

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY SYSTEM

CIRCULAR 357-H

(Cancels Circular 357-G and
Supplements thereto)

RULES GOVERNING MOVEMENT
AND REPORTING OF
ALL LOADED AND EMPTY CARS

TRACING OF CARS

TELEGRAPHIC CODE

PERISHABLE PROTECTIVE
SERVICE SYMBOLS

Effective March 1, 1957

Issued by General Superintendent of Transportation

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RULES

Rendition and transmission of reports promptly is a "must" to retain Santa Fe's reputation for superior service to our patrons.

Rule 1. Agents will make all reports required under these rules for their stations, and for any blind siding or non-agency station for which they account.

To avoid "report" delay, where stations close prior to pick up or forwarding of cars, it is satisfactory to estimate date and time of departure and transmit reports ahead of station closing.

GREENWICH Time must be used on all telegraphic reports to Superintendent of Car Service, Topeka.

| Standard | Greenwich |
|------------|-----------|
| 12:01 A.M. | 0001 |
| 1:00 A.M. | 0100 |
| 2:00 A.M. | 0200 |
| 3:00 A.M. | 0300 |
| 4:00 A.M. | 0400 |
| 5:00 A.M. | 0500 |
| 6:00 A.M. | 0600 |
| 7:00 A.M. | 0700 |
| 8:00 A.M. | 0800 |
| 9:00 A.M. | 0900 |
| 10:00 A.M. | 1000 |
| 11:00 A.M. | 1100 |
| 12:00 Noon | 1200 |
| 1:00 P.M. | 1300 |
| 2:00 P.M. | 1400 |
| 3:00 P.M. | 1500 |
| 4:00 P.M. | 1600 |
| 5:00 P.M. | 1700 |
| 6:00 P.M. | 1800 |

| Standard | Greenwich |
|------------|-----------|
| 7:00 P.M. | 1900 |
| 8:00 P.M. | 2000 |
| 9:00 P.M. | 2100 |
| 10:00 P.M. | 2200 |
| 11:00 P.M. | 2300 |

Note: Minutes designated by proper numerals last two digits.
Example 4:23PM as 1623.

Rule 2. FORP (Forwarding Report) Form 1394: All stations use Form 1394 or waybill to report the forwarding of the following kinds of loads and empties originated or received in interchange:

- (A) Perishable freight.
- (B) Non-perishable freight, except Item J.
- (C) Empty private line tank and private line covered hopper cars, except Item J, paragraphs 1 and 2.
- (D) Special equipment system and foreign empty cars in auto parts service, except Item J, paragraphs 1 and 2. Do not include Evans device cars.
- (E) Use following if FORP transmitted direct from waybill in lieu of Form 1394:

FORP Station Date Time
Address
Train No. and Day symbol Time Date

(Follow numbers on waybill)

1. STOP AT (Include consignees)
2. Car initials and number
3. EX car number if transferred
4. Final destination
5. Full routing (origin to destination)

6. Consignee (Include any Notify, Care of, etc.)
 7. Perishable Protective Shipper Instructions (PPSI) symbols
 8. Commodity
 9. Waybill date, prefix letters, number
 10. Origin
 11. Shipper
- (F) After FORP reports (or copies of waybills if used as FORP reports) for a train are completed, they should be sorted between perishable and non-perishable groups. The address (see Item H), train number and day symbol, time and date need be shown on top sheet only of each group filed for transmission.
- (G) The number of copies to be made of FORP reports should be governed by local need of Communications Department.
- (H) Address FORP reports as follows:
- | | |
|--|--|
| All Perishable to: | SCS Topeka SFRD Chicago |
| All Non-Perishable to: | SCS Topeka |
| Perishable originating North of Barstow to: | SCS Topeka SFRD Chicago SFRD San Francisco |
| Perishable originating on Coast Lines between Barstow and Belen, to: | SCS Topeka SFRD Chicago FCA Los Angeles |
- (I) Reports should not be addressed to or furnished other than listed above, unless authorized by Superintendent of Car Service.

(J) DO NOT MAKE FORP REPORTS FOR FOLLOWING:

1. Cars originating and terminating on the same operating division, or
2. Cars originating at stations connecting two or more divisions and terminating at stations on either division. Examples: Newton connecting Middle and Western Divisions; Belen connecting Pecos, New Mexico and Albuquerque Divisions.

Note: 1 and 2 do not apply when destination is off-line.

3. CHAT
4. COAL
5. COMPANY FREIGHT
6. COTTON—from country station billed for compression in transit.
7. GRAIN—unless originated or received at stations east of Belen for Coast Lines destinations and connections or vice versa.
8. GRAVEL
9. LIVESTOCK
10. MERCHANDISE — billed "various" or to "Agent"
11. ORE—from Coast Lines stations or connections destined Minnequa, From El Paso or Deming destined Amarillo, Blackwell, Okla., or Machovec. From Pueblo to El Paso.
12. ROCK, crushed
13. SAND
14. STONE, crushed
15. STRAW
16. SULPHUR—when destined Galveston

Rule 3. SORP (Set Out Report) Form 1306: Prepare Set Out Report for traffic identified under

Rule 2, Items (A) to (D), inclusive, when set out short of destination account:

Bad Order*
Missed connection
Reduce tonnage
Power shortage

*If bad order on or after receipt from connections, delay causing proper train connection to be missed, SORP must show railroad "received from, time, date."

- (A) If set out at point where no employe on duty, waybill should be taken to terminal ahead where SORP must be prepared, indicating actual point of set out.
- (B) Use following symbols to indicate reason for set out:

Air A
Brakes or brake beams B
Couplers CP
Follower Plates FP
Hot Box HB
Leaking LK
Load shifted LS
Missed connection MC
Power P
Reduce R
Side Bearings SB
Transfer (BO only) TF
Wheels W

- (C) Telegraphic forwarding advice, designated as FO, Form 1306-A Std., must be furnished on any car on which SORP has been made. Example:

FO
Amarillo May 10 1957
SCS—Topeka
AT 123456 1/91H 0230 10

Rule 4. ARP (Arrival Report) Form 1326 Std.: Prepare ARP for traffic identified under Rule 2, Items (A) to (D), inclusive, showing arrival destination, limited as follows:

Coast Lines Agents report only arrival of cars that originate in, or east of North Dakota, South Dakota, Iowa, St. Louis, Mo., Illinois, Tennessee, Mississippi and Louisiana.

Agents Belen and east thereof, report only arrival of cars that originate in Arizona and California.

Rule 5. RB-DEL (Delivery): Junction agents furnish telegraphic report of deliveries to connecting lines, for traffic identified under Rule 2, Items (A) to (D), inclusive, designating as RB-DEL, showing railroad delivered to; date and time; car initial, number and destination, listing one car each line.

Example: RB-DEL

Kansas City May 10, 1957 2100
DELD CBQ 10 2000
SP 79988 LINDEN ALA
IC 62439 SAME
CBQ 123456 E DETROIT MICH

Use letter E to designate empty cars.

Agents Floydada, Snyder and Lomax show point of origin in addition to destination for cars originating Arizona and California.

Rule 6. Wheel Reports—FREIGHT
(Supersedes Supt. Car Service Circular No. 225)

FORM
1318-A STD

- A. Must be used in all cases to teletype car movements, except single way car move—See Rule 8.
- B. Do not use more spaces than provided under any one head-

ing, except when reporting Pullman sleepers by name under car NUMBER heading. See Item 22.

C. Maintain proper margins and spacing in accordance with small letter R or L above each heading and small numbers under each heading. See explanation of R and L on wheel report.

D. Do not use ditto marks.

E. Names or title to addressees must be authorized by Supt. Car Service.

Item

1. BEGINNING OF SHEET

Strike letters key 10 times and carriage return once before beginning each sheet.

2. LEFT-HAND PARENTHESIS (

Place this symbol in square provided in upper left-hand corner.

This symbol serves as a disconnect or *OFF* switch or card punch machines. It is very important that left-hand parenthesis (be used only as designated to insure receiving all information in punch cards. Information written between this symbol and right-hand parenthesis) will not punch in a card, therefore, if left-hand parenthesis struck in error, it must be followed by a right-hand parenthesis, the word CUT and line re-written correctly. This symbol (should precede the word CONTD or END on each sheet.

Example: (CONTD (END.

3. ADDRESS

After placing left-hand parenthesis in square provided, space at least ten spaces to right and address report to those authorized. Addresses should be grouped by destinations.

4. SHEET NUMBER

Number sheets consecutively beginning with one, two, three, etc. Do not use numerals. When writing wheel report fill, show notation WHL RP FILL opposite sheet number, beginning such reports with sheet number one and line number one, regardless of sheet numbers or lines on inbound wheel. Notes of consolidation should be show in this section.

5. DIVISION, ETC., HEADING

Fill in DIVISION, ENGINE, CONDUCTOR, etc. Under ENGINE, show all units of steam, diesel, or both.

6. ALIGNMENT

Strike carriage return key and align form before proceeding. Keep form properly aligned during writing of entire report, adjusting only when carriage has been returned to extreme left margin. *Once report has been aligned in the teletype, all subsequent operations must be accomplished by use of the key-board; not manually performed.*

7. RIGHT-HAND PARENTHESIS)

Place this symbol in space provided to left of train line.

This symbol serves as a connect or *ON* switch for card punch machines. The form requires use of this symbol one time on each sheet in space provided, but it must also be used following a left-hand

parenthesis struck in error, as outlined in Item 2.

8. SEMI-COLON ;

Strike semi-colon key ; in space provided to left of train line.

This symbol directs card punch machines to place information in lower left half of card. When semi-colon is struck in error in any column except the one provided, card punch machine places information improperly. Such errors result in misplaced information and damaged train line for remainder of sheet. If error detected prior additional writing or spacing, it may be corrected by striking one carriage return, one line feed, writing the word CUT, one carriage return, one line feed, and re-writing information correctly on next line. If error is detected after additional writing or spacing, close out sheet with word (CONTD) and begin a new sheet. New sheet should carry same sheet number, followed by abbreviation SUPP. If supplement to sheet one, do not repeat addresses. After completing heading of SUPP sheet, begin with line number on which error occurred, repeating information correctly.

9. TRAIN LINE

Type train number, symbol or name under TRAIN. Do not space or use hyphen - or diagonal / to separate section, number or date symbol. Use suffix ST, ND, RD, TH, etc., as case may require, when denoting sections of train. Example: 1ST81CJ or 2ND40K. When two or more trains are consolidated,

use outbound symbol as required by System Circular 231.

It is very important that information shown in train line of all sheets be identical, spacing included. When wheel report transmitted at termination of train run, all sheets should show same information in date and time column, using date and time of departure from originating point, even though some pick-ups may have been made on a different date or time. SEE ITEMS 33 AND 39.

10. ENGINE

Type lead unit or lead engine number under heading ENG.

11. L/T LOCAL OR THRU

Type L for local or T for thru under heading L/T.

12. DIRECTION

Type E for eastbound or W for westbound under heading DIR. Do not use N or S in this column.

13. ROUTE

Type 1 or 3 under RTE. Use 1 for all districts except those noted on reverse side of sheet two, Form 1313-A Std.

14. MONTH

Type number designation for month under heading MO. Do not use zero 0 as a prefix to a one digit number designation. Example: June should be shown by a 6 under small number 1. Do not report as 06.

15. DATE

Type date of departure under heading DAY. Do not use zero 0 as a prefix to a one digit date. Example: Third day of month should be shown by a 3 under small number 1. Do not report as 03.

16. **YEAR** Type year under heading YR. Example: During 1957 use 7, in 1958 use 8, etc.
17. **TIME** Type departure time under heading TIME. Use Greenwich time - See RULE 1. All four spaces must be filled under this heading, this being only column in which use of zero prefix required. Satisfactory use estimated departure time to avoid delay preparing report.
18. **END OF TRAIN LINE** Strike carriage return key immediately following last digit of time column. Do not space or write another character before doing so.
19. **CARRIAGE RETURN** The carriage return key trips out a punch card in card punch machine and brings a blank card into position to accept next line of information. If line is not complete before carriage return key is used, an incomplete card is tripped out. It also causes card punch machine to return to punching position in upper left side of card. Therefore, do not strike carriage return key and space bar in attempt to correct error or improper spacing. Carriage return key must not be struck several times between lines. Each line must be followed by striking one carriage return key and line feed key *in that order*. This procedure allows time for carriage to return to left-hand margin before next character is struck.
20. **LINE NUMBER** Begin sheet one with line No. 1, using consecutive numbers for additional lines. Use only number of

- lines provided by spacing on Form 1318-A Std. on any sheet. On Colorado Division trains between Pueblo and Denver or reverse, line numbers should be *preceded* by letter C or A to denote CS or ATSF business.
21. **INITIAL** Use car reporting initials outlined in RULE 10. Particular attention is directed to the use of letter A for ATSF, R for SFRD, RB for SFRB.
22. **NUMBER** Be sure car number is correct. Pullman cars must be reported by name under this column, continuing thru kind, L/E and contents columns if necessary. Kind, L/E and contents columns need not be completed on Pullman. For Passenger cars having numbers, reporting should be same as for freight equipment.
23. **KIND** Use class abbreviations as outlined in Rule 11. Use P for passenger cars other than Pullman and express refrigerators.
24. **L/E LOAD OR EMPTY** Use L for load and E for empty. No other letter or number should be used. Empty trailers on flat cars, report railroad car E for empty.
25. **CONTENTS** If loaded, use contents appearing on waybill. If empty car, use X under small numeral 1 and, if a box car, the commodity for which car has been carded or classed as fit to load. For example, if carded potential grain, use XPRGN. If not carded, use XNC.

- Trailers on flat cars: Loaded vans, use LDD TOFC. Empty vans, use MTY TOFC.
26. ON LINE DESTINATION JUNCTION-ROUTE Use station number for system destination. Use station number of junction where car leaves AT&SF and initials of receiving carrier for off-line destination.
- If billed to stop to part unload or complete loading at a *system* station, use station number at the first stop point with suffix letters PU denoting part unload or CL to complete loading. Example: 4327 PU.
- Cars billed transload in transit use suffix letters TFR following station number. Example: for Mahoney, Kans., transloading use 460 TFR.
27. GROSS Use tare weight of car in tons if empty, or tare weight of car plus net weight of contents in tons if loaded. See instructions on reverse of sheet 2, Form 1318-A Std.
28. NET Use net tons of contents for other than company loads, or if empty car moving on revenue charges, use tare weight.
29. GO COMPANY Use net tons of contents for company loads only.
30. DATE Use date of departure from originating terminal. When reporting made at termination, use date each car actually picked up.

31. HYPHEN - Strike hyphen key in space provided.
- This symbol directs card punch machines to place information in lower right half of card. Wheel report requires use of this symbol one time on each line, that being immediately after date or just before TAKEN FROM column. When struck in error, card punch machine improperly places information and destroys train line, and if struck in error, it should be corrected in same manner outlined for correcting improper use of semi-colon under Item 8.
32. TAKEN FROM Use station number outlined in S.C.S. Circular 214 and in local instructions of Superintendent.
33. LEFT AT Use station number outlined in S.C.S. Circular 214 and in local instructions of Superintendent.
34. OFF LINE DESTINATION P.P.S.I. Type final destination for cars destined off-line. This column may also be used for livestock, dangerous, explosive or other miscellaneous information. When absolutely necessary, a second line may be used when abbreviated information cannot be placed on one line. On perishable loads, use protective symbols outlined in Rule 17.
35. END OF SHEET When last line has been completed, except on final sheet, strike keys for carriage return, line feed, and left-hand parenthesis in that order, and write word CONTD thus

(CONTD followed by FOUR line feeds and minimum of TEN letters.

36. **END OF FINAL SHEET** When last line on final sheet has been completed, strike keys for carriage return, line feed, and left-hand parenthesis in that order, and write word END thus (END followed by FOUR line feeds, TEN letters and TWENTY blanks.
37. **DISCARDING INCOMPLETE SHEET** When necessary to discard a partly finished sheet because of some irregularity, write words DISCARD THIS SHEET, immediately notifying telegraph office to discard tape for sheet involved.
38. **SUPPLEMENT AFTER CLOSE-OUT** When a line or lines have been omitted from a report and omission is detected after the word (END has been placed on final sheet, use following procedure: Prepare a new Form 1318-A Std. showing same train line as original report but instead of sheet number, show SUPP. Begin with line number one and number consecutively. Notations explaining position of omitted cars in train should be made. Close out report in regular manner.
39. **WHEEL REPORT FILL** Handle same as Item 38. Except instead of sheet number, type WHL RPT FILL and instead of same train line as original report, use train line covering departure your station.
40. **CORRECTION AFTER CLOSE-OUT** When error is discovered after (END has been placed on final sheet, a separate message should

be sent to all addressed on original report, giving train line of report in question and full particulars of error. These messages not to be transmitted on wheel circuits.

41. **CUT**

The word CUT followed by striking one carriage return key and one line feed key should be written on each line where error occurs, except immediately following a misplaced semi-colon or hyphen. This performs no function in punch card machines but aids in eliminating error cards.

42. **SIGNIFYING TRANSMISSION**

Each sheet of wheel report that has been transmitted to SCS Topeka and then delivered to crew of outbound train, should bear rubber stamp notation "Sent SCS Topeka by (Show station). Do not add cars this page."

43. **SUPERFLUOUS CHARACTERS**

Avoid "riding" the LETTERS and FIGURES keys. These should be used only the specified number of times outlined herein.

44. **TAPE INSPECTION**

Communications Department instructions provide for retaining original tape from wheel reports for three days unless it is determined there are errors in the tape, in which case retaining period will be ten days. This is to permit inspection of tape in placing responsibility.

Rule 7. **MORP (MOVEMENT REPORT)**

A. This report covers car movements where teletype wheel report is not sent to SCS To-

peka. Local instructions issued by Division Superintendent govern.

B. When MORP is addressed SCS Topeka joint with others, all information on regular wheel Form 1318-A must be transmitted. In addition, letters CO should precede net weight when company material involved.

C. When MORP is addressed only to SCS Topeka, following information is required:

| Information | Form to follow |
|--|--------------------------|
| MORP | MORP |
| Station name, date, time | |
| Address | Pekin 1 212P |
| Train number, day symbol, engine number, local or thru, direction, date, time | SCS Topeka |
| Car initial, number, kind, loaded or empty, gross, net or company, taken from, left at | 47A 2157 LW 1 0700 |
| | A 16174 AL 45 15 90 1913 |
| | NYC 81027 SAME |
| | A 64454 AL 35 CO 10 90 |
| | 1946 |
| Close each sheet with | CONTD or END |

Only one car should be reported on each line. Word SAME may be used only where data following is identical. Do not use ditto marks. Above gives example for showing weight when company freight involved.

Rule 8. All car movements must be reported, including way cars. Where only a way car change is in-

volved, the movement should be reported by station where change is made as a MORP message. See Rule 7.

Rule 9. Form 957-Std.—Work Train Report
(Supersedes SCS Circular 230)

Mail original and second sheet to Auditor as directed by printed instructions on back of report.

TELETYPE WHEELS

Teletype wheel reporting stations will transmit to SCS Topeka, in the manner required for Form 1318-A Std. Do not mail Form 1318-A Std. to SCS.

Address only to SCS, leaving DIVISION and other columns in heading blank.

Train line should be completed as follows, using proper columns and maintaining proper alignment shown on Form 1318-A Std.:

| | |
|-----------|----------------------------------|
| Train | —Work |
| Engine | —lead unit number only |
| L/T | —type W |
| Dir | —leave blank |
| Rte | —leave blank |
| Mo Day Yr | —as appropriate |
| Time | —Greenwich departure from origin |

| Line No. | Initial | Number | Kind | L/E | Gross | Net | Co | Date | Taken From | Left At |
|----------|---------|--------|------|-----|-------|-----|----|------|------------|---------|
| 1 | A | 191105 | MW | L | 107 | | 70 | 28 | 1571 | 1427 |
| 2 | A | 191105 | MW | E | 37 | | | 28 | 1427 | 1371 |
| 3 | A | 193295 | MW | L | 102 | | 65 | 28 | 1371 | 1416 |
| 4 | A | 193295 | MW | E | 37 | | | 28 | 1416 | 1371 |

MORP

Non-teletype wheel reporting stations should transmit to SCS as MORP. Address only to SCS, Topeka.

Train line should show same information as shown for teletype wheels.

Report each car movement as follows:

| (Initial) | (Number) | (Kind) | (L/E) | (Gross) | (Co) | (Date) | (Taken From) | (Left At) |
|-----------|----------|--------|-------|---------|-------|--------|--------------|-----------|
| A | 191105 | MW | L | 107 | Co 70 | 28 | 343 | 412 |
| A | 191105 | MW | E | 37 | | 28 | 412 | 348 |
| A | 193295 | MW | L | 102 | Co 65 | 28 | 343 | 369 |
| A | 193295 | MW | E | 37 | | 28 | 369 | 412 |

Information in parentheses () need not be telegraphed. Maintain alignment insofar as possible.

Do not use Mile Post number in TAKEN FROM or LEFT AT column; instead use nearest station number, consulting operating time tables and Form 1610 Standard. If TAKEN FROM and LEFT AT are the same station number, do not transmit.

After transmittal is completed from third copy of Form 957 Std., mail this copy as directed by division instructions.

Rule 10. Supersedes S.C.S. Circular 216.

Use following car initials on wheel and MORP reports. For carriers not listed, use Official Railway Equipment Register or waybill as guide. Do not use character "&" between car initials. Example: B&O report as BO.

A

A Atchison, Topeka & Santa Fe
 AA Ann Arbor
 ACL Atlantic Coast Line
 ACY Akron, Canton & Youngstown
 AWP Atlanta & West Point

B

BA Boston & Albany
 BAR Bangor & Aroostook
 BCK Buffalo Creek
 BLE Bessemer & Lake Erie
 BM Boston & Maine
 BO Baltimore & Ohio
 BS Birmingham Southern

C

CBQ Chicago, Burlington & Quincy
 CCCL Cleveland, Cincinnati, Chicago & St. Louis
 CEI Chicago & Eastern Illinois
 CG Central of Georgia
 CGW Chicago Great Western
 CIL Chicago, Indianapolis & Louisville
 CIM Chicago & Illinois Midland
 CIW Chicago & Illinois Western
 CMO Chicago, St. Paul, Minneapolis & Omaha
 CN Canadian National
 CNJ Central Railroad of New Jersey
 CNW Chicago & North Western
 CO Chesapeake & Ohio
 CLG Columbus & Greenville
 CP Canadian Pacific
 CRP Central Railroad of Pennsylvania

CCO Clinchfield
 CS Colorado & Southern
 CSS Chicago, South Shore & South Bend
 CTSE Chicago, Terre Haute & Southeastern
 CV Central Vermont
 CW Colorado & Wyoming
 CWC Charleston & Western Carolina
 CWI Chicago & Western Indiana

D

DH Delaware & Hudson
 DLW Delaware, Lackawanna & Western
 DM Detroit & Mackinac
 DMN Duluth, Missabe & Northern
 DMIR Duluth, Missabe & Iron Range
 DRGW Denver & Rio Grande Western
 DSA Duluth, South Shore & Atlantic
 DSL Denver & Salt Lake
 DTI Detroit, Toledo & Ironton
 DTS Detroit & Toledo Shore Line

E

EJE Elgin, Joliet & Eastern
 ELS Escanaba & Lake Superior
 ERIE Erie

F

FCM Mexican (Compania del Ferrocarril
 Mexicana)
 FCDN Nacoziari
 FDDM Ft. Dodge, Des Moines & Southern
 FWD Fort Worth & Denver
 FEC Florida East Coast

G

GA Georgia
 GBW Green Bay & Western
 GF Georgia & Florida
 GMO Gulf, Mobile & Ohio
 GN Great Northern
 GTW Grand Trunk Western

H

HC Hannibal Connecting

I

IC Illinois Central
 IGN International-Great Northern
 IHB Indiana Harbor Belt
 ITC Illinois Terminal

K

KCS Kansas City Southern
 KCMO Ferrocarril, Kansas City Mexico y
 Oriente, S A
 KOG Kansas, Oklahoma & Gulf

L

LA Louisiana & Arkansas
 LN Louisville & Nashville
 LNE Lehigh & New England
 LSI Lake Superior & Ishpeming
 LV Lehigh Valley

M

MEC Maine Central
 MI Missouri-Illinois
 MILW Chicago, Milwaukee, St. Paul &
 Pacific
 MKT Missouri-Kansas-Texas
 MNS Minneapolis, Northfield & Southern
 MP Missouri Pacific
 MRS Manufacturers Ry Co
 MSC Mississippi Central
 MSTL Minneapolis & St. Louis
 MV Midland Valley
 MWR Muncie & Western

N

NB Northampton & Bath
 NC Nashville, Chattanooga & St. Louis
 NH New York, New Haven & Hartford
 NJII New Jersey, Indiana & Illinois

NKP New York, Chicago & St. Louis
 NOTM New Orleans, Texas & Mexico
 NP Northern Pacific
 NS Norfolk Southern
 NW Norfolk and Western
 NWP Northwestern Pacific
 NYC New York Central

O

ONT Ontario Northland
 OSL Oregon Short Line
 OWRN Oregon-Washington Railroad & Nav.

P

PAE Peoria & Eastern
 PLE Pittsburgh & Lake Erie
 PM Pere Marquette
 PMKY Pittsburgh, McKeesport &
 Youghiogheny
 PPU Peoria & Pekin Union
 PRR Pennsylvania
 PWV Pittsburgh & West Virginia

R

R SFRD
 RB SFRB
 RDG Reading Co
 RFP Richmond, Fredericksburg &
 Potomac
 RI Chicago, Rock Island & Pacific
 RUT Rutland

S

SA Savannah & Atlanta
 SAL Seaboard Air Line
 SLBM St. Louis, Brownsville & Mexico
 SDAE San Diego & Arizona Eastern
 SLSF St. Louis—San Francisco
 SN Sacramento Northern
 SOO Minneapolis, St. Paul & Sault Ste
 Marie
 SOU Southern

SP Southern Pacific (Pacific Lines)
 SPS Spokane, Portland & Seattle
 SSW St. Louis Southwestern

T

TC Tennessee Central
 THB Toronto, Hamilton & Buffalo
 TM Texas-Mexican
 TNM Texas New Mexico
 TNO Texas & New Orleans
 TP Texas & Pacific
 TPW Toledo, Peoria & Western

U

UP Union Pacific
 URR Union Railroad

V

VGN Virginian

W

WA Western Ry of Alabama
 WAB Wabash
 WCFN Waterloo, Cedar Falls & Northern
 WLE Wheeling & Lake Erie
 WM Western Maryland
 WP Western Pacific

Rule 11. Supersedes SCS Circular 191.

The following abbreviations should be used when reporting KIND of car on Interchange Reports, Form 1305; Teletype Wheel Reports, Form 1318-A Std.; and MORP reports, regardless of contents or service involved. For Passenger Wheel Report, Form 1317-Std., be governed by System Circular 244-Q.

AP—Auto Parts (Include DF Box—Perforated sidewall cars) See F & G below.
 AR—Auto Racks (Include those in General loading service)

- B—Box (Plain and Ventilated)
 G—Gondola (Include Drop Bottom—Mill Type—those equipped to carry auto bodies)
 H—Hopper—Open Top (Include those used in ballast service)
 CH—Covered Hopper
 F—Flat (Include "Piggy Back"—those equipped to carry airplane or auto parts, and tie cars in AT 110,000 series)
 LP—Pulpwood Flat—Wall Board
 SD—Stock, Single Deck
 DD—Stock, Double Deck
 R—Refrigerator, Freight (Include SFRB and Ice cars)
 RE—Express refrigerators (in either passenger or freight trains)
 P—Passenger cars in freight trains—all types except Express Refrigerator, see RE above—Include passenger cars used as way cars. Report weights as outlined in System Circular 244-Q dated September 1, 1954.
 T—Tank
 WC—Way car, AT series 500-2300 and Drover car series D901-D947 (See P above)
 MW—Maintenance of Way—AT series 185000-199999 only. When reporting other types of cars in maintenance of Way service, use abbreviations assigned above.

Rule 12. **DELAYED CARS—DO NOT SET OUT.** When car is set out, Form 1393 Std. Waybill Sticker, will be attached to the lower left-hand corner of waybill. If set out between terminals, conductor will attach form to waybill. If held at terminal beyond proper connection, agent or yardmaster will attach form to waybill. This form is to remain attached to waybill until it arrives destination or delivering junction where it will be removed. Cars which

Form 1393 Std. or train date symbol show as having been delayed must not again be delayed unless bad ordered.

Rule 13. Voluntary reporting procedures to traffic offices are intended to meet essential requirements. Do not trace to expedite freight for it does not improve service. Traffic advice furnished in conjunction with System Circular 231 should meet requirements. When one traffic territory requires advice on cars destined another traffic territory, it should be procured from destination traffic office. Should difficulty arise on certain movements refer to Supt. Car Service, Topeka. When origin and destination are within same traffic territory, handle with Division Superintendent for advice needed.

Rule 14. Individual car tracers should be unnecessary and it is important that unusual requests be held to a minimum to avoid interruption to regular traffic reporting procedure. Where individual tracers are necessary, they should be directed to Supt. Car Service, Topeka, and not to on-line forces.

Rule 15. NO-BILL CARS

(1) WHERE LOADED CAR FOUND AND NO WAY-BILL TO COVER

(a) Immediately wire Superintendent of Car Service, Topeka, joint with your Superintendent. Give as much information as possible such as seal numbers and from "cards" attached to car. If not sealed, furnish any identification on lading or from shipping lists tacked inside car. Forward car, or handle as directed in reply from Superintendent of Car Service, complying with instructions in Item 3 with respect to preparation of proper movement waybill.

(b) If a car is moving in thru train without waybill, but is properly listed on telegraphic consist-wheel report, will be satisfactory prepare astray waybill accordingly, allowing car continue movement without delay. When following this plan, file telegram immediately to Superintendent of Car Service, Topeka, who will endeavor to locate waybill, instructing where found to wire complete waybill reference to first possible terminal in advance of car where astray waybill can be completed in accordance with requirements of Item 3. Point holding original waybill should dispose of it as directed in Item 2.

(2) **WHERE WAYBILL FOUND AND CAR NOT ON HAND**

Endeavor locate outbound record of car. If not found, wire Superintendent of Car Service, Topeka, joint with your Superintendent, advising waybill on hand without car, requesting location. When reply received, wire complete waybill information to point holding car. Mail waybill you have on hand to Agent at billed destination, using Registered Railroad mail to System point and U. S. Mail to Foreign Line point. Care should be exercised to wire sufficient and proper information for preparation of movement waybill as provided in Item 3, with statement "Original waybill being mailed to.....(show destination)".

(3) **PREPARING MOVEMENT WAYBILL FOR NON-BILL CARS**

A non-revenue car movement waybill reading from original waybilling station to destination and bearing same number and date as the revenue waybill should be prepared on a standard waybill form from information furnished by agent holding the revenue waybill. The name of station preparing the car movement waybill and the actual date issued should be shown thereon beneath the name of original waybilling station.

Notation "Revenue waybill mailed to destination agent from (insert name of station that will mail revenue bill)" must be shown on the car movement waybill in the columns provided for showing weight, rate, freight, etc.

All information essential to the movement and delivery of the car should be shown on such car movement waybill, in the blocks provided therefor, in the manner prescribed by Rules in Form 500, Instructions to Station Freight Agents, applicable to revenue waybills. This shall include complete routing as shown on revenue waybill, and all information in the "Instructions" block, covering any service to be performed or omitted enroute, such as "Weigh," "Do Not Weigh," and instructions as to stopping in transit, icing, and any other services. If the shipment is moving under a weight agreement, such information shall be shown in the "Weight" block.

When a car moving on "Non-Revenue waybill," such as described above, is diverted, the agent at the diversion point shall request the agent at destination as shown on the waybill, to forward the original revenue waybill to the agent at the new destination.

(4) **CARLOAD FREIGHT RECEIVED FROM CONNECTING CARRIER WITHOUT WAYBILL; WAYBILL RECEIVED WITHOUT CAR; DIFFERENCE IN CAR NUMBER OR INITIAL; OR OTHER BILLING IRREGULARITY—NOT PERMITTING NORMAL MOVEMENT:**

Agent will immediately contact delivering carrier, preferably by phone, in effort to straighten out. Any telephone contact should be confirmed by telegram. If not corrected within 24 hour period, Agent will again wire delivering carrier, stating "Second Request" and making this second request joint with General Superintendent of Transportation at Chicago; Superintendent of Car Service at Topeka; and Division Superintendent, giving complete details.

Rule 16.

USE FOLLOWING ASSIGNED LETTERS FOR STATIONS AND CODE WORDS IN TELEGRAPHIC MESSAGES:

| | | | |
|----|-----------------|----|----------------|
| AQ | Albuquerque | LV | Las Vegas |
| AS | Altus | LO | Longview |
| A | Amarillo | LA | Los Angeles |
| AY | Argentine | LB | Lubbock |
| AC | Arkansas City | MC | McCook |
| AF | Ash Fork | MQ | Marceline |
| BK | Bakersfield | NS | Needles |
| BA | Barstow | N | Nemo |
| BT | Beaumont | NW | Newton |
| BN | Belen | OK | Oklahoma City |
| BV | Belleville Yard | PO | Phoenix |
| BR | Brownwood | PD | Pueblo |
| CN | Canadian | PZ | Purcell |
| CA | Chanute | RM | Richmond |
| CL | Cleburne | SJ | St. Joseph |
| C | Clovis | SG | San Angelo |
| CW | Corwith | SU | San Augustine |
| DS | Dallas | SB | San Bernardino |
| DN | Denver | SD | San Diego |
| DC | Dodge City | SF | San Francisco |
| EL | El Paso | SN | Seligman |
| EM | Emporia | SH | Shawnee |
| EN | Enid | SA | Silsbee |
| FL | Floydada | SL | Slaton |
| FM | Ft. Madison | SK | Stockton |
| FW | Ft. Worth | S | Streator |
| FR | Fresno | SW | Sweetwater |
| GV | Gainesville | TM | Temple |
| G | Gallup | TC | Texas City |
| GN | Galveston | TO | Topeka |
| GD | Glendale | VN | Vaughn |
| HO | Houston | WK | Waynoka |
| HU | Hutchinson | WG | Wellington |
| J | Joliet | WH | Wichita |
| LJ | La Junta | WZ | Winslow |

TELEGRAPHIC CODE

1. Bank.....For annual inventory of equipment as of September 30, the following cars were last reported your station. Advise if still on hand, or disposition.
2. Barge.....Advise correct car number.
3. Base.....Advise our correct file reference.
4. Basement...Advise last record quickly.
5. Birch.....Comply with and advise.
6. Blanch.....Confirming phone conversation.
7. Boy.....Important. Wire quickly present location and if delayed, the cause of delay and what is being done to expedite.
8. Brome.....Divert to same consignee.
9. Burbat.....Has been changed as requested in your wire.
10. Cadugs.....Clean and disinfect under Government Supervision.
11. Cake.....Is car still on hand or how disposed of.
12. Calendar...My file closed unless further advised.
13. Calm.....No record of car. Advise if I may close file.
14. Cutlet.....You may close your file.
15. Dig.....If set out, furnish report to cover the following cars.
16. Fish.....Important. Arrange to weigh light and restencil, furnishing information at once. If car not at your station, wire forwarding and destination.

17. Fished..... Has been light weighed and restenciled. (Give new light weight.)
18. Kid..... Advise by wire delivery to connecting line or arrival destination.
19. Not..... No record. Not yet received.
20. Saw..... If gone, furnish report to cover the following cars.
21. Tab..... Answer my letter of.....
about.....
22. Tack..... Answer my traingram of.....
about.....
23. Tally..... Answer my wire of.....
about.....
24. Tamp..... Can you now furnish information requested?
25. Tan..... Advise date and time of arrival.
26. Tar..... Shipper complained of our handling of previous shipments and threaten to divert from our line.
27. Tardy..... New business trial shipment. Future business depends upon satisfactory performance on our line.
28. Tare..... Export business, steamer sails..... must not be delayed.
29. Task..... Advise car number or correct number and initial.
30. Taw..... Car carries wrong number. Have examined for complete stenciling. Advise.
31. Tax..... Car carries wrong number. Correct number is.....
Have restenciled all around. Advise.

32. Teak..... Delayed in transit, follow movement and wire passing important terminals.
33. Team..... Shipment delayed account bad order. Hurry repairs or transfer advising car initial and number transferred into and forwarding.
34. Teddy..... Advise promptly if you will handle accordingly.
35. Temp..... Advise temperature time of arrival and departure.
36. Textile..... On hand since..... Why holding?
37. Tick..... Wire final destination and complete routing.
38. Tide..... Advise delivery to connecting line after.....
39. Tidy..... Advise forwarding.
40. Ties..... Advise train and conductor.
41. Tiff..... Forwarded in Train.....
42. Till..... Advise received record. No form 1850.
43. Tin..... Accept in home route from.....
44. Ting..... Accept reciprocal from.....
45. Tink..... Advise home route.
46. Tins..... Advise home route joint with.....
47. Tiny..... Advise promptly home route that is shown on the Form 1850.
48. Tinny..... Out your station to.....
49. Tip..... Advise if loaded or empty and destination.

50. Toff..... Card owners.
51. Tog..... Card to.....
52. Toga..... Change home route to read.....
53. Tokay..... Hold if empty and I will endeavor to short route and advise.
54. Told..... Refuse Car. If it is now on our rails, return and make special reclaim any per diem accruing.
55. Tom..... This information is for home route.
56. Tong..... Will advise home route that point.
57. Tonk..... Advise correct date of interchange.
58. Took..... I am short the following interchange reports. Forward first mail.
59. Tooker..... Short interchange following cars.
60. Tops..... (Use only when regular reports do not suffice.) Advise present location, passing important terminals and arrival destination or delivery to connection.
61. Torn..... Advise promptly when car will be ready to move.
62. Torp..... Arrange prompt movement and wire record.
63. Tow..... Advise receipt from connecting line prior.
64. Toy..... Advise train, date and conductor handling car into your station.
65. Track..... Advise position of vents and plugs.
66. Tram..... Wire date and time received from connecting line.

67. Tramp..... Advise cars to which transferred.
68. Trap..... Advise if on hand your station or disposition.
69. Trav..... No record, advise receipt or correction. If no receipt, advise station from.
70. Treat..... Tracing. Will advise.
71. Tred..... On hand your station.
72. Trek..... Wire latest record or present location of car.
73. Trench..... Tracing other cars and will advise.
74. Tribe..... Last tally sheet received in my office from you was..... Bring up to date quickly. Advise.
75. Trig..... Wheel report does not show where set out. Advise.
76. Trik..... Wheel report does not show where picked up. Advise.
77. Trinket..... Advise train number.
78. Trio..... Advise date and time of departure.
79. Trip..... Wire number of way car used.
80. Tromp..... Advise cars from which transferred.
81. Trump..... Advise billing instructions over division.
- Rule 17. Symbols covering Protective Service Instructions which are to be used on "FORP," Wheel Reports, Wire Switch Lists, Barstow Manifests and Wire Manifests.

REFRIGERATION

| Symbol | Service at Origin |
|--------|---|
| K | Cooled in car by shipper. |
| KK | Cooled by shipper—ice not utilized. |
| Q | Cooled with 5000 lbs. or less of top ice by shipper (melons only). |
| F | Do not re-ice. |
| FUD | Do not re-ice unless delayed. |
| O | Dry car loaded. |
| Z | Half-stage refrigeration service. |
| E | Initially iced by carrier. |
| H | Initially iced by shipper. |
| X | Pre-iced by carrier. |
| D | Pre-cooled by carrier. |
| G | Pre-cooled and pre-iced by shipper. |
| SR | Standard refrigeration or re-ice at all regular icing stations. |
| SR3 | Standard refrigeration with 3% salt or re-ice at all regular icing stations with 3% salt. |
| ZSR | Half stage standard refrigeration, or half stage re-ice at all regular icing stations. |
| M | Replenished by carrier. |
| S | Re-iced by shipper. |
| J | Top iced by shipper at origin (show amount at origin). |
| | Example: J15 indicates top iced at origin by shipper with 15000 lbs. |
| MR | Mechanical Refrigeration—Rule 171. |

| Symbol | Service in Transit |
|--------|---|
| F | Do not re-ice. |
| FUD | Do not re-ice unless delayed. |
| Z | Half-stage refrigeration service. |
| SR | Standard refrigeration or re-ice at all regular icing stations. |
| SR3 | Standard refrigeration with 3% salt or re-ice at all regular icing stations with 3% salt. |
| ZSR | Half stage standard refrigeration, or half stage re-ice at all regular icing stations. |
| L | Re-ice at..... (name station), |

example:

| | |
|-------|--|
| LAY | Re-ice at Argentine. |
| AY10 | Re-ice at Argentine with 10% salt. |
| LBNAY | Re-ice at Belen and Argentine. (Note: On Wheel Reports drop the L when billed to re-ice at more than one station, example: |
| BNAY | Indicates re-ice at Belen and Argentine. |
| J15BN | Top iced by shipper at origin with 15000 lbs. Retop ice at Belen to produce amount supplied at origin. (Note: On Wheel Reports drop the J, for example: |
| 15BN | Retop ice at Belen to produce 15000 lbs. over load. |
| T | Fans off. |
| W | Cooled in transit by shipper. |
| MR | Mechanical Refrigeration—Rule 171. |

HEATER SERVICE

| Symbol | Service |
|--------|---|
| CPS | Carriers' Protective Service or Modified Carriers' Protective Service. |
| SFS | Shippers' Protective Service—Rule 510. |
| SHPS | Special Heater Protective Service—Rule 580. Perishable Protective Tariff. |
| SSS | Shippers' Specified Service—Rule 514. |
| SHC | Standard Heat in Canada. |
| R522 | Voluntary Heater Service. |

VENTILATION SERVICE

| Symbol | Standard |
|--------|---|
| A1 | Standard Ventilation; close vents at 32 degrees; open vents above 32 degrees. |
| A2 | Standard Ventilation; close vents at 40 degrees; open vents above 40 degrees. |
| A3 | Standard Ventilation; close vents at 45 degrees; open vents above 45 degrees. |

| Symbol | Special |
|--------|--|
| B1 | Keep vents closed below 32 degrees and above 45 degrees; keep vents open 32 degrees to 45 degrees. |
| B2 | Close vents at 40 degrees; open vents above 40 degrees. |
| B3 | Keep vents closed during day and open during night except, keep vents closed when raining or at 40 degrees or lower. |
| B4 | Close vents at 55 degrees; open vents above 55 degrees. |
| B5 | Keep one vent open each end diagonally across car. |
| B6 | Open one vent each end diagonally across car above 45 degrees; close vents at 45 degrees. |
| B7 | Keep vents closed. |
| B8 | Keep vents open. |
| B9 | Keep vents closed to (Insert station); keep vents open thereafter. |
| B10 | Keep vents open to (Insert station); keep vents closed thereafter. |
| B10A | Close vents at 32 degrees; open vents above 32 degrees. |
| B10B | Close vents at degrees; open vents above degrees. |

| Symbol | Combination |
|--------|---|
| C1 | Keep vents closed to (Insert station); thereafter close vents at 32 degrees; open vents above 32 degrees. |
| C2 | Keep vents closed to (Insert station); thereafter close vents at 40 degrees; open vents above 40 degrees. |
| C3 | Keep vents closed to (Insert station); thereafter close vents at 45 degrees; open vents above 45 degrees. |
| C4 | Keep vents open to (Insert station); thereafter close vents at 32 degrees. |
| C5 | Keep vents open to (Insert station); thereafter close vents at 40 degrees; open vents above 40 degrees. |

| | |
|------|---|
| C6 | Keep vents open to (Insert station); thereafter close vents at 45 degrees; open vents above 45 degrees. |
| C7 | Close vents at 32 degrees and open vents above 32 degrees until arrival at (Insert station); keep vents closed thereafter. |
| C8 | Close vents at 40 degrees and open vents above 40 degrees until arrival at (Insert station); keep vents closed thereafter. |
| C9 | Close vents at 45 degrees and open vents above 45 degrees until arrival at (Insert station); keep vents closed thereafter. |
| C10 | Close vents at 25 degrees; open above 25 degrees to (station designated by shipper); close vents at 32 degrees; open above 32 degrees thereafter. |
| C11 | Close vents at 28 degrees, open above 28 degrees to (station designated by shipper); close vents at 32 degrees, open above 32 degrees thereafter. |
| C11A | Close vents at 20 degrees; open above 20 degrees to (station designated by shipper); close vents at 32 degrees, open 32 degrees thereafter. |
| C11B | Vents open to (Insert station), vents closed to (Insert station), vents open thereafter. |

NOTE:

S99 is a Symbol to be used on Wheel Reports only when Special or Combination instructions are not covered by above symbols—will be necessary to check waybill or have separate wire from SFRD Inspector (S99 must not be used on FORP, Barstow Manifest or Wire Manifests—instructions not covered by above symbols will be written out in full).

ALPHABETICAL RECAP OF PROTECTIVE SERVICE SYMBOLS

| | | |
|------|--|--|
| A | Standard Ventilation | } Refer to list of symbols under Ventilation Service |
| B | Special Ventilation | |
| C | Combination Ventilation | |
| CPS | Carriers' Protective Service or Modified Carriers' Protective Service. | |
| D | Pre-cooled by carrier. | |
| E | Initially iced by carrier. | |
| F | Do not re-ice. | |
| FUD | Do not re-ice unless delayed. | |
| G | Pre-cooled and pre-iced by shipper. | |
| H | Initially iced by shipper. | |
| J | Top iced by shipper at origin. | |
| K | Cooled in car by shipper. | |
| KK | Cooled by shipper—Ice not utilized. | |
| L | Re-ice at | |
| M | Replenished by carrier. | |
| MR | Mechanical Refrigeration—Rule 171. | |
| O | Dry car loaded. | |
| Q | Cooled with 5000 lbs. or less of top ice by shipper, (Melons only). | |
| R522 | Voluntary Heater Service. | |
| S | Re-iced by shipper. | |
| SHC | Standard Heat in Canada. | |
| SHPS | Special Heater Protective Service—Rule 580. | |
| SPS | Shippers' Protective Service—Rule 510. | |
| SR | Standard Refrigeration—Re-ice at all regular icing stations. | |
| SSS | Shippers' Specified Service—Rule 514. | |
| T | Fans off. | |
| W | Cooled in transit by shipper. | |
| X | Pre-iced by Carrier. | |
| Z | Half-Stage Refrigeration service. | |