

**CIRCULAR No. 210-N**

**Cancels System Circular No. 210-M and all Supplements Thereto**

**The Atchison, Topeka & Santa Fe Railway**

**Instructions to Santa Fe Employes  
on Freight Car Handling**

**Effective October 1, 1967**

**Issued by**

**General Superintendent of Transportation**

## FOREWORD

This booklet has been prepared to help Santa Fe employes in their efforts to obtain maximum efficiency in the use and handling of freight car equipment.

The proper handling of cars in accordance with Car Service Rules, A. A. R. Special Car Orders and Circulars and current Santa Fe instructions, results in greater freight car efficiency. All employes are urged to familiarize themselves with the contents of this Circular. Those directly involved in freight car handling will find its contents an important and useful source of information.

Santa Fe's ownership of some 88,000 cars is one of the finest, most modern fleets of freight equipment in the country. New cars are being continuously added to our fleet at costs per unit of over \$18,000 for a 50-foot plain box car, up to \$32,000 for mechanical refrigerator cars, and \$37,000 for 86-foot auto parts cars.

Prompt and proper use and direction of freight cars will provide increased return on our own equipment investment and lessen rental payments for the use of foreign cars.

The importance of good car handling practices cannot be over-emphasized and expensive units of equipment must be used properly by all employes in the welfare of their company.

Your interest and sincere cooperation are needed and earnestly solicited.

**D. A. Baumgartner**  
General Superintendent of Transportation

October 1, 1967

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## SECTION I.

### EXCERPTS FROM CAR SERVICE RULES, A. A. R. SPECIAL CAR ORDERS, A. A. R. - CSD CIRCULARS AND EXCERPTS FROM CODE OF PER DIEM RULES - FREIGHT.

#### A. EXCERPTS FROM CAR SERVICE RULES.

##### RULE 1

Foreign cars, empty at a junction with the home road, must be:

- (a) Loaded at that junction to or via home rails, or,
- (b) Delivered empty at that junction to home road, except in instances where Rule 6 has been invoked, or unless otherwise agreed by roads involved.

##### RULE 2

Foreign empty cars other than those covered in Rule 1 shall be:

- (a) Loaded to or via owner's rails.
- (b) Loaded to a destination closer to owner's rails than is the loading station or delivered empty to a short line or switch loading road for such loading. (Car Selection Chart\* is designed to aid in so selecting cars for loading.)
- (c) Delivered empty to the home road at any junction subject to Rule 6.
- (d) Delivered empty to the road from which originally received under load, at the junction where received, EXCEPT that when handled in road haul service, cars of direct connection ownership may not be delivered empty to a road which does not have a direct connection with the car owner.
- (e) Returned empty to the delivering road when handled only in switching service.

**NOTE:** Box cars covered by Car Service Division Special Car Order No. 90 should be handled as provided therein.

##### RULE 3

Each originating carrier must use reasonable diligence to see that foreign cars are loaded or handled in accordance with provisions of Car Service Rules.

#### EXAMPLES UNDER RULES 1 AND 2

##### 1. ( Rule 1-(a) ):

CRIP car empty at Amarillo may be loaded at Amarillo for delivery to CRIP at Amarillo, Kansas City, or other junctions with the Rock Island Lines, if movement is for a point on or via that road.

\*(See A. A. R. Car Selection Chart and Map of Home Districts, Section X, Pages 39 and 41.)

##### 2. ( Rule 2-(a) ):

MP empty cars at Albuquerque may be loaded to Cleveland, Ohio or other points beyond the M.P. if routed via that road.

##### 3. ( Rule 2-(b) ):

EL cars empty at Lubbock may be loaded to Kansas City. It may be delivered to FWD for return loading to point in the direction of Chicago.

##### 4. ( Rule 2-(c) ):

N&W car (may have N&W, WAB, NKP, NJII, P&WV or VGN marks) received loaded from N&W at Chicago for Topeka, send empty home to N&W at Kansas City.

##### 5. ( Rule 2-(d) ):

L&N car other than plain box, from SLSF at Cherryvale loaded for Amarillo, for return empty to SLSF at Cherryvale. L&N box car received for road haul service, dispose of empty per SCO-90.

##### 6. ( Rule 2-(d) ):

PRR car from CRIP at Amarillo loaded for Emporia. It is likely CRIP would accept car at Kansas City or some other closeby junction on the Amarillo record, and when in such a case it is apparent that empty mileage could be saved on both our line and our connection the releasing agent should request Superintendent of Car Service by wire to arrange short route and furnish disposition.

##### 7. ( Rule 2-(d) ):

PRR car received loaded from UP at Kansas City destined to Oklahoma City, send home empty to PRR at Chicago.

##### 8. ( Rule 2-(e) ):

NYC car received loaded from the FWD at Amarillo in switch service, return FWD at Amarillo.

##### RULE 6

If a movement of traffic requires return of empty cars to home road via the junction at which cars were delivered in interchange under load, the home road may demand return of empty cars at such junction, except that cars offered a home road for repairs, in accordance with the Interchange Rules of the Mechanical Division, must be accepted by owners at any junction point.

**NOTE:** Notice of an intent on the part of any road to invoke the provisions of this Rule should be issued by the designated transportation officer to the designated transportation officer of the road to which the notice is addressed, such notice to specify the type of cars and particular junction points involved.

Such notice may not limit acceptance to the individual cars previously delivered, but may require the return of an equivalent number of home cars of the type specified, at junction point where delivered loaded.

#### **RULE 9**

When private tank cars are unloaded, the owner or lessee must issue instructions for the disposition of the empty car to the agent at point of unloading either direct or through consignee. If the owner or lessee fails to have instructions in the hands of the railroad agent having jurisdiction at point of unloading, prior to the time the car is made empty, to either hold or forward the car, the agent is authorized to forward the empty car to the origin point via the reverse of the loaded route. Shipping instructions must show name of commodity last loaded in car. The agent will bill\* each car to final destination showing name of the consignee and full route including junction and name of commodity last loaded in car, using standard form of revenue waybill. The word "consignee" in this connection signifies the party to whom the empty tank car is forwarded.

\*the word "bill" in this connection covers non-revenue billing which must be on standard form of waybill.

#### **RULE 15**

- (1) Carriers shall record all requests for cars for loading, which shall include the following information if available:
- (a) Date and time.
  - (b) Name of party.
  - (c) Name of person receiving request.
  - (d) Kind and size of cars wanted.
  - (e) Number of cars wanted.
  - (f) Date wanted (See Note 1 below).
  - (g) Commodity to be loaded.
  - (h) Destination and route.

- NOTE 1: If order covers more than one date it must state number of cars wanted separately for each day.
- (2) Request for cars shall be accepted only by the road on which the car is to be loaded.
  - (3) On cars originating in switching service, the road performing the switching service shall, if cars of suitable ownership under these rules are immediately available, furnish cars for loading for road-haul via another carrier. If such cars are not immediately available, the switching carrier shall immediately order suitable cars from the designated road-haul carrier in the manner required by paragraph (1). Cars ordered by switching carriers from road-haul carriers for return loading in road-haul service will be furnished by road-haul carriers in the same manner and to the same extent as cars ordered by industries directly served by it.

- (4) Switching carriers are obligated to furnish or arrange cars required for loading to destinations within the same switching limits.

#### **RULE 16**

- (A) When specific cars covered by CSD-145 and 435 series are assigned to a shipper for his exclusive use, such assignment shall be made subject to the following conditions:
1. Shipper must request in writing of originating road-haul carrier(s) assignment at least ten (10) days before their intended use of a specific number of cars. If originating carrier(s) agrees to such assignment but desires other road-haul carriers to participate in assignment, it will advise shipper accordingly and will make request on such other carriers.
  2. Pools of assigned cars including cars of ownership other than the originating road-haul carriers may be expanded only upon the acceptance by the originating road-haul carriers.
  3. When cars are assigned in accordance with this Rule, they shall remain and be treated as assigned cars until the shipper or owning railroad notifies the other and the originating road-haul carrier(s) in writing at least ten (10) days in advance that such assignment is modified or canceled.
- (B) Assigned cars shall not be held empty enroute to loading point, except as follows:
- (a) Upon written instructions of assignee.
  - (b) When assignee cannot immediately accept on arrival at loading point and cars cannot reasonably be held on other tracks at loading points.
  - (c) For necessary repairs (not cleaning).
- (C) The present and future assignment by a carrier of specific cars for the exclusive use of a shipper at a particular point shall be reported by such carrier to the Operating-Transportation Division of the Association of American Railroads by car initial, number, car type code and specific assignment. Each carrier assigning such cars shall advise the Operating-Transportation Division of the Association of American Railroads of any change in assignment not later than the last working day of the month in which change occurred. The Operating-Transportation Division of the Association of American Railroads will maintain a current record of cars assigned, and distribute such information to car owners assigning cars to a specific shipper at each location, as well as to the roads originating traffic from such assignment, including originating switching line serving the shipper involved. The foregoing provisions of this paragraph shall not apply when all cars assigned to the exclusive use of a shipper at a particular point are system cars of a single road-haul carrier serving the shipper at such point.

- (D) Assigned cars are exempt from Car Service Rules 1 and 2 at initial loading stations.

#### RULE 17

Loaded cars will not be held at any point between origin and destination, with due regard for efficient railroad operating practices, except as follows:

- (a) To perform any service specifically authorized by applicable tariffs.
- (b) To make necessary repairs to cars, including adjustment of lading.
- (c) To obtain necessary authority for movement of car, or to obtain authority for transfer or rearrangement of lading, when loaded to dimensions or weights in excess of those published in Railway Line Clearances.
- (d) When consignee is unable to accept immediately upon arrival and car cannot reasonably be held at destination.
- (e) Car loaded in violation of an embargo.
- (f) When normal route of movement is blocked because of accident, high water, damage to track or other disability of this railroad.

#### RULE 18

1. Each railroad will undertake to:

(A) Placing of cars:

- (1) Use reasonable diligence to place loaded cars promptly following arrival at destination.

(B) Removal of cars:

- (1) Carriers shall use reasonable diligence to promptly remove empty cars from point of unloading or interchange tracks of industrial plants following unloading or release by consignee or shipper, unless such empty cars are ordered or appropriated by the shipper with approval of carrier for reloading.
- (2) Carriers shall use reasonable diligence to:
  - (a) Promptly remove outbound loaded freight cars from point of loading or interchange tracks of industrial plants following acceptance by carrier of shipping instructions; and
  - (b) Thereafter promptly forward such cars in line-haul service.
- (3) Cars subject to Paragraphs (B) (1) and (B) (2) which are not in fact made accessible to the carrier because of the actions of the consignee or consignor, shall be deemed not to have been released until such cars are in fact made accessible to the carrier.

2. Each railroad will, with due regard for efficient railroad operating practices, hold no more cars for prospective loading at

any time for any industry which it serves, than those needed to protect current requirements.

#### B. A. A. R., CAR SERVICE DIVISION SPECIAL CAR ORDERS

1. **Special Car Order No. 41** prohibits the loading of 61-ft. or longer gondolas with sand, gravel, crushed stone, ore, or similar bulk commodities, or other shipments which can be loaded on other types of cars. Foreign gondolas may be loaded with commodities requiring 61-66-ft. cars to or in direction of owning roads. In the absence of such suitable loading, cars should be sent home empty in accordance with Car Service Rules. See current copy of Order for list of ownerships of gondolas 61-ft. or longer.

2. **Special Car Order No. 45** made effective November 20, 1942, provides for suspension of the application of Car Service Rules 1 and 2 as affecting SFRA, SFRD, SFRF, SFRM and SFRP refrigerators, and such cars will be handled in return route empty to the Santa Fe as may be directed by the authorized officer of the Santa Fe, or by the Manager, Refrigeration Car Section, Car Service Division.

NOTE: The purpose of this Order is to require handling of SFRA, SFRD, SFRF, SFRM and SFRP cars on a basis similar to that applying to refrigerator cars of private lines under railroad control.

SFRA, SFRD, SFRF, SFRM and SFRP refrigerators, in the absence of special instructions to the contrary should be accepted from connecting lines empty for home on record rights only.

NOTE: SFRB, SFRC and SFRE refrigerators should be handled under provisions of CSD-145.

3. **Special Car Order 90** is a direct route plan for handling box cars, issued May 1, 1953. Order applies only to plain box cars of all types. It does not take precedence over nor supersede CSD Circular 145, carrying provisions for handling of empty special equipped cars.

Order suspends provisions of paragraph (d) of Car Service Rule 2 (which permits return of empty cars "to the road from which originally received under load, at the junction where received"), and in lieu thereof provides that unneeded indirect connection ownership box cars shall be delivered empty to designated roads, at designated junction points, for movement to home road by direct route. Specific disposition to be made of various ownerships covered in the Order is shown on Special SCO-90 home route chart by divisions and in SCO-90 booklet for the System.

#### EXCEPTION:

Box car received loaded for release in switching service by a road which has not been provided an outlet for such ownership under the plan at the same terminal may be returned empty to the delivering carrier. When the receiving or switching carrier does have SCO-90 outlet at the same terminal, empty car should be delivered to such outlet. When the delivering carrier has been provided an outlet to another road at that junction, the switching road should, when

practicable, in order to avoid terminal cross haul, deliver the car to such road instead of returning it to the delivering carrier.

There is no suspension of any provisions of Car Service Rule 2 as to cars of types other than box, or as to box cars of ownerships not specifically listed in the Order.

It should be understood it is not the purpose of SCO-90 to force empty hauls of box cars, and cars should at all times be handled in accordance with current instructions and utilized for loadings in accordance with Car Service Rules to extent practicable.

4. **Special Car Order No. C-481** was issued to assist in the relocation of out-of-route **Eastern Allegheny ownership gondolas and open top hoppers** held by indirect connection Western and switch roads serving Chicago, St. Louis and Peoria-Pekin. Such cars held for empty disposition at these gateways without open routes to Eastern Allegheny lines shall be delivered to the roads indicated for movement to home rails.

OWNERSHIP	DELIVER AT CHICAGO TO:	OWNERSHIP	DELIVER AT CHICAGO TO:
ACY	E-L	LV	C&O
BAR	GTW-CN	MeC	NYC-B&M
B&LE	E-L	MKC	B&O
B&M	E-L-DH	MONON	HOME
CAM-IND.	NYC	MONTOUR	PRR
CENT. VT.	GTW-CN	N&SS	N&W
CNJ	B&O	NH	PRR
D&H	E-L	PLE	NYC
DELRAY CONN.	NYC	PMcKY	NYC
DT&I	N&W	P&S	E-L
D&M	C&O	RDG	B&O
E-L	HOME	UNION	PRR
GTW	HOME	WM	B&O
LAKE TML.	N&W	Y&N	PRR

Empty gondolas and open hoppers delivered to connections under this order should be accompanied by Form 1850 properly endorsed to show "C-481" as authority for delivery.

It is important that cars with legitimate record rights disposition be billed accordingly to avoid abuse of C-481 outlets.

5. **S.C.O. C-515** (check to determine whether currently effective) provides that gondolas of the following ownerships, including 61-ft. and longer gondola cars, should be sent home empty except "(1) Ownerships named locating west of the Continental Divide may be loaded to any destination east thereof. (2) Ownerships named locating east of the Continental Divide may be loaded only to Chicago, Peoria, St. Louis or east thereof."

B&O	DLW/ERIE/E-L	PRR
B&LE	LV	RDG
CNJ	NYC/PLE	UNION
C&O	NW/P&WVA/NKP/WAB	WM

Indirect connection ownerships shown above, when empty at Chicago, and without direct home route, should be delivered to and accepted by Eastern Allegheny roads under CSD Order C-481 for prompt movement to owners.

### C. A. A. R. CAR HANDLING INSTRUCTION CIRCULARS

#### 1. A.A.R. Circular CSD 145-U.

This circular applies to cars carrying railroad reporting marks equipped with load restraining devices, and/or permanent dunnage, of mechanical designations XAP, XME, XML, XMP, (or new mechanical designations XL, XP, XR) FC, FA, FMS, GBR, GBRS, GBS, GSS, RBL, RPL. (Does not cover "XME" cars equipped only with strap anchors.)

Waybills covering loaded movement of cars covered by provisions of this Circular must be endorsed as follows:

- (a) **Assigned car CSD 145-U.** When empty return Agent at origin last load in reverse loaded movement.
- (b) **Unassigned car CSD 145-U.** When empty handle per owner's or lessee's instructions or return empty or loaded to owner or lessee.

This endorsement must not be shown on waybills covering loaded movements of cars of mechanical designations which are not included in this Circular.

Under authority of Per Diem Rule 19, Car Service Rules 1 and 2 are suspended as to cars covered by this Circular, insofar as they may conflict with provisions herein.

All empty movements of cars covered by this Circular shall be accompanied by revenue form of waybill **WITHOUT CHARGES**, showing full routing by railroads and all junction points. **CLOSE AND SEAL DOORS OF CLOSED CARS.**

Instructions should also direct prompt movement of cars, both loaded and empty.

Special per diem reclaims on cars of mechanical designations covered by this Circular may be made in accordance with Per Diem Rule 22.

#### 2. A. A. R. CIRCULAR CSD-199

Under special agreements originally made in 1943, per diem freight cars received loaded from the SP, UP, NWP and WP that release empty on our rails in Southern California must be retained by the Santa Fe for disposition direct to owners or as provided below. Cars we deliver to the SP, UP, NWP and WP in road haul service are retained and disposed of by those roads.

Supplemental agreements made by Santa Fe-SP-WP-UP-SDAE provide at certain Southern and Northern California terminals that cars released in switch service will be retained by switching carrier.

#### EXCEPTION:

Special equipped box and other special equipped cars (See Cir-

cular CSD-145), special flats, covered hoppers, and any other special types of cars that move empty on non-revenue waybills either reverse loaded route or in accordance with special instructions.

The purpose of Circular CSD-199 is to provide automatic short route disposition at Kansas City and Chicago for gondola, open hopper, stock and flat cars that are out-of-route as a result of agreements mentioned above. Provisions apply to cars originating empty surplus on our rails in Arizona and California and also to cars which have been reloaded from the West Coast to destinations east of the Continental Divide. Plain box cars are not to be disposed of to CSD-199 outlets, but instead surplus indirect connection box should be delivered off per provisions of SCO-90. Below are listed CSD-199 outlets for out-of-route gondola, open hopper, stock and flat cars:

Ownership	DISPOSITION	
	Via Kansas City	Via Chicago
ACY		E-L
AC-AC&HB	CGW-SOO	SOO
AA		N&W
ACL	SLSF-Bgham-SOU	
AWP-WofA-GA	SLSF-Bgham-SOU	
BAR		GTW-CN
B&LE		E-L
BSOU	SLSF	
B&M		E-L D&H
CAM.&IND.		NYC
CN	CBQ-GN or NP	
CP		SOO
CGA	SLSF	
CNJ		B&O
CV		GTW
CLINCH (CRR)	SLSF-SAL	C&O
C&G	SLSF	
D&H		E-L
DELRAY CONN.		NYC
DET.&MAC.		C&O
DTSL		GTW
DT&I		N&W
DONORA SOU		PRR
DSS&A		SOO
DMIR		SOO
DW&P		C&NW
FEC	SLSF-Bgham-SOU	
GA	SLSF-Bgham-SOU	
G&F	SLSF-SAL	
GBW-KGBW		CMSTP&P
LS&I		CMSTP&P
LAKE TERM.		N&W
L&HR		E-L
LNE		E-L
LV		C&O
L&N-NC&STL	CB&Q	

Ownership	DISPOSITION	
	Via Kansas City	Via Chicago
MEC		NYC-B&M
McKCONN.		B&O
MISS.CENT.	GM&O	
MONTOUR		PRR
NH		PRR
NS	CRIP-SOU	C&O
N&SS		N&W
ONT-TEM	GMO-SOO-CP	SOO or GTW-CN
PLE		NYC
PMCKY		NYC
P&S		E-L
RDG		B&O
RIVER TERM.		NYC
RF&P	SLSF-SAL	C&O
RUTLAND		NYC
SAL	SLSF	
SOU	GM&O	
TC	CRIP-L&N	
UNION		PRR
WofA	SLSF-Bgham-SOU	
WM		B&O
WSSB	SLSF-SAL	
Y&N		PRR

NOTE: Does not apply to cars which have normal home route east of Belen, N. M., that will provide disposition with equal or greater facility.

It shall be understood that while CSD-199 was issued to provide outlets for cars out-of-route in California, the provisions of CSD-199 apply on and should be used in any territory on our road. In other words, stations such as Amarillo, Kansas City and Chicago should take full advantage of CSD-199 outlets to dispose of indirect connection gondolas, open hoppers, stock and flat cars that are out-of-route and which developed empty on our line west of the Continental Divide.

It should be noted that SCO-C-481 provides automatic outlets for out-of-route gondolas and open hoppers owned by many of the roads listed in CSD-199 and SCO-C481 does not restrict disposition to cars originating west of the Continental Divide.

Empty cars sent home under CSD-199 short route plan should be accompanied by Form 1850 properly filled out with "CSD-199" shown on line "H" of the form as authority for special route, and such form should accompany empty car when delivered to connecting line.

### 3. A.A.R. CIRCULAR CSD-435

The following regulations will govern the handling of railroad



owned or leased Class "L" Special Car Types, mechanical designations: LB, LC, LF, LFA, LFR, LG, LM, LO, LP, LRC, LS, and LU.

- a. Class "L" Special Car Types, in interline service, (including intra-terminal switch movements) after being unloaded shall be returned to the originating line via reverse of service route, billed on standard form waybills without charges.
- b. Switching lines releasing Class "L" Special Car Types, handled on switch bills which do not show name of originating line or complete reverse route shall return the empty to line from which load was received for further handling as outlined in paragraph a.
- c. The only exception to the procedure outlined in paragraphs a. and b. shall be on specific instructions by car owner, or by the Car Service Division, that the cars are being removed from an assigned service or loan basis and are to be returned to the owner or delivered to another line.
- d. Destination agents of loads will show on the waybill covering empty return of a Class "LO" car, the name of commodity last loaded in such car.
- e. To avoid heavy claims due to contamination when covered hoppers are transferred from one commodity service to another, it is necessary to emphasize the importance of thoroughly cleaning the cars.

#### 4. A. A. R. CIRCULARS CSD-439

**APPLICATION:** All Special Type Flat Cars with mechanical designations FW, FD, FG, of all capacities and to Flat Cars designated FM with capacities of 200,000 pounds or more. See special section in back of Railway Equipment Register for detailed specifications.

**GENERAL:** All special flats as described above, both system and foreign, are distributed by and under control of the Car Service Division of the A. A. R. Instructions to agents governing the handling of individual cars will be issued through offices of General Superintendent of Transportation and Superintendent of Car Service.

The instructions contained below are Santa Fe special instructions, issued to provide handling required under CSD-439 and where terminology "authority" or "instructions of the Car Service Division" is used, it is implied that such authority and instructions will be issued to agents by the General Superintendent of Transportation or the Superintendent of Car Service.

In ordering flats of these types for loading the following particulars must be furnished:

- a. Type car required (whether FD, FM or FW.)
- b. Date car required.
- c. Names of both shipper and consignee.
- d. Origin and full destination of shipment.
- e. Complete routing of shipment.

- f. Length, width, height and weight of shipment.
- g. Maximum permissible height of loading platform (depressed or well section in the case of FD or FW) above top of rail.

#### Utilization of Empty System Special Flat Cars

System flat cars covered by this circular must not be utilized for loading or moved empty without authority from the General Superintendent of Transportation or Superintendent of Car Service.

If disposition has not been furnished, system cars must be held stationary. Do not return system empties to original loading points without authority of General Superintendent of Transportation or Superintendent of Car Service.

#### Utilization of Empty Foreign Special Flat cars

Foreign flat cars covered by this circular must not be utilized for loading or diverted empty without authority of General Superintendent of Transportation or Superintendent of Car Service.

If disposition has not been furnished, do not hold car empty - send car home to owners promptly under Car Service Rules, applying to office of Superintendent of Car Service for short route if home route is circuitous.

Do not bill car to original loading point without specific authority of the Car Service Division of the A. A. R., the General Superintendent of Transportation or the Superintendent of Car Service.

Any road intercepting or applying one of these cars for loading without authority of the Car Service Division of the A. A. R. will be assessed a \$100.00 or \$300.00 loading charge dependent upon mechanical designation.

#### Disposition and Billing of Empty System and Foreign Special Flat Cars

When system and foreign flat cars subject to CSD-439 are released from load destination agent must wire A. A. R. and car owner and complete AT&SF Destination Report of Release Heavy Capy. and Depressed Center Flat Cars and A. A. R. Destination Line Report of Empty Release of Heavy Capy. & Special Type Flat Cars as per instructions on these forms which are sent either together or separately to destination agent in advance of load arrival.

Use standard form of waybill without charges for both local and interline movements of special type and heavy capacity flat cars.

Foreign cars in local service, or foreign and system cars in interline service, must not be returned with blocking and/or dunnage to original or another loading point without specific authority of Car Service Division of the A. A. R. Any road accepting return billing for blocking and/or dunnage without specific authority will be assessed a loading charge.

#### Reporting of Loading of Special Flat Cars

When foreign or system cars of this type are loaded, notify General Superintendent of Transportation joint with Superintendent of Car Service promptly by telegram, showing initial, car number, originat-

ing station, consignee, destination, complete routing, waybill or switch bill number and date, and train and date forwarded.

When such cars are loaded on connecting lines in switch service for our initial road haul movement, the agent originating road haul billing must make loading report as provided in preceding paragraph.

When such cars are loaded in interline switching service, the switching line on which car is loaded is responsible for preparation of loading report.

When necessary to transfer load from one car to another a new loading report must be made on the second car, showing initial point of origin, original waybill number, initial and number of original car, initial and number of second car and reason transfer was made (account bad order or clearances).

**5. A. A. R. Operating-Transportation Division Circular OT-25.**

The following regulations covering the furnishing of equipment for loading in switching service, as recommended by the Committee on Car Service, are hereby approved for guidance of member roads.

1. Shippers should place orders for equipment desired with the road on which cars are to be loaded.

2. It is the obligation and right of the road-haul carrier to provide cars for loading on another line in switching service for movement to or via such road-haul carrier except as otherwise provided in paragraph 3.

3. It is the obligation of the road performing the switching service to provide equipment under the following conditions.

- (a) When cars are to be loaded to a destination within the same switching limits.
- (b) When suitable cars owned by the road-haul carrier or other ownerships which may be used in accordance with Car Service Rules are available on loading line within the switching district.

4. Road-haul lines, in furnishing cars on orders placed by switching lines, are responsible for observing the Car Service Rules in filling such requisitions. Loading line should so apply cars received on order as to produce best practicable performance under Car Service Rules.

**D. EXCERPTS FROM CODE OF PER DIEM RULES—FREIGHT**

**RULE 1—MULTI-LEVEL PER DIEM RATES**

The rates for use of freight cars. . . (railroad owned excluding those covered by special agreements such as autoveyors and those on a mileage rental basis) . . . shall be:

DEPRECIATED VALUE	PER DIEM GROUP	PER DIEM RATE
\$ 1,000 and less	1	\$ 2.16
1,000.01 to \$ 5,000	2	2.79
5,000.01 to 10,000	3	3.58

DEPRECIATED VALUE	PER DIEM GROUP	PER DIEM RATE
10,000.01 to 15,000	4	4.50
15,000.01 to 20,000	5	6.15
20,000.01 to 25,000	6	7.11
25,000.01 to 30,000	7	9.00
30,000.01 to 35,000	8	10.18
35,000 and Over	9	12.18

**RULE 9—INTERCHANGE REPORTS**

- (a) The Interchange reports shall be made for each calendar day on the prescribed form. They shall close as of midnight and shall include all cars delivered on the date for which made. For days on which no cars are interchanged the reports shall read "No cars interchanged" except when agreed that reports shall be made only for days on which cars are interchanged.
- (b) Corrections to Interchange reports shall be made on the prescribed form immediately upon the discovery of errors in reports which have already been forwarded to Car Service Officers: otherwise, corrections to be made on all copies of Interchange Reports before forwarding.
- (c) Both Interchange and Correction reports shall be made in quadruplicate by the use of carbon paper, two copies for each road involved, and shall be numbered consecutively for each connecting line, commencing with the first of each month; a separate series of numbers to be used for each form of report.
- (d) Unless otherwise agreed, the report shall be signed by the proper representative of the delivering road and certified to by the proper representative of the receiving road after checking. The original with one copy shall be returned to the road making the report.
- (e) Car Service Rule 7 governs the delivery of cars. The date and time of delivery of cars upon interchange tracks of connecting line shall, prima facie, be the date and time given by the delivering road. In cases where there are different standards of time at a junction, the time of the more easterly reckoning shall govern.

**NOTE:** The date on interchange report is the basis for payment of per diem on foreign cars to car owners, and the basis for auditing per diem receipts for system equipment. Therefore, completeness and accuracy are essential.

**RULE 15—RECLAIM—INTERCHANGE OF CARS**

- (a) A road failing to receive promptly from a connection cars on which it has laid no embargo shall be responsible to the connection for the per diem on cars so held for delivery, including the home cars of such connection.

A road failing to receive promptly from a connection empty

cars at home on its road, moving home under Car Service Rules, shall be responsible to the connection for double the per diem on such cars held for delivery after the first day for which reclaim is made.

- (b) If such failure to receive shall continue for more than three days, the delinquent line shall thereafter in addition be responsible for per diem on all cars wherever in transit which are thus held back for delivery.
- (c) It shall be the duty of the connection intending to reclaim to notify the delinquent line daily, prior to midnight, through the designated representative at the point where cars are offered, of the total number of cars so held for it, and within 48 hours from midnight of the day cars are offered furnish the initials and numbers of the cars.
- (d) The reclaim accruing under this rule on a car handled in terminal switching service can only be made for the detention in excess of the reclaim allowable under Per Diem Rule 5.
- (e) When the hour at which the receiving road clears the interchange track is so late that the delivering road cannot place on interchange track before midnight, cars which it is holding for delivery, the receiving road shall be responsible for the Per Diem on such cars for the following day, subject to local agreement as to time required to make delivery.

**RULE 16—EMBARGOES**

- (a) When a road gives notice that for any reason it cannot accept cars in any specific traffic, thereby laying an embargo, it should receive cars already loaded (See Note 1) with such traffic on the date such notice is issued, and cars loaded (See Note 1) within forty-eight (48) hours thereafter. If it does not receive such cars the road holding them may reclaim per diem under Rule 15 from the road laying embargo for the number of days such cars are held, not exceeding the duration of the embargo. (See Note 2).
- (b) Embargoes must be issued by the embargoing road in accordance with the provisions of the Embargo Regulations as approved by the Association of American Railroads and issued by the Car Service Division.
- (c) Forty-eight (48) hours after 11:59 p.m., of the date of the embargo a road must not load, or permit to be loaded, cars in such traffic; nor accept orders to divert or reconsign cars already loaded.
- (d) An embargo may not be laid on empty cars returning home in accordance with the Car Service Rules.

**NOTE 1:** The date of loading, diversion or reconsignment to be determined from the data accompanying the car.

**NOTE 2:** For per diem reclaim regulations applying to cars refused account improper or improperly applied

permits to embargoes—see Rule 14, Section 8. (See A. A. R. Circular OT-10-A or Code of Per Diem Rules as published in Official Railway Equipment Register.)

**RULE 21—LOADING CHARGE—SPECIAL FLATS**

In addition to other charges for the use of railroad owned freight cars, a loading charge shall be paid to railroad owners of cars of Mechanical Designation "FD," "FG," or "FW" of any capacity, and cars of Mechanical Designation "FM" of 200,000 pounds and over nominal capacity for the use of such cars in each loaded movement, such charge to be prorated between the roads enjoying the loaded haul on the same percentage basis as the freight revenue applicable to the load, all charges to be reported in the regular per diem report.

The loading charge to be paid for the use of such cars is \$300 for FD and \$100 for others listed.

**NOTE:** See A. A. R. Car Service Division, Circular CSD No. 439, supplements thereto or reissues thereof, for applicable regulations.

**SECTION II**

**INSTRUCTIONS ON WHEEL REPORTING AND TRAIN MOVEMENT OF EMPTY FREIGHT CARS**

**A. Wheel Reporting Empty Cars.** (See SCS Circular 227)

- 1. The abbreviations under "KIND" below should be used for reporting KIND of car on wheel reports as well as on MORP reports, waybills and Forms 1850.

CAR TYPE	Kind			Wheel Report	
	Loads	Empties		Contents Column	
	All	System	FCN	(Empties Only)	
<i>Plain Box</i>					<i>Sys. &amp; Fgn.</i>
40' Single Dr.	B	B4	B4	XS & Classfn.	
40' Double Dr.	"	B4	B4	XD & "	
50' Single Dr.	"	B5	B5	XS & "	
50' Double Dr.	"	B5	B5	XD & "	
60' Double Dr.	"	B6	B6	XD & "	
<i>Equipped Box</i>					<i>System Only</i>
				<i>Non-Ins.</i>	<i>Insul.*</i>
40' All Kinds	A	A4	A		
50' DF or SL	"	A5	"	XDF, XSL	XIDF, XISL
50' Load Divdr.	"	A5	"	XLDIV	XILDIV
50' Other Equip.	"	A5	"		
60' DF or SL	"	A6	"	XDF, XSL	XIDF, XISL
60' Load Divdr.	"	A6	"	XLDIV	XILDIV
60' Other Equip.	"	A6	"		
86' All Kinds	"	A8	"		
<i>Refrigerator</i>					<i>Sys. &amp; Fgn.</i>
All Ins. Bx Plain (RB)	R	R	R		
All Ins. Bx	"	"	"		
Spl. Eq.* (RBL)	"	"	"		
All Std. Refrg.	"	"	"	X & Comm. Classfn.	
All Mech. Refrg.	"	"	"	X & "	

CAR TYPE	Kind			Wheel Report Contents Column (Empties Only)
	Loads All	Empties System	FGN	
<i>Covered Hopper</i>				
2000 Cubic Foot	CH	CH	CH	X20 & Comm. Last Ldd.
2600 C.F. (air slide)	"	"	"	X26AS
2900 Cubic Foot	"	"	"	X29
3200 " "	"	"	"	X32
3400 " "	"	"	"	X34
3500 " "	"	"	"	X35
4000 " "	"	"	"	X40
4200 C.F. (air slide)	"	"	"	X42AS
4400 Cubic Foot	"	"	"	X44
4500 " "	"	"	"	X45
4600 " "	"	"	"	X46
5000 " "	"	"	"	X50
5300 " "	"	"	"	X53
<i>Open Hopper</i>				
Cross	H	HC	H	
Longitudinal	H	HL	H	
<i>Gondola</i>				
Sol. Btm. (ex 65')	G	GM	GM	
Sol. Btm.-65'	"	GM	GM	X65
Sol. Btm. Ore	"	GM	GM	
Drop Bottom	"	GD	GD	
Covered	"	GC	GC	
Woodchip	"	GW	GW	
Spl. (ex woodchip & covered)	"	GS	GS	
<i>Flat</i>				
Plain 44 ft.	F	F	F	X44
" 50 ft.	"	"	"	X50
" 53 ft.	"	"	"	X53
" 60 ft.	"	"	"	X60
Heavy Duty	"	"	"	XHVYDY
TOFC All Lengths	"	FT	FT	XTOFC (& Plan Number)
Bl-Level	"	FA	FA	XBILEV
Tri-Level	"	FA	FA	XTRILEV
Wallboard	"	FW	FW	
Other Special	"	FS	FS	
<i>Stock</i>				
Single Deck	S	SD	SD	
Double Deck	"	DD	DD	
Triple Deck	"	TD	TD	
<i>Misc.</i>				
Tank	T	T	T	
Pulpwood	PW	PW	PW	
Tie	TI	TI	TI	
Logging	L	L	L	
Express Refrg.	RE	RE	RE	
Passenger	P	P	P	
Waycar	WC	WC	WC	
Maint. of Way	MW	MW	MW	
TOFC Trailers	VV	VV	VV	XPlan D (SYS&FGN)
COFC Containers	CR	CR	CR	XPlan D (SYS&FGN)

\* Insul equipped box should be shown in KIND column with applicable spl. equip. box coding if carry XMLL, XMEI, XL or XI mech. designation and should be shown as R if classed as RBL.

2. Instructions in Circular 227 provide for commodity classification of empty box cars to be shown in CONTENTS column of wheel reports; for uniformity following abbreviations should be used (with X for empty and S or D for single or double door):

XSPPSH—Potential potash	XSPSH—Okay for potash
XSPGRN—Potential grain	XSGRN—Okay for grain
XSPFLR—Potential flour	XSFLR—Okay for flour
XSPCMT—Potential cement	XSCMT—Okay for cement

The letter "P" indicating potential means car needs some conditioning before placed for loading. When letter "P" is not shown car is suitable for loading commodity indicated without need to handle over conditioning tracks.

Other commodities—Identify as follows: MDSE (merchandise); CBLK (carbon black); SKFD (sacked feed); RF (rough freight); LBR (lumber); etc. On Coast Lines show A, B, C, where commodity not specified. For "BAD Order Home" cars, show 860.

### B. Train Movement of Empty Cars

1. Empty cars such as tanks, covered hoppers, special equipped box, special equipped gondolas, special equipped flats, mechanical and special equipped refrigerators and system shock control plug door box moving on regular waybills without charges should be accorded same handling as loaded cars. They should be handled in proper territorial blocks in symbol freight trains.

2. Common empty foreign cars carded "Bad Order Home" on Mechanical Department Form 860 moving on non-revenue waybills should be accorded same handling as loaded cars so as to expedite movement off line and reduce per diem expense to a minimum. Yard masters are hereby cautioned to ascertain from car clerks proper home routes on such cars to insure movement in proper trains and in proper territorial blocks.

## SECTION III

### BILLING EMPTY FREIGHT CARS

#### A. Form 1850—Common Empties

1. Form 1850-Std. is Santa Fe's empty car movement waybill and home route card for plain cars of following types: box, gondola, open top hopper, stock and flat.

2. Except as otherwise provided by current instructions from Superintendent, Form 1850 properly prepared will accompany foreign plain box, gondola, open top hopper, stock and flat cars in empty movement. This includes cars forwarded to loading or classification points as well as cars moving in home route.

3. Form 1850 also will be used for system cars as operating needs dictate, and when used for system cars form will be originated at time empty car is forwarded.

4. Reverse side of Form 1850 contains instructions as to filling out various parts of the form, and efficient use of freight equipment

depends upon the proper preparation and use of forms. See instructions for home routing foreign freight equipment in Section IV.

5. Kind of Car section should be prepared in accordance with KIND coding shown in Section II A-1.

#### B. Non-Revenue Waybills (Form 1826)

1. As used in these paragraphs, the term non-revenue waybill refers to standard form of revenue waybill without charges.

2. Non-revenue waybills will be prepared to accompany the following types of empty cars:

- a. Private tank cars. (See Car Service Rule 9 and Sec. V-A.)
- b. System and foreign cars, any type, in automobile, auto parts and airplane parts service. (CSD 145)
- c. System and foreign DF, SL, PD, Ld. Div., and other special loader equipped box and refrigerators. (CSD 145)
- d. System and foreign covered gondolas. (CSD 145)
- e. System and foreign covered hoppers. (CSD 435)
- f. System and foreign heavy duty and special flats. (CSD 439)
- g. System and foreign wallboard flats. (CSD 145)
- h. System and foreign mechanical refrigerators that are equipped with load protection devices. (CSD 145)
- i. Foreign empties to owners with "860" card (bad order home).
- j. System empties to shop.
- k. Empty meat packers' refrigerators, foreign mechanical refrigerators and other foreign refrigerators **including RS classification.**
  - l. Mechanical SFRP'S and 5000 and 37000 series SFRD'S.
  - m. Hide cars.
  - n. Free running system plug door shock control box moving to pool points or to loading points.
  - o. System plug door and other common box in assigned stencilled service.
  - p. Common open hoppers and gondolas in assigned stencilled service.
  - q. Insulated box assigned to salt service.
  - r. 65-ft. system gondolas.
  - s. 60-ft. system flats.
  - t. System and foreign empty TOFC, COFC, CONF flats or system and foreign TOFC, COFC, CONF flats carrying empty trailers or containers.
  - u. Company service cars consigned to specific destinations.

3. Empty freight cars accompanied by this form should not be intercepted for loading. Non-revenue waybills should not be used to

accompany serviceable common empties which are subject to interception for loading.

4. In the absence of other instructions to the contrary, empty cars accompanied by non-revenue waybills should be classified and blocked the same as non-perishable loaded cars.

5. Non-revenue empty return waybills should be prepared as assigned cars of all types by agents at assigned loading point and attached to loaded waybills accompanying cars to loaded destination. This will facilitate proper, prompt empty return of assigned cars to assignment point.

6. Kind of car section should be prepared in accordance with KIND coding shown in Section II A-1.

NOTE: Form 1851 previously utilized with certain of the car types discussed in this section has been discontinued.

### SECTION IV INSTRUCTIONS FOR HOME ROUTING FOREIGN RAILROAD OWNED FREIGHT EQUIPMENT

#### A. Use of Form 1850-Std.

1. Special home route charts have been provided to all agencies to assist in correct disposition of foreign empties and to be used in conjunction and accordance with instructions below:

2. Upon arrival of a loaded foreign plain box, gondola, open hopper, stock or flat car that will be made empty at his station whether on line or in switch service on connecting line, agent will prepare Form 1850-Standard from inbound waybill, filling in car number and initial, kind of car (per code in Sec. II A-1) and the record rights information called for in Part 1 of the Form. Route column and junction stamps on loaded waybill form will in most cases provide sufficient information to complete Part 1. In the case of foreign cars loaded on system lines for which no record right information is available, destination agent will prepare Form 1850 and show in Part 1 the system station where loaded.

3. Do not wait until waybill is no longer available and car ready to move empty before preparing Form 1850.

4. If car is to be sent to some other station for classification, loading or for any purpose other than for disposition in home route, part 3 of the form headed "Empty Movement for Loading or Classification" will be properly filled out.

5. The station starting car home empty will fill in part 2 of the form headed "Home Route Empty Movement" in accordance with Car Service Rules, Special Car Order 90 (See Home Route Charts), Special Car Order C-481, C.S.D. Circular 199, or per other special instructions.

#### B. Direct Connection Cars

1. When not needed for loading and no other disposition can

be made, empty direct connection car must be disposed of promptly to best advantage per home route chart, that is, to owner at closest junction, or in service route to road from which received under load at junction where received, provided that road is also direct connection of owner as shown in Column C. When record right information is not available car should be listed for movement to closest junction with owner.

2. Where there is choice of disposition as between service route and delivery direct to owners, or as between two junctions with owners, consideration should be given to train service available and mileage, and car should be sent to junction where greater per diem saving can be made.

#### C. Indirect Connection BOX Cars

1. Indirect connection BOX cars being sent home empty must be disposed of through outlets as provided for in Special Car Order 90, and are not to be handled in service route nor short routed. There are a few small railroads not subject to SCO-90 and such ownerships of box cars not included in SCO-90 pamphlet or Home Route Chart should be handled same as indirect connection cars other than box.

NOTE: (Surplus serviceable plain box cars must be handled strictly in accordance with current instructions, which frequently will not provide for disposing under SCO-90.)

#### D. Indirect Connection Cars Other Than Box

1. Such cars should be returned to road from which received under load in service route except where there are possibilities of per diem savings through short route arrangements under following situations:

- a. If service route requires movement to exceed 200 miles in direction away from rails of owner, or over circuitous route,
- b. If car is unloading or on hand empty at or near junction with road from which car was received under load and such junction is closer to home road than junction where received,
- c. If no record right information is available.

Agent should wire Supt. Car Service for disposition. Such wire should be made soon as possible after arrival of car in order that disposition will be available by the time car is unloaded.

NOTE: See SCO-C-481, automatic short route plan for certain ownerships of gondolas and open hoppers, and Circular CSD-199, short route plan for gondolas, open hopper, stock and flat cars. Full advantage should be taken of these short route plans when cars can be disposed of in accordance with their provisions and when such disposition results in per diem savings.

#### E. Switch Service Cars

1. When foreign car is received from connecting line for unloading in switch service, Form 1850 should be made up at time of receipt for purposes of identifying as switch service car to permit empty return to delivering road when and if not needed for our loading. Exception: Foreign cars home at junction with owners, and when it is local practice to identify switch service cars by other means such as car record book or special car carding system.

#### F. Foreign Railroad Owned Refrigerator Cars

1. Foreign railroad owned RS, RB and RP type (refrigerators without interior loading fixtures) should be accompanied in empty movement by non-revenue waybill, which should be prepared upon arrival of loaded cars while service route is available from inbound billing. These cars should be handled in accordance with current instructions from Superintendent. In the absence of any special instructions, empty cars should be billed back on record rights, i.e., to road from which loaded car received at junction where received or delivered to owner, whichever is the more economical. (See Section V for instruction on empty private ownership refrigerator cars.)

2. Foreign railroad owned mechanical and insulated box type refrigerators, that are equipped with load dividers, DF, SL or other lading protection (RPL and RBL classification) should be handled in accordance with CSD-145—see instructions Section VI, paragraph F (1).

#### G. General

1. The foregoing instructions are not intended to force empty movement of equipment, and disposition of empty freight equipment shall be dependent upon current instructions from Superintendent. Short routes should not be requested for cars which will be used for local loading or are being forwarded to other terminals or divisions for conditioning or loading per car distribution orders.

2. All FOREIGN plain box, gondola, open hopper, stock or flat cars should be accompanied in empty movement by Forms 1850 whether in home route, moving to conditioning points, or to loading points. Exception: (Tide flow movements of box cars from California to Belen or Clovis, from Southern and Northern Divisions to Sweetwater and Purcell, or as otherwise instructed by Division Superintendent from time to time) and foreign empties moving to owners with "860" card on non-revenue waybills. Whenever information is available, commodity classification must be shown on Forms 1850 accompanying both system and foreign plain box.

### SECTION V

#### PRIVATELY OWNED FREIGHT CARS

##### A. Empty Private Tanks

1. Empty private tanks are to be handled in accordance with provisions of Car Service Rule 13, and in accordance with provisions

of Rules 560, 960 and 4720 in Santa Fe Form 500, Accounting Department Instructions to Station Freight Agents.

#### **B. Empty Private Refrigerators**

1. All types of refrigerators, except for RB & RBL cars leased to a particular shipper or to a specific road and assigned by that road to a particular plant, will be moved on non-revenue waybills on record rights, that is empty back to railroad from which received loaded at junction where received or, in accordance with special or owners' instructions.

2. Empty private RB or RBL type refrigerators assigned by leasing shipper or leasing road to a particular plant will be returned on non-revenue waybills to original loading point via reverse of loaded route per CSD-145.

#### **C. Empty Private TOFC Flats**

1. TTX (TOFC) and CTTX (container) flats are utilized in common with system equipment to extent required except that AT&SF TOFC flats should be used in preference to permit disposal of TTX flats to connection when not actually required for loading. TTX flats may be disposed of to record rights connections or other lines as will accept.

2. Other private TOFC flats (including STTX) handled over our line are almost invariably in leased service of Plan IV shippers and only move on revenue billing whether loaded to empty. TTX flats covered in Paragraph 1 above will also often be leased to Plan IV shippers but only on a one way or round trip basis and revert to railroad control after trip completion.

#### **D. Private Cars Other Than Tanks, Refrigerators & TOFC Flats**

1. Private freight cars other than tanks, refrigerators, TOFC flats and those discussed in 2 below will be returned empty to loading point or to station where received under load, or under instructions from car owners to other stations or junctions for delivery to connecting lines. Cars will be moved empty without charge (on non-revenue waybills) except as otherwise provided in tariffs lawfully on file.

2. Private cars in the leased service of a particular road will be accorded the same handling as cars owned by lessee road.

### **SECTION VI**

#### **PLAN OF DISTRIBUTION OF EMPTY UNASSIGNED SPECIAL EQUIPPED CARS AND PLAIN SHOCK CONTROL SYSTEM INSULATED AND NON-INSULATED 50' PLUG DOOR BOX**

##### **A. System DF and SL Type Equipped Box and Non-Insulated Plug Door Shock Control 50' Plain Box—Unassigned**

1. The overall distribution of these cars will be handled by General Superintendent Transportation. In general, the office of General Superintendent Transportation will direct the movement of

surplus cars by means of instructions issued to General Managers, Freight Traffic Managers, General Agents and Division Freight Agents.

2. Station Freight Agents, except at pool points (see paragraph 5), will accept and honor instructions from General Agents and Division Freight Agents for the furnishing of empty system cars of these types on order for loading and empty movement. Agents at pool points will receive disposition instructions from officer designated in paragraph 5.

3. System unassigned cars of these types releasing empty on Santa Fe lines must not be returned to previous loading points. Local traffic representatives will usually provide disposition instructions to station agents prior to time cars are released empty, either directing cars to loading points or to pool points. In the absence of such instructions station agent should call on General Agent or Division Freight Agent for disposition. In California agents should get disposition from Superintendent.

4. System unassigned cars of these types releasing empty on foreign lines that are billed by foreign lines on non-revenue waybills to system loading points via reverse route MUST NOT be allowed to move through to prior loading point. Instead Santa Fe agents at junction point where such empty cars are received should intercept cars and request disposition from General Agent or Division Freight Agent.

5. Following is a list of pool points for empty unassigned system cars of these types. Disposition of empties from pool points will be handled by officer designated:

Chicago, Ill.—General Superintendent of Transportation,  
Chicago

Argentine, Ks.—General Superintendent of Transportation,  
Chicago

Silsbee, Tex.—Freight Traffic Manager, Dallas

Los Angeles, Cal.—General Manager, Los Angeles

Richmond, Cal.—Superintendent, San Francisco

Bakersfield, Cal.—Superintendent, Fresno

Cars developing empty at pool points will be handled over conditioning or repair tracks for cleaning, repairs and interior complement check prior to being ordered to loading points.

6. Empty cars forwarded to pool points or to system destinations for loading should be billed on non-revenue waybills. When forwarded empty to off-line station for return loading, cars should be billed on non-revenue waybills to the foreign line local agent at loading point.

##### **B. System "PD" Box—Unassigned**

1. System perforated sidewall cars that are not on assignment basis are distributed for loading by the G. S. T. Car pools are maintained at Kansas City and Chicago for unassigned PD's.

2. Particular care must be exercised in differentiating between unassigned and assigned PD cars. G. S. T. Special Equipment Circular lists assigned cars. Return stenciling on cars will also indicate those in a particular shipper's exclusive service requiring direct return to assigned loading point.

**C. Foreign Special Equipped Box (including priv. line leased to railroads)—DF, SL, Compartmentizer and Others Similarly Equipped Unassigned**

1. Foreign unassigned special equipped box when developing empty will be handled in accordance with instructions of owner, leasing railroad or the Car Service Division of the A. A. R. In the absence of such instructions or loading to owner's lines cars will be sealed and returned empty to the owning road. Destination agents will first report such cars releasing empty without owners' disposition instructions to division superintendent, who will work in cooperation with General Manager, AT&SF Traffic and owning line's traffic representatives in an effort to line up loading to owner's rails when these cars are needed to alleviate general shortages on our line.

2. All empty foreign unassigned special equipped box shall be accompanied by non-revenue waybills, which should be prepared promptly after arrival of loaded cars while inbound loaded car waybill is available for reference. When forwarding empty cars to owners, indirect connection cars should be routed reverse of the loaded movement. Direct connection cars may be sent to owners at closest junction or, if route applicable, may be returned to owners in reverse of the loaded movement.

3. Since empty foreign unassigned special equipped box in the absence of other instructions are sent to owners and empty foreign assigned special equipped box must be forwarded empty to loading points via reverse route, it is necessary to determine status of cars before empty forwardings. In many instances inbound loaded car waybills will carry CSD-145 notation indicating whether assigned or unassigned. In the absence of notations on inbound loaded car waybills, cars must be physically checked for return stenciling to determine whether assigned. Any foreign special equipped cars which are held empty on our rails on owner's instructions should be included in monthly statement to Superintendent of Car Service in the following form:

Initial Car Number	Date Received	Date Released	Date Placed For	Date Forwarded Empty	Name of Party Requesting Empty Handling
	Loaded	Released	Placed For	Forwarded Empty	Name of Party Requesting Empty Handling
	Empty	Inbound Load	Outbound Loading		

**D. System Insulated Box—SFRA, SFRB, SFRE, (RB,RBL) and ATSF of Mechanical Designation XMLI or XLI—Unassigned**

1. Cars will be handled in same manner as system DF and SL Box, See Paragraph A this section.

**E. System Mechanical Refrigerators—Compartmentized (SFRC series)**

1. It is intended that our mechanical refrigerators equipped with load dividers will be used for eastbound loadings of frozen commodities, fresh fruits and vegetables, and other perishable commodities. In the absence of such loading they may be used for wine and canned goods loading. The Refrigerator Department will control the distribution of empty SFRC cars for eastbound loadings in common with our mechanical refrigerators that are not equipped with load dividers (SFRP'S).

2. SFRC cars releasing empty at stations on Santa Fe lines east of Clovis, N. M. and Denver, Colorado, may be applied on westbound loadings of non-perishable freight when authorized by Traffic, Transportation or Refrigerator Departments. In the absence of any disposition instructions, agent should call on local SFRD representative for disposition.

3. Empty SFRC cars forwarded to system destinations should be billed on non-revenue waybills. When forwarded empty to off-line point for return loading, cars should be billed on non-revenue waybills to the foreign line agent at loading point.

**F. Foreign Refrigerators Equipped with Load Protection Devices—Unassigned**

1. Handle in same manner as foreign unassigned special equipped box (See C (1), C (2), C (3), this section), that is, handle on owners' instructions or in the absence of such instructions or loading to owners' lines forward empty to owners. Contrary to previous instructions, it is now necessary to include these cars on monthly statements of cars held (Paragraph C-4) since so many have been changed from mileage to per diem rental basis. Use non-revenue waybills for empty movements.

**G. System Covered Gondolas—Assigned and Unassigned**

1. General Superintendent of Transportation controls distribution of system covered gondola cars. Such cars were designed and built specifically to accommodate shipments of steel; therefore, cars must not be intercepted and applied on any loadings without authority from G. S. T.

2. Empty system assigned covered gondolas should be returned reverse route to previous loading points; except those assigned in the Chicago-Gary area and all Jones-Laughlin cars should be sent along with unassigned system empties to Agent at Corwith for inspection and any needed conditioning before application on orders. Cars should be billed on non-revenue waybills promptly after release from load as outlined above.

3. Empty system covered gondolas forwarded to off-line point for return loading should be billed on non-revenue waybills to the foreign line local agent at loading point.

**H. Foreign Covered Gondolas—Assigned and Unassigned**

1. Handle in same manner as foreign special equipped box (See



C (1), C (2), C (3), this section), that is, determine whether assigned or unassigned; forward assigned empty cars to loading points via reverse route; handle unassigned empty cars on owners' instructions or in absence of such instructions or loading to owners forward empty to owners. Use non-revenue waybills to bill empty covered gondolas (See CSD-145).

#### **I. System "Piggyback" Flats and Trailers**

1. System empty piggyback flats and trailers are distributed for loading on grand divisions by the General Managers. Distribution between grand divisions will be directed by General Superintendent Transportation.

2. Directional movements of loaded TOFC traffic are not balanced and it is necessary that flats and empty trailers be returned promptly to the heavy loading stations. Surplus flats and trailers must not be held at stations for prospective loading without authority from General Manager or General Superintendent of Transportation.

3. Empty piggyback flats and piggyback flats carrying empty trailers should be accompanied in movement by non-revenue waybill. In addition to car number trailer numbers must be shown on the non-revenue waybill.

#### **J. Foreign Railroad Owned "Piggyback" Flats and Trailers**

(See instructions Section V, Par's. C-1 and C-2 for handling privately owned TOFC cars.)

1. Foreign railroad owned piggyback flats and trailers may be used for TOFC loadings in accordance with Car Service Rules when system equipment is not available.

2. As a general procedure, railroad owned flats releasing empty through grounding of trailers upon loaded arrival at destination should be used to protect the movement of first available system or foreign loaded or empty trailers destined to nearest junction with car owners or to junction where flat originally received under load if flat of indirect connection ownership or of direct connection ownership when record rights are applicable and provide quicker disposition than delivery direct to owners.

3. Foreign railroad owned trailers releasing empty and not needed for loading should be mounted on first available system flat or foreign flat (if destined to same junction as trailer) and billed to record rights junction and connection or direct to owners if trailer of direct connection ownership and direct delivery to owners is quicker than billing to record rights junction.

4. Non-revenue waybills should be prepared upon arrival at destination of loaded piggyback shipments in foreign TOFC cars and/or trailers. Return waybills should show junction and road where loaded equipment was received or junction and owning road as the destination of empty equipment, and must accompany empty equipment on movement back to our agent at junction with connecting line. It will be responsibility of junction point agent to effect proper delivery on record rights or direct to owners for foreign flats

and trailers, or trailers over the highways when previously received loaded in that manner.

#### **K. System and Foreign Autoveyors—Unassigned**

1. If and when unassigned autoveyors are placed in service, they should be reported upon loaded arrival at destination station through Superintendent to General Manager for disposition when empty.

### **SECTION VII**

#### **HANDLING INSTRUCTIONS FOR ASSIGNED SPECIAL FREIGHT CARS**

##### **A. General Instructions Covering Preparation of Empty Return Waybills**

1. AT&SF Agents at home station of assigned system and foreign cars will prepare an empty return non-revenue waybill for attachment to loaded waybills accompanying loads to destination. This procedure will facilitate prompt return of assigned cars to home station. Exclude covered hoppers from this program except those assigned Boron, Calif. and airslide cars.

2. Except insofar as empty return waybills are received with loads, non-revenue waybills for empty movement should be prepared at destinations of loaded cars, promptly after arrival of loaded cars, while inbound loaded car waybill is readily available for proper preparation of the non-revenue empty car movement waybill.

3. Identification of assigned special equipped cars should be easier now that CSD-145 requires endorsement on loaded waybills accompanying such cars specifying whether assigned or unassigned. However, we cannot depend upon all CSD-145 car loaded waybills to carry this endorsement.

##### **B. System and Foreign Special Equipment—Assigned**

1. System, foreign, railroad owned and private special equipment, all types, such as DF, PD, SL, auto parts and airplane parts box, auto frame flats and gondolas, airplane parts flats, and others in assigned service must be handled per A. A. R. Circular CSD-145; that is, the closed cars must be sealed and all must be returned empty via reverse of the loaded route to loading point on non-revenue waybills. (See exceptions Items 3 and 4).

2. System empty auto parts cars requiring attention in car shops should be billed back to loading point, as per paragraph 1, with stop point Shopton, Ia., or Argentine, Ks., in proper block on bill; Shopton, Ia., for cars leaving our rails east thereof, or Argentine, Ks., for cars leaving our rails at Kansas City.

3. System and foreign (both R. R. and Priv.) insulated load divider cars assigned to General Foods pool and Quaker Oats, Pillsbury and Corn Products plants terminating in ATSF road haul in California should be reported to General Manager for possible application on eastbound loading.

4. Empty system assigned special equipped cars covered by A. A. R. Circular CSD-145 should not be accepted from connecting lines at junction points where not previously delivered loaded. When such cars are offered without legitimate record rights connecting line should be notified to return cars to loading point reverse of the loaded movement route citing CSD-145 as authority.

**C. System and Foreign Wallboard Flat Cars—Assigned**

1. All wallboard flats are assigned cars and when empty should be billed back to loading points via reverse of the loaded car routing on non-revenue waybills.

**D. System and Foreign Covered Gondolas—Assigned**

1. See Items G and H in Section VI.

**E.. System Airslide Covered Hoppers—Assigned**

1. All system airslide covered hoppers are in assigned services handling bulk flour and must not be intercepted for any loading for which not assigned. Empties should be billed in the same manner as other special cars, that is on non-revenue waybills. Cars are stenciled to indicate assignments.

**F. Foreign and Private Line Airslide Covered Hoppers—Assigned**

1. Foreign and private airslide covered hoppers when empty should be returned on non-revenue waybills to loading points via reverse loaded route, or handled on owners' instructions.

**G. System, Foreign Railroad Owned and Private Autoveyor Flats—Assigned**

1. All autoveyors are assigned and should be returned when empty to assigned loading point via reverse of loaded route on non-revenue waybills. Exceptions can be made by General Superintendent of Transportation in allowing system autoveyors to be applied on a one trip basis to protect loadings by shippers other than those to whom cars assigned. In these cases, loaded waybill must carry notation specifying return of car to assigned loading point when released empty from one trip loading.

**H. System Shock Control Plug Door Box—Assigned**

1. Should return when empty on non-revenue waybill to assigned loading point via reverse of loaded route.

**I. Other System Assigned Special Cars**

1. Other special assigned cars such as the following:

- Sulphur gondolas and hoppers,
- "Peek-a-boo" gondolas for pipe loading,
- Gondolas for fabricated steel buildings,
- Longitudinal hoppers in ballast service,
- Insulated box in salt service,
- Hide cars
- Box cars with roof hatches for perlite loading,

- Box cars in zinc ore and concentrate service,
- Covered hoppers in silica sand, salt cake, lime, borax, carbon black, malt and other assigned services,
- Tank cars in edible oil, fuel oil, other company or commercial assigned services,
- Wood chip gondolas,

should be handled in accordance with General Manager's current Summary of Car Handling Instructions.

2. Such cars carry stenciling to indicate service and assignment and, in general, cars when empty should be returned promptly on non-revenue waybills to loading points. See General Manager's current Summary of Car Handling Instructions for specific instructions and number series of equipment.

**SECTION VIII**

**LIST OF SANTA FE EQUIPMENT FOR USE IN WHEEL REPORTING, WAYBILLING AND PREPARATION OF "89," "90" AND OTHER REPORTS & DOCUMENTS REQUIRING NOTATION OF KIND OF CAR**

(Codes used in the following are explained Sec. II)

**A. Freight cars**

Series	Basic Kind	Addn'l Data (Note)	Series	Basic Kind	Addn'l Data (Note)	Series	Basic Kind	Addn'l Data (Note)
4300-4399	B5	D	16250-16649	B5	S	84000-84599	FA	TRI
4400-4599	B4	D	16650-16949	B4	DF*	85900-85952	GM	
5600-5873	B5	D	16950-16999	A4	SL*	86000-86799	HL	
5899-6399	B4	D	17000-17499	B5	S	86800-86999	GC	
6728-6750	A5		17500-17548	A5	DF*	87000-87749	CH	20
6751-7250	B5	D	17549-17581	A5	SL*	87800-87999	GC	
7350-7674	A5		17683-17999	A4	DF*	88000-88650	HL	
7700-8998	B5	D	18000-18999	A5		88551-88699	FS	
9000-9450	A5		19000-22999	B4	S	88700-88999	FA	BI
9457-9498	B5	D	23000-23199	DD		89000-	FA	TRI
9500-9699	B5	S	25000-29169	SD		89001-89010	FT	
9725-9949	B5	D	30000-35999	B4	S	89011-89049	FA	TRI
10001	A5	DF*	36500-36999	A8		89050-89199	FT	
10040-10099	B5	D	37000-37899	A6		89200-89699	FA	TRI
10200-10350	A5		37954-37999	A5		89700-89999	FT	
10351-10499	B5	D	38000-40128	B4	S	90000-90005	F	60
10500-10734	B5	S	40180-40244	B5	S	90010-90015	F	53
10735-10949	A5	DF*	40250-40449	B4	S	90020	F	44
10950-10999	B5	D	40500-40755	B5	S	90025-90039	FS	
11000-11099	A5		40800-41399	B4	S	90040-90059	FT	
11100-11499	B5	DF	42000-42749	B5	S	90073-90078	F	
11500-11842	A5	D	42750-50499	B5	D	90080	FS	
11900-12164	A5	SL	50500-60801	SD		90081-90090	F	53
12200-12999	A5	DF	61300-62119	B5	D	90091	FS	
13000-13299	A5	SL	64000-66999	GD		90100-90164	FT	
13300-13499	A5	DF	67600-69300	DD		90165-90499	FS	
13500-13999	B5	D	70000-71444	GM		90501-90850	F	50
14000-14037	A4	LDIV	71500-71799	GS		90851-90899	FS	
14038-14068	A4	DF*	71800-72199	GW		90900-91191	F	60
14100-14199	A4	DF*	72250-76674	GM		91194-91496	FW	
14300-14499	A5	DF	76700-77994	HL		91500-91699	PW	
14500-14999	A5	SL	77995-77999	GS		91700-91749	FS	
15000-15237	A5	DF	78000-81999	HC		91900-91950	FS	
15238-16249	A5		82000-82996	CH	20	91750-91969	F	53

Series	Basic Kind	Add'l Data (Note)	Series	Basic Kind	Add'l Data (Note)	Series	Basic Kind	Add'l Data (Note)
91970-92244	FW		168700-168999	GM		307184-307499	CH	44+
92245-92349	FS		169000-169199	GD		307500-309999	CH	44
92350-92400	FW		169500-170298	GM		310000-310330	CH	26AS
92401-92445	FS		170300-170974	GM	65	310500-310529	CH	42AS
92454-92499	FW		171000-175984	GD		311000-311499	CH	44
92500-92712	PW		176000-178128	GM		311500-315000	CH	44+
92720-92899	FT		180400-181199	HC		330000-330249	PW	
92900-92999	PW		181350-182809	CH	20	500000-509999	A5	
93000-93143	FW		182810-184424	HC		510000-519999	A5	DF/ISL
93151-93250	F	44	211050-276799	B4	S	520000-529999	A5	ILDIV
93292-94364	F	53	290000-290999	FT		600000-609999	A6	
94365-94799	FS		299900-299999	FS		610000-619999	A6	ISL
95000-95023	F	60	300100-300514	CH	29	620000-629999	A6	ILDIV
95024-95599	FS		300515-300529	CH	32	SFRA	R	Ins. Box
95600-95999	FW		300550-300599	CH	29			(Plain)
96000-96124	FT		300600-300649	CH	32	SFRB	R	Ins. Box
96125-96224	FW		300650-300699	CH	35			(Spl. Eq.)
96226-96900	T		300700-300853	CH	29	SFRC	R	Mech.
96901-97494	F	44	300854-301209	CH	32			(Ld/Div.)
97500-97591	FW		301210-301211	CH	50	SFRD	R	Std.
97600-97999	F	44	301275-301299	CH	34			(Bunker)
98000-101349	T		301300-301499	CH	29	SFRE	R	Ins. Box
101350-101359	CH		301500-302099	CH	40			(Ld/Div.)
103305-110399	L		302100-305099	CH	44	SFRP	R	Mech.
116000-149989	B4	S	305100-305119	CH	46	SFRM	R	Mech.
161092-151491	B5	S	305120-306619	CH	44	SFRP	R	Mech.
166000-167799	GM		306620-307119	CH	45			
168000-168699	GM	65	307120-307183	CH	53			

\* DF-SL in assigned service

(Note)—Numbers in "Additional Data" Column indicate cubical capacity (20-2,000 cu. ft.) when opposite covered hopper series and indicate length in feet when opposite flat or gondola series.

## B. TOFC Trailers

Old and new series of SFTZ trailers are shown in back of G. S. T. Special Equipment Circular together with A. A. R. uniform trailer numbering system gradually being adopted by all T. O. F. C. trailer owners.

## SECTION IX

### REPORTS, "89", "99" AND 1301 STD.

#### A. 89 Report—Daily Telegraphic Report of Cars on Hand

1. This report is one principally designed to portray the number of freight cars available on each division to protect current and future loadings. Accuracy in reporting is important because the 89 Report is used by Superintendent, General Manager and General Superintendent of Transportation to regulate the distribution of freight equipment. Efficiency in car handling depends to a great degree upon the accuracy of 89 Reports.

2. 89 Reports will be prepared at agencies each day Monday through Friday, except holidays, and must show situation accurately as possible as of assigned time of transmittal to division headquarters.

3. Reports will be made for blind sidings by agencies as designated by Superintendent.

4. Sections A and B of the 89 Report, Cars On Hand Unloading or to Unload, and Section S, Cars Wanted to Load next 24 hours, are for use of Division Car Distributor and are to be reported at the option of Superintendent. Instructions as to method of ordering cars varies by divisions and each Superintendent has issued separate instructions.

5. Under Sections F and G of the 89 Report, Empty Cars on Hand Not Spotted for Loading, report all empty revenue series freight cars on hand available for loading, disposition, or movement, including stored serviceable cars. Include cars being cleaned and conditioned, as well as empties undergoing light repairs. Do not include heavy repair bad order empties, stored mechanical program cars, or stored unserviceable cars.

6. Under Sections N and Q, Cars on Hand Loading or Spotted for loading, report revenue freight cars placed for loading or in the process of loading. Number of cars reported should generally equal number that will be loaded on day of report. Judgment must be used in those cases where more cars are spotted for loading than can be loaded in one day, and the excess number should be included under Sections F and G.

7. Special attention should be paid to reporting properly under "Kind of Car" headings. See Section VIII list of system equipment showing kind identification adaptable to use with "89".

#### B. "99" Report—Daily Telegraphic Report of TOFC Flat Cars and Trailers on Hand

1. This report, rendered Monday through Friday, shows all railroad owned or controlled flat cars (Section R) and trailers (Section T) on hand empty or awaiting unloading within 24 hours following reporting time. Trailers spotted at consignee's facility for unloading are also counted in Section T.
2. Section V—Remarks is provided to show the number of bad order cars and trailers requiring extensive repair as well as loads excessively delayed.

#### C. 1301 Report—Yard Check

1. Form 1301-Std. is Santa Fe's yard check form to be used in taking checks of all cars held in station yards and on industry and team tracks. Agents will make this report daily except on Sunday and National Holidays unless otherwise instructed by Superintendent. Where agencies are closed on Saturdays, report need not be made on that day.

2. 1301 Report yard checks should be made at 7:00 a. m. or as near that hour as practicable. 1301 Reports are essential to the proper assessment of demurrage charges, and original copies must be legible, complete in every detail and original retained at the sta-

tion in date order. Agents should be governed by instructions in Rule 3120 of Form 500 and by special instruction from Auditor of Freight Accounts.

3. Original copy is to be retained as station record, first carbon copy should be mailed to Superintendent, and where required carbon copy should be mailed to Assistant General Manager.

4. Symbols used for kinds of car should conform to instructions in Section II of this Circular. Other symbols to be used on Forms 1301 are described in instructions to Agents on inside cover of Form 1301 Special Binder.

5. In addition to their use as basis for assessing demurrage, 1301 yard checks provide data for various car reports, such as car status and 89 reports, and we are dependent upon accuracy of these records to safeguard against unnecessary movement and distribution of cars. In order for Agents, Trainmasters, Superintendents and others to be able to check for delayed equipment, it is necessary that complete information should be made opposite cars in Per Diem Groups 4 and higher to identify them as the higher rated cars requiring special attention to prevent unnecessary detention and avoid resultant per diem expense.

6. At stations where demurrage is under the supervision of the Pacific Car Demurrage Bureau agents should be governed by instructions issued by that Bureau, and will use PCDB Form 28 for making daily yard check.

