with number 30,000 on the first of each year, and filed separately from those covering other freight.

Care should be used in preparing freight bills to insure that all essential information is shown thereon, including (a) pick-up and delivery or trap car service, (b) complete routing, as to roads and junctions, (c) the original and subsequent car numbers for carloads transferred en route, and (d) the Government bill of lading prefix and number, which should be shown to the left of the freight bill number where it will not be confused therewith.

Entries on freight bills for description of commodity, number of items, weight and charges, should be identical with the waybill, and should be shown as near the top of the spaces provided as possible, to permit use of remaining space by Audit Office. In the case of single item shipments, the total charges should not be shown in space provided in lower right corner.

5350. Reporting of Waybills. Received waybills covering Government freight, to which freight bill numbers in the 30,000 series have been assigned as instructed in Rule 5340, should not be reported on Form 309-A or C nor entered in Form 450 or station cash book. Such waybills should be re-

ported on Form 310 in consecutive freight bill number order, without distinction as to local or interline. Waybills reported on Form 310 should not be charged in station accounts.

Freight bill numbers skipped and not used should be listed in number order on Form 310, and suitable explanation shown opposite thereto. Two copies of the freight bill should be pinned to the face of each waybill just below the "Route" space, the pin to be inserted in the upper left corner of the freight bill copies.

Form 310 should be prepared in duplicate, and the original with the waybills and freight bill copies attached thereto, mailed daily to Auditor of Freight Accounts, Attention: Government Department, regardless of reporting period authorized for commercial waybills. Copy should be retained for station record.

5360. Waybills Reported as Commercial or Vice Versa. Careful effort should be made to determine whether shipments will be covered by Government bills of lading, before waybills are reported. When a waybill has been reported on Form 309-A or C, and is subsequently found to be covered by a Government bill of lading, the waybill should be eliminated from station accounts by waybill correction. In such cases, a copy of the waybill should be prepared from station copy of the freight bill, two copies of the freight bill renumbered in the 30,000 series should be pinned thereto, together with a copy of the waybill correction, and the waybill copy should be reported on Form 310 as provided in Rule 5350. Also see Rule 5310.

When a waybill that has been reported on Form 310, as provided in Rule 5350, is subsequently found to cover a commercial shipment, the charges should be collected, a copy of the waybill should be prepared from station copy of the 30,000 series freight bill, and reported with revenue, on local or interline Form 309-A or C, as the case may be, and handled through station accounts in the usual manner. The 30,000 series freight bill should be reported on Form 317 with notation, "Commercial shipment — Reported on Form 309 for, 19....."

5365. Shipments by Freight Forwarding Companies. When a shipment moves under a government bill of lading to a destination beyond the point where a "Forwarder" car breaks bulk, the charges thereon should be fully prepaid to destination by

the Freight Forwarding Company. When the government bill of lading is surrendered on such a shipment, that document should be transmitted promptly to the Freight Forwarding Company as they will make collection from the government.

5370. Delivery of Freight. Properly executed and accomplished Government or commercial bill of lading should be secured upon delivery of the freight, but if for valid reasons bill of lading cannot be surrendered, delivery should be made only to personally known or properly identified officers or representatives of the Government.

If executed bill of lading is not obtained upon delivery of the freight, agent should require consignee to furnish properly executed Government Form 1107, "Temporary Receipt," or if consignee does not have supply of the Government form, the receipt should be taken on usual railroad delivery receipt form.

If and when it is determined that Government bill of lading has been lost, agent should require the execution and surrender of Government Form 1108, Certificate in Lieu of Lost U. S. Government Bill of Lading.

When a Government bill of lading is issued in exchange for a commercial bill of lading, these two documents should be firmly attached, one to the other, when transmitted to Audit Office. If the commercial bill of lading has been lost, agent should require consignee to furnish a certified copy in lieu of the original commercial bill of lading which should be attached to the Government bill of lading.

See Rules 5290 and 5310.

5380. Miscellaneous Charges. Demurrage, storage, switching and other miscellaneous charges that accrue on Government freight at origin or in transit, and are collectible from the Government, should be debited in Item 7 of station freight account at point of accrual, and waybilled as advances, except that services paid for by the railway company to individuals or firms should not be debited in Item 7. See Rule 1020. Complete details as to time, dates, weight and other data necessary for verification of miscellaneous charges, should be shown on the waybill carrying the advances.

A signed certificate, showing the nature and cause of miscellaneous charges and authority therefor, should be executed in duplicate by the Government attendant or representative authorizing the expense, and, in addition to the certificate, a

receipt should be obtained in duplicate for any amounts paid out for miscellaneous services. When such payments include the cost of material furnished, the receipt should be certified by the company or person furnishing the material. Agents should see that the title of the signer is clearly shown on all certificates and receipts, and both copies of such documents should be fastened securely to the waybill carrying the advances.

Advances only waybills covering miscellaneous charges should be cross referenced with the revenue waybills, and attached securely thereto, and should show reference to the Government bill of lading when available. Such advances only waybills should not be charged in station accounts by destination agents, but should be assigned freight bill numbers in the 30,000 series, and reported on Form 310, and the charges thereon entered in the "Advances" column.

Bills, receipts or certificates in duplicate, attached to waybills that carry advances covering miscellaneous charges, should be detached by destination agents and transmitted to Audit Office with the bills of lading, in accordance with first paragraph of Rule 5310. Such documents received after the bills of lading and freight bills have been mailed, should be cross referenced thereto, and forwarded to Audit Office promptly.

Miscellaneous charges accruing on Government freight at destination should be included in station accounts in the same manner as miscellaneous charges on commercial shipments, and covered by regular form of demurrage, storage, switching or other bill, numbered in regular station series. Such charges should be supported by certificate in duplicate, and in addition, receipt in duplicate should be secured for any payments made for miscellaneous services. The items should be listed on Form 316, which should be mailed to Audit Office daily, together with bills and supporting certificates and receipts in duplicate, and cross referenced to the 30,000 series freight bills and Government bills of lading covering the shipments. Copy of Form 316 should be retained as station record.

When surrender of Government bill of lading is delayed, miscellaneous charges accruing at destination should be carried as uncollected in Item 16 of station freight account until the Government bill of lading is obtained, then listed on Form 316, and cleared in the usual manner.

The accumulated total of items listed on Forms 316 throughout the month, as provided in this rule, should be carried in Item 12 of daily or other period Freight Balance Sheet, Form 309, and a recapitulation of the Form 316 reports should be prepared in duplicate, at the close of the month, using Form 316 for the purpose. The recapitulation should be attached to Monthly Balance Sheet, Form 301 to support the total entered in Item 12 thereof, and copy retained as station record. See Rule 5390.

5390. Certificates Covering Miscellaneous Services. Certificates for miscellaneous services required by Rule 5380, should be in the following form, either as separate documents, or on the reverse side of bills rendered for such services:

“This is to certify that shipment covered by Government bill of lading No..... was given the following special service at..... Kind of service.....
..... date from..... date to.....

Also, the charges of \$..... therefor are correct as authorized by
and are payable from public funds.

The cause for above described expense or charge was.....
.....
.....

Signature.....
Rank and Organization.....”

Certificates covering feed charges should state the kind of feed furnished, cost per unit of measure, weight and total cost, and those covering demurrage should state the exact cause for failure to release the car within the free period.

5400. Outstanding Government Bills of Lading. When accomplished Government bills of lading are obtained, the date received should be posted opposite items affected, on station copy of Form 310, in column headed “Date Bill of Lading Received.”

At the close of the month, all items for which bills of lading have not been received should be listed in freight bill date and number order, on Statement of Outstanding Government Bills of Lading, Form 318, in duplicate, the original mailed in time to reach Audit Office on or before the 3rd of the following month, and copy retained as station record.

When Government bills of lading, reported as outstanding

at the close of the previous month on Form 318, are received, the date received should be posted opposite the entries on station copy thereof, so that open entries on Form 318 for the previous month, and on Form 310 for the current month, will always reflect the Government bills of lading outstanding.

Every effort should be made to obtain properly executed Government bills of lading at time of delivery of the freight, or with the least possible delay after delivery, as bills against the Government for transportation charges cannot be rendered until bills of lading are received. This matter should receive agent's personal supervision.

SHIPMENTS ACCORDED TRANSIT PRIVILEGES

5410. Delivering Freight Bills to Consignee. When shipments covered by Government bills of lading are to be accorded transit privilege, consignee should be furnished the original freight bill, and if requested, a copy thereof, for use in recording the tonnage for transit purposes. In such cases the freight bills should not be receipted, but may be endorsed "Government bill of lading surrendered in lieu of cash." The bills of lading should be disposed of as instructed in Rule 5310, and copies of freight bills should be attached thereto in lieu of the originals.

5420. Waybilling Transit Shipments. When shipments accorded transit privilege are reforwarded from transit point, agent should see that complete transit references required by Rule 4890, also size of car (s) ordered and furnished at origins and inbound government Bill of Lading numbers, if any, are shown on the commercial bill of lading, when this form is used, and that this information is transcribed to standard transit waybill. When government Bill of Lading-waybill form is used, this information should be shown on both the shipping order and waybill parts thereof. All such shipments should be waybilled from the transit point by the inbound line haul carrier.

The rates and charges thereon should be waybilled as follows:

- (1) **When only one transit privilege is involved.** Waybill from the transit point to final destination at the balance of the through rate, if any, showing on the waybill the through rate, the rate "paid in" to the transit point and the remainder. Transit charges as well as back-haul

and/or out-of-line-haul charges, if any, should be shown as separate items in the "Freight" column with full description thereof in the "Description of Articles, etc.," column of the waybill. The transit charge accruing at the transit point may be waybilled as advances.

(2) When two transit privileges are involved.

- (a) **Under Carrier's Tariff.** Waybill as instructed in paragraph 1 of this rule from the first to second transit point, thence to final destination at the balance of the through rate, if any, from the original point of shipment showing on the waybill the through rate, the rate "paid in" to the first and second transit points and the remainder. Back-haul and/or out-of-line-haul charges, if any, should be shown as separate items in the "Freight" column with full description thereof in the "Description of Articles, etc." column of the waybill including name of Carrier(s) entitled to the charges. The transit charges accruing at the second transit point should be shown in "advances" column of waybill.
- (b) **Under a Section 22 Quotation.** Waybill from the first transit point to the second transit point at the applicable "flat" rate, showing in the "Description of Articles, etc." the rate "paid in" to the first transit point, also the transit, back-haul and out-of-line-haul charges which would accrue at the first transit point under a through rate basis. Thence to final destination at the remainder, if any, of the through rate from original point of shipment to final destination, showing on the waybill the through rate, the rates "paid in" to the first and second transit points separately, and the remainder. Back-haul and/or out-of-line-haul charges, if any, accruing at the first and second transit points should be shown as separate items in the "Freight" column with full description thereof in the "Description of Articles, etc.," column of the waybill including name of carrier(s) entitled to the charges. Transit charges accruing at the first

and second transit points should be shown in the "advances" column of the waybill.

When a shipment is transited at first stop point under a Section 22 Quotation but does not qualify for a second transit under a Section 22 Quotation and transit would be permitted at the second stop point under carrier's tariff the shipment should be considered as having originated at first transit point and waybilling should be as instructed in paragraph 1 of this rule.

COMPANY MATERIAL AND EQUIPMENT

5460. Definition of Company Material and Equipment. The term "Company material" covers all material and supplies for the use of this line, except loaded or partly loaded cars in wrecking, repair, maintenance and construction outfits.

The term "Company equipment" covers dead locomotives, empty material, supply and bad order cars; instruction, test and business cars; boarding, bunk and repair cars; derricks, cranes, snow plows, ballast spreaders and unloaders, pile drivers and all other new or used Company equipment of similar description; also all loaded or partly loaded cars in wrecking, repair, maintenance and construction outfits.

5465. Express Charges on Company Material. Off line express charges accruing on Company material should not be paid to agents of the Railway Express Agency, Incorporated, by destination agents. Such charges should be cleared from express accounts in accordance with current instructions of the Treasury Department.

5470. Mailing Waybills with Charges and Freight Delivery Receipts to Store Department. Waybills covering Company fuel and material, that carry freight, advances or prepaid charges should be revised by destination agents and freight bills prepared in accordance with Rule 2480, but waybills should not be included in destination station accounts.

Delivery receipts should be attached to these waybills and agents should mail them promptly to the Store Department Agency for reporting.

If shipments are not delivered, or if signatures cannot be secured from consignee within ten days after arrival of shipment, the waybills with copies of the freight bills attached thereto should be mailed as directed herein, with signed delivery receipts to be mailed as soon as possible thereafter.

5475. Reporting of Waybills and Retention of Freight Delivery Receipts by Store Department Agency. All waybills that carry freight, advances or prepaid charges and freight delivery receipts covering that are mailed by agents to the Store Department Agency as provided in Rule 5470 should be handled by that agency as follows:

- (1) All such waybills should be reported by the Store De-

partment agency on Freight Received Report, Form 309, except as provided in (2) herein.

(2) When local waybills carry charges in the freight column, the freight charges should be eliminated by the Store Department Agency if not applicable under Purchasing Department or other instructions. Waybills from which the freight charges are eliminated should not be reported by this agency unless they also carry advances or prepaid charges, but should be endorsed in the freight column "Freight Charges Eliminated," by stamp or otherwise and handled in accordance with Rule 5480. All waybills carrying advances or prepaid charges should be reported on Form 309 even though the freight charges are eliminated.

(3) All waybills reported on Freight Received Report, Form 309, should be endorsed or stamped "Reported Store Department Agency," immediately below the waybilled destination and the destination of each waybill shown on Form 309 just below the commodity.

(4) Freight delivery receipts should be retained by the Store Department Agency.

5480. Waybills Without Charges and Delivery Receipts. Company material waybills Form 1836 that do not carry charges, should not be reported on Freight Received Reports, Form 309, but should be retained until the close of the month, at which time the waybills should be fastened together securely with pin or brad, plainly marked "Non-revenue Company material waybills," and forwarded to Audit Office with monthly freight reports. Delivery receipts covering such shipments should be secured and retained in station file. See Rule 2480.

5490. Reference to Other Instructions. The following subjects and rules should be referred to for additional instructions pertaining to Company freight:

Charges on Company Material from Connecting Lines, Rules 1320, 1330 and 2180.

Company Material Handled by Highway Truck Lines, Rule 1331.

Contractors' Material, Rules 1370 and 4090.

Freight Bills for Company Material, Rule 2480.

Hay and Feed Consigned to Company Feeding Stations, Rule 1340.

Material for Repair of Santa Fe Cars by Foreign Roads,
Rule 1350.

Material Purchased Locally by the Company, Rule 1335.

Pullman Car Wheels, Rules 1360 and 2500.

Waybilling Company Material and Equipment, Rule 1310.

Waybills for Confiscated Material, Rule 2190.

DIVERSION AND RECONSIGNMENT OF FREIGHT

5520. Definition of Diversion or Reconsignment. These terms, as generally used, mean any change in destination, routing, junction, or name of consignee, as shown on the waybill, or delivery to a person other than the original consignee. For a complete definition of the terms, agents should refer to applicable Traffic Department publications. The distinction between "diversion" and "reconsignment" is not marked, and the terms are frequently used interchangeably.

5530. Authority to Divert. Authority to divert perishable freight is vested in the Manager, Santa Fe Refrigerator Department, Chicago. Under his supervision the Freight Claim Agent at Los Angeles, California, handles matters involving carload perishable freight for agents west of Albuquerque, New Mexico, and the Freight Claim Agent at Amarillo, Texas, will handle matters involving carload perishable freight for agents in Texas and Louisiana. Diversions and other changes in livestock shipments are under the jurisdiction of the following officers:

Lines East of Albuquerque, New Mexico, General Live Stock Agent, Kansas City, Mo.

Lines West of Albuquerque, New Mexico, Freight Claim Agent, Los Angeles, Calif.

Lines in Texas and Louisiana, Freight Claim Agent, Amarillo, Texas.

Diversion of all other freight is under the jurisdiction of any of the AT&SF Railway Company Freight Claim Agents.

5540. Showing Diversion Information on Waybill. When a diversion order is accomplished, the changes authorized thereby in the name of destination station, name of consignee, routing or other information, should be made in ink on the waybill, by canceling the information as shown thereon, and inserting the changes in the same blocks. The following information should also be entered on the waybill in ink:

- (1) Name of station where change is made, date change was accomplished and by whom made.
- (2) Date and hour of arrival of car.
- (3) Date and hour diversion instructions were received.
- (4) Whether or not car was placed for unloading prior to receipt of diversion instructions, and if so placed, whether on a team track or industry track.

- (5) Authority for changes on the waybill, including tracer or other file used by officer authorizing the change.
- (6) The I.C.C. Service Order number when a shipment is diverted from the waybilled route thereunder, or if diverted on order of any other authorized regulatory authority, the appropriate initials and the symbol number, when available.

5550. Requests for Diversion or Reconsignment. Requests by shipper, consignee or owner for diversion or reconsignment of either straight or shipper's order shipments, should be made in writing before action thereon is taken by agent, except that telephone requests confirmed immediately in writing should be accepted for diversion of shipper's order freight covered by continuing blanket bond, Form 694, or for open shipments. A careful record should be made of such telephone requests, showing in each case the name of persons making and receiving the request, and exact time received. As soon as the written confirmation is received, it should be compared with your diversion order to determine that the two agree.

5560. Diversion Requests Received from Foreign Roads. Diversions may be made upon request of an agent or officer of a foreign road, when such request is addressed jointly with the proper officer as provided in Rule 5530, otherwise such officer should be fully advised and his instructions awaited.

5570. Issuing Instructions to Divert in Transit. When a request in proper form is received from shipper, consignee, or owner, to divert a carload shipment in transit, and in the case of a shipper's order shipment, such request is supported by shipper's order bill of lading, deposit in lieu thereof, or approved bond, as provided in Rule 5580, a diversion order should be issued by telegraph, joint with proper officer as designated in Rule 5530, and one or more agents who are considered in position to accomplish the diversion, furnishing all essential facts in connection therewith as provided in instructions issued by the department having jurisdiction.

5580. Diversion of Shipper's Order Freight. Shipper's order freight should not be diverted in any case unless (1) the original shipper's order bill of lading is surrendered, (2) currency, check certified by bank or bank cashier's check for 125% of the invoice value of the shipment is deposited in lieu

of shipper's order bill of lading, (3) instructions to divert are received from proper officer as provided in Rule 5530, or (4) the diversion is protected by a continuing blanket bond of indemnity approved by the Treasurer.

When the shipper's order bill of lading covering a shipment to be diverted is taken up, a receipt should be given to the person surrendering it, reading as follows:

"Bill of lading issued by.....RR Co.
at..... Station, dated....., 19....,
covering shipment of....., Car Initials.....
No....., has this day been surrendered
to me. This receipt should not be considered as a bill
of lading, as it is only an acknowledgment of the re-
quest to divert the shipment."

5590. Diversion of Shipment Billed "Deliver Only on Shipper's Written Order." When instructions are received from shipper to divert a shipment billed on a straight bill of lading, with instructions to deliver only on shipper's written order, such instructions in effect constitute the written order referred to. If request to divert such a shipment is received from a person other than the shipper, the request should be supplemented by the shipper's written order. See Rule 5640.

5600. Issuance of Exchange Bills of Lading. New bills of lading may be issued in exchange for original straight or shipper's order bills of lading upon request of the shipper, consignee, or owner, provided the original bill of lading is first surrendered to you, except that an exchange bill of lading should not be issued in any case until you have ascertained that the diversion has actually been accomplished. If the party who requests issuance of an exchange bill of lading is unable to surrender the original document, an exchange bill of lading should not be issued without obtaining authority from the proper officer as provided in Rule 5530. Also see Rules 5610, 5640 and 5650.

Exception: When a party claiming lawful ownership of a **carload grain** shipment moving on a straight bill of lading requests the issuance of an exchange straight or order bill of lading, such exchange bill may be issued if the car is in the possession of the Santa Fe and the party requesting the exchange bill is named as either consignor or consignee in the original straight bill. In the event the party requesting the

exchange bill is not the consignor or consignee, but the car is in possession of the Santa Fe, such exchange bill may be issued in the event the consignor advises the Santa Fe by written authority to unconditionally release the shipment to the party requesting the exchange bill. This release may be accomplished by the party being requested to issue the exchange bill of lading handling by telephone or wire with the agent at origin to prevent delay.

5610. Information to be Shown on Exchange Bills of Lading. Each bill of lading issued in exchange for another bill of lading, should bear on its face a clear endorsement, either written or stamped, in the following form:

“This bill of lading is issued in exchange for bill
of lading No. issued at on
the day of by the Co.”

5620. Correction of Charges on Diverted Waybills. When the heading of a waybill is changed, the rate and freight charges, also refrigeration, if any, should be corrected to cover the movement to the new destination. If the waybill is reported on Form 403, the correct charges should be shown thereon. See Rule 1640 for instructions covering prepayment of charges in connection with diversions. Also see Rules 2240 and 2280.

5630. Refund of Charges Paid by Consignee. Agents are prohibited from refunding charges that have been paid by consignees, and waybilling the amounts refunded as advances, except when authorized to do so by tariffs, circulars, rules covering transit shipments, or like instructions.

5640. Disposition of Original Bill of Lading or Written Order. When a shipper's order shipment is diverted on the original bill of lading as provided in Rule 5650, the diversion changes should be written thereon in ink, and the bill of lading returned to the person who presented it for diversion.

At the time straight or shipper's order bills of lading or written orders are taken up by agents or officers authorizing diversion of shipments en route or diversion or delivery at destination, the time and date each document was surrendered should be shown thereon as follows:

“ACCOMPLISHED M 19.....”

All such documents should be retained in the diversion files

of the agent or officer authorizing the change in instructions, except as provided in the "Exception" in this rule applicable to this Company's off-line Traffic Department representatives. See Rule 5590.

Exception: All original shipper's order bills of lading, also all written orders for shipments covered by straight bills of lading which carry restricted delivery instructions, such as "Notify," "Advise," "Deliver only on shipper's written order," etc., taken up by off-line Traffic Department representatives, in connection with shipments diverted en route, or diverted or ordered delivered at destination, should be forwarded to the Freight Claim Agent having jurisdiction over office filing diversion, by first mail after diversion or delivery is accomplished, except that such documents covering perishable freight should be forwarded to the Manager, Santa Fe Refrigerator Department at Chicago, or to representative of that department through whom such deliveries or diversions are cleared.

When shipper's order or written order freight is diverted or delivered at destination upon receipt of proper wire or written authority, destination agent should not change the waybill or the freight bill to show as an open shipment, but should retain the wire or written authority received in lieu of the original bill of lading or written order, in his file for inspection by traveling auditor.

5650. Endorsing Diversion on Original Bill of Lading. When requested by holder of the original straight or shipper's order bill of lading, diversion changes may be written thereon, after determining that the diversion has actually been accomplished, instead of issuing an exchange bill of lading as provided in Rule 5600, except this is not permissible when a shipper's order shipment is changed to an open shipment or vice versa. See Rule 5640.

5660. Shipments Billed to Wrong Destination by Shipper. A request from shipper to forward a shipment to another destination because of an error in his original shipping instructions, should be treated as a diversion of the shipment the same as though no error occurred. No concessions can be made because of shipper's errors, unless such concessions are authorized by tariffs.

5665. Diversion of Shipment Moving on Non-Revenue Car

Movement Waybill. When a car moving on a non-revenue car movement waybill is diverted, the agent at the diversion point should request the agent at destination shown on the waybill, to forward the original revenue waybill to the agent at new destination, who should make the necessary changes thereon.

If the original revenue waybill is not received promptly, the agent at the new destination should call upon the agent at the destination shown on the waybill prior to diversion to furnish it, instead of requesting a copy from the waybilling agent. See Rule 510.

5670. Disposition of Freight Bills for Reconsigned Freight. When freight is reconsigned, and the accrued charges are waybilled as advances, the freight bill should be endorsed "Re-shipped. See my waybill No. dated 19....." Such freight bills should be retained at the station for review by traveling auditors, as provided in Rule 1845.

5680. Reconsignment After Waybill Has Been Reported. When a carload shipment is reconsigned after the waybill has been reported on freight received report, and a through rate and through waybilling are authorized from the station at which the inbound waybill was issued, to final destination, a waybill correction should be issued, voiding reporting of the inbound charges, and the shipment forwarded on a copy of the inbound waybill, on which full information regarding the diversion should be shown. If the shipment will move at local rate from the diversion point, a new waybill should be issued to destination, showing the inbound charges as advances. See Rule 2450.

When a less than carload shipment is reforwarded after the waybill has been reported, a new waybill should be made to destination in all cases, showing the inbound charges thereon as advances.

5700. Diversion and Reconsigning Charges. Diversion and reconsigning charges should be assessed in accordance with applicable tariffs or circulars. For instructions covering the handling of such charges see Rules 1000, 2880 and 3135.

**OVER, SHORT, DAMAGED, REFUSED,
AND UNCLAIMED FREIGHT**

OVER, SHORT AND DAMAGED FREIGHT

5730. O.S.& D. Reports, Form 1565. For procedure concerning Over, Short and Damage Reports and related matters not treated in these rules, agents should be governed by Operating Department instructions.

5740. Disposition of Astray Freight. When freight checks over without billing at a point other than the marked destination, it should be forwarded to marked destination on Astray Freight Waybill, Form 1831, whether such destination is on this road or another road, except as provided in Rule 810. All information required by the astray waybill form should be shown thereon, but no charges should be entered in the freight column.

When freight is received on an astray waybill, or checks over without billing at marked destination, agent should first determine whether it covers a previous shortage. If it does not, and the station is served by two or more railroads, agent should ascertain from the agent of each carrier whether he is short the shipment, and if so, on what revenue billing.

When astray freight is received via one carrier, and the revenue waybill is held by the agent of another carrier, the following procedure should be observed:

(1) Except as provided in (3) hereof, if the astray freight weighs less than 5000 pounds, it should be turned over to the agent holding the revenue waybill, unless the freight has been delivered and charges collected thereon, in which case the charges collected should be turned over to him.

(2) Except as provided in (4) hereof, if the astray freight weighs 5000 pounds or more, the revenue waybill should be obtained from the other carrier's agent and reported.

(3) If an astray shipment weighing less than 5000 pounds is received in a car with other less than carload astray freight, and the aggregate weight of such freight in the car is 5000 pounds or more, the revenue waybill or waybills should be obtained from the other carrier's agent and reported.

(4) If the astray freight weighs 5000 pounds or more,

and is only part of a consignment, the remainder of which was delivered by the agent holding the revenue waybill, it should be delivered to the consignee without collection of charges, upon the order of such agent, who should collect the charges on the entire shipment.

(5) After collection of charges from the consignee by the carrier making delivery of astray freight, any subsequent adjustment of charges with the consignee should be accomplished by such carrier.

When freight is received on an astray waybill, reference to the revenue waybill, if available, should be shown on the astray waybill before it is reported to Audit Office. Reference to the astray waybill should likewise be shown on the revenue waybill when possible. When the revenue waybill covering astray freight cannot be located, the freight should be delivered to consignee, and charges assessed thereon as provided in Rule 5750. Also see Rules 4420 and 5760.

5750. Assessing Charges on Astray Freight. When freight reaches destination on an astray waybill, or checks over without billing at the marked destination, and the revenue waybill cannot be located, the bill of lading or invoice should be obtained from the consignee as evidence of ownership, and to determine the point of origin, etc. If the freight is covered by an astray waybill, the point of origin, date of shipment, weight, rate and freight charges from origin to destination, should be entered thereon. If the freight is over without billing, a round waybill should be made for the charges. Such round waybills should carry the same detail as shown on astray waybills when charges are added thereto, and should be reported on both local freight forwarded and local freight received reports. When charges are assessed on astray waybill, or a round waybill is made for over freight, collection should be made from the consignee, except that the provisions of Rules 2240 and 2280 relating to prepaid bills of lading on under prepaid shipments should be observed.

When the revenue waybill is received, it should be reported in the usual manner, and if charges were assessed on astray waybill, or a round waybill made therefor as provided herein, such charges should be voided by waybill correction, showing reference to the revenue waybill as authority.

If the revenue waybill is not received within five days, origin

agent should be requested to furnish a copy thereof, and when the copy is received, the same procedure should be followed as provided in the preceding paragraph.

In case it is found that astray freight is part of a shipment for which a revenue waybill was received, but was omitted from the waybill in error, the omitted articles and charges thereon should be added to the revenue waybill, showing proper explanation thereon, if still in agent's possession. If the revenue waybill has been reported, adjustment should be made by waybill correction. See Rules 1990 and 2000.

5760. Astray Perishable Freight. If astray perishable freight is not in condition to stand the journey to marked destination, or cannot be forwarded due to lack of marks, the Freight Claim Department should be requested by telegraph to furnish disposition. If the freight is in danger of spoiling before disposition is furnished, it should be sold to the highest bidder in accordance with Rules 3690 and 5930. Agents will be held responsible for failure to exercise good judgment in handling such cases.

5770. Astray Freight From or To Connecting Lines. Astray freight received from connecting lines should be accompanied by through astray waybills without charges, but may be accepted on transfer freight bills if connecting line insists. In the latter case, no charges should be entered in the freight column of the outbound astray waybill.

When freight destined to a connecting line is received at junction point without either revenue or astray billing, it should be waybilled by junction agent as provided in Rule 770.

5780. Freight Short from Connecting Line. When freight checks short from a connecting line at the junction point, it should first be ascertained whether the freight was lost by the connecting line, or by the drayman performing the transfer service. If lost by connecting line, the agent of such line should be requested to so note on the interline waybill if a through shipment, or the transfer freight bill if shipment is to be rebilled, and sign his name thereto. If lost by drayman, the interline waybill or new waybill, as the case may be, should be endorsed over your signature, "Short between depots at....." In such cases, proper station record should be made of the shortage, and the handling should otherwise be the same as though no shortage existed.

In case an entire shipment is short, and a transfer freight bill is tendered therefor by connecting line, the shipment should be rebilled in the usual manner, and the waybill disposed of as provided in the second paragraph of Rule 5810.

5790. Freight Short at Last Junction. When freight is short at last junction, proper station record should be made thereof, and the shortage noted on the waybill. The waybill should be handled as provided in Rules 4620 and 4630, and if connecting line refuses to accept either the interline waybill or transfer freight bill, the Audit Office should be notified.

5800. Wrecks or Fires—Accounting for Freight Damaged or Destroyed. When freight is destroyed in a wreck or fire, or is damaged to such extent that it is not considered advisable to forward it to waybilled destination, the agent nearest to the place of the occurrence should take the waybills into his accounts, making appropriate notations on the waybills, showing the point at which the destruction occurred and nature of the occurrence.

If both origin and destination of the shipment as waybilled are on this line, the charges up to the station reporting the waybill should be determined on basis of mileage prorate of through charges from point of origin to original destination. If either the origin or destination is on a foreign road, the proportion of the charges to original destination that would accrue to each carrier interested in the haul up to the station reporting the waybill, should be determined, and the sum of such proportions should be assessed as charges on the shipment. This Company's proportion in such cases, should be based on mileage prorate of the regular proportion which would have accrued if the service had been completed. The necessary divisions should be requested from Freight Traffic Manager, and full explanation made on waybills.

Shipment moving under Government bill of lading or Commodity Credit Corporation shipment which is destroyed by wreck or fire prior to delivery, the waybill should be reported on Form 309-A or Form 309-C, as appropriate, and handled as any other commercial shipment.

If waybill carries prepaid in excess of correct freight charges, such excess should be absorbed by entering it as a separate amount in the "Freight" column of the waybill, mak-

ing the total freight equal the prepaid. If the charges are not prepaid, a relief claim should be filed with the Freight Claim Department for clearance of your account.

5810. Shortage and Damage Notations on Waybills and Freight Bills. An employe discovering a shortage or damage should write the facts on the waybill, station copy of the freight bill, or other document used in checking the freight. He should also show name of station and date, and sign his name to the notation.

When all the freight covered by a waybill checks short at a point short of destination, notation should be made on the waybill, showing name of station where the shortage was discovered, name of person discovering the shortage and the date, after which the waybill should be mailed to destination promptly.

No shortage or damage notations should be made by destination agent on consignee's copy of freight bill unless requested by consignee, in which case only shortage or damage known by destination agent to exist at time shipment is delivered should be endorsed thereon. Such notations should be clear and explicit, and should be signed in the name of the agent, followed by name or initials of employe making the notation.

5820. Station Record of Over, Short and Damaged Freight. A book record should be kept of all over, short or damaged freight, for use in answering tracers and correspondence relative thereto, also for comparing overages with shortages. In addition, a record of such discrepancies should be made on the station record copy of the freight bill.

5830. Relief Claims for Charges on Short Freight. When a shipment has been short sixty days, a relief claim should be presented on Form 1862-A to the Freight Claim Department for the amount of the freight bill, attaching thereto two copies of the freight bill, a copy of the O.S.& D. report, and all correspondence with the consignee or local agents of other roads, showing efforts made to establish delivery by such roads.

5840. Tracers for Arrival and Delivery. When a request is received from a patron or others to trace for arrival and delivery of a shipment, destination agent should be furnished complete waybill reference, and requested to furnish such information, whether destination is on a Santa Fe line or

a foreign line. If advised by destination agent that the shipment has not arrived, and a reasonable time has elapsed since it was forwarded, suggestion should be made to the person requesting the information that claim be filed for the value of the freight.

When tracers for arrival and delivery of freight are received from other agents, etc., the information requested should be furnished promptly. If unable to locate, the warehouse should be searched to determine whether you are over the shipment being traced for. If so, the person tracing should be advised and his instructions awaited. If the freight is not over, the station record of over, short and damaged freight should be examined, and if it contains any information concerning the shipment, the person tracing therefor should be advised accordingly.

5850. Astray C.O.D. Shipments. See Rule 4420.

REFUSED AND UNCLAIMED FREIGHT

5860. Perishable Freight, Carload or Trailer-on-Flat-Car. When a perishable carload or trailer-on-flat-car shipment is refused, or is not delivered within the free time allowed by the governing tariff, either the Freight Claim Department or Manager, Santa Fe Refrigerator Department, according to existing practice, should be requested by telegraph to furnish disposition. Such request should include name and address of shipper, name of consignee, time of arrival and notification, name of commodity, car initials and number, and trailer initials and number, waybill reference and reason why not delivered, also stating whether a straight or shipper's order shipment, and in the latter case, who holds bill of lading. See Rules 3750 and 5930.

Requesting disposition by telegraph when a shipment is not actually refused, but has not been delivered within the free time is especially important when the freight is consigned to shipper's order with inspection allowed, and acceptance is delayed by the "in care of" or "notify" party or consignee.

5870. Perishable Freight, Less Than Carload. When a perishable less than carload shipment is refused, or is not delivered within the free time allowed by the demurrage and storage rules, the Freight Claim Department and the waybilling

agent should be jointly requested by telegraph to furnish disposition, giving waybill reference, description of shipment, name of consignee, name of shipper, whether billed straight or shipper's order, and reason for non-delivery. See Rules 3750 and 5930.

5880. Non-Perishable Freight, Carload or Trailer-on-Flat-Car. When a non-perishable carload or trailer-on-flat-car shipment is refused, or is not delivered within the free time allowed by the governing tariff, the Freight Claim Department and the agent at point of origin should be jointly requested by telegraph to furnish disposition, giving the same information as required by Rule 5860.

5890. Non-Perishable Freight, Less than Carload. When an undamaged less than carload shipment is refused, or it is reasonably certain that consignee will not take delivery thereof, the shipper should be notified immediately by postal card, Form 2684, and a copy thereof retained for station record. In mailing such notices, the freight bill number should be shown thereon in each case, and the address on the package should be used in preference to the address shown on the waybill. If shipper's name and address are not known, and cannot be obtained from consignee, waybilling agent should be notified on Notice of Undelivered Freight, Form 2685.

When a shipment is unclaimed, Form 2684 should be sent to shipper, or Form 2685 to waybilling agent, in accordance with provisions of current storage tariff.

If disposition instructions are not received within 15 calendar days after the date notice is sent to the shipper or waybilling agent, Form 2685 should be mailed to the Freight Claim Department, but should not be mailed to the shipper.

When a shipment is refused because it is damaged, neither the shipper nor the waybilling agent should be notified, but Form 2685 should be sent to the Freight Claim Department immediately, attaching copy of O.S.& D. report thereto. Full particulars should be furnished in each case to enable the Freight Claim Department to determine what disposition is to be made of the shipment, including advice that you have attempted to prevail upon the consignee to accept and repair the freight, or accept some reasonable allowance, as directed in Freight Claim Department's circular instructions covering "Disposition of Damaged Freight Refused by Consignee."

Forms 2685 should be numbered consecutively throughout the year, beginning with number one on January 1. The Freight Claim Department will furnish tracer numbers therefor by card, and reference to such numbers should be shown in all correspondence and forms mailed to that department.

After Form 2685 is rendered, Form 2686 should be sent to the Freight Claim Department every thirty days until disposition is furnished, showing thereon the Freight Claim Department number under which Form 2685 was acknowledged.

Exception: When a freight forwarding company is the shipper, Form 2684 should be mailed to such company, and not to the shipper whose address may be shown on the package. Due to the desire of some freight forwarding companies to have all notices of refused and unclaimed freight sent to certain headquarters, agents should be guided by current instructions in Freight Claim Department circulars. All identification numbers appearing on the waybills and the freight should be shown on the notice in such cases.

5900. Advice of Disposition, Form 2687. When a shipment previously reported to the Freight Claim Department on Form 2685, is delivered, reconsigned, or sold, Form 2687 should be rendered to the Freight Claim Department, giving reference to their tracer number.

5910. Non-Perishable Astray Freight—Undelivered. When less than carload non-perishable freight, properly marked, is received astray at destination, and revenue billing cannot be located, Form 2685 should be rendered to the Freight Claim Department if the shipment is not delivered promptly, but notice should not be sent to the shipper.

When less than carload non-perishable freight checks over without marks, and revenue billing cannot be located, O.S.& D. Report, Form 1565 should be rendered to the Operating Department.

5920. Freight Returned to Shipper. When a shipment is ordered returned to the shipper, a new waybill should be issued for the return movement unless otherwise provided by special instructions. In such cases, the shipment should be returned via the same route by which received.

5930. Sale of Freight and Relief of Charges. When perishable freight is in danger of spoiling before disposition can be

obtained, it should be sold. If shipment is a carload, the following should be notified by telegraph: Agents West of Albuquerque, New Mexico, should notify their Freight Claim Department at Los Angeles, California. Agents East of Albuquerque, New Mexico, should notify Manager, Santa Fe Refrigerator Department only. Agents in Texas and Louisiana should notify Manager, Santa Fe Refrigerator Department and their Freight Claim Department at Amarillo, Texas. Agents will be held responsible for failure to exercise good judgment about whether to sell or not to sell.

When any kind of freight is sold, either under this rule or on special authority, agent should ask for bids, and sell to the highest bidder. Particular care should be used in this respect in the case of carload freight. As agents will be held responsible for failure to obtain the highest possible price when freight is sold, they should be able to furnish complete evidence that their full duty to the Company has been performed.

For instructions covering disposition of the proceeds, account of sales, relief of charges, etc., see Rule 3690.

CLAIMS

5960. Numbering Claims. New claims transmitted to the Audit Office or Freight Claim Department in accordance with the rules in this section, should be consecutively numbered by agents throughout each year. Claim numbers furnished by the Audit Office or Freight Claim Department, as the case may be, should be recorded on freight bills and other pertinent station records, and quoted in rendering statement of Uncollected Freight Bills Form 465, and in corresponding with the department involved.

5970. Loss and Damage Claims. When a claim is presented for loss or damage, and the amount thereof is more than \$2.00, the claimant should be requested to prepare and sign claim statement, Form 2681, however any other form of bill presented by claimant, which shows in detail how the amount of the claim is arrived at, and other essential information, will be accepted by the Freight Claim Department.

Care should be observed to see that each claim is supported by the following documents:

(1) The original bill of lading and the original paid freight bill, unless such documents are already in possession of the carriers. If either has been lost or destroyed, or is not available, bond, Form 2651 should be accepted in lieu thereof.

(2) Copy of Inspection and O.S.& D. reports.

(3) Original invoice or a certified copy thereof. Certified copies of invoices should show trade discounts and cash discounts.

(4) Receipted repair bill in detail when claim is for cost of repairs. Such bill should show cost of material used for repairs, also number of hours of labor, and rate of pay therefor, and should be verified by agent.

(5) When claim is for loss of an entire package, agents of other carriers, if any, should be consulted to determine that it was not received by them, and a statement furnished to that effect, also a letter from the consignee, stating that the property was not received from any source.

When the amount of a claim does not exceed \$2.00, and the loss or damage is verified, the claimant is not required to furnish the usual supporting documents. In such cases, Form

2681 should be prepared for the claimant, showing thereon how the amount of the claim is arrived at, and claimant should be requested to sign it. To complete the file, a copy of the freight bill issued at your station, and a copy of your inspection and O.S.& D. reports should be attached thereto.

Under current Freight Claim and Treasury Department instructions, agents are authorized to pay certain loss and damage claims by station drafts, Form 670, with specific limitations as to amount and other conditions, and remit the claim papers to Treasurer as cash. In such cases, the claim papers should be accompanied by claim transmittal statement, Form 1862, on which should be shown name of station, name of claimant, amount of claim payment, and in space for remarks, the number and date of the station draft. The agent's claim number and the claimants' number should be shown on the station draft in all cases. Agents are prohibited from paying such claims by any other means than by station drafts.

All loss and damage claims that agents are not authorized to pay under Freight Claim Department instructions, should be transmitted to that department with Form 1862 for investigation and final disposition. See Rule 6000.

Note: It should be borne in mind that our service to our patrons is not completed when we deliver a shipment in a short or damaged condition. They should be recompensed for our negligence. Experience has shown that a number of our patrons do not know how to file a loss or damage claim, and are unaware of the nine months limitation period provided for in the bill of lading for filing claims. Ill feeling arises when the Freight Claim Department is compelled to disallow a claim not filed within nine months. Agents should follow up legitimate cases of loss or damage to the extent of notifying patrons that claim, or notice of claim, should be seasonably filed in writing.

5980. Overcharge Claims. Claims for overcharge should be presented by claimant on claim statement, Form 2307, showing in detail how the alleged overcharge is determined, and should be supported by the original paid freight bill, or in the case of a prepaid shipment, by the prepaid bill of lading, if no prepaid freight bill was issued. When claimant cannot produce the original paid document, he should be required to sign bond of indemnity, Form 388 in lieu thereof. See Rule 2760.

If claim is based on alleged error in rate, the claimant should

furnish specific tariff reference for the basis claimed. If an error in classification is claimed because of alleged misdescription of articles on freight bill, the claimant should be required to attach the original invoice or a certified copy thereof, in addition to furnishing specific tariff and classification references. In case an overcharge is claimed on account of misrouting, the claim should be supported by the original bill of lading.

When claims are based on weights or measurements, the correct weight or measurement should be certified to by agent. If possible, measurements should be verified by actual test, and weights by weighing on railroad or consignee's scales. Public weigher's certificate, or consignee's affidavit as to weight or measurement, may prove useful, and should be obtained by agent when verification cannot be made by him or his representative.

Overcharge claim papers should be transmitted to Audit Office with claim transmittal statement Form 1862.

5990. Inability to Obtain Proper Supporting Papers. Transmittal of claims to the Audit Office or Freight Claim Department should not be unduly delayed because all the papers required by Rules 5970 and 5980 cannot be obtained. If all the required papers are not delivered by the claimant within a reasonable time, the claim should be forwarded, and absence of the missing documents explained.

6000. All Claims to be Submitted to Proper Official. Except as provided in Rule 5970, all claims presented to agents by claimants should be transmitted promptly to the Freight Claim Department, or Audit Office, as the case may be, whether regarded as just or otherwise. If in agent's opinion, a claim has no merit, he should so state, giving his reasons.

6010. Claimants Not Permitted to Have or Inspect Certain Documents. No papers connected with a claim should be delivered to claimant, other than those contributed by him in support thereof, and he should not be allowed to read the investigation, unless authorized to do so by the Audit Office, or Freight Claim Department, as the case may be.

6020. Foreign Roads' Claims and Tracers. All inquiries from foreign roads in connection with claims, tracers, O.S.& D. reports, etc., should be answered promptly. Delay in answering may subject this Company to a penalty. Agents should

not, however, divert, reconsign or sell freight, make delivery of shipper's order or written order freight without surrender of proper document, or make any collection or payment on request of any person other than Company Officers. Such requests, if received, should be referred to Audit Office, or Freight Claim Department, as the case may require. Tracers for arrival and delivery of freight should be handled in accordance with Rule 5840.

6030. Station Relief Claims. Agents may present claims for relief of charges as provided in Rules 990, 2130, 2240, 2330, 3690, 5800 and 5830. Relief claims should not be presented in any other case, unless specific authority is obtained from Audit Office. All relief claims should be transmitted with properly executed claim transmittal statement, Form 1862-A.

When authorized by Audit Office to file claim for relief of freight undercharges or items of similar nature, the entire file covering the item should be sent to Audit Office, including two copies of the freight bill. If the claim covers a straight undercharge, full tariff or other authority on which the undercharge is based, should be shown in spaces provided on Form 1862-A, also an explanation of how it is determined. In such cases, the file should contain copies of written requests for payment, and any other evidence showing that agent's efforts to collect have been exhausted.

6040. Cotton Concentration Claims Paid by Agents West of Albuquerque. Refunds authorized by cotton concentration rules should be made by station drafts, Form 670. The total of amounts refunded should be entered in Item 6 of the first Balance Sheet, Form 309, rendered after the refunds are made. To support the credit thus claimed, the following documents should be attached to the balance sheet on which the amount of the refunds is entered.

- (1) Original destination freight bills or tonnage credit slips. (Other parts of freight bill forms such as delivery receipts, arrival notices, etc., copies of freight bills, or unsigned freight bills will not be accepted.)
- (2) Copy of the bill of lading issued at concentration point.
- (3) Statement of Billing Supporting Cotton Concentration Claim, Form 2262, showing complete information required by the form.

The total of amounts reported in Item 6 of Balance Sheets,

Form 309 during the month should be carried to Item 6 of monthly Balance Sheet, Form 301.

6050. Tariff Regulations Governing Transit Privilege on Cotton. Applicable only at stations west of Albuquerque. Agents should carefully observe all rules and requirements published in tariffs and circulars issued by the Traffic Department, pertaining to transit privileges on cotton, particularly with respect to substitution and change in ownership. If, in any case, there is reason to suspect that the rules have not been complied with, concentration refund should not be made until the questionable features of the claim have been verified.

6055. Cotton Concentration Claims to be Paid by Audit Office. Agents at stations not authorized to pay Cotton Concentration Claims to patrons should see that all such claims are complete and should then forward all papers to Audit Office for attention. Stations west of Albuquerque should observe the provisions of Rule 6040.

Cotton concentration claims should be supported by :

- (1) Original destination freight bills or tonnage credit slips.
- (2) A copy of the bill of lading issued at concentration point.
- (3) Reshipping certificate when required by transit tariffs.
- (4) Statement of billing, Form 2262, executed in full, or a similar statement prepared by patron which shows this information.

SUPERVISION OF AND CHANGES IN SUBORDINATE EMPLOYEES

6080. Changes in Cashiers. Cashiers should not be installed by agents unless authorized by Audit Office. When a change in cashiers is contemplated, the Audit Office should be notified in time to have the transfer made by traveling auditor if considered advisable. This provision also applies to employes who function as cashiers but do not carry such title.

When authorized by Audit Office to make transfer of cashiers, agent should see that all collections are entered in the cash book and that the accounts are closed and balanced, also that lists of cash and cash paper on hand, uncollected freight bills and other items, including ticket stock if passenger accounts are involved, are prepared and signed in same manner as provided in Rule 6140 covering agents' relief transfers so that responsibility as between the incoming and outgoing cashiers can be readily established should occasion arise. No reports should be rendered to Audit Office or traveling auditor but the accounts should be verified by the agent and all transfer papers retained as station records.

If outgoing cashier is in possession of the safe combination it should be changed if possible, otherwise the Audit Office should be notified promptly by letter.

For instructions covering transfers in connection with employes' weekly rest days, see Rule 6150. Also see Rule 6110.

6090. Supervision of Subordinate Employes — General. Agents should personally supervise and verify the work of their subordinates, and should know at all times that the accounting and other station work is honestly and correctly performed, and that monthly balance sheets are correct. Any irregularities discovered should be promptly reported to Audit Office.

Agents at stations where a cashier is employed should personally examine the cashier's accounts at least once during each calendar month, and report the results to Audit Office on Form 2288, as soon as the examination is completed. Such examinations should be scrupulously conducted in all respects, so the full benefits will be obtained therefrom. As the time of the examination should not be known to the cashier in advance, the date thereof should be widely varied, instead of occurring on the same date, or at approximately the same time each month.

Duties which require or make possible the handling of funds, should not be delegated to a subordinate until he has filed Application for Fidelity Bond, Form 445.

The requirements of this rule are very important, and strict compliance with all provisions thereof is essential. The fact that an employe has been considered honest and efficient over a long period, does not provide an excuse for laxity in supervision. Agents should bear in mind at all times that the unexpected frequently happens, and that their own bond indemnifies the Company against dishonesty or culpable negligence, that could have been prevented or discovered sooner by the exercise of proper supervision.

6100. Responsibility for Handling Funds. When more than one employe at a station handles funds, it is essential that proper measures be taken, so the responsibility of each employe for any overages or shortages can be definitely placed. Joint use of the same cash drawer by two or more employes, or similar practices which result in a division of responsibility in handling funds, should not be permitted under any circumstances.

A permanent record should be maintained in Station Record of Cash Balances, Form 455, of all funds transferred between agent and his subordinates, or between such subordinates. Such record should show in detail the funds transferred, and the items covered thereby, and should be receipted in each case by the employe to whom the transfer is made. See Rule 3560.

Agents are personally responsible for seeing that this rule is strictly complied with.

FIDELITY BONDS

6110. Application for Fidelity Bond. Application for Fidelity Bond, Form 445, should be obtained from employes at the time of their first assignment to a position involving the handling of Company funds, or responsibility therefor. In addition to agents, cashiers, assistant cashiers, ticket clerks, etc., this category includes chief clerks, timekeepers and any other employes who handle pay rolls, etc., or sign shipper's order bills of lading.

Bond applications should be forwarded to Superintendent and copies of letters of transmittal retained for inspection by traveling auditors. If an employe assigned to a position as

described herein, claims to have filed application for bond in connection with a previous assignment, his statement should be verified with Superintendent.

Agents should obtain supply of Form 445 by making requisition on the stationer in the usual manner.

TRANSFER OF AGENCIES

6140. Permanent or Relief Transfers—General. When a regular agent is to be granted a leave of absence or a permanent transfer is to be made, the Superintendent should notify the Audit Office so that arrangements can be made to have the traveling auditor present if considered advisable. This also applies when the regular agent resumes duty.

When outgoing agent and incoming agent who relieves him are instructed by Superintendent to make a transfer of the accounts between themselves, the following instructions should be observed:

(1) All collections should be entered in the cash book and the station accounts should be closed and balanced. When possible all funds in excess of necessary working balance should be remitted by outgoing agent in accordance with the Treasurer's instructions.

(2) All cash and cash paper on hand, also uncollected freight bills and cash items (see (3)), and other collectible items such as uncollected Western Union messages, uncollected milk and cream bills, uncollected C.O.D. shipments, etc., should be listed in detail and a clear receipt given therefor by the incoming agent. Such lists should also be signed by the outgoing agent. It is essential that every precaution be taken to insure that a clear cut-off is made in all particulars so that responsibility between the outgoing and incoming agent can be readily established should occasion arise.

(3) Uncollected freight bills covering charges on shipments on hand and other proper items, should be listed on Form 465. When the freight is on hand, notation to that effect should be shown in column provided. Explanatory notation should likewise be shown for all items for which the freight is not on hand, such as bills covering freight delivered on credit authority, short freight, disputed undercharges, cash items, etc.

(4) A complete check should be made of tickets on hand including excess baggage checks, storage checks, etc., and a list thereof prepared which should be signed by both the incoming and outgoing agents.

(5) Lists should be prepared of any shipper's order bills of lading and written orders outstanding at time of

transfer, also of any other freight on hand, such lists to be signed jointly by incoming and outgoing agents.

(6) No report should be rendered to Audit Office or traveling auditor, except relief agent should notify the traveling auditor by letter at the time he takes charge of the station, stating how long he expects to remain and furnishing any additional information regarding condition of the accounts, etc., that will be of interest. Relief agent should also notify the traveling auditor when regular agent resumes duty. All transfer reports should be retained as station records.

(7) At small stations where only a few items are involved, the funds on hand, uncollected bills, ticket stock, etc., may be listed in book record Form 455, "Station Record of Cash Balances," in lieu of preparing transfer papers. When this is done the book record should be signed by both the incoming and outgoing agent in the same manner as if transfer papers had been prepared.

(8) At stations where money safe is furnished, the combination should be changed by relief agent when he takes charge and by regular agent when he resumes duty so that only the person in charge will have access thereto. If for any reason the safe combination is not changed, the Audit Office and traveling auditor should be promptly notified by letter.

(9) The business of the station should be transacted in the name of the regular agent during his absence and the relief agent should sign all reports, statements, etc., in the name of the regular agent by himself as relief agent, except as otherwise provided. See Rule 3740.

(10) For instructions covering transfers in connection with employes' rest days, see Rule 6150.

6150. Relief Transfers—Employes' Rest Days. At stations where the agent handles the accounts, and is relieved each week under the telegraphers' rest day rule, the following instructions should be observed in making transfer from regular agent to relief agent and vice versa. These instructions also apply to such relief transfers involving any telegrapher, or other employe who is in charge of station accounts.

(1) Transfers should be entered in book record, Form 455, "Station Record of Cash Balances," so that they will be available as a permanent station record. All such

transfers should be receipted for by incoming agent and should be prepared in sufficient detail to establish clear responsibility of each employe. Regular agent should list in Form 455 and turn over to relief agent the cash working fund, uncollected freight bills and other collectible items, also opening numbers of card tickets.

(2) No transfer reports should be sent to Audit Office or traveling auditor, and all business handled by the relief agent should be included in regular agent's accounts the same as though no transfer had occurred.

(3) Relief agent should make transfer in the same manner as described in (1) and (2) above upon return of the regular agent. In listing ticket sales, opening numbers of card tickets should be shown whether or not there were any sales during his tour of duty. Relief agent should remit all collections in excess of working fund, if possible, in accordance with Treasurer's instructions.

(4) Complete check of the ticket stock may be waived in making such transfers, but the cash on hand, card ticket numbers, and other entries in Form 455, should be carefully verified by incoming agent, and any difference reconciled.

(5) At stations which are operated continuously, transfers as provided under (1), (2), (3) and (4), may be accomplished by following the usual procedure of making successive transfers between the several tricks. In such cases, the uncollected freight bills, etc., should be listed in Form 455 by the regular agent, and left with employe on succeeding trick, the employe on trick preceding the relief agent to deliver the bills to him, and obtain his receipt in Form 455. The same procedure should be followed in turning the accounts back to the regular agent.

(6) When directed to take charge of the accounts at a station where operation is not continuous, and proper transfer cannot be made without a special arrangement, the Superintendent should be asked for instructions.

LEGAL ADVICE

6300. Withholding Delivery of Freight at Request of Consignor. A consignor who may be the vendor of goods to a consignee on credit, has the right under certain conditions to stop delivery of the goods in transit to such consignee, in case he is discovered to be insolvent.

Section 10 of the Federal Bills of Lading Act provides that a carrier shall be liable to anyone having a right of property or possession in a shipment, even if the goods are delivered to the consignee named in a straight bill of lading, or a person in possession of an order bill of lading properly endorsed, if the carrier (1) had been requested, by or on behalf of a person having a right of property or possession in the goods, not to make such delivery, or (2) had information at the time of the delivery that it was to a person not lawfully entitled to the possession of the goods. Section 18 of said Act reads as follows:

“That if some one other than the consignee or the person in possession of the bill has a claim to the title or possession of the goods, and the carrier has information of such claim, the carrier shall be excused from liability for refusing to deliver the goods, either to the consignee or person in possession of the bill or to the adverse claimant, until the carrier has had a reasonable time to ascertain the validity of the adverse claim or to bring legal proceedings to compel all claimants to interplead.”

Therefore, if a consignor requests that a shipment be stopped in transit because of the claimed insolvency of the consignee, or for any other reason, or if some one other than the consignee or party in possession of an order bill of lading, claims title to and demands possession of the goods, or directs that disposition other than that provided for in the billing be made, the Freight Claim Department, or the Santa Fe Refrigerator Department in case of carload perishable freight, should be notified at once by telegraph, and if the shipment is at your station, it should be held awaiting instructions. If shipment is not at or destined to your station, the destination agent should be instructed by telegraph to stop delivery, such telegram to be made joint with the Freight Claim Department, or the Santa Fe Refrigerator Department, as the case may be.

This action should be taken if request or notice is received

at any time before final delivery of the shipment to the consignee, regardless of the fact that the shipment may have been, or is to be transported over more than one road.

6310. Facilities for Execution of Legal Process. Agents are not required to inform an officer where goods that belong to the defendant may be found, in order to enable him to seize them, neither are they required to open their warehouses at midnight, or other unusual time, in order to enable the officer to execute the process. No obstacles should be placed in the way of the officer, but he should be given the same facilities that are accorded to the general public in transacting ordinary business.

6320. Payment of Charges to be Demanded. The Company has a lien on all goods for transportation charges, and cannot be compelled by law to relinquish possession of the goods until the charges have been paid. Delivery of goods to an officer should be refused, unless all accrued charges are paid. If the officer, in violation of the law, takes the goods by force, the Company can collect its charges in the courts.

6330. Attachment. When a writ of attachment is against the owner as defendant, or against the consignor on goods consigned to himself, the officer has the right to seize the goods, provided such goods have not been forwarded from your station. The officer should not be prevented from taking possession of the goods, especially when no transportation charges are yet due. It is not your duty, however, to inform him what goods belong to the defendant, nor where such goods may be found, but if there is any doubt in regard to the ownership, the officer should be so informed. If doubtful goods are seized, the General Attorney for your state should be asked by telegraph for instructions.

When goods are seized, the General Attorney for your state, the Freight Claim Department, or the Santa Fe Refrigerator Department in the case of carload perishable freight, and the Treasurer, should be notified jointly by telegraph. The consignor and the consignee should also be notified on form shown in Rule 6360, which may be obtained from the Law Department. Copies of such notices should be retained as station records.

When the officer does not seize the goods, but leaves a copy of the writ, the writ frequently has the effect of a garnish-

ment, and the procedure followed in such cases should be the same as though the goods were garnished.

6340. Garnishment. When notice of garnishment is served for goods in the station or in transit, the General Attorney for your state, the Treasurer, and the Freight Claim Department, or the Santa Fe Refrigerator Department in the case of carload perishable freight, should be notified by telegraph, stating the time garnishment notice was served, address of consignor and consignee, description of freight, waybill reference, car number, and location of the goods as near as possible, especially whether such goods are in or outside the county. The garnishment papers should be forwarded promptly to the General Attorney for your state, and if you have any of the defendant's property in your possession, it should be held for orders. If the property is in transit, the destination agent should be instructed by telegraph not to deliver to the consignee, such telegram to be joint with the Freight Claim Department, or the Santa Fe Refrigerator Department in the case of carload perishable freight.

Upon receiving from plaintiff, his attorney, or a court officer, a release of goods held under garnishment process, it should be forwarded to your State General Attorney, and the shipment, if at your station, should be handled in accordance with billing instructions. If the shipment is not at your station, the Freight Claim Department, or the Santa Fe Refrigerator Department, as the case may be, should be advised by telegraph that release has been received. In case you have any doubt as to the sufficiency of the release, the General Attorney should be asked by telegraph for instructions, and the goods held until receipt of his reply.

The Federal Bills of Lading Act, applicable to interstate shipments, contains the following provision :

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

the goods until the bill is surrendered to him or impounded by the court.”

If any officer of the law endeavors to take possession of property covered by an outstanding interstate shipper's order bill of lading, the above provision of the Bills of Lading Act should be read to him, and he should be requested not to take possession of any such goods without first surrendering the bill of lading. If the officer then persists in taking possession, the General Attorney for your state and the Freight Claim Department, or the Santa Fe Refrigerator Department, as the case may be, should be given the facts by joint telegram and instructions awaited.

6350. Replevin. When goods are replevied, that is, seized on execution, payment of the charges should be demanded, and the matter should be reported by telegraph and by letter to the General Attorney for your state, and the Freight Claim Department, or the Santa Fe Refrigerator Department in the case of carload perishable freight, after which the consignor and the consignee should be notified in writing, according to the form shown in Rule 6360. If the charges are not paid, the officer should be given a redelivery bond within twenty-four hours, possession of the goods should be taken, and the matter reported to your General Attorney, and to the Freight Claim Department, or the Santa Fe Refrigerator Department in the case of carload perishable freight.

6360. Form of Notice. When printed forms for notifying the consignor or consignee of attachment, garnishment or replevin are not available, such notices should be written in the following form:

..... Station....., 19.....
 To.....

NOTICE

You are hereby notified that the goods, wares and merchandise consigned by from to , at.....

(for attachment the following words should be written in this space:

“were stopped by attachment proceedings served on this Company”).

(For garnishment, the following words should be written in this space:

“were stopped by garnishment proceedings served on this Company”).

(For replevin, the following words should be written in this space:

“were seized by replevin served on this Company”).

the.....day of....., 19....., in a suit pending in..... Court, at..... in the State of..... wherein..... is plaintiff and..... is defendant; which suit will be heard before..... on the..... day of....., 19....., at.....o'clock.....M. And you are hereby notified that, in order to protect your interest in said property, it will be necessary for you to appear in person or by attorney at the trial of said cause, to take such action as you may deem necessary to protect your rights in the premises.

....., Agent.....Railway Co.

MISCELLANEOUS INSTRUCTIONS

6390. Audit Office Circulars and Circular Letters. Agents should maintain separate and complete files of Audit Office circulars and circular letters, and should see that such files are kept in proper order for ready reference.

6400. Correspondence and Telegrams. Copies of all letters and telegrams written by agents should be retained for station file, and replies filed therewith. When a letter or telegram is sent in reply to a communication received, the latter should be filed with the copy of the reply, except that letters received with claims or uncollected files should not be removed therefrom for station file. All correspondence should be filed in accessible order for ready reference.

In replying to letters or other communications which bear the sender's file number, such file reference, and date of the letter being answered, should be referred to in all cases. If the communication being answered contains a subject, it should also be given, except that reference to the sender's file number is sufficient in replying to telegrams.

Agent's telegrams should be numbered consecutively, commencing with number one on the first of each month, and the numbers prefixed with the letter "A", except when chief clerk, cashier, or others send telegrams over agent's signature, a different letter prefix should be assigned to each individual, and the telegrams sent under each prefix should be numbered consecutively as provided herein.

A telegram which refers to a communication from the person addressed should be prefixed with his file number. Thus, in the following example of an exchange of telegrams with the Audit Office, the number which appears at the end of the telegram from Audit Office is prefixed to agent's reply:

Telegram from Audit Office:

Your freight reports for December 31 not received.
Advise forwarding. F-14.

Agent's reply:

F-14. Mailed train 15, January 2. A-17.

6410. Showing Waybill Reference in Correspondence and Reports. In showing waybill reference in correspondence or reports, the name of waybilling station, waybill number, date and destination, also name of waybilling road in case of inter-line waybills, should be given. When freight originates at a

non-agency station, reference should be shown to such station, in addition to the waybilling station.

6420. Inquiries from Officers or Agents of Foreign Roads. Agents may make direct replies to inquiries from accounting officers or agents of foreign roads, respecting adjustments of waybilled charges, or other matters pertaining to specific shipments in which such roads are interested as participating carriers, and therefore entitled to the information requested. If the propriety of furnishing the information requested appears doubtful, the inquiry should be referred to Audit Office. If a reply to a request for information would involve admission of responsibility, or any evidence of liability on the part of this Company, the request should be referred to Audit Office for handling, with a statement of the facts and the entire file covering the subject.

Prompt and direct reply should be made to inquiries received from freight claim officers of foreign roads requesting copy of OS&D or station record, but under no circumstances should agents furnish information as to proceeds received from sale of salvage. All such requests for salvage proceeds should be referred to the Freight Claim Agent having jurisdiction over freight claim matters for your territory. Send carbon copy of your letter of transmittal to the inquiring freight claim officer as acknowledgment of his request. When inquiry is not answered, or specific information requested is not furnished within a certain period, foreign line freight claim officer is authorized under Freight Claim Rules to debit this company full amount of claim; hence, there should be no failure to handle such requests promptly.

6430. Figures Not to be Used to Indicate the Month. The use of figures to indicate the month in showing dates on waybills, freight bills and reports is prohibited. The full name of the month or its recognized abbreviation should be shown in all cases.

6440. Monthly Business Report, Form 1526. It is important that all agents familiarize themselves with the "Instructions" on the face of monthly business report, Form 1526, and comply fully therewith, and that care be used in the preparation of the report to avoid errors. It is likewise important to mail the original of the report to the Auditor of Freight Accounts, Topeka, Kansas, and copies thereof as directed at the bottom of the form, promptly at the close of each month.

COMMODITY CREDIT CORPORATION FREIGHT

6530. General Instructions. These instructions cover the handling of waybills and freight bills on Commodity Credit Corporation traffic and the preparation and mailing of reports to Audit Office. Where specific instructions have been issued to certain stations modifying these provisions, they remain in effect and should be observed.

6540. Received Prepaid Waybills. Fully prepaid waybills should be reported, without revision, on Form 309-A or C, as is appropriate. Prepaid only waybills should not be requested or issued. Waybill corrections should not be requested or reported. Requests for adjustments should be transmitted to the Auditor of Freight Accounts without action. All changes will be made by Audit Office, or on specific instructions only.

6550. Received Collect Waybills. (A) As soon as necessary information is available, received collect waybills should be carefully revised and freight bills prepared on Form 1874 Regular, in the number of copies required by Audit Office as provided in Rule 6590 with a copy for station record. For multiple shipments of cotton see Rule 6600.

(B) Freight bills should be numbered consecutively in a separate series from other commercial or Government bills, starting with number 50000 on January 1 of each year. This freight bill number should be shown immediately below the name of issuing station, leaving the space provided for freight bill number blank for insertion of an Audit Bill number by Audit Office.

(C) The following information should be transcribed from waybill to freight bill:

- (1) Loading Order and/or Lot number.
- (2) Ex car initial and number (when lading has been transferred).
- (3) Full information as to how loading weights were obtained.
- (4) Location of CCC Office where charges are payable.
- (5) Details of any accessorial charges shown on advances only or road-haul waybills necessary to fully support such charges. Freight bills covering weighing charges should

show both loaded and empty track scale weights and points where car was weighed.

(D) All portions of freight bills required by Audit Office, as specified in Rule 6590 should be attached to the back of waybill which they cover.

(E) Collect waybills, with freight bills attached, should be listed daily on Form 308, in freight bill number order, regardless of reporting period authorized for other commercial waybills. Only one waybill should be listed on each line. Form 308 should be prepared in duplicate, with details shown under various captions, leaving the right hand column blank for Audit Office use. Original should be placed on top of waybills listed thereon, all papers pinned or stapled together, placed in a separate envelope plainly addressed to Auditor of Freight Accounts and mailed "Attention Government Department." Report should be forwarded by first RRB mail if prompt service is available. Where RRB mail handling will result in unusual delay, Audit Office should be informed and authority requested for handling by U S Mail. The copy of Form 308 should be retained for station record. Debits should not be entered in station accounts for amounts shown on collect received CCC waybills.

On the last working day of each month during which any Forms 308 reports have been prepared, a statement should be made on Form 308 in duplicate listing all reports rendered during that month by dates and amounts. Original should be mailed as instructed above and duplicate retained for station record.

6560. Forwarded Traffic. (A) The following information should be transcribed from bill of lading to waybill:

- (1) Loading Order and/or Lot number.
- (2) Full information as to how loading weights were obtained.
- (3) Details of any accessorial charges so they may be verified by CCC.
- (4) Location of CCC Office where charges are payable.

(B) Freight bills covering amounts prepaid should be prepared by the use of insert forms in the number of copies required by Audit Office as provided in Rule 6590 and a copy

for station record. Blank sheets of paper should not be used for preparing Audit Office copies.

(C) Debit station accounts for amounts of prepayment by listing on Forms 305-A or C in the usual manner and carrying total to Item 5 or 5-A of balance sheets, Forms 309 and 301.

(D) Credit for prepayments should be claimed as outlined in Rule 6580.

6570. Accessorial Charges At Destination. When charges for services such as demurrage, switching, weighing, etc., accrue at destination, debit should be taken in Item 7 in the usual manner. Where charges are to be paid by CCC, freight bills should be prepared on proper forms and in the number of copies required by Audit Office as specified in Rule 6590 with a copy for station record. Care should be taken to see that such charges are listed on freight bills in full detail, including date and hour of arrival, notification, placement and release on demurrage bills, name of elevator where switching was performed, etc., to fully support amounts assessed. Additionally, the commodity transported should be shown, reference to road haul waybill and station freight bill number as well as Loading Order number. Credit should be claimed as specified in Rule 6580.

6580. Claiming Credits For Amounts of Prepayment and Destination Accessorial Charges. Debits taken in station accounts for prepayment of CCC traffic or for accessorial charges at destination which are payable by CCC, freight bills covering should be listed on Form 316 Special, prepared in duplicate. The original Form 316 Special should be placed on top of freight bills listed thereon, the whole fastened securely together, and all papers mailed promptly in a separate envelope addressed to Auditor of Freight Accounts marked "Attention Government Department." Credit should be claimed in Item 12-C of Balance Sheet Form 309 for the amount reported on Form 316 Special and a copy of form retained for station record. At close of month a recapitulation should be prepared on Form 316 Special, in triplicate, listing all Form 316 Special reports rendered during the month by dates and amounts. One part should accompany Monthly Balance Sheet Form 301 to support credit claimed in Item 12-C, a copy should be forwarded to Auditor of Freight Ac-

counts marked "Attention Government Department" and a copy retained for station record.

6590. Number of Copies of Freight Bills Required. Tabulation below shows number of copies of freight bills required by Audit Office as well as disposition of copies to be made by agent. In addition, a copy of each freight bill should be retained for station record.

Name of State where bill is made	If shipment is subject to transit privileges furnish : Audit Office:	Not subject to transit : to transit furnish : Audit Office	Furnish to transit operator, COPIES: (NO ORIGINALS)
* When the Commodity is Grain or Grain Products *			
Illinois	: 1 Original Stamped "Not Good for Transit"	: 1 Original	: As requested, each stamped "NOT GOOD FOR TRANSIT."
Iowa	: 1 Copy Stamped "Recorded for Transit" and showing Bureau No. 5 Additional Copies	: 5 Copies	: "As requested, each stamped "NOT GOOD FOR TRANSIT."
Arizona	: 1 Original	: 1 Original	: ONE stamped "RECORDED FOR TRANSIT,"
# California	: Stamped "Not Good for Transit"	: 5 Copies	: and showing the Bureau No. Others as requested each stamped, "NOT GOOD FOR TRANSIT."
Kansas	: Good for Transit		
Louisiana			
Missouri			
Nebraska	: 5 additional		
New Mexico	: Copies, none of which is good for transit		
Oklahoma			
# Texas			

EXCEPTION: On shipments of CCC grain delivered to tidewater elevators located at Pacific Coast ports in California and elevators located at Gulf Ports in Texas, forward to this office 1 original stamped "Not Good for Transit" 1 copy stamped "RECORDED FOR TRANSIT" and 5 additional copies.

* When the Commodity is Processed Dairy Products *			
All stations in all States (See exception)	: 1 Original, stamped "Not Good for Transit"	: 1 Original 3 Copies	: ONE stamped "RECORDED FOR TRANSIT." Others as requested each stamped "NOT GOOD FOR TRANSIT."
	: 6 Copies, none of which is good for transit		

EXCEPTION: Agents in Arizona and California should for-

ward "Recorded for Transit" copy covering all processed commodities, other than butter first U S Mail to U S D A Commodity Office, Post Office Box 205, Kansas City, Missouri 64141.

*** When the Commodity is Cotton or Cottonseed Products ***

All stations	: 1 Original,	:	1 Original	:	As requested,
in all	: stamped "Not	:	5 Copies	:	each stamped
States	: Good for	:		:	"NOT GOOD
	: Transit"	:		:	FOR TRANSIT."
	: 1 copy stamped	:		:	
	: "Recorded for	:		:	
	: Transit"	:		:	
	: 5 additional	:		:	
	: copies	:		:	

6600. CCC Cotton Shipments. One bill of lading may be issued to cover all shipments of cotton from one warehouse to one consignee at one destination on one day.

When a bill of lading is issued to cover two or more cars, waybilling agents should issue one revenue waybill to cover the entire shipment, which should accompany the lead car. A waybill without charges should be issued for each additional car and the revenue and non-revenue waybills should be cross referenced to each other, such reference to include car initials and numbers as provided in Rule 640. Revenue waybill should show individual weights for each car in the shipment.

Reporting agents should issue one master freight bill on multiple shipments of cotton moving on one bill of lading from one origin and arriving at one destination on any one day. Master freight bills should show complete revenue waybill reference as well as car reference and weights of all non-revenue waybills involved. For preparation of waybills and freight bills see Rule 6550.

Split or part lot freight bills issued in support of cotton concentration claims must in all instances show reference to the revenue waybill.

6610. Waybills Reported Commercial or Commodity Credit Corporation. (A) When a waybill has been reported on Form 309-A or C and is subsequently found to be a Commodity Credit Corporation shipment, waybill should be eliminated from commercial accounts by waybill correction. In such cases, a copy of the waybill should be prepared from station copy of the freight bill, original and five (5) copies of the freight bill renumbered in the 50000 series should be

pinned thereto, together with copy of waybill correction and the waybill copy reported on Form 308 as provided in Rule 6550.

When a waybill has been reported on Form 308 and is subsequently found to be a commercial shipment the charges should be collected, a copy of waybill should be prepared from station copy of the 50000 series CCC freight bill and reported with revenue on local or interline Form 309 respectively in the regular manner for commercial shipments. Reference to the 50000 series freight bill should be shown on Form 308 along with notation "Commercial shipment reported on Form 309 for.....19....."

(B) When a prepaid forwarded freight bill has been reported on Form 316 Special as provided in Rule 6580 and it is subsequently found to be a commercial shipment, report the amount as a red item on Form 316 Special showing a debit in Item 12-C of balance sheet. Prepare new prepay forwarded freight bill from station copy of freight bill and handle in the regular manner for collection of charges.