

letters, packages, Company's supplies, corpses, etc., on Train Baggage Report. This report must show where all baggage, articles, etc., are actually received, description, kind of check, where issued, route, check numbers and station where delivered when such delivery is not final destination.

Records to be made from checks.

(q) Reports must be made from the check on baggage, and not copied from transfer bills or reports of others, nor from numbers called by others.

Reports to show time.

(r) Train reports and transfer bills must be headed, showing the date and actual leaving time, and also the date and actual arriving time.

Special report.

(s) Under head of "Special Report" record will be made of all baggage in bad order, giving particulars, numbers of checks and description of bad order; all baggage without checks, where from and destination.

Incomplete record.

(t) If for any reason it should be impossible to secure full and complete record of all baggage, supplies, etc., carried, notation to that effect must be made under head of "Special Report," giving reasons.

Way-billing of baggage.

(u) Train Baggage Way-bill must be used in connection with train reports. This way-bill will show the aggregate number of pieces of baggage, registers, supplies, packages, etc., delivered at each station. Way-bill must be receipted by Receiving Agent and sent to General Baggage Office.

Disposition of Reports.

(v) Train Baggage Report and Train Baggage Way-bill, properly folded, will be forwarded to General Baggage Agent's Office promptly at end of each trip, enclosed in G.B.A. Envelope (Form E. 38).

Customs Rules and Regulations.

(w) Train Baggage men on trains which cross the Canadian frontier will be governed by instructions furnished by Customs Collector and General Baggage Agent as to bonding baggage and making up such special customs manifests and reports as Customs require. All necessary American and Canadian Customs blanks, seals, etc., will be furnished on application to Agent at frontier point.

Dog Release.

(x) A Release of Liability (Form 59 B) should accompany dogs when loaded into car. Train

Baggagemen received into has not been in accordance signed, dogs should be for Baggage Agent

(y) Baggage there are no Baggageman ticket held by Conductor, and train report. other lines. Train Baggage instructions.

(z) When baggage car, and Agents, that, allowance an excess check collected, you article properly number of tickets sending stub once.

When article Tags are put on the train baggage care must be taken C.O.D. Tags and master and no

(aa) Agent Train Tags and issue excess be attached to to General Baggage C.O.D. Tag the the collection. Train C.O.D. I satisfaction of