

DRESSED LUMBER -

PLYWOOD-INSULITE



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St. Paul, Minnesota, May 29, 1957.

REMa

File 1151

SHOP SUPERINTENDENTS: GENERAL CAR FOREMEN: CAR FOREMEN:

Attached is sample copy of Form 617, the new Commodity Card. This card will replace the old Commodity Card Form 618, Grain #1 and Grain #2, Form 1477 and Wash Card, Form 2131.

For the time being the new card, Form 617, will be issued to Northtown and Laurel only where large numbers of cars will be washed and swept in preparation for loading. These two points should order sufficient stocks of the Form 617 immediately and when received, all stocks of Forms 618, 1477 and 2131 should be turned over to the local storekeeper for shipment to Mr. C. C. Anderson, Stationer. All other points will continue to use the three other forms until the Stationer's stocks are exhausted.

Form 1358, Instructions for Inspecting, Classifying, Carding, Conditioning and Supplying Empty Cars for Various Commodity Loadings is also being revised. Essentially the only basic change in these instructions other than references to the other forms will be the deletion of Paragraphs 14 through 18, eliminating the use of Grain #1 and #2 carding. Much of the coal shipped is treated with oil which would contaminate good cars, and it will be necessary that the car inspectors select such cars from the rough box classification.

It is to be noted that the new Form 617 carries on one face a brief statement of the requirements of each type of classification. This does not change any previous definitions of terms such as what is acceptable as a smooth, straight end in the case of a "Paper" car.

In utilizing the new form, will either classify the car directly for the commodity rating judged, folding the card with the proper classification up and tacking to the car or route it to the cleaning tracks by folding the card the other way and applying it to the car with the highest commodity the car will make in his estimation after sweeping or washing. Here again the card should be applied to the car with "Sweep" or "Wash" up.

After the sweeping or washing has been completed and the final inspection and classification is made, the card now on the car should be carefully removed, refolded to reveal the other side and reapplied showing the final classification. It should not be necessary to apply a new card unless damaged. Car Foreman should police this feature carefully to prevent undue wastage of these forms.

Att: Cys: Master Mechanics Genl.Car Inspectors Mr. E. S. Ulyatt Mr. C. C. Anderson Mr. E. L. Jensen

Supt. Car Department