

CHAPTER III.

MISCELLANEOUS MEMORANDA.

(435) **Packing Cases to be Preserved.**—When an instrument is received at a station, the packing case, with its lid, is to be carefully preserved in a clean, dry place, and is not to be used for any but its proper purpose, so that it may be available, in the event of its being needed for returning the instrument, or for removing it elsewhere.

(436) **Damaged Instruments not to be Returned without Instructions.**—When an instrument is injured, or is supposed to be injured, either in transit or otherwise, it is not to be returned to the Central Office, or sent elsewhere for repair, without instruction to that effect from the Central Office. It sometimes occurs that an inexperienced observer, in consequence of his imperfect acquaintance with an instrument, imagines a defect where none really exists; or it may be that a defect, though real, is one which admits of being rectified either by the observer himself, or by some mechanic in the neighbourhood of the station. In such cases, to return the instrument not only causes needless expense and stoppage in the observations, but also exposes the instrument to the danger of being broken in the transit. Again, it may be that the defect is such as to render the instrument useless, and not worth the cost of carriage; or the defect, though not incurable, may be such as to necessitate the supply of a new instrument. For such like reasons the rule enjoined in this article should be carefully observed.

When any damage or defect, real or supposed, has taken place or has been discovered, the fact should be reported to the Central Office on one of the forms designed for that purpose, in order that the necessary instructions may be forwarded to the station. This report may be enclosed with the next periodical report of observations, if the latter be due within three days, or with a letter, if the observer should have occasion to write on any business; but otherwise the report may be mailed in a separate *open* envelope with a one cent stamp.

(437) **Reports on Instruments to be on Separate Papers.**—Any report to the Central Office of the breakage or damage of an instrument, or of any defect that may be discovered in it, or any report