

CIRCULAR NO. 1

Cars equipped with arch bar trucks will not be accepted in interchange and must not be loaded to any point off our line, also heavy LCL shipments destined to any point off our line must not be loaded in arch bar truck cars. Cars equipped with arch bar trucks are acceptable in interchange from owner for loading and unloading within the same terminal switching district in which the interchange occurs providing that no road haul is involved in such movement and providing that cars so interchanged will immediately be returned to owner's rails when loading or unloading is accomplished.

CIRCULAR NO. 2

Where evidence of illegal trucking is secured, advise the dates, names of truck drivers, kind of truck operated, license plate number and any other details known, also the character of merchandise hauled so proper steps may be taken to prosecute the violators.

CIRCULAR NO. 3

Following instructions have been issued to Railway Mail Clerks; "If train is tied up enroute account of blockage and trainmen are released from duty, clerks should insist on turning mail over to railroad company and also go off duty. If there is prospect of the tie-up lasting 24 hours or more, all letters should be tied out and pouched and all sacks should be delivered to the post office. If railroad company employes refuse to unload the mail from the train, give them notice that mail left in car is considered in custody of the railroad company and it is up to the railroad company to protect it. Report to this office immediately by wire all such cases.

"At initial point of run, either terminal, where clerks have received notice that train is annulled, mail should be turned over to railroad company immediately after the distribution of mail on hand is completed. When no notice is received of annulment and train has not departed within 5 hours of schedule time and no definite information is received as to probable time of departure, turn mail over to the railroad company and notify station employes where clerk in charge can be reached by telephone and have it understood notice will be given clerk in charge in case train later is to be operated. When trains are annulled indefinitely, clerks scheduled to be on duty should perform distribution of mail addressed to the line, in the post office, by arrangement with the postmaster."

CIRCULAR NO. 4

Conductors, Enginemen, Trainmen and Firemen:

No switching must be done by road crews at point where yard crews are employed; in other words, work that can be done by road crews at such points that is not defined as switching. Picking up or setting out cars on more than one track will be considered switching unless one track is insufficient in length to hold all pick-up or set-out, in which case either pick-up or set-out may be doubled over.

At Interbay, Wenatchee and Vancouver, B. C. road crews will not be permitted to perform any switching unless authorized by Chief Dispatcher or Trainmaster.

At Delta and Lowell, switch engine will leave cars first out on one track to be picked up by road crews on through trains and road crews will make set out on one track. Trains originating and terminating at Delta will not perform any switching or double over.

At Tacoma, road crews must not do any switching, or double over pick up and set out cars. In order to get the cars properly blocked, switching crews will add the cars to proper place in the road train.

At Bellingham and New Westminster, switch crews will leave cars to be picked up by through trains first out on one track and road crews may set out or pick up cars, but will not perform any switching.

At Holgate Street, Seattle, road crews may pick up and set out but will not perform switching.

Where road crews are authorized to do switching the authority from the Chief Dispatcher or the Trainmaster must accompany the time slips and time slips must show actual switching was performed. Road crews can also set out a bad order car at initial terminal providing the necessity therefor is not apparent until after train is coupled up and road engine attached.

Road crews are not permitted to add cars to trains as originally made up by the yard crew in order to take care of delayed cars received between time of completion of train makeup and actual departure.

Road crews can properly double over trains at initial or final terminals where there is no track in the yard of sufficient length to accommodate entire train.

Actual pick-up or set-out at intermediate points where yard engines are employed is permissible by road crews providing such pick-up or set-out is confined to cars picked up or set out as a unit first out on a single track. Picking up or set out at a location, or setting out cars to various locations by road crews

CIRCULAR NO. 4 (Cont'd)

at such point is not permissible and should not be done unless authorized as provided herein.

Authority will not be granted to do switching as provided in foregoing by Chief Dispatcher or Trainmaster, except in extreme emergency.

It must be understood by all conductors, trainmen, engineers and firemen that in performing service where arbitrary claim is made, either in the yard or on the road, it must be authorized by either Dispatcher or Trainmaster, or Yardmaster, if it is within yard limits, except in extreme emergency, and proper explanation must be shown on your time slip.

CIRCULAR NO. 5

Referring to my circular dated Feb. 3, 1945, instructing that for each day hereafter, where Conductor or Engineer are called to act as Conductor Pilot and Engineer on roadway machines, they will be required to have their time slip each day OK'd by the Supervisor of Bridges & Buildings in case of roadway machines working under the jurisdiction of the Road Department.

When Roadmaster or Supervisor of Bridges & Buildings is not on hand to O.K. time slips of pilot engineer or conductor, their representative, such as foreman or assistant who is on the job can O.K. the slips, and when there is neither foreman nor assistant, such as on ditching machines that are not accompanied by foreman, the time slips should be mailed direct to the District Roadmaster or Supervisor of Bridges & Buildings.

CIRCULAR NO. 6

It must be understood it is not permissible to allow anyone to ride on Diesel engines without permission, except Operating Officers in discharge of their duty or members of the train crew on that train in discharge of their duties.

CIRCULAR NO. 7

So that it may be clearly in the minds of all concerned, instructions are again being issued herewith so there will be no failure to observe the State of Washington Clearance Rules and Regulations. Attached hereto find excerpts from Clearance Rules and Regulations governing Common Carrier Railroad for the State of Washington,

CIRCULAR NO. 7 (Cont'd)

these Rules and Regulations effective Dec. 1, 1950. You will note that attached excerpts apply specifically to open top cars; however, they also apply to box cars, of excess width or excess height, the regulations defining a car of excess height as being one over 15 ft. 6 in. in height from top of rail and a car of excess width being one over 5 ft. 5 in. in width laterally from center line of car. It is of utmost importance that these Rules and Regulations as covered by attached excerpts are complied with and necessary instructions are issued herewith to the various departments and employees involved who should familiarize themselves with these regulations so that proper handling can be assured by all parties involved in complying with these regulations.

ALL AGENTS & TELEGRAPHERS:

To comply with Regulations referred to, it will be necessary for any such open top car handled in train to be properly placarded, such placard reading "excess width" or "excess height". In this connection Agents and Operators at open stations will be required to check any load originating at such station and if there is any question of such load being an excess dimension car, the necessary placard should be attached, and the next terminal notified of such car so that it can be properly checked upon its arriving at such terminal. It will also be necessary for the Agent or Operator to furnish in writing notice to the Conductor picking up such car so that he will know that he is handling car of excess dimensions in his train. Necessary supply of cards for placarding such cars may be obtained by Agents from office of the Division Superintendent and a small supply of such cards will be forwarded to each Agent for current use.

ALL CONDUCTORS:

Conductors will be required to check cars or loads picked up at non-agency points and if there is any doubt as to the excess dimensions of such car, placard should be attached and yard at the next terminal properly notified so that car can be accurately checked on reaching such terminal. In this same connection any cars picked up at local open stations where Agent or Operator has checked and carded any such car, the Conductor will be notified in writing by either the Agent or Operator of car or cars picked up at such station and being of excess dimensions so that Conductor will be familiar with any such car in his train. This will also apply in terminal yards where the yard will deliver to the Conductor notice in writing of any excess dimension car or cars in his train. Necessary supply of cards needed in placarding such excess dimension cars may be obtained from the Terminal Trainmaster at Interbay.

CIRCULAR NO. 7 (Cont'd)

ALL YARDMASTERS:

When cars are measured and placarded in terminal yards, it will be necessary for the yard to deliver to the conductor notice in writing of the excess dimension car or cars in his train and also advise the next terminal yard of any such car or cars. In this connection, cars picked up at local open stations or non-agency stations will be checked by Agents or Conductors and where there is any question as to possible excess width or height of an open top car, the necessary placard will be applied and next terminal will be properly notified so that car can be accurately checked when received at such terminal. Instructions are being issued to Car Inspectors as to necessity of placarding open top cars of excess width or excess height and these Car Inspectors when applying such placard will also be required to notify the yard office who in turn will be able to notify the Condr. and also put out notice to the next terminal yard where car is destined.

ALL CAR FOREMEN:

It has been the practice in the past to have carmen occasionally go to outlying points to check and O.K. movement of excess dimension loads when necessary. This practice will be continued and carmen will arrange to apply the necessary placards in such a situation. In addition, there will be instances in the future where cars are picked up at local points and such cars may not definitely indicate an excess width or height. In such cases the Agent or Conductor will check the car or load and if it appears to be of excess dimensions as established by the Code, the Agent or Conductor will placard such car and notify the next terminal to have it accurately checked upon its arrival at such terminal. If found not to be an excess dimension load, the placard will be removed at such terminal.

Car Inspectors at all points should familiarize themselves with the attached Regulations. When Car Inspector locates any car of excess height or excess width as covered by these Regulations he should immediately placard such car and notify the yard office. Necessary supply of the placards involved may be obtained through the Master Mechanic's office.

GENERAL INSTRUCTIONS:

We should have no difficulty in placarding long haul cars or loads of excess dimension as those cars will be checked and placarded if necessary at the terminal preceeding entry into Washington. For example, cars from the East will be checked and placarded, if necessary at Whitefish; cars from the South at Bieber or Klamath

CIRCULAR NO. 7 (Cont'd)

GENERAL INSTRUCTIONS (cont'd):

Falls; cars originating in Oregon will be checked at Portland or Vancouver and cars from Canada will be checked at Vancouver or New Westminster. A suggested form is being studied in connection with notification to Conductors or train crews of such cars in their trains. However, this form has not yet been approved and until such time as such form is approved and printed, it will be necessary to use plain paper or message blanks in making the proper notification to Conductors and train crews. Attached excerpts cover Section 6.1, 6.2, 6.3 and 6.4 of the Clearance Rules and Regulations, which clearly indicate the requirements that must be followed.

EXCERPTS FROM CLEARANCE RULES AND
REGULATIONS GOVERNING COMMON CARRIER RAILROADS
OPERATION OF EXCESS DIMENSION LOADS
Section 6

6.1 CARS CONTAINING LADING IN EXCESS OF 15'6" HIGH AND/OR 5'5" FROM CENTERLINE OF CAR.

Each open top car containing lading of a height exceeding fifteen (15) feet six (6) inches above top of rail, or which extends laterally more than five (5) feet five (5) inches from the centerline of car, the movement of which is hereby authorized, shall be marked stenciled or placarded, and such markings maintained in a legible condition to read:

"This car	or	"This car
EXCESS HEIGHT"		EXCESS WIDTH"

The words "Excess Height" or "Excess Width" to occupy the greater portion of a space 7"x10" enclosed with a 3/4" solid border. Letters and border to be of contrasting colors. All such required markings and placarding shall be placed on the side adjacent to the ladder or handholds near the floor line of the car at each of the four corners where practicable, and in addition one each of such signs shall be placed on each side of the load in a conspicuous position.

6.2 CARS CONTAINING LADING WHICH EXTENDS Laterally IN EXCESS OF 5'5".

The movement of open top cars containing lading which extends laterally in excess of five (5) feet five (5) inches is hereby authorized only if the lading is of such a nature that it cannot practically be reduced in dimensions.

6.3 LADING HIGHER THAN 15'6" OR EXTENDING Laterally MORE THAN 5'5½".

CIRCULAR NO. 7 (Cont'd)

The movement of all open top cars having lading in excess of fifteen (15) feet six (6) inches in height, or which extends laterally in excess of five (5) feet five and one-half (5½) inches from centerline of car will be authorized by written notice stating the total number of such cars, and advising that no member of the train crew is required to ride on top of such high car or on the side of any such wide car.

EXCERPTS FROM CLEARANCE RULES AND REGULATIONS:

6.4 A written notice shall be delivered to every train containing any car, the lading of which extends laterally in excess of 5'5½" from the centerline of the car or in excess of 15'6" in height above top of rails, informing the crew of the train that the train includes such car or cars stating the total number thereof and advising that no member of the train crew is required to ride on the side of any such wide car or top of any such high car.

CIRCULAR NO. 8

To eliminate any misunderstanding in the future and for information of all concerned, the designated interchange tracks appear below: When the herein designated interchange tracks are not of sufficient capacity to accommodate the number of cars to be interchanged at one time, interchange will then be made on adjacent tracks that will hold the cars to be interchanged.

LOCATION OF INTERCHANGE TRACKS

Seattle, Washington

Interchange of carload livestock consigned to or from industries located on the Great Northern Seventh Avenue lead North of Hinds St. that is handled by the Great Northern Railway is to be accomplished on the south end of the Great Northern Seventh Avenue lead which takes off joint UP-GN tracks on Fifth Avenue between Spokane & Holgate Sts.

Between Great Northern Rwy and Northern Pacific Rwy Co.

Ballard	Zone 6	Any point between 6th Ave. N.W. NP Wye, and 11th Ave. N.W.
Interbay	Joint Tracks	NP track F-2 and GN Old Main Track & Terry Ave. Joint Tracks.
Interbay	Joint Tracks	Naval Supply Depot Piers 90 & 91
Alaskan Way	Zone 1	Pier 14 lead.
Industrial Tracks and docks.	Joint Tracks	
Union Oil Co.	Joint Tracks	Plant tracks.

CIRCULAR NO. 8 (Cont'd)

Harbor Island	Joint Tracks	All joint tracks.
Industrial District		
Occidental Ave.	Joint Tracks	Bet. Hinds St. & RR Ave.
NP House Yard	Joint Tracks	Alaskan Way, NP King St. Team Track 7 located bet. King and Connecticut Sts.
King St. Station	Joint Tracks	A Depot and Coach Yd. tracks.
PCRR Co.		Interchange tracks.

Between Great Northern Rwy and King St. Passenger Station.
King St. Station Joint Tracks Depot and Coach Yard tracks.

Seattle, Washington
Between Great Northern Rwy and C.M.St.P. & P. RR Co.
Spokane St. Docks Joint Tracks Joint Interchange tracks.
Duwamish Ave. Interchange tracks.
PCRR Co. Interchange tracks.
Stacey St. Dock Joint Tracks Joint Interchange tracks
Bemis Pocket Interchange track.
Milwaukee Stacey
St. Yard Joint Tracks Joint Interchange tracks.

Seattle, Washington
Between Great Northern Railway and Union Pacific RR Co.
East Marginal Joint Tracks Bet. Dakota & Alaska Sts.
Way Industrial Dist. Zone 5
PCRR Yard Interchange tracks.
Barton Lead Joint Tracks Bet. Dakota & Spokane Sts.
UP House Yard Track 8 bet. King St. & Atlantic
St.
UP Argo Yard Yard tracks.
Oregon Street Joint Tracks Interchange tracks.
5th Ave. Industrial U.S. Stockyard track bet. Lander
District Joint Tracks and Massachusetts Sts.
Duwamish Ave. Interchange tracks.
Harbor Island Joint Tracks All joint tracks.
Industrial District.

Seattle, Washington
Between Great Northern Rwy and U.S. Naval Supply Depot.
Piers 90 & 91 Joint Tracks Interchange tracks.

Seattle, Washington - Bet. Great Northern Rwy. & PCRR Co.
P.C.R.R. Yard All Yard tracks.

CIRCULAR NO. 8 (Cont'd)

Seattle, Washington

Bet. Great Northern Rwy and Seattle Port of Embarkation.

Piers 39 and 42 Joint tracks Interchange tracks.

Tacoma, Washington

Bet. Great Northern Railway and Northern Pacific Rwy.

NP Head of Bay Yard Interchange made on yard track.
GN Freight Yard NP delivers to GN Yd when their
yard congested.

NP Passenger depot Joint tracks Depot tracks.

Tacoma, Washington

Bet. Great Northern Railway and Union Pacific RR.

UP Freight Yard Yard tracks.

GN Freight Yard Yard tracks.

NP Passenger Station Joint tracks Depot tracks.

Tacoma, Washington

Bet. Great Northern Rwy and C.M.St.P. & P. RR Co.

Tidewater tracks Joint tracks Interchange tracks.

Tacoma, Washington

Bet. Great Northern Rwy and Tacoma Municipal Rwy.

Tidewater tracks Joint tracks Interchange tracks.

Everett, Washington

Bet. Great Northern Rwy and Northern Pacific Rwy Co.

NP Everett Joint tracks NP Long Siding-Consisting of
combined "New", "Long", "Scale",
and No. 5.

NP Pacific Ave. NP Running track.
Lowell Joint tracks House track and Paper Mill trk.
Everett P&P Co. Joint tracks Plant tracks

Lowell
GN Delta Yard NP to GN track #2
Weyerhaeuser Mill B Joint tracks Mill tracks.

Everett, Washington

Bet. Great Northern Rwy and C.M.St.P.& P. RR Co.

Weyerhaeuser Mill B Joint tracks Mill tracks and Milw.tracks 1
& 2 at the mill.

Belt Yd. Lowell Joint tracks Milw.Lead track and 1 & 2nd
Belt Yard.

GN Delta Yard Connecting Lead and Milw.tracks
1 & 2 and Mill tracks at Weyer-
haeuser Mill B and Track 13.

CIRCULAR NO. 8 (Cont'd)
GN Pacific Ave.

Track east of crossover east
end of Pacific Ave. siding.

Bellingham, Washington
Bet. Great Northern Rwy and Northern Pacific Rwy Co.
Interchange Track/Joint Track Interchange Track.

Bellingham, Washington
Bet. Great Northern Rwy and C.M.St.P. & P. RR Co.
Depot Siding GN to Milw-Milw to GN
Bloedel-Donovan Mill Joint tracks Mill tracks.
Olympic Portland
Cement Co. Joint tracks Plant tracks.

Bellingham, Washington
Bet. Great Northern Rwy and Olympic Portland Cement Co.
Olympic Portland
Cement Co. Joint tracks Plant tracks.

Vancouver, B. C.
Bet. Great Northern Rwy and Canadian Pac. Rwy.
Burrard Inlet Joint tracks Interchange track.

Bet. Great Northern Rwy and Canadian Natl. Rwys.
GN So.Frt. Yard Joint tracks Interchange tracks.
Natl. Harbour Bd.
Glen Drive Yd Joint tracks Yard tracks.
CN Passenger Sta. Depot tracks.
GN Passenger Sta. Depot tracks.
GN Roundhouse Joint tracks Roundhouse tracks

Bet. Great Northern Rwy and BC Electric Rwy.
Main Street Joint tracks Interchange tracks.

Bet. Great Northern Rwy and Natl. Harbours Board Rwy.
Natl. Harbour Bd.
Glen Drive Yd. Joint tracks Yard tracks.
HNB Burrard Inlet Yd. Joint tracks Yard tracks.

Bet. Great Northern Rwy and Yorke Barge Co.
GN Vancouver Dock Joint tracks Dock tracks.

New Westminster, B.C.
Bet. Great Northern Rwy and Canadian Pacific Rwy.
Sapperton Joint tracks CP to GN on Wye track
GN to CP on Interchange track.

CIRCULAR NO. 8 (Cont'd)

Waterfront

New Westminster		GN Team tracks.
Canadian Western	Joint tracks	Mill tracks.
Lumber Co. Fraser Mill		
Canada Creosote Co.	Joint tracks	Plant tracks.

Bet. Great Northern Rwy and Canadian Natl. Rwys.

Sapperton	Joint tracks	GN Yard tracks.
Waterfront New		
Westminster		GN Team Tracks.
Canadian West. Lumber		
Co. Fraser Mills	Joint tracks	Mill tracks.
Canada Creosote Co.	Joint tracks	Plant tracks.

Bet. Great Northern Rwy and BC Electric Rwy.

Waterfront, New

Westminster		Interchange tracks
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Bet. Great Northern Rwy and Pacific Coast Terminal

Waterfront, New		Trackage serving Docks
Westminster	Joint tracks	1 & 2.

CIRCULAR NO. 9

With the operation of dome cars this winter we will be confronted with dangerous hazard with icicles in tunnels formed to the extent they will break the glass in the dome cars. While all maintenance forces have been alerted to the situation, want all train and engine crews to keep exceptionally close watch on the matter and notify train dispatcher whenever they see dangerous condition that should be corrected.

CIRCULAR NO. 10

The Car Department is now placing containers in main line cabooses, for carrying a supply of six packets of journal box fire extinguisher powder. The containers are stenciled "Journal Box Fire Extinguishers".

Trainmen should be instructed that when it is necessary to use this fire extinguisher powder, which comes in small individual bags, the bag is to be opened and the entire contents thrown into journal box, and the lid closed so that the gas from the powder will extinguish the blaze. In case of an extremely hot, blazing journal, it may be necessary to use the contents of two bags. Lid should be kept closed for several minutes, or until there is no more evidence of fire. If car is to be left on siding, packing should be pulled. Instructions for using the journal box fire extinguisher powder are printed on the back of each packet.

CIRCULAR NO. 11

This will supplement tentative instructions covering the handling by Great Northern of C.M.St.P.& P. contract business between Everett and Bellingham.

Inasmuch as the Great Northern is the contract agent, a separate wheel report must be prepared covering only that contract cars moved for the CMSTP&P out of Everett and Bellingham. Original copy of the wheel report should be forwarded to the CMSTP&P Agents at Everett and Bellingham, and carbon copy of the wheel reports are to be forwarded to Mr. F. P. Oslund, Auditor Equipment Service Accounts, St. Paul.

This wheel report should be plainly marked "CONTRACT" for statistical purposes so that proper records can be maintained by both lines.

Please see there is no failure to show net weight of these loads moving in Milw. acct between Everett and Bellingham on these separate 1103 reports.

Any car repairs made to cars in Milw. acct while on line should be covered by a Form 1125 and conductor should show all information called for by this form and in addition, plainly mark same for "Milwaukee Account".

CIRCULAR NO. 12

It has come to my attention that some of our employees, recently hired, were not instructed that it was necessary to have the Great Northern Railway's name included in their auto insurance policies; but, nevertheless have been using their privately-owned automobiles in company business. All concerned should understand that if employees do not have the Great Northern Railway named in their autoinsurance policies, they must not use their automobiles in company business.

CIRCULAR NO. 13

All local conductors will furnish up-to-date and regular blind siding reports in duplicate, one copy to agent of open station reporting the blind siding, the other copy to be sent direct to Chief Dispatcher in Seattle.

CIRCULAR NO. 14

We continue to be hampered in our communication system by unnecessary use of the company telephone and wires.

All employes are cautioned that messages are not to be sent over the wire if a letter will suffice and also the continued use of company message phone for purposes other than company business is strictly prohibited.

CIRCULAR NO. 15

In connection with the movement of shipments with excessive dimensions into the States of Oregon and California, we have been advised that the State of Oregon requires any load 15 ft. 6 in. ATR or higher or 10 ft. 10 in. wide or wider, and into the State of California, any load 15 ft. 6 in. ATR or higher and 10 ft. 11 in. wide or wider, must be accompanied by train order.

Because of these restrictions it has been necessary to cut cars out of trains because of no previous information as to height or width being received which, of course, delays the load. Therefore, wish to instruct all concerned that any loads of these dimensions or exceeding them moving into the States of Oregon or California must be reported to this office with loaded dimensions so that we can notify those interested in these two states so shipment can be protected in accordance with Oregon and California State Laws.

CIRCULAR NO. 16

Flat cars carrying empty TOFC vans should be reported as empty on conductor's wheel reports. In event the flat car is hauling an empty van moving on revenue billing the car should then be reported as loaded on wheel report.

CIRCULAR NO. 17

There have been several recent accidents involving explosives of the Dept. of Defense and no report was made to this office. It is therefore felt desirable to renew instructions that have been in effect since 1951 which were issued at the direction of the Dept. of Defense.

It is desired that in all cases where cars of ammunition and other high explosives of the Military branches are involved in a derailment or damaged in any manner, that a wire report be made to this office. This report should furnish location of the accident, the initial and number of cars involved, the shipping installation and the specific consignee.

This information is required by the Washington headquarters of the Military Traffic Management Agency purely from a traffic management standpoint. They have the responsibility of replacing shipments which have been destroyed or notification to destination of the anticipated delay in arrival when the lading will continue through in the original car.

In cases as mentioned above, please arrange to wire this office necessary information and we will furnish this information to Military Transportation Section, Car Service Division, AAR, Washington, D. C.

CIRCULAR NO. 18

Proper telephone use, courtesy and manners are essential to good business. One must always remember that he has one thing to sell and that is, service.

To sell this service over the telephone one must first create a picture of interest to the caller and potential customer, and this picture is formed by one's consideration to the customers.

The customer cannot see one's face to judge the interest in him. To sell him, one must sell himself and this is accomplished only through the voice. A pleasant and courteous voice is very easily detected over the telephone as is a disinterested voice.

Identifying your company's name, your office, and your name is essential when using the telephone.

It must be remembered that the customer is important and that he should not be kept waiting, but if it is necessary, explain to him why it was necessary.

Be a good listener, listen to the customer's wants, make the customer feel important and make your answers complete and clear. One should always have a pad and pencil ready for notes and when ending the conversation, end it pleasantly with a "thank you" or a "you're welcome", taking his name, his firm name and his telephonr number.

Remember, your voice is what sells.

CIRCULAR NO. 19

Following are different procedures to be used for movement of U.S. Atomic Energy Commission Special Trains and cars:

NO. 1

PROCEDURE FOR MOVEMENT OF EMPTY ATMX CARS

Letter dated July 12, 1957, Stencil No. 110423, from A. H. Gass, Car Service Division, Association of American Railroads, Washington, D.C., states:

"The United States Atomic Energy Commission has purchased 83 specially equipped cars, A.A.R. Mechanical Designation "LO", which have been assigned reporting marks "ATMX", numbered 500 thru 582 and will be under the control of the Albuquerque Operations Office, Albuquerque, New Mexico."

On the average, empty cars will return via a reverse of the loaded movement although it may be necessary from time to time to divert one or more of these empty cars to another loading point via one of the code routes. In the final analysis, it is expected that loaded and empty hauls will be balanced to the fullest extent possible.

A joint wire to originating, intermediate, and delivery lines will be issued by the Distribution and Traffic Branch on empty movements. This wire will contain the ATMX car number, the seal

CIRCULAR NO. 19 (cont'd)

number and the code or precision route on which the cars are to be moved. No car will be moved empty except on specific direction from the Distribution and Traffic Branch.

All ATMX cars, 500 thru 582, when handled in empty movements must be accompanied by regular revenue waybill without charges.

The carriers will advise promptly the Distribution and Traffic Branch by prepaid wire or teletype, the forwarding date, interchange record, and arrival date on every empty car. The Albuquerque Operations teletype is open twenty-four hours a day, seven days a week, and the call letters are AQ-381 and AQ-382.

NO. 2

PROCEDURE FOR HANDLING A BAD ORDER LOADED CAR ACCOMPANIED BY A.E.C. SECURITY ESCORTS (COURIERS)

In the event a loaded car, accompanied by A.E.C. couriers, is bad ordered, the procedure listed below will apply:

- A. Car or the remainder of the shipment will not be separated from coach without specific authorization of courier in charge.
- B. If car is not repairable and it is necessary to transfer load to another car, notification of this requirement will be furnished by prepaid wire to the Distribution and Traffic Branch.
 1. A.E.C. couriers will furnish information and instructions regarding security requirements in transferring the load.
 2. While awaiting disposition and/or transfer, it is desired that the shipment be placed in such a location to provide:
 - a. Maximum safety to the shipment, the couriers, and the public.
 - b. Availability of coach service and supplies if it does not interfere with A.
 - c. Placement in an inconspicuous location.
- C. Billing will be made in accordance with Rule 2, A.A.R. Code of Rules, and specific instructions furnished by Distribution and Traffic Branch.
- D. When it is necessary to change the load from one ATMX car to another while in transit, specific instructions will be issued by the Distribution and Traffic Branch.
- E. In case it is necessary to change a load from one ATMX car to another in transit, the Distribution and Traffic Branch will notify the Bureau of Explosives, 39 Visay Street, New York, N.Y.

NO. 3

PROCEDURE FOR BILLING OF ATMX CARS BY CARRIERS

Repairs made to ATMX cars will be performed and billed in accordance with A.A.R. Code of Rules.

Billing for repairs in accordance with Rule 1 of A.A.R. Code of Interchange Rules will be submitted in triplicate supported by

CIRCULAR NO. 19 (cont'd)

A.A.R. Billing Repair Card. Billing for repairs in accordance with Rule 120, A.A.R. Code of Interchange Rules, will be submitted in triplicate supported by A.A.R. Billing Card and authorization from the Distribution and Traffic Branch in duplicate. This authorization will be furnished to the carrier in triplicate upon receipt of Inspection Certificate from the carrier.

NO. 4

OFFICE PROCEDURE FOR REQUESTING SPECIAL TRAINS

The Distribution and Traffic Branch will contact each carrier by telephone at least 48 hours in advance of shipment confirmed by TWX or letter. The carriers will be furnished the origin, connecting lines, destination, number of loaded cars, and coach number.

- A. If movement is over new routes, the Distribution and Traffic Branch will request the carriers to furnish:
1. Pick up time.
 2. Interchange points.
 3. Travel time of each carrier.
 4. Delivery time to connecting carrier or destination.
 5. Movement over tariff routes, if possible, but to miss largely populated areas.
- B. If movement is over repetitive route, the Distribution and Traffic Branch will request confirmation of travel time already established.
- C. The conditions under which special trains will be used are as follows:
1. Speed limit not to exceed 45 MPH.
 2. Buffer cars, as required by ICC.
 3. Buffer car between coach and load as required by ICC Special Permit No. 646.
 4. Special attention and safety precaution to guard against fire, bad order cars, and accidents.
 5. No switching of the loaded cars and coach will be permitted. The loaded cars and buffer car will not be separated from the coach at any time.

NO. 5

EMERGENCY MEASURES FOR AEC ESCORTED SHIPMENTS

This procedure supersedes letter from Chief Distribution and Traffic Branch, subject as above, dated Jan. 3, 1957.

In the event of an accident or derailment of a train which is moving on AEC shipment escorted by AEC personnel in a Government Coach, it is requested you or your representative advise by telephone immediately the location of the accident, the extent of exterior damage, if complete or slight, and if a fire or explosion has occurred, or any pertinent data available and what precautions

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are being taken to safeguard the material.

A duty telephone, (Albuquerque) Alpine 6-4411, Extension 36148 or 39159, has been established with personnel on duty 24 hours a day, 7 days a week, to receive any or all emergency calls.

NO. 6

PROCEDURE FOR SPECIAL HANDLING OF SEALED BOX CARS

This procedure supersedes letter from Chief, Distribution and Traffic Branch, subject as above, dated September 9, 1955.

- A. Pre-numbered "redball" car seals shall be used in sealing all openings of exclusive-use transport vehicles.
- B. The seal numbers shall be included on bill of lading.
- C. Upon request from shipper, carriers will furnish:
 1. A passing report every 24 hours, plus or minus 2 hours; and
 2. An incident report immediately after any accident or hazard to the sealed car(s) involving a delay in shipment, damage or exposure of the AEC material. These reports should identify the location of the car(s) and the condition of the seal(s) by telephone as requested by shipper.
- D. A warning tag shall be attached to the door closure device.
- E. The agent should notify superintendent of transportation that a car is moving and special reporting is necessary.

NO. 7

ADVANCE NOTIFICATION OF CODE ROUTES AND PRECISION MOVEMENTS

Instructions regarding advance notice to carrier issued by the Distribution and Traffic Branch in letter of October 12, 1955, subject as above, is rescinded and the following is hereby substituted.

- A. Advance notice by joint wire or teletype will be furnished by Distribution and Traffic Branch to all carriers concerned in movement. This wire or teletype will contain: Code name, USA coach number and departing date.
- B. In cases of precision movements, the complete routing and schedule will be furnished in lieu of code name.
- C. It will be the responsibility of each carrier to furnish the connecting line with advance notice that a coded or precision shipment is moving and will furnish the estimated arrival time at interchange points together with initials and number of cars.
- D. All carriers will furnish by prepaid wire or teletype to the Distribution and Traffic Branch, passing reports containing date, coach number, and time shipments are delivered to connecting carrier.
- E. If an AEC shipment escorted by AEC personnel in a Government Coach is delayed in transit or if a situation arises in which

CIRCULAR NO. 19 (cont'd)

shipment has to be re-routed from the agreed route, it is requested this information be forwarded by prepaid wire or teletype to Distribution and Traffic Branch.

NO. 8

PROCEDURE FOR MOVEMENT OF GOVERNMENT COACHES IN PASSENGER TRAIN SERVICE

1. Carriers will furnish the Distribution and Traffic Branch with a list of passenger trains which cannot be used to move Government coaches, and will furnish changes as they occur.
2. The Distribution and Traffic Branch will furnish originating line with a complete schedule containing coach number, point of origin, point of destination, date of departure, carriers involved, train numbers, and if occupied or unoccupied by personnel.
3. The originating carrier will issue a Transportation Notice in accordance with Agents V.T. Corbett and E.B. Padrick, letter of May 2, 1955. List J-5, 400-W.
4. All carriers will furnish the Distribution and Traffic Branch, by prepaid wire or teletype, passing reports of forwarding interchange and delivery. Reports of delays, bad order, and change in schedules will be furnished.
5. A Government Bill of Lading will be issued by A.E.C. for movement of Government coach in passenger train service in accordance with letters from Agents V.T. Corbett and E.B. Padrick, dated March 3, 1955, List J-5, 800W; May 2, 1955, List J-5, 400-W, July 27, 1955, List J-5, 275-W; Dec. 6, 1955, List J-5, 235-W.
6. The Distribution and Traffic Branch will notify the carriers by telephone with confirmation at a later date to hold for diversion or furnish diversion instructions. The diversion carrier will furnish transportation notice to all carriers on new route and cancel existing instructions on original route.

NO. 9

PROCEDURE FOR REPAIRS AND SERVICING OF GOVERNMENT COACHES

- A. All repairs to Government coaches used by the U.S. A.E.C., Albuquerque Operations office shall be performed and charged in accordance with A.A.R. Code of Rules governing condition of and repairs to passenger equipment cars in interchange.
- B. All services as listed in PC Rule 10, A.A.R. Code of Rules will be charged to the U.S. Atomic Energy Commission, P.O. Box 5400, Albuquerque, New Mexico, Attention: Distribution and Traffic Branch.
 1. Requests for service in route will be made by the courier in charge. The courier will issue receipt in triplicate to the servicing carrier. Two copies of this receipt will

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be attached to the billing for service received.

2. The U.S. Atomic Energy Commission, ALOO, presently operates sixteen (16) coaches (formerly Government hospital cars):

USAX G-20	USA-89401	to be changed to	USA G-31
G-21	89405	" " " "	G-32
G-23	89411	" " " "	G-33
G-24	89417	" " " "	G-34
G-25	89421	" " " "	G-35
G-26	89422	" " " "	G-36
G-27	89432	" " " "	G-37
G-28			
G-29			

3. No service, e.g., ice, fuel, water, shall be performed while the above listed coaches are moving unoccupied.
- C. Billing for maintenance of passenger equipment will be handled in accordance with P.C. Rule 19, A.A.R. Code of Rules.
- D. Requests for repairs and/or service, while in route, will be performed at the nearest available supply or railroad repair point.
1. Government coach should not be delayed if service cannot be furnished at point of request. The carrier will make arrangements with the next railroad service point and advise the courier where the requested service will be performed.
2. Government coach should not be delayed enroute for repairs unless it will not comply with A.A.R. Code of Rules or specifically requested by courier in charge.
- E. Billings for repairs and service on the Government coaches listed in Paragraph B.2 will be submitted in quadruplicate to the U.S. Atomic Energy Commission, P.O. Box 5400, Albuquerque, New Mexico, Attention: Distribution and Traffic Branch, and supported by the following:
1. All copies of bills will contain the following statement:
"I certify that the above bill is correct and just; and that payment has not been received."

Signature

Title

- Each copy shall be signed by responsible official with his title.
2. All services furnished under PC Rule 10 will be supported by two copies of receipts referred to in B.1. above.
3. All interchange repairs performed by carriers will be supported by A.A.R. Repair Billing Card.

CIRCULAR NO. 20

OPERATION OF TRACK CARS AND TRACK EQUIPMENT IN CENTRALIZED TRAFFIC CONTROL SYSTEM.

Attention is directed to operators of track cars and track equipment in Centralized Traffic Control (CTC) Territory to Rules 750 to 759, inclusive, Page 99 of Rules and Instructions for Maintenance of Way & Structures, Electrical, Signal, Telegraph & Telephone Employees.

THIRD SUBDIVISION

Centralized Traffic Control (CTC) under control of central operator at New Westminster Station is in service from the southward controlled signals and dual controlled power switch at end of double track Endot, B.C., Mile Post 146.8 to the Northward leaving Home Signals at north end Fraser River Bridge, Mile Post 143.4, ALSO - from southward interlocking signal at Fraser River Jct., Mile Post 141.2, to the northward controlled signals at south siding switch Brownsville, B.C., Mile Post 139.2.

SECOND SUBDIVISION

Centralized Traffic Control (CTC) under control of control operator at Edmonds, Washington Station is in service for single track operation from Westward controlled signals at end of double track, Mile Post 17.9, about 2000 feet east of Edmonds Depot, to the eastward controlled signals at end of double track Mile Post 16.1. Centralized Traffic Control under control of the control operator at Scenic, Washington is in service from the controlled signals at West siding switch Scenic to the controlled westward signals at the West spring switch Berne, Washington. Beginning and end of CTC signs are placed accordingly. Emergency telephones are located in the vicinity of all main line switches.

CIRCULAR NO. 21

Following in reference to instructions in connection with reporting accidents involving train operation to the Board of Transport Commissioners of Canada with specific reference to injuries of employees to be reported under General Order No. 361.

"Referring to correspondence recently exchanged in connection with the reporting of accidents involving train operation to the Board of Transport Commissioners for Canada:

We are now in receipt of the following letter dated Jan.29, 1958, from the Secretary of the Board in the matter:-"

'With reference to the above noted matter and previous correspondence therein, I have been directed to advise that the replies received from the various Railways concerned confirm that the practice of reporting accidents to the Board is related to the

CIRCULAR NO. 21 (cont'd)

question of the employee losing time and in others the duration of the time the employee is off duty is the deciding factor.

'Information developed in this connection also indicates that accidents involving injuries to employees working in train service have not been reported because of the fact that the train was not in motion at the time. This latter feature was covered in my letter to you dated Jan. 17, 1958.

'The statutory requirements provide that accidents attended by personal injury, as outlined in General Order No. 361, require to be reported to the Board. It is therefore essential that a uniform practice be followed by all railways coming under the Board's jurisdiction with respect to the reporting of such accidents.

'Consideration has been given from time to time to amending the regulations to the extent of relieving the Railways of reporting accidents of a minor nature, however, until such time as the regulations are so amended it is incumbent upon the Railways concerned to adhere to the statutory requirements. You will appreciate, of course, that no action is taken by the Board to investigate accidents of a minor nature.

'Undoubtedly the review which has now been made of this practice on the individual Railways will have a beneficial effect with the object of establishing greater uniformity and no doubt you will wish to furnish the member lines of your Association with the substance of this communication in order to insure that there is no misunderstanding with respect to the reporting practice in future.'

"Reference is made to your letter dated Dec. 20, file 25.69, in connection with reporting to the Board accidents involving train operation.

"Section 288 of the Railway Act required notice to be given to the Board of accidents of personal injury to any person using the railway or to any employee.

"General Order No. 361 further states that such reports refer to such accidents as occur as a result of transportation, that is to say, where movements of trains, engines or cars are involved therein, and not to accidents occurring in railway shops or manufacturing establishments or other places on the railway unless caused directly or indirectly by train, engine or car movements.

'Railway Association circular dated Oct. 14, 1930, refers to the reporting of such accidents when trains are standing. The reference in the circular to the reporting of accidents occurring to passengers or others in getting off or on standing trains was only given as an example and was not intended to limit the reporting of accidents to this particular class.

CIRCULAR NO. 21 (cont'd)

'It is necessary to report all accidents where injury is occasioned to any employee in which cars, trains or other equipment is involved, whether standing or moving.

'The examples of accidents referred to in your letter appear to fall in the category of those which should be reported.'

CIRCULAR NO. 22

Effective immediately, conductors on passenger trains are to thank each passenger when lifting transportation and division officers are to put on a campaign with the conductors in this connection. In addition, ticket agents are to advise ticket buyers that train is arriving on a certain track and is reported on time and also see that this information is given over the loud speaker system at our larger stations.

CIRCULAR NO. 23

Quote below Mr. Snyder's, Chief, Distribution and Traffic Branch, letter of June 19th, file ISD:EKS (7589) in connection with agreements with railroad representatives giving different procedures for movement of their Special Trains and cars.

"Subject: BUFFER CAR BETWEEN COACH & LOADED ATMX CAR

The Albuquerque Operations Office of the Atomic Energy Commission wishes to increase the number of ATMX cars to be moved in special trains, code routes and precision movements. In order to increase the number of cars, it has been determined that it will be necessary for the Railroad's to use an empty low level car between the coach and the loaded ATMX car, as required by I.C.C. Special Permit No. 646. This car should not exceed 42 inches above the deck of the car. This subject was discussed with Mr. R. G. May, Vice President, Operations and Maintenance Dept., Association of American Railroads, Washington, D. C., on June 11, 1958 and it was Mr. May's opinion that all railroads could comply with this request at no additional cost and without delays in accomplishing the Atomic Energy Commission shipments.

It is, therefore, proposed that Procedure No. 4, Item C,3, forwarded to you on Jan. 7, 1958, be amended to read as follows:

'Buffer car between coach and load, as required by I.C.C.

Special Permit No. 646, shall not exceed 42 inches above the deck of the car.'

It is further proposed that on all code routes and precision movements which involve the use of ATMX cars, this office will specifically request in each TWX that the buffer car between the coach and loaded ATMX car will not exceed 42 inches above the deck of the car."

CIRCULAR NO. 24

Effective Nov. 1, 1959 thru May 15, 1960 we will honor coach class rail tickets in standard sleeping cars without additional collection on the Western Star between St. Paul and Seattle and intermediate stations upon payment of the regular Pullman charge for space occupied. During same period SPS will also honor coach class rail tickets in standard sleepers on their trains 3 and 4 between Spokane and Portland so thru Western Star psgrs can use Portland sleeper on coach tickets, Stop. CBQ will not join in this plan and will still require sleeping car psgrs to hold first class rail tickets between St. Paul and Chicago, etc., therefore necessary for Western Star sleeping car psgrs traveling east of St. Paul to present first class rail tickets or raise in grade ticket from coach to first class between St Paul-Chicago, etc. Agents should issue proper rail transportation with thru Pullman tickets east of St Paul to avoid any inconvenience to traveler. Stop. Bedrooms on the Western Star will only be reserved for two or more passengers under this plan. Stop. Sleeping car psgrs on the Empire Bldr and our other trains must still present first class rail tickets. Stop. Blanket supplement authorizing this arrangement and information circular being mailed. Jt all interested. B-94

CIRCULAR NO. 25

I am quoting below letter dated Jan. 5, 1959, from Vice President, Association of American Railroads, which has to do with Government regulations regarding breaking of seals:

"TO CHIEF OPERATING OFFICERS, MEMBER ROADS:

On April 4, 1956 (stencil 104647), I called your attention to the necessity of strict compliance with the following:

'Shipments of explosives, Class A, in carloads placarded with the Explosives Placard must be shipped in certified cars as required by the I.C.C. Regulations. When a seal on such a car is broken enroute, a record must be made of the breakage of that seal and the replacement thereof in accordance with the requirements of section 74.590 of the I.C.C. Regulations for the transportation of explosives and other dangerous articles. This record must either be made on the waybill or on a memorandum attached to the waybill. It is the desire of the Army, Navy, Marine Corps and Air Force that a copy of this record of the change of seals on such cars be delivered with the car at destination to the Government representative at the arsenal, magazine area, or air field, etc.'

"Several instances have subsequently been reported to us by the Military of car seals having been broken and not reported. This condition makes it difficult for the Military to check on their shipments.

"It is of vital importance to see that your people involved comply with these instructions."

CIRCULAR NO. 26

I have been advised that, in connection with direct interchange with the Rock Island at Union Yard, effective March 15, 1959, routing required on all waybills must show interchange at Minneapolis instead of Minnesota Transfer. Please see that all concerned handling waybills are properly advised of this matter so that Rock Island Interchange shipments will be properly billed, effective March 15th.

CIRCULAR NO. 27

On Sept. 26, 1952, Circular was issued to all Agents on the Division in connection with handling of tax stamps in compliance with the regulations of the Washington State Fruit Commission and the Washington Apple Advertising Commission, and particularly the affixing of these stamps to the shipping order copy of bill of lading. Following practices were outlined for the use of the various agents and it was the intention that all comply with these so that there would be a standard manner of handling; The items referred to number four and are as follows:

(1) Agents will not require the payment of the tax or the affixing of stamps to bills of lading, and in no case will refuse a shipment for failure to pay the tax or affix stamps.

(2) Agents will not undertake to compute the tax or affix stamps to the bills of lading, nor will agents notify shippers of the non-payment of tax, or undertake to collect the tax from shippers.

(3) In the event the shipper refuses to affix stamps and pay the tax, or an error is noted by agent, he will notify the nearest office of the Washington State Fruit Commission or Washington Apple Advertising Commission having jurisdiction.

(4) Agents will permit persons properly indentifying themselves as duly authorized representatives of the Washington State Fruit Commission or Washington Apple Advertising Commission to have access to their records to determine the payment of the tax by the shippers.

I now have advice that many Agents are not complying with paragraph 3 and each of you should review this and see that the matter is handled properly. You should also review the instructions in the other three paragraphs and see that anyone under your supervision who handles this type shipment should be familiar with the regulations and comply with them in their entirety.

R.H. Shober
Superintendent.

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BURIEN, WA 98166

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ACTUAL SIZE OF
BULLETINS &
CIRCULARS :

8 x 9.5"

ON TAN PAPER