

SOUTHERN PACIFIC COMPANY

INSTRUCTIONS

GOVERNING

MOVEMENT OF MANIFEST FREIGHT

June 1, 1902.

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OFFICE OF SUPERINTENDENT OF TRANSPORTATION.

SAN FRANCISCO, April 15, 1902.

In order to insure the best possible results and enable the Management to keep a closer check upon the movement of Through Manifest Freight, by both the Sunset and Ogden Routes, the following regulations will become effective on June 1st, and will supersede the present method and all instructions relating thereto; and all concerned are earnestly requested to co-operate in carrying them out.

SUNSET ROUTE

1. The following blanks will be used :

Local Manifest to Los Angeles. (Form 2 T. F. 630.)

Through Manifest from Los Angeles to Algiers, La., or Galveston, Tex. (Form 2 T. F. 631.)

Through Manifest from Algiers, or Galveston, to Los Angeles, San Francisco or Sacramento. (Form 2 T. F. 632.)

Manifest Report No. 1.—Telegraphic Report from Non-manifesting Stations to nearest Manifesting Station in the direction the cars are to move, also to Superintendent of Transportation. (Form 2 T. F. 633.)

Manifest Report No. 2.—Telegraphic Report from Manifesting Stations to Superintendent of Transportation. (Form 2 T. F. 634.)

Manifest Report No. 3.—Telegraphic Report from stations named in paragraph 9 to Superintendent of Transportation. (Form 2 T. F. 635.)

“Set Out” Report.—Telegraphic Report of cars set out en route, to Superintendent of Transportation, also to Superintendent of Division. (Form 2 T. F. 619.)

“Pick Up” Report.—Telegraphic Report of “Set Out” cars picked up, to Superintendent of Transportation, also to Superintendent of Division. (Form 2 T. F. 620.)

2. A Special Card (2 T. F. 618, cut below) has been prepared and is to be placed on each side of all Manifest Cars, and conductors, agents, and all concerned must understand that cars bearing these cards are to receive prompt movement, whether accompanied by a Manifest or not. Should a Manifest Car en route be found without these cards, it will be the duty of conductors or agents to attach them. Agent at destination of **freight** must remove them.



3. Manifests must be numbered consecutively from one upward.

EASTBOUND

4. The following Agencies will be Local Manifesting Stations:

San Francisco,	Oakland,	Sacramento,
San Jose,	Tracy,	Fresno,
Santa Barbara,	Bakersfield,	

and Los Angeles will be the Through Manifesting Station.

5. All Sunset cars for delivery to Steamers at Algiers, or Galveston, also cars for Interior Points via New Orleans, La., originating at, or passing stations named in paragraph 4 (except Los Angeles), will be Manifested at those stations to **Los Angeles** on Form 2 T. F. 630.

6. Non-manifesting stations will telegraph Report No. 1 to the nearest Manifesting Station in the direction in which cars are to move, giving initials and numbers of all cars originating at their stations that are to be Manifested; and the Agents at Manifesting Stations must include them in their Manifests. A copy of this Report must be sent by **first mail** to the Superintendent of Transportation, and another copy retained by agents.

7. Manifesting Stations will **telegraph** Report No. 2 (duplicate of Manifest) to Superintendent of Transportation, giving initials and numbers of all cars Manifested, **in the order in which they appear on the Manifest**, and will keep a copy for their own use.

8. Los Angeles will take up and forward promptly to Superintendent of Transportation all Local Manifests, showing thereon the time of arrival at Los Angeles, also the number of Through Manifest covering them; will issue instead Through Manifests to Algiers, or Galveston (Form 2 T. F. 631), adding thereto cars originating at Los Angeles; and will also **telegraph** Report No. 2 (duplicate of Manifest) to Superintendent of Transportation, giving the number of Through Manifest, initials and numbers of all cars **in the order in which they appear on the Manifest**, and the time of departure.

9. Bakersfield and Santa Barbara will **telegraph** Report No. 3 to Superintendent of Transportation promptly, giving time of arrival and departure of Manifests from San Francisco, Oakland, San Jose, Sacramento, Tracy or Fresno; and

Yuma,	Valentine,	Galveston,
Gila Bend,	Sanderson,	Echo,
Tucson,	Del Rio,	Lafayette,
Lordsburg,	San Antonio,	Algiers,
El Paso,	Houston,	

will **telegraph** the same report covering Manifests from Los Angeles. If Manifests are intact, it will be sufficient to give the number and time; but in case any cars are missing, then the Report must show what cars have not arrived, which must be designated by the alphabetical symbols to the left of car numbers. For instance:

"Los Angeles Manifest No. 15, arrived 5 P. M., left 5:30 P. M. April 30th, except Q."

Algiers and Galveston will also **telegraph** Names and Time of Departure of Steamers carrying the Freight.

10. New York will promptly **telegraph** Names and Time of Arrival of Steamers at that Port, to Superintendent of Transportation.

11. Sunset Cars originating between Los Angeles and Indio, Cal., will be added to Los Angeles Manifests by the Agent at Indio, who will telegraph Report No. 2 to Superintendent of Transportation, giving the initials and numbers of such cars, and the numbers of the Manifests to which they are added. Agents between Los Angeles and Indio will **telegraph** Report No. 1 to Indio, giving initials and numbers of all cars originating at their stations that are to be Manifested, as per paragraph 6.

"SET OUT" CARS.

12. Cars covered by Manifests must not be Set Out of trains unless absolutely necessary.

13. If a car be set out, conductor must attach to the way-bill accompanying it a "Set Out" Report and deliver it to the Agent at station where car is left (or, if at a non-agency, then to the nearest Agent beyond), and the latter will immediately **telegraph** this Report to the Superin-

tendent of Transportation, also to the Superintendent of the Division. Conductor will also attach a duplicate "Set Out" Report to the Manifest.

14. If it becomes necessary to transfer a delayed car, the "Set Out" Report must include full particulars.

15. A car that has been set out must be picked up by **first train**, and if this be a Local Train, will be left at first Freight Terminal to be picked up by **first through train**, which will take it to destination, unless disabled. **Under no other circumstances must it be again delayed.** If necessary in order to pick up a delayed car, a through train may set out another car of similar importance that has not previously been delayed.

16. If in the judgment of any Agent, a Manifest Car is unreasonably detained at his station, it will be his duty to make a special report to the Superintendent, and such a **report must be made in all cases** where a car is detained twenty-four hours or more.

"PICK UP" CARS.

17. When a "Set Out" car is picked up, a "Pick Up" Report must be attached to the waybill by the Agent at whose station the car is picked up, which must also be immediately **telegraphed** to the Superintendent of Transportation and to the Superintendent of the Division. The conductor must also attach a duplicate of this Report to the Manifest to which the car is added.

18. A single "Set Out," or a "Pick Up" Report must not be used to cover cars shown on **more than one** Manifest.

19. Report No. 3 from points shown in paragraph 9 must include "Pick Up" cars. These can be designated by the Original Manifest Number and the alphabetical symbols shown on "Pick Up" Reports.

WESTBOUND

20. New York will promptly **telegraph** to Superintendent of Transportation, Names and Time of Departure of Steamers carrying Sunset Freight from that Port; Algiers, or Galveston, will **telegraph** Time of Arrival there, and will Manifest all Seaboard Freight, also Interior Freight received at New Orleans, destined to points West of El Paso, to El Paso, Los Angeles, Sacramento, or San Francisco, on Form 2 T. F. 632.

21. Cars destined to points between El Paso and Los Angeles will be manifested to El Paso; those destined to Los Angeles and to points between Los Angeles and San Francisco, and between Los Angeles and Sacramento, will be manifested to Los Angeles; those destined to San Francisco will be manifested direct; and those destined to Sacramento, or points beyond, will be manifested to Sacramento.

22. Algiers or Galveston will **telegraph** Report No. 2 (duplicate of Manifest) to Superintendent of Transportation, giving initials and numbers of all cars Manifested, **in the order in which they appear on the Manifest.**

23. Los Angeles and all Stations named in paragraph 9, excepting Oakland, San Jose, Tracy and Fresno will **telegraph** Report No. 3 to Superintendent of Transportation promptly, as in the case of Eastbound Manifests; but Los Angeles, San Francisco and Sacramento will give the time of arrival only.

24. The "Set Out" and "Pick Up" forms are to be used precisely in the same manner as in the case of Eastbound Manifests.

25. Report No. 1 and Local Manifest (Form 2 T. F. 630) will not be used in connection with Westbound Manifest Cars.

OGDEN LINE

26. Manifest Cars by this Route will hereafter be known as "Star Freight," and each car will bear on either side a Special Card (2 T. F. 648) of the design shown below. This card is to be used as per instructions contained in paragraph 2.



The following blanks will be used:

Local Manifest to Rocklin. (Form 2 T. F. 643.)

Through Manifest from Rocklin to Ogden, and from Ogden to Sacramento, San Francisco, or Los Angeles. (Form 2 T. F. 644.)

Report No. 4.—Telegraphic Report from Non-manifesting Stations to nearest Manifesting Station in the direction cars are to move, also to Superintendent of Transportation. (Form 2 T. F. 645.)

Report No. 5.—Telegraphic Report from Manifesting Stations to Superintendent of Transportation. (Form 2 T. F. 646.)

Report No. 6.—Telegraphic Report from stations named in paragraphs 32 and 37 to Superintendent of Transportation. (Form 2 T. F. 647.)

“Set Out” Report.—Telegraphic Report of cars set out en route, to Superintendent of Transportation, also to Superintendent of Division. (Form 2 T. F. 619.)

“Pick Up” Report.—Telegraphic Report of “Set Out” cars picked up, to Superintendent of Transportation, also to Superintendent of Division. (Form 2 T. F. 620.)

EASTBOUND

27. Paragraphs 3 and 4, apply also to the Ogden Line, excepting that Rocklin will be the Through Manifesting Station.

28. All carloads of the commodities named in paragraph 39, destined beyond Ogden, originating at, or passing stations named in paragraph 4, will be Manifested at those stations to Rocklin, on Form 2 T. F. 643.

29. Non-manifesting Stations will **telegraph** Report No. 4 to the nearest Manifesting Station in the direction in which cars are to move, following the directions given in paragraph 6.

30. Manifesting Stations will **telegraph** Report No. 5 (duplicate of Manifest) to Superintendent of Transportation, following the directions given in paragraph 7.

31. Rocklin will take up and forward promptly to Superintendent of Transportation all Local Manifests, showing thereon the time of arrival at Rocklin, also the Number of Through Manifest covering them; will issue instead Through Manifests to Ogden (Form 2 T. F. 644); adding thereto cars originating at Rocklin, and will also **telegraph** Report No. 5 (duplicate of Manifest) to Superintendent of Transportation, giving the Number of Through Manifest, initials and numbers of **all cars in the order in which they appear on the Manifest**, and the Time of Departure.

32. Truckee and Carlin will **telegraph** Report No. 6 to Superintendent of Transportation promptly, giving time of arrival and departure of Manifest Cars, following the directions given in paragraph 9; and Ogden will make same report showing time of arrival only.

33. Manifest Cars originating between Rocklin and Colfax will be added to Rocklin Manifests by the Agent at Colfax, who will **telegraph** Report No. 5 to Superintendent of Transportation, giving the initials and numbers of such cars, and the numbers of the Manifests to which they are added. Agents between Rocklin and Colfax will **telegraph** Report No. 4 to Colfax, giving initials and numbers of all cars originating at their stations that are to be Manifested, as per paragraph 6.

WESTBOUND

34. Westbound Through Freight will be Manifested at Ogden to Sacramento, San Francisco and Los Angeles, on Form 2 T. F. 644.

35. Freight destined to intermediate points between Sacramento and Los Angeles (excepting San Francisco) will be Manifested to Sacramento.

36. Ogden will **telegraph** Report No. 5 (duplicate of Manifest) to Superintendent of Transportation, giving initials and numbers of all cars Manifested **in the order in which they appear on the Manifest**.

37. Truckee and Carlin will **telegraph** Report No. 6 to Superintendent of Transportation promptly, as in the case of Eastbound Manifests; and Sacramento, San Francisco and Los Angeles, will make same report showing time of arrival only. (See paragraph 9.)

38. The instructions in paragraph 3, in relation to numbering Manifests; also the instructions in paragraphs 12 to 19, inclusive, in relation to “Set Out” and “Pick Up” Reports will apply also to the Ogden Line.

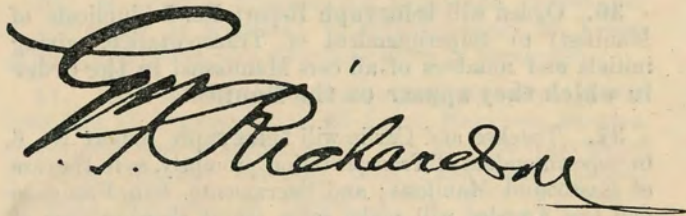
39. The commodities to be Manifested via the Ogden Line are:

EASTBOUND

Beans,	Leather,
Brandy,	Nuts,
Canned Goods,	Perishables,
Coffee,	Raisins,
Dried Fruit,	Vegetables,
Green Fruit,	Wine,
Hops,	Wool.

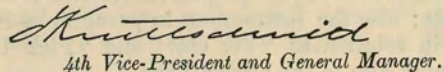
WESTBOUND

Agricultural Implements, and parts thereof,	Pumps,
Beer,	Spirits in Wood,
Canned Goods,	Sewing Machines,
Fish, Dried and Salted,	Stoves,
Furniture,	Vehicles, and parts thereof,
Machinery,	Whiskey,
Nuts,	Wind Mills,
Preserves,	Wire, Copper, Telephone,
Perishable Freight,	Cable and Wire Cloth,
	Wood Pulp Board.



Superintendent of Transportation.

Approved:



H. K. Schmidt
4th Vice-President and General Manager.

