UNITED STATES RAILROAD ADMINISTRATION
Director General of Railroads

PENNSYLVANIA RAILROAD, EASTERN LINES
NEW YORK, PHILADELPHIA & NORFOLK RAILROAD
WEST JERSEY & SEASHORE RAILROAD

PREVENT LOSS AND DAMAGE FREIGHT CLAIMS

CODE OF
L. C. L. RULES
Covering the Receipt, Stowing, Handling and Delivery of Less Than Carload Freight

For the information and guidance of all employees interested

APPROVED:

C. M. SHEAFFER
Gen'l Supt. Transportation

J. F. DEASY
Supt. Stations and Transfers

EFFECTIVE MARCH 1, 1919

AGENT'S INDEX No. 510
UNITED STATES RAILROAD ADMINISTRATION
Director General of Railroads

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AGENT'S INDEX No. 510
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CODE OF L. C. L. RULES
Covering the Acceptance, Stowing, Handling and Delivery of Less Than Carload Freight.

[Explosives and Dangerous Articles other than Explosives must be Handled as Provided by I. C. C. Regulations.]

I.
INSPECTION AND PREPARATION OF CARS.

1. Cars must be inspected for leaky roofs, sides and doors, protruding nails or bolts, oil, grease or any material carrying odors likely to damage lading.

2. When refrigerator cars are used for perishable freight, agents must see that cars are thoroughly cleaned, all pipes opened and waste water run off, and ice thoroughly cleaned before being placed in bunkers.

When refrigerator cars are used for other freight which is liable to be damaged by moisture, the ice as well as any straw or sawdust must be removed and the cars made thoroughly clean and dry.

Articles not to be loaded in refrigerator cars:

Any freight liable to damage from dampness or rust.
Any freight the odor of which may unfit the car for the transportation of perishable freight.
Any rough or heavy freight which may damage car walls or floors.
Shipments of explosives, liquid acids or other corrosive liquids.

3. The ventilators and hatches on cars in which flour, meal and other freight susceptible to damage by water is loaded must be closed before the cars are loaded.

(11°)
II. RECEIPT OF L. C. L. FREIGHT.

10. Agents should obtain the active co-operation of shippers for proper handling to protect the interests of all concerned and impress upon the shippers the responsibility resting upon them for the proper preparation, packing, marking, description and weight of freight.

11. Freight must be packed and marked in accordance with requirements of the classification or exceptions thereto before it is accepted for transportation. Old consignment marks must be removed or effaced. If the shipper’s name is on the package it must be preceded by the word “from.”

Shippers must be requested to mark or stencil packages when possible rather than use tags.

Marks or tags must show full name of consignee and destination and the serial number on the tube, drum or barrel. The serial number must be also marked on the shipping order, bill of lading and waybill.

If cap at outlet of tubes or drums is missing when offered for shipment, notation should be made to this effect on shipping order, bill of lading and waybill. When tubes or drums received from connecting lines are found to be without caps, exception should be noted on waybill and receipt to connecting line.

Barrels, kegs or drums previously used for an inflammable or corrosive liquid must have filling and vent holes properly closed. Carboys must be equipped with stoppers well secured and loaded with neck up.

12. The marks on bundles, packages or pieces must be compared with the shipping order or bill of lading, and corrections of marks on packages made by the shipper or his representative before receipt is signed.

13. Classification rules as to packing and marking of freight must be kept in an accessible place where they may be readily referred to by receiving clerks, foremen, shippers.
and others interested. Agents and other employees must familiarize themselves with these rules.

14. Freight accompanied by illegible, altered or incomplete shipping orders or bills of lading must not be accepted.

15. A bill of lading must not be signed until the property is actually in the possession of the carrier and must be dated the day shipment is received. It must distinctly and accurately describe the articles offered for shipment, both as to number and contents. The destination shown must be on the line of a carrier. The post office address if different from final destination must be shown in the space provided on the bill of lading and shipping order. If more than one town of the same name in the same State the name of both the county and State must be shown.

16. Agents or receiving clerks must not receipt for freight until it has been checked and inspected as to packing and marking. They must see that articles are in a good strong container or that they are properly boxed or crated so as to carry to destination in good order. Agents or receiving clerks must not accept shipments in a decayed or spoiled condition.

If perishable freight is offered for shipment, and through lack of train service, on account of an intervening holiday or for some other cause it would be liable to reach destination in a damaged condition, the shipper should be so advised. If the shipper insists on having the property forwarded, a notation must be made on the bill of lading: “Received Subject to Delay.”

If refrigerator car service is ordered and cannot be furnished, or if there is no arranged refrigeration service to the place to which the freight is consigned, the agent must decline to receive the shipment unless the shipper will sign a notation on the bill of lading and shipping order: “Forward in a Box Car.”

........................Shipper.
17. All freight which requires shelter must be promptly placed in the freight house or in closed cars. Freight houses must be locked, and loaded closed cars standing at stations locked or sealed at all times, except when an authorized representative of the Company is in immediate charge thereof.

18. Each package or piece in L. C. L. shipments of household goods must be marked with a consecutive number, and such numbers shown on bills of lading and waybills. The word “final” should be added to the number of the last package.

19. Special attention must be given to the Classification Rules relative to Fibreboard, Pulpboard and Double-faced Corrugated Strawboard Containers, including the requirements of

(a) Shipper’s certificate on bill of lading;
(b) Box Maker’s certificate on the package, and
(c) An observance of the weight limits and dimension limits of the package.

When it is believed that inadequate or inferior material is used in such containers, report should be made to the designated officer in order that the material may be subjected to the Mullen Test as provided for in Classification Rules.

20. During rain, snow or storm special care must be taken to protect articles liable to damage. (See Rule 54.)

21. If freight is received wet, or bears evidence of having been wet, notation to that effect must be endorsed in ink or indelible pencil or stamped on the bill of lading, shipping order, receipt to connecting line, transfer slip and waybill.

22. When freight is loaded at non-agency stations the conductor must carefully check the shipments into the car, making an itemized list of articles, and must also carefully examine packages and make a record of any
exceptions or special conditions, all of which information he must give to the agent at the billing station.

23. Scales must be kept in good condition and all shipments carefully weighed and proper weights applied, except those covered by weight agreements or classification or tariff weights.

24. Agents and receiving clerks must see that the above rules are complied with and will be held responsible for any loss or damage caused by failure to observe them.

25. Receiving and delivering clerks must be educated to qualify so that they may be used interchangeably to meet the exigencies of business both in the receipt and delivery of freight.

III.

RECOOPERING PACKAGE FREIGHT.

31. Packages in transit or at destination when found to be in bad order must be recoopered to prevent further loss or damage and a record kept thereof.

32. A damaged, defective or leaking package must not be stowed in a car until it has been thoroughly recoopered and a record kept thereof.

33. Supplies of boards, nails, strapping and necessary tools must be kept on hand to repair wooden boxes, crates, barrels or other wooden containers.

34. Supplies of fibreboard, liquid glue, adhesive tape and brushes for moistening tape must be kept on hand to repair fibreboard, pulpboard and double-faced corrugated strawboard containers.

IV.

STOWING PACKAGE FREIGHT IN CARS.

GENERAL INSTRUCTIONS.

41. Freight must be stowed lengthwise with the car on the surface offering the greatest resistance to with-
stand shocks in transit. Exceptions may be made when it is found that goods can be stowed to better advantage so that one piece will hold another in position.

42. Packages must be stowed with name and address up or toward doorway when practicable.

43. Packages marked "This side up" must be stowed with this mark uppermost.

44. Articles belonging to the same shipment must be loaded together in the same car.

45. A distribution of lading on car floor must be made to properly distribute the weight. Freight must be piled to an even height, so far as nature of articles will permit, in such a way as to prevent packages falling on floor or on other freight. Freight subject to damage by water must be stowed as far from the doorway of car as practicable.

46. Freight liable to freeze (when not loaded in an insulated car and when hay, straw, bran or similar protection is not used) must be stowed in the forward or rear middle section of the car closely surrounded with packages of other freight and raised at least two inches above floor.

47. Freight for distribution from way cars must be loaded in station order.

48. Careful attention must be given to the proper stowing of freight to see that it is properly braced, when necessary, with blocks, cleats, stakes, chains or such other means as the nature of the freight may require, so as to prevent loss or damage by falling, shifting, chafing, breaking or by contact with any contaminating substance.

In stowing or bracing freight in refrigerator or insulated cars, special care must be taken to see that nails or spikes do not injure the insulation.

Barrels must be braced or blocked with other freight to prevent falling, rolling or sliding. When other freight
is not available they must be braced or blocked with wood, wire or other material.

49. The lading must be placed in cars so that it will not fall or press against the doors.

50. Heavy packages must be loaded on the floor and light packages on top. Light packages must never be stowed where they are liable to be crushed by heavy packages.

51. Commodities in pails, tubs and buckets must be loaded with the tops up to prevent leakage.

52. Hooks must not be used in handling freight in sacks, bales (cotton excepted), rolls of rugs and carpets, fibre containers or any other containers liable to damage from hooks.

53. In handling freight between the warehouse and the car or between cars care must be taken to see that trucks are not loaded so high or wide that they will strike the car or warehouse door posts. Each truck must be so loaded that freight will rest secure until it reaches the car or the warehouse, and racks or ropes used when necessary to prevent freight falling from trucks.

54. Freight must be forwarded on date of receipt whenever practicable. When perishable freight cannot be immediately forwarded, proper precaution must be taken for its preservation.

55. Articles emitting obnoxious odors must not be loaded near other freight that is liable to absorb such odors, nor should they be loaded in refrigerator cars. (See Rule 2.)

56. Fibreboard, pulpboard and double-faced corrugated strawboard containers must not be loaded under heavy freight. When practicable they should be loaded by themselves and away from the door as far as possible. They must be so stowed as to prevent their settling down against the doors or between heavier packages likely to
crush them. They must not be loaded in damp cars nor in refrigerator cars with ice in bunkers. (See Rules 19, 20, 21, 34, 52 and 89.)

V.

STOWING COMMODITIES.

71. Acids.
Acids in carboys or other containers. (See General Notice 61 F, supplements thereto and reissues thereof.)

72. Agricultural Implements.
Plows, plow points, agricultural implements and similar freight must not be loaded on top of package freight or in contact with sacks or bale goods or near packages of explosives, but must be loaded in such a manner as to not injure other freight.

Shipments of implements and other commodities loaded on open cars must have all easily breakable and detachable parts removed and boxed, and securely fastened to cars with metal strips or enclosed in implements.

73. Apples in Barrels.
Should be loaded on end so that they can be braced in better shape and will permit the loading of other freight on top of barrels and take up less room in car.

74. Automobiles, etc.
Merchandise must never be loaded in the same end of car with automobiles, hearses or other highly polished vehicles set up. When it becomes necessary to load such vehicles in one end of merchandise car the package freight in the other end of the car must be braced in front to prevent contact with the vehicles.

"Place automobile in car parallel with car sides. See that front wheels are in line with back wheels. Set brakes. Secure each wheel with band of good strong material (canvas preferred) fastened with 2 by 4 by 12 inches sound wood blocks, placed on each side parallel
with wheel, and securely nailed to car floor to prevent bands from pulling loose. Each wheel should be chocked fore and aft with angular chocking one-third the height and two inches wider than wheel. When shipped without tires, no part of the wheel except center of the rim should come in contact with the chocking.” (See M. C. B. loading rule 134.)

Before loading in car, close the valve in gasoline supply pipe and exhaust gasoline from the carburetor by running engine idle until it stops. See that storage tank cap is securely closed tight and that no leakage of gasoline exists. If any leaks are found shipment must be refused.

Fuel (gasoline, etc.) may remain in securely closed tanks attached to motor cars, but if removed before shipment, tanks must not be drained in railroad cars, in or about freight stations or on other Company property.

To avoid freezing, water tanks should be empty from October 18th to May 1st.

Lanterns must not be used in the cars unless absolutely necessary, keeping such lights above and as far away from motor car as possible. Naked flame lights, such as torches, must be kept away from motor cars.

75. Baled and Bagged Merchandise.

Must not be placed in contact with barrels of oil, barrels of grease or any liquid-carrying packages, green hides or other moist or wet commodities. It must be protected from contact with nails, bolts and sharp edges of other freight. When practicable it should be loaded by itself and away from the door as far as possible.

77. Bottled Beer in Barrels.

Must be loaded on end and must not be rolled or dumped.

78. Building Material.

Long or heavy building material, such as flooring, moulding, etc., must not be loaded near explosives, nor
on top of package freight except when it can be done without causing damage.

Mouldings when stowed in car should be protected by other freight or loaded on top of other freight not liable to be damaged. No other freight should be loaded on top of mouldings.

79. Butter.

Must be kept away from onions, strong smelling cheese and other articles liable to taint it, and must never be loaded in cars emitting offensive odors.

80. Carpets and Rugs (not boxed nor crated).

(See Baled and Bagged Merchandise.)

Rugs must be loaded on other clean freight or flat on car floors after the floor has been covered with paper or other protecting material. Carpet in rolls must be set up on end, preferably along the side of the car.

81. Casks of Crockery.

Must be loaded on end and must not be rolled or dumped.

82. Cotton Piece Goods and Dry Goods (not boxed).

(See Baled and Bagged Merchandise.)

83. Eggs.

(See Penna. System Rules for the proper loading of Butter, Eggs, Cheese and Dressed Poultry.)

84. Empty Packages and Cans.

Empty oil cans, molasses barrels, carboys, beer kegs and other empty containers previously loaded with liquids must never be loaded on top of other freight which might be damaged by drippings from the empty packages. Freight of this character must be loaded in the doorway of cars, and, when necessary, floor stripped to drain to the door and the space covered with engine sand, fine coal ashes or cinders, and they must not be loaded high unless they are so blocked that there is no danger of their shifting in transit.

Empty oil barrels, beer kegs or other containers previously loaded with liquids must be loaded in car with open ends up. (See Rule 11.)
85. Explosives.
(See General Notice 61 F, supplements thereto and reissues thereof.)

86. Fertilizer.

Guano, bone dust, glue stock, and other similar articles must not be placed with other freight liable to damage by contact, or by odor, either in cars or in freight houses. Stand bags on end with mouth up, loading solidly across the car floor and placing on top on the flat side of same any bags in excess of the car floor capacity. (See Rule 2.)

87. Fish, etc.

Fish, poultry and other commodities which are packed in ice or in brine, must be stowed near the door and the floor around the packages must be cleated, the space within the cleats to be filled with dry sand, coal ashes or cinders or other absorbent so arranged as to absorb a small leakage or allow a large leakage to pass out under the car door.

88. Furniture and Household Goods.

Must be loaded with the lightest packages on top. Mirrors, pictures and other glass should face the side of the car, with a large package behind each as a protection. Extreme care must be used in stowing this class of freight, as it is especially subject to damage. When there is a considerable shipment of household goods, it must be loaded in one end of car, and a partition reaching from side to side of car, erected next to shipment.

Crated furniture having legs should be stowed on its legs. When loaded upside down the exposed portions are more liable to damage from shocks and vibrations of car. Such shipments must be carefully examined to detect and remove lanterns containing oil, matches and other articles which, not separately or properly packed, are liable to cause fire.
89. Garden Tools.
Shovels, hoes, rakes, forks and such implements must be loaded with sharp ends down or in a manner that will not permit of contact with bales, sacks, fibre containers, explosives or other package goods that might be damaged thereby. (See Rule 72.)

90. Glass.
Plate glass, window glass, glazed sash, glazed doors and shipments of similar character must be loaded on the long edge against the side of the car; plate glass and glass packages of unusual size must be secured by one or more braces, with a floor block at each end and on exposed side so as to hold rigid in transit.

Barrels containing glassware must not be loaded on the bilge.

Glassware, crockery and other fragile articles packed in barrels should be handled on trucks and never rolled on bilge.

91. Hay, Straw, etc.
Hay, straw, cotton, flax, tow, excelsior and similar freight must be loaded in tight, closed cars. This rule also applies to all freight protected by such articles. The doors and other openings must be securely closed, and stripped if necessary, so as to protect the lading from sparks. (See General Notice 61 F, supplements thereto and reissues thereof.)

92. Hides.
Green hides when moving in small lots must be loaded in the doorway with cleat drains around them leading to the door. Large lots of hides must be loaded in one end of the car with cleat drains entirely across the car to prevent damage to freight loaded in the other end of car.

Green or dry hides must not be loaded in same car with butter, lard, cheese or any articles of food liable to be damaged thereby.
93. Ice.
Must be loaded at the doorway, and drain cleats provided. Sack goods or fibreboard containers must not be stowed near it.

94. Inflammables.
(See General Notice 61 F, supplements thereto and reissues thereof.)

95. Iron and Steel Articles.

(a) Castings.
Must not be loaded on top of articles in sacks or other packages liable to damage.

(b) Iron Drums, etc.
Heavy drums, boilers, shafting and similar articles must be loaded on car floor and blocked securely.

(c) Iron Pipe, Sheet Iron, etc.
Iron pipe, bar iron, or metal moulding must not be loaded on top of package freight or near explosives. Sheet iron must be loaded flat on car floor and never in a damp car. (See Rule 20.)

(d) Iron Safes.
Must be blocked, anchored or braced top and bottom to prevent shifting.

(e) Cast Iron Stoves (not crated).
Must be loaded flat on car floor, and protected by bracing between each row.

(f) Enamed Iron Sanitary Ware.
1. Examine through crating for defects before acceptance.
2. Do not rack or “walk” enamedled ware such as bath tubs, sinks, etc.
3. In trucking lift carefully before inserting lip of truck under crating. To jam the lip of truck against bottom of crate invariably chips the enamel, as the shock is communicated through the crating.
4. Do not under any condition jam crate into place by hitting it with the nose of truck.
5. Do not dump off truck on the rim.
6. Stow tubs, sinks, etc., on the bottom or leaning on bottom so that the rims will not bear any of the strain.
7. Hammers, nails, bolts and all tools or implements must be kept away from the enameled surfaces.
8. Never stow tubs upside down on the rim.
9. Brace tubs so that they cannot roll around in transit.
10. Load no freight on top of enameled ware.
11. Handle carefully and no more than necessary.
12. Keep under cover in clean, dry place not exposed to the weather.

(g) Radiators.

Must be stowed with legs up and leaning toward the end of the car.

96. Lemons (Crated or Boxed).

Must be loaded on ends and properly braced to prevent shifting.

97. Linoleum and Oil Cloth (not crated).

Must be loaded lengthwise on car floor and braced to prevent shifting.

98. Liquids, etc.

Packages containing liquids, semi-liquids or anything in buckets or tubs must not be stowed in cars to such a height that damage will result if they are overturned in transit. For example, lard, and other similar commodities in pails must not be stowed more than one pail high when moving in miscellaneous package cars, unless braced in a manner that will protect them through to destination. In loading station order cars, this character of freight must be stowed so as not to overturn in transit.

Packages containing brine must not be loaded on top of other freight, but must be loaded on car floor near doorway and drain cleats provided.
99. **Liquids in Barrels.**

When there is evidence of defective or weak bung, they must be stowed on bilge and blocked with the bung up until shipment reaches a point where it can be recoopered.

When leakage is liable to render cars unfit for shipments of grain, flour, etc., floor must be covered with sand or other absorbent.

100. **Liquids in Tins with Screw or Friction Tops or Liquids in Packages marked “This side up”**

Must be stowed with tops up and never placed on their sides, as the tops are liable to jar loose and allow the liquid to leak.

101. **Live Poultry and Small Live Stock.**

Coops must be loaded so as to provide plenty of ventilation. If loaded in closed cars, they must be loaded between doors, doors cleated open and sealed.

102. **Machinery.**

Load on floor so as not to overturn or damage lighter freight.

“If box cars are used for loading heavy machinery, such as lathes, planers, boring machines, etc., each machine should be blocked by securely nailing to floor of car 2 by 4 inch hardwood strips fore and aft. Machinery resting on legs should be securely braced and propped at ends in addition to the floor strips to prevent breakage by shifting.” (M. C. B. Rule 133.)

When necessary the top must also be braced.

Freight loaded next to such articles must, if possible, be of a character which will not be easily damaged in case of slight shifting in car.

103. **Marble, Granite or other Stone (not crated).**

Must be separated by braces to avoid chipping and protected from oil, grease, paint or similar substances liable to penetrate and deface the stone.
104. **Matches.**
Must be handled with extra care, properly braced and stowed so that they can be quickly removed in case of fire.
A smoking box of matches should not be broken open, but should be removed to a safe place until smoking ceases, as the fire will cease of itself if air can be kept from it.
(See General Notice 61 F, supplements thereto and reissues thereof.)

105. **Oil in Cans, etc.**
Cans of oil and other liquids in similar containers must be stowed near car door and blocked, and must not be loaded against any other freight which might thereby be damaged.
(See General Notice 61 F, supplements thereto and reissues thereof.)

106. **Oranges (crated or boxed).**
Must be loaded on ends and properly braced to prevent shifting.

107. **Pianos and Organs.**
Must be loaded lengthwise, with backs to the side of the car and, if necessary, floor blocking to hold them in position.

108. **Poisons in Powder Form.**
Must be stowed so that breakage or sifting will not cause damage, and protected by being blocked by freight which is not used as articles of food for animal or human consumption.

109. **Roofing Material in Rolls.**
Must be loaded and braced standing on end and not laid flat on sides. This protects the roofing material from sticking together account of pressure, particularly in warm weather.

110. **Rope in Large Coils.**
Must be loaded on the round, each side blocked.
111. **Sack Goods.**

Flour, meal, rice, grits, sugar and similar sack goods must not be loaded on the car floor until the car floor has been thoroughly cleaned and covered with clean, dry paper or other protecting material. The greatest care must be exercised in stowing sack goods of every description to see that such shipments do not come in contact with iron articles, sharp corners, nails, spikes or bolts, that would tear the sacks. Flour, meal, sugar, coffee and other absorbent goods must never be loaded in cars previously used for freight emitting offensive odors, or at car doors where they are liable to damage by water. (See Rule 75.)

112. **Saws.**

Circular saws must be loaded and blocked against the side of the car.

113. **Screens.**

Screen doors and screen windows must be loaded on edge next to the side of the car when possible and protected with blocking to prevent damage from other freight.

114. **Wall Paper.**

Load bundles of wall paper on the flat so that the ends will be fully protected.

116. **Wire Cable on Reels.**

Wire cable on reels weighing over 600 pounds must be loaded on the round, each side to be chocked.

Wire on reels weighing less than 600 pounds must be loaded on the flat.

This rule applies also to empty reels.

**VI.**

**HANDLING PACKAGE FREIGHT IN TRANSIT.**

251. Conductors must carefully check against the waybill each package of freight loaded into merchandise cars at way stations and any exceptions must be noted on the
waybill over conductor's signature. (See Rule 22 for freight loaded at non-agency stations.)

The agent when on duty must carefully check against the waybill each package of freight unloaded from merchandise cars at way stations and any exceptions must be noted on the waybill over the agent's signature. When stations are closed Rule 269 applies.

252. Conductors and trainmen must see that all articles remaining in car from which freight has been removed, or articles which are loaded into a car, are carefully stowed in such a manner that no damage can occur in transit by falling, leakage, chafing, shifting, etc.

253. Conductors must examine way cars before dropping them as empties and at end of run to see that no freight is left in car.

254. When L. C. L. freight is received from connecting lines not properly marked, packed or stowed, all of the facts must be reported back to the initial or connecting line.

255. Refrigerator cars must be inspected in transit and the waste pipes must be opened and all waste water run off.

256. In unloading heavy freight at way stations a truck or plank should be used and freight not dropped from car door to ground or platform.

VII.

DELIVERY OF PACKAGE FREIGHT.

260. Notice shall be sent or given consignee by carrier's agent immediately after arrival of freight, in writing, or as otherwise agreed to by carrier and consignee.

261. L. C. L. freight must be properly cared for and immediately placed in warehouse on arrival. Freight must be properly piled to facilitate convenience in delivery in sections by alphabetical order of consignees.
When warranted by the amount of freight to be delivered separate sections may be assigned to authorized teamsters or large receivers.

262. All overs, shorts or damage must be properly recorded.

263. Agents must make specific notations of extent and nature of loss or damage on face of original paid freight bill after check has been made and actual conditions ascertained, at time of delivery, and sign and date each notation in ink. When freight bears external evidence of pilfery or damage at time of delivery, a joint inspection with consignee or his representative shall when practicable be made at the delivery station and receipt taken in accordance therewith.

The use of indefinite expressions such as "apparently robbed," "bad order," "bursted," "contents exposed," "damaged," "head out," "leaking," "rubbed," "scratch(ed)," "more or less bruised," "more or less decayed," etc., are forbidden.

264. All shipments must be checked against waybill or freight bill at destination.

Freight received with free astray waybill, or found in warehouse, for which waybill cannot be located, must not be delivered except upon the surrender of the original bill of lading; the presentation of a freight bill with notation thereon showing shortage from a previous shipment received; the presentation of shipper’s invoice; or upon the receipt of information from the consignee indicating point of origin, date shipment was forwarded and the name of the shipper, as shown in consignee’s declaration on Form F. D. 1617.

265. Consignees or their draymen must not be permitted to remove freight from cars nor from freight houses except in presence of a representative of the Company. Unauthorized persons must not be permitted
to have access to freight in cars, on platform or in freight houses.

266. Agents must in all cases take receipts on standard form covering delivery of freight at the time and place delivery is actually made and such receipts must be signed by the party to whom delivered. Agents must see that such freight is promptly removed.

267. At common points, over and short reports must be checked:

(a) At small stations, by interchange of over reports.
(b) At larger stations, at meetings of representatives of the interested carriers and the interchange of over reports.
(c) At the large city stations, through the medium of established Over and Short Bureaus.

268. All station warehouses must be carefully checked once each week in order to avoid the accumulation of unclaimed, refused or astray freight or freight without marks or billing.

269. Conductors or freight checkers must supervise the unloading at non-agency stations or at agency stations which are closed and check each item against waybill. If any shortage or damage is found it must be noted opposite the item checked. Waybill must show train number, date and hour of unloading and be signed by conductor or freight checker.