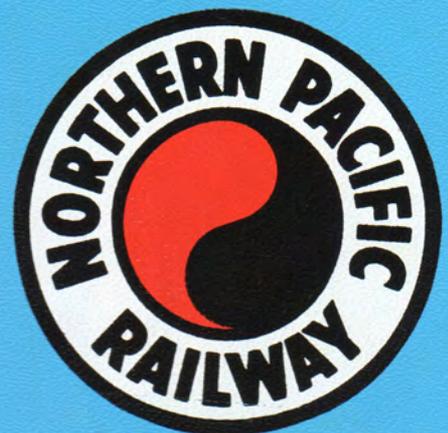


# TERMINAL OFFICE MANUAL



# TERMINAL OFFICE MANUAL



THIS MANUAL HAS BEEN COMPILED TO PROVIDE A GUIDE FOR CLERICAL EMPLOYEES AS WELL AS A REFERENCE SOURCE FOR ALL CONCERNED WITH TERMINAL OFFICE PROCEDURES. EVERYONE WHOSE DUTIES AND RESPONSIBILITIES ARE COVERED BY THE MANUAL SHOULD STUDY IT AND PERFORM THEIR WORK IN COMPLIANCE WITH IT. DOUBT OR UNCERTAINTY AS TO THE INTENT OR MEANING OF ANY PORTION OF THE MANUAL SHOULD BE REFERRED TO PROPER AUTHORITY FOR AN EXPLANATION.

N. M. LORENTZSEN  
VICE PRESIDENT  
OPERATING DEPARTMENT

APRIL 1, 1969

FORM NO. 9647

TERMINAL OFFICE MANUAL

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"SAFETY IS OF THE FIRST IMPORTANCE IN THE DISCHARGE OF DUTY."

Clerical employees on Northern Pacific are governed by Safety Rules, Form 541, copy of which is furnished to each employee at the time of being employed. They are expected to read and understand the rules insofar as they relate to their respective duties and responsibilities. In case of doubt or uncertainty as to the meaning of a rule, they are expected to apply to proper authority for an explanation thereof.

Some of the other noteworthy rules are contained on pages 1 through 9 (GENERAL RULES, ACCIDENTS AND INJURIES, GENERAL SAFETY RULES), pages 25 through 28 (OFFICE EMPLOYEES), pages 36 and 37 (DRIVERS OF NORTHERN PACIFIC MOTOR VEHICLES), pages 65 through 69 (PREVENTION OF FIRES) and page 73 (SPECIAL RULES, LEGAL PROCEEDINGS, ASSIGNMENTS AND GARNISHMENTS).



DEFINITIONS

DIVISION, That portion of a railroad assigned to the supervision of a superintendent.

SUBDIVISION, A portion of a division designated by time table.

ENGINE, A unit propelled by any form of energy, or a combination of such units operated from a single control, used in train or yard service.

YARD ENGINE, An engine assigned to yard service.

STATION, A place designated in the time table by name.

REGISTER STATION, A station at which a train register is located.

TIME TABLE, The authority for the movement of regular trains, subject to the rules. It contains classified schedules of trains with special instructions relating to the movement of trains and engines.

Schedule, That part of a time table which prescribes class, direction, number and movement for a regular train.

Special Instructions, Where this term is used it refers to Special Instructions in a time table.

TRACKS

Current of Traffic, The movement of trains on a main track in one direction, specified by the rules.

Main Track, A track other than an auxiliary track extending through yards and between stations upon which trains are operated by time table, train order, or both, or the use of which is governed by block signals.

Siding, A track auxiliary to the main track for meeting or passing trains.

Single Track, A main track upon which trains are operated in both directions.

Definitions (Cont'd.)

Double Track, Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

Three or More Tracks, Three or more main tracks upon any of which the current of traffic may be in either specified direction.

Yard, A system of tracks within defined limits over which movements not authorized by time table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

TRAIN, An engine or more than one engine coupled with or without cars, displaying a marker or markers.

Regular Train, A train authorized by a time table schedule.

Section, One of two or more trains running on the same schedule, displaying signals or for which signals are displayed.

Extra Train, A train not authorized by time table schedule. It may be designated as:

Extra, For any extra train except work extra.

Work Extra, For an extra train authorized by Form H Train Order.

Superior Train, A train having precedence over another train.

Train of Superior Class, A train given precedence by time table.

Train of Superior Direction, A train given precedence in the direction specified by time table as between opposing trains of the same class.

Train of Superior Right, A train given precedence by train order.

TRAIN REGISTER, A book or form used at designated stations for registering signals displayed, the time of arrival and departure of trains, and such other information as may be prescribed.

BRIEF HISTORY OF NORTHERN PACIFIC

The history of Northern Pacific is a story colorful in adventure, rich in romance, and inspiring in achievement. It is the story of the opening and development of a vast wilderness and great public domain, stretching from Lake Superior and the Twin Cities to the Columbia River and Puget Sound.

Northern Pacific was the first of the northern transcontinentals. Its charter, granted by Congress and signed by Abraham Lincoln on July 2, 1864, authorized construction of a railroad from the head of the Great Lakes to Puget Sound. Actual construction commenced in 1870 on the east end near Carlton, Minnesota and on the west end in 1879 between Kalama and Tacoma, Washington. After 13 years filled with Indian wars, political and financial crises, long winters and unforeseen construction difficulties, the lines were joined at Gold Creek, Montana on September 8, 1883. All on Northern Pacific are proud of this heritage.

Northern Pacific, from that auspicious beginning, has grown until today it operates a 6,800 mile railroad network in seven states and Canada. Its main line, known as "Main Street of the Northwest", runs westward from head of the lakes ports of Duluth and Superior as well as from the Twin Cities through North Dakota, Montana, Idaho, Washington and Oregon to Seattle, Tacoma and Portland. (See map showing principal cities served, page 10).

The Monad emblem, which has served to identify Northern Pacific for more than half a century, is of Chinese origin and on Northern Pacific diesels, passenger cars, freight cars, stationery, traffic office windows, etc. has become the symbol of good rail transportation.

Northern Pacific is a great railroad to be affiliated with. It is not only steeped in tradition with a remarkable past record of achieve-

ment but has become a progressive leader in the industry. Some of the benefits to be derived from an employee relationship with Northern Pacific include the following:

1: Holidays

New Years Day

George Washington's Birthday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Day

Employee's Birthday

Employee will receive a day's pay on each of the above holidays. When a holiday falls on Sunday, the day observed by the state or nation shall be considered the holiday.

Employee, if required to work on a holiday, will receive time and one-half plus the day's pay for the holiday.

2. Vacations With Pay

One week after one year of service.

Two weeks after two years of service.

Three weeks after ten or more years of service.

Four weeks after twenty or more years of service.

3. Life Insurance

Employee will receive, after thirty days service, a \$6,000 life insurance policy with the entire premium paid by Northern Pacific during length of employment.

Employee will receive a paid-up \$2,000 policy at retirement.

4. Hospitalization

Employee is eligible for hospital, medical and surgical benefits with up to \$9.25 per month premium currently being paid by Northern Pacific.

Employee's dependents become eligible for hospital, medical and surgical benefits the first of the month following thirty days of employment. A dependent is considered to be an employee's wife and unmarried children under nineteen years of age.

5. Sick Benefits

Sick benefits are dependent on an employee's service record and years of service.

6. Unemployment Insurance

The Railroad Unemployment Insurance Act provides for unemployment benefits. The entire cost for this protection is paid by Northern Pacific. These benefits are better than those provided for workers in most other industries under State Compensation Laws.

7. Pension Plan

The United States Railroad Retirement Act provides for pension and survivor benefits. The cost is shared equally by the employee and Northern Pacific, each paying 9.65% on earnings up to \$650 per month. Benefits are considerably greater than those paid under Social Security.

8. Free or Reduced Transportation

Service Requirements

Transportation Per Calendar Year

Less than 90 days' service:

Reduced rates for employees and dependent members of their families.

Free or Reduced Transportation (Cont'd.)Service Requirements

90 days to and including  
six months' service:

Over six months to and  
including one year:

Over one year:

Transportation Per Calendar Year

Rail and sleeping car passes for employees and dependent members of their families on division on which employed. See Paragraph A-1, Section III as to number permitted.

One rail and sleeping car pass for employees and dependent members of their families to any point on the system beyond their home division, in addition to division passes.

Rail and sleeping car passes to any point on the system.

9. Stock Purchase Plan

Employee over twenty years of age may enroll in a payroll deduction program to purchase Northern Pacific stock in amounts of \$10 to \$99 per month. Northern Pacific pays the brokerage commissions on these purchases.

10. Tuition Aid Plan

Northern Pacific will reimburse employee 50% to 100% of the cost for books and tuition for approved courses. Reimbursement is based upon the grade awarded and is made after the course is successfully completed.

11. Credit Union

Employees have the services of credit unions available to them. Credit unions vary somewhat but, generally, provide loan protection insurance and/or life savings insurance. Payment to Northern Pacific credit unions may be made by payroll deduction.

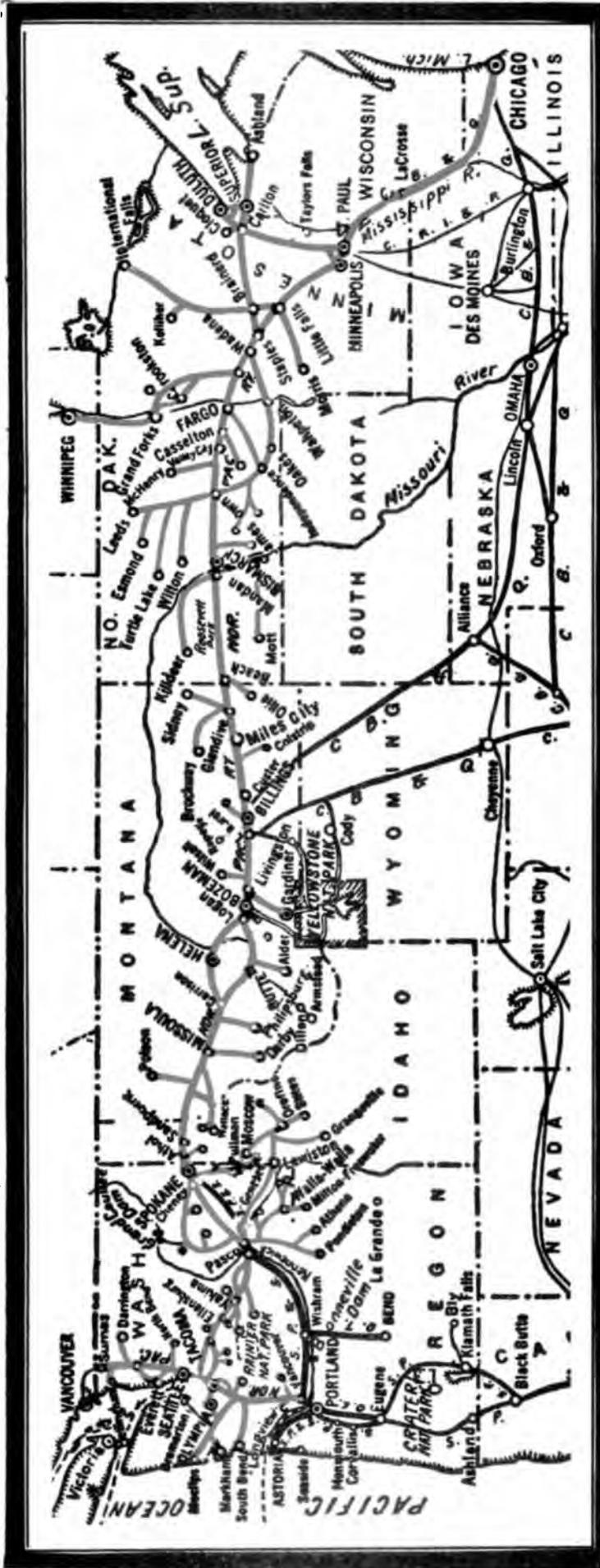
12. Scholarship Program

Northern Pacific currently is offering eight 4-year college scholarships, each in the amount of \$1,000 annually, to sons and daughters of employees having five or more years of continuous service with the Company. A scholarship applicant must rank in the upper one-third of their graduating class and must complete appropriate tests before being considered by the Scholarship Selections Committee.

13. Advancement Opportunities

Opportunities for advancement are unlimited. In addition to advancing to better jobs based on seniority, opportunities for advancement to supervisory positions are available to employees who, during the performance of their work, indicate the following:

- A. Proper attitude toward their work, their supervisors and the Company.
- B. Ability to follow instructions.
- C. Ability to put forth extra effort to increase their knowledge and skills.
- D. Initiative to improve the efficiency of Company operations.
- E. Foresight to prepare for advancement to better assignments.



BILL OF LADING

When you filled out an application for this job, you probably noticed that much of the information called for on the form was general in nature. Your name, age, height, weight, etc. is necessary to identify you from others who apply for jobs with our company.

Other conditions were agreed to such as salary, working conditions, etc. This agreement, when ratified by you and the Northern Pacific became a "pact" or contract in which the Northern Pacific agreed to pay you in return for your services.

Service is the product we sell on Northern Pacific. It is necessary, for customers desiring to use this service, to fill out a "contract" in which certain terms are agreed upon. This contract is called a Bill of Lading. When this Bill of Lading is signed by the customer (shipper) and the agent of the Railway Company it becomes a contract in which the shipper agrees to pay the railroad in return for its services.

Much of the information in the Bill of Lading, as in the employment application you filled out, is general in nature. Similarly, this information, such as the name of the shipper and the consignee (the person or firm to whom the shipment is going), car initial and number, destination, routing, etc., is necessary to identify this shipment from others.

WHAT IS A BILL OF LADING?

A bill of lading is a written contract between a common carrier and the shipper. It names conditions under which property is transported from one point to another. See Consolidated Freight Classification Rules for requirements as to condition of articles tendered for shipment. Notation describing exception, if any, should be placed on the bill of lading.

TYPES OF BILLS OF LADING

LIVESTOCK CONTRACT must be used to transport livestock subject

to the conditions contained therein.

GOVERNMENT BILL OF LADING is used only for property transported for the United States Government.

ORDER BILL OF LADING (FORM 419 UNIFORM). This type bill of lading is commonly referred to as "Shipper's Order" bill of lading because the shipper "Orders" that certain conditions be met. It is used when the shipper wants assurance that he will receive payment for his product before the product is delivered to the consignee. In other words, when a shipper desires to retain title to his goods until they are paid for, he uses an Order Bill of Lading. (See Example, page 25 ).

STRAIGHT (FORM 418 UNIFORM). This type is commonly referred to as a "Straight" or "Open" bill of lading. It is used when the shipper does not require assurance that he will receive payment for the product before delivery is made to the consignee. The consignee may be buying the products on credit or he might have paid cash in advance. With this type bill of lading the title of the goods is presumed to rest with the consignee the moment the goods are turned over to the carrier by the shipper. "Straight" bills of lading are under certain circumstances assigned or they may cover shipments billed straight to one, "Advise", "Care of" or "Notify" another, requiring special care upon the part of the agent to protect the carrier's interest.

Forms 418 and 419 are prepared on three sheets and are made at one writing by use of carbon paper. (See Example, page 22).

Sheet 1 is the ORIGINAL BILL OF LADING.  
Sheet 2 is the SHIPPING ORDER.  
Sheet 3 is the MEMORANDUM.

Shipper's Order and Straight bills of lading are similar in form but different in color, Shipper's Order being yellow and gray with Straight Order being buff. Shipper's Order Bill of Lading carries instructions that

require the surrender of the ORIGINAL ORDER BILL OF LADING (Sheet 1) properly endorsed before delivery of the product is made. (See Example, page 28 ).

HOW WE DISTRIBUTE THE BILL OF LADING.

The original and memorandum bills of lading (Sheet-1 and Sheet-3) are given to the shipper. The shipping order (Sheet-2) is kept by the Agent.

WHO SIGNS THE BILL OF LADING.

The bill of lading (Sheet-1) must be signed by both the shipper and the agent. The shipping order (Sheet-2) must be signed by the shipper. However, by using carbon paper, Sheets 1, 2 and 3 may be signed at the same writing by both the agent and the shipper.

A WORD OF CAUTION:

Do not sign a bill of lading in which a shipper has added a clause requesting a guarantee to meet any ship or train or to deliver freight in time for a particular market.

WHAT SECTION 7 (ON BACK SIDE OF THE BILL OF LADING) MEANS.

When a shipper wishes to be released from liability for payment of freight or other charges, he must sign a clause on the face of the bill of lading which reads:

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

  
\_\_\_\_\_  
(Signature of Consignor)

HOW MANY BILLS OF LADING ARE REQUIRED?

A separate bill of lading must be issued for each shipment. Exception to this rule should be made on specific authority only.

WHAT WE SHOULD KNOW ABOUT BILLS OF LADING IN GENERAL.

Bills of lading covering carload shipments must show initials and number of cars.

When shippers use their own form of bill of lading or shipping order, (Sheet-2) the terms must conform to the uniform bill of lading in use by this company.

After a bill of lading has been issued and signed, no alterations, additions, or erasures will be permitted.

Extra copies of original bills of lading must not be issued unless the word "copy" is written across the face of it.

To exchange a new bill of lading for the original, the original must be surrendered and cancelled. The following notation will be placed on the face of the new bill of lading:

"This bill of lading is issued in exchange  
for Bill of Lading No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_\_ by the \_\_\_\_\_ Company.

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
City State"

Unless authorized by proper officer or by tariff provisions, an order bill of lading must not be issued in exchange for a straight bill of lading nor a straight bill of lading for an order bill of lading.

THE LANGUAGE OF THE BILL OF LADING.

When you make a bill of lading be sure to follow the language of the tariff and classifications that govern. Description of the property and the valuation of the property affect both rate and liability. This is especially true in the transportation of explosives, inflammables and other dangerous articles.

SHIPPER'S ORDER BILL OF LADING.

When a shipment is consigned to "Shipper's Order" it is because some person, usually the shipper, wishes to control delivery of such shipment. Therefore, delivery must not be made until the original bill of lading, properly endorsed by the shipper, is surrendered. (See Example, Page 28).

For Example: Pine City Co-op Creamery Association may sell a car of butter to a buyer who doesn't have credit with their firm. To control the delivery of this butter Pine City Co-op will issue a "Shipper's Order Bill of Lading", endorse (sign) the original (Sheet-1) of the bill of lading, and mail it to the buyer's bank. When the car arrives at the buyer's destination, the buyer goes to his bank and pays for the butter. The Shipper's Order Bill of Lading is stamped "paid" by the teller and is given to the buyer as his receipt. The buyer surrenders (gives) the bill of lading to his agent as proof that the butter has been paid for. Then the agent releases the car of butter to the buyer so that he may unload it.

Note: Execution of the bill of lading in the above manner does not mean that the freight charges have been paid. Payment of the freight charges is a separate transaction covered in another section of the manual.

Forwarding agents must be sure that a Shipper's Order Bill of Lading shows the name of the individual, firm or corporation to be notified when the shipment arrives at its destination. This information must also appear on the waybill so that the destination agent may promptly notify the consignee on arrival.

A complete address should be shown as in the following example -

Viz:

Consigned to the order of Pine City Co-op Creamery Assn.  
 Destination Minneapolis State of Minnesota County of  
Hennepin Notify Land-O-Lakes Creameries Inc. 2215 Kennedy  
St., N.E. at Minneapolis State of Minnesota County of  
Hennepin.

Order Bills of Lading for freight consigned as "Shipper's Order" to a point, requesting notification of a person or firm at a different point, are not to be accepted, unless the person to be notified is located at a non-railroad point. In this case, the shipment must be consigned to the nearest agency station.

For Example: If city "C" is not on our railroad and city "A" is our nearest convenient agency to "C", then the shipper may bill a car shipper's order to "A" with instructions to notify the consignee at "C". All transactions for the shipment will be handled at our agency at "A".

Before issuing a "Shipper's Order Bill of Lading" find out from the shipper whether the consignee is to be allowed to inspect the freight before he unloads it. If this privilege is to be allowed, write on the bill of lading "Allow Inspection", and make the same notation on the way-bill.

Impress upon the shipper that he must sign the "Original Shipper's Order Bill of Lading", and forward promptly so that it will reach its destination on or before the arrival of the shipment.

WHEN SHIPPER'S ORDER BILLS OF LADING ARE NOT TO BE ISSUED!

Shipper's Order Bill of Lading must not be issued to an on line station where there is no agent. Shippers should bill freight for such points

to the party for whom it is intended, under a straight or open bill of lading. All freight charges must be fully prepaid.

Agents must not issue or sign "Shipper's Order" bill of lading for carloads to be stopped in transit to partly unload.

A "Shipper's Order" bill of lading must not be issued for cars handled in switch service only.

WHAT WE MUST DO BEFORE WE ISSUE A BILL OF LADING.

The bill of lading for a carload must not be issued until the shipment is properly loaded in the car and the person signing the bill of lading is satisfied that the contents of the car is in condition to be forwarded.

When freight is offered for shipment, the shipping order submitted by the shipper must agree with the freight actually received. In the event that the shipping order does not agree, the shipping order shall be corrected, but in no case shall an erasure be made. The shipping order, memorandum and the original bill of lading shall be made to agree with freight actually received.

If the shipper loads the car and declares a given quantity, then the words "shippers load and count" must appear on the bill of lading. (These words must not be abbreviated). If the agent or employee making the bill of lading, has actually counted the contents of the car, then the notation, "shippers load and count", may be omitted.

DECLARED VALUATIONS ON A BILL OF LADING.

Rates on certain articles are based on valuation as declared by the shipper at the time the goods are offered for transportation. Agents must see that the shipper declares in writing and signs such declaration

in the spaces provided on the original bill of lading and shipping order (Sheets 1 and 2). Unless the shipper declares such valuation in writing at the time and place of forwarding, the shipment will not be accepted for transportation.

THE PREPAID BILL OF LADING.

When a shipment is contracted to be prepaid, and the shipper is a credit patron, the bill of lading shall be stamped as per example on the right.

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:  
 The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

.....  
 (Signature of consignor.)

If charges are to be prepaid, write or stamp here, "To be Prepaid."

**TO BE PREPAID**

Received \$ 200<sup>00</sup>  
 to apply in prepayment of the charges on the property described hereon.

R. M. Clark  
 Agent or Cashier

Per .....

(The signature here acknowledges only the amount prepaid.)

Charges advanced:  
 \$ .....

.....  
 (Signature of consignor.)

If charges are to be prepaid, write or stamp here, "To be Prepaid."

**TO BE PREPAID**

W. C. Fields  
 Agent

Received \$ .....  
 to apply in prepayment of the charges on the property described hereon.

.....  
 Agent or Cashier.

The waybill will also be stamped or marked "Prepaid".

When a shipment is contracted to be prepaid with a shipper other than a credit patron, and such payment has been made, the bill of lading must be receipted for the amount collected in the space provided. See example on the left.

WHEN BILLS OF LADING ARE NOT TO BE ISSUED!

Bills of lading must not be issued for shipments to be picked up at nonagency stations by freight trains until definite advice is received that shipment is ready to move.

Example: If an agent signs a bill of lading before a car is loaded, for a shipment that originates at a nonagency station, there is a possibility that the car may be moved before it is completely loaded. If the car is moved before it is loaded and the doors are sealed, then the carrier is liable for any damage to the lading, or any pillage that may occur while the car is in transit.

Note: A nonagency station is a siding or spur on a railroad where there is no agent.

An agent at one station must not sign a bill of lading for shipment loaded at another agency station.

WHO MAY SIGN A BILL OF LADING FOR AN AGENT?

So far as practicable, the agent should sign bills of lading. When bills of lading are signed by a bonded employee designated by the agent, the agent's name should be signed or stamped thereon, with the full name and title of the employee signed in ink or indelible pencil. In addition to the signature, an impression of the station stamp must be placed on all shipper's order bills of lading.

Rubber stamp signatures on bills of lading will not be permitted except as provided in the preceding paragraph.

WHO MAY SIGN A BILL OF LADING FOR A SHIPPER?

All bills of lading or shipping orders, written by an employee of the railroad for convenience of shipper, must be signed by the shipper or his representative.

ADDITIONAL INFORMATION THE BILL OF LADING MUST CONTAIN.

All advance charges accruing at waybilling station, including inbound freight charges on goods reshipped, demurrage, storage, car rental,

icing, refrigeration, detention or other charge, must be plainly shown on bills of lading.

Special care must be exercised by agents to see that the original bill of lading is delivered to the shipper.

Under no circumstances should an agent use a "duplicate" form of a bill of lading and mark it "original".

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official, Southern, Western and Illinois Classification territories, March 15, 1922, as amended August 1, 1930 and June 15, 1941.)

Sheet 1

UNIFORM STRAIGHT BILL OF LADING

ORIGINAL--Not Negotiable

Shipper's No. M-479

Agent's No. 2223



NORTHERN PACIFIC RAILWAY COMPANY.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

at Minneapolis, Minnesota

FEB. 1

19 69

from JACKSON IRON & STEEL COMPANY

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

(Mail or street address of consignee--For purposes of notification only.)

Consigned to TEXACO INC.

246 S PINE ST.

Destination SEATTLE

State of WASHINGTON

County of

Route NP

Delivering Carrier GREAT NORTHERN

Car Initial NP

Car No. 25469

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
C/L	STEEL DRUMS WWIB3219 Shippers Load & Count	21,000			(Signature of consignor.)
	***** * THIS ORIGINAL COPY IS GIVEN * * TO THE SHIPPER * *****				If charges are to be prepaid, write or stamp here, "To be Prepaid."
					COLLECT
					Received \$ to apply in prepayment of the charges on the property described hereon.
					Agent or Cashier.
					Per (The signature here acknowledges only the amount prepaid.)

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

Note: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

Charges advanced:

\$

JACKSON IRON & STEEL CO.

Shipper.

Per Robert Hatfield

Per

W. C. Fields  
John Smith

Agent.

Permanent postoffice address of shipper

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official, Southern, Western and Illinois Classification territories, March 15, 1922, as amended August 1, 1930 and June 15, 1941.)

Sheet 2

UNIFORM STRAIGHT BILL OF LADING

Shipper's No. M-479

23

Agent's No. 2223

THIS SHIPPING ORDER must be legibly filled in, in ink, in indelible Pencil, or in Carbon, and retained by the Agent.



NORTHERN PACIFIC RAILWAY COMPANY.

RECEIVE, subject to classifications and tariffs in effect on the date of issue of this Shipping Order,

at MINNEAPOLIS, MINNESOTA

FEB. 1, 1969, 19

from JACKSON IRON & STEEL COMPANY

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

(Mail or street address of consignee—For purposes of notification only.)

Consigned to TEXACO INC.

246 S. PINE

Destination SEATTLE State of WASHINGTON County of

Route NP

Delivering Carrier GREAT NORTHERN Car Initial NP Car No. 25469

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  (Signature of consignor.)  If charges are to be prepaid, write or stamp here, "To be Prepaid."  COLLECT  Received \$..... to apply in prepayment of the charges on the property described hereon.  Agent or Cashier.  Per..... (The signature here acknowledges only the amount prepaid.)  Charges advanced:  \$.....
C/L	STEEL DRUMS WWIB 3219 Shippers Load & Count	21,000			
	***** * THIS COPY IS KEPT BY THE AGENT * * FOR STATION FILES * *****				

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.\*

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_

JACKSON IRON & STEEL CO. Shipper.  
Per Robert Hatfield

Agent must detach and retain this Shipping Order and must sign the Original Bill of Lading.

Permanent postoffice address of shipper

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official Southern, Western and Illinois Classification territories, March 15, 1922, as amended August 1, 1930 and June 15, 1941.)

Sheet 3

UNIFORM STRAIGHT BILL OF LADING

THIS MEMORANDUM

is an acknowledgment that a bill of lading has been issued and is not the Original Bill of Lading, nor a copy or duplicate, covering the property named herein, and is intended solely for filing or record.

Shippers No. M-479

Agent's No. 2223



NORTHERN PACIFIC RAILWAY COMPANY.

RECEIVED, subject to the classifications and tariffs in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

at MINNEAPOLIS, MINNESOTA FEB. 1, 1969, 19

from JACKSON IRON & STEEL COMPANY

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

(Mail or street address of consignee—For purposes of notification only.)

Consigned to TEXACO, INC. 246 S. PINE

Destination SEATTLE State of WASHINGTON County of

Route NP

Delivering Carrier GREAT NORTHERN Car Initial NP Car No. 25469

Table with 5 columns: No. Packages, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS, \*WEIGHT (Subject to Correction), CLASS OR RATE, CHECK COLUMN. Row 1: C/L STEEL DRUMS, 21,000, WWIB 3219, Shippers Load & Count. Includes text: \*\* THIS COPY IS GIVEN \* TO THE SHIPPER \* and COLLECT.

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of consignor)

If charges are to be prepaid, write or stamp here "To be Prepaid."

COLLECT

Received \$ to apply in prepayment of the charges on the property described hereon.

Agent or Cashier

Per (The signature here acknowledges only the amount prepaid.)

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.\*

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

Charges advanced:

\$

JACKSON IRON & STEEL CO. Shipper. Robert Hatfield Per. W.G. Fielder Agent. John Smith Per.

Permanent postoffice address of shipper

(Uniform Domestic Order Bill of Lading, adopted by Carriers in Official, Southern, Western and Illinois Classification territories, March 15, 1922, as amended August 1, 1930, and June 15, 1941)

# UNIFORM ORDER BILL OF LADING

## ORIGINAL

Shipper's No. 25 M 345

Agent's No. 2223



# NORTHERN PACIFIC RAILWAY COMPANY.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

at MINNEAPOLIS, MINNESOTA FEB. 4, 19 69

from PINE CITY CO-OP CREAMERY ASSOCIATION

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his agents. The surrender of this Original ORDER Bill of Lading properly indorsed shall be required before the delivery of the property. Inspection of property covered by this bill of lading will not be permitted unless provided by law or unless permission is indorsed on this original bill of lading or given in writing by the shipper.

Consigned to ORDER OF PINE CITY CO-OP CREAMERY ASSOCIATION

Destination MINNEAPOLIS State of MINNESOTA County of HENNEPIN

Notify LAND O LAKES CREAMERIES INC. 2215 KENNEDY ST. NE

At MINNEAPOLIS State of MINNESOTA County of HENNEPIN

Route NP

Delivering Carrier CNW Car Initial NP Car No. 91041

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
C/L	449 Boxes BUTTER	31,430			
	SHIPPERS LOAD AND COUNT				
	***** * THIS COPY IS GIVEN * * TO THE SHIPPER * *****				(Signature of consignor.)
					If charges are to be prepaid, write or stamp here, "To be Prepaid."
					Received \$..... to apply in prepayment of the charges on the property described hereon.
					Agent or Cashier.
					Per.....

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$.....

Per Hermit Steele Shipper. Per W.C. Fieldy Agent.  
Permanent postoffice address of shipper.....

26

**UNIFORM ORDER BILL OF LADING**

**THIS SHIPPING ORDER** must be legibly filled in, in ink, in indelible Pencil, or in Carbon, and retained by the Agent.

Shipper's No. M. 345

Agent's No. 2223



**NORTHERN PACIFIC RAILWAY COMPANY.**

RECEIVE, subject to classifications and tariffs in effect on the date of issue of this Shipping Order,

at MINNEAPOLIS, MINNESOTA FEB. 4, 1969

from PINE CITY CO-OP CREAMERY ASSOCIATION  
 the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.  
 The surrender of the Original ORDER Bill of Lading properly indorsed shall be required before the delivery of the property. Inspection of property covered by the bill of lading will not be permitted unless provided by law or unless permission is indorsed on the original bill of lading or given in writing by the shipper.

Consigned to ORDER OF PINE CITY CO-OP CREAMERY ASSOCIATION  
 Destination MINNEAPOLIS State of MINNESOTA County of HENNEPIN  
 Notify LAND O. LAKES CREAMERIES INC. 2215 KENNEDY ST. NE  
 At MINNEAPOLIS State of MINNESOTA County of HENNEPIN  
 Route NP  
 Delivering Carrier CNW Car Initial NP Car No. 91041

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  (Signature of consignor.)  If charges are to be prepaid, write or stamp here, "To be Prepaid."  Received \$ _____ to apply in prepayment of the charges on the property described hereon.  Agent or Cashier.  Per _____  (The signature here acknowledges only the amount prepaid.)
<u>C/L</u>	<u>149 Boxes BUTTER</u>	<u>31,430</u>			
	<u>SHIPPERS LOAD AND COUNT</u>				
	<u>*****</u>				
	<u>* THIS COPY IS GIVEN *</u>				
	<u>* TO THE AGENT *</u>				
	<u>*****</u>				

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_

Charges advanced: \$ \_\_\_\_\_

PINE CITY CO-OP CREAMERY ASSOCIATION Shipper.  
 Per Hermit Steele  
 Permanent postoffice address of shipper \_\_\_\_\_

Agent must detach and retain this Shipping Order and must sign the Original Bill of Lading.

(Uniform Domestic Order Bill of Lading, adopted by Carriers in Official, Southern, Western and Illinois Classification territories, March 15, 1922, as amended August 1, 1930, and June 15, 1941)

# UNIFORM ORDER BILL OF LADING

27

## THIS MEMORANDUM

is an acknowledgment that a bill of lading has been issued and is not the Original Bill of Lading, nor a copy or duplicate, covering the property named herein, and is intended solely for filing or record.

Shippers No. M 345

Agent's No. 2223



# NORTHERN PACIFIC RAILWAY COMPANY.

RECEIVED, subject to the classifications and tariffs in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

at MINNEAPOLIS, MINNESOTA FEB. 4, 19 69

from PINE CITY CO-OP CREAMERY ASSOCIATION

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. The surrender of the Original ORDER Bill of Lading properly indorsed shall be required before the delivery of the property. Inspection of property covered by the bill of lading will not be permitted unless provided by law or unless permission is indorsed on the original bill of lading or given in writing by the shipper.

Consigned to ORDER OF PINE CITY CO-OP CREAMERY ASSOCIATION

Destination MINNEAPOLIS State of MINNESOTA County of HENNEPIN

Notify LAND O LAKES CREAMERIES INC. 2215 KENNEDY ST. NE

At MINNEAPOLIS State of MINNESOTA County of HENNEPIN

Route NP

Delivering Carrier CNW Car Initial NP Car No. 91041

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  (Signature of consignor.)  If charges are to be prepaid, write or stamp here, "To be Prepaid"  Received \$..... to apply in prepayment of the charges on the property described hereon.  Agent or Cashier.  Per..... (The signature here acknowledges only the amount prepaid.)  Charges advanced: \$.....
<u>C/L</u>	<u>449 Boxes BUTTER</u>	<u>31,430</u>			
	<u>SHIPPERS LOAD AND COUNT</u>				
	<u>*****</u>				
	<u>* THIS COPY IS GIVEN *</u>				
	<u>* TO THE SHIPPER *</u>				
	<u>*****</u>				

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is for carrier's or shipper's weight.

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

per PINE CITY CO-OP CREAMERY ASSOCIATION Shipper. W. E. Field Agent  
Per Hermit Steele Per Paul Malone  
Permanent postoffice address of shipper

NEGOTIABLE BILL OF LADING (ENDORSED BY SHIPPER)

THE CORNER OF THIS UNIFORM ORDER BILL OF LADING IS FOLDED DOWN TO SHOW THE ENDORSEMENT.

THIS COPY IS SURRENDERED TO THE DESTINATION AGENT BY THE CONSIGNEE. THE AGENT WILL CHECK THE ENDORSEMENT, AND THEN MARK "CANCELLED" ON THE FRONT OF THIS COPY OF THE BILL OF LADING.

Western and Illinois Classification territories, June 15, 1941)

**F LADING**

Shipper's No. M-345

Agent's No. 2223

**AY COMPANY.**

this Bill of Lading,

FEBRUARY 4, 1969, 19

of packages unknown), marked, consigned, and destined as having any person or corporation in possession of the property on its own water line, otherwise to deliver to another carrier on the same or any portion of said route to destination, and as to each party subject to all the conditions not prohibited by law, whether imposed by the shipper and accepted for himself and his assigns. Inspection of the property before the delivery of the property. Inspection of property is indorsed on this original bill of lading or given

*Pine City Co-op Creamery Ass'n.*  
*by Kermit Steele*  
**ENDORSEMENTS**

Effective June 15, 1968.  
This form, without previous written consent of the carrier, is not to be used for any other purpose.

County of HENNEPIN

County of HENNEPIN

at NP Car No. 91041

PACKAGES	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	(Subject to Correction)	CLASS OR RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  (Signature of consignor.)  If charges are to be prepaid, write or stamp here, "To be Prepaid."  Received \$ _____ to apply in prepayment of the charges on the property described hereon.  Agent or Cashier.  Per _____ (The signature here acknowledges only the amount prepaid.)  Charges advanced: \$ _____
C/L	449 Boxes BUTTER	31,430			
SHIPPERS LOAD AND COUNT					

**CANCELLED**  
DATE REC'D. 2-8-69 TIME 9:30 AM  
COVERED BY 310174 DATE 2-5-69  
W.B. No. 310174 P.L. No. \_\_\_\_\_  
PRO. W.C. Fields  
Agent - Bashler

\*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_

Per Kermit Steele Shipper. PINE CITY CO-OP CREAMERY ASS'N. Per W.C. Fields Agent.  
Permanent post office address of shipper \_\_\_\_\_

WAYBILLSHANDLING FREIGHT OFFERED FOR SHIPPING.

All freight offered for shipment must be accompanied by proper shipping instructions. These instructions must be in writing and are known as the bill of lading. Before the freight can be shipped, however, the information on the bill of lading must be transferred to another document which can accompany the shipment. This document is called a waybill. The waybill is made from information on sheet two (shipping order) of the bill of lading. The waybill must contain all information necessary for the transportation of the shipment and for the assessment of charges. Under no circumstances should commercial freight be moved on "Memo" waybills.

TWO GENERAL CLASSES OF WAYBILLS: LOCAL AND INTERLINE.

A local waybill is a waybill issued at a station for freight that moves the entire distance over the Northern Pacific Railway. (See Example, page 51).

An interline waybill is a waybill covering a movement over two or more railroads. This includes movements from a station on Illinois Central Railroad to a junction station on the Chicago Northwestern and over their lines to a junction point with the Northern Pacific for further movement. (See Example, page 52).

Local and interline waybills may be further classified as revenue, non-revenue and deadhead. In general terms each may be defined as follows:

A revenue waybill is a document that covers a shipment for which freight transportation charges will be collected.

A Non Revenue waybill is a document issued for movement of a shipment for which a revenue waybill will be made and forwarded to destination. Destination agent matches non-revenue waybill moving with car to revenue waybill received by mail for reporting of transportation charges.

A Deadhead waybill is a document that covers a shipment for which there is no transportation charge.

WAYBILL FORMS TO BE USED BY THIS COMPANY

FORM NUMBER	HOW USED
454	Nine Part - For each LCL commercial shipment locally between stations on the N.P. Ry. Co. only.  They are not to be used for less than carload shipments of Company material, shipments going beyond the Northern Pacific rails or for advance only waybills covering accessorial charges on carload freight.
454-A	(Same as 454)
1578	Should be used in waybilling less carload interline shipments; also local and interline carload shipments.
1578 (Pink)	Should be used for LCL and C/L perishable and preferred movement not generally requiring diversions.
1579 (Pink)	Should be used for all carload shipments of perishable freight which are generally diverted in transit.
1579-A (Pink)	Transit Waybill - large - Perishable Freight.
1579	Single shipments - large
1589	Transit Waybill
1590	Transit Waybill - large
1593	For less than carload shipments astray freight.
1599	For each carload and less than carload shipment of livestock (Except transit shipments).
1947	For each carload shipment of livestock which has been accorded transit privileges.

FORM NUMBER	HOW USED
1960	For shipments of Company Freight) <span style="float: right;">Furnished only to</span>
2175	For shipments of Company Freight) <span style="float: right;">) Division Storekeepers</span>
4061	For shipments of ore.
Gov 1105	For each carload and less than carload freight on Government Bill of Lading.
Gov 1133	Government Transit Waybill

DEFINING COLLECT AND PREPAID FREIGHT CHARGES.

Collect freight charges are paid at the destination station by the consignee; prepaid freight charges are paid at the originating station by the shipper. (See Example, page 54 ).

REQUIREMENTS FOR MAKING WAYBILLS.

Agents are required to make a waybill for each carload or less carload shipment regardless of whether freight charges are to be collected.

Waybills should be prepared by the use of a typewriter having a black ribbon.

Waybills must be legible and show all information required by the form.

All serial numbers and other identifying numbers must be shown on waybills.

A copy of each waybill issued must be kept on file at the station.

Waybills must be made and dated the day on which freight is received for shipment.

THE WEIGHT AND CHARGES OR NON-REVENUE WAYBILL.

In some circumstances the shipper may wish to prepay freight charges which are based upon weight. The weight may be unknown

due to the fact there may be no track scales at the point of origin. Under these circumstances, the waybill should be prepared in the usual manner but the original copy which accompanies the shipment should be stamped "weight and charges to follow". This car will be weighed at the first available scale and the weight will be mailed to the originating station. A new waybill is prepared by the originating agent, using the same waybill number as the original waybill. The new waybill will show the actual weight and charges. A copy is sent to the destination agent. Under these circumstances, the waybill which accompanied the movement is referred to as a "weight and charges" or "non-revenue" waybill. (See Example, page 55). The one mailed to the destination agency which identifies the weight and charges is referred to as the "Revenue" waybill. (See Example, page 56). The agent at the point of destination must hold the weight and charges waybill until the revenue waybill arrives.

#### USING ONE WAYBILL FOR MORE THAN ONE SHIPMENT.

Occasionally a shipper is given an incentive rate for shipping a volume which cannot move in one freight car. He cannot have the advantage of this incentive rate unless the weight of the total volume is shown on one waybill even though the shipment may move in several freight cars. To ensure that he will receive the incentive rate, one revenue waybill will be made for the entire shipment, showing total weight, the applicable incentive rate, charges and all other information. Because each car must have a waybill accompanying it, the agent must prepare a non-revenue waybill for each car in the movement except the one car traveling on the revenue waybill. In other words, if the total is six cars, five will travel on non-revenue waybills, one will travel on a revenue waybill and this revenue

waybill will show the total weight and charges for all six cars. The non-revenue waybills on the five cars will be assigned a separate waybill number.

One waybill may be made for solid trains of circuses and for freight which, on account of its length, requires two or more cars for transportation.

#### WAYBILLING EMPTY CARS

Empty tank cars and other special empty equipment such as covered hopper cars should be billed on non-revenue waybills, using a separate designation such as memo ET for empty tank cars. Note: This includes empty cars that are in assigned service. For Example: Some of our DF (damage free) cars are assigned to Kraft Foods, Champaign, Illinois. When these cars are made empty they will be billed on non-revenue, memo billing and returned to Kraft Foods, Champaign, Illinois. (A bill of lading is not required to bill an empty railroad owned car that is in assigned service.)

#### WAYBILL INSTRUCTIONS FOR C.O.D. SHIPMENTS.

Waybills covering freight shipped C.O.D. must have the complete name and address of the company or individual to whom the destination agent must send the money that is collected for the goods.

#### USE OF RUBBER STAMP ON WAYBILLS.

Each freight agency has been furnished with a rubber stamp bearing the station name and a number that was assigned to that station by the Accounting Department. Unless waybills have been preprinted with station number and name, this stamp must be applied to each waybill issued, in space provided, using a black stamp pad.

FROM No.	STATION	STATE or PROV.
(2223)	MINNEAPOLIS,	MINN.

WAYBILLING SHIPMENTS ORIGINATING AT NONAGENCY STATIONS.

Shipments originating at nonagency stations must be waybilled by the agency to whom the nonagency station is assigned.

Example: Burbank, Washington is a nonagency station assigned to the agent at Pasco, Washington. Therefore, shipments originating at Burbank are billed at Pasco.

When waybilling shipments originating at a nonagency station, the issuing agent will show in the "From" block of the waybill, the name and accounting number of the nonagency station:

FROM NO.	STATION	STATE OR PROV.
7298	BURBANK	WASH
(B/A 7278	PASCO	WASH

"B/A" - (abbreviation for "Billed At") will be shown immediately preceding the name and number of the issuing agency. The agent will use his station's series of waybilling numbers.

Shipments consigned to nonagency points can only be accepted on straight or open bills of lading, and should be waybilled direct to the non-agency point fully prepaid.

APPLYING ESTIMATED WEIGHTS TO A WAYBILL.

The waybill for a collect carload shipment for which actual weight is not available, and which is to be weighed enroute, may show estimated weight (except as provided in the next paragraph) and the charges figured at tariff rates. Correct weight and freight charges should be made by the receiving agent when actual weights are obtained.

On shipments of hay, and other bulky commodities, when invoice weights cannot be obtained, the minimum weights, as provided in the tariffs will be used by the waybilling agents.

WAYBILLING STOP CARS.

When for any purpose a car is to be stopped short of the final destination, information indicating why and where the car is to be stopped, must be shown in the space provided on the waybill.

Only one revenue waybill will be issued for shipments to be stopped in transit to partly unload or to finish unloading, etc. Such waybill shall show the weight and charges for the entire shipment. When a shipment is handled in two or more cars, the trailer cars shall be handled on non-revenue waybills bearing the regular waybill number, and both the revenue and non-revenue waybills shall contain the same information (to be cross-referenced).

The initials and number of the car in which a shipment is forwarded must be shown. When a shipment is transferred enroute, the initials and number of each car to which the shipment is transferred, together with the name of the station at which the transfer is made and reason therefor, must be inserted on the waybill.

If the stop charge is to be collected at origin, the amount shall be included in the prepaid column only of the revenue waybill with the notation "To cover stop charges at \_\_\_\_\_ station."

If shipment is covered by a Government bill of lading, the waybill must show the bill of lading number.

When waybilling carload shipments to be stopped in transit for partial loading or unloading, transloading, or for any other purpose authorized by tariff, the following shall be observed:

1. The point or points at which the car is to be stopped must be shown in the upper left-hand corner of waybill headed "Stop This Car".

2. The shipment shall be waybilled to the first stop-off point as indicated in the stop-off block on the waybill. The final destination will be shown in the "final destination" block.
3. The waybill will show route, rate and freight charges to the final destination.
4. The name of the consignee at each stop-off point will be shown in the space provided. The name of the consignee at destination will be shown in the "Consignee And Address" block of the waybill.
5. The waybill format for a stop-off car is shown in the example below:

COPY

PLACE SPECIAL SERVICE PASTERS HERE

PRINTED IN U. S. A.

FORM 1578 B REV 1-64

A. A. R. FORM AD-98

**558 NORTHERN PACIFIC RAILWAY COMPANY 558**

**FREIGHT WAYBILL**

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

CAR INITIALS AND NUMBER <b>NP 25478</b>	KIND	WEIGHT IN TONS GROSS   TARE   NET			LENGTH OF CAR ORDERED   FURNISHED		MARKED CAPACITY OF CAR ORDERED   FURNISHED	
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE		WAYBILL NO.	
STOP THIS CAR <b>FARGO, NORTH DAKOTA</b>					CONSIGNEE AND ADDRESS AT STOP <b>AMERICAN FOODS</b>			
<b>BISMARCK, NORTH DAKOTA</b>					<b>AMERICAN FOODS</b>			
<b>BILLINGS, MONT.</b>					<b>AMERICAN FOODS</b>			
NO. <b>4063</b>	STATION <b>FARGO, N.D.</b>	STATE OR PROV.	FROM NO. <b>(2223)</b>	STATION <b>MINNEAPOLIS, MINN.</b>	STATE OR PROV.			

After the car has stopped at Fargo, the agent at Fargo makes changes on the waybill so that the car may move to Bismarck. These changes are shown in the example below.

COPY

CAR INITIALS AND NUMBER	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR		
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED	
NP 25478									
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE		WAYBILL NO.		
STOP THIS CAR					CONSIGNEE AND ADDRESS AT STOP				
AT <del>FARGO, N.D.</del>					<del>AMERICAN FOODS</del> STOP ACCOMPLISHED AT FARGO 1-30-69 A.W. Foss, Agt.				
AT BISMARCK, N.D.					AMERICAN FOODS				
AT BILLINGS, MONT.					AMERICAN FOODS				
TO NO. STATION		STATE OR PROV.			FROM NO.		STATION		STATE OR PROV.
<del>4063 FARGO, N.D.</del>									
4398 BISMARCK, N.D.									

After the stop at Bismarck, the agent at Bismarck makes changes on the waybill so that the car may move to Billings, Montana. These changes are shown in the example below.

CAR INITIALS AND NUMBER	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR		
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED	
NP 25478									
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE		WAYBILL NO.		
STOP THIS CAR					CONSIGNEE AND ADDRESS AT STOP				
AT <del>FARGO, N.D.</del>					<del>AMERICAN FOODS</del> STOP ACCOMPLISHED AT FARGO 1-30-69 A.W. Foss, Agt.				
AT <del>BISMARCK, N.D.</del>					<del>AMERICAN FOODS</del> STOP ACCOMPLISHED AT BISMARCK 2-4-69 C.E. Crandell, Agt.				
AT BILLINGS, MONTANA					AMERICAN FOODS				
TO NO. STATION		STATE OR PROV.			FROM NO.		STATION		STATE OR PROV.
<del>4063 FARGO, N.D.</del>									
<del>4398 BISMARCK, N.D.</del>									
5184 BILLINGS, MONT.									

After the stop at Billings the waybill is changed so that the car may move to its final destination. See examples below:

COPY

PLACE SPECIAL SERVICE PASTERS HERE

PRINTED IN U. S. A

FORM 1578 B REV 1-64

A. A. R. FORM AD-98

**558 NORTHERN PACIFIC RAILWAY COMPANY 558**

**FREIGHT WAYBILL**

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

CAR INITIALS AND NUMBER NP 25478	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE		WAYBILL NO.	
STOP THIS CAR					CONSIGNEE AND ADDRESS AT STOP			
AT	FARGO, N.D.			AMERICAN FOODS STOP ACCOMPLISHED AT FARGO, 1-30-69 A.W. Foss Agt.				
AT	BISMARCK, N.D.			AMERICAN FOODS STOP ACCOMPLISHED AT BISMARCK 2-4-69 C.E. Chandler Agt.				
AT	BILLINGS, MONT.			AMERICAN FOODS STOP ACCOMPLISHED AT BILLINGS 2-11-69 M.A. Kelly Agt.				
TO NO.	STATION			FROM NO.		STATION		STATE OR PROV.
	4063 FARGO, N.D.							
	4398 BISMARCK, N.D.							
	5184 BILLINGS, MONT.							
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL)					ROUTE CODE NO.			
RECONSIGNEED TO					STATION		STATE OR PROV.	
AUTHORITY					CONSIGNEE AND ADDRESS		CODE NO.	
					AMERICAN FOODS			
FINAL DESTINATION AND ADDITIONAL ROUTING								
HELENA, MONTANA								

COMMODITY DESCRIPTIONS.

All commodities must be clearly described and no abbreviations should be used. For Example: If lumber, show kind, i.e., yellow pine, gum or any other class; if corn, show whether shelled or ear; if coal show whether lump coal, hard coal or slack coal, etc. For Example: Rates are based on the commodity to be shipped. Shelled corn takes a higher rate than ear corn; therefore, if the lading is shelled corn, then the words shelled corn must be shown on the bill of lading and the waybill in order to protect the higher rate.

Agents at intermediate stations may make notations on waybills providing for:

1. Collection of additional charges, such as ice, detention, reconsigning, demurrage, transfer.
2. Changes in destination, route, junction point, car number.
3. Instructions affecting care of property.
4. Other authorized changes.

Agents must show the point at which the change or notation is made, the date, the reason for the change, and on whose authority the changes were made. Agents should sign the notations when practicable. When changes are made by the agent's representative, then he should sign or stamp the agent's name and write his name directly underneath.

#### HANDLING WAYBILLS FOR FREIGHT TO BE TRANSLOADED.

To be profitable to the railroad a given freight car should not be loaded higher than an established MINIMUM weight. Suppose a shipper has three shipments for three consignees, each of which is less than the minimum weight, but their total exceeds the minimum. He might load all three shipments in one freight car which will stop at the first consignee for part unloading then move to the next point for part unloading and finally to the third consignee for final unloading. This obviously delays the shipment to the third consignee. To expedite the movements a plan known as TRANSLOADING permits the consignor to load all shipments in one car which will move to a "transloading point" where the three shipments will be loaded into three different cars and each will move to its final destination. The transloading point and stop points, however, must be on the route (intermediate) to the final destination.

Minneapolis, Minn.  
(Originating Station)

Billings, Mont.  
(Transloading Point)

Eugene, Ore.  
(Stop Point)

San Francisco, Cal.  
(Stop Point)

Los Angeles, Cal.  
(Final Destination)

Under these circumstances a revenue waybill is issued at the originating station. The stop points are those that are intermediate between the originating point and the final destination. After being transloaded at the transloading station non-revenue waybills will be issued for the shipments moving to the two stations designated "stop" and the third shipment will move to its final destination on the original revenue waybill. When a non-revenue waybill and freight arrives at its destination, the agent will make a copy for his record and send the non-revenue waybill to the agent who received the revenue waybill.

In the above example, all three shipments were transloaded to points off line. Suppose these shipments were transloaded to points entirely on the Northern Pacific:

Minneapolis, Minn.  
(Originating Station)

Billings, Mont.  
(Transloading Point)

Butte, Mont.  
(Stop)

Missoula, Mont.  
(Stop)

Spokane, Wash.  
(Final Destination)

Suppose three collect shipments originating at Minneapolis, Minnesota are loaded in one car and are to be transloaded in Billings for Butte, Helena and Spokane. Spokane will be designated "final destination" because Butte and Missoula are intermediate to Spokane.

For this movement, the agent at the originating station Minneapolis will prepare a revenue waybill showing all information for this movement. After transloading has been completed at Billings, the Billings agent will prepare non-revenue waybills to accompany the shipments to stop points at Butte and Missoula. The revenue waybill which was prepared at Minneapolis will accompany the original car to its final destination in Spokane.

Since Northern Pacific receives a charge for each stop point, the agent at the transloading station will prepare an ADVANCE WAYBILL, which also accompanies the revenue waybill to final destination (Spokane). This

waybill is called "advance waybill" because it contains information in the advance column on the two stop charges at Butte and Missoula. The agent at Spokane may now collect the stop charges in addition to the revenue charges.

The non-revenue waybills must carry a separate waybill number for each car billed. The advance waybill must have its own number but also will refer to the number of the revenue waybill. This permits the agent at Spokane to match the advance and revenue waybills and assess proper charges for the three shipments which have been transloaded and delivered to three different points.

#### WAYBILLING SWITCH CHARGES.

Where switching is performed at the originating station by a connecting line and this company absorbs the charges, the amount of such charges must be indicated on the waybill so that the minimum revenue accruing may be protected. Waybill must show whether all or part of the switching charges are collected from the consignee. (See Example, page 51).

#### WAYBILLING CARS WHEN CARRIER DOES NOT FURNISH THE SIZE OF EQUIPMENT REQUESTED.

When this company, for its own convenience, furnishes a car of a different length or larger carrying capacity than that ordered by the shipper, notation stating the size of the car ordered and the length and capacity of the car furnished must be made on the waybill in the spaces provided for that purpose. Should the shipper take advantage of the larger car and load it in excess of the carrying capacity of equipment ordered, charges will be assessed on actual weight, subject to minimum weight of the equipment used.

For Example: If a shipper orders a 53 foot, 140,000 pound capacity covered hopper, and because of the covered hopper shortage we can only furnish a 50 foot, 200,000 pound capacity covered hopper, he must pay charges on the actual weight if he loads the larger car to its capacity. If however, the shipper only loads to 140,000 pounds, he only pays for that amount regardless of the excess carrying capacity of the car we furnish. (See Example, page 57).

ADVANCING FREIGHT CHARGES.

The advance column of the waybill as shown below is used for entering such charges as ice, demurrage, stop charges, etc. These charges are for all services other than the actual movement of freight.

COPY

FORM 1578 B REV 1-64 A. A. R. FORM AD-98

**558 NORTHERN PACIFIC RAILWAY COMPANY 558**

FREIGHT WAYBILL  
TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

PLACE SPECIAL SERVICE PASTERS HERE	PRINTED IN U. S. A.		WEIGHT IN TONS		LENGTH OF CAR		MARKED CAPACITY OF CAR	
CAR INITIALS AND NUMBER	KIND	GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
NP 25478								
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE		WAYBILL NO.	
STOP THIS CAR	CONSIGNEE AND ADDRESS AT STOP							

ON L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE			ROAD SCALE	WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, INSERT "YES"					
NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	★	SHIPPER'S TESTED WEIGHTS F - ESTIMATED T - TARIFF CLASSIFICATION OR MINIMUM	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
	ADVANCE ONLY WAYBILL FOR STOPPING OFF AT FARGO, N.D.							22.00	

Charges may be advanced at the originating station when such charges are known. Charges for these services may be billed either pre-paid or collect.

ADVANCE - ONLY - WAYBILL.

An advance only waybill differs from a local revenue waybill in that it is made only at intermediate stations and covers advance charges only. (Charges for icing, reconsigning, feed, water, bedding, demurrage, etc.) It is prepared on the same form as the local revenue waybill. Advance only waybills are prepared when the charges for advance services are not included in the through rate and are to be collected at destination. The "advance only waybill" must be issued to the destination shown on the revenue waybill and should be attached to and go forward with the waybill accompanying the shipment. The following notation shall be made on the face of the advance waybill:

"This waybill is for additional charges to be collected in connection with Waybill No. \_\_\_\_\_ date \_\_\_\_\_ from \_\_\_\_\_ to which this waybill is attached. The additional charges are for \_\_\_\_\_ at \_\_\_\_\_ Station",

and the following notation must be made in ink upon the face of the original waybill accompanying the freight:

"Additional charges to be collected on this waybill \$ \_\_\_\_\_ for \_\_\_\_\_ at \_\_\_\_\_ as per waybill attached hereto No. \_\_\_\_\_ dated \_\_\_\_\_ 19\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_".

If charges are collected at the intermediate station where a service is performed, a waybill shall be issued to waybilled destination showing the amount collected in the "Advances" and "Prepaid" columns and such waybill shall be cross-referenced to the original waybill accompanying the freight.

Agents of this company are positively prohibited from entering the value of the lading in the advance column.

WAYBILLING MISCELLANEOUS CHARGES.

When charges for miscellaneous service to be performed enroute are prepaid at the point of origin, such amount must be entered in the prepay column of the revenue waybill. If the charges cannot be determined at the point of origin, the intermediate station where such services are performed will prepare an advances-only-waybill.

A description of the service shall be shown in the lading column of the waybill with the instruction "Destination agent to correct to prepay basis". Destination agent will issue a waybill correction to add only the amount of the advances to the prepaid column of the original revenue waybill.

If an intermediate agent is unable to make notations as above, by reason of car and waybill having previously been forwarded, then the destination agent should be promptly advised, by wire if necessary, to collect the additional charges.

Should the original revenue waybill not accompany the car, proper notation covering charges accruing enroute must be noted on the non-revenue or "weight-and-charges-to-follow" waybill under which car is moving, and destination agent must see that such charges are entered on the original revenue waybill.

HANDLING FREIGHT RECEIVED.

Receiving agents must carefully check the freight against the waybills to determine whether any articles check short, over or damaged.

All waybills should be checked to determine whether the freight is billed "straight" or to "shipper's order notify", or "C.O.D."

Any waybills should be reviewed to determine their correctness as to classification, weight, rate extensions, footings, etc.

Receiving agents are responsible for the collection of correct charges. This applies to waybills where freight charges are prepaid, as well as to those billed collect.

When revising waybills, agents must take into consideration the amount of switching charges (if any) absorbed at origin as indicated on the waybills. In checking the waybill, the amount of switching absorbed and the amount of switching charged in the advance column, must equal the total rate prescribed by the tariff.

If the agency is under Regional Station Accounting the above accounting procedures become the responsibility of Regional Station Accounting.

In case of doubt as to the proper rates to be protected, Agents should consult their Freight Traffic Department.

Receiving agents are responsible for the safekeeping of freight in their possession, and for the proper delivery thereof.

NOTIFYING THE CONSIGNEE WHEN HIS FREIGHT ARRIVES.

Immediate notice must be given or sent to the consignee covering freight that is ready for delivery. If sent by U.S. Mail, an impression or carbon copy of notice must be retained, together with record showing date, time, place and by whom notice was made.

Arrival notice must be given in writing, unless the consignee is willing to accept verbal or telephone notice, in which case there must be a written agreement to that effect on file. In order to legalize a verbal or telephone notice, a record must show the exact date and time the notice was given and the name of the person receiving it.

DELIVERING FREIGHT WHEN THE CONSIGNEE IS UNKNOWN.

When the consignee is not personally known or properly identified, the consignee's copy of the original bill of lading must be seen by the agent in order to ensure proper delivery of a shipment billed "straight".

WHAT TO DO WHEN A WAYBILL ARRIVES AHEAD OF THE FREIGHT.

When waybills are received by mail, for LCL shipments in advance of freight, receiving agents should not retain them more than five (5) days awaiting the arrival of freight. Should the freight not be received at the expiration of that time, waybills should be taken into account and shortage noted on waybill. A short report should be made to cover the shortage.

All exceptions relative to shortage, breakage, or damage of any kind must be noted in ink or indelible pencil on the face of the original waybills before they are forwarded to the Auditor-Revenues. The person making notation on the waybill must sign his name thereto, and give the date and name of the station. A proper record of such exceptions must be made by the agent on the delivery receipt of the freight bill.

HANDLING WAYBILL CORRECTIONS.

All waybills received at a station must be reported to the Manager Freight Revenue Accounting on Form 1705 or 1707, abstracts for received waybills; or, if station is in Regional Station Accounting, these reports must be sent to the R.S.A. office processing the station accounts. Any errors in the waybill should be corrected before they are reported.

When corrections are necessary for collect freight charges, they will be made on the revenue waybill itself before collection is made.

After corrections have been made on a local waybill for advances and/or prepay charges, Form 1524-A shall be prepared immediately. One

copy of Form 1524-A should be attached to the corrected waybill and two copies should be sent to the billing agent. If corrections are made on an interline waybill, attach one copy of Form 1524-A to the corrected waybill, send one copy of Form 1524-A to the billing agent and one copy to the Freight Accounting Officer of the billing road, one copy to be retained for station records. ( See Example, page 58).

Waybill correction Form 1524-A is not necessary when correction in the advances column and/or prepaid column are due entirely to scale weights being obtained on the lines of the billing carrier.

When corrections are found to be necessary on waybills that have already been reported on abstracts for received waybills, waybill correction Form 1524-A must be prepared. Distribution of Form 1524-A under varying circumstances are as follows:

When collection or refund at a destination station is involved -

Send: 1 copy to Manager Freight Revenue Accounts  
1 copy to Patron

Keep: 1 copy for Station Records

If an interline received waybill is being adjusted, and billed advances and/or prepay is involved -

Send: 1 copy to Manager Freight Revenue Accounts  
1 copy to Billing Agent  
1 copy to Freight Accounting Officer of the  
billing road

Keep: 1 copy for Station Records

Waybill corrections Forms received from foreign lines may be used in lieu of Form 1524-A. In this case, notice on Form 1524-A will not be sent to the origin line. If local received and billed advances and/or prepay is involved -

Send: 2 copies to Billing Agent  
Keep: 1 copy for Station Records

Corrections issued and mailed to an agent by the Manager Freight Revenue Accounts must be given prompt attention.

If a shipment which was contracted to be prepaid, reaches its destination billed collect or was insufficiently prepaid, the destination agent will deliver the freight without collection if the consignee presents the bill of lading reading "prepaid". The destination agent will immediately issue a waybill correction Form 1524-A.

Send: 1 copy to Billing Agent  
 1 copy to billing road's Freight Accounting Officer  
 (if the shipment originated on a foreign railroad)

Attach: 1 copy to the Waybill

Keep: 1 copy for Station Records

#### CHECKING SCALE WEIGHTS.

All waybills covering carload shipments must be carefully examined for errors in scale weights. Errors should be corrected to show the proper weight, care being taken to protect the authorized minimum. In the absence of scale weights, agents should protect certified invoice weights or estimated weights as provided for in tariffs. The billing must be corrected and reported accordingly, observing the authorized minimum.

When a waybill bears a notation to the effect that a smaller car was ordered and a larger car was furnished, the receiving agent must be careful to determine whether the scale weight is in excess of carrying capacity of the equipment ordered, and if so, to assess charges on actual weight, observing the minimum weight applicable to the equipment used.

#### HANDLING THE WEIGHT AND CHARGES WAYBILL.

Destination agents shall hold a "weight and charges" waybill until the revenue waybill is received. They will securely attach the

weight and charges waybill to the revenue waybill, reporting only the revenue waybill to the Manager Freight Revenue Accounting or Regional Station Accounting office.

Agents not receiving the revenue waybill within five days from the date weight and charges waybill is received shall notify the forwarding station by wire giving complete waybill reference including car number and initials. If, after a reasonable length of time, agent is unable to secure revenue waybill, Manager Freight Revenue Accounting must be notified.

STAMPING THE WAYBILL AT THE DESTINATION.

ALL WAYBILLS MUST BE STAMPED IN THE SPACE PROVIDED AT THE LOWER RIGHT CORNER, USING THE STATION-NAME-AND-NUMBER STAMP PROVIDED FOR THAT PURPOSE. THE STAMP MUST SHOW DATE WAYBILL IS REPORTED.



ORIGINAL

52 PLACE SPECIAL SERVICE PASTERS HERE

PRINTED 351 - ILLINOIS CENTRAL RAILWAY 351 98

FREIGHT WAYBILL

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

CAR INITIALS AND NUMBER <b>WAB 90484</b>	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE <b>1-29-69</b>	WAYBILL NO. <b>1503</b>		

**EXAMPLE OF AN INTERLINE WAYBILL**

STOP THIS CAR AT	CONSIGNEE AND ADDRESS AT STOP		
AT <b>FARGO, N.D.</b>	<b>FULLER IMPLEMENT CO.</b>		

TO NO. <b>5184</b>	STATION <b>BILLINGS, MONTANA</b>	STATE OR PROV.	FROM NO.	STATION <b>BROADVIEW, ILLINOIS</b>	STATE OR PROV.
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL) <b>IC-A IFA - CNW - MFR - NP</b>		ROUTE CODE NO.	FULL NAME OF SHIPPER, AND, FOR C.O.D. SHIPMENTS, STREET, POST-OFFICE ADDRESS, AND INVOICE NUMBER <b>INTERNATIONAL HARVESTER</b>		CODE NO.

RECONSIGNEED TO	STATION	STATE OR PROV.	ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED		
-----------------	---------	----------------	---	--	--

AUTHORITY CONSIGNEE AND ADDRESS <b>Johnson Implement Co. BILLINGS, MONT.</b>	CODE NO.	C. AMOUNT \$	AT
		O. FEE \$	GROSS
		D. TOTAL \$	TARE

FINAL DESTINATION AND ADDITIONAL ROUTING	PICK UP SERVICE YES NO	DELIVERY SERVICE REQUESTED YES NO	ALLOWANCE
ON C.L. TRAFFIC INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGHING, ETC. IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED.) <b>SEE NP FARGO 2-10-69 ADV/O W/B 23456 OF S/O \$24.72 PRO #</b>	INDICATE BY SYMBOL IN COLUMN PROVIDED HOW WEIGHTS WERE OBTAINED FOR L.C.L. SHIPMENTS ONLY * RAILROAD SCALE S. SHIPPER'S TESTED WEIGHTS F. ESTIMATED T. TARIFF CLASSIFICATION OR MINIMUM		NET

ON L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE	IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE <b>PPD</b> "TO BE PREPAID"
WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, IN SERT "YES"	

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO. *	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
C/L	Agric. IMPLEMENTS	35 229 90	28,972				
		MINIMUM	30,000	2.20	660.00	STOP	660.00
							24.72
							684.72
***** *EXAMPLE OF STOP CHARGES PREPAID * *SEE EXAMPLE FOR ADVANCE W/B * *PAGE 53 * *****							

DESTINATION AGENT'S FREIGHT BILL NO.	OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED				ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HEREOF		
	FIRST JUNCTION	SECOND JUNCTION	THIRD JUNCTION	FOURTH JUNCTION	DESTINATION AGENT WILL STAMP HEREON STATION NAME AND DATE REPORTED		

PLACE SPECIAL SERVICE PASTERS HERE

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558 NORTHERN PACIFIC RAILWAY COMPANY 558

FREIGHT WAYBILL

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

53

CAR INITIALS AND NUMBER <b>WAB 90484</b>	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
(IF TOFC) TRLR INTLS & NOS.	PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.		DATE	WAYBILL NO.			
				<b>2-10-69</b>	<b>23456</b>			

**STOP THIS CAR**

AT \_\_\_\_\_

AT \_\_\_\_\_

AT \_\_\_\_\_

TO NO.	STATION	STATE OR PROV.	FROM NO.	STATION	STATE OR PROV.
<b>5184</b>	<b>BILLINGS, MONT.</b>		<b>(4063)</b>	<b>FARGO, N.D.</b>	
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL)			FULL NAME OF SHIPPER, AND, FOR C.O.D. SHIPMENTS, STREET, POST OFFICE ADDRESS, AND INVOICE NUMBER		CODE NO.
<b>NP</b>			<b>INTERNATIONAL HARVESTER BROADVIEW, ILL.</b>		

RECONSIGN TO STATION STATE OR PROV. ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED

**SEE BROADVIEW, ILL; ILL. CENT. W/B 1503 1-29-69**

AUTHORITY	CONSIGNEE AND ADDRESS	CODE NO.	AMOUNT	WEIGHED
	<b>JOHNSON IMPLEMENT CO.</b>		<b>C. \$</b>	AT _____
			FEE	GROSS _____
			<b>O. \$</b>	TARE _____
			TOTAL	ALLOWANCE _____
			<b>D. \$</b>	NET _____

FINAL DESTINATION AND ADDITIONAL ROUTING

**BILLINGS, MONT.**

ON C.L. TRAFFIC - INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGHING, IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED.)

PICK UP SERVICE YES NO

DELIVERY SERVICE REQUESTED YES NO

ON L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE

INDICATE BY SYMBOL IN COLUMN PROVIDED \* HOW WEIGHTS WERE OBTAINED FOR L.C.L. SHIPMENTS ONLY

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE "TO BE PREPAID"

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, IN SET "YES"

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
<b>C/L</b>	<b>AGRICULTURAL IMPLEMENTS</b>  <b>ADVANCE ONLY TO COVER STOP CHARGE TO PARTIAL UNLOAD ILL CENT W/B # 1503 of 1-29-69 FROM BROADVIEW, ILL. TO BILLINGS, MONT.</b>	<b>35 229 90</b>				<b>24.72</b>	
***** * EXAMPLE OF A STOP CHARGE ADVANCE * * FROM WAYBILL IN EXAMPLE PAGE 52 * *****							

DESTINATION AGENT'S FREIGHT BILL NO. \_\_\_\_\_

OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED. ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HEREOF

FIRST JUNCTION	SECOND JUNCTION	THIRD JUNCTION	FOURTH JUNCTION	DESTINATION AGENT WILL STAMP HEREON STATION NAME AND DATE REPORTED

COPY

FORM 1578 R REV 1-64

U.S. RAILROAD 28

54

PLACE SPECIAL SERVICE PASTERS HERE

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351 - ILLINOIS CENTRAL RAILROAD - 351

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

CAR INITIALS AND NUMBER  NP 4638	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
(IF TOFC) TRLR INTLS & NOS		PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.		DATE		WAYBILL NO.	

STOP THIS CAR

AT

AT

AT

\*\*\*\*\* CONSIGNEE AND ADDRESS AT STOP \*\*\*\*\*  
 \* EXAMPLE OF CAR LOADED AT ONE \*  
 \* LOCATION AND BILLED AT ANOTHER \*  
 \*\*\*\*\*

TO NO.	STATION	STATE OR PROV.	FROM NO.	STATION	STATE OR PROV.
4063	FARGO, NORTH DAKOTA		7554	HATTIESBURG, MISS	
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL)			FULL NAME OF SHIPPER, AND, FOR C.O.D. SHIPMENTS, STREET, POST OFFICE ADDRESS, AND INVOICE NUMBER		
IC - MEMPHIS - SLSF - KAN CITY- RI - SE PAUL - NP			HERCULES POWDR CO.		

RECONSIGN TO	STATION	STATE OR PROV.	ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED
--------------	---------	----------------	---

AUTHORITY	CONSIGNEE AND ADDRESS	CODE NO.	AMOUNT	WEIGHED
	JOHNSON SUPPLY CO.		C. \$	AT (DO NOT WEIGH / SWIB WTS)
			FEE	
			O. \$	GROSS
			TOTAL	
			D. \$	TARE

FINAL DESTINATION AND ADDITIONAL ROUTING

ON C. L. TRAFFIC - INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGHING ETC. IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED.)

PICK UP SERVICE	YES	NO
DELIVERY SERVICE REQUESTED	YES	NO

INDICATE BY SYMBOL IN COLUMN PROVIDED: \* HOW WEIGHTS WERE OBTAINED FOR L. C. L. SHIPMENTS ONLY  
 W. RAILROAD SCALE  
 S. SHIPPER'S TESTED WEIGHTS  
 E. ESTIMATED  
 F. TARET CLASSIFICATION OR MINIMUM

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE

"TO BE PREPAID"

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, INSERT "YES"

ON L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
800	BAGS ROSIN	28 612 39	40,400	1.34	541.36		COLLECT
***** * GENERAL FORMAT OF A COLLECT WAYBILL * *****							

DESTINATION AGENT'S FREIGHT BILL NO.

OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED. ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HEREOF

FIRST JUNCTION

SECOND JUNCTION

THIRD JUNCTION

FOURTH JUNCTION

DESTINATION AGENT WILL STAMP HEREON STATION NAME AND DATE REPORTED

# 558 NORTHERN PACIFIC RAILWAY COMPANY 558

## FREIGHT WAYBILL

55

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

Car Initials and Number  NP 4638	Kind	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		Gross	Tare	Net	Ordered	Furnished	Ordered	Furnished

<b>STOP THIS CAR</b>	C.L. Transferred to or L.C.L. Loading No.	Date	Waybill No.
		JAN. 30, 1969	529501

Consignee and Address at STOP

At			
At			
At			
To No.	Station	State or Prov.	

From No.	Station	State or Prov.	
----------	---------	----------------	--

Station No.  
( 2669 ) WADENA, MINNESOTA

Station No.  
( B/A 7006 ) TRENTWOOD, WASH.

Route (Show each Junction and Carrier in Route order to destination of waybill)	Route Code No.
NP	

Full Name of Shipper, and, for C.O.D. Shipments, Street, Post Office Address, and Invoice Number	Code No.
DOUGLAS FOREST MATERIALS CORP.	

Show "A" if Agent's Routing or "S" if Shipper's Routing	Reconsigned to	Station	State or Prov.
---	----------------	---------	----------------

Origin and Date, Original Car, Transfer Freight Bill and Previous Waybill Reference and Routing When Rebilled.

Authority	Code No.
Consignee and Address	
WADENA BUILDERS SUPPLY	

C. Amount	Weighed	
	At	
O. \$ FEE	Gross	154,340
D. \$ TOTAL	Tare	60,600
Pickup Service	Allowance	1,200 (Dunnage)
Yes No	Net	92,740
Delivery Service Requested	If Charges are to be Pre-paid, Write or Stamp Here "TO BE PREPAID"	
Yes No		

Final Destination and Additional Routing

On C. L. TRAFFIC—INSTRUCTIONS (Regarding Icing, Ventilation, Milling, Weighing, Etc. If Iced, Specify to Whom Icing Should be Charged.)

When Shipper in the United States Executes the No-Recourse Clause of Section 7 of the Bill of Lading, Insert "Yes"

Indicate by symbol in Column provided ★ how weights were obtained for L.C.I. Shipments only. R—Railroad Scale. S—Shipper's Tested Weights. E—Estimated—Weigh and Correct. T—Tariff Classification or Minimum.

On L.C.L. Traffic Transfer Stamps to be Shown in This Space					Weight	Rate	Freight	Advances	Prepaid
No. Pkgs.	Description of Articles, Special Marks and Exceptions	Commodity Code No.	★						
C/L	PLYWOOD BLOCKING	L.F.V.C. #1,200 DUNNAGE	SLC		92,740	TRANSIT REVENUE W/B TO BE MAILED DESTINATION		PREPAID.	
***** *EXAMPLE OF WEIGHT AND CHARGE * *WAYBILL, WHICH INDICATES REVENUE * *WAYBILL TO FOLLOW BY MAIL. * *****									

Destination Agent's Freight Bill No.

Outbound Junction Agent Will Show Junction Stamps in Space and Order Provided. Additional Junction Stamps and all Yard Stamps to Be Placed on Back Hereof.				Destination Agent Will Stamp Herein Station Name and Date Reported
First Junction	Second Junction	Third Junction	Fourth Junction	

56

# 558--NORTHERN PACIFIC RAILWAY COMPANY--558

## TRANSIT FREIGHT WAYBILL

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

Initials and Number  NP 4638	Kind  BF	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		Gross	Tare	Net	Ordered	Furnished	Ordered	Furnished
<b>STOP THIS CAR</b> ***** THIS IS AN EXAMPLE OF PRE- *CEDING W/B AFTER WEIGHT AND CHARGES *HAVE BEEN ADDED. THIS IS MAILED TO * *DESTINATION AGENT. ***** To No. Station State or Prov.			C.L. Transferred to or L.C. Loading No.		Date 2 - 10 - 69		Waybill No. 529501	
( 2669 ) WADENA, MINNESOTA			From No. Station State or Prov. 7004 Velox Spur, WASH. ( B/A 7006 ) TRENTWOOD, WASHINGTON		Consignee and Address at STOP			
Route (Show each Junction and Carrier in Route order to destination of waybill)  NP			Route Code No.		Full Name of Shipper, and, for C.O.D. Shipments, Street, Post Office Address, and Invoice Number  DOUGLAS FOREST MATERIALS CORP.		Code No.	
Show "A" if Agent's Routing or "S" if Shipper's Routing Reconsigned to Station State or Prov.			Authority Consignee and Address  WADENA BUILDERS SUPPLY		Code No.		Weighed	
Final Destination and Additional Routing			On C. L. TRAFFIC—INSTRUCTIONS (Regarding Icing, Ventilation, Milling, Weighing, Etc. If Iced, Specify to Whom Icing Should be Charged.)  AHEAD ON W & C WAYBILL NO 529501, 1/30/69 REVENUE W/B 2/10/69		Amount \$ FEE \$ TOTAL \$		At Gross 154,340 Tare 60,600 Allowance 1,200 (DUNNAGE) Net 92,740	
On C. L. TRAFFIC—INSTRUCTIONS (Regarding Icing, Ventilation, Milling, Weighing, Etc. If Iced, Specify to Whom Icing Should be Charged.)			Delivery Service Requested Yes No		If Charges are to be Pre-paid, Write or Stamp Here "TO BE PREPAID"		When Shipper in the United States Executes the No-Recourse Clause of Section 7 of the Bill of Lading, Insert "Yes"	

On L.C.L. Traffic Transfer Stamps to be Shown in This Space

No. Pkgs.	Description of Articles, Special Marks and Exceptions	Commodity Code No.	Weight	Rate	Freight	Advances	Prepaid
C/L	PLYWOOD L.F.V.C. SLC BLOCKING #1,200 DUNN.	24-321-59	92,740	TRST. T/C .0575	649.18 53.33 702.51	491.52	53.33
Destination Agent's Freight Bill No.		702.51 + ADV. 491.52 1194.03 - PPD. 53.33 1140.70 COLLECT					

INBOUND BILLING REFERENCES

Bureau No.	Point of Origin, Road, Complete Waybill References in Date Order and Routing	Com.	Weight	Rate			Charge
				Thru	Pd. In	Bal.	
1009	SP - EUGENE, OREGON W/B 78635 1-15-69	PLYWD	92,740	1.23	.53	.70	649 18

Outbound Junction Agent Will Show Junction Stamps in Space and Order Provided. Additional Junction Stamps and all Yard Stamps to Be Placed on Back Hereof.

First Junction	Second Junction	Third Junction	Fourth Junction
----------------	-----------------	----------------	-----------------

Destination Agent Will Stamp Herein Station Name and Date Reported

PLACE SPECIAL SERVICE PASTERS HERE

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558 NORTHERN PACIFIC RAILWAY COMPANY 558

FREIGHT WAYBILL

57

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

CAR INITIALS AND NUMBER <b>NP 75655</b>	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR	
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED
					<b>53'</b>	<b>50'</b>	<b>140,000</b>	<b>200,000</b>
(IF TOFC) TRIR INTLS & NOS		PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.	DATE	WAYBILL NO.			
*****		*****		<b>January 28, 1969</b>				
STOP THIS CAR *	EXAMPLE OF CAR ORDERED AND FURNISHED			CONSIGNEE AND ADDRESS AT STOP				
AT *								
AT *								
AT *								

TO NO.	STATION	STATE OR PROV.	FROM NO.	STATION	STATE OR PROV.
<b>4063</b>	<b>FARGO, N.D.</b>		<b>5498</b>	<b>TRIDENT, MONTANA</b>	
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL)			ROUTE CODE NO.	FULL NAME OF SHIPPER, AND, FOR C.O.D. SHIPMENTS, STREET, POST-OFFICE ADDRESS, AND INVOICE NUMBER	
<b>NP</b>					

RECONSIGNEED TO	STATION	STATE OR PROV.	ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED

AUTHORITY	CONSIGNEE AND ADDRESS	CODE NO.	AMOUNT	WEIGHED
			<b>C.</b> \$	AT
			FEE	
			<b>O.</b> \$	GROSS
			TOTAL	
			<b>D.</b> \$	TARE

FINAL DESTINATION AND ADDITIONAL ROUTING	PICK UP SERVICE	DELIVERY SERVICE REQUESTED	ALLOWANCE
	YES NO	YES NO	
ON C. L. TRAFFIC - INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGH, ETC. IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED)	INDICATE BY SYMBOL IN COLUMN PROVIDED * HOW WEIGHTS WERE OBTAINED FOR L. C. L. SHIPMENTS ONLY R. RAILROAD SCALE S. SHIPPER'S TESTED WEIGHTS E. ESTIMATED F. TARE CLASSIFICATION OR MINIMUM		IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE "TO BE PREPAID" WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO. RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, IN SET "YES"

ON L. C. L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE				WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY	CODE NO.					
	<b>BULK CEMENT</b>	<b>32 411 15</b>	*	<b>140,000</b>	<b>.48</b>	<b>672.00</b>		<b>672.00</b>
				***** * EXAMPLE OF CHARGES BASED * * ON NET TONS * *****				
DESTINATION AGENT'S FREIGHT BILL NO.								

OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED					ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HEREOF				
FIRST JUNCTION	SECOND JUNCTION	THIRD JUNCTION	FOURTH JUNCTION						
				DESTINATION AGENT WILL STAMP HEREON STATION NAME AND DATE REPORTED					



PLACE SPECIAL SERVICE PASTERS HERE

PRINTED IN U.S.A.

FORM 1578 B REV 1 64

A A R FORM AD-98

48 44

693 - ST. LOUIS-SAN FRANCISCO RAILWAY COMPANY - 693

FREIGHT WAYBILL

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

59

CAR INITIALS AND NUMBER TLDX 5608		KIND CH	WEIGHT IN TONS GROSS TARE NET 130      98			LENGTH OF CAR ORDERED FURNISHED		MARKED CAPACITY OF CAR ORDERED FURNISHED	
(IF TOFC) TRLR INTLS & NO.		PLAN	C.L. TRANSFERRED TO OR L.C.L. LOADING NO.			DATE 1-2-69		WAYBILL NO. 327	

**DANGEROUS**

STOP THIS CAR AT

CONSIGNEE AND ADDRESS AT STOP

TO NO. STATION STATE OR PROV.	FROM NO. STATION STATE OR PROV.
(7278) PASCO, WASHINGTON	(505) MILITARY, KANSAS
ROUTE (SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL) SLSF-KC CGW RANDOLPH MPLS NP	ROUTE CODE NO. 4441
RECONSIGNEED TO STATION STATE OR PROV.	ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED

AUTHORITY CONSIGNEE AND ADDRESS COLLIER CARBON & CHEMICAL CO. BIG PASCO WAREHOUSE CO.	CODE NO.	AMOUNT C. \$ FEE O. \$ TOTAL D. \$	WEIGHED AT GROSS TARE ALLOWANCE NET
--	----------	---	--

FINAL DESTINATION AND ADDITIONAL ROUTING

*Record for Transit*

ON C.L. TRAFFIC - INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGHING ETC. IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED)

THIS SHIPMENT NOT TO BE DIVERTED WITHOUT CONSENT AND/OR KNOWLEDGE OF THE SHIPPER.

ON L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE

PICK UP SERVICE  
YES NO

DELIVERY SERVICE REQUESTED  
YES NO

INDICATE BY SYMBOL IN COLUMN PROVIDED \* HOW WEIGHTS WERE OBTAINED FOR L.C.L. SHIPMENTS ONLY  
R RAILROAD SCALE  
S SHIPPER'S TESTED WEIGHTS  
E ESTIMATED  
T TARIFF CLASSIFICATION OR MINIMUM

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE  
**TO BE PREPAID**

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, IN SERT "YES"

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO. *	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
BULK LFVC	AMMONIUM NITRATE FERTILIZER CONTAINING 90% OR MORE AMMONIUM NITRATE WITH NO ORGANIC COATING.	28 712 44	196,800	1920T	1889 28		1889 28
(RETURN EMPTY CAR VIA REVERSE ROUTE)							

DESTINATION AGENT'S FREIGHT BILL NO.  
**225553**

OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED. ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HERE

FIRST JUNCTION	SECOND JUNCTION	THIRD JUNCTION	FOURTH JUNCTION	DESTINATION AGENT WILL STAMP HERE ON STATION NAME AND DATE REPORTED
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## SWITCHING

Switching may be compared to "Pick Up and Delivery" service. Some companies are formed to handle nothing but the transfer of goods from one company to another within the same town, and charge the customer a pick up and/or delivery fee. Many companies find it feasible to deliver their own goods to a customer within a certain town.

Similarly, some railroads perform the same function in that they deliver carload freight from one railroad company to another, and charge a "switching fee" for their services. Switching may involve nothing more than the movement of a customer's freight car to or from a train, or a more complex switch may involve a switch movement from a road haul line to a delivering carrier in which a switching fee may be assessed.

Switching is a service usually performed by train and engine crews within a terminal, station or switching district. It includes the movement of cars into tracks for classification, repair, loading or unloading. As an example, a train arriving at Pasco may have cars destined for further movement to Laurel and Northtown as well as cars that must be switched out of inbound trains to an industrial track for unloading or for loading. It may even be necessary to switch a car to a repair track before that car can continue to its destination.

Some switching involves additional charges to the consignee or consignor because of the conditions under which the switching is performed. Such charges are based on published tariffs.

Switching services are divided into three separate categories:

1. Line haul or road haul switching.
2. Terminal or industrial switching.
3. Miscellaneous switching services.

LINE HAUL OR ROAD HAUL SWITCHING:

Such switching is performed in connection with line haul movements; that is, the switching of a car from an industry siding or railroad team track to a yard for inclusion in a road haul train, or the switching of a car from the yard where the road haul train left it, to a team track or industry siding. If the carrier performing the switching service is the same carrier that performed the line haul service, it is considered part of the line haul service, and there is no additional charge assessed against the consignor or consignee.

At terminals or at cities served by two or more railroads, an industry is often located on the rails of a carrier other than the one performing the line haul service. When such is the case, most railroads have agreed to accept and switch these cars to industries on their tracks on a reciprocal switching rate basis. Rates for such switching are published in switching tariffs covering that particular territory or city.

Cars so handled, and the charges, are listed by a switching clerk on a switching settlement sheet, Form 2015, by the origin carrier, i.e., Northern Pacific line haul to an industry on a foreign line or from an industry located on the Northern Pacific to a foreign line for line haul movement, such cars would be listed on the Northern Pacific switching settlement sheets. In the case of foreign line road haul to an industry on the Northern Pacific or from an industry on a foreign line to the Northern Pacific for line haul movement, such cars would be listed by the foreign line on their switching settlement sheets. Cars so handled must be listed on separate sheets designated for each railroad.

Seven copies of switching settlement sheets are required for forwarding to the other railroad involved. The other railroad involved verifies and signs the statement, keeping three copies and returning four copies to the Northern Pacific station agent who keeps one copy on file for his station record and sends two copies to the Manager-Passenger and Station Accounting where they are compiled with statements from other stations and an audit settlement made with the other roads involved. Settlements with other roads are not made at the local station. The fourth copy of the switching settlement statement is used to support the relief claim for absorbed switching.

The cost of the switch charge is either paid by the consignor or consignee in addition to the line haul charges. However, if it is a competitive movement and defined as such in Absorption Tariff 66Y, the switch charge is absorbed by the line haul carrier. If the switch charge is absorbed, a relief claim Form 272 and a Form 853 must be made out and forwarded together with a copy of the switching settlement sheet to the Manager Passenger and Station Accounting. If the switch charge is due from the consignor or consignee, a switch bill must be made and presented to him for collection.

Information as to whether it is either an absorb switch or a switch charge due from the customer must be shown on the switching settlement sheet.

TERMINAL OR INDUSTRIAL SWITCHING:

Such switching involves the movement of a car wholly within the switching limits of a station or terminal and has no relation to a line haul movement.

There are three types of terminal switching:

1. Intra Plant switching.
2. Intra Terminal switching.
3. Inter Terminal switching.

1. Intra Plant switching is the movement of the car from one track to another, or from one location to another location on the same track within the same plant or industry.
2. Intra Terminal switching is the movement of a car from one track to another track of the same railroad, or from one location to another location on the same track within the switching limits of the terminal. Intra terminal switching can cover the movement of a car from plant 1 to plant 2 of the same industry, or from one industry to another industry as long as it is performed by one railroad and within the switching limits of the particular terminal or station.
3. Inter Terminal switching is the movement of a car from the tracks of one railroad to the tracks of another railroad when both tracks are within the switching limits of the terminal or station. It covers the movement of a car from an industry on the tracks of one railroad to an industry on the tracks of another railroad within the particular terminal or station.

Intra plant and intra terminal switching come under the heading of local switching and these cars are listed on the switching settlement sheets, Form 2015, as local switching, with bills being forwarded to the customer requesting the switch move. Local switching sheets are recapped at the close of the month and sent to the Manager Passenger and Station Accounting, retaining one copy at the station.

Inter terminal switching is referred to as interline switching and the origin carrier records the cars on the switching settlement statement and presents bills to the customer.

MISCELLANEOUS SWITCHING SERVICES:

This type switching includes intermediate switching and involves a third and sometimes a fourth railroad in cases where two railroads do not have a direct interchange between them. This can become necessary in connection with both line haul switching and inter terminal switching; and, here again, the origin road is responsible for recording the information on the switching settlement sheets and billing the customer if the charges are due from him.

Another miscellaneous switch is the secondary switch or re-switch which is in addition to the ordinary terminal or line haul switching. It is used when a car is to be partly loaded or unloaded at one place, but is switched to another location within the switching limits to finish the loading or unloading. Additional switch charges are assessed for this service.

The information needed for the switching settlement sheets is taken from the interchange report, Form 1465A, switching order, Form 1495B, the local switch list, Form 1884, and from the waybills. Other switch order forms are 1329 and 1362, also switch order book, Form 1499.

Examples of the forms referred to are shown on the following pages:

Form 272, page 66  
Form 853, page 67  
Form 1329, page 68  
Form 1362, page 68  
Form 1465A, page 150  
Form 1495B, page 69  
Form 1884, page 70  
Form 2015, page 71

65



N. P. 272  
6-24

# NORTHERN PACIFIC RAILWAY COMPANY

## AGENT'S RELIEF CLAIM PRESENTATION BLANK

THIS SHEET MUST BE ATTACHED TO ALL PAPERS WHEN PRESENTING CLAIM  
MAKE TWO COPIES, RETAIN DUPLICATE FOR RECORD

4126 CASSELTON, N.D. STATION

JANUARY 30, 19 69

AUDITOR PASSENGER AND STATION ACCOUNTS,

ST. PAUL, MINN.

DEAR SIR:—HEREWITH FIND ALL PAPERS IN CLAIM FOR RELIEF OF THIS STATION, AMOUNT \$8.76

AGENT'S CLAIM NUMBER one

Nature of claim Assumed Switching  
(SEE NOTE BELOW)

Authority .....

Consignee Casselton Elev. Co.

Commodity Barley

From Spiritwood, N. Dak.

W. B. No. 5881 Date 12-29 19 67 Pro. No. ....

Remarks .....

You will find the following papers attached hereto, as per check mark opposite each item in the column reserved for that purpose.

	ATTACHED	NOT ATTACHED
Original Paid Freight Bill .....		
Statement of Billing .....		
Copy O. S. & D. Report No. ....		
Weight Certificate .....		
Original Invoice or Certified Copy .....		
Original Bill Lading .....		
Other papers .....		

NOTE: Show exact nature of claim, viz: Short freight, damaged freight, worthless freight dumped, overcharge rate, overcharge weight, overcharge account misroute, error in billing, assumed switching, assumed frayage, assumed wharfage, assumed loading, double billing, insufficient pay or whatever the case may be.

Absence of any of the required papers should be explained.

Yours truly,

*T. H. Renning* Agent.

ALL RELIEF CLAIMS MUST BE SENT DIRECT TO AUDITOR PASSENGER AND STATION ACCOUNTS, ST. PAUL, MINN.  
IMPORTANT.—Instructions covering presentation of relief claims are contained on reverse side and must be complied with.



N.P. 853  
11/65

REPORTING No. 201

STATION St. Paul, Minn. DATE Jan. 2, 1969

MANAGER PASSENGER AND STATION ACCOUNTING,  
ST. PAUL, MINNESOTA.

CREDIT HAS BEEN TAKEN ON January

BALANCE SHEET UNDER ITEM NO. 75 FOR THE

RELIEF CLAIMS ENCLOSED HEREWITH AS PER DETAILS BELOW.

N. W. Ault, Supvr. RSA

AGENT'S CLAIM NO.	FREIGHT CLAIM DEPT. NO.	AMOUNT	AGENT'S CLAIM NO.	FREIGHT CLAIM DEPT. NO.	AMOUNT
RSA #610 paid by draft #2475		148 54			
RSA #611 paid by draft #2476	TO BE LEFT BLANK	69 12	TO BE LEFT BLANK		
RSA #612 paid by draft #2477	TO BE LEFT BLANK	77 47	TO BE LEFT BLANK		
				TOTAL	295 13

PREPARE LIST IN DUPLICATE AND SEND BOTH COPIES WITH THE CLAIMS TO MANAGER PASSENGER AND STATION ACCOUNTING

N. P. 1362  
5-24

SWITCHING ORDER

Printed in U. S. A.

NORTHERN PACIFIC RAILWAY COMPANY

1/29/69 19

PLEASE SWITCH THE FOLLOWING CARS TO *CNW*

INITIALS	NUMBER	CONTENTS	CONSIGNEE	DESTINATION
DL & W	557432	STEEL X SPIKES	MISSOURI- KANSAS- TEXAS-RR CO.	DANISON, TEXAS

*B. J. [unclear]  
[unclear] 1-30-69*

LEWIS BOLE & NUT CO.  
504 WALCOTT AVE. S. E.  
MINNEAPOLIS, MINN. SHIPPER

Form 1324

NORTHERN PACIFIC RAILWAY

Shipper's Order to Switch Car

*1083*

Initial CNW Number 65429 *1-30-69*

Contents Coke

Loaded at Koppey Name of Industry NP

Consignor Trinit

Switch to MSTL-IC-Waterloo RR Railroad

If for Local Delivery Give Name of Industry John Deere Waterloo Tractor

Shipper's Signature Waterloo Iowa

Agent, Yard Foreman or Switch Foreman \_\_\_\_\_





N.P. 1884  
10 75

# LOCAL SWITCH LIST

SWITCH LIST OF ALL WORK TO BE DONE BY CONDUCTOR

TRAIN NO. \_\_\_\_\_ OR SWITCH CREW

Duplicate AT \_\_\_\_\_ STATION \_\_\_\_\_ 19\_\_

	INITIAL	NUMBER	CONTENTS	FROM	TO
1					

11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					

WORK COMMENCED \_\_\_\_\_ M. COMPLETED \_\_\_\_\_ M. \_\_\_\_\_ CONDOR.  
OR FOREMAN. CONDUCTOR WILL SEND TO SUP'T WITH WHEEL REPORT. FOREMAN WILL  
LEAVE WITH YARDMASTER.





WAYBILL SOURCE DOCUMENT FOR KEYPUNCHING THE YARD CARD

The waybill is a complete record of a shipment including all notations applied while the shipment was enroute. These notations consist of reconsignments, diversions, delays, instructions accomplished or changed, as well as junction and yard stamps.

The waybill contains all of the information shown on the bill of lading plus some information added by the origin station (refer to section on waybills). The example waybill shown on page 75, is divided into three areas of information as indicated by black lines.

Section "A" contains the information as to where the car is going.

Section "B" contains the information as to where the car came from.

Section "C" contains the contents, weight, rate and charges.

The important facts recorded on the waybill used by the keypunch operator are as follows:

Section "A"

- 1) Car reporting marks (Initial)
- 2) Car number
- 3) Car kind
- 4) Stop-off Station
- 5) Final Destination City
- 6) Final Destination State
- 7) Inbound road
- 8) Final road
- 9) Consignee
- 10) Service Instructions

Section "B"

- 1) Origin City (Do not use "B/A" City)
- 2) Origin State
- 3) Shipper

Section "C"

- 1) Load or empty
- 2) Contents
- 3) Weight

ORIGINAL

PLACE SPECIAL SERVICE PARTS HERE

PRIVILEGE

351 - ILLINOIS CENTRAL RAILWAY

351 98

75

FREIGHT WAYBILL

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

LENGTH OF CAR

MARKE CAPACITY OF CAR

CAR INITIALS AND NUMBER

KIND

WEIGHT IN TONS

ORDERED

FURNISHED

ORDERED

FURNISHED

① WAR 90484 ②

③

(IF TOFC) TRR INTLS & NOS

PLAN

C.L. TRANSFERRED TO OR L.C.L. LOADING NO

DATE

1-29-69

WAYBILL NO 1503

STOP THIS CAR

EXAMPLE OF AN INTERLINE WAYBILL

CONSIGNEE AND ADDRESS AT STOP

AT

AT FARGO, N.D. ④

FULLER IMPLEMENT CO.

AT

TO NO

⑤

STATION

⑥

STATE OR PROV

FROM NO.

①

STATION

②

STATE OR PROV

5184

BILLINGS, MONTANA

BROADVIEW, ILLINOIS

ROUTE SHOW EACH JUNCTION & CARRIER IN ROUTE ORDER TO DESTINATION OF WAYBILL

ROUTE CODE NO.

FULL NAME OF SHIPPER, AND, FOR C.O.D. SHIPMENTS, STREET, POST OFFICE ADDRESS, AND INVOICE NUMBER

CODE NO

IC-A LFA - CNW - MTR - NP

INTERNATIONAL HARVESTER ③

RECONSIGNED TO

⑦

STATION

⑧

STATE OR PROV

ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED

AUTHORITY

CONSIGNEE AND ADDRESS

⑨ Johnson Implement Co. BILLINGS, MONT.

CODE NO.

A

AMOUNT

C. \$

FEE

O. \$

TOTAL

D. \$

TARE

WEIGHED

AT

GROSS

TARE

B

FINAL DESTINATION AND ADDITIONAL ROUTING

ON C.L. TRAFFIC - INSTRUCTIONS (REGARDING ICING, VENTILATION, MILLING, WEIGHT, ETC. IF ICED, SPECIFY TO WHOM ICING SHOULD BE CHARGED.)

SEE NP FARGO 2-10-69 ADV/O W/B 23456 OF S/O \$24.72 PRO # ⑩

PICK UP SERVICE YES NO

DELIVERY SERVICE REQUESTED YES NO

ALLOWANCE

NET

PREPARE BY SYMBOL IN COLUMN PROVIDED - HOW WEIGHTS WERE OBTAINED FOR L.C.L. SHIPMENTS ONLY: A. RAILROAD SCALE C. SHIPPER'S TESTED WEIGHTS E. ESTIMATED F. TARE CLASSIFICATION OR MINIMUM

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE

PPD

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO. RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, IN SENSE "YES"

IN L.C.L. TRAFFIC TRANSFER STAMPS TO BE SHOWN IN THIS SPACE

NO. PKGS.	DESCRIPTION OF ARTICLES. SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID
①	Agric. IMPLEMENTS ②	35 229 90	28,972				
	MINIMUM		30,000	2.20	660.00	STOP	660.00
	***** *EXAMPLE OF STOP CHARGES PREPAID* *SEE EXAMPLE FOR ADVANCE W/B* *PAGE 53 *****		③				24.72
							684.72

C

DESTINATION AGENT'S FREIGHT BILL NO.

OUTBOUND JUNCTION AGENT WILL SHOW JUNCTION STAMPS IN SPACE AND ORDER PROVIDED

ADDITIONAL JUNCTION STAMPS AND ALL YARD STAMPS TO BE PLACED ON BACK HERE!

FIRST JUNCTION

SECOND JUNCTION

THIRD JUNCTION

FOURTH JUNCTION

DESTINATION AGENT WILL STAMP HEREON STATION NAME AND DATE REPORTED

26

PERPETUAL INVENTORY CAR LOCATION SYSTEM

The Northern Pacific uses a system in all the mechanized yards where keypunch cards are cut for all cars entering these yards. As cars are moved from track to track in the normal switching operation the key-punch card is moved in track order sequence in a filing rack in the yard office in the same physical sequence that they show on each individual track. Checks of these tracks can be made at any time by pulling the cards from the track slot along with the track header card and printing on the 402 Accounting Machine. (See Example, page 80 ).

In order that this system function properly certain responsibility areas have been established along with strict procedures as follows:

All switching is controlled by machine compiled lists produced under the direction of the yardmaster and Chief Clerk. (See Example, page 81).

Yardmaster will obtain a list of inbound trains and transfers on which he will mark the appropriate track into which each car is to be switched, and/or all cuts to be made during the switching operations. Rack Clerk, working from copies of these lists, will continuously maintain a file in which cards are arranged in racks corresponding to each track and the position of each car with reference to other cars thereon, from which new switch lists, yard checks, or train consists can be prepared as required.

Yardmen will perform their work as indicated by the switch lists. Any deviations, omissions or additions must be promptly reported to the yardmaster, who in turn must notify the clerk responsible for the card rack.

This system requires the full cooperation of all concerned. Complete, prompt and accurate communications between yardmen, yardmaster and card file clerk is imperative.

YARDMASTER'S RESPONSIBILITIES:

The yardmaster is a key figure in this system of Perpetual Inventory Car Location, as his instructions are those on which the system functions and are programmed as follows:

1. Yardmaster will receive a five-part switch list of train, transfers and yard tracks when requested. These lists will show each car initial and number, load or empty, kind of car and destination in the correct track or train order. The yardmaster will mark all copies at the same time showing the appropriate track into which each car is to be switched. In addition, he will mark each cut that is to be made by drawing a line between the two cars where cut will be made and number each cut. He will stamp each cut on the card rack clerks list with the PICL stamp and indicate on which end of yard the switching will be performed, show date, and name of yard foreman.
2. Yardmaster will furnish yard foreman the necessary copies of marked list, retaining one copy.
3. Yard Foreman will make a note of any deviation from list and advise the yardmaster immediately of any change. Yardmaster will in turn mark corrections on the card rack clerk's copy and add completion time of switching. The yardmaster will then have list delivered to the card rack clerk for filing of cards.

YARD FOREMAN'S RESPONSIBILITIES:

It will be the responsibility of the yard foreman to perform all switching as indicated on the switch list. It is of utmost importance that each car be switched into the track indicated. Any deviations from this list must be reported to the yardmaster after each cut is switched.

It is the responsibility of the yard foreman to see that work is performed in accordance with switch lists. When switching is completed on each cut, yard foreman will immediately notify the yardmaster.

CHIEF CLERK'S RESPONSIBILITIES:

The chief clerk's responsibility will be that of a coordinator between the operating and clerical functions. He will supervise the system with respect to lists and files, and will be expected to make decisions or answer questions regarding particular phases of the operation. It is there-

fore mandatory that chief clerk become thoroughly familiar with the overall system in order to be in a position to assist in any way necessary.

RESPONSIBILITIES OF CLERK HANDLING CARD RACK:

It will be the responsibility of clerk handling card rack to maintain a current card file and to print track lists or yard checks from card files and to perform such other functions as may be directed by the chief clerk or yardmaster.

Rack clerk will initial and show time on switch lists after cards have been filed in card rack, keeping all switch lists furnished to him by yardmaster. Completed lists must be filed at end of shift.

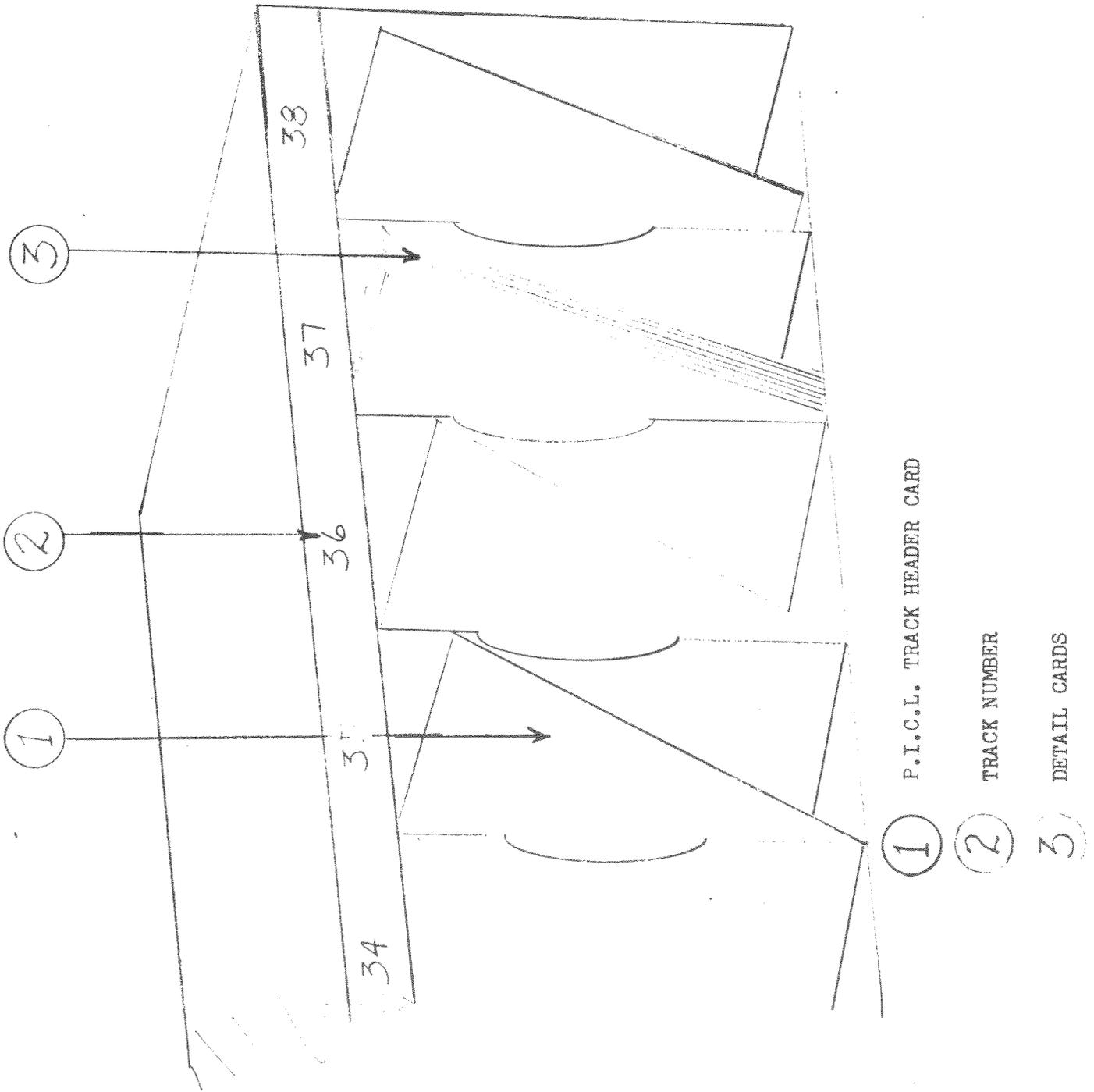
GENERAL YARD PROCEDURES:

1. A roll-by check showing car initial, number and class must be made of all trains and transfers entering and/or leaving the yard as well as all car movements to and from industries or to or from other areas.
2. Train desk clerks, after checking the train in and making corrections if required, will give original list and waybills to the machine operator.
3. Machine operator will make certain there are accurately punched cards for each car in the train or transfer by either actually keypunching cards or verifying cards previously cut. He will then place the code 1 and 2 cards inside their corresponding waybills and file one code 4 card in the daily record file. The second code 4 card is to be given to the card rack clerk. These cards will have inbound data punched in them and must be in train order prior to printing machine list for yardmaster. Yardmaster is to be furnished five copies of all machine lists.

GENERAL YARD PROCEDURES (Cont'd.)

4. Yardmaster will mark lists for switching showing track on which each car is to be placed, giving necessary copies to Yard Foreman, and retaining one copy.
5. Yard Foreman will switch cars as marked and notify Yardmaster after each cut is switched of any changes and time switching was completed.
6. Clerk handling card rack will rack cards in the appropriate slot in accordance with order in which cars have been switched to each respective track.
7. Chief Clerk will be responsible for seeing that a clerk is available to verify trains, print lists, reports, yard checks, etc., as required.

EXAMPLE OF P.I.C.L. CARD RACK





	CAR OR TRAILER		Y/E	KIND	CONTENTS	DESTINATION		CONSIGNEE	B.O.	RECD		ARRIVED/RECD TRN/RD.
	INITIAL	NUMBER				ON LINE STA. OR OFF JCT.	1ST BY ROAD			MO.	DAY	
1												
2					SCALE E E							0
12	3	NP		51166	LG 4 S CRAP	55494		MANROLMIWE		02	06	IND
2	4	CBG		30966	EB 2		03003	HOUSE		02	06	IND
13	5	CN		482207	EB 2		05001	HOME		02	06	IND
16	6	MILW		29807	EB 2		51302	MI HOME		02	06	IND
18	7	CN		71351	EC 3		03003	GN HOME		02	06	IND
18	8	GN		71493	EC 3		03003	GN HOME		02	06	IND
18	9	GN		71389	EC 3		03003	GN HOME		02	06	IND
13	10	NP		76534	EC 3		05001	AGENT		02	06	IND
13	11	NP		76627	EC 3		05001	AGENT		02	06	IND
18	12	GN		71359	EC 3		03003	GN HOME		02	06	IND
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												

SWITCHED  
 EE  
 WE X  
 DATE 1/7/69  
 TIME 0300  
 SWMN *J. Doe*  
 RACKED  
 DATE 1/7/69  
 TIME 0320  
 CLRK *B. Smith*

TERMINAL PERFORMANCE CONTROLThe Purpose of Terminal Performance Control

Terminal Performance Control (TPC) is a terminal measurement system designed to measure car movements within and through a terminal. Car time accrued within a terminal is charged against a Department or Function on a responsibility basis. Each Department or Function is charged for the car time for which it is responsible.

Under TPC, a comparison is made between the actual time for moving the car between measurement points and a predetermined standard selected for the movement. After making a comparison between the actual movement and the standard, the amount of car time over standard is charged against terminal operations (or the department responsible), at the rate of \$3.00 per day. This is based on the average per diem paid for freight equipment by the Northern Pacific.

The results of comparison between actual movement and standards, is the dollar Cost of Car Time Over Standard. This cost of car time over standard and other pertinent information on terminal operations are reported on Daily Terminal Performance Reports.

Terminal Performance Reports(A-1) Daily Summary of Terminal Performance Report.

This report summarizes on one line the daily terminal performance based on completed movements for each day. Included in the report is the date, number of cars in the terminal, car movements, crew and engine cost per movement, car day cost per movement, total direct costs per movement, and percent of movements and total dollars over standard for all

movements. Previous two weeks daily terminal performance is shown for comparison. This report is prepared once daily.

(B-1) Performance by Movement Report.

This report prints the summary by movement for daily terminal performance. It summarizes information on total movements, total car hours, and percent and dollars over standard for each movement group. This report is prepared once daily.

(C-3) Work Planning Detail Report.

This report is a detailed listing of all cars on hand in the terminal area. The cars are grouped according to movement codes and the track location is included. To obtain this report, the PICL deck is transmitted via IBM 2780 to the computer. The computer applies the appropriate TPC movement standard. The hours over standard column enables local supervision to determine which cars, if any, should be given priority.

(B-3) Work Planning Summary Report.

This Report summarizes the cars listed on the C-3 report for each movement group. It lists the total moves, total car hours, total percent of cars over standard, and total dollars charged to each movement group.

(C-1) Cars Over Standard Report.

This report is a detailed listing for each car going over standard grouped according to completed movements. The information contained on the completed PICL card is reproduced and the hours over standard for each car is added. It does not print any detail on cards that complete movement within standard. This report is prepared once daily.

(B-2) Weekly Summary - Performance by Movement Report.

This report provides a weekly summary of performance by movement. It summarizes information on total car hours, and percent and dollars over standard for each movement group and will be requested weekly.

The Perpetual Inventory Car Location System as a Basis for Terminal Performance Control

TPC movements are measured by using the Perpetual Inventory Car Location cards. The PICL cards are made into TPC movement cards by punching into the PICL cards a code and time for completing movements between measurement points. As completed movements, the PICL cards are used in preparing the daily Terminal Performance Reports.

TPC movements are completed in a number of ways. A car leaving the terminal on a road train or being delivered to a connecting line interchange is a completed movement. The car has left the TPC system and the card movement ends when the departure and/or delivery date, time and code has been punched in the departure/delivered field of the PICL card.

Another TPC completed movement occurs when the car is placed at an industry and the placement date, time and code is placed in the departure/delivered field of the PICL card. At this time another PICL card must be created by reproducing the first card and transferring the information in the first card's departure/delivered field to the arrival/received field of the second card. This sets up a card which will record the car time to be charged against the industry when they release the car.

MEASUREMENT POINTS

Measurement points in the TPC system are those points where responsibility for car time changes jurisdiction. Thus measurement points are Car Time Responsibility change points.

Car movements within the Terminal are between selected measurement points. The movement of a car between measurement points creates a TPC movement. For example: Through Train (Arrival) to Industry (Placement) is a TPC movement.

Another TPC movement (even though the car did not physically move during the time) is Industry Placement to Industry Release. In both cases, the measurement points are Through Train Arrival, Industry Placement and Industry Release.

Because the Terminal Performance Measurement System is designed to charge responsibility for car time within the Terminal, the measurement points are selected and chosen on this basis. Using the example above, car time for cars arriving on a train, until they are made available to an industry, is chargeable against Terminal operations. When the car is made available to an industry, the responsibility for that car time changes to the industry and remains with the industry until the car is released by the industry. When the car is released it becomes the responsibility of Terminal operations again.

Under T.P.C. definitions, Terminal operations is not charged for car time when it does not have any direct control over the car.

For the TPC System, the measurement points are listed below. The list of measurement points include the name of the measurement point and the numeric code.

TERMINAL MEASUREMENT POINTS

<u>Description</u>	<u>Measurement Points</u>	<u>Code</u>
Thru Train	Arrival or Departure	01
Local Train	Arrival or Departure	02
MILW Interchange	Receipt or Delivery	10

Terminal Measurement Points (Cont'd.)

<u>Description</u>	<u>Measurement Points</u>	<u>Code</u>
Weigh	Time Car is weighed	26
Industrial Zone 1	Placement ( C.P.) or Release	31
Industrial Zone 2	Placement (C.P.) or Release	32
Repair Track	Placement (made available) or Release	40
Cleanout Track	Placement (made available) or Release	41
Grain I & D Track	Placement (made available) or Release	42
Company Material Track	Placement (made available) or Release	43
Local Hold	Assignment or Release	50
Central Hold	Assignment or Release	51
Disposition Hold	Assignment or Release	52

GENERAL INSTRUCTIONSHow to Determine and Punch Time in PICL Cards

Discontinue punching minutes in both the departure and arrival fields of PICL cards. These card columns will be used for coding measurements.

Continue punching hours in military time in the hour columns of both the departure and arrival fields in the PICL card. For the first hour after midnight, time will be punched 00 along with the new date.

For the TPC measurement system we will measure only to the last full hour. For example, a train arriving at 12:30 A.M. would be punched 00 in cc 73-74, along with the new date. A train arriving at 10:55 P.M. would have a 22 punched in 73-74.

### Movement Coding of PICL Cards

Each measurement point has a two digit code for identifying the measurement point. These codes will be punched into the minute column of the PICL card. These are card columns 63-64 and 75-76 depending on whether it is a departed/delivered or an arrived/received measurement point.

In all cases the codes will be punched in either the departure field or the arrival field of the PICL card.

The codes for all measurement points are listed on pages 85 and 86.

### Coding Movements in Advance of Completion

For Incompleted Movement (Work Planning) reports it is necessary to code all PICL cards with the "to" movement code prior to completion of the card movements.

Each PICL card will have to be examined to determine the measurement point the car is going "To" and that code will be punched in cc 63-64 of the departure field.

The card movement will not be completed until month, day, and hour have been punched into the balance of the departure field.

### Examples of Status Changes and Switching Movements which are not Measurement Points

1. Normal diversion of cars enroute.
2. Routine disposition of temporary "No Bill" cars. These are cars for which the waybills may be temporarily misplaced or delayed within the terminal.
3. Cars Bad Order. The measurement for this movement is when the car is placed on a track where it will be repaired or the time the car is offered to the Mechanical Department.

### Procedure for Handling of Incompleted and Completed Movement Cards

Completed TPC movement cards will be accumulated at the yard office during the day. After the cut off time for a days business, all

the incompleted movement cards (PICL Rack Cards) will be reproduced on the IBM 514. The original incompleted movement cards will be returned to the PICL rack. Completed and incompleted movement cards will be transmitted via IBM 2780 to the computer in St. Paul for processing and preparing of the reports.

Since any card containing an invalid character will disrupt IBM 2780 transmission to St. Paul, it is important to run the cards through the 2780 and produce an off-line printout before transmission. This will allow the removal and correction of any cards containing invalid characters.

#### Constructive Placements

In the TPC system we have specified that industry placement times will be the time the cars are actually placed at the industry. However, if the cars could not be spotted at the industry or were not ordered in by the industry the time for completing the movement would be when the cars should have been or would have been placed had they been spotted.

This means it is necessary for the yard clerk to know about cars that are being constructively placed so they can complete the movements in these PICL cards by placing the time the cars are constructively placed in cc 61-62. This must be done even though the cars are not actually spotted at the industry.

To do this the Freight Office personnel who issue constructive placement notices will give CP information to the yard clerks who will be handling the rack and making these completed movement cards. This requires cooperation between these people and the yard clerks who will be handling the PICL cards so that current and accurate information on CP notices may be placed on the PICL cards promptly.

As mentioned earlier intention is to charge against the industry the car time for which they are responsible while the car is in the terminal. To do this it is necessary to complete the movement on an industry car when it is actually placed or constructively placed for the industry. Do not confuse the constructive placement time as used here with the 7:00 A.M. start of free time under demurrage rules.

On receipt of constructive placement information the yard clerk is to complete the movement of the PICL card even though the car has not actually been placed at the industry.

From past experience we have found some confusion can be avoided if the yard clerk will write in pencil on the PICL card the initials CP so he and the yardmaster will know the movement for that car has been completed even though the car is on constructive placement and has not actually been spotted at the industry. This will avoid some confusion and the possibility of completing the movement for that car twice on two separate cards.

#### Local Hold, Central Hold and Disposition Hold

Terminal Performance Control is designed to charge to the people controlling terminal operations all car time that is not clearly and directly under the control of others. This other car time includes cars at industries, cars on or awaiting the Rip Track and cars that are on grain inspection tracks being held for inspection and diversion.

Another type of car time to be measured and accounted for is that of cars held intentionally. This car time must be clearly distinguished from car time of cars awaiting normal switching movements.

The way to do this is to place the responsibility for cars being purposely held with the person or function responsible.

Local Hold cars are empties being held by the Terminal for the purpose of prospective customer loading or to protect future anticipated loading within or adjacent to the Terminal area.

When cars are placed in Local Hold, which is a separate measurement point, the movement is completed just as if it were a normal switching movement between measurement points. The difference is that the transfer of the car into the Local Hold category is a clerical operation and actual physical movement of the car might not occur. Cars placed in the Local Hold category are held in that category until released by the responsible party.

The decision to place a car in Local Hold is made when the person responsible decides to hold that car at the local terminal. At that time the card movements should be completed by showing the Local Hold code and the time the car is placed in this category.

A new PICL card is created and the Local Hold placement time and code should be punched in cc 69-76 and Local Hold release code should be punched in cc 63-64. This method is defined on page 92 . (Procedures for Each Measurement Point).

When the car is released from Local Hold the movement should be completed by punching a Local Hold release time in the card to complete the movement. As with any of the industry movements that we have used a new PICL card is created.

Central Hold is the category of car time which is the responsibility and control of the Central Car Distribution function. These are cars that are being deliberately held within the Terminal by or under instructions from the General Superintendent of Transportation's office.

For example, the holding of empty box cars account there are no disposition instructions is clearly the responsibility of Central Hold. This car time is chargeable to Central Car Distribution and not the terminal.

As with Local Hold, at the time the cars are assigned to Central Hold, the movements in the card are to be completed by using the Central Hold code and time cars are placed in Central Hold. Release from Central Hold will be when the cars have been ordered out by Central Car Distribution.

Disposition Hold cars are both loaded and empty cars arriving in trains for which the terminal is responsible to obtain disposition instructions. This would include "no-bill" cars from a connecting terminal or division. However, it would not include local industry "no-bills".

As with both Local and Central Hold when cars are placed in Disposition Hold the movement is completed just as if it were a normal switching movement. The movement from train arrival to Disposition Hold is to be completed at the time initial disposition instructions are requested.

#### LOCAL HOLD, CENTRAL HOLD AND DISPOSITION HOLD

##### Local Hold - Code 50

###### Includes Only:

1. Empty cars being held to protect local loading within the terminal area.

###### Does not Include:

1. No-bill cars.
2. Empties being held for distribution to on-line stations awaiting movement.
3. Cars being held for diversion.

##### Central Hold - Code 51

###### Includes:

1. Empty box being held without specific orders or instructions which will move the car.

Central Hold - Code 51 (Cont'd.)

2. Empty cars held specifically on instruction from GST, St. Paul or Seattle.
3. DF cars being held that do not go to Cleanout Track. DF cars going to Cleanout Track receive a Cleanout Track Code.

Does not Include:

1. No-bill cars
2. Loaded cars

Disposition Hold - Code 52

Includes:

1. No-bill cars from a connecting terminal or division awaiting waybill.
2. All cars for which it is necessary for the terminal to request disposition instructions.

PROCEDURES FOR EACH MEASUREMENT POINT

<u>Code</u>	<u>Measurement Point</u>	<u>Time</u>	<u>Time Source</u>	<u>Procedure</u>
01	Thru Train (Arrival)	Arrival Time	Arrival time on Train List	Keypunch arrival month, day, hour, Code 01 and train I.D. in cc 69-80. Keypunch the proper "to" measurement point code (precoding) in cc 63-64. Duplicate the deck for the car record. Original deck to PICL rack.
01	Thru Train (Departure)	Departure Time	Train Register	Keypunch departure month, day, hour and train I.D. in cc 57-68. "To" measurement code will have been already punched in cc 63-64. File cards for TPC and Car Record processing.
02	Local Train (Arrival)	Arrival Time	Arrival time on Train List	Same as Thru Train arrival except use Code 02.
02	Local Train (Departure)	Departure Time	Train Register	Same as Thru Train departure except use code 02.

Procedures for Each Measurement Point (Cont'd.)

<u>Code</u>	<u>Measurement Point</u>	<u>Time</u>	<u>Time Source</u>	<u>Procedure</u>
10	MILW I/C (Receive)	Time cars are placed on I/C Track	MILW Yard	Same as Thru Train arrival except use code 10 and I.C. road identification.
10	MILW I/C ( Delivery)	Time cars are placed on I/C Track	Yardmaster	Same as Thru Train departure except use Code 10 and I.C. road identification.
26	Weigh	Time car is weighed	Weighmaster	Keypunch month, day, and hour in cc 57-62 in PICL card (cc 63-64 should have been pre- coded Code 26), which com- pletes a TPC movement. In- formation in cc 57-64 is then transferred to cc 69-76 of a new PICL card. The proper measurement "to" code is punched in cc 63-64. Com- pleted TPC movement card is filed for TPC And Car Record processing.
31	Industry Zone 1 (Placement)	Time car is placed on industry trk. on C.P.	Switch Foreman	Same as Weigh except use Code 31.
31	Industry Zone 1 (Release)	Time car is released by industry	Freight Office	Keypunch release month, day, and hour in cc 57-62 of PICL card, which completes TPC movement. Completed TPC card is filed for TPC and Car Record processing. A new PICL/TPC card is made with release month, day, hour, and code 31 in cc 69-76 with appropriate "to" measurement code in cc 63-64.
32	Industry Zone 2 (Placement)	Time car is placed on industry trk. or C.P.	Switch Foreman	Same as weigh except use Code 32.
32	Industry Zone 2 (Release)	Time car is released by Industry	Freight Office	Same as Industry Zone 1 release except use Code 32.

Procedures for Each Measurement Point (Cont'd.)

<u>Code</u>	<u>Measurement Point</u>	<u>Time</u>	<u>Time Source</u>	<u>Procedure</u>
40	Rip Track (Placement)	Time cars are placed or offered for placement on Rip Track.	Yardmaster	Same as Weigh except use Code 40.
40	Rip Track (Release)	Time cars are released by Car Foreman	Car Foreman	Same as industry release except use Code 40.
41	Cleaning Track (Placement)	Time cars are placed or offered for placement on cleaning track	Yardmaster	Same as Industry Placement except use Code 41.
41	Cleaning Track (Release)	Time cars are released	Yardmaster	Same as Industry Release except use Code 41.
42	Grain I & D Track (Placement)	Time car is placed on inspection track	Yardmaster	Same as Industry Placement except use Code 42.
42	Grain I & D Track (Release)	Time cars are released	Clerk	Same as Industry Release except use Code 42.
43	Company Material Track (Placement)	Time car is placed or offered for placement	Yardmaster	Same as Industry Placement except use Code 43.
43	Company Material Track (Release)	Time cars are released	Yardmaster	Same as industry release except use Code 43.
50	Local Hold (Assignment)	Time after car or cars are received and decision is made to hold cars	Clerk	Same as industry placement except use Code 50.

Procedures for Each Measurement Point (Cont'd.)

<u>Code</u>	<u>Measurement Point</u>	<u>Time</u>	<u>Time Source</u>	<u>Procedure</u>
50	Local Hold (Release)	Time car is released to apply on Customer order	Clerk	Same as Industry Release except use Code 50.
51	Central Hold (Assignment)	Time deci- sion is made to place cars in Central Hold	Clerk	Same as Industry Release except use Code 51.
52	Disposition Hold (Assignment)	Time deci- sion is made to place cars in Dispo- sition Hold	Clerk	Same as Industry Placement except use Code 52.
52	Disposition Hold (Release)	Time car is released from dispo- sition hold	Clerk	Same as Industry Release

SAMPLE COMPLETED MOVEMENT CARD

1. Through train(arrival) to local(departure) requires one completed movement card.

YARD OR TRAFFIC		MP 2007L 7 29UAL BRD 86971 BUTTE MTPALLEWIS 03102202LDC 03101801606																	
CODE	TIAL NUMBER	L K I N D	NET TONS	CON EN S	DESTINATION		FINAL DESTINATION		() SIGNEE	SERVICE	IN BOUND RH ROAD	FINAL ROAD	ORIGI	ITY	ST.	SHIPPER			
					ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	JT.											
SPECIAL INSTRUCTIONS		CONTENTS		ON LINE STA OR OFF JCT.	1ST RH ROAD	STOP OFF CITY	ST	CONSIGNEE	ORIGIN CITY		ST	SHIPPER							
SET OUTS		KIND	NET TONS	CONTENTS	ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	ST	CONSIGNEE	SET OUTS DAY HR ISO STAT NO.		ORIGIN CITY	ST	SHIPPER					
										DEPARTED/DELIVERED				ARRIVED/RECEIVED					
										MO	DAY	HOUR	MIN	TRN/RD	MO	DAY	HOUR	MIN	TRN/RD

2. Through train (arrival) to weigh--to local (departure) requires two completed movement cards.

YARD OR TRAFFIC		MP 2007L 7 29UAL BRD 86971 BUTTE MTPALLEWIS WEIG 03110226 03101801606																	
CODE	TIAL NUMBER	L K I N D	NET TONS	CON EN S	DESTINATION		FINAL DESTINATION		() SIGNEE	SERVICE	IN BOUND RH ROAD	FINAL ROAD	ORIGI	ITY	ST.	SHIPPER			
					ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	JT.											
SPECIAL INSTRUCTIONS		CONTENTS		ON LINE STA OR OFF JCT.	1ST RH ROAD	STOP OFF CITY	ST	CONSIGNEE	ORIGIN CITY		ST	SHIPPER							
SET OUTS		KIND	NET TONS	CONTENTS	ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	ST	CONSIGNEE	SET OUTS DAY HR ISO STAT NO.		ORIGIN CITY	ST	SHIPPER					
										DEPARTED/DELIVERED				ARRIVED/RECEIVED					
										MO	DAY	HOUR	MIN	TRN/RD	MO	DAY	HOUR	MIN	TRN/RD

YARD OR TRAFFIC		MP 2007L 7 29UAL BRD 86971 BUTTE MTPALLEWIS 03110702LDC 03112226																	
CODE	TIAL NUMBER	L K I N D	NET TONS	CON EN S	DESTINATION		FINAL DESTINATION		() SIGNEE	SERVICE	IN BOUND RH ROAD	FINAL ROAD	ORIGI	ITY	ST.	SHIPPER			
					ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	JT.											
SPECIAL INSTRUCTIONS		CONTENTS		ON LINE STA OR OFF JCT.	1ST RH ROAD	STOP OFF CITY	ST	CONSIGNEE	ORIGIN CITY		ST	SHIPPER							
SET OUTS		KIND	NET TONS	CONTENTS	ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	ST	CONSIGNEE	SET OUTS DAY HR ISO STAT NO.		ORIGIN CITY	ST	SHIPPER					
										DEPARTED/DELIVERED				ARRIVED/RECEIVED					
										MO	DAY	HOUR	MIN	TRN/RD	MO	DAY	HOUR	MIN	TRN/RD

NORTHERN PACIFIC RAILWAY FORM 9208

NORTHERN PACIFIC RAILWAY FORM 9208

NORTHERN PACIFIC RAILWAY FORM 9208

- Through train (arrival) to Industry Placement,
- Industry Placement to Industry Release and Industry Release to through train (departure) (requires three) completed card movements.

YARD OR TRAFFIC		2007LE7 291ALBRD31198 MISSOULA MTGSA										03170931		03162101606				
CODE	TIAL	NUMBER	L	K	NET	CON	EN	DESTINATION		FINAL DESTINATION		CONSIGNEE	SERVICE	IN BOUND	FINAL	ORIGIN CITY	ST.	SHIPPER
								ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	JT.							
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NORTHERN PACIFIC RAILWAY FORM 9208

YARD OR TRAFFIC		2007LE7 291ALBRD31198 MISSOULA MTGSA										03181331		03170931				
CODE	TIAL	NUMBER	L	K	NET	CON	EN	DESTINATION		FINAL DESTINATION		CONSIGNEE	SERVICE	IN BOUND	FINAL	ORIGIN CITY	ST.	SHIPPER
								ON LINE STA OR OFF JCT.	1ST RH ROAD	CITY	JT.							
	1																	
	2																	
	3																	
	4																	
	5																	
	6																	
	7																	
	8																	
	9																	
	10																	

TERMINAL PERFORMANCE CONTROL

## TPC

## HEADER CARD FORMAT

## I. Completed Movement Header Card

<u>Card Columns</u>	<u>Information</u>	<u>Explanation</u>
cc 1-2	BA	Computer Program I.D.
cc 3-5	Blank	Message Terminal I.D.
cc 6-7	15	TPC Terminal I.D.
cc 8-27	XYZ Yard	TPC Terminal I.D. Name
cc 28-29	Month	Month for TPC report
cc 30-31	Day	Day of TPC report. (Not necessarily day of transmission)
cc 32-33	Hour	Hour of transmission of TPC report
cc 34-35	Year	Year for TPC report
cc 36-41	Cars in terminal	Actual count of cars in terminal using PICL rack as a source
cc 42-45	Straight Time Engine Hours	Send figure representing actual straight time engine hours for the calendar day of the TPC report. (Example: 0150 in cc 42-45)
cc 46-49	Overtime engine hours	Send figure representing actual overtime engine hours worked for calendar day of the TPC report. (Example: 0008 in cc 46-49)
cc 50	C	Represents completed movement cards
cc 51	H	Represents Header card
cc 52	Use "2" on Sundays	Used Weekly to request B-2 Summary report

Header Card Format (Cont'd.)

## II. Incompleted Movement Header Card

<u>Card Columns</u>	<u>Information</u>	<u>Explanation</u>
cc 1-2	BA	Computer Program I.D.
cc 3-5	Blank	Message Terminal I.D.
cc 6-7	15	TPC Terminal I.D.
cc 8-27	XYZ Yard	TPC Terminal I.D. Name
cc 28-29	Month	Month for TPC report
cc 30-31	Day	Transmitting Day
cc 32-33	Hour	Hour of transmission of TPC report
cc 34-35	Year	Year for TPC report
cc 36-41	Blank	
cc 42-45	Blank	
cc 46-49	Blank	
cc 50	I	Represents incomplete move- ment cards
cc 51	H	Represents Header card
cc 52	Use "2" on Sundays	Used weekly to request B-2 summary report.

## III. Track Header Cards

cc 1	H	Identifies card as Track Header Card
cc 2-17	Blank or Terminal use only	Computer will not read these card columns.
cc 18-25	Track name	Eight character abbreviates Track I.D. name.

If a middle of Track Header is used, use same format as above, except leave Column 1 blank and punch a zero in cc 72. The computer will skip this card.

Header Card Format (Cont'd.)

## IV. End of Message Header Card

<u>Card Columns</u>	<u>Information</u>	<u>Explanation</u>
cc 1-3	ZZZ	End of message I.D.

An end of message header card is used after both incompletd movement cards and completed movement cards.

TPC  
 TERMINAL STANDARDS  
 XYZ TERMINAL

FROM/TO	Code	01	02	10	26	31	32	40	41	42	43	50	51	52
Thru Train	01	12	24	16	12	16	20	8	12	12	16	4	4	4
Local Train	02	12	24	16	12	16	20	8	12	12	24	4	4	4
Interchange	10	16	24	X	16	16	20	12	16	16	20	4	4	4
Weigh	26	12	24	12	X	16	20	12	X	12	17	4	4	4
Ind. Zone 1	31	16	24	16	12	0	20	12	16	X	19	4	4	4
Ind. Zone 2	32	20	24	12	12	20	0	12	20	20	23	4	4	4
Rip Track	40	12	24	12	20	16	20	0	4	12	12	4	4	4
Cleanout Track	41	16	24	16	20	16	20	4	0	X	16	4	4	4
Grain I&D Track	42	12	24	12	20	X	20	12	X	0	X	4	4	4
Co.Mat'l. Track	43	12	24	12	20	24	24	24	24	X	0	4	4	4
Local Hold	50	X	24	16	X	16	20	X	X	X	15	0	X	X
Central Hold	51	12	24	16	X	16	20	X	X	X	15	X	0	X
Disposition Hold	52	12	24	16	X	16	20	X	X	12	12	X	X	0



YARD CHECKS, SWITCH LISTS AND THE "CS" REPORT

A shopkeeper must know the inventory on his shelves and where each item is located in order to quickly and adequately serve his customers. In the same manner an agent needs to know where freight cars (both loaded and empty) are located in his yard at any given time.

During a twenty-four hour period switch engines might be working in a yard switching cars from track to track in making up trains, moving loaded cars off industrial tracks and setting empty cars in industrial tracks for loading. The agent must have an accurate accounting of the location and relocation of equipment. Therefore, yard checks are made at intervals during a day depending upon the need and upon the size of the terminal. Information from this check is recorded on a Form 1434 (On Hand Report) and transferred to the CS REPORT to provide the Agent, Car Distributor and Yardmaster with up-to-date information on the location of equipment.

YARD CHECK AT PERPETUAL INVENTORY STATIONS THAT ARE MECHANIZED.

A mechanized station is one which utilizes punched cards for many of the accounting procedures necessitated by the movement of inbound and/or outbound cars. A punched card must be provided for every car that comes into the yard. The yard check at mechanized stations is made from these punched cards. These cards are placed in a "Card Rack" that is divided by track location. There is a compartment or slot in the rack for each track in the yard. Punched cards for every car in a track are placed in the proper compartment in the same order in which the cars stand on the track. (See page 76 for PICL System instructions.) With

this system, a physical check of the yard is not required. The switch list can be made by reading the cards in the order in which they appear in each and every compartment in the card rack.

This reading is done by the 402 machine in the following manner: At intervals during the day, these cards are taken from the card rack and "run" on the 402 machine. The 402 machine prints the information that is on the card, such as car initials and number, contents, destination, track number, etc. (See Example, page 108). This information is used by the Yardmaster in making up trains and by the agent and/or clerk in preparing the CS Report.

#### YARD CHECK AT OTHER THAN PERPETUAL INVENTORY STATIONS.

Clerks and/or agents are responsible for making a physical check of all cars on hand at his station. Car initials and number, type of car, contents and classification are recorded on Form 1434. (See Example, page 109).

This report is used in checking demurrage records, making the CS Report, and preparing switch lists for car movement.

The switch list (see Example, page 110) is made from a physical ground check and in part from the waybill. The switch list will show the track location and the sequence of the car in that track. The waybill gives us the contents and destination. When the switch list has been made the yardmaster will designate the tracks that cars are to be switched to. A hard copy is given to the yard foreman. Another copy is given to the helper, who will switch the car or cars from the track it is on and place it in the designated track.

WHAT IS A "CS REPORT"?

The "CS Report" (Form 1487-1/2 and 1488) is a report made by agents or clerks from the "On Hand Report" as well as from inbound and outbound lists by adding or deducting cars, showing the actual car situation at his station at a specified time. (See Examples, pages 111 and 112). It can be seen from a study of this example, that Form 1487-1/2 and 1488 require a classification of cars by type, that is, Box 40', Box 50', gondolas, refrigerators, etc. The report further indicates the number of foreign and system cars and their status.

There are ten (10) status columns on Form 1487-1/2 listed below:

- 1-W) Cars awaiting transit west, loaded, exclude bad orders.
- 1-X) Cars awaiting transit west, empty, exclude bad orders.
- 2-W) Cars awaiting transit east, loaded, exclude bad orders.
- 2-X) Cars awaiting transit east, empty, exclude bad orders.
- 3-W) Cars in Bad Order loaded.
- 3-X) Cars in Bad Order empty.
- 4) Cars loading, show under item 1 or 2 cars ready for transit.
- 5-W) Cars to be unloaded, commercial.
- 5-X) Cars to be unloaded, company freight.
- 6) All empty cars on hand not included in items 1-5.

The information on this form is vital to the car distributor from two important aspects:

First: It shows the size, classification and location of empty equipment.

Second: It shows him what cars are unloading, their size and classification, and he knows from prior "CS Reports" or "Car Orders" where such equipment will be needed when it is unloaded.

This report must be accurate and transmitted promptly so that this information will reach the car distributor as soon as possible after assigned cut off times.

DEFINITION OF PER DIEM:

Per diem means "by the day". Per diem as it applies to railroading, means the amount of "rent" the owner of a freight car receives, on a daily basis, when it is on another railroad.

For Example: If a Northern Pacific per diem car is on another railroad, that railroad must pay the Northern Pacific the per diem rate of that car until they return it to us. Conversely, we must pay the other railroad a per diem charge while their cars are on our railroad.

All foreign or system cars are not per diem cars. For Example: some cars move over a foreign line on a mileage basis and not a per diem basis. Refrigerator cars are a good example. There is no fee or rent on some of these cars. Instead, a charge is made on a mileage basis for the actual miles moved.

INSTRUCTIONS FOR COMPILING THE "CS REPORT" - FORM 1487-1/2.

1. Prepare this report daily except Saturdays, Sundays and holidays from the On Hand Report including cars in and out of the station until cut off time, showing the actual type and locations of equipment as of the time specified for each station.
2. Every per diem car in the yard, regardless of status, must be shown in one of the columns. Private line or other mileage cars must be shown in the proper classification column. Include revenue cars in company material service.
3. Agents will ascertain information for the CS Report at blind sidings and at non-agency stations in the manner prescribed by the General Superintendent of Transportation.

4. All classification of cars must be determined and reported in the proper columns.

5. If inbound loads have been spotted or constructively placed, show them as unloading.

6. Show as "Bad Order" all loaded or empty cars on or awaiting movement to a repair track in Column 3-W or 3-X, whichever applies.

7. Agents or clerks will report cars in trains as specified by the GST. The stations will obtain and transmit this information for their yards directly to the transportation office in their district.

8. Obtain car orders from shippers as early as possible, recording them on the F-5 (Form 524), and place these orders with the car distributor if cars to protect them are not available at their station. (See Example, page 113).







N.P. 1493-LARGE 6-24

Track "A" EE

SEC. T.RN. BOUND

AR. M. 1/31

DEF. M. 19 69

CAB. ENG. COND.R.

INITIAL NUMBER CONT'S. WEIGHT FROM SEALS

12	A					
11	B					
10	A					
9	B					
8	A					
7	B					
6	A					
5	B					
4	A					
3	B	8081 Plywood 64500				
2	A	124316 Ply. 64600				
1	B	951511 Quilt 64500				
	A	49374 Plywood 64500				

12	A					
11	B					
10	A					
9	B					
8	A					
7	B					
6	A					
5	B					
4	A					
3	B					
2	A					
1	B					

19	B					
20	A					
21	B					
22	A					
23	B					
24	A					
25	B					
26	A					

(over)

N. P. 1487 1/2  
1-67

111

# AGENT'S TELEGRAPH CAR SERVICE

IN TELEGRAPHING THIS REPORT, WIRE ONLY THE ITEMS OPPOSITE THE NUMB.

This report must be a complete inventory of cars on hand at station, yard, or terminal as of 8 A.M. Paradise and west, 9 A.M. between Paradise and Mandan (including Mandan), and 10 A.M. east of Mandan. Agents and/or Yardmasters will transmit to division headquarters as soon as possible after aforementioned cut-off times.

NOTE: Maintenance of way cars should not be included in this report.

Message No.	SYSTEM CARS																									
	BOX					STOCK		FLATS					GONDOLAS, ORE, HOPPERS, & HARTS								REFRIGERATOR					
Sent By	A	AB	AC	AD	AF	DS	DD	FA	FB	FC	FG	FL	FS	WC	GA	GB	GC	GD	GF	GK	GM	GN	GR	RS	RM	RB
Received By																										
Time																										
From																										
Station																										
	40ft - 6ft Single Doors B2	40ft - 8ft & Wider Single Doors B4	40ft Double Door B6 - B8	50ft & Longer, Single & Double Door B1-B3-B5-B7-B9	Damage Free BD-RF (XML-XAP)	Single Deck S3	Double Deck S4-S6	Bulkhead F1	40ft thru 59ft F4 - F5	60ft & Longer F6	TOFC F7	Log Service FL	Special Flats F9-FC-FS	Wood Chip WC	Gondolas 50ton G2-G4	Gondolas 70ton G2-G4	60ft & Longer & Covered G6 & GC	Ore Cars HI	Hart Cars HS	Hoppers 50ton H2	Hoppers 70ton H4	Hoppers 90ton H6 (Or Over)	Covered 50ton C2 Hoppers over 70ton C3 Hoppers over 90ton C6	Regular RS Type R2-R8	Mechanical R4 - R3	Insulated Box RBL R6 - R5

## E REPORT

ERS IN LEFT MARGIN

FOREIGN CARS																				TOTAL			
BOX					STOCK		FLATS					GONS & HOPPERS				REFRIGERATOR							
MA	MB	MC	MD	ME	YS	YD	KA	KB	KC	KG	KR	KS	SC	NA	ND	NK	NU	XS	XM	XB	TK	NX	
	40ft - 6ft Single Doors B2	40ft - 8ft & Wider Single Doors B4	40ft-Double Door' B6 - B8	50ft & Longer, Single & Double Door B1-B3-B5-B7-B9	Damage Free BD-RF (XML-XAP)	Single Deck S3	Double Deck S4	Bulkhead F1	40ft thru 59ft F4 - F5	60ft & Longer Flats F6	TOFC F7	Auto Rack Bi & Tri-Level F2 - F3	Special Flats F9-FC-FS	Wood Chip WC	Gondolas G1-G2-G3-G4-G6	Ore Cars HI	Hoppers H2-H4-H6	Covered Gondolas & Hoppers GC-C2-C3-C6	Regular RS Type R2-R8	Mechanical R4 - R3	Insulated Box RBL R6 - R5	Tanks TK	

N. P. 1488  
1-67

**SUPPLEMENTAL CAR SERVICE REPORT**

Signal "CS-2"

Station From \_\_\_\_\_

Date \_\_\_\_\_

STATIONS

		W-LOADED		X-EMPTY		SYSTEM CARS																				GONDOLAS, ORE, HOPPERS, & HARTS			REFRIGERATOR	
		BOX					STOCK		FLATS																					
		40ft - 6ft Single Doors B2	40ft - 8ft & Wider Single Doors B4	40ft Double Door B6 - B8	50ft & Longer, Single & Double Door B1-B3-B5-B7-B9	Damage Free BD-BF (XML-XAP)	Single Deck S3	Double Deck S4-S6	Bulkhead F1	40ft thru 59ft F4 - F5	60ft & Longer P6	TOFC F7	Log Service FL	Special Flats F9-FC-FS	Wood Chip WC	Gondolas 50ton G2-G4	Gondolas 70ton G2-G4	60ft & Longer & Covered G6 & GC	Ore Cars HI	Hart Cars HS	Hoppers 50ton H2	Hoppers 70ton H4	Hoppers 90ton H6 (Or Over)	Covered 50ton C2 Hoppers over 90ton C6	Regular RS Type R2-R8	Mechanical R4 - R5	Insulated Box RBL R6 - R5			
		A	AB	AC	AD	AF	DS	DD	FA	FB	FC	FG	FL	FS	WC	GA	GB	GC	GD	GF	GK	GM	GN	GR	RS	RM	RB			
W																														
X																														

**CARS DELIVERED TO F**

**FOREIGN ROADS**

		BOX		STOCK		FLATS							GONS & HOPPERS			REFRIGERATOR		TOTAL						
		40ft - 6ft Single Doors B2	40ft - 8ft & Wider Single Doors B4	40ft-Double Door B6 - B8	50ft & Longer, Single & Double Door B1-B3-B5-B7-B9	Damage Free BD-BF (XML-XAP)	Single Deck S3	Double Deck S4	Bulkhead F1	40ft thru 59ft F4 - F5	60ft & Longer Flats F6	TOFC F7	Auto Rack B1 & Tri-Level P2 - P3	Special Flats F9-FC-FS	Wood Chip WC	Gondolas G1-G2-G3-G4-G6	Ore Cars HI	Hoppers H2-H4-H6	Covered Gondolas & Hoppers GC-C2-C3-C6	Regular RS Type R2-R8	Mechanical R4 - R5	Insulated Box RBL R6 - R5	Tanks TK	
		MA	MB	MC	MD	ME	YS	YD	KA	KB	KC	KG	KR	KS	SC	NA	ND	NK	NU	XS	XM	XB	TK	NX

**FOREIGN ROADS**

MA	MB	MC	MD	ME	YS	YD	KA	KB	KC	KG	KR	KS	SC	NA	ND	NK	NU	XS	XM	XB	TK	NX
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

N.P. 524  
5-24

NORTHERN PACIFIC RAILWAY COMPANY

113

TELEGRAPH SERVICE:

ORDER FOR CARS

Agents will require shippers over their signature to supply full information hereon for cars wanted, and will give each order a number. Check all orders daily; cancel immediately if requirements change. All unfilled orders expire at 3 p. m. Saturday and must be renewed and reference given to date previously ordered. Shippers will not be required to renew orders.

F-5

(STATION) (w) FROM FARGO, N.D. DATE 1-22, 19 69 TO Car Dist. AT St. Paul

ORDER NO. A	WANTED							CAN USE				DESTINATION M	ROUTE N	DATE PREVIOUSLY ORDERED Q	ON HAND TO APPLY U
	DATE		HOUR W	NO. D	KIND F	COMMO-DITY S	SMALLEST		LARGEST						
	A1 B	C					R	L'GTH G	CAP'Y H	L'GTH J	CAP'Y K				
351	Fargo	1	28	7a	1	B7	Scrap	50				Chicago, Ill	NP-MNS-CMSTP&P		
													NP 2036		
												(J. Naper)			

(NA) THIS ORDER REC'D AT 9:50 A 1-22- 19 69 (NS) FARGO IRON & METAL SHIPPER  
A. W. Foss M 1-22- 19 69 TIME  
 AGENT NOR. PAC. R. R.

N.P. 524  
5-24

NORTHERN PACIFIC RAILWAY COMPANY

TELEGRAPH SERVICE:

ORDER FOR CARS

Agents will require shippers over their signature to supply full information hereon for cars wanted, and will give each order a number. Check all orders daily; cancel immediately if requirements change. All unfilled orders expire at 3 p. m. Saturday and must be renewed and reference given to date previously ordered. Shippers will not be required to renew orders.

F-5

(STATION) (w) FROM FARGO, N.D. DATE JANUARY 30, 19 69 (x) TO CAR DIST. AT ST. PAUL

ORDER NO. A	WANTED							CAN USE				DESTINATION M	ROUTE N	DATE PREVIOUSLY ORDERED Q	ON HAND TO APPLY U
	DATE		HOUR W	NO. D	KIND F	COMMO-DITY S	SMALLEST		LARGEST						
	A1 B	C					R	L'GTH G	CAP'Y H	L'GTH J	CAP'Y K				
359	Fargo	1	31	7a	1	R2	Butter					Mankato Minn.	NP-CNW		
													MDT 19001		
												(Glen Peterson)			

(NA) THIS ORDER REC'D AT 3 P M 1-30- 19 69 (NS) CASS CLAY CREAMERY SHIPPER  
A. W. Foss M 1-30- 19 69 TIME  
 AGENT NOR. PAC. R. R.



DEMURRAGE

Some grocery stores own private parking lots and allow their customers two hours of free parking while shopping at their store. If a customer leaves his car in such parking lot longer than two hours, the grocer will charge a fee of \$1.00 per hour, perhaps, until the vehicle has been moved. This arrangement assures the grocer, who has limited parking area, ample space for his customers since no one wants to pay or could afford to pay \$1.00 an hour for parking. This \$1.00 per hour charge may be referred to as a "parking fee".

A similar situation occurs in railroading and is brought about by a shortage in freight cars. Similarly, each railroad customer is allowed two days of free time to load or unload a car. If a customer takes longer than the free time provided by the tariff to handle his shipment, he is charged for each additional day that it takes him to load or unload. This charge is called demurrage.

DEMURRAGE AND ITS PURPOSE.

Demurrage is a penalty assessed against the shipper or consignee for excessive time used in loading or unloading cars. The purpose of demurrage is to compel the prompt release of equipment, and to insure at all times an adequate supply of empty cars for the shipping public. The strict and uniform application and administration of these rules is very essential to both the railroad and its customers.

The Interstate Commerce Commission requires the railroads to keep accurate and permanent demurrage records which they check periodically to see that all the demurrage regulations are being rigidly enforced.

Records at the larger stations are also checked by the Western Weighing and Inspection Bureau, and the Northern Pacific has their own demurrage investigators who check all stations.

The responsibility for enforcing the demurrage regulations, maintaining accurate records and assessing the proper charges is placed with the agent at each station. Agents at larger stations assign this duty to a demurrage clerk or yard clerk in his office.

Most of the rules and regulations covering demurrage on the Northern Pacific Railway are found in Freight tariff 4-I and it is the duty of all employees working with demurrage to familiarize themselves with this tariff and its rules.

The movements of all cars loading and unloading in a station are recorded in a station demurrage book, Form 1568, or loose leaf pages, Form 1569. (See Example, page 123). This form contains columns for recording the important and vital information necessary to compute demurrage. The most important columns are the car initial and number, date car was ordered or received, constructive placement date and time, actual placement date and time, date car was released, and a column in which to compute the charges. All entries must be made daily, and out-bound movements and inbound movements are kept on separate sheets.

The information for the outbound cars is taken from the car order Form F-5, (See Example, page 113), the yard check and on hand report, Form 1434 (See Example, page 109), and the release of the car is determined when the shipper furnishes the forwarding directions or bill of lading.

A bill of lading must be received from the shipper for each shipment and the agent should not sign a bill of lading until he has ascertained that he has received the lading or commodity as described thereon.

On inbound movements the information for the demurrage book is taken from the conductor's set out list, Form 1496 (See Example, page 124), the yard check and on hand report Form 1434 (See Example, page 109). If the station is an interchange point with another railroad, information of cars received is taken from the interchange report. The release date of the car is obtained by the consignee informing the station that the car is empty which is verified by the yard check report.

THE AVERAGE AGREEMENT, FORM 1556 or 9266

Normally each consignee or shipper has two free days in which to load or unload a car. If he loads or unloads the car in one day or less he earns one credit day. If it takes longer to load or unload a car than the two minimum days provided, then each day beyond the free time is a debit day.

Demurrage is handled under an agreement between the railroad and the patron whereby the patron is given credit to be applied against debits when he loads or unloads a car before the expiration of the free time.

1. Only one credit can be earned on each car released before expiration of the first 24 hours of free time.
2. Only up to four debits can be offset on any one car; i.e., in no case shall more than four credits be used to offset debits on any one car.
3. Only four debit days will be shown in the debit column. Additional debit days will be listed as excess charges and these excess charges cannot be offset by credits.
4. If a car is released after the first free day, but before the end of the second free day a neutral condition exists and neither a debit or credit will apply.

Credits earned when loading cars cannot be used against unloading debits or vice versa. Outbound cars and inbound cars must be recorded separately, and computed separately.

Cars that are not released in the same month as received are marked forwarded, and those cars are listed at the beginning of the next month's record, but the charges are still computed from the placement date.

Charges for both straight plan and average agreement demurrages are:

\$ 5.00 for the first four debit days

10.00 for the next four debit days

15.00 for all subsequent debit days

Saturdays, Sundays and holidays will be counted after two chargeable days have accrued. That is, if the car is placed on Monday at 11:00 A.M., the free time begins at 7:00 A.M. on Tuesday and expires on 7:00 A.M. Thursday. Thursday and Friday are chargeable days and Saturday and Sunday would also be chargeable days. If the free time expired on Friday 7:00 A.M. then Friday would only be one chargeable day and the next chargeable day would be Monday.

At the end of the month all average agreement entries must be listed on a Form 1556, one copy of which is sent to the customer with the bill. If a large volume of cars is forwarded or received by one company each month, then the regular demurrage book can be by-passed and the entries made directly onto Form 1556 daily during the month, keeping the forwarded cars separate from the received cars.

When recapping or figuring the overall charges on an average agreement the debit column is added, from which is subtracted the total of the credit column, and the remaining debits are multiplied by \$5.00

to which total is added the excess charges. If the credits exceed the debits, then only the excess charges are billed against the patron.

10 debits less 5 credits = 5 debits @ \$5.00 each = \$25.00  
plus excess charges of \$60.00 = a total charge of \$85.00.

An average agreement demurrage bill must be made and forwarded to the patron before the 15th day of the following month. (See Example, page 125).

An average agreement is requested in writing by the patron. This request is forwarded to the office of Manager Passenger and Station Accounting for consideration. Once an average agreement has been approved and a contract number assigned to the patron's account it remains in effect until cancellation is requested by the patron or the railroad cancels the agreement because of non payment of bills within the credit period. (See Example, page 126).

#### STRAIGHT PLAN DEMURRAGE (FORM 1568 and 9450)

Straight Plan Demurrage is similar in content to the Average Agreement plan except it does not give the shipper or consignee the advantage of offsetting debits with credits. However, records are kept on each individual car and charges are assessed for each day the car is held after two free days. (As with Average Agreement, Saturdays, Sundays and Holidays are excluded from computation of free time). The customer is billed, Form 385, for any charges that accrue, immediately after the car is released. (See Example, page 127).

Entries on Form 1568 or 9450 must be made daily and include all cars subject to demurrage rules whether released during the free time or whether demurrage accrues. (Except cars reported under Average Agreement).

A record of all demurrage bills issued during the month and their amounts, both straight plan and average agreement are listed on a

Form 1567 and forwarded to the Manager Passenger and Station Accounting. (See Example, page 128).

At the end of the month a list of all unpaid demurrage bills, including prior months unpaid bills, are listed on a Form 572 and sent to Manager Passenger and Station Accounting. (See Examples, pages 129 and 130),

When a valid reason exists for cancelling demurrage charges either wholly or in part, the agent addresses a letter to the Manager Passenger and Station Accounting, requesting a demurrage cancellation voucher Form 4767 stating in his letter why the voucher is being requested. (See Example, page 131).

Reasons for reducing or cancelling demurrage charges are found in the claim rule in the demurrage tariff and include such reasons as improper notification by the railroad, weather interference which hampers the loading or unloading of a car, interference due to strikes, and bunching of cars.

#### NOTICE OF ARRIVAL

A notice of arrival of carload freight, Form 225, (See Example, page 132), must be sent to the consignee when cars are placed on the railroad team track, unless the consignee has agreed in writing to accept a telephone notice. A record of each telephone notice must be kept at the station. Demurrage starts or is figured from the next 7:00 A.M. after the notification has been sent or telephoned.

#### CONSTRUCTIVE PLACEMENT

When a consignee or consignor is unable to accept a car on his private or industrial track, because of congestion or for any reason, that car will be placed or held under constructive placement and a constructive placement notice issued. A constructive placement notice, Form 1520, listing such cars must be sent to the consignee immediately. Particular

attention must be given, when space is available, to make certain that cars received first are placed on spot first. Demurrage is computed from the first 7:00 A.M. after the constructive placement notice is sent allowing the usual two days of free time. No additional free time is allowed when the car is actually placed. (See Example, page 133).

COMPUTING TIME FOR DEMURRAGE AFTER NOTICE OF ARRIVAL IS ISSUED.

When cars are to be unloaded on other than public delivery tracks, time will be computed from the first 7:00 A.M. after the actual or constructive placement of the car. When cars are to be unloaded on a public delivery track time will be computed from the first 7:00 A.M. after notice of arrival has been issued.

When cars are to be loaded on any track, time will be computed from the first 7:00 A.M. after the actual placement.

ALLOWING ADDITIONAL FREE TIME FOR LOADING OR UNLOADING UNDER STRAIGHT PLAN DEMURRAGE.

If, because of weather conditions (floods, earthquakes, rain, hail, hurricanes or tornadoes), or frozen or congealed lading, a shipper or consignee cannot load or unload his car, he will be allowed additional free time. Additional free time will be given to cover the duration of the weather interference provided the shipper or consignee makes a request in writing within a period of 30 days exclusive of Saturdays and Sundays.

Demurrage in Regional Station Accounting areas is still handled the same except that a new demurrage Form 9450 is used for recording the entries, and the bills are forwarded to the regional office for billing and collection, also the demurrage assessed Form 1567 and demurrage uncollected Form 572 are eliminated.

Failure to enter and compute demurrage entries promptly and properly, or attempts to falsify the records to benefit the shipper is

a violation under the Elkin's Act and when these violations are discovered

by the Interstate Commerce Commission investigators heavy fines are assessed

equally against both the railroad and the shipper.

NOTE: The rates used in various examples in this section are for

illustration purposes only, and are subject to change.

Consult current demurrage tariff for correct rates.



N.P. 1569  
12-46

NORTHERN PACIFIC RAILWAY COMPANY

RECORD OF DEMURRAGE AT Littlefield STATION FOR MONTH OF Nov 1965 S. A. A. NO. \_\_\_\_\_ FIRM \_\_\_\_\_

FROM	CONSIGNOR OR CONSIGNEE	DATE INSPECTED	DATE ORDERED	CAR		CONTENTS	DATE RECEIVED	DATE NOTIFIED	CON-STRUCTIVE PLACEMENT	DATE PLACED	DAILY LOCATION	DATE RELEASED	CHARGES	AVERAGE AGREEMENT		
				INITIAL	NUMBER									DEBITS	CREDITS	EXCESS CHARGES
JACKSON	HENN			CP	256733	DBL	11 13	11 15		11 15				1		
AV	MINN			PLR	9047	PLD	11 13	11 15		11 13				1		
DUNN	H. MINN			EJE	33756		11 13	11 15		11 13				1		
BENSON	MINN			NP	30343		11 13	11 15		11 13				1		
MINN	MINN			NP	53304		11 13	11 15		11 13				1		
JACKSON	H.F. MINN			MPX	68156	DDDD	11 13	11 15		11 15					C	
	HENN			NYC	16633	STACH	11 13	11 15		11 17					C	
CUNY	NEWYORK			SC	273483	FEED	11 13	11 15		11 15			500		D	100
EDWARDS	MINN			NP	18643	BEEF PULP	11 13	11 15		11 15				1		
MINN	HENN			BI	28198		11 13	11 15		11 16					C	
SEDA	MINN			EL	74796	LOR	11 13	11 15		11 15				2		
BENSON	MINN			NP	65110	MINN	11 13	11 15		11 15					1	
H. MINN				ML	219273	CRAY	11 13	11 15		11 17				1		
MINN	LEIGHT			SC	31872	PLD	11 13	11 15		11 16				2		

CONDUCTOR'S REPORT OF CARS DELIVERED

FURNISH TO EACH AGENT WHERE CARS ARE SET OUT OR TO AGENT AT NEXT STATION FOR CARS LEFT AT A NON-AGENCY STATION, AND IN DUPLICATE FOR TERMINAL YARD MASTER. YARD MASTERS WILL FILE ONE COPY AS RECORD OF CARS RECEIVED.

AT STA Fargo DATE 1-20 1969 TIME 5<sup>30</sup> M  
 TRAIN 703 MANIFEST NO None CONDUCTOR Strawn

	INITIALS	NUMBERS LOADED OR EMPTY	GROSS TONS	CONTENTS	DESTINATION	CLASS	REMARKS
1		71471	91	Coal	00678	H4	TRSP
2		87665	100			-	
3		71209	90			-	
4		73488	122			H6	
5		87824	81			H6	
6		98587	40	Coal		H5	Red Owl
7		73536	118	Coal		H6	TRSP
8		73444	122			-	
9		73515	115			-	
10		73538	118			-	
11		73419	121			-	
12		87390	92			H6	
13		7316	91				
14		85241	91				
15		87916	88				
16		85425	87				
17		87735	70				
18		87057	70				
19		87264	70				
20		85154	70				
21		87907	89				
22		87151	83				
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							



# Northern Pacific Railway Company

Average Agreement No.....

## AVERAGE DEMURRAGE AGREEMENT

Being fully acquainted with the terms, conditions and effect of the average basis for settling for detention of cars, as set forth in H. R. Hinsch's Freight Tariff 4 Series naming car demurrage rules and charges, supplements thereto and reissues thereof, being the car demurrage rules governing at all stations and sidings on the lines of said Railway, except as shown in said tariff, and being desirous of availing \_\_\_\_\_ of this alternate method of settlement \_\_\_\_\_ do expressly agree to and with the Northern Pacific Railway Company that, with respect to all cars which may, during the continuance of this agreement, be handled for \_\_\_\_\_ account at \_\_\_\_\_ station \_\_\_\_\_ will fully observe and comply with all the terms and conditions of said rules as they are now published, or may hereafter be lawfully modified by duly published tariffs, and will make prompt payment of all demurrage charges accruing thereunder in accordance with the average basis, as therein established, or as hereafter lawfully modified by duly published tariffs.

This agreement to be effective on and after the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, and to continue until termination, by written notice from either party to the other, which notice shall become effective on the first day of the month succeeding that in which it is given, except that for any failure or refusal to pay charges lawfully accruing under this agreement, it may be terminated as of the date of written notice of termination.

\_\_\_\_\_  
By \_\_\_\_\_

Approved and accepted \_\_\_\_\_ 19\_\_\_\_.  
by and on behalf of the Northern Pacific Railway Company.

\_\_\_\_\_  
Mgr. Pass. and Station Acctg.

127



**DEMURRAGE AND/OR STORAGE BILL**  
**ORIGINAL**

Printed in U.S.A. Form 385

CONSIGNOR Swift and Company Minneapolis, Minn. December 19, 1966  
 OR Care Of Booth Cold Storage Co. (Station) (Date)  
 CONSIGNEE BILL NO. 513875

TO **NORTHERN PACIFIC RAILWAY COMPANY, DR. For Demurrage and/or Storage Charges:**

Waybilled From or To <u>Detroit Lakes, Minn.</u>	Waybill Date and No. <u>12/7/66 1997</u>	Commodity <u>Frozen Turkeys</u>	Car Initials and No. <u>NP 65038 Van NPZ</u>
---	---	------------------------------------	---

THIS SPACE FOR BINDING

CAR RECORD	Date	Hour	DEMURRAGE:—STRAIGHT PLAN	50-533
Notice of Arrival			1 Days @ \$ 14.00 Per Day 14.00 Days @ \$ 21.00 Per Day 21.00	35.00
Inspected			DEMURRAGE:—AVERAGE AGREEMENT PLAN	
Ordered or Reconsigned			A. A. No. For Month of 19..... (As per Detail on Form 1556)	
B/L or D/O Surrendered and/or Freight Charges Paid			STORAGE:—CARLOAD EXPLOSIVES AND OTHER DANGEROUS ARTICLES	
Notified			Days @ \$ Per Day	
Constructively Placed	12 9	8:00 AM		
Actually Placed	12 14	9:30 AM	STORAGE:—LESS THAN CARLOAD	
Unloaded—Released	12 14	2:00 PM	Freight Bill No. Commodity Date Notified Date Delivered	
Loaded—Released			Days Lbs. @ Cwt. Per Day Days Lbs. @ Cwt. Per Day Days Lbs. Minimum Charge	

Received Payment..... 19.....  
 Agent TOTAL 35.00

N. P. 1367  
5-24

REPORT OF DEMURRAGE CHARGES ASSESSED AT 9130 PORTLAND, ORE. STATION FOR THE MONTH OF NOVEMBER

REPORTING NO. 1968

1		2		3		4		5		6		7		8		9		10		11		12		13			
CAR		CONTENTS	CONSIGNOR OR CONSIGNEE	STATE OR INTERSTATE	DATE RECEIVED	DATE NOTIFIED	DATE INSPECTED	DATE ORDERED	CONSTRUCTIVE PLACEMENT	ACTUAL PLACEMENT	DATE RELEASED	PRO NO	CHARGES														
INITIAL	NUMBER																										
AA#		AVERAGE AGREEMENT		FOR OCTOBER		1968																					
9758		Centennial Mills (July Average Agreement - missed)														D-150						5.00					
9758		Centennial Mills																D-144						25.00			
988		Albers Milling																D-145						190.00			
8675		Wilbur Ellis																D-143						5.00			
10417		Gunderson Bros.																D-140						40.00			
5561		Schnitzer Steel																D-141						20.00			
8367		U.S. Steel Supply																D-142						170.00			
												SUB TOTAL												455.00			
		STRAIGHT PLAN FOR		NOVEMBER		1968																					
EJE	65246	Cyclone Fende		10/24	3:10 AM			10/24	6P							10/31 5P						15.00		D-139			
EJE	6458	Municipal Terminal #1		11/3	4:50 AM	(EXPORT)		11/4	6P							11/15 5P						20.00		D-147			
CN	488083	Fitzgibbon Glass		10/27	2:30 AM			10/28	6P							11/1 5P						15.00		D-148			
												SUB TOTAL												50.00			
												TOTAL		-										505.00			

A. M. Gutierrez AGENT



N. P. 572  
5-24

REPORT OF UNCOLLECTED DEMURRAGE CHARGES AT

4554 BELFIELD, N.D.

STATION FOR THE MONTH OF

REPORTING NO. 4554  
NOVEMBER,

1968

CAR NUMBER	INITIAL	DATE RELEASED			KIND OF FREIGHT	CONSIGNEE OR CONSIGNOR	PRO. NO.	AMOUNT DUE	WHY UNCOLLECTED—IF REFERRED TO AUDITOR FOR COLLECTION OR CANCELLATION, GIVE REFERENCE TO CLAIM NUMBER.	AUDITOR'S CLAIM NO.
		MONTH	DAY	YEAR						
67253	UTLX	9	23	67	Asphalt	Wm. Clairmont	1	90.00	Papers sent to St. Paul Accounting	
55118	"	9	26	67	"	" "	2	75.00	Department	
61991	"	9	29	67	"	" "	3	120.00		
67414	"	10	26	67	"	" "	4	525.00		
67637	"	10	12	67	"	" "	5	315.00		
66149	"	10	26	67	"	" "	6	180.00		
2081	CONX	10	3	67	"	" "	6	40.00		
64981	UTLX	11	17	67	"	" "	7	495.00		
66565	"	10	26	67	"	" "	8	150.00		
61883	"	10	23	67	"	" "	9	50.00		
								2,040.00		

AGENT





N.P. 4767  
12-64

DEMURRAGE CANCELLATION VOUCHER

ST. PAUL, MINN., Jan 15 1969

TO Mr. C. W. Daniels, Sgt CANCELLATION NO. 9113  
Paces, Wm CLAIM NO. 10837

DEAR SIR:

YOU ARE AUTHORIZED TO CANCEL DEMURRAGE CHARGES ASSESSED AT Paces, Wm STATION  
AGAINST THE FOLLOWING CARS, RECEIPT THIS CANCELLATION NOTICE AND REMIT IT TO MANAGER PASSENGER AND STATION ACCOUNTING WITH THE MONTHLY BALANCE SHEET ON WHICH SPECIAL CREDIT IS TAKEN IN ITEM NO. 82.

YOURS TRULY,

D.T. Nicoll  
MANAGER PASSENGER AND STATION ACCOUNTING

CAR NUMBER	INITIAL	DATE OF RELEASE	AMOUNT ASSESSED	CORRECT AMOUNT	AMT. TO BE CANCELLED	WHY CANCELLED
AA	9739	7/68	28000	16000	12000	Error computing charges ✓ release dates ✓ spotting dates.

COPY

120 830 056

92  
06

DEMURRAGE CANCELLED AND SPECIAL CREDIT CLAIMED ON MONTHLY BALANCE SHEET FOR \_\_\_\_\_ 19\_\_\_\_

DATE \_\_\_\_\_ AGENT \_\_\_\_\_

Form 225  
**NORTHERN PACIFIC RAILWAY CO.**  
 Station **FARGO, N.D.**  
**February 5,** 19**69**  
 The following property is at this station  
 consigned to you:  
 Pro.....  
 Point of Shipment.....  
 Commodity **Cups & Trays**  
 Car Number **CBQ 63301**  
 Ex. Car Number.....  
 Charges now due \$.....  
**Monday** **2-10** 19**69**  
 STORAGE BEGINS AT 7:00 A.M.  
 See Other Side of this Card

THIS SIDE OF CARD IS FOR ADDRESS

**BIG BOY DRIVE INN**  
**HWY 81 SOUTH**  
**FARGO, N.D.**  
**ZIP 58102**

( NOTICE OF ARRIVAL )

Form 225  
**NORTHERN PACIFIC RAILWAY CO.**  
 Station **FARGO, N.D.**  
**February 5,** 19**69**  
 The following property is at this station  
 consigned to you:  
 Pro.....  
 Point of Shipment.....  
 Commodity **Cups & Trays**  
 Car Number **CBQ 63301**  
 Ex. Car Number.....  
 Charges now due \$.....  
**Monday** **2/10** 19**69**  
 STORAGE BEGINS AT 7:00 A.M.

**BIG BOY DRIVE INN**  
**HWY 81 SOUTH**  
**FARGO, N.D.**  
**ZIP 58102**

(AGENTS NOTIFICATION COPY)

Northern Pacific Railway Company



N. P. 1520  
11-50

MINNEAPOLIS

STATION JANUARY 24, 1969

CONSTRUCTIVE PLACEMENT NOTICE

MR. FRID. SALES

You are hereby notified that the following cars, consigned to or ordered to or by you, cannot be delivered on account of your inability to receive, or because of other conditions attributable to you, and tender of same is hereby made. These cars are subject to the demurrage rules published in the tariffs lawfully on file, and charges in accordance therewith will be made for detention beyond the free time therein provided.

CAR		Contents	Remarks
Initial	Number		
UP	163957	ELFC. GDS	
PRIZ	72491	ditto	
NYC	169758	ditto	
PC	253289	ditto	
CBQ	43394	ditto	

EXAMPLE COPY

R. J. SETTERHOLM Agent

Original copy of this notice received:

At.....M.....19..... by..... Consignor or Consignee

Per.....

(If consignor or consignee refuses to acknowledge receipt of this notice as provided above, the person delivering same should fill out, date and sign the following certificate on the copy kept on file by the Agent.)

I hereby certify that copy of this notice was delivered by me to

Mr.....

representing the consignor or consignee named hereon, at.....M.

on.....19.....

(Signature of person delivering notice)

(If this notice cannot be delivered personally by the Agent or his representative, it must be served by mail, and the following certificate on the copy kept on file by the Agent should be filled out, dated and signed.)

I hereby certify that copy of this notice was mailed by me to the

shipper or consignee named hereon at.....5P.....M.

on.....JANUARY 24.....1969.....

R. J. SETTERHOLM Agent



RECLAIMWhat is Reclaim?

Under Per Diem Rules a carrier may pay per diem for use of equipment which is another carrier's responsibility. Under these circumstances a per diem reclaim statement is prepared and submitted to the responsible carrier to recover per diem payments allowed.

Reclaim is thus defined as the right to recover per diem charges paid account performing a service or absorbing per diem for another carrier.

Example (Per Diem Rule 5)

This rule states in part that an amount for each car in switching service may be reclaimed by each individual switching road from the road for which the service was performed. In other words, if the Northern Pacific has delivered a car to a connecting road for loading at a local industry and then the connecting carrier returns this car after loading, the per diem rate may be reclaimed by the connecting carrier, limited to a certain amount of days.

Agents prepare Form 2015 switching settlement statements and send to the Manager Car Accounting who prepares the billing from these statements. (See Example, page 71).

Example (Per Diem Rule 14)

Suppose a car is delivered to the Northern Pacific by another carrier with insufficient information for proper forwarding to its final destination. That car should be held until proper instructions can be obtained from the connecting railroad which delivered it to us. The agent or yardmaster must notify the carrier from whom the car was received

(in order to secure disposition) prior to midnight of the second day after receipt or arrival of car. If the Northern Pacific neglects to give notice prior to midnight of the second day after receipt of car, it will be entitled to reclaim only from the date such notice is sent.

Example (Per Diem Rule 15)

Suppose the Northern Pacific has cars to deliver to a connecting line and for some reason this connecting line is unable to accept delivery of these cars, who would be responsible for the per diem that would accrue on these cars until delivery could be made? Rule 15 states that a road, failing to receive promptly from a connecting road, cars on which it has laid no embargo, shall be responsible to the connecting road for the per diem charges on the cars held for delivery. This would include cars of the connecting lines ownership (Home Car). It would be the duty of the Northern Pacific when intending to reclaim on the above rule to notify the designated representative of the connecting line prior to midnight, the total number of cars held and within 48 hours from midnight of the day cars are offered furnish the initials and numbers of the cars.

Form 7776 is prepared by the yard office showing the cars offered but refused. This form is then sent to the connecting line for signature and return. After completion of Form 7776 (See Example, page 138), it is mailed to the Manager Car Accounting for billing.

Example (Per Diem Rule 22)

When an owner or lessee orders cars delivered (1) to another road for loading (2) to be held for prospective loading, per diem reclaim will be allowed by the car owner for all detention time, minus one day. This is computed from the time of arrival at the loading or holding point, until placed for loading. Time for movement from point to point is ex-

Example (Per Diem Rule 22) Cont'd.

cluded, except if the cars are not loaded, but are returned empty, and reclaim will be allowed for all days paid to the owner.

Agents will prepare a list on Form 9635 of cars delivered for loading or to be held for prospective loading during the month and will forward to the Manager Car Accounting. (See Example, page 139). This report is then delivered to the Manager Car Accounting where it is checked against car record books.

Caution in Preparing Reclaims

When reclaims are prepared by the Northern Pacific, it is of the utmost importance that they be prepared correctly and submitted to the proper office as soon as possible as reclaims are subject to rules governing time limit for presentation.



N. P. 7776  
9-24

# NORTHERN PACIFIC RAILWAY COMPANY

## SPECIAL RECLAIM STATEMENT

Mr. A.M. Fitzgerald Station Southeast Mpls Date JANUARY 9, 1969  
(Date List is Furnished)

Local Agent or Yardmaster OGW Charles Jackle Ydm. \_\_\_\_\_ R. R. \_\_\_\_\_  
(Of Road Not Accepting Cars)

Owing to the inability of your Company to accept them, this Company was holding at 11:59 p. m. JANUARY 8, 1969  
(Date cars were held)

4 cars for delivery to you at Southeast Mpls. Yard  
(Total cars held) (Junction via which routed)

This includes 0 cars previously listed and those listed below. In accordance with Per Diem Rule 15, reclaim will be made for per diem which

accrues on these cars while held for acceptance by your Company. This confirms our Telephone Conversation

message of yesterday acknowledged by your Mr. General Yardmaster Charles Jackle

	1. INITIALS	2. NUMBER	3. CONTENTS OR EMPTY	BILLING SHOWS		7. VIA (Full Routing)	8. Date Delivered or Released	9. Total Days Held
				4. Date Loaded or Reloaded	5. POINT OF ORIGIN OR AT WHICH RECONSIGNEED			
1	NP	76364	Grain			Shipment		
2	NP	26491	Grain			Shipment		
3	NP	26851	Grain			Delmar No. 4		
4	GN	18006	Grain			Delmar No. 4		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
								TOTAL

COPY OF THIS NOTICE RECEIVED

A.M. Fitzgerald Agt. REA

SIGNATURE OF CONNECTING LINES REPRESENTATIVE

S.R. Hall

SIGNATURE OF AGENT OR YARDMASTER MAKING LIST





## INTERCHANGE

In the early days of railroading all tracks were not of standard gauge. It was necessary in many instances to transfer the lading from the car of one railroad to a car of another for the shipment to continue to its destination. Today, all railroads in the U. S. have a standard gauge and a freight car can be moved on any railroad, provided there is a track which connects one line with another. When freight cars are moved from one line to another on such tracks they are said to be "Interchanged". Certain records are necessary in order to determine the amount of freight transportation charges that are payable to each line participating in the movement.

### RULES AND INSTRUCTIONS GOVERNING RECEIPT AND DELIVERY OF CARS IN INTERCHANGE WITH CONNECTING RAILROADS AND PERTAINING TO INTERCHANGE REPORTS.

#### WHAT DOES INTERCHANGE MEAN?

Interchange means the exchanging of freight cars from one railroad to another using certain agreed-to tracks or yards.

The following rules and instructions deal with reporting interchange movements of cars delivered to and received from connecting railroads. These rules also specify which railroad is responsible for the delivery and receipt of cars interchanged, including their contents and per diem charges. Any change in practice pertaining to these existing rules and regulations, must be made by proper authority or by authorized agreement with the railroads involved.

#### RULES GOVERNING THE DELIVERY OF CARS:

Association of American Railroads Car Service Rule 7:

Cars shall be considered as having been delivered to a connecting railroad when placed upon the track agreed upon and designated as the interchange track for such deliveries, accompanied or preceded by necessary data for forwarding and to insure delivery, and accepted by the car inspector of the receiving road.

Notwithstanding the foregoing paragraph, the receiving road shall be responsible for the cars, contents and per diem after receipt of the proper data for forwarding and to insure delivery. This responsibility shall continue as respects cars rejected by the car inspector of the receiving road until such cars have been returned to the delivering road. The effect of this paragraph may be altered by special arrangements made between the roads concerned.

#### OFFICIAL DELIVERY TIME.

Since per diem charges are paid by the carrier on all foreign cars (with certain exceptions) on its lines as of 12:01 A.M., it is important that the time of delivery be noted on interchange reports using military time (See Table on Page 147). If foreign cars are interchanged to another carrier before 0001 hours (12:01 A.M.), that carrier becomes responsible for per diem charges. If foreign cars are still on our line at 0001 hours, Northern Pacific must pay the per diem charges. The official time for delivery of cars to a connecting line is established the moment the engine is uncoupled from the cars in the designated interchange track.

#### WHO PREPARES THE INTERCHANGE REPORT?

Interchange reports are prepared by the carrier delivering cars to an interchange track. This report is then forwarded to the carrier receiving the cars in interchange. The receiving carrier must verify that these cars were actually received and that the initials and numbers of these cars were correctly shown on the Interchange Report (see Example, page 149). Verification can be made by checking the interchange track or making a roll-by check at time of delivery.

WHEN INTERCHANGE REPORTS ARE PREPARED.

An interchange report is prepared daily covering the period from 0001 hours to 2359 hours. Interchange reports will not be made, for any day, unless cars were actually interchanged, except on the last day of each month when a report will be made and marked "Final Report".

PREPARATION OF INTERCHANGE REPORTS. (See Examples, pages 150 and 151).

Interchange and correction reports will be numbered consecutively starting with the first day of the month for which an interchange report is made. The first report to each railroad in each month will be numbered "1".

Each report must show the railroad to which the cars were delivered. All columns must be filled with proper information. The time of delivery must be shown on each car.

It is of particular importance that the originating and destination stations be shown clearly and in such a way as to indicate definitely whether the car is delivered in switching service, road haul or carrier service. Interchange reports from both the delivering and receiving railroads must comply with the above requirements.

DISPOSITION OF THE INTERCHANGE REPORTS.

Interchange reports prepared by the Northern Pacific are normally made in quadruplicate, (some stations require more). All four copies are sent to the railroad receiving the cars in interchange unless local arrangements have been made to the contrary. The agent of that line must sign all four copies and return two copies to the Northern Pacific. One of these two copies is mailed to the Manager Car Accounting, the other copy to be retained in the station files.

When cars are received in interchange from another carrier, they prepare the interchange report in quadruplicate sending all four copies to the Northern Pacific agent. The Northern Pacific agent should sign all four copies returning two copies to the delivering carrier, sending one copy to the Manager Car Accounting and retaining the fourth for his station files. Interchange reports must be completed and forwarded for each 24 hour period ending at 2359 hours.

ACCEPTING CARS IN INTERCHANGE.

When a loaded freight car is offered in interchange (providing proper instructions are received and car is mechanically fit) it will be accepted for movement. A car must be accepted even though destined to a nonagency station, billed collect or is insufficiently prepaid.

When cars are ordered from the Northern Pacific Railway by a customer located on the tracks of another railroad, the cars furnished will be interchanged in the usual manner, even though they may be returned to the Northern Pacific for movement.

CARS DELIVERED IN ERROR OR WITH MECHANICAL DEFECTS.

When a car has been delivered to the Northern Pacific on an interchange track and this car is found to have mechanical defects or has been delivered in error and the interchange report has been signed acknowledging receipt of the car, this car must then be interchanged by the Northern Pacific back to the delivering road. Interchange reports must be prepared covering the return of this car.

INTERPRETATIONS:

"Question: - After a car has been accepted by the inspector of the receiving road, is the delivering road relieved from responsibility for damage to the car and contents?"

"Answer: - Yes." (ICC Ruling, June 20, 1924).

"Question: - Where a car has been accepted by the inspector of the receiving road, but is not accompanied or preceded by proper data for forwarding and to insure delivery, is the receiving road relieved from responsibility for damage to the car and contents?"

"Answer: - No; but the rule gives the right to the receiving road to refuse to accept in interchange, cars which are not accompanied or preceded by proper data for forwarding and to insure delivery. When such cars are not accepted in interchange they remain in the possession of the delivering road." (ICC Ruling, June 20, 1924).

RESPONSIBILITY FOR REPORTS OF CARS RECEIVED FROM CONNECTING LINE:

Agents of this railroad must assume the same responsibility for every interchange report of cars received as for cars delivered. This can be accomplished by a visual check of the cars prior to signing such reports. The agent must also see that connecting line agents comply with all instructions governing interchange reports as outlined herein.

Special emphasis should be placed upon the importance of the following:

1. ACCURACY OF REPORTS AS TO DATE AND TIME OF DELIVERY AND RECEIPT OF CARS BECAUSE OF THE PER DIEM INVOLVED.
2. COMPLETE, ACCURATE AND LEGIBLE RECORDS OF INITIALS AND NUMBERS OF ALL CARS RECEIVED AND DELIVERED, INTERCHANGE REPORTS TO BE SUPPORTED BY VISUAL CHECK OF CARS ON DELIVERY TRACKS OR CUTS OF CARS LINED UP READY FOR DELIVERY. A CHECK MUST BE MADE OF ALL CARS AFTER THEY ARE LINED UP FOR A GIVEN DELIVERY. ANY CARS ADDED AFTER CHECK IS MADE, MUST BE SHOWN ON THE INTERCHANGE REPORT.

3. VERIFICATIONS OF COMPLETED INTERCHANGE REPORTS WITH VISUAL CHECK OF ALL CARS RECEIVED AND DELIVERED.

INTERCHANGE CORRECTIONS ARE MADE IN THE FOLLOWING MANNER:

Corrections to Interchange Reports, which have already been forwarded to the Manager Car Accounting, shall be made on the prescribed Form 1437 immediately upon the discovery of errors in reports. (See Example, page 151). Otherwise corrections must be made on all copies of Interchange Reports before forwarding.

REPORTING OF TIME

The time of day from midnight to midnight will be reported and numbered successively in minutes and hours in military time. Following are examples of reporting time:

MILITARY TIME

<u>HOURS</u> <u>MINUTES</u>	<u>INDICATION</u>
0030	12:30 A.M.
0100	1:00 A.M.
0222	2:22 A.M.
0350	3:50 A.M.
0400	4:00 A.M.
0500	5:00 A.M.
0600	6:00 A.M.
0745	7:45 A.M.
0800	8:00 A.M.
0900	9:00 A.M.
1020	10:20 A.M.
1100	11:00 A.M.
1200	Noon
1210	12:10 P.M.
1300	1:00 P.M.
1440	2:40 P.M.
1500	3:00 P.M.
1600	4:00 P.M.
1700	5:00 P.M.
1815	6:15 P.M.

<u>HOURS MINUTES</u>	<u>INDICATION</u>
1900	7:00 P.M.
2000	8:00 P.M.
2100	9:00 P.M.
2200	10:00 P.M.
2300	11:00 P.M.
2359	11:59 P.M.

When reporting hour use last complete hour.

Show midnight as 0001

DO NOT use 0000 or 2400 Hours.



# DAILY INTERCHANGE REPORT OF CARS

FROM 12:01 A.M.  
TO 11:59 P.M.

NP FOR  
**149**  
SHEET NUMBER  
**25**

N.P. RY. TO

SPS

AT

PASCO WASH

STATION NO.

12143

MO.

1

DAY

25

YR.

69

	INITIAL	NUMBER	L/E	KIND	CONTENTS	CONN. ROAD	POINT OF SHIPMENT	FINAL DESTINATION	TIME		REMARKS
									HR.	MIN.	
1	NP	38373	L	B8	DBLOOD	SS	RD	RD	07		
2	MP	84302	L	S6	HOGS	SS	RD	RD	09		
3											
4											
5											

21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											

I Certify that these Cars were Received as above.

Agent \_\_\_\_\_

R.R.

**J. Steel G.Y.M.**

Agent

This report to close at midnight and to be made in accordance with per diem rule 9.  
 Make five copies, delivering all of them to receiving line, the original and two carbons are to be returned after being checked and signed.  
 Send original of report of cars delivered and copy of report of cars received to Car Accountant, after reports are checked and signed.

Printed in U.S.A.

FORM 1455 A **DAILY INTERCHANGE REPORT OF CARS**  
SMALL  
REV. 9-49

From: **NORTHERN PACIFIC RAILWAY CO. TO SPS** R.R.  
**PASCO, WASH.** Date: **1-31** 19**69**  
At: \_\_\_\_\_ Station No. **12143** Sheet No. **1**  
From 12:01 A.M. to 11:59 P.M.

Initials 2	Number 3	L/E 4	Kind 5	Month 6	Day 7	Delivered By 8	At Station 9	Hour 10	Point of Shipment 11	Final Destination 12	Contents 13
NP	25246	L	B2	1	31	SPS	PASCO	5AM	RD	RD	SUGAR
			2								
			3								
			4								
			5								
			6								
			7								
			8								

SUPPLEMENT INTERCHANGE  
SAMPLE

I Certify that these Cars were Received as above,  
Agent: \_\_\_\_\_ R. R. **J. DOE G.Y.M.** Agent

This report to close at midnight and to be made in accordance with per diam rule 9.  
Make four copies, delivering all of them to receiving line, the original and one carbon is to be returned after being checked and signed.  
Send original of report of cars delivered and copy of report of cars received to Car Accountant, after reports are checked and signed.

- Use following letters to show kind of car in column 5:
- A-Automobile
  - F-Flat
  - CK-Coke Rack
  - AR-Auto Rack
  - G-Gondola
  - R-Frt. Refgr.
  - B-Box
  - GG-Gondola, Mill Type
  - RE-Pass. Refgr.
  - V-Box Vent
  - M-Hopper
  - BF-Log Flat
  - SD-Spl. Ds. Str.
  - CH-Hopp
  - PF-Patent Log Flat
  - DD-Dbl. Ds. Str.
  - Cove
  - WR-Wood Rack
  - LP-Live Poultry
  - Pri-Poison Horse
  - T-Tomb

NOTE-Form 1465-C to be use with this form.



N. P. 1437  
8-63

NORTHERN PACIFIC RAILWAY COMPANY

PTD. IN U.S.A.

Sheet No. 20

CORRECTION TO DAILY INTERCHANGE REPORT OF CARS

From NP R. R. To SPS R. R. At Parma, Wyo Date 12-29 1969

REPORT READS:

Marks 1	Kind 2	NUMBER				Check 4	Hour Delivered 5	Point of Shipment 6	Final Destination 7	Contents 8	Remarks or Local Information as Required	
		Loaded 3		Empty 4							9	10
NP	B <sub>2</sub>	2	5	2	3	6	3:45	Rd	Rd	Apple		

SHOULD READ:

NP	B <sub>2</sub>	2	5	2	4	6	same					

NOTE—This form must be used in making all corrections of errors in Daily Interchange Report of Cars, discovered after the reports have been certified and returned by the receiving agent. Make same number of carbons as required for regular Interchange Report and handle in same manner. I certify that the above is correct.

\_\_\_\_\_, Agent \_\_\_\_\_ R. R. \_\_\_\_\_, 1969 (Date Issued)  
 \_\_\_\_\_, Agent \_\_\_\_\_ R. R. John Doe \_\_\_\_\_, Agent.



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ANN ARBOR, MICHIGAN

1950

1950

[Faint, illegible text, likely bleed-through from the reverse side of the page]



DIVERSION & RECONSIGNMENT OF FREIGHT

When people move from one location to another they usually leave a forwarding address with the Postmaster so that any mail coming to their old address will be sent to their new address. This may be referred to as "Forwarding Mail".

If a shipper or consignee wishes to change the routing on a car-load shipment after the car has been released to the railroad, this transaction is called a diversion.

If, however, the shipper wishes to send the car to a consignee other than the one the car was originally billed to, this transaction is called a reconsignment.

THE TERM "DIVERSION" INCLUDES:

- (a) A change in route at the request of consignee, consignor or owner.
- (b) Any other instructions given by consignor, consignee or owner, necessary to effect delivery which requires a change in billing or an additional movement of the car or both.

THE TERM "RECONSIGNMENT" INCLUDES:

- (a) A change in the name of the consignee.
- (b) A change in the name of the consignor.
- (c) A change in destination.
- (d) Any other instructions given by consignor, consignee or owner, necessary to effect delivery which requires a change in billing or an additional movement of the car or both.

CHANGING WAYBILLS FOR DIVERSION OR RECONSIGNMENT

When diversion or reconsignment instructions are received, the initials and numbers of cars to be diverted or reconsigned must be checked against all waybills on hand, inbound and outbound consists, car record book and other pertinent records, to determine if the car is on hand, due to arrive, or has already departed.

If the diversion was properly accomplished at a preceding station, agents holding diversion instructions on the same car are not required to file advice that diversion has been accomplished; however, correctness of the diversion must be checked, and any errors noted must be handled for correction.

If the waybill is on hand and the car is on hand or enroute, Agents and Clerks must insure that waybills are changed in accordance with instructions received in the diversion or reconsignment messages.

At the time the diversion is made, the employee handling must make a notation on the waybill showing his station's name, the date, by whom the diversion is made and on whose authority. This notation must be in ink.

Immediate wire confirmation must be sent to the General Superintendent of Transportation when diversions are accomplished. (See Example, page 157 ).

When diversion instructions are received on a car (other than perishable or livestock) that require the car to be returned, the General Superintendent of Transportation must be contacted for instructions, unless the diversion specifically instructs that the car is to be diverted regardless of a back haul or out-of-line movement.

RECONSIGNMENT AND DIVERSION AFTER CAR HAS DEPARTED.

If the car has already departed, a phone call confirmed by a wire should be sent to the General Superintendent of Transportation, giving the date, time of forwarding and the identity of the train on which the car moved.

When diversion instructions are received after a car has been delivered to a connecting line, the General Superintendent of Transportation, St. Paul, Minnesota must be advised by phone and confirmed by wire immediately.

AUTHORITY FOR DIVERSION AND RECONSIGNMENT.

Authority to divert or reassign carload freight is vested in the General Superintendent of Transportation, Superintendent of Freight Claims, Division Superintendents and Freight Traffic Department. Over-size loads will not be diverted without special instructions from General Superintendent of Transportation.

The right to divert or reassign shipments is provided in tariffs as a service to our patrons. Failure to accomplish diversions without a legitimate excuse for such failure frequently results in claims and practically always in dissatisfied patrons. The handling of diversions is a duty of prime importance and must be given preferred attention.

All wires pertaining to diversions shall be classified as "Pink" and such wires will be given preference in transmission and other handling.

HANDLING RECONSIGNMENT AND DIVERSION CHARGES.

Charges shall be assessed for each diversion made, unless diversion instructions are to the contrary. (Except on perishables, three diversions are permitted on each car without charges).

All charges accruing on shipments reconsigned or diverted must be paid or guaranteed to the satisfaction of the carrier by the person or persons requesting the diversion reconsignment before such shipments are forwarded.

Reconsigning charges shall be billed as advances on an advances only waybill. References to the advances only waybill must be made on the revenue waybill. The advances only waybill will be securely attached to the revenue waybill.

Demurrage must be properly protected when cars are held for diversion or reconsignment instructions, unless specifically advised to the contrary.

Generally, cars diverted must be accompanied by an advances only waybill showing diversion charge.

Diversion messages received should show car initial and number with each numeral in car number spelled out, also origin, date of waybill, consignee, destination, route and junction point. Then show changes requested. Message should carry file prefix and number and show initials of all parties receiving copies.

Example: "NP 82345 eight two three four five cattle, Billings, Montana March 21, 1968 consigned Walter C. Smith. Davenport, Iowa route NP Pk Jct CBQ. Change shipper to Walter C. Smith and divert to John J. Jones, Milwaukee, Wisconsin route NP Mpls. CNW. Advise done. Jt CWT WJG HAB RJL L-191"

When a diversion has been accomplished, message should be addressed and forwarded to the General Superintendent of Transportation and all other persons to whom original diversion message was addressed indicating place

and time where diversion was accomplished.

Example: File L-191

Diversion done date 9 pm.

Jt CWT WJG HAB RJJ

Agent, Dilworth



### REFRIGERATION

Man has been concerned with the preservation of food since the beginning of his existence. He first experimented with fire and smoke and later with salt.

He found that the flesh of the game he killed in the winter stayed palatable for weeks. Later he discovered that some fruit and vegetables would keep for an extended period in a dark, cool corner of his dwelling. So "refrigeration" as well as the phenomenon of fire, are equally responsible for man's survival.

It was easy for man to take fire with him into the winter, but he had to devise means to take "winter" with him into the summer. As man developed and progressed, he learned that ice would keep if it was insulated against heat and wind.

In the mid 19th century it was a common sight to see insulated ice houses on the banks of clear streams and lakes. Ice boxes became a necessity in most American homes; and it was in this period that the "bunker type" refrigerator freight car made its appearance on the American scene.

This was a period of change. Masses of people were moving westward and, as the people went, so went the railroads. The "Frontiersmen" were greeted with fertile soil that yielded bumper crops, crops necessary to supplement the diet of the easterner who chose to remain on worn out land.

As a result, the refrigerator car became a vital link in the food supply from farm to market. In the summer it served as an "ice box" to protect delicate perishables and to help retard spoilage; in the winter, heaters were installed to keep perishables from freezing.

This method of transporting perishables by rail was so effective that it has survived for more than a century.

Later, mechanical refrigeration cars were introduced. They operate on the same principle as the electric refrigerator you use every day.

### PERISHABLE PROTECTIVE SERVICE

#### WHAT IS PROTECTIVE SERVICE?

To the perishable freight shipper, a protective service of one type or another is indispensable. The various classes of protective services fall into one of three categories:

1. Refrigeration, either by mechanical means or by ice with or without salt.
2. Ventilation.
3. Heat.

The use of these protective services, when properly applied, permits less change in foods than any other known means of preservation.

A thorough working knowledge of these services will help in your contacts with customers or prospective customers who have freight that requires protection against heat or cold. The railroads are obligated to follow the shipper's instructions for protective services. If damage occurs, the railroad's liability is limited providing the railroad carries out the shipper's instructions.

#### MAJOR REFRIGERATION SERVICES USING ICE, ( WITH OR WITHOUT SALT), WHERE WAYBILL INSTRUCTIONS READ:

STANDARD REFRIGERATION SERVICE, available in all states, refers to protection against heat by the use of ice placed in the tanks or bunkers of refrigerator cars. Standard refrigeration offers the customer a service that fully protects his lading against spoilage due to heat. The carriers accept full liability for loss due to refrigeration failure.

Shipments moving under standard refrigeration, are iced by the carriers, reiced at regular icing stations, and delivered to the consignee with the bunkers not less than three-fourths full.

INITIALLY ICED-DO NOT REICE.

The shipper has specified the car will be iced to capacity or to a given amount, before or after loading and no reicing will be performed in transit.

INITIALLY ICED, REICE ONCE, TWICE OR THREE TIMES.

The car may be iced initially by the shipper or the carrier. The shipper may specify the carrier to reice once, twice, or as many as three times at designated stations.

HALF-STAGE REFRIGERATION, refers to placing ice in only the upper portion of the bunkers. This is accomplished by setting the ice grates at a point approximately midway between the bottom and the top of the bunkers. This service only applies when the car is so equipped.

TOP OR BODY ICING SERVICE, requires placing ice in the body of the car directly on top of the lading. Principal commodities moving under this service are: melons, keg or draft beer, Christmas trees, leafy vegetables and root vegetables with tops. The carrier, upon instructions from the shipper, will again perform top-or-body-icing service at stations where such service is available. If the shipper desires, he can instruct the carrier to change this type of service to another class of refrigeration while the shipment is in transit. Bunker icing is sometimes requested in addition to top icing to provide maximum protection.

TYPES OF ICE.

Water-ice used by the Northern Pacific falls into four classifications:

1. Snow ice, which is pulverized ice. Snow ice is used only for top icing.
2. Crushed ice, is pieces averaging the size of a man's fist. Crushed ice is sometimes used for top icing, but usually it is mixed with 5% to 20% salt to preserve shipments of meats, and dairy products. These commodities occasionally move in refrigerator cars equipped with brine tanks to retain the brine while the car is in motion.
3. Coarse ice, is pieces averaging ten to twenty pounds each. Coarse ice with 25% to 30% salt is used in bunkers of refrigerator cars to preserve frozen commodities.
4. Chunk ice, is pieces not exceeding 100 pounds each. Chunk ice is used for non-frozen commodities such as fruits, vegetables, and berries, requiring temperatures of 34° to 55° above zero. Chunk ice with 5% salt is sometimes used for shipments of melons. Bunker type equipment is used.

The temperatures desired usually govern the type of ice used. Ice and salt applied together produce temperatures from 10° to 34° above zero.

MECHANICAL REFRIGERATION PROTECTIVE SERVICE - CARS

Mechanical refrigerator cars are specially designed for hauling frozen commodities. These cars provide constant temperatures as low as twenty degrees below zero and are ideal for transporting perishable or frozen commodities that require a constant temperature.

If a mechanical car is furnished for carrier's convenience and the shipper does not order Mechanical Protective Service, the mechanical unit will not be operated. So there will be no charges assessed for the mechanical unit, the shipper must show on his bill of lading "Mechanical Protective Service Not Ordered".

While on the Northern Pacific each mechanical unit is inspected where applicable at on-coming and off-going junctions, plus regular inspection stations. A record is made of the inside temperatures, running condition, amount of fuel, etc.

#### FROZEN COMMODITIES - CARS

The shipper must show on the bill of lading and the agent must show on the waybill: "Mechanical Protective Service - Frozen, Rule 705; this merchandise is a food product requiring handling at a temperature of zero degrees fahrenheit or lower".

#### NON-FROZEN COMMODITIES - CARS

The shipper must show on the bill of lading and the agent must show on the waybill: "Mechanical Protective - Non-frozen Commodity, Rule 710. Optimum temperature inside car \_\_\_\_\_ degrees". Shipper must specify optimum degrees required.

Generally, mechanically equipped cars will not be furnished for shipments to be transported with top or body ice service.

#### MECHANICAL REFRIGERATION PROTECTIVE SERVICE - TRAILERS

Mechanical refrigerator trailers are specially designed for hauling frozen commodities. These trailers provide constant temperatures as low as twenty degrees below zero and are ideal for transporting perishable or frozen commodities that require a constant temperature.

If a mechanical trailer is furnished for carrier's convenience and the shipper does not order mechanical protective service, the mechanical unit will not be operated. So there will be no charges assessed for the mechanical unit, the shipper must show on the bill of lading "Mechanical Protective Service Not Ordered - Do Not Operate Mechanical Unit - Rule 825".

While on the Northern Pacific, each mechanical unit is inspected where applicable at on-coming and off-going junctions, plus regular inspection stations. A record is made of the inside temperatures, running condition, amount of fuel, etc.

#### FROZEN COMMODITIES - TRAILERS

The shipper must show on the bill of lading and the agent must show on the waybill "Mechanical Protective Service - Frozen, Rule 825 - Important: This merchandise is a food product requiring handling at a temperature of zero degrees fahrenheit or lower".

#### NON-FROZEN COMMODITIES - TRAILERS

The shipper must show on the bill of lading and the agent must show on the waybill: "Mechanical Protective Service - Non-frozen commodity, Rule 825, optimum temperature inside trailer \_\_\_\_\_ degrees".

#### VENTILATION.

Ventilation is the manipulation of hatch covers and plugs of refrigerator cars; and the doors and windows of the ventilator type box cars to permit or prevent the passing of air through such openings.

Ventilation is used extensively in the spring and the fall seasons when the outdoor air can be used as a cooling agent. Additionally, ventilation is often used in conjunction with refrigeration or heater service to provide better temperature control.

The term "Ventilating Devices" or "Vents" includes hatch covers, hatch hoods, and hatch plugs on refrigerator cars; (See Example, page 168) and doors and windows of ventilator type box cars.

STANDARD VENTILATION.

When the shipper designates that the car will move under "Standard Ventilation" the vents will be closed after outside temperature drops below 32° and opened when the outside temperature reads 32° or above.

SPECIAL VENTILATION, designates that vents will be opened or closed at specified points or in accordance with the outside temperature.

HEATER SERVICE.

There are several classes of heater service, all designed to protect perishable freight in refrigerator cars against frost, freezing or artificial overheating. The Northern Pacific generally recognizes September 1 to May 31 as the heater season.

The modern portable heater, weighing 33 lbs. empty, 66 lbs. with fuel, (See Example, page 169) is a thermostatically controlled unit that burns alcohol as fuel. This heater does not produce poisonous gases or fumes that might be detrimental to the freight itself. They are often called "LF" or liquid fuel heaters, and produce temperatures from 30° above zero to 70° above and burn 50 hours on full flame without refueling. The NP owns about 5,000 of these heaters. A photograph (See Example, page 170), shows a heater typically installed on the ice grate of a car bunker. (See Example, page 171, for fueling, filling, installing, lighting, thermostat setting, extinguishing and storage instructions.)

CARRIERS PROTECTIVE SERVICE, is the most common service used by our customers. "CPS", as it is known, is used in all states through which Northern Pacific operates. Within the applicable territory, the carriers will

furnish artificial heat in conjunction with ventilation service as necessary when CPS is specified.

CPS is the only heater service in which the carrier is fully liable for damage from cold weather. Because of this, it is the most popular, particularly during periods of extremely cold weather. From November 16 to March 1, it is compulsory on potato shipments originating on the Northern Pacific.

#### MAKING INSPECTION AND REPORTS ON REFRIGERATOR CARS.

Forms 7016 and 1755 reports are prepared at the time refrigerator cars are inspected at receiving and delivering junctions as well as at regular inspection stations. Most of the information for these reports is taken from the waybill. The rest is secured at the inspection. Form 7016 is a single copy type form and Form 1755 is prepared in triplicate. Both reports are made when inspecting refrigerator cars that have been spotted for unloading and when refrigerator cars are held for reconsignment or diversion. (See Examples, pages 172 and 173).

#### DISTRIBUTION OF 7016 and 1755 REPORTS.

After Forms 7016 and 1755 have been completed at a station or terminal, the original of Form 1755 must be forwarded to General Superintendent of Transportation, the duplicate to Auditor Freight Accounts, St. Paul, Minnesota, and the third copy together with Form 7016 filed and retained at the station.

#### INSPECTING MECHANICAL REFRIGERATOR CARS AND TRAILERS.

First - Check the temperature gauge and record the temperature on Forms 7016 and 1755.

Second - Check the fuel gauge and record the amount of fuel in the tank.

Third - Check to see if unit is running and record "running" or "Not running". If unit is not running and the temperature is not in line with the waybill instructions, promptly notify the Mechanical Department for repairs.

INSPECTING BUNKER TYPE REFRIGERATOR CARS.

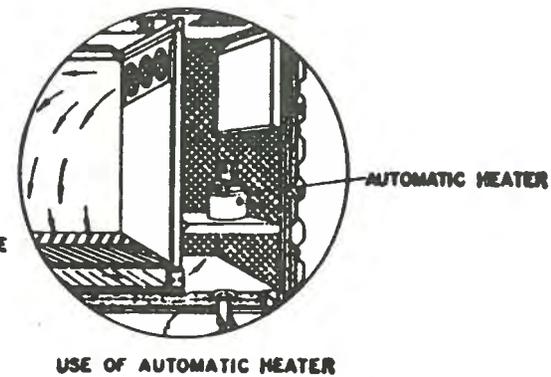
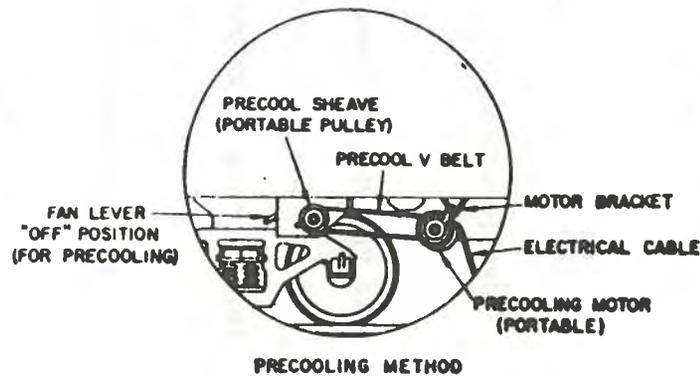
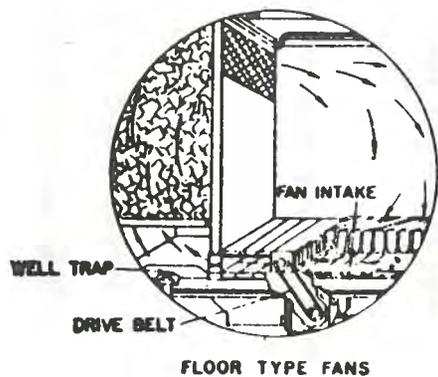
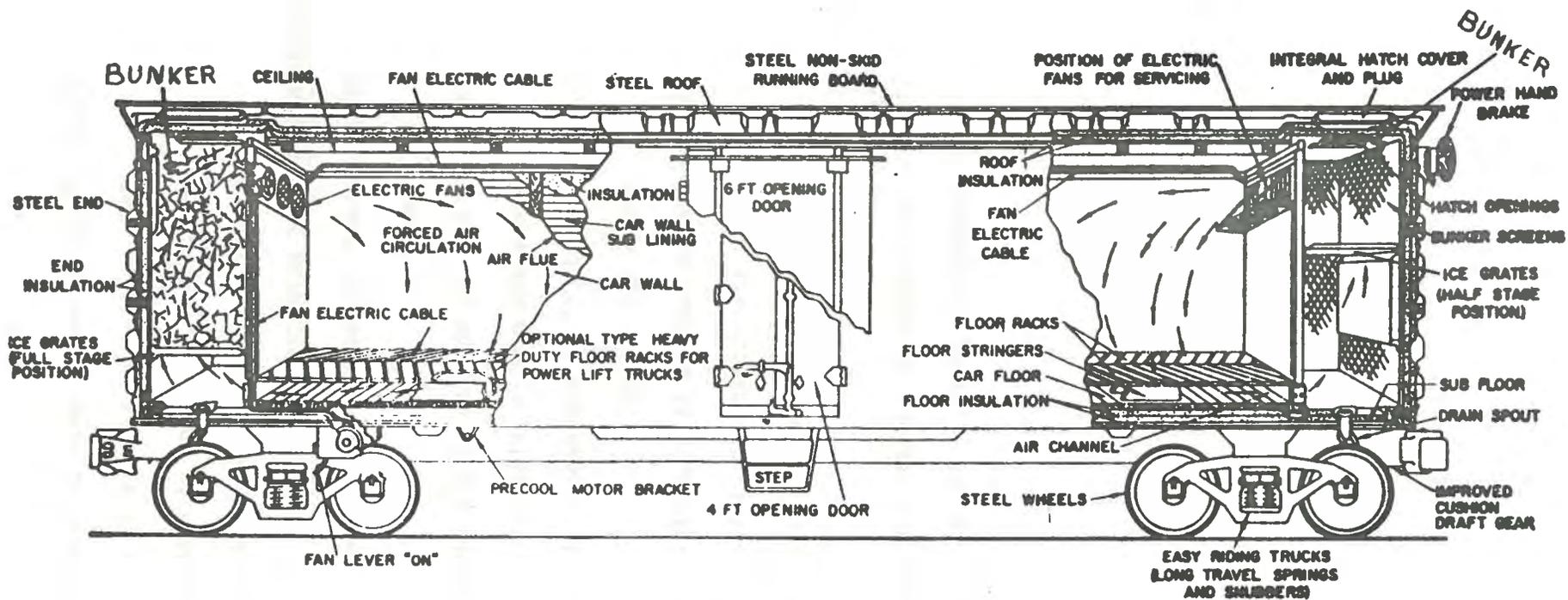
First - Check the waybill and see what the waybill instructions require.

Second - Climb to the top of the car and check to see if the vents are open or closed.

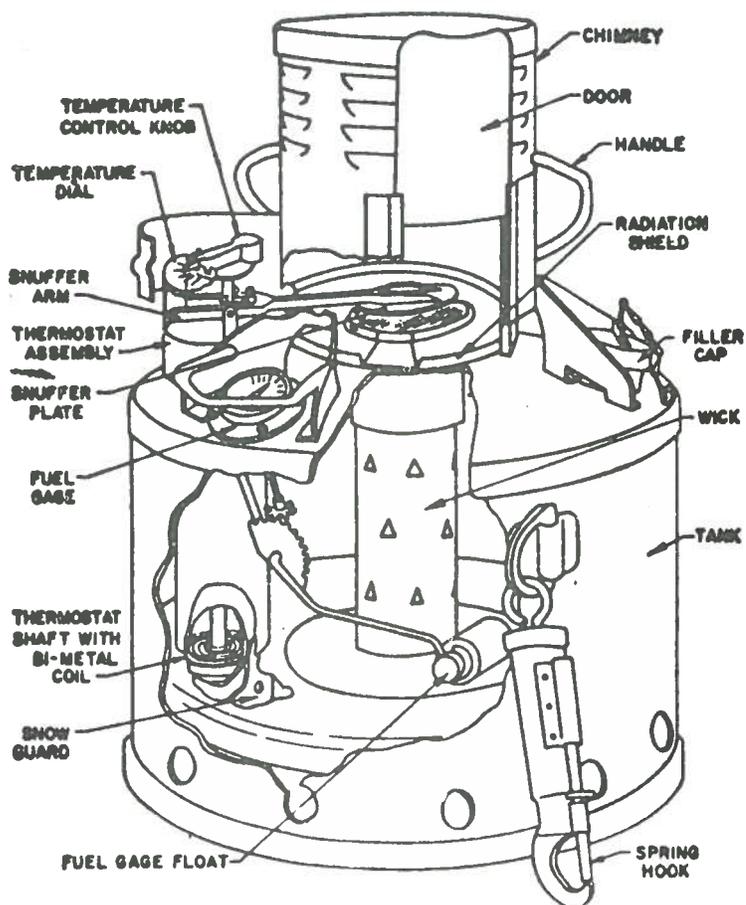
Third - Record "O" on the Report if vents are open, "C" if vents are closed.

Fourth - Check bunkers to determine the amount of ice. If the vents are closed, it will be necessary to pull them open, pull the plug to check the amount of ice in the bunker.

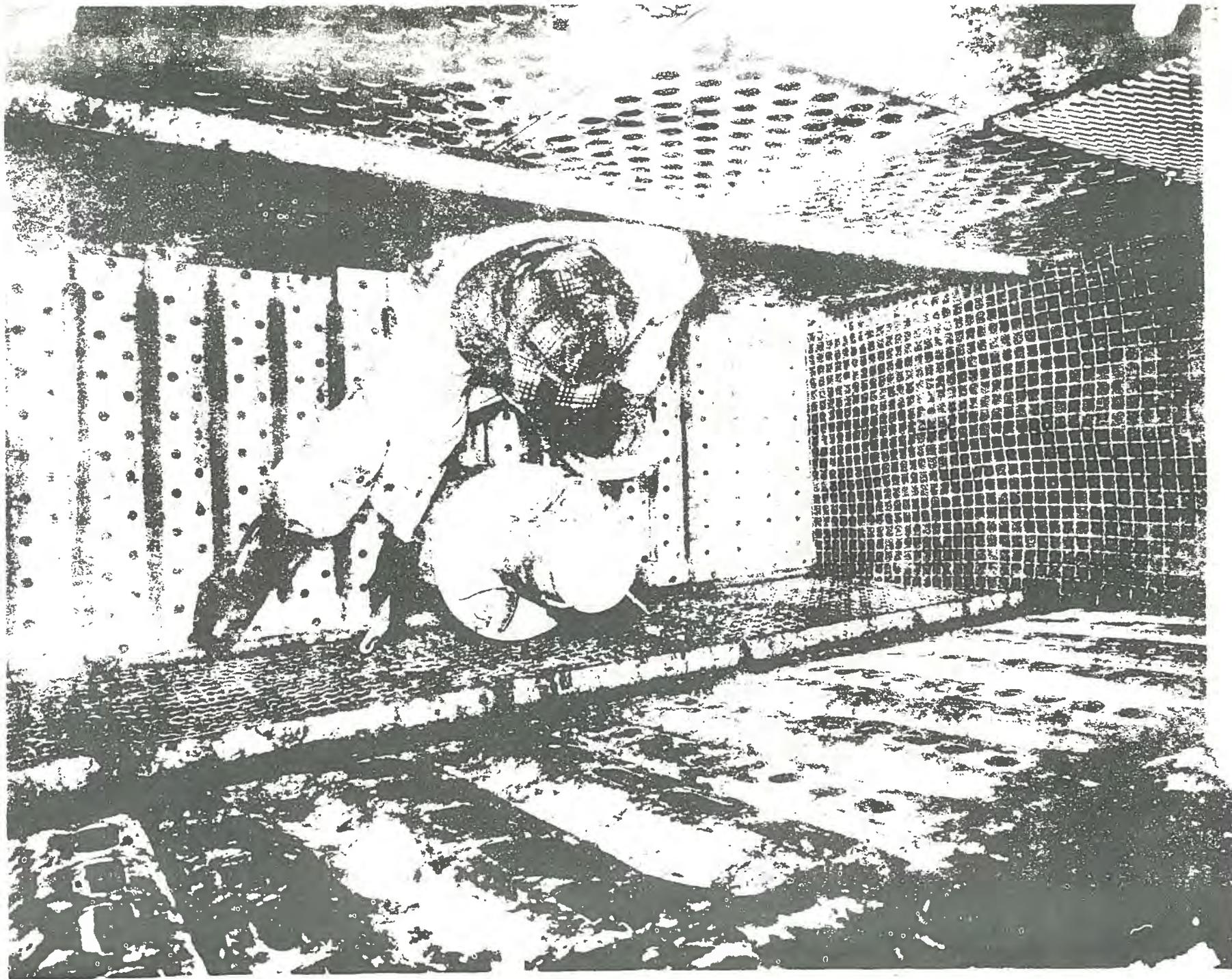
Fifth - Show number of inches from top of ice to top of tank.  
(Example: 10 in. - 16 in. or full)



Typical Ice Bunker Refrigerator Car



Portable Thermostatically Controlled  
Alcohol Heater



TYPICAL INSTALLATION OF ALCOHOL  
HEATER IN CAR BUNKER

# PRECO AUTOMATIC HEATER OPERATING INSTRUCTIONS

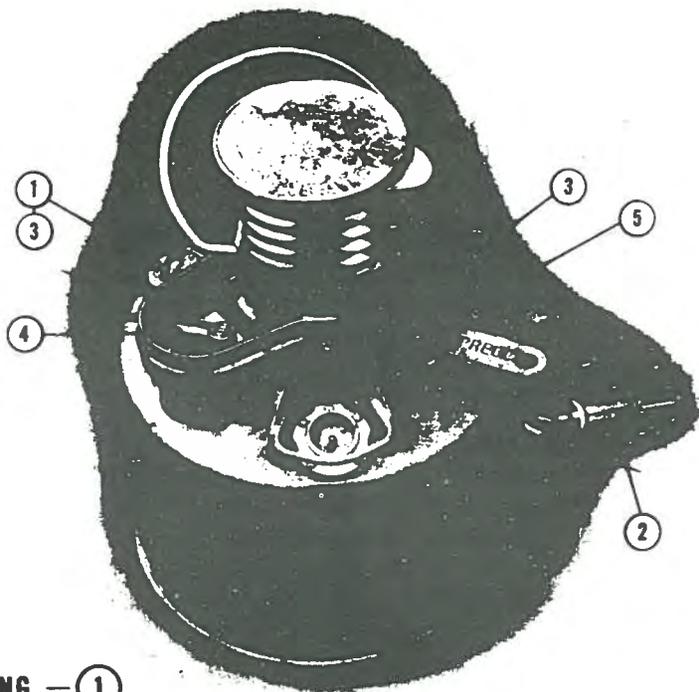
## MODELS GF2, GB3, GB4, GB5 and GB6

### FUEL

Use only commercially pure Methanol (99.85%) or specially prepared fuel mix (1/3 Isopropanol, 2/3 Methanol). Be sure fuel is absolutely clean. Other alcohols such as radiator anti-freeze will permanently damage the glass wick.

Methanol is perfectly safe when properly handled. It is highly inflammable. Keep it away from open flame, burning embers or sparks.

Avoid prolonged breathing of vapor or contact with skin. Methanol is poisonous and may be fatal if swallowed.



### FILLING — ①

**MAKE SURE THE HEATER IS NOT BURNING.** Heater should be fueled or refueled in a well ventilated location, preferably in outside open air. Never fill tank over five (5) gallons. This is important to insure sufficient room for expansion of fuel caused by temperature changes. Be sure to replace filler cap tightly by turning to right as far as it will go.

### INSTALLATION — ②

Place heater in bunker against end wall of car or bulkhead. Fasten both spring hooks on heater downward into screen openings, or perforated holes, of end car wall lining or bulkhead. Be sure to provide sufficient spring tension to hold heater securely.

### LIGHTING — ③

**FILLER CAP MUST BE TIGHTLY CLOSED AND LOCKED.** Wick must be kept clean: brush if necessary with a toothbrush or equivalent (not wire). Raise the snuffer plate. In most instances this can be done by turning the pointer arm of thermostat control to higher temperature range. If desired, snuffer plate can be raised by lifting snuffer arm where it enters chimney. Light wick. Keep snuffer plate in raised position until flame completely surrounds snuffer plate and burns through center hole. This heats snuffer plate to insure proper operation.

### THERMOSTAT SETTING — ④

For service, set pointer arm of thermostat control to desired temperature. "Pilot" setting lowers snuffer plate regardless of temperature, which keeps heater from burning on full flame. Pointer arm of thermostat control fits over or between the teeth of the dial. This permits temperature setting in intervals of 2½ degrees.

### EXTINGUISHING — ⑤

For Model GB-6, insert extinguishing blade between snuffer plate and wick surface until stops of the blade rest against radiation shield. Blade will smother flame. **DON'T BE FOOLED. ALWAYS BE CERTAIN THE FLAME IS POSITIVELY EXTINGUISHED.**

For Model GF-2, (Hi-Temperature type), place thermostat on "Pilot" and direct a fine stream of water from a squirt can, or Preco Plastic Bottle G11060 on top of snuffer plate and around edges — avoid excessive wetting.

### STORAGE

Heaters should be stored in a well ventilated location. Before storing be sure heaters are extinguished and fuel drained from tank with pointer arm of thermostat control set on "pilot." Heaters **MUST NOT** be burning when stacked.

280130972M1 2817A834D 937AH 01AMOTUA 033RQ  
232 Wm. 202. 405. 605. 570 21300M

**FIELD RECORD OF PERISHABLE SERVICE**

Date \_\_\_\_\_ Train \_\_\_\_\_ Time \_\_\_\_\_

Station \_\_\_\_\_ Inspector \_\_\_\_\_

Init.	Car Number	Class of Service	Ice or Htrs		Vents	
			Arr.	De.	Arr.	De.
19						
18						
17						
16						
15						
14						
13						
12						
7						
6						
5						
4						
3						
2						
1						

REPORT OF ALL CARS PERISHABLE FREIGHT INSPECTED AND SERVICED AT

INSTRUCTIONS—THIS REPORT TO BE MADE IN TRIPPLICATE DAILY, SIGNED BY INSPECTORS AND AGENT. ORIGINAL TO BE FORWARDED FIRST TRIPPLICATE TO BE RETAINED FOR STATION RECORD.

RECEIVED		CAR		WAYBILL REFERENCE					CONTENTS OF CAR	POSITION VENTS ON ARRIVAL		NUM INCH FROM TOP OF ICE TO TOP OF TANK ON ARRIVAL	AMOUNT ADDED		
TRAIN	TIME	INITIALS	NUMBER	WAYBILLING LINE	FROM	TO	WAYBILL NUMBER	DATE		FRONT	REAR		ICE INCHES	ICE LBS.	SALT LBS.
600	5 <sup>15</sup> A	NP	91682	NP	YAKIMA	MPLS	519618	1/1/69	APPLES	C	C				
600	5 <sup>15</sup> A	NPM	635	NP	ZILLA H	KANSAS CITY KANS	533226	1/1/69	FRO VEET			TEMP-3		C+1 No H No	
												FUEL 360 GALS			

(A) IF CAR IS MOVING UNDER PROTECTIVE TARIFF RULE 630, PLACE CHECK MARK IN COLUMN "A."  
 (B) IF CHARGE FOR ICE AND SALT IS ADVANCED ON WAYBILL COVERING SHIPMENT, PLACE CHECK MARK IN COLUMN "B" AND SHOW AMOUNT SO ADVANCED IN COLUMN "D."  
 (C) IF CHARGE FOR ICE AND SALT IS ADVANCED ON "ADVANCES ONLY" WAYBILL, SHOW WAYBILL REFERENCE IN COLUMN "C" AND AMOUNT IN COLUMN "D." IF CHARGE IS TO BE BILLED AGAINST PACKING COMPANY BY AUDITOR'S OFFICE, SHOW TO WHOM CHARGEABLE IN COLUMN "C" AND AMOUNT IN COLUMN "D."  
 NOTE—WHEN EMPTY CARS ARE INITIALLY ICED FOR LOADING AT ANOTHER STATION, SHOW IN COLUMN "TO" THE POINTS TO WHICH CARS ARE FORWARDED ON ICED EMPTY CAR SLIP BILLS, FORM 1527.

AT 8 A. M. - 6  
 AT 6 P. M. \_\_\_\_\_

Passo STATION 1/1 19 69 SHEET NO. 1  
 TRAIN TO GENERAL SUPERINTENDENT TRANSPORTATION, ST. PAUL, MINN., DUPLICATE TO AUDITOR FREIGHT ACCOUNTS, ST. PAUL, MINN.,

POSITION VENTS ON DEPARTURE	NUMBER OF HEATERS BURNING (B) NOT BURNING (NB)		HT. END CLEANED AND FILLED YES OR NO	DRAINS OPEN OR CLOSED	TIME SERVICE PERFORMED	TEMPERATURE	FORWARDED		SHOW FULL WAYBILL INSTRUCTIONS AS TO VENTILATION, ICING AND SALTING OR PROTECTIVE SERVICE AGAINST COLD	B	C	D
	FRONT	REAR					ARRIVAL	DEPARTURE				
C	C									✓	✓	
C	C	1PB	2PB	0	6 <sup>00</sup> A	-6	600	7 <sup>45</sup> A	CARRIERS PROTECTIVE SERVICE			
								7 <sup>45</sup> A	RULE 705 SET 0			

TEMPERATURE  
 12 NOON \_\_\_\_\_  
 12 MIDNIGHT \_\_\_\_\_

G. Skinnell INSPECTOR  
 J. Dood INSPECTOR  
 J. Doo AGENT

REPORT OF ALL CARS PERISHABLE FREIGHT INSPECTED AT

INSTRUCTIONS - This report to be filled in triplicate - one copy to be retained by the inspector, one copy to be retained by the carrier, and one copy to be retained by the consignee.

DATE	TIME	STATION	CARRIER	CLASS	QUANTITY	WEIGHT	VALUE	REMARKS	INSPECTOR'S SIGNATURE	CARRIER'S SIGNATURE	CONSIGNEE'S SIGNATURE
1914	10:30 AM	STATION	CARRIER	CLASS	QUANTITY	WEIGHT	VALUE	REMARKS	INSPECTOR'S SIGNATURE	CARRIER'S SIGNATURE	CONSIGNEE'S SIGNATURE

THE CARRIER IS RESPONSIBLE FOR THE PROTECTION OF THE FREIGHT FROM LOSS OR DAMAGE FROM THE TIME IT IS RECEIVED AT THE STATION UNTIL IT IS DELIVERED TO THE CONSIGNEE.

STATION: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTOR'S SIGNATURE: \_\_\_\_\_ CARRIER'S SIGNATURE: \_\_\_\_\_ CONSIGNEE'S SIGNATURE: \_\_\_\_\_

DATE	TIME	STATION	CARRIER	CLASS	QUANTITY	WEIGHT	VALUE	REMARKS	INSPECTOR'S SIGNATURE	CARRIER'S SIGNATURE	CONSIGNEE'S SIGNATURE

INSPECTOR'S SIGNATURE: \_\_\_\_\_ CARRIER'S SIGNATURE: \_\_\_\_\_ CONSIGNEE'S SIGNATURE: \_\_\_\_\_

### HANDLING CAR EQUIPMENT

When a man needs a new suit, he goes to the clothing store and places his order. The salesman will show the man the different kinds of material, colors and styles, best suited to that individual, taking into consideration the man's height, weight and age. The man can then make a selection and the salesman will tell the person when the suit will be ready to wear.

The railroad must in many ways accomplish the same purpose when a shipper orders a freight car for loading. The shipper contacts the agent or clerk and tells him the commodity he wishes to ship, weight, destination and when he will need the car. The railroad will provide the correct size, type and any special equipment that he may need, doing all possible to have the car available for the shipper at the time requested.

In order that the Northern Pacific can continue to have the proper type of freight cars available for shippers, we co-operate with other railroads and observe the rules and agreements for returning unneeded cars to their owners by the shortest routes. By handling in this manner, all railroads can furnish the shippers with the correct type and size of cars for their products.

#### DEFINITIONS:

Home Car, a car on the railroad to which it belongs.

Foreign Car, a car on a railroad to which it does not belong.

Direct Connection Car, a railroad car that belongs to another railroad with which the Northern Pacific has a connecting track. Example: Car CNW 86688 on a Northern Pacific track at Duluth, Minn. can be delivered directly

to the Chicago & Northwestern Railroad at Duluth by a track connection between the C&NW and the Northern Pacific.

Non-Connection Car, a railroad car belonging to another railroad, with which the Northern Pacific does not have a connecting track. Example: Car IC 23500 is located at Dickinson, N.D. and, in order to return this car to the Illinois Central with whom we have no direct connection, we would have to move the car from Dickinson to Minneapolis and give the car to the C&NW Railroad, who will move the car to Chicago, Ill. and deliver it to the IC.

(Note: The above example is covered by SCO 90 applying to General Service Box)

Private Car, a car owned by a company other than a railroad.

Note: Movement of private cars is paid on a mileage basis rather than on a daily basis. Some railroad tank cars and refrigerator cars are also on a mileage basis.

Home Road, the railroad which owns a car or upon which the home of a private car is located.

Home Junction, a connecting track where a car returns to the Home Road.

Reverse Route, a route on which an empty car is returned to the railroad that loaded the car, (reversing the movement after the car has been unloaded). Example:

A load is billed at Broadview, Ill. and routed IC-Albert Lea-CNW-East Minneapolis-NP to unload at destination Billings, Montana. After the car is unloaded, it may be billed as an empty and returned to the C&NW Railroad at East Minneapolis.

Record Rights, authority to return a car to a connecting railroad at the junction from which it was received.

Short Route, railroads have made special agreements among themselves, for handling empty cars via the shortest route from different locations in the United States by using their own and other railroad's tracks to return these empty cars to the owning or assigned railroad. The reasons are to avoid moving the cars in a round about route and instead using a more direct route back to the owning or assigned railroad, saving mileage and time. This allows the cars to be reloaded more often, thereby providing better utilization of the cars.

CSD, the Car Service Department of the Association of American Railroads. This department supervises the application of car service and per diem rules. (Rules and routes by which cars are moved, loaded and located on the tracks of another railroad on a daily fixed charge or mileage basis). The CSD also issues special instructions on handling cars.

Per Diem, means by the Day. Railroad usage of this term is understood to mean the amount paid the owner of freight cars on a daily basis, when these cars are located on other railroads.

The terms and definitions which were explained in the preceding pages are for use in handling freight cars. At each station and yard office a GST Manual is available for reference. Home Route Charts and Home District Charts (See Examples, pages 180 and 181) are also available for reference but are subject to change periodically.

The Railway Equipment Register, also available at stations and yard offices, contains current records of all cars listed by ownership and shows car initial, number and other data for use in determining kind, size and type.

The General Superintendent of Transportation will also issue current instructions for the allocation of freight cars by kind, classification and quantity for various points on the Northern Pacific Railroad. Empty cars not needed at a station should be checked and handled in line with these instructions, advising the General Superintendent of Transportation the kind, classification and number sent to each point. Always check the home route and Home District Charts to avoid being in violation of the rules and regulations.

When in doubt as to the handling of freight cars, contact the General Superintendent of Transportation, giving the initials, numbers, kinds and classifications. You will then be advised as to their disposition.

#### ORDERING AND FURNISHING CARS FOR LOADING BY SHIPPERS.

Agents should do all possible to get the kind, size and capacity car ordered by the shipper. By furnishing the proper car, we satisfy the shipper and also use our equipment to the best advantage.

When Northern Pacific furnishes a car of a larger size or capacity than was ordered by the shipper, a notation must be made on the waybill

stating the size of car ordered and the date of order. Also the number, length and capacity of the car furnished must be noted.

Should the shipper load the car furnished him, in excess of the capacity of the car he had actually ordered, then charges must be made on the basis of the car which was used and become subject to the minimum weight that would apply to that car.

Example: Suppose a shipper ordered a 1,700 cubic foot Gondola with a 140,000 pound capacity and the railroad furnished a 2,300 cubic foot Gondola with a capacity of 180,000 pounds. The shipper loads 162,000 pounds into the car furnished. The rate would be subject to the car which was furnished instead of the car ordered.

When a customer orders a car, the clerk or agent should make out Form 524 or F5 Report showing the quantity, kind, size, date needed, destination and routing. This form must be signed by the shipper or his representative. When the car is furnished, complete the form by showing car initials, number, date, time, kind and size.

A copy of Form 524 or F5 Report must be kept on file at each station or yard office for verification by the Interstate Commerce Commission's representative. (See Examples, page 113).

## LOAD CARS AS FOLLOWS (In order of preference)

- 1— Load foreign cars via owner roads, whenever possible. Foreign cars at a junction point with owner should be loaded via owner's rails.
- 2— Load foreign cars to a Home District.
- 3— Load foreign cars to a District intermediate between loading point and a Home District or to a District immediately adjacent to a Home District.

Foreign Car— A car on a road to which it does not belong.

### Do Not Load High Class Box Cars With Commodities That Will Damage or Taint the Interior.

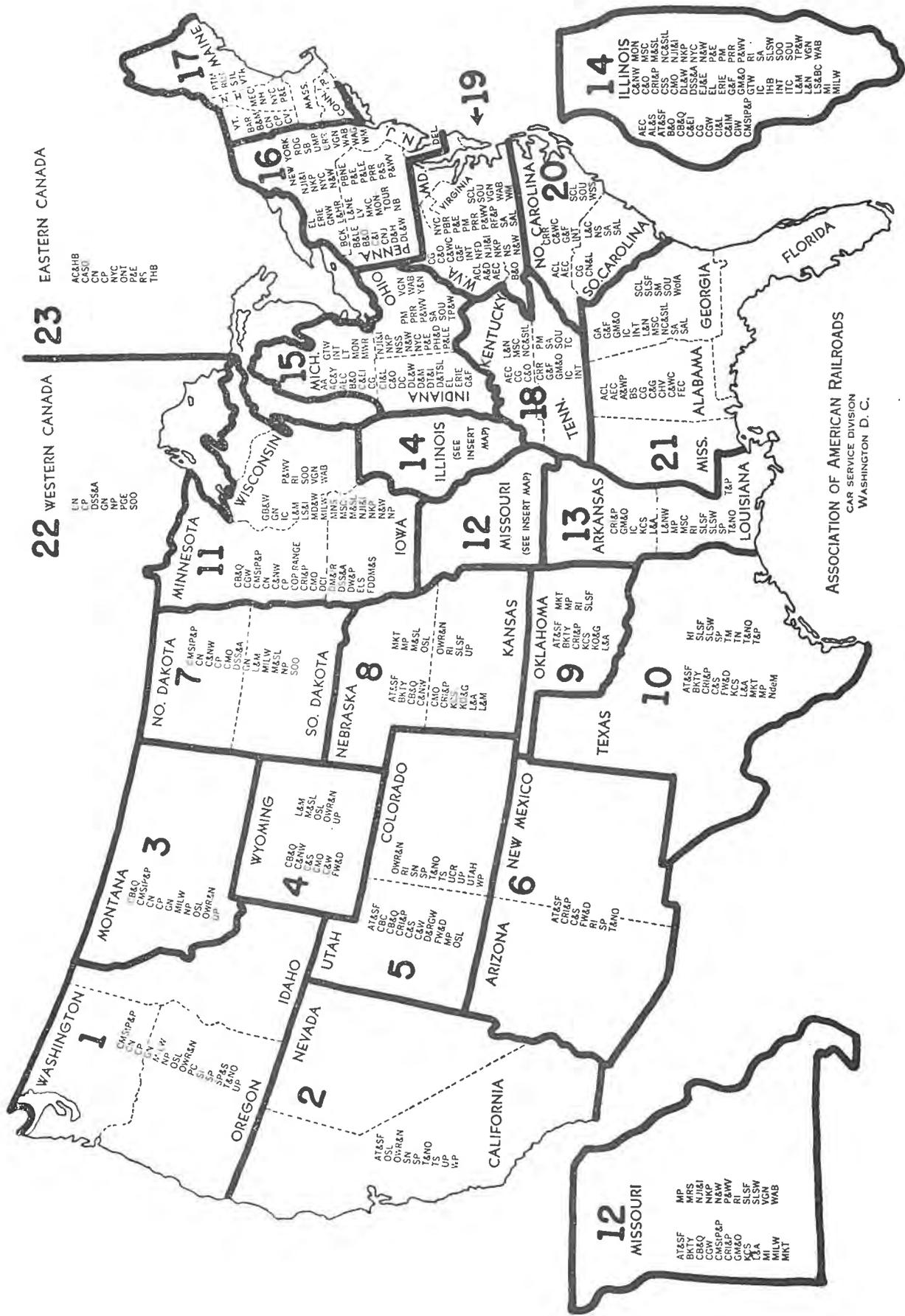
Observance of the above principles in selecting empty cars for loading will greatly contribute to more efficient car utilization, prevent unnecessary empty mileage and improve car supply.

Fullest possible advance notice by shippers in the form of written car orders, specifying routing and destination, will greatly aid the railroads in furnishing prompt and satisfactory car supply to shippers.

### Railroads Classified According To Home Districts As Shown On Map

Railroad District No.	Railroad District No.	Railroad District No.	Railroad District No.
AA DT&I.....15	CRI&P(RI).....5, 6, 8, 9, 10, 11, 12, (13, 14)	KCS(L&A).....8, 9, 10, 12, 13	NP.....1, 3, 7, 11, 22
AC&HB.....23	CRR.....18, 20	KO&G.....8, 9	NS.....19, 20
ACL(C&WC, SAL,SCL).....19, 20, 21	C&S(FW&D).....4, 5, 6, 10	L&A(KCS).....8, 9, 10, 12, 13	NSS.....15
AC&Y.....15	CSS.....14	L&C.....20	N&W(NJI&I).....11, 12, 14, 15, 16, 19
A&D NFD.....19	CMO(C&NW, L&M, M&SL).....4, 7, 8, 11, 14	L&HR.....16	NKP, P&WV, VGN, WAB).....11, 12, 14, 15, 16, 19
AEC CG,G&F, INT,SA,SOU).....14, 15, 18, 19, 20, 21	CV.....17	L&M(C&NW, CMO, M&SL).....4, 7, 8, 11, 14	NYC(PC,P&E, PRR).....14, 15, 16, 17, 19, 23
AL&S.....14	C&W.....4, 5	L&N(NC&SL).....14, 18, 21	ONT.....23
AT&SF.....2, 5, 6, 8, 9, 10, 12, 14	C&WC(ACL, SAL,SCL).....19, 20, 21	L&NE.....16	OSL(OWR&N, UP).....1, 2, 3, 4, 5, 8
A&WP(GA, WofA).....21	DC.....15	L&NW.....13	OVR&N(OSL, UP).....1, 2, 3, 4, 5, 8
BAR.....17	DCI.....11	LS&BC.....14	PBNE.....16
BCK.....16	D&H.....16	LS&I.....11	PC(NYC,P&E, PRR).....14, 15, 16, 17, 19, 23
BKTY MKT.....8, 9, 10, 12	DL&W(ERIE,EL).....14, 15, 16	LT.....15	PBR.....19
B&LE(URR).....16	D&M.....15	LV.....16	P&E(PC, NYC, PRR).....14, 15, 16, 17, 19, 23
B&M.....17	DM&IR.....11	MD&W.....11	PGE.....22
B&O.....14, 15, 16, 19	D&RGW.....5	MEC.....17	PH&D.....15
BS.....21	DSS&A(SOO).....7, 11, 14, 22	MI.....12, 14	P&LE.....15, 16
CASO PC).....23	DT&I(AA).....15	MILW (CMS,P&P).....1, 3, 7, 11, 12, 14	PM(C&O).....14, 15, 18, 19
CBC.....5	D&TSL.....15	MKC.....16	PRR(NYC,PC, P&E).....14, 15, 16, 17, 19, 23
CB&Q.....3, 4, 5, 8, 11, 12, 14	DW&P.....11	MKT(BKTY).....8, 9, 10, 12	P&S.....16
C&EI.....14, 15	EJ&E.....14	MNS.....11	PTM.....17
CG(AEC,G&F, INT,SA,SOU).....14, 15, 18, 19, 20, 21	EL(ERIE,DL&W).....14, 15, 16	MON(CI&L).....14, 15	P&WV(NJI&I, NKP, N&W, VGN, WAB).....11, 12, 14, 15, 16, 19
C&G.....21	ELS.....11	MONTOUR.....16	RDG.....16
CGW.....11, 12, 14	ERIE(DL&W,EL).....14, 15, 16	MP.....5, 8, 9, 10, 12, 13	RF&P.....19
CHV.....21	FDDM&S.....11	MRS.....12	RI(CRI&P).....5, 6, 8, 9, 10, 11, 12, 13, 14
C&I.....16	FEC.....21	MSC(IC).....11, 13, 14, 18, 21	RS.....23
CI&L(MON).....14, 15	FW&D(C&S).....4, 5, 6, 10	M&SL(C&NW, CMO, L&M).....4, 7, 8, 11, 14	RUT(VTR).....17
C&IM.....14	GA(A&WP, WofA).....21	MWR.....11	SA(AEC,CG, G&F,INT,SOU).....14, 15, 18, 19, 20, 21
CW.....14	GB&W.....11	NB.....16	SAL(ACL, C&WC,SCL).....19, 20, 21
CMS(P&P, MILW).....1, 3, 7, 11, 12, 14	G&F(AEC,CG, INT,SA,SOU).....14, 15, 18, 19, 20, 21	NC&SL(L&N).....14, 18, 21	SCL(ACL, C&WC,SAL).....19, 20, 21
CN.....1, 3, 7, 11, 17, 22, 23	GM&O.....12, 13, 14, 18, 21	Nd&M.....10	
CNJ.....16	GN.....1, 3, 7, 11, 22	NFD(A&D).....19	
CN&L.....20	GNW.....16	NH.....17	
C&NW(CMO, L&M, M&SL).....4, 7, 8, 11, 14	GTW.....14, 15	NJI&I(NKP, N&W, P&WV, VGN, WAB).....11, 12, 14, 15, 16, 19	
C&O PM).....14, 15, 18, 19	IC(MSC).....11, 13, 14, 18, 21	NKP(NJI&I, VGN, WAB).....11, 12, 14, 15, 16, 19	
CP.....1, 3, 7, 11, 17, 22, 23	IHB.....14	N&W, P&WV, VGN, WAB).....11, 12, 14, 15, 16, 19	
COP RANGE).....11	INT(AEC,CG, G&F,SA,SOU).....14, 15, 18, 19, 20, 21		
	ITC.....14		
			SB.....16
			SL.....1
			SJL.....17
			SLSF.....8, 9, 10, 12, 13, 21
			SLSW(SSW).....10, 12, 13, 14
			SM.....21
			SN(TS,WP).....2, 5
			SOO(DSS&A).....7, 11, 14, 22
			SOU(AEC,CG, G&F,INT,SA).....14, 15, 18, 19, 20, 21
			SPT&NO).....1, 2, 5, 6, 10, 13
			SP&S.....1
			TC.....18
			THB.....23
			TM.....10
			TN.....10
			T&NO(SP).....1, 2, 5, 6, 10, 13
			T&P.....10, 13
			TP&W.....14, 15
			TS(SN,WP).....2, 5
			UCR.....5
			UMP.....16
			UP(OSL, OWR&N).....1, 2, 3, 4, 5, 8
			URR(B&LE).....16
			UTAH.....5
			VTR(RUT).....17
			VGN(NJI&I, NKP, N&W, P&WV, WAB).....11, 12, 14, 15, 16, 19
			WAB(NJI&I, NKP, N&W, P&WV, VGN).....11, 12, 14, 15, 16, 19
			WAG.....16
			WofA(A&WP, GA).....21
			WM.....16, 19
			WPSN,TS).....2, 5
			WSS.....20
			Y&N.....15

ASSOCIATION OF AMERICAN RAILROADS  
Car Selection Chart Showing Home Districts For All Principal Freight Car Ownerships





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## INTRODUCTION TO UNIT RECORD EQUIPMENT

Have you ever thought about the method that the Northern Pacific uses to keep account of the equipment that moves through a freight yard? We have yards on the Northern Pacific that handle as many as 3000 cars per day into the terminal to be switched and forwarded to connecting lines, industries and trains. Not too many years ago all of this equipment was accounted for on hand written or typed reports that involved duplications of information from report to report.

It was determined by the Northern Pacific that required information for yard reporting could be placed on one document to cover numerous reporting transactions that occurred from origination of a freight shipment to destination. A revolutionary step resulted from this study when the Northern Pacific made the decision to use unit record equipment to perform the repetitive work previously performed by yard clerks. Through the use of this equipment the many yard activity reports can be prepared accurately and timely as well as permit transmission of this data to a central computer and enable Northern Pacific to furnish shipment or car status reports to their customers on a daily basis.

You will learn as you progress through the "Nor'Pac Procedures" manual the basic data that is required for yard reporting and how it is to be formatted on a keypunch card. In this connection, let's take a look at the unit record equipment above referred to and see how it functions in a yard office operation.

### Basic Unit Record Machines

- 1) 029 Keypunch - IBM
- 2) 1050 Systems - IBM

- 3) 402 Accounting Machine - IBM
- 4) 082 Sorter - IBM
- 5) 514 Reproducer - IBM
- 6) 047 Tape to Card - IBM
- 7) 063 Card to Tape - IBM
- 8) 2780 I/O System - IBM

#### 029 Keypunch

This is a machine used to produce the basic document to prepare various yard office reports. It has a keyboard similar to a standard typewriter and prints on a keypunch card, along the top portion, typewritten information that can be visually read which coincides with the coded information perforated into the card. (See Example, page 187). These perforations enable other unit record equipment to read electronically this information and perform a desired function, such as producing various reports. (See Example, page 188).

#### 1050 System

Principally this machine is an input-output device used to transmit and receive information from keypunched cards. It will function from one 1050 system to another or from a 1050 system to a computer. It is available in various configurations but, as used by Northern Pacific, is composed of the following units:

- 1) 1058 Keypunch (See Example, page 192)
- 2) 1052 Printer Unit (See Example, page 193)
- 3) 1056 Card Reader (See Example, page 199)
- 4) 1051 Control Unit (See Example, page 201)

A typical arrangement of the 1050 system components (1051, 1052, 1056, 1058) and a brief description of its functions are shown on pages 204 and 205.

#### 402 Accounting Machine

This machine's major function is printing and tabulating. It is capable of reading and printing specific information from a keypunch card and is controlled by a removable panel. Usually each type of report that is made would have a separate control panel. (See Example, page 206).

#### 082 Sorter

This machine reads electronically alphabetic and numeric information on a keypunch card. It has eleven pockets that receive cards after they have been read and cards are placed by the machine into the pocket that corresponds to the information on the card. It reads only one column of a card each time that it is processed and therefore the cards to be processed have to be read by the 082 as many times as the number of columns that are required for the job. Principally this machine is used in preparing keypunch cards in numerical sequence for printing of car record reports. (See Example, page 207).

#### 514 Reproducer

This machine is principally used in a yard office for duplicating information from one keypunched card into another keypunch card. It is controlled by a panel that is inserted to obtain predetermined card formatting on a new keypunch card. (See Example, page 208).

#### 047 Tape to Card

Some yards receive data on a perforated paper tape. In order to place this data on a keypunch card from the tape the 047 is used. It reads the tape by the use of a paper tape reader that senses the perforations and it in turn impulses the keypunch portion of the machine and

punches the data into the keypunch card. This machine is also controlled by a panel. (See Example, page 209).

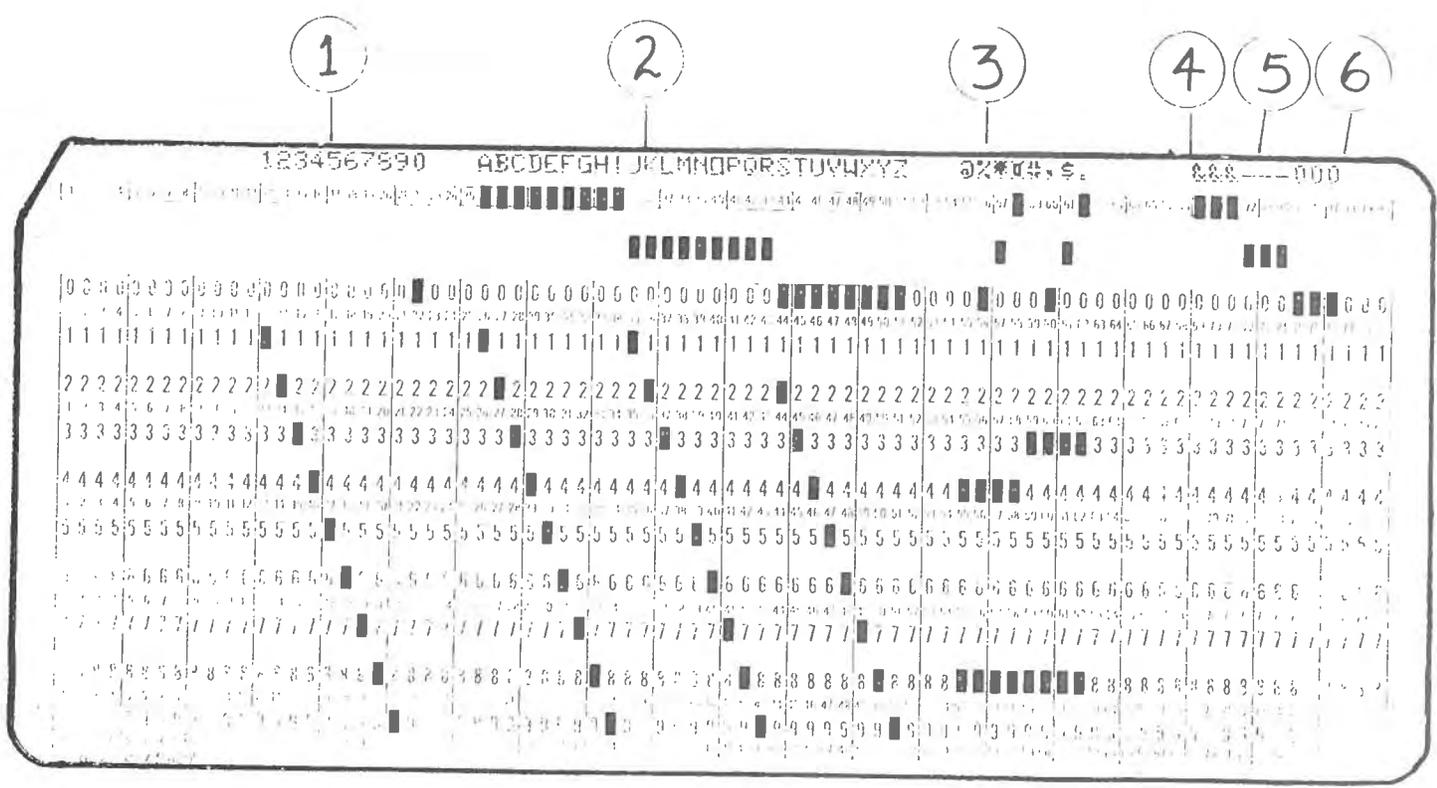
#### 063 Card to Tape

Information data can be transmitted from point to point by the use of teletype equipment. If this data is contained on keypunch cards and it is desired to transmit the data by teletype, it is necessary to convert the information from the cards to a perforated paper tape through use of the 063. The paper tape is then inserted into the teletype and the data transmitted to the point desired. (See Example, page 210).

#### 2780 Hi-Speed Input-Output Device

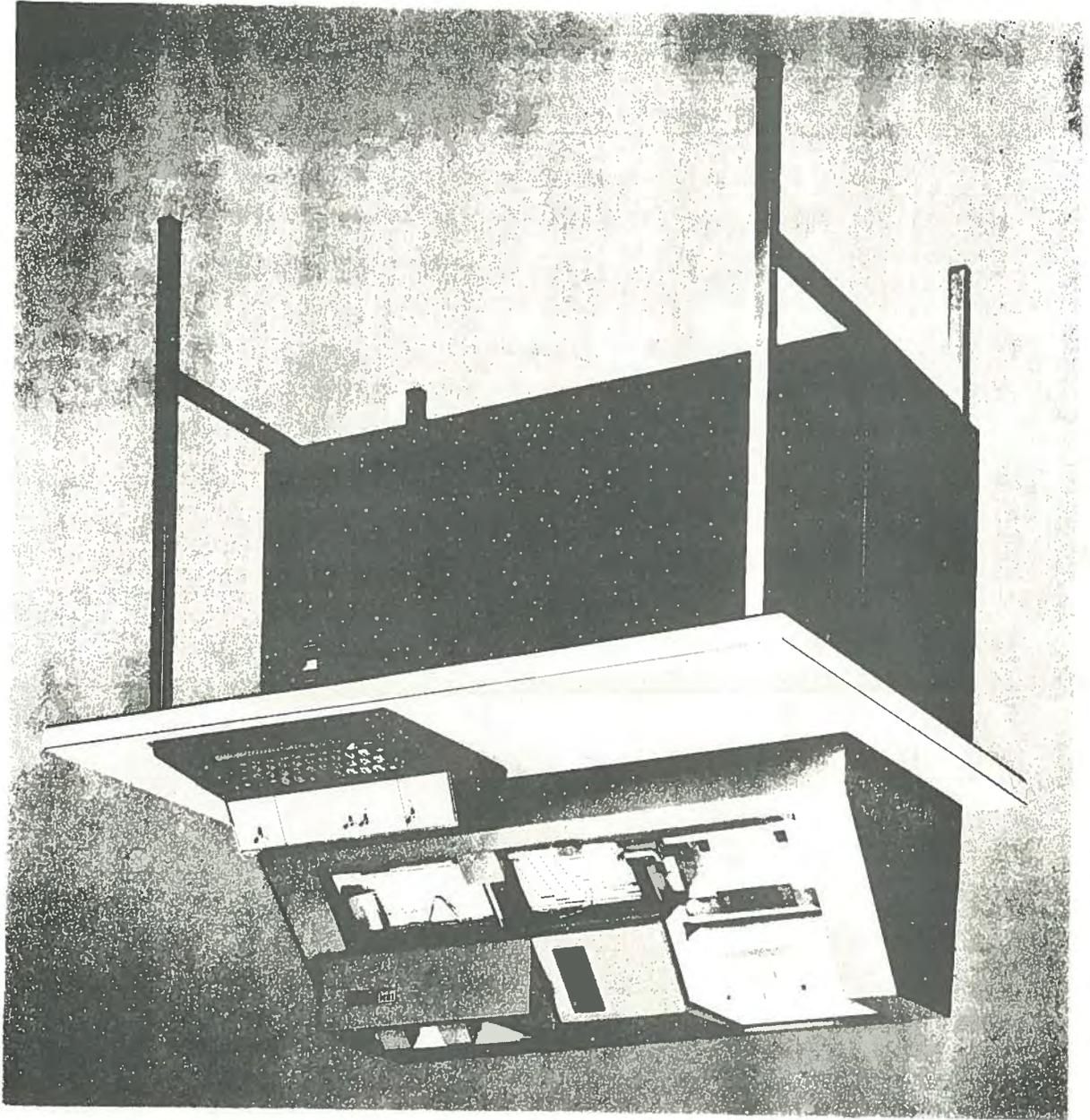
This is among the most advanced equipment that the Northern Pacific uses to transmit data from point to point. It will read and transmit cards from 2780 to 2780 or to computer at the rate of 140 cards per minute. It is used principally at this time to transmit TPC information to the computer and to receive reports back on the hi-speed printer unit. (See Example, page 211).

- (1) DIGITS
- (2) LETTERS
- (3) SPECIAL CHARACTERS
- (4) 12 PUNCHING POSITION
- (5) 11 PUNCHING POSITION
- (6) 0 PUNCHING POSITION



Punching positions for numbers, letters, special characters and zones.

IBM 29 Card Punch



IBM 029 KEYPUNCH

Refer to IBM 029 card punch manual on the below listed items for a detailed explanation of their function.

- 1) Main Line Power Switch.
- 2) Card Hooper.
- 3) Punching Station.
- 4) Reading Station.
- 5) Stacker.
- 6) Manual card feed inserting one card at a time.
- 7) Register Key.
- 8) Release Key.
- 9) Card feeding with auto feed switch off.
- 10) Feed Key.
- 11) Card feeding with auto feed switch on.
- 12) Print Unit.
- 13) Chip Box.

14) 029 KEYBOARD

## Space Bar

1-18	Alpha Keys
19-29	Multiple Keys
30	Numeric shift
31	Alpha shift
32	Dupe
33	Skip - 11 zone punch
34	Release
35	Feed
36	Skip
37	Register
38	Aux. dupe - not used
39	Program two
40-43	Special characters
44	Multi Punch
45	Program one
46	Blank Key
47	Error Reset
48	Left zero - not used

- 15) Removal of card jams.
- 16) Program drum and star wheels.
- 17) Program codes.

A. Instructions -

Blank column to keypunch numeric information.

#1 to keypunch alpha.

0 (zero) to duplicate numeric information.

/ (slash) to duplicate alpha information.

- (skip) (11 zone) to make an automatic skip.

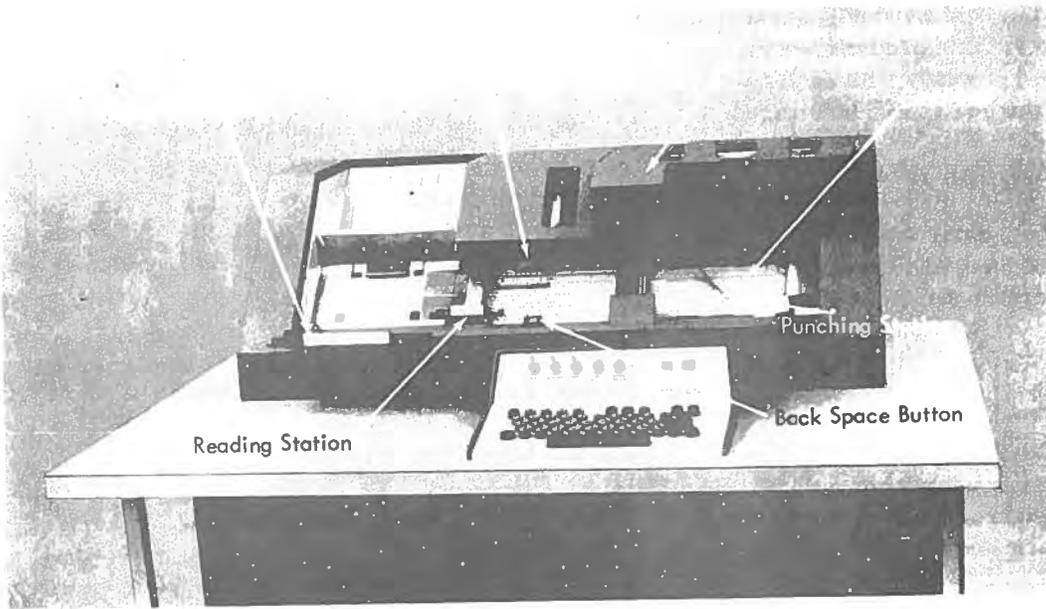
B. Field Definition

& (ampersand) (12 zone) to define a numeric field.

A to define an alpha field.

- C. When automatic duplicating, numeric field definition will not accept blank columns.

- 18) Dupe switch.



1058 Controls

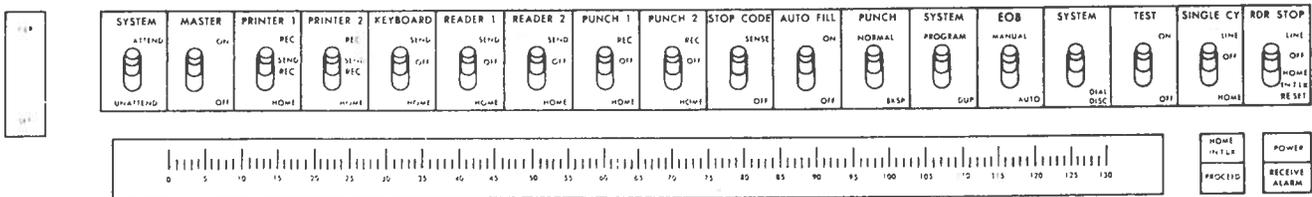


1058 Keyboard and Controls

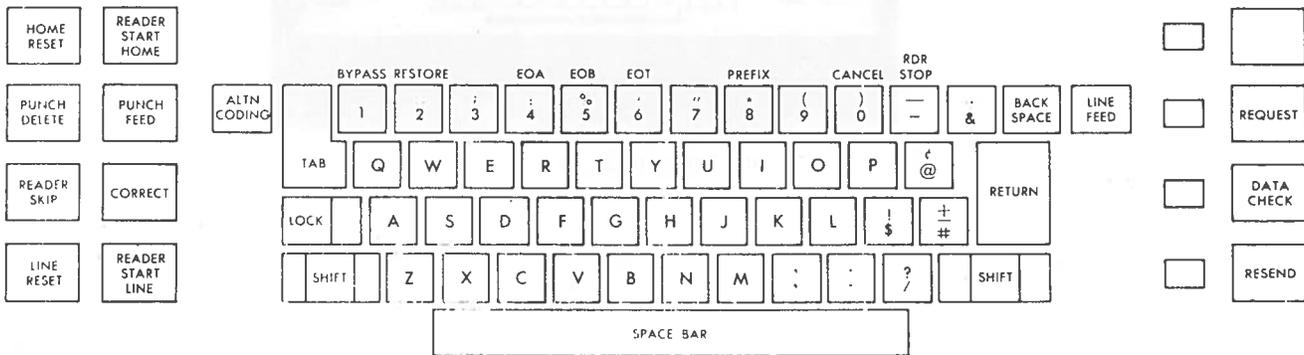


1052 Printer-Keyboard

THE 1052 SWITCH PANEL HOUSES THE COMPONENT ASSIGNMENT  
SWITCHES AND SIGNAL LIGHTS FOR THE 1050 SYSTEM.



1052 Switch Panel (for Model 1 1051)



1052 Keyboard and Controls (Standard Character Arrangement)

SWITCH PANEL BUTTONS

<u>BUTTON</u>	<u>USE</u>
RESET LINE	AFTER A TRANSMISSION ERROR OCCURS, DEPRESSING THIS BUTTON WILL RESET ALL 1050 CIRCUITRY PERTAINING TO "ON-LINE" OPERATION. <u>DO NOT</u> PRESS THE RESET LINE BUTTON DURING ANY "ON-LINE" OPERATION BECAUSE ALL TRANSMISSION WILL BE HALTED AND REQUIRE THAT POLLING BE RE-INITIATED.  DEPRESSING THIS BUTTON ALSO TURNS OFF THE RESEND, RECEIVE ALARM AND PROCEED LIGHTS.
RESET HOME	AFTER AN ERROR OCCURS DURING HOME LOOP OPERATION, DEPRESSING THIS BUTTON WILL RESET ALL 1050 CIRCUITRY PERTAINING TO "HOME-LOOP" OPERATION. <u>DO NOT</u> PRESS THE RESET HOME BUTTON DURING ANY HOME-LOOP OPERATION BECAUSE IT WILL STOP OPERATION. OPERATION IS RE-INITIATED BY PRESSING THE READER START HOME BUTTON.
READER START LINE	PROVIDES AN INITIAL START TO A MASTER STATION READER, OR TO A READER IN A TERMINAL WITH LINE CONTROL TURNED OFF. RESTARTS A READER WHICH HAS BEEN STOPPED BY A READER STOP CODE OR BY THE READER STOP SWITCH.
READER START HOME	OPERATE THIS PUSHBUTTON TO START CARD READING FOR "HOME" ("OFF-LINE") FUNCTIONS.
DATA CHECK	THIS PUSHBUTTON APPLIES TO "ON-LINE" FUNCTIONS ONLY. WHEN DEPRESSED IT:  <ol style="list-style-type: none"><li>1. TURNS OFF THE CHECK LIGHT.</li><li>2. TURNS OFF THE RECEIVE ALARM.</li></ol>
RESEND	THIS PUSHBUTTON APPLIES TO "ON-LINE" FUNCTIONS. WHEN DEPRESSED, IT TURNS OFF THE RESEND LIGHT.

SWITCH PANEL LIGHTS

- POWER LIGHT THIS LIGHT TURNS ON WHEN THE 1051 SWITCH IS TURNED ON.
- PROCEED LIGHT THIS LIGHT APPLIES TO "ON-LINE" FUNCTIONS, AND TURNS ON WHEN A POSITIVE RESPONSE TO POLLING IS RECEIVED. IT TURNS OFF WHEN AN EOT (END OF TRANSMISSION) IS TRANSMITTED.
- RECEIVE ALARM LIGHT THIS LIGHT TURNS ON WHEN THE PUNCH OR PRINTER UNITS ARE NOT IN READY STATUS TO RECEIVE DATA. WHEN THE NON-READY STATUS CONDITION IS CORRECTED, THE LIGHT TURNS OFF. IT IS ALSO TURNED OFF BY PRESSING THE "RESET LINE" BUTTON.
- RESEND LIGHT THIS LIGHT TURNS ON WHEN THE EOB (END OF BLOCK) CHARACTER IS TRANSMITTED, SUCH AS AT THE END OF EACH CARD READ. WHEN THE LIGHT IS "ON", THE READER IS HALTED AND THE 1052 PRINTER KEYBOARD IS LOCKED. IF A TERMINAL DOES NOT ACCEPT THE BLOCK OF DATA, THE LIGHT REMAINS "ON". IT IS TURNED OFF BY PRESSING THE RESEND BUTTON OR BY PRESSING THE LINE RESET BUTTON. THIS CONDITION INDICATES THAT THE CARD AT THE "READ" STATION OF THE CARD READER MAY BE UNREADABLE. REMOVE THE CARDS FROM THE FEED HOPPER, PRESS THE EJECT KEY ON THE CARD READER, THEN REMOVE THE CARDS FROM THE STACKER. THE CARD ON TOP IS THE ONE TO CHECK FOR PUNCHING AND REGISTRATION ERRORS BEFORE RE-ENTERING THE DATA.
- DATA CHECK LIGHT THIS LIGHT APPLIES TO "ON-LINE" FUNCTIONS AND IT IS TURNED ON WHEN:
- . THE 1051 MAINLINE SWITCH IS TURNED ON.
  - . THE TRANSMITTED DATA DOES NOT PASS THE CHECK TEST.
  - . A TIME-OUT OCCURS AT THE RECEIVING STATION.
- . THIS LIGHT IS TURNED OFF BY PRESSING THE DATA CHECK BUTTON.

SWITCH PANEL SWITCHESSWITCH  
SETTING

REC ANY COMPONENT SET TO "REC" (RECEIVE) IS "ON-LINE" TO RECEIVE DATA OUTPUT.

SEND ANY COMPONENT SET TO "SEND" IS ON-LINE TO TRANSMIT INPUT DATA.

SEND A PRINTER SET TO "SEND-REC" IS "ON-LINE" TO PRINT EITHER  
REC INPUT OR OUTPUT -- BUT NOT DO BOTH AT THE SAME TIME.

HOME ANY COMPONENT SET TO "HOME" IS DISCONNECTED, i.e., IT IS "OFF-LINE". LOCAL LISTINGS AND CARD DECK REPRODUCTION ARE PERFORMED WITH THE SWITCH IN THE "HOME" POSITION.

ON ANY COMPONENT SET TO "ON" IS OPERABLE "ON-LINE".

OFF ANY COMPONENT SET TO "OFF" IS NOT OPERABLE.

ATTEND WHEN THE SYSTEM SWITCH IS SET TO "ATTEND", THE MOTORS FOR ALL COMPONENTS RUN CONTINUOUSLY REGARDLESS OF THE POSITION OF INDIVIDUAL COMPONENT SWITCHES. OF COURSE, THE MAIN LINE SWITCH MUST BE "ON" FOR THE 1050 SYSTEM AND THE CARD PUNCH.

UNATTEND WHEN SET TO "UNATTEND", THE MAIN LINE SWITCH FOR THE CONTROL UNIT AND KEYPUNCH MUST BE "ON" TO RECEIVE DATA FROM THE COMPUTER. TRANSMISSION WILL BEGIN WHEN THE COMPUTER POLLS OR ADDRESSES YOUR 1050 SYSTEM AND MOTORS FOR THE PUNCH AND PRINTER ARE RUNNING AT OPERATING SPEED. THE EOT CHARACTER WILL THEN TURN THE MOTORS OFF.

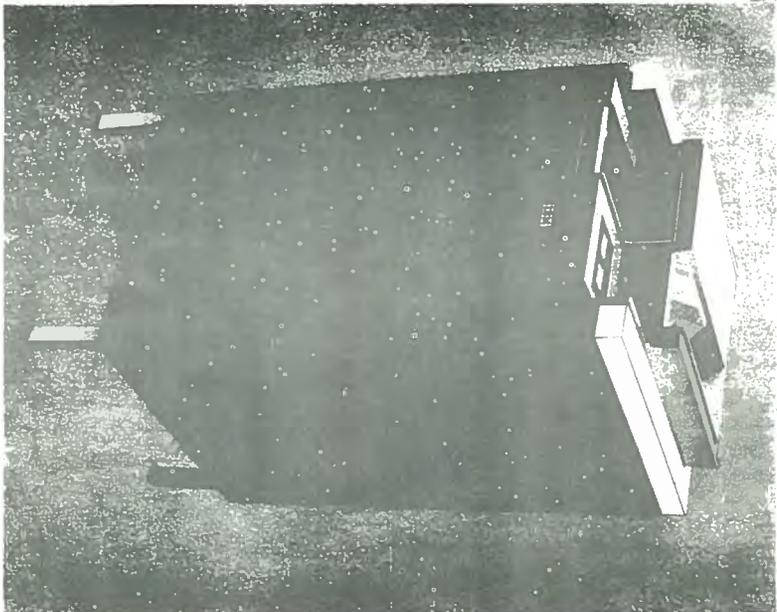
PROGRAM NOT APPLICABLE. HOWEVER, IT SHOULD BE SET TO DUP.  
DUP

READER SKIP NOT APPLICABLE

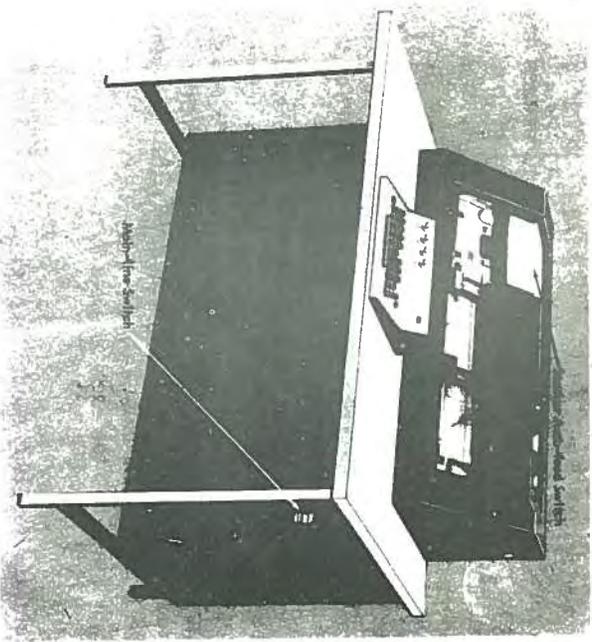
READER STOP FOR SERVICE USE ONLY - LEAVE IN "OFF" POSITION.  
TEST  
SINGLE CYCLE

SWITCH PANEL SWITCHES

OPERATION	PRINTER	KEYBOARD	READER	PUNCH	SYSTEM	SYSTEM	STOP CODE	TEST	SINGLE CYCLE	READER STOP
TRANSMISSION MODE TO 1050 SYSTEM	REC SEND REC HOME	• SEND OFF HOME	• SEND OFF HOME	• REC OFF HOME	• ATTEND UNattend	• PROGRAM DUP	SENSE • OFF	ON • OFF	LINE OFF HOME	LINE OFF HOME
RECEIVING MODE FROM 1050 SYSTEM	REC SEND REC HOME	• SEND OFF HOME	• SEND OFF HOME	• REC OFF HOME	• ATTEND UNattend	• PROGRAM DUP				
REPRODUCING AND LISTING	REC SEND REC HOME	SEND • OFF HOME	SEND OFF HOME	REC OFF HOME	• ATTEND UNattend	• PROGRAM DUP	MUST ALWAYS BE OFF			
KEYPUNCHING WHILE PRINTING LOCAL LISTING	REC SEND REC HOME	• SEND OFF HOME	SEND OFF HOME	REC OFF HOME	• ATTEND UNattend	• PROGRAM DUP				
KEYPUNCHING WHILE TRANSMITTING	REC SEND REC HOME	• SEND OFF HOME	• SEND OFF HOME	REC OFF HOME	• ATTEND UNattend	• PROGRAM DUP				



IBM 1056 Card Reader, Model 1



IBM 1058 Printing Card Punch

### Removing and Installing a Program Tape

To change the tape, turn off main power and:

1. Open the right side cover of the 1056, by pulling outward on the cover from its bottom edge.
2. Release the reading brushes by pulling outward on the knurled locking rod (Figure 3-60).
3. Raise the reading brush assembly by lifting on the rod until fully raised and releasing the rod.
4. Push the tape tensioner to the left, allowing slack in the tape.
5. Raise the tape off the tape-drive pins and carefully slide it toward you for removal.
6. Replace the new tape by holding the tape loop in a reading position with the column markings at the bottom of the tape.
7. Position the tape on the tape drive and around the tape tensioner, with column-1 aligned at the top of the reading brush contact roll.
8. Carefully slide the tape onto the tape drive feed pins, and at the same time position the right-hand loop of the tape around the tape tensioner (Figure 3-61).
9. Check that column 1 of the tape is still at the top of the contact roll as indicated by the decal (see Figure 3-61).
10. Push the tape tensioner to the right removing the slack in the tape. Check to verify that column 1 is still positioned at the top of the contact roll.
11. Lower the brush assembly by pulling outward on the locking rod.
12. Push down on the assembly and release the locking rod.

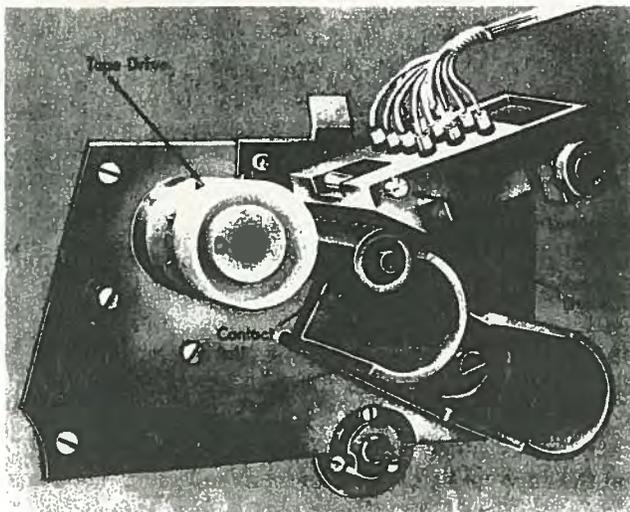


Figure 3-60. 1056 Program Tape Reader

13. Latch the assembly in the reading position. This is indicated by a click as the assembly latches (Figure 3-62).
14. Close the cover securely.
15. Turn main power on.
16. Set the program tape switch to its on position and proceed with basic setup procedures.

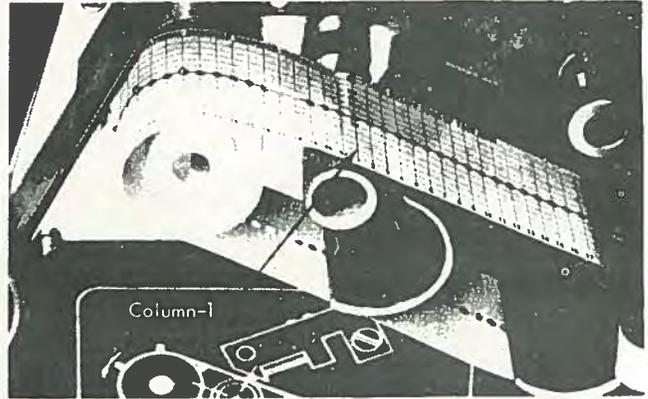


Figure 3-61. Program Tape with Column One Properly Aligned (Brushes Raised)

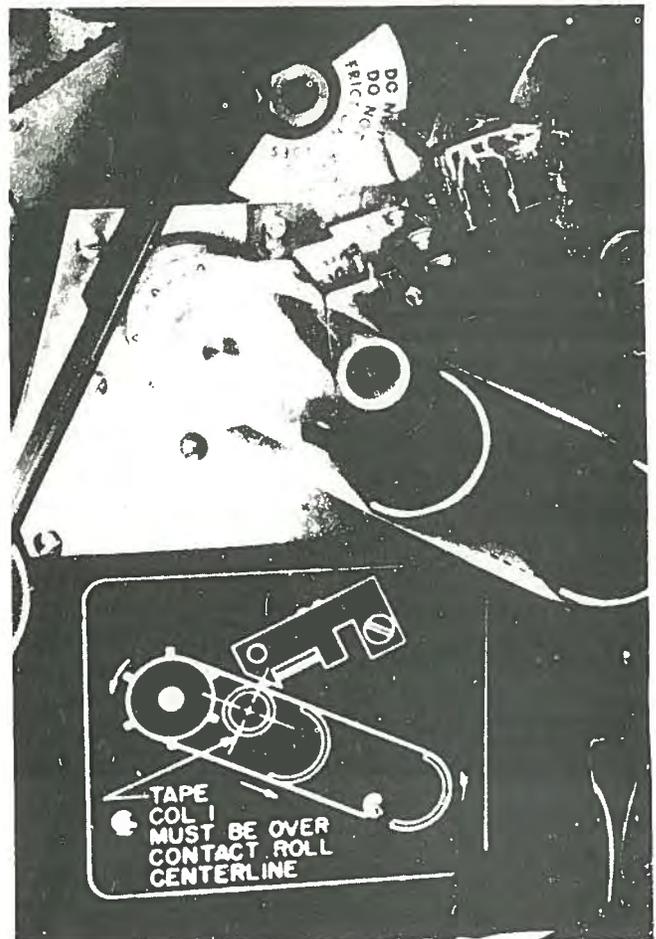
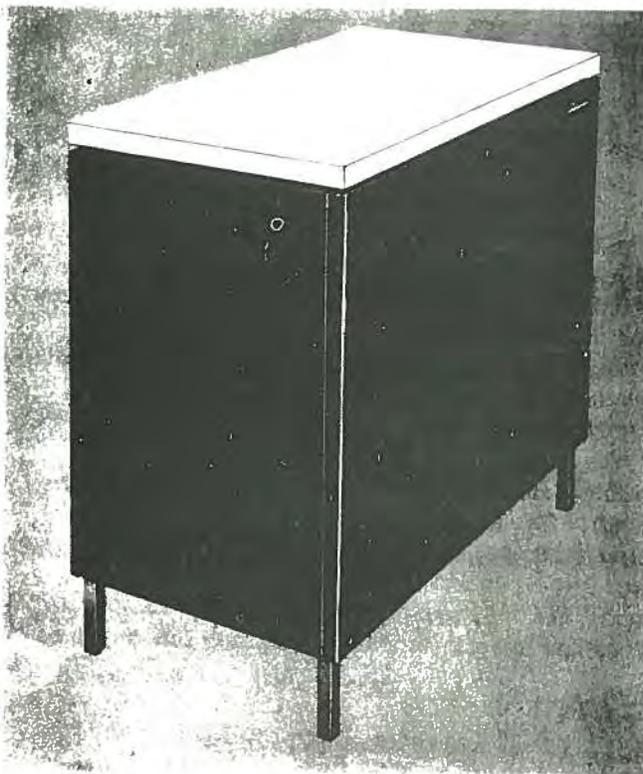


Figure 3-62. Program Tape with Brushes Lowered for Reading

1051 Control Unit

The 1051 Control Unit contains the main power source for the 1050 System and controls all data flow into and out of system components. System components can be used in either "On-line" status for transmitting data or in "Home" status for preparing local data "Off-line".

This unit controls all data flow into and out of, as well as throughout the 1050 system. All input/output units of the system are cable connected to the control unit. The control unit contains two data channels (line and home) to permit simultaneous flow of data for line and home types of operation.



IBM 1051 Control Unit

### Line Control

Line Control is a system of discipline for a communication line. It prevents two or more stations from using the line simultaneously (line contention). Line control also provides for transmission of both printed (text) data and non-printed (functional) data, e.g., EOB (End of Block) and EOT (End of Transmission).

### Line Correction

All data transmitted is validity checked character by character as the data is received. Furthermore, the amount of data received is compared with the amount of data sent. If an error is indicated as a result of either a validity or comparison check, an unequal compare signal is generated.

An unequal compare between data transmitted and received causes the 1050 system to retransmit (up to two more times, if necessary) any received error message. The unequal compare signal causes the card that was just read by the card reader to be recirculated by the card read drum. Then it is reread and a second unequal signal causes the card to reread again. If at the conclusion of the third read the error still exists, the reading stops, the Resend and Data Check lights turn on.

When a printer is receiving, a hyphen is printed at the end of each incorrectly printed line. The printer at the sending station will also print a hyphen at the end of the line on the input log.

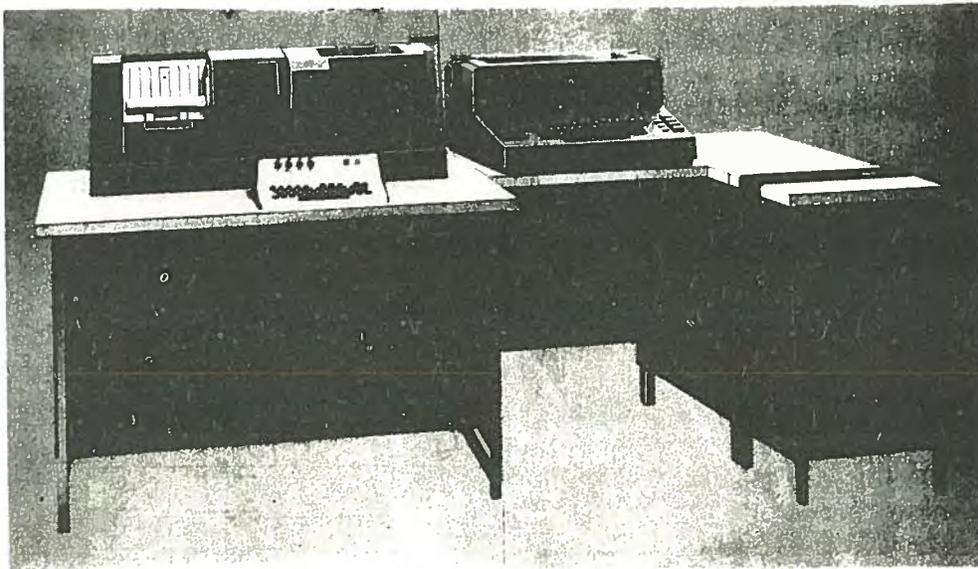
When a card punch is receiving data, the card is punched and skips to column 81. If the message was incorrect, the card is ejected without punching an 11 hole in column 81, a new card is fed into the punch station, and retransmits the message.

EOB (End of Block)

The EOB signal indicates the end-of-a-unit block of text data (such as a card), and halts the transmitting terminal. This EOB is included in the comparison check at the receiving terminal.

EOT (End of Transmission)

This signal places the 1051 Control Unit under line control in a non-selected status. The EOT signal also indicates the end of transmission and resets the comparing registers at both the sending and receiving terminals.



TYPICAL 1050 SYSTEM  
FOR  
YARD OFFICE OPERATION

The 1050 system as used on the Northern Pacific places yards and offices that are equipped, in direct contact with each other for the specific purpose of reporting or receiving information via the communication network.

The 1050 system has two distinct uses under our reporting system.

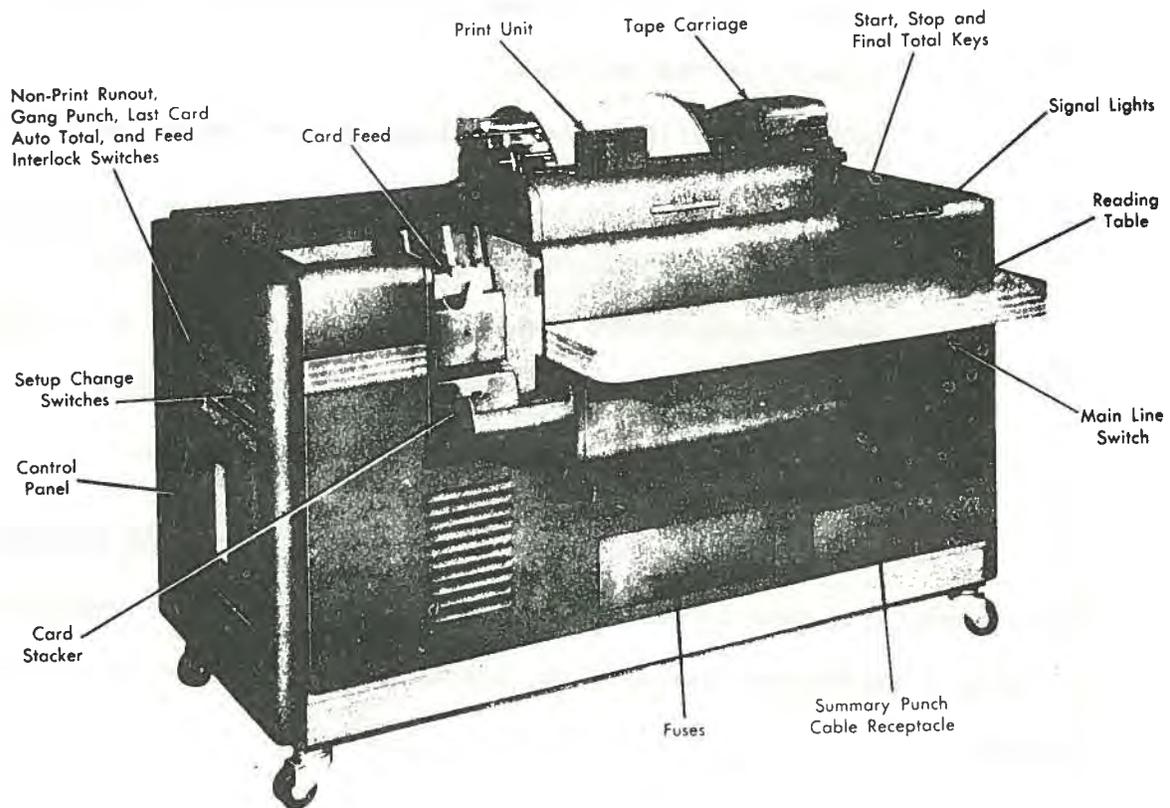
- 1) ONLINE STATUS - Data transmission between yards and other 1050 terminals.

INPUT: Data from punched cards is entered in the card reader for transmission.

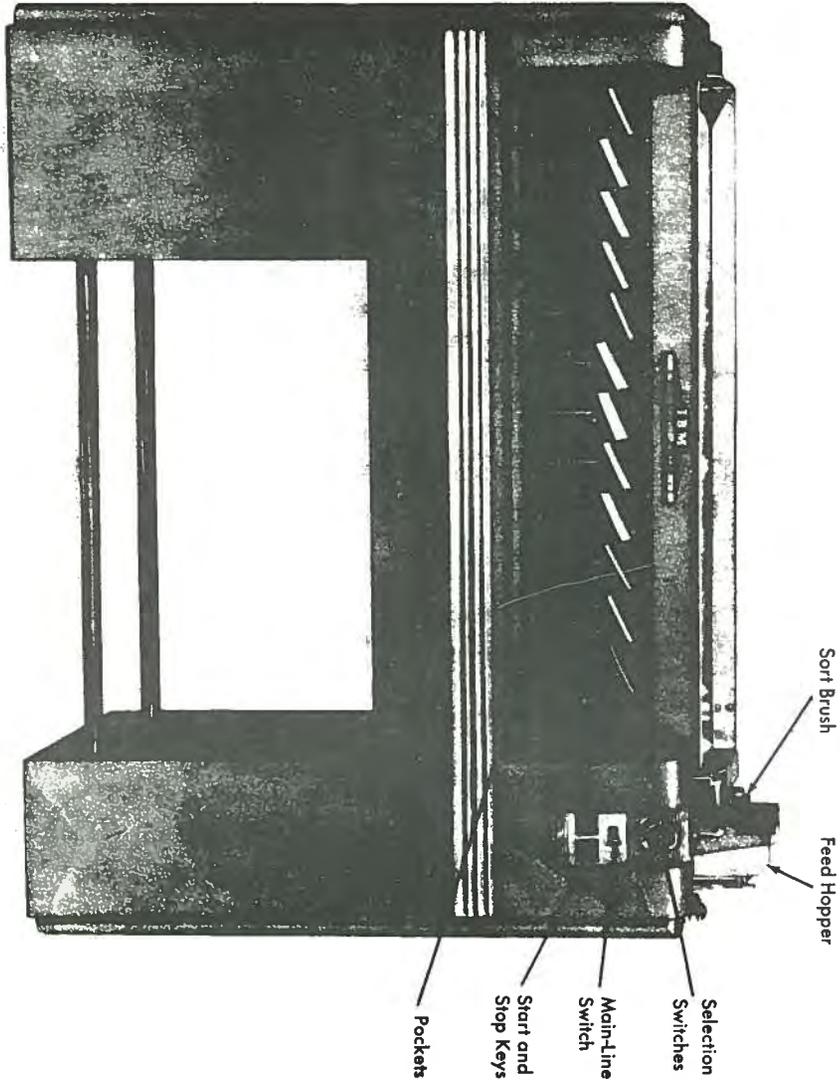
OUTPUT: Terminals receive lists and/or cards from other 1050 systems.

- 2) HOME STATUS - Off-Line preparation of data by using the desired components (reader, punch and printer) in "Home" Status. Card punching, card reproducing and lists are prepared with desired components in "Home" status.

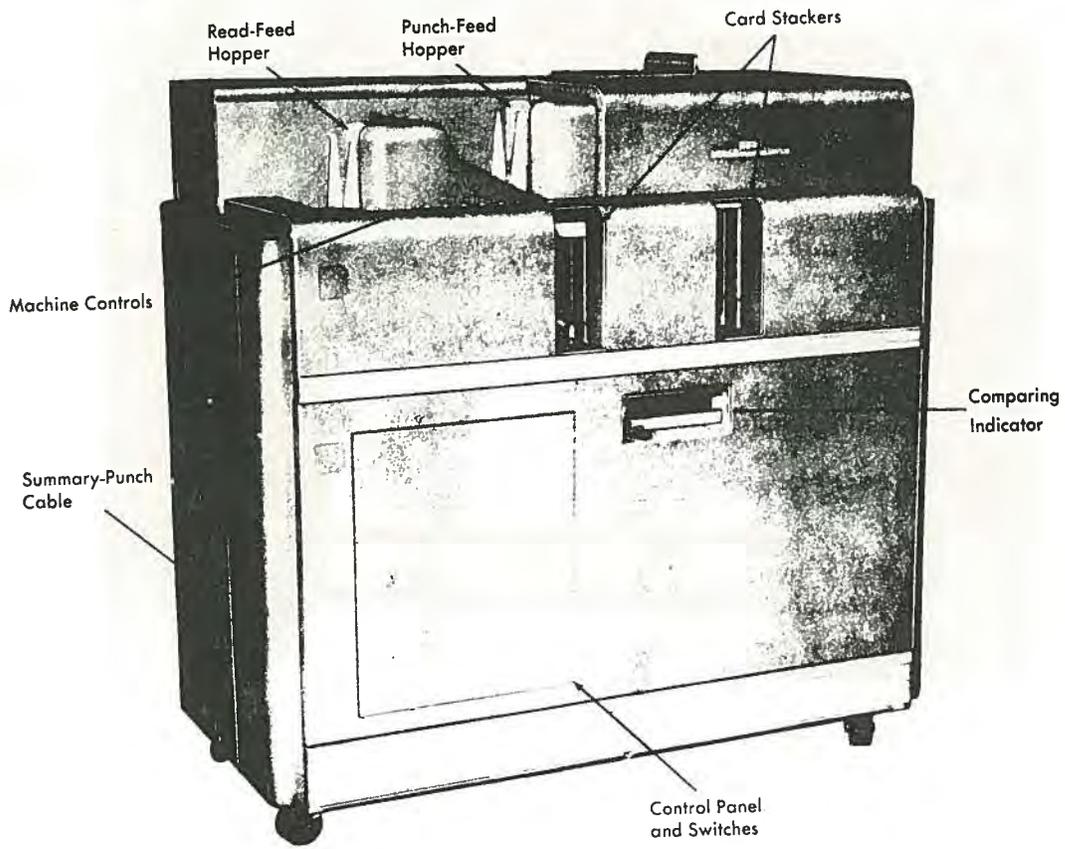
"ON-LINE" and "HOME" operations can be accomplished simultaneously when transmitting data to another terminal. The card reader and printer are used when transmitting "ON-LINE" and the keypunch can be worked on "HOME" operation.



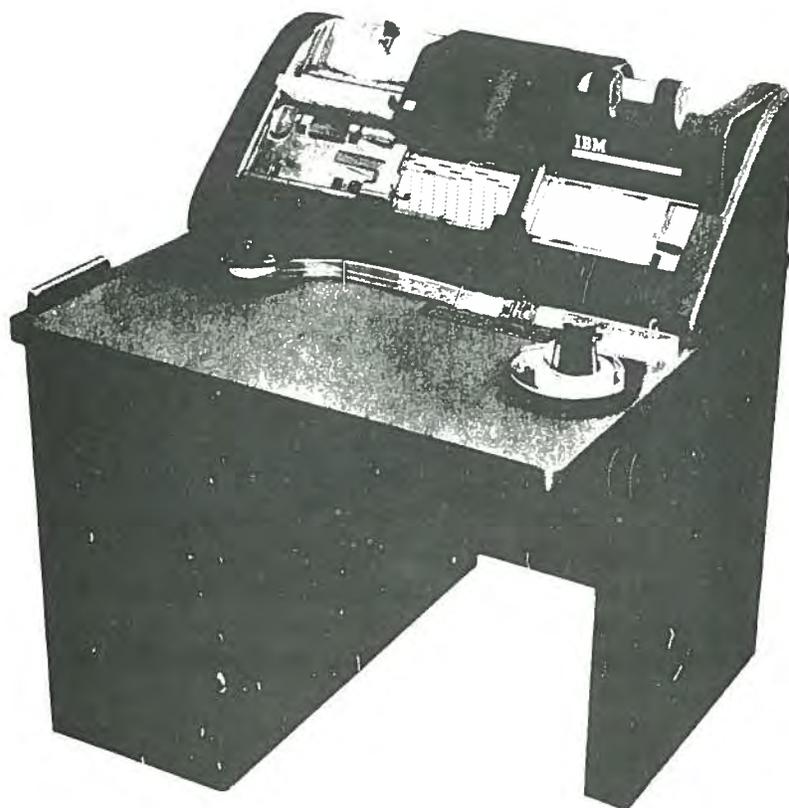
IBM 402 Accounting Machine



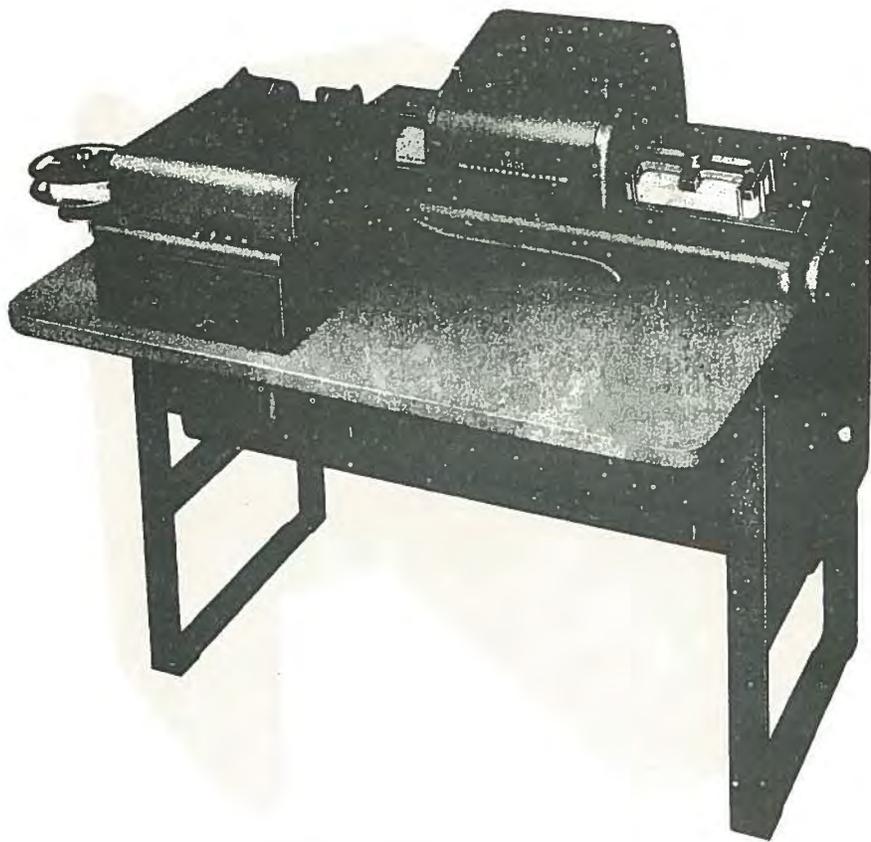
IBM 82 Sorter



IBM 514 Reproducing Punch

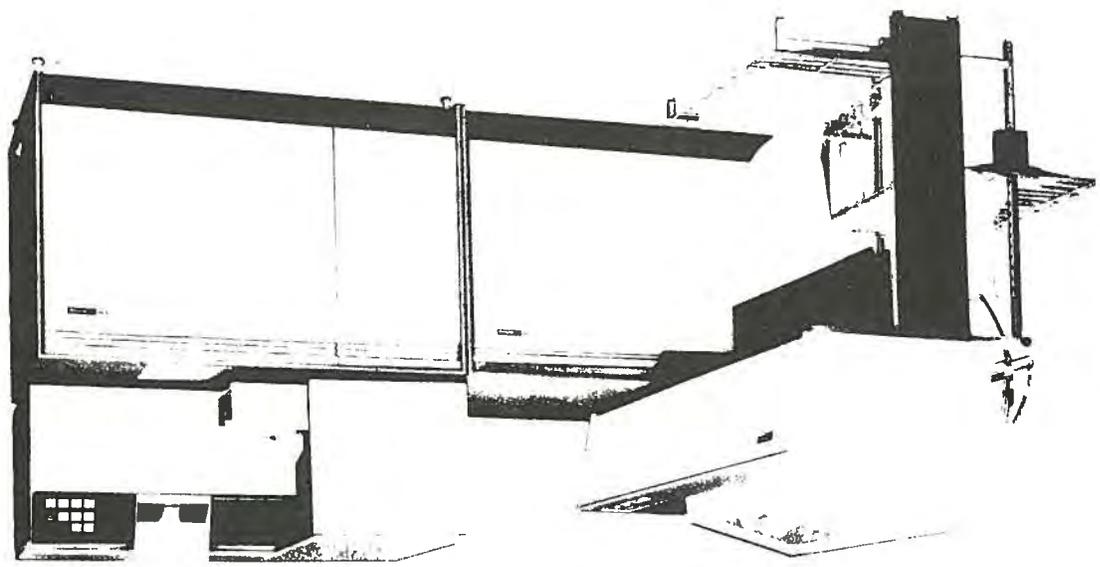


IBM 47 Tape-to-Card Punch



IBM 63 CARD-CONTROLLED TAPE PUNCH

IBM 2250 (MCA) SYSTEM (MCA) IBM





GLOSSARY OF RAILROAD TERMSA. A. R.

The Association of American Railroads.

BAD ORDER

A freight car loaded improperly or mechanically defective.

BI-LEVEL

A freight car that has two decks, an upper and a lower, and is designed for transporting automobiles.

BLIND SIDING

A track located next to the main track, which has no station or employees, and is used for meeting trains or storing cars.

BOARD

Train order signal.

BRAKE BEAM

The rigging under a freight car that connects the brake shoe with the air cylinder.

BRAKE CLUB

Ordinarily, a three foot piece of hickory used to apply leverage to the hand brake wheel on a railroad car.

BRAKE SHOE

All cars must have a mechanical system to stop and hold the car. The brake shoe is the mechanical device activated by air pressure or by hand, which pushes against the wheel and creates friction, producing a stopping action. The same principle applies on the braking system of automobiles.

BRASS POUNDER

A telegraph operator.

BUMP

When one employee is working a certain job and is displaced from the job by another employee, who has prior rights by virtue of seniority or qualifications or both.

CINDER DICK

Railroad detective.

CL

Carload.

CLIP

A blank piece of paper used by a telegrapher on which to copy messages.

COMMON CARRIER

A company whose business is moving people or goods for pay.

COUPLING

Joining of two or more railroad cars together on a track.

CRUMMY

The caboose.

CTC (CENTRALIZED TRAFFIC CONTROL)

A block signal system under which train movements are authorized by block signals whose indications supersede the superiority of trains for both opposing and following movements on the same track.

CUPOLA

The dome or bay-window in a caboose, designed so that the conductor and rear brakeman can observe the conditions of the train as it moves over the rails.

CUT

Two or more cars coupled. (Term usually used in switching operations)

DEADHEAD

The movement of an employee in a non-working capacity.

DEAD MAN CONTROL

A safety device; a pedal in the cab of some diesels which must be depressed to keep the brakes from applying and the engine from dying.

DERAIL

A mechanical device installed on some tracks to derail a car and prevent it fouling another track.

DF (DAMAGE FREE)

A freight car designed to handle freight with a minimum of damage to the lading.

DRAG

A long freight train consisting of empties, company materials, etc.

DROP

The act of pulling cars with an engine, uncoupling the engine from the cars while in motion, increasing the speed of the engine to provide sufficient space between the engine and the cars to realign a switch, permitting the cars to enter another track.

DRAW BAR

The assembly used in coupling one car to another, or to an engine.

DRAYMAN

A person or persons employed to pick up and deliver freight at a station.

DOUBLE

When one or more employees are required to work a second tour of duty the same day. Also, refers to moving a train up a hill in two cuts when the locomotive is unable to pull it in one cut.

FLAGMAN

A railroad employee who warns or stops automobiles when a train or engine is approaching a crossing. Also, refers to a trainman who goes back or ahead a prescribed distance, when a train is stopped on a main track, and protects the train by use of torpedoes, flags or fuses.

FLAT WHEEL

If the brakes are stuck on a railroad car or engine, and the car or engine is moved, the wheels will slide over the rails causing flat spots or flat wheels.

GANDY-DANCER

A section-laborer.

GRADE CROSSING

A point at which a public or private road crosses a railroad track at the same grade level.

HIGH-BALL

A signal passed from the conductor or brakeman to the engineer, meaning the train is ready; or, "we are ready to go when you are".

HY-RAIL VEHICLE

Hy-rail is used to describe a vehicle that can travel over the highway or on the railroad by use of flange type guide wheels.

HOG HEAD

A locomotive engineer.

HOG LAW

Employees in certain crafts on the railroad are required by law not to work over a definite number of hours in each 24 hour period. Example: Trainmen and enginemen cannot work over 16 hours continuously in a 24 hour period. Agents and telegraphers at one man stations are required not to work more than 13 hours in a 24 hour period or more than 9 hours at two and three man stations. Such hours-of-service laws are called Hog Laws.

HOSPITAL TRAIN

A train made up of unfit cars, usually freight cars which have been in a derailment, that are being moved to the shops for repairs or junking.

HOSTLER

An employee who operates a road or switch engine within a limited area such as the tracks within the diesel shop area.

HOT BOX

The end of each axle on a pair of wheels under a freight car extend into a journal box, and rotates under a brass sleeve. If there is no lubricant between the brass and the axle, then friction will cause that journal to run hot. Hot Boxes are also possible on axles equipped with roller bearings.

HUMP YARD

A yard designed for switching cars over a hump or "hill" to various classification tracks, with the aid of gravity.

I.C.C. (INTERSTATE COMMERCE COMMISSION)

A branch of the Federal Government that regulates various functions, such as rates, routes, equipment, etc., of the common carrier.

INTERLOCKER (Interlocking Rules)

Controls movement of trains within a specific area.

JOINT

A joint is the point where two lengths of rail are joined by the use of angle bars or where a coupling is made between an engine and cars or between two or more cars.

KICK

The act of shoving cars with an engine, uncoupling the cars from the engine while in motion and permitting the cars to roll under their momentum to a desired point.

L.C.L. (LESS CARLOAD LOT)

Shipments of less than carload volume.

LINE UP

Before a section foreman, signal maintainer as well as others may safely operate a small, motorized vehicle on the rails, he must first know the location of trains that might affect his movement. The train dispatcher transmits a line up to the telegraph operator for a stated period of time, covering train movements over a specified territory.

LIST

Refers to train list showing car numbers and information on loads, empties, commodity, kind of car, etc., of each train arriving at or departing from terminals.

LOCAL

A freight train that does station work between its originating and terminating stations.

LONG CAR

Generally refers to a freight car longer than 50 feet.

LOW CAR

A low car, such as a flat or gondola, is often used immediately ahead of the caboose so that the conductor and rear brakeman may have a better view of the train as it moves over the rails.

L.T.L. (LESS TRUCKLOAD LOT)

Shipments of less than truckload volume.

MAIN LINE

A term meaning the main track.

NORPAC (NORTHERN PACIFIC INFORMATION SYSTEM)

A system for providing information pertinent to the location and movement of freight cars.

MILL

A typewriter.

MUD-HOP

A yard clerk whose primary duty is to check the yard.

NON-AGENCY STATION

A station which has no agent or clerk.

O.S.

A verbal or telegraphic report from a telegrapher to a train dispatcher giving the time of arrival and departure of a train.

PHP (PACKING HOUSE PRODUCTS)

Meat or meat products shipped in refrigerator cars.

PIGS

A railroad term for trailers loaded on flat cars. Sometimes referring to the number of piggyback cars for purposes of determining the length of a train.

PIGGYBACK

This refers to a method of hauling trailers loaded on a flat car.

PIGGYBACK RAMP

An incline for loading and unloading trailers from a flat car.

PIN PULLER

A switchman whose duty is to uncouple freight cars by pulling a lever attached to the coupler on the end of each car during switching operations.

"PINK" WIRE

A telegraphic message to be dispatched and handled on a first priority basis.

RECORD BOOK

A car record made at terminals from assembled IBM cards. A record of all cars that move in and out of a station.

REEFER

A refrigerator car used to transport perishable commodities. This type of car is constructed to contain ice for cooling or portable heaters which can be installed in the bunkers in place of ice. This term includes mechanical refrigerator cars.

RELAY STATION

A designated point where messages are received from various locations, and are transmitted (relayed) or delivered to their final destination.

RETARDER

A device for slowing the movement of cars being switched in a hump yard.

RIP TRACK

A track in a yard designated for repairing bad order freight cars.

ROAD HAUL

The movement of cars between stations that are not in the same switching limits.

ROUND HOUSE

A building used for repairing or storing locomotives.

SENIORITY

The total days, weeks, months and years an employee has been in the service of a company. In a seniority system, priority is given to an employee with the most seniority.

SHOO FLY

A Shoo Fly is a temporary track built for the movement of trains around a bad section of track.

SHOVE

To push a cut of cars into a track with the motive power attached.

SIDING - (PASS, PASSING TRACK)

Track parallel to a main track, having switches at both ends, used for meeting and passing trains.

SPUDS

Potatoes.

SPUR TRACK

A track connected to the main track or some other track at one end only.

SWITCH

To move (switch) cars from one track to another. Also, a mechanical device so constructed to change the routing of cars or trains from one track to another.

SWITCH FROG

An arrangement of rail where a railroad track crosses or branches from another.

TIE UP

Going off duty.

TL

Truckload.

TOWERMAN

Any railroad employee who performs a function in a railroad tower - such as controlling interlocking signals.

TRI-LEVEL

A freight car constructed to carry automobiles and has three levels or decks.

TRUCKS

An assembly under each end of railroad cars and engines which consists of wheels, springs, axles, journal boxes, truck sides, brake rigging, etc.

TURN

A train movement from one point to another and return.

WHEEL REPORT

A report which shows the engine, caboose and cars handled on a train, from one point to another.

The exhibits listed in this section are copies of other yard reports and are listed only to show the many different forms yard office clerks may expect to work with in the course of their duties on various yard office positions. These reports can and are changed on occasion to meet the needs of our accounting system. In yard offices that perform clerical functions for a foreign line (Joint Station) there are additional reports that would be involved incident to their particular accounting functions that do not appear as exhibits.

<u>FORM</u>	<u>USE</u>	<u>PAGE</u>
814	Notice of Cars Containing Explosives -	224
1131	Car Record Book - - - - -	225
1476	Empty Car Card - - - - -	226
1695	Loaded Car Card - - - - -	227
3166	Transfer List - - - - -	228
3559	Diversion Request - - - - -	229
3588	Report of Bad Order Loads (F-1) - - -	230
7943	Daily Yard Operation Cost - - - - -	231
9473	Multiple Use Equipment Form (F-50)- -	232
9495)	Conductors Train List - - - - -	233
9495)	Conductors Wheel Report - - - - -	234

N. P. 814  
6-24

**NORTHERN PACIFIC RAILWAY COMPANY**

**NOTICE OF CARS CONTAINING EXPLOSIVES**

\_\_\_\_\_  
(STATION)

\_\_\_\_\_  
(DATE)

To C. & E.  
TRAIN \_\_\_\_\_

CARS (INITIALS AND NUMBERS) \_\_\_\_\_  
\_\_\_\_\_

ARE \_\_\_\_\_ CARS FROM  
THE ENGINE.

\_\_\_\_\_  
YARDMASTER

NOTE:—TO BE FILLED OUT IN TRIPPLICATE, ONE COPY TO BE GIVEN CONDUCTOR, ONE TO  
ENGINEMAN, AND THE THIRD COPY FILED.

CAR RECORD BOOK EXAMPLE (FORM 1131)

- 1) CAR INITIAL
- 2) CAR NUMBER
- 3) EMPTY OR LOADED COLUMN
- 4) CAR CLASSIFICATION
- 5) ON LINE DESTINATION STATION NUMBER
- 6) 1ST ROAD HAUL ROAD
- 7) CONSIGNEE
- 8) ARRIVAL ROAD OR TRAIN
- 9) DEPARTURE ROAD OR TRAIN
- 10) ARRIVAL MONTH
- 11) ARRIVAL DAY

- 12) ARRIVAL HOUR (MILITARY TIME)
- 13) DEPARTURE MONTH
- 14) DEPARTURE DAY
- 15) DEPARTURE HOUR

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
NTP		302	ER3		16014		AGT	RIPS	605	1	22	17	2	7	1
NTP		2573	EB7		16014		AGT	MTFR	605	2	4	16	2	7	1
NTP		4182	EB7		16014		AGENTNP	CNW	605	2	4	23	2	7	1
NTP		5623	EBF		12143SS		AGENTNP	CNW	605	2	4	23	2	7	1
CNH		6635	LB4		51211CN		SHPT	IND		1	29	21			
NTP		6657	EB7		16014		AGENTNP	CNW	605	2	4	23	2	7	1
NTP		7436	EB7		16014		AGT	MTFR	605	2	4	16	2	7	1
NTP		7663	EB7		16014		AGT	MTFR	605	2	4	16	2	7	1
NTP		31494	EB3		16014		AGT	MTFR	605	2	4	16	2	7	1
NTP		38746	LB8		12143SS		CHEMBOND	STP		2	7	10			
UTLX		53514	ETK		5293		AMECRYSUG	STP		2	7	10			
UTLX		53514	ETK		5293		AMECRYSUG	STP		2	7	10			
CNW		37920	LB4		51211CN		SHPT	IND		1	29	21			
CNW		96017	LB4		51302CG		SHPT	IND		1	29	21			
CNW		96296	LB4		51302CG		SHPT	IND		1	29	21			
CNW		170219	LB4		51302CG		SHPT	IND		1	29	21			
CNH		170239	LB4		51211CN		SHPT	IND		1	29	21			
CNH		170339	LB4		51211CN		SHPT	IND		1	29	21			
SP		220247	EB7		16014		AGT	MTFR	605	2	4	16	2	7	1

N.P. 1476  
8-51

NORTHERN PACIFIC RAILWAY COMPANY  
EMPTY CAR CARD

Initials..... No.....

Kind of Car..... O.K. For.....

From.....

To.....

Deliver to..... R. R.

Lightweight.....

Authority..... Date.....

For loading by.....

FILL IN ORDER NUMBER AS DIRECTED

Northern Pacific Railway Order No.....

..... R.R. Order No.....

- FOR       LOADING       HOME  
 DISPOSITION       REPAIRS

Place X in square applicable.

HOME ROUTE

Received from.....

Station..... Date.....

INSTRUCTIONS

This Empty Car Card for use in moving empty cars only. A separate card must accompany each empty car. Cards will not be used more than once. If diverted enroute, authority should be noted on card. On arrival destination, cards should be kept on file for period of one year.

Gen'l Supt. of Transportation



N. P. 1695  
6-50

### LOADED CAR CARD

CAR SLIP No. ....

**NORTHERN PACIFIC RAILWAY COMPANY**

FROM .....

DATE BILLED ..... 19 .....

INITIAL ..... CAR No. ....

PERISHABLE OR NOT .....

CONSIGNEE .....

DESTINATION .....

**INSTRUCTIONS TO AGENTS AND CONDUCTORS**

This slip should be used for carload shipments which it is desired to move without delay for regular waybill.

This form must not be used for cars completing loads after leaving the starting point of this slip.

The consignee and destination of car slip must be distinctly written in space provided.

The billing agent should insert as the destination of this slip, the point at which seals will first be broken; but in no case should the destination of the slip be made to a point beyond this line. Under such circumstances the junction point must be indicated as the destination of slip.

Agents must indicate in proper space on car slip whether or not the goods are perishable.

Car slips should be numbered consecutively, commencing with number one each month, and copy made for station record.

Regular billing, covering contents of car, must be sent on first passenger train to agent at destination shown on slip.

Conductors will regard this slip as substitute for Waybill.

On arrival of car at destination shown on slip, this slip must be delivered to agent, who should note in space below the numbers of the waybills covering the contents of the car, and send slip under cover to Auditor of Freight Receipts. If any shipments in the car are intended for points beyond his station the Agent must see that they go forward on the regular Waybills.

LOAD	WEIGHT OF CAR	TOTAL  TONS



N. P. <sup>8559</sup>  
12-56

NORTHERN PACIFIC RAILWAY - MINNEAPOLIS LOCAL FREIGHT OFFICE

DATE \_\_\_\_\_ 19\_\_

INITIAL \_\_\_\_\_ NUMBER \_\_\_\_\_ CONTENTS \_\_\_\_\_

CHANGE

SHIPPER TO \_\_\_\_\_

DIVERT TO \_\_\_\_\_

ADVISE OR

NOTIFY \_\_\_\_\_

DESTINATION \_\_\_\_\_

ROUTE \_\_\_\_\_

CHANGE PROTECTIVE

SERVICE TO \_\_\_\_\_

ADD NOTATION

TO WAYBILL \_\_\_\_\_

SECTION 7 PROTECT PROTECT DISPOSITION  
B/L SIGNED \_\_\_\_\_ RATE OF \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ 19\_\_

AUTHORITY \_\_\_\_\_ PER \_\_\_\_\_ TIME \_\_\_\_\_ FILE \_\_\_\_\_

PHONED YARD \_\_\_\_\_ OTHER DATA \_\_\_\_\_

DONE AS REQUESTED \_\_\_\_\_

N. P. 8588  
11-56

F-1

REPORT OF BAD ORDER LOADS SET OUT PASSING MANIFESTS  
TO GEN. SUPT. TRANSPORTATION, ST. PAUL

\_\_\_\_\_ Bound \_\_\_\_\_ MFST No. \_\_\_\_\_ From \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ 19\_\_\_\_  
\_\_\_\_\_ TRAIN No. \_\_\_\_\_

AR. \_\_\_\_\_ Time \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

1.	(5) Number	(12) Defects	Originating Point	Shipper	Contents	(12) Consignee	Final Destination	Complete Routing

Signed \_\_\_\_\_


 19 79  
 6-29

**DAILY YARD OPERATION COST REPORT  
 SELECTED ITEMS**

YARD, DATE \_\_\_\_\_ 19\_\_\_\_

MONTH:	THIS YEAR	LAST YEAR
<b>YARDMASTER'S WAGES</b>		
<b>SWITCH TENDER'S WAGES</b>		
<b>ENGINE HERDER'S WAGES</b>		
<b>YARD CLERK'S WAGES</b>		
<b>ENGINEMEN'S WAGES</b>		
<b>SWITCHMEN'S WAGES</b>		
<b>TOTAL TODAY</b>		
<b>TOTAL TO DATE</b>		
<b>TOTAL CARS HANDLED TODAY</b>		
<b>TOTAL CARS HANDLED TO DATE</b>		
<b>COST PER CAR TODAY</b>		
<b>COST PER CAR TO DATE</b>		
<b>ENGINE SHIFTS TODAY</b>		
<b>ENGINE SHIFTS TO DATE</b>		

**INSTRUCTIONS**
**YARDMASTER.**

Count of Cars: (Freight, Passenger and miscellaneous equipment including cabooses) count for each car arriving at terminal yards in road trains or received in interchange from other lines.

Count of Cars: for each car departing from terminal yards in road trains, or delivered in interchange to other lines.

Equipment passing through intermediate terminals and not handled by yard engines should not be counted.

Time of Yardmen and Enginemen. Only time devoted to freight and passenger switching to be included in computing expense. (Excludes work train and shop service switching).



NP 9473  
11/67  
232

# MULTIPLE USE EQUIPMENT MOVEMENT FORM

(No More Than 60 Characters Per Numbered Line)

WIRE  
PROMPTLY

F-50

MESSAGE HEADER - CIRCLE APPLICABLE DESCRIPTIONS

3 F-26 COFC TOFC Spl. Equip. \_\_\_\_\_  
Other (Specify) \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

ADDRESSEES:

ST. PAUL - \_\_\_\_\_  
SEATTLE - \_\_\_\_\_  
OTHERS: \_\_\_\_\_  
OTHERS: \_\_\_\_\_

1. TRAILER/CONTAINER/CAR - INITIAL & NUMBER	CONTENTS	ORIGIN - CITY AND STATE	SHIPPING DATE

2. COMPLETE ROUTE (Standard Abbreviations)

3. CONSIGNEE \_\_\_\_\_ CIRCLE IF ORDER NOTIFY

4. FINAL DESTINATION \_\_\_\_\_ 5. WAYBILL NUMBER \_\_\_\_\_ REPEAT-TRAILER/CONTAINER/CAR-INITIAL & NUMBER \_\_\_\_\_

6. CIRCLE ONE \_\_\_\_\_ FLAT CAR - INITIAL AND NUMBER \_\_\_\_\_ PLAN NUMBER \_\_\_\_\_

7. TOFC - COFC \_\_\_\_\_ INSTRUCTIONS (Temperature Setting, Icing, Vents, Etc.) IF NECESSARY \_\_\_\_\_

8. PERISHABLE SHIPMENT \_\_\_\_\_ RULE: \_\_\_\_\_

9. PERISHABLES OR LIVESTOCK \_\_\_\_\_ CONSIGNOR \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_ DATE \_\_\_\_\_ TRAIN \_\_\_\_\_ LIVESTOCK LOADING TIME \_\_\_\_\_

10. STOP	REASON: C.L., PU, TRLD, INSP.	CONSIGNEE OR CONSIGNOR	STOP OFF - CITY AND STATE
8. STOP			

11. MULTIPLE	TRAILER/CONTAINER/CAR-INT. & NO.	CONSIGNEE	DESTINATION	WAYBILL NO.	REPEAT INITIAL & NUMBER
9. MULTIPLE					
9. MULTIPLE					
9. MULTIPLE					
9. MULTIPLE					
9. MULTIPLE					

MISCELLANEOUS INSTRUCTIONS:

10. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPIES TO:	FILE REFERENCE	SENDER

INSTRUCTIONS:

This format will be used to wire special equipment, COFC, TOFC, livestock and perishable loadout reports to the General Superintendent of Transportation and others as required. Multiple use of this wire report demands that this format be followed and transmitted accurately. **The line number and information will be wired and care must be taken not to exceed 60 characters per line.** Telegrapher will transmit only lines containing information.

Information will be shown for the message header and Lines 1 through 4 on all shipments. Line 5 will be used only when trailers and/or containers are shipped. Line 6 will be used on perishable shipments (F-26). Line 7 will be used on perishable (F-26) and livestock shipments (F-13), and only on other shipments if required for traffic information. A Line 8 will be used for each stop to complete load (CL), part unload (PU), transload (TRLD), or inspection (INSP). Where two or more cars, trailers, or containers are moving from the same origin to the same consignee, destination via the same route and moving under the same perishable instructions, a Line 9 will be used for each subsequent car, trailer, or container initial and number. The word same must appear for the consignee and destination followed by way bill number and repeat of the car, trailer, or container initial and number on the same line. A Line 10 will be used for any general information and instructions necessary to protect the movement not previously provided for in this format.



WEST EXNJ-1-25

CONDR. J. JONES ENG. 3506 DEPT. 1-25-0100-00441

Car or Trailer		L/E	KIND	Net Tons	Contents	On Line Station or Off Junction	Remarks
Initial	Number						
NP	84302		LSB	40	HUGS	30841	PIEPACKI
NP	84302		LSB	40	HUGS	30841	PIEPACKI
NP	28494		EB2			00673	AGENT
NP	28494		EB2			00673	AGENT
NP	38473		LSB	18	DBL000	12143SS	CHEMBOND
NP	38473		LSB	18	DBL000	12143SS	CHEMBOND
NP	38746		LSB	18	DBL000	12143SS	CHEMBOND
NP	35746		LSB	18	DBL000	12143SS	CHEMBOND
UTLX	53514		ETK			05293	AMECRYSU
UTLX	53514		ETK			05293	AMECRYSU
				1.52			
				4.32			006 4

EXAMPLE FORM 9495  
MECHANIZED TRAIN LIST

NP 9495 5/68  
234



**NORTHERN PACIFIC RAILWAY**  
**CONDUCTORS WHEEL REPORT**

THRU  
X

EXNJ-1-25  
TRAIN NO.

WEST  
DIRECTION

00441  
FROM

01 25 69  
MO. DAY YR.

LOCAL  
[ ]

Train \_\_\_\_\_ BOUND VIA \_\_\_\_\_

Show Route Where Required

Conductor	Engine Unit Number	Caboose Number	DEPARTING FROM				ARRIVING AT			
			Mo.	Day	Time	Station No.	Station No.	Mo.	Day	Time
J. JONES	3506	1210	01	25	0100	00441				

Car or Trailer		L/E	KIND	Net Tons	Contents	On Line Station or Off Junction	Day Taken	Station Taken	Station Left	Day Left	CHECK SPACE								
Initial	Number																		
	4200	L	00	40	WOOD	00002	25	00441											
	4200	L	00	40	WOOD	00002													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													
	0000	L	00			00000													

On termination of train, report to be mailed to Car Accountant, St. Paul

EXAMPLE FORM 9495  
MECHANIZED CONDUCTORS WHEEL REPORT

Below listed are manuals and books that are used by yard office employees in the course of their duties. Each employee should become familiar with the contents of these manuals or books in order to perform their duties properly.

OFFICIAL LIST OF OFFICERS, SUPERVISORS, AGENTS AND STATIONS.

This manual, furnished by the Accounting Department of the Northern Pacific Railway Company, contains an official list of officers, supervisors, agents, stations (including station accounting and operating numbers), freight equipment, joint agencies, track scales, auto ramps, etc.

GENERAL SUPERINTENDENT OF TRANSPORTATION INSTRUCTIONS.

This manual, furnished by the General Superintendent of Transportation contains the following information:

Section I - Circulars and General Instructions issued by General Superintendent of Transportation.

Section II - Department of Transportation, Interstate Commerce Commission, and Western Weighing and Inspection Bureau Directives, Orders and Instructions.

Section III - A.A.R. Car Service and Per Diem Rules.

Section IV - A.A.R. and I.C.C. Special Car Orders.

Section V - Miscellaneous.

NOR PAC PROCEDURES.

This manual, furnished by the General Superintendent of Transportation, contains the following information:

Reporting yard activity data to the computer.

Header card instructions.

Card formatting.

Car Reporting marks.

Kind of car codes.

Commodity codes.

State abbreviations.

1050 operation.

THE OFFICIAL RAILWAY EQUIPMENT REGISTER.

Published by the Railway Equipment and Publication Company.

Contains information on railway equipment of the United States, Canadian and Mexican Railroads, showing by car number, the marked capacity, length, dimension and cubical capacity, of cars used to transport freight.

THE OFFICIAL GUIDE OF THE RAILWAYS.

Published by the National Publications Company.

Contains the following information on passenger and freight data:

Railroad connecting points.

Freight only tables.

System maps, rail, water and airlines.

Official and sales representatives.

Points served by railroads, water lines and airlines.

Rail fare and Pullman charges.

Index of railroad stations.