

GRAND TRUNK RAILWAY SYSTEM.

RULES AND REGULATIONS

GOVERNING

BAGGAGE CAR TRAFFIC.

IN EFFECT JUNE 15th, 1908.

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W. E. DAVIS
Passenger Traffic Manager

G. T. BELL
General Passenger and Ticket Agent

J. E. QUICK
General Baggage Agent

PREFACE.

The following Rules are designed to cover the transaction of ordinary business. Cases will doubtless arise that are not provided for. These you will oftentimes have to dispose of on the strength of your own judgment. When practicable to do so, ask in advance for instructions concerning extraordinary or unusual cases. In event of having to take immediate action advise what is done without delay.

The relations and responsibilities of common carriers to the traveling public are such as require from the carrier the most constant and watchful care of the property of the traveler.

As Station and Train Baggage-masters you are entrusted with the safekeeping and proper transportation of effects which are valuable to the owners. Nothing can be more annoying to travelers than the loss or abuse of or delay to their baggage.

You are, therefore, expected and required to become thoroughly conversant with the following Rules and Regulations, and to see that your assistants are also familiar with them, in order to insure careful handling, proper protection and safe delivery of baggage, etc., placed in your care. Ignorance of the rules will not be accepted as an excuse from agents or other employes for errors or omissions in the handling of baggage car traffic.

The revenues derived from the collection of excess baggage, storage and parcels, deserve and should receive the closest attention on your part in order that this System may secure all the moneys that properly accrue from these items. Your special attention is therefore called to this matter so that the collection of such charges may be made in all cases.

You must try to give satisfaction to the public and establish a reputation for courtesy and civility to everyone. You are expected to be polite at all times, to answer civilly all questions addressed to you, and if unable to give any necessary information, endeavor, when practicable, to obtain it, if pertaining to baggage car traffic, if not, the passenger should be directed to the proper office. Endeavor to make the Grand Trunk Railway System popular; its business is dependent upon the good-will of the people.

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RULES

(Rules printed
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Passenger Assoc

(a) **Baggage** of personal effects in act for the wear passenger for intended for

(b) **Money,** valuables should be checked, but not express. The responsible for

(c) **Baggage** provided with to withstand necessary telescopes, sui

(d) **Receipts** be received in standing that of articles the

(e) When the receptacle jewelry, negotiable decline to check to the Express valuable articles checked.

RULES AND REGULATIONS

(Rules printed in heavy type are the Uniform Fundamental Rules and Regulations as adopted by the Eastern Canadian Passenger Association.)

1. BAGGAGE DEFINED.

(a) **Baggage** consists of wearing apparel, articles **Baggage.** of personal adornment, toilet articles, and similar effects in actual use and necessary and appropriate for the wear, use, comfort and convenience of the passenger for the purposes of the journey, and not intended for other persons nor for sale.

(b) Money, jewelry, negotiable papers and other **valuables.** valuables should not be enclosed in baggage to be checked, but carried by the owner or forwarded by express. The Transportation Companies will not be responsible for such articles in baggage.

(c) **Baggage** must be enclosed in receptacles **strong** provided with handles and sufficiently **strong** to **receptacles.** withstand necessary handling, such as trunks, valises, telescopes, suit cases and leather hat boxes.

(d) **Receptacles** when not securely locked will not **Insecure** be received nor checked except with the **under-receptacles.** standing that no liability will be assumed for loss of articles therefrom.

(e) When passenger states or it is known that **Valuables must** the receptacle presented for checking contains money, **be removed by** jewelry, negotiable papers or other such valuables, **owner.** decline to check the receptacle and refer the owner to the Express Company. Owner must remove such valuable articles from the baggage before it may be checked.

2. ARTICLES OTHER THAN BAGGAGE WHICH MAY BE CHECKED.

(a) The following articles may be checked and transported in baggage cars on regular trains in accordance with current tariffs and rules herein pertaining to the transportation of such articles:—

- * Baby Carriages.
- * Baby Sleighs.
- * Bicycles.
- * Boats.
- † Bundles securely wrapped and roped or in straps.
- * Canoes.
- † Camp Outfits.
- * Children's Velocipedes.
- † Club Paraphernalia (in closed receptacles).
- † Curling Stones.
- * Dogs.
- Gas Cylinders, low pressure, as part of exhibition outfit.
- † Golf Sticks, in leather or canvas bags, secured or locked.
- † Guns in Cases.
- † Indian Work (if not bulky, for Indians only).
- † Invalids' Chairs.
- † Miners' and Prospectors' Packs.
- Musical Instruments (individual passenger).
- † Saddles in Bags.
- † Samples of Merchandise.
- † Skis.
- † Sportsmen's Outfits.
- † Steamer Chairs (folded).
- † Surgeons' Instruments.
- * Theatrical Effects.
- * Toboggans.
- † Tool Chests.
- † Travelers' Rugs.
- * Tricycles.
- * See Current Tariffs.
- † Will be accepted only at owner's risk.
- Special Permit from General Baggage Agent must be presented.

(b) Receptacles in any manner baggage are become damaged accepted as hazardous Release must so marked.

3. ARTICLES

(a) The following articles checked or transported by passengers present Express Companies

Automobiles
Band Boxes
Barrels.
Bird Cages
Buggies.
Bundles
 straps
Burial Desks
Cash Registers
Computing
Crockery.
Explosives
Fakir's Or
Fruit.
Furniture
Gambling
Glassware
Graphophones
 in same
Household
Ladders.
Liquids.
Motor Cycles
Merchandise
Motor Tri
Paper Pack
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(b) Receptacles marked "Glass" or "Fragile" or Baggage marked in any manner indicating that contained with the "Glass" or "Fragile." baggage are articles of a fragile nature, likely to become damaged by ordinary handling, will not be accepted as baggage car traffic except at owner's risk. Release must be taken before checking any receptacle so marked.

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3. ARTICLES THAT WILL NOT BE CHECKED.

(a) The following articles will not be accepted, checked or transported as baggage car traffic. Passengers presenting the same should be referred to the Express Company or the Freight Department.

ex-
ired

- Automobiles.
- Band Boxes.
- Barrels.
- Bird Cages.
- Buggies.
- Bundles (not securely wrapped and roped or strapped).
- Burial Devices.
- Cash Registers not enclosed in sample trunks.
- Computing Scales not enclosed in sample trunks.
- Crockery.
- Explosive Matter.
- Fakir's Outfits.
- Fruit.
- Furniture.
- Gambling Devices.
- Glassware.
- Graphophones and similar articles not enclosed in sample trunks.
- Household Goods.
- Ladders.
- Liquids.
- Motor Cycles.
- Merchandise.
- Motor Tricycles or similar vehicles.
- Paper Packages.
- Pianolas or similar instruments.

rust

Provisions (except as per Rule 21).

Sleighs.

Stoves.

Steamer Chairs (not folded).

Tricycles with cabinet attachments.

Typewriters not enclosed in sample trunks.

Wire Fence Machines.

Or any articles that cannot be handled, loaded and piled same as ordinary baggage.

If any of the above articles are enclosed with baggage, no claim for damage to such articles will be entertained, nor will claim be entertained for other articles in the receptacle damaged by such prohibited articles.

Preserved fruit, liquids, etc., in baggage.

(b) Baggage Masters must be careful to guard against checking boxes, trunks, or any other receptacles containing preserved fruits, fresh fruit, perishables, liquids, etc. Decline to check such receptacles until the prohibited matter is removed by owner.

Baggage with articles attached

(c) When baggage with bundles, canes, umbrellas, or other articles attached, or two pieces of baggage tied or strapped together, are presented to be checked, politely decline to check same until such attachments have been removed or separated by the owner.

4. AUTHORITY FOR CHECKING.

Transportation presented.

(a) Checks will be issued only on presentation of valid passage ticket, pass or other proper form of transportation on which the passenger is to travel.

Checking beyond destination of ticket.

(b) Checks will not be issued to any point beyond that to which the transportation reads nor by any route other than that designated by the transportation.

Checking short of destination of ticket.

(c) Checks will not be issued short of destination except on transportation on which stop-over privileges are granted, and except as per Clause (b), Rule 17.

Transportation must be presented.

(d) Note that transportation must be presented by the passenger before the baggage may be checked.

Examine the error may be wrong destination

(e) Baggage passengers have issue, provide COMPLETE RO not shown or certain point checked to exchanged, and will be necessary

(f) Through tickets, minimum complete point to destination

(g) Through such connection transfer is not arrangements at checking station

(h) In the where mileage of another line Grand Trunk presented at the railway passage accepted, and baggage coupon System to the detached and

(a) One hundred value, for each of baggage, not for each child, of valid transportation

Examine the transportation carefully so that no error may be made in checking by wrong route or to wrong destination.

(e) Baggage may be checked to destination for passengers holding exchange orders of this Company's issue, provided such exchange orders show the COMPLETE ROUTE to destination. If the full route is not shown or passenger has a choice of routes from a certain point, in such case the baggage should be checked to the point where the ticket is to be exchanged, and the passenger notified that rechecking will be necessary.

(f) Through checks will be issued on presentation of tickets, mileage books or passes which combined form complete and valid transportation from starting point to destination.

(g) Through checks, however, must not be issued on such combined transportation when a wagon transfer is necessary at junction point except when arrangements are provided and are made by passenger at checking station for such transfer.

(h) In checking baggage on mileage ticket books, where mileage ticket books of Grand Trunk issue or of another line, which is authorized for use over the Grand Trunk Railway System, are not required to be presented at ticket office and exchanged for ordinary railway passage ticket, baggage coupons will be accepted, and in checking baggage on such books baggage coupons for the distance traveled over this System to the destination of the check should be detached and sent to General Baggage Agent.

5. FREE ALLOWANCE.

(a) One hundred and fifty (150) pounds of baggage, not exceeding one hundred (\$100) dollars in value, for each adult and seventy-five (75) pounds of baggage, not exceeding fifty (\$50) dollars in value, for each child, will be checked free on presentation of valid transportation.

Excess weight to be charged for. (b) Baggage in excess of the above-mentioned free weight allowance (except as hereinafter provided for), or in excess of the above-mentioned free value allowance, will be charged for at rates as per current tariffs.

Extra tickets. (c) In view of the fact that a passenger borrows, and sometimes even buys additional tickets, for the purpose of having a larger amount of baggage checked free than he or she is entitled to, agents will in such cases honor but one ticket when checking the baggage. In the event of a disagreement regarding the ownership of two or more pieces of baggage to be checked on two or more tickets, courteously request passenger claiming them to produce key and prove ownership, at the same time explaining the necessity for such precautionary measures.

Variation of scales. (d) Not more than ten (10) pounds over free allowance will be allowed on account of variation of scales and no charge need be made on any lot of baggage checked on one ticket, unless the aggregate weight exceeds one hundred and sixty (160) pounds and the values as stated above, when all over free allowance will be charged for regardless of the variation referred to.

6. LIMIT OF WEIGHT OF SINGLE PIECE.

Maximum limit. (a) No piece of baggage weighing over two hundred and fifty (250) pounds will be accepted and checked as baggage. This applies to all classes of baggage, or articles permitted to be transported in baggage cars or steamers, except transatlantic immigrant baggage checked at ports of landing.

Exception as to transatlantic baggage. (b) The exception which permits transatlantic immigrant baggage in excess of the limit of weight mentioned to be checked, is only effective at ports of landing of the transatlantic steamers. At interior points in rechecking owners must reduce the weight of any single piece to conform to the above rule or they must be referred to the Freight Department. Pieces of baggage unreasonably in excess of the above weight limit must not be checked even from ports of landing of the steamers.

7.

(a) Baggage allowance authorized per hundred (100) pounds (100) tariffs.

(b) Excess baggage temporarily checked.

(c) Excess baggage any station checked.

(d) When an excess baggage receipt for one piece of baggage checked will be regular check.

(e) Charges prepaid.

(f) Agent, when possible, when baggage is being checked, regardless of where paid elsewhere, must be received, unless in many cases, if themselves are first brought to the attention of the agent. The marks, if any, must be accepted with intent to be checked. The marks must not be taken by one person to be checked part of the baggage.

(g) Baggage delivered until it has been weighed. The weight must be checked. Agents must check.

7. EXCESS WEIGHT BAGGAGE.

(a) Baggage weighing in excess of free allowance authorized, will be subject to charge per hundred (100) pounds in conformity with current tariffs. Basing rate.

(b) Excess baggage rate will not be based on temporarily reduced, special, party or excursion fares.

(c) Excess baggage checks will not be issued to any station beyond that to which the baggage is checked. Collecting beyond destination.

(d) When excess baggage collections are made, an excess baggage check will be issued as a receipt for the amount paid, and also as a check for one piece of baggage. Only one excess baggage check will be issued on any one lot of baggage, regular checks being used for the other pieces. One excess check only to be issued.

(e) Charges for excess weight baggage should be prepaid. Charges should be prepaid.

(f) Agents must know by actual weighing, when possible, what baggage weighs, and collect accordingly, regardless of what owner may claim to have paid elsewhere, or by weight shown on excess check received, unless verified by weighing. Agents can in many cases, facilitate matters very much, both for themselves and the public, by weighing baggage when first brought to the station, and not wait until owner arrives to have it checked. Weigh each trunk separately and mark weight on same with chalk or pencil. The marks, if any, already appearing on baggage not to be accepted, as frequently such weight is marked with intent to deceive. Owner's statement of weight must not be taken. Check all baggage belonging to one person to one point. Do not separate it by checking part to one point and the balance to another. Weigh all pieces.

(g) Baggage bearing an excess check must not be delivered until all the pieces covered by the collection have been weighed, or if no facilities for weighing, the weight must be estimated as closely as possible. Agents must certify to the gross weight of baggage Verify weight when received.

received under excess check in the space for that purpose on the back of the duplicate excess baggage check.

Baggage received without proper collection

(h) Watch closely for baggage on which forwarding agent has failed to make proper collection for overweight, collect amount due, and report case promptly to General Baggage Agent.

Form of excess check.

(i) When excess baggage collection is made, issue an excess baggage check, Form E. B. 1, local, or Form E. B. 2, foreign, lines east of the River, and Form W. 71, local, or Form W. 499, foreign, lines west of the River.

Numbers of other checks show on excess check.

(j) The numbers of other checks issued with an excess check must be shown on the excess check. It will not do to endorse the excess check, for example, "3 pieces," but that the actual numbers of the other checks must be written on the excess check.

8. EXCESS VALUATION BAGGAGE.

Charge for excess.

(a) In the event of any passenger's baggage being lost, destroyed or damaged, the Transportation Company will not be responsible for value in excess of one hundred (\$100) dollars on an adult ticket and fifty (\$50) dollars on a child ticket unless the passenger stipulates a greater valuation at the time of checking, and charge is paid for value in excess of the free allowance on the basis of one-half the excess baggage rate per 100 pounds for each one hundred (\$100) dollars, sufficient being added to make the rate end in 0 or 5. Minimum charge for additional valuation on any lot of baggage, 25 cents.

Example.

Example:—An adult passenger wishing to check 190 pounds of baggage, the excess weight baggage rate being \$1.25 per 100 lbs., and stipulates for value of \$460.00, would be charged as follows:—

Amount in excess of the free weight allowance—40 lbs. At \$1.25 per 100 lbs.	\$0 50
Value in excess of \$100.00 (free value allowance) \$360.00. At half excess rate above (sufficient being added to make rate end in 5) 65c. per \$100.00	2 35

Total \$2 85

8

(b) Charge —C.O.D. C

(c) It must be for insuring within the herein. Je valuables as Rule 1.

9. DELIVER

(a) Baggage or wharf in the train or record, weight same.

(b) Every forward baggage passenger, baggage station or wharf weighed and should be included on following of controversies take notice of all facts in Agent.

(c) The Ticket to carry steamer with expedite the same for check advance of the

(d) To avoid the checking owners.

(e) Agent as much as possible check baggage train as proper permit.

for that pur-
 baggage check.
 which forward-
 collection for
 report case

is made, issue
 local, or Form
 and Form W.
 es west of the

sued with an
 ess check. It
 , for example,
 s of the other
 eck.

BAGGAGE.

baggage being
 transportation
 due in excess
 adult ticket
 et unless the
 a at the time
 ue in excess
 one-half the
 for each one
 ag added to
 m charge for
 gage, 25 cents.
 ing to check
 ight baggage
 tes for value

allow-	
.....	\$0 50
allow-	
above	
nd in 5)	
.....	2 35
.....	\$2 85

(b) Charges for excess valuation must be prepaid **Charges must be prepaid.**
 —C.O.D. Checks will not be used.

(c) It must be noted that the foregoing provision **Jewelry, etc., not included.**
 for insuring the extra valuation is for baggage only, within the meaning as defined in Clause A, Rule 1 herein. Jewelry, money, valuable papers and such valuables as are not baggage. See Clauses B and F, Rule 1.

9. DELIVERY OF BAGGAGE FOR CHECKING.

(a) Baggage to be checked must be at the station **Ample time or wharf in sufficient time prior to the departure of to be allowed for checking.**
 the train or steamer to permit agents to obtain record, weigh and issue the necessary checks for same.

(b) Every effort must be made to check and **Forwarding**
 forward baggage on same train or steamer with **baggage on same train with passenger.**
 passenger, but when baggage is not delivered at station or wharf in sufficient time to be properly weighed and necessary collections made, passenger should be informed that baggage will be forwarded on following train C.O.D. for any charges. In case of controversy arising from enforcement of this rule, take notice of time baggage was delivered and report all facts in the case at once to General Baggage Agent.

(c) The Transportation Company does not guaran- **Checking baggage in advance.**
 tee to carry or forward baggage on same train or steamer with passenger. Passengers can frequently expedite the movement of baggage by presenting same for checking for one train or steamer in advance of that on which they expect to travel.

(d) To avoid mistakes and consequent annoyances **Baggage checked by owners.**
 the checking of baggage should be done only by the owners.

(e) Agents are expected to accommodate patrons **Accommodate patrons.**
 as much as possible, and will, therefore, receive and check baggage as nearly up to the departure time of train as proper attention to the requirements will permit.

Notifying hotels
and transfer
companies.

(f) Agents and Baggage masters will notify the transfer companies, baggage expressmen, hotel proprietors and porters regarding the above rule and the necessity for its enforcement.

10. COLLECTION ON DELIVERY (C.O.D.).

Collections to
be made in
advance when
possible.

(a) It is intended that all charges in connection with baggage should be collected by the forwarding agent, but when it is necessary to collect charges at destination, a C.O.D. check, printed on blue cardboard, will be issued, giving explicit directions as to amount to be collected, what for, and how it should be credited.

(b) On baggage forwarded from flag stations or other station not provided with baggage facilities, all proper charges will be collected at destination.

C.O.D. checks,
etc.

(c) C.O.D. checks must be used when forwarding all baggage on which excess, storage or other charges are due, and which cannot be paid at starting point, provided the value of the baggage is sufficient to cover the charges. Each portion of the C.O.D. check must be carefully filled in with black ink, showing on what account collection is to be made, amount to be collected, where from, destination, route and check numbers. The strap portion must be placed on metal plate, and be the only check affixed to such piece of baggage. Passenger may be handed the C.O.D. duplicate check, in lieu of a duplicate check, with instructions to surrender same to baggage agent at destination. If passenger is not present this duplicate should be enclosed to the baggage agent at destination with advice sheet Form Bk. 109. The Agent's stub of the C.O.D. check must be enclosed to the Auditor of Passenger Accounts when a check is issued. The General Baggage Agent Stub to be sent to General Baggage Office immediately. If C.O.D. charges apply on more than one piece of baggage belonging to same passenger, but one C.O.D. check should be issued, and regular baggage checks for the other pieces, noting on the C.O.D. check the check

numbers of a
duplicate C.O.
checks of the
Bk. 109) by
same train v

(d) When reforwarded station, take account for "Reforwarded Check No. . . . to the baggage the delivering storage and a baggage to de

(e) At junction bearing a C.O.D. C.O.D. of the

(f) In or necessity of under C.O.D. standard color

(g) Agent baggage check daily and monthly baggage report the C.O.D. check issued, the regular excess baggage railroad. C.O.D. should be for Accounts as to Auditor of tion is made. report.

(h) Exercise to do so the for the amount passengers per receipt and re

numbers of all other baggage covered thereby. Give duplicate C.O.D. check to passenger, but send duplicate checks of the other pieces with usual advice (Form Bk. 109) by train mail to agent at destination on same train with baggage.

(d) When baggage bearing a C.O.D. check is reforwarded without collection being made at your station, take up the original C.O.D. check and account for it without value, endorsing across same "Reforwarded under R.R. C.O.D., Check No.," and attach new C.O.D. check to the baggage, which must show the amount due the delivering road up to the time of reforwarding, storage and additional amount (if any) due for excess baggage to destination.

Reforwarding
baggage bearing
C.O.D. checks.

(e) At joint stations in reforwarding baggage bearing a C.O.D. check it should be forwarded under C.O.D. of the line reforwarding same.

Reforwarding
from joint
stations.

(f) In order to draw your attention to the necessity of collecting charges on baggage received under C.O.D. checks, blue has been adopted as the standard color for this check.

C.O.D. checks
are printed on
blue stock.

(g) Agents making collection on account of C.O.D. baggage checks will include the amounts in their daily and monthly reports; on the monthly excess baggage report, show the name of the road issuing the C.O.D. check, the number of the check, where issued, the route, what portion of the charge is for excess baggage, storage or transfer or due a specified railroad. C.O.D. checks detached from baggage should be forwarded to the Auditor of Passenger Accounts as follows:—Duplicate portion to be sent to Auditor of Passenger Accounts as soon as collection is made. Strap portion to accompany monthly report.

Reporting
C.O.D. checks

(h) Exercise care to protect all collections; failing to do so the party at fault will be held responsible for the amount that should have been collected. If passengers protest that charges are unjust, give receipt and refer them to General Baggage Agent.

Failure to make
collections.

Baggage checked by Transfer Companies.

(i) If baggage is checked by a Transfer Company or at a City Office, and it is found that there are excess or transfer charges on it (which have not been collected), detach strap check from one of the pieces upon which collection is to be made and recheck such piece under a C.O.D. check. Show on face of C.O.D. strap check, in proper space, the amount to be collected, number of checks on the other pieces of baggage covered by the C.O.D. check and the kind and number of duplicate check held by passenger for the piece of baggage rechecked under C.O.D., and on the reverse side carefully note in space provided whether for excess, storage or transfer, and the Company or Depôt to which it belongs, so that the Accounting Department may properly report the amounts collected. Enclose the duplicate C.O.D. check to Agent at destination, and send the original strap check, which has been detached, with copy of advice sheet (Form Bk. 109) to General Baggage Office.

Stations not supplied with C.O.D. checks.

(j) If Agents who are not supplied with C.O.D. checks find it necessary to forward baggage C.O.D. they must immediately wire Agent at destination the numbers of the checks and amount of charges on such baggage, and send copy of message to the General Baggage Agent by train mail.

11. STORAGE.

(a) Storage will be charged on each piece of baggage, either inbound or outbound, checked or not checked, remaining at stations or wharves, in accordance with current tariff.

Storage on commercial travelers' baggage.

(b) Samples of merchandise, of commercial travelers holding current year's Eastern Canadian Passenger Association Commercial Travelers' Privilege Certificates, arriving at stations in Canada after 1 P.M. Fridays, will be stored free of charge until midnight the Monday following when storage commences, but charges for storage will include Friday afternoons, Saturdays, Sundays, Mondays

and legal holidays for storage holidays into

(c) On baggage under claim out which is valid that the owner charged for time allowed

(d) Baggage charges which a Customs times. Baggage will not be stored

(e) Baggage owner who is possible.

(f) Baggage arrival time the string of day and month with a space case of outbound or station charges

(g) A separate attached to each room at the hotel accrue in accordance

(h) Agents will be held responsible and use. Tickets are issued in

12.

(a) On tickets "Trans-Pacific" tickets or on tickets be

and legal holidays when baggage has been marked for storage previous to Friday afternoons or legal holidays intervening.

(c) On baggage delivered at stations or wharves under claim or identification checks to be checked out which is reclaimed and not checked out, or for which valid transportation is not produced, showing that the owner is a passenger, storage will be charged for as per current tariff without any free time allowance. Storage on baggage not checked out.

(d) Baggage in bond will be subject to storage charges when checked to and bonded on a station at which a Custom Officer is regularly on duty at train times. Baggage in bond under other circumstances will not be subject to storage charges. Storage on baggage in bond.

(e) Baggage when thus stored is at the risk of the owner who should be notified accordingly whenever possible. Baggage stored at owner's risk.

(f) Baggage masters must carefully note the arrival time of all baggage and mark on the back of the string or strap check the number of train, time, day and month received. Most checks are printed with a space provided on back for this purpose. In case of outbound baggage endorse the transfer check or station check attached by you. Endorse time on check immediately baggage is received.

(g) A separate Storage Ticket must be issued and attached to each separate piece of baggage in baggage room at the hour at which storage charges begin to accrue in accordance with instructions thereon. Storage ticket to be issued.

(h) Agents are charged up with these tickets and will be held to a strict account for their proper care and use. They will also be careful to see that they are issued in numerical order. Care of storage tickets.

12. TRANS-PACIFIC BAGGAGE.

(a) On tickets of any class bearing the words "Trans-Pacific," issued in connection with steamship tickets or orders to or from Trans-Pacific ports, or on tickets bearing the words "Around the World," Free allowance.

three hundred and fifty (350) pounds of baggage will be allowed on each adult ticket, and one hundred and seventy-five (175) pounds on each child ticket. The same free allowance will be made at any point in conformity with the stop-over privileges of such tickets. Baggage must not be checked beyond Pacific Coast terminals.

Stamp checks
"Trans-Pacific."

(b) All checks issued for baggage of "Trans-Pacific" or "around the world" passengers must be stamped or endorsed with pen and ink "Trans-Pacific."

13. BABY CARRIAGES.

Charge.

(a) Baby carriages, go-carts, baby sleighs, or similar vehicles will be checked and charged for in accordance with current tariff. Articles such as pillows, robes and blankets may be carried in baby carriages, etc., only at owner's risk. Baby carriages, etc., do not form any part of the free baggage allowance and the charge therefor is separate from and has no connection with the charge for excess baggage.

Pillows,
robes, etc.

(b) When articles such as pillows, robes, etc., are left in baby carriages, the owners must be advised when checking that same are allowed in the carriage solely at their own risk.

Special care of
baby carriages.

(c) Train Baggage-masters must guard against baggage falling on or against baby carriages by placing them in a protected part of the car.

14. BICYCLES, Etc.

Charge.

(a) Bicycles and similar vehicles, whether or not crated or boxed, will be checked and charged for in accordance with current tariff. Not more than one bicycle will be checked for a passenger. Bicycles, etc., do not form any part of the free baggage allowance and the charge therefor is separate from and has no connection with the charge for excess Baggage.

Size and
weight limit.

(b) Cycles crated, weighing over 250 pounds, or cycles or similar vehicles having more than three

seats, or w
will not be
traffic.

(c) Lamp
attachments
are accepte
owner's risk
fastened to

(d) Trunk
the same a
samples.

(e) Train
falling on or
protected pa

(f) Agen
locally to po
except when
baggage whe
be 50 lbs., to
When check
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(g) In ca
where a bag
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paraphernalia
being in the
owners, and c

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no connection

seats, or which are more than ten feet in length, will not be accepted or transported as baggage car traffic.

(c) Lamps, cyclometers, bells, tool bags and other Attachments. attachments should be removed before bicycles are accepted, otherwise they will be carried at owner's risk, as will saddles and other attachments fastened to crates containing bicycles.

(d) Trunks containing bicycles will be checked Bicycle the same as trunks containing other articles or trunks. samples.

(e) Train Baggage men must guard against baggage Special care of falling on or against bicycles by placing them in a bicycles. protected part of the car.

(f) Agents in Michigan when checking bicycles In Michigan. locally to points in Michigan will check same free except when presented in connection with other baggage when estimated weight of each bicycle will be 50 lbs., to be added to weight of other baggage. When checking from stations in Michigan to any point outside of Michigan collection will be made in accordance with Section (a).

(g) In case of special (one day) excursion trains Excursion trains where a baggage car is furnished for the special convenience of excursionists and there is no baggage man in charge, the members of the party may be allowed to load their bicycles (without bicycle tickets) in such car, with baskets of provisions and other paraphernalia incidental to the occasion; the articles being in the exclusive care and custody of the owners, and carried free at their own risk.

15. TOBOGGANS.

Toboggans with necessary attachments only, such Charge. as ropes and cushions, will be checked and charged for in accordance with current tariff. Toboggans do not form any part of the free baggage allowance and the charge therefor is separate from and has no connection with charge for excess baggage.

16. DOGS.

Dogs on chains or crated.

(a) Dogs provided with properly fitting collars and strong chains, or properly crated or boxed, accompanied by owners or caretakers, and not intended for exhibitions, bench shows or field trials, will be checked and charged for in accordance with current tariff.

Dogs for exhibition.

(b) Dogs for exhibitions, bench shows or field trials, will not be transported under this rule, but owners thereof referred to the Express Company.

Theatrical dogs.

(c) Dogs of Theatrical Companies will be carried according to instructions governing the transportation of theatrical property.

Liability.

(d) The Transportation Company will not be responsible for any sum greater than twenty-five (25.00) dollars for any one dog or shipment of dogs injured or lost. Any dog or shipment of dogs valued at more than twenty-five (25.00) dollars should be forwarded by express.

(e) Dogs do not form any part of the free baggage allowance and the charge therefor is separate from and has no connection with the charge for excess baggage.

Examine chain and collar.

(f) Baggage masters must examine chain and collar on dog before issuing check, and if insecure or collar loose so that it can be pulled over the dog's head decline to check the dog until owner makes collar and chain secure.

Special care of dogs.

(g) Train Baggage men must guard against dogs on chain damaging baggage. They should be tied in a part of the car where they can do no damage.

17. COMMERCIAL TRAVELERS' SAMPLES OF MERCHANDISE.

From stations in Canada.

(a) Three hundred (300) pounds of sample merchandise, including personal baggage, not exceeding one hundred (\$100.00) dollars in value, as per Rule 1 (a), will be checked free, between points in Canada only and by routes wholly within Canada, when

contained in wooden boxes Eastern Canada Traveler's Ticket which baggage with commercial must bear cost 300 lbs. or \$1 per current 150 pounds travelers present public, even if must be checked route as passenger time checked. checking of samples.

(b) Commercial tickets may include (300) pounds personal baggage going or returning ticket, or to point is on tickets are the same, baggage purchase to regulations.

(c) Excess collected through prepaid excess via which a (see current traveler, hold over at a station passage ticket over is desired that station recognized route

contained in sample trunks or sample cases (not wooden boxes), upon presentation of current year's Eastern Canadian Passenger Association Commercial Traveler's Transportation Privilege Certificate (on which baggage privileges must be endorsed) together with commercial traveler's passage ticket, which must bear corresponding number. All in excess of 300 lbs. or \$100.00 in value will be charged for as per current tariffs. No special allowance beyond 150 pounds per ticket will be made commercial travelers presenting excursion tickets issued to the public, even though commercial traveler's certificate be presented in connection with such ticket. Baggage must be checked only to destination of and via same route as passage ticket and must be weighed each time checked. Only one ticket will be honored for checking of any one lot of commercial traveler's samples.

(b) Commercial travelers presenting week-end tickets may have usual allowance of three hundred (300) pounds of sample merchandise, including personal baggage, as per Rule 1 (a), checked free, on going or return journey, either to destination of ticket, or to an intermediate point, provided such point is on direct route of ticket. When passage tickets are dated ahead under provisions allowing same, baggage may be checked on the day of purchase to the destination of ticket under usual regulations.

(c) Excess weight baggage charges may be collected through to any local station on line issuing prepaid excess baggage certificate by any route via which a regular passage ticket may be issued (see current tariff for exceptions). If commercial traveler, holding prepaid certificate, wishes to stop over at a station en route he must produce a passage ticket reading to the station where stop-over is desired and the baggage will be checked to that station only, provided it is on the regular recognized route covered by the prepaid certificate.

- cate. Not more than three hundred (300) pounds will be allowed free on any one prepaid certificate.
- Baggage must be weighed.** (d) Prepaid certificates will be issued only at stations having proper facilities for weighing baggage and upon baggage being properly weighed at the time of issuing the certificate.
- Excess rates** (e) Charges will be collected for all excess weight over the free allowance of three hundred (300) pounds on each ticket at the current excess baggage rate.
- Recording certificate number.** (f) When commercial traveler's baggage is checked a record of the number of commercial traveler's certificate must be made over check number on station baggage way-bill.
- Baggage allowance on regular tickets.** (g) Commercial travelers, holders of current year's privilege certificate, who travel on regular form of tickets (not commercial traveler ticket) such as is used between eastern and western lines, must not be accorded any privileges not given the general public unless the passage ticket is stamped or endorsed by the issuing ticket agent Commercial Traveler Certificate No. (the certificate number to be filled in).
- General allowance.** (h) FROM STATIONS IN THE UNITED STATES. Trunks or cases containing samples of merchandise may be checked when accompanied by the owner or agent, and 150 pounds, not exceeding \$100 in value, carried without extra charge. All in excess of 150 pounds or \$100 in value will be charged for at current tariff rates, regardless of the number of tickets presented.
- Free allowance; salesman's helper, etc.** (i) When a traveling salesman is accompanied by a helper who is solely in his employ, or that of the firm he represents, the proper free weight may be allowed in checking baggage on both tickets in accordance with clause (a) or (h).

18. THEATRICAL BAGGAGE.

- Theatrical property.** (a) Wearing apparel, stage properties, musical instruments, scenery and live animals when properly secured or crated, used in theatrical performances or other public entertainments upon the

stage of a baggage cars as follows:—

- (b) One hundred and fifty pounds will be allowed for stage properties in baggage cars (150) pounds for regular excess baggage.
- (c) Animal baggage unless properly secured so that actual weight for each animal does not exceed one hundred and fifty pounds.
- (d) Animal baggage including musical instruments not to exceed two hundred pounds only in special baggage cars.
- (e) When baggage is checked in regular or special baggage cars it shall be executed in accordance with regulations and signature of the originating line at the origin of all lines in interline baggage.
- (f) Special baggage by party or supply trains will be checked at a special tariff.
- (g) Theatrical baggage cars will be provided with facilities for loading and unloading by formal representatives of the Companies from which the baggage is received.
- (h) Theatrical facilities for loading and unloading will be permitted to be used in accordance with the following regulations:

stage of a hall or theatre, will be transported in baggage cars on regular trains, subject to limitation as follows:—

(b) One hundred and fifty (150) pounds for each Free adult and seventy-five (75) pounds for each child allowance. will be allowed without charge. All baggage and properties in excess of one hundred and fifty (150) pounds for each adult and seventy-five (75) pounds for each child will be charged for at the regular excess baggage rate when transported in regular baggage cars on regular trains.

(c) Animals will not be carried in baggage cars Estimated unless properly secured or crated. If not crated weight of so that actual weight may be readily ascertained, of animals. estimate at two hundred and fifty (250) pounds weight for each pony and each donkey, and at one hundred and fifty (150) pounds for each dog.

(d) Animals or any single piece of stage property, Limit of including musical instruments, weighing more than weight of two hundred and fifty (250) pounds, will be carried single piece. only in special baggage cars.

(e) When animals are transported, whether in Theatrical regular or special cars, live stock contract must live stock. be executed subject to the usual freight rules and regulations covering the carriage of live stock, and signature to such contract must be obtained at the original contracting point so as to protect all lines in interest.

(f) Special baggage cars (whether owned or leased Special by party or supplied by Railway Company) on regular baggage cars. trains will be charged for in accordance with current tariff.

(g) Theatrical troupes in contracting for special Responsibility baggage cars will be required to assume all responsibility for loss by theft or otherwise either by providing caretakers to guard contents of cars or by formal release absolving the Transportation Companies from liability in case of loss.

(h) Theatrical companies must provide their own Loading and facilities for loading and unloading of any live stock unloading. permitted to be carried under these rules.

Wagon transfer of theatrical effects.

(i) Theatrical property must not be checked through to destination if wagon transfer is required enroute. In such cases understanding must be had with owner or manager of the company that their scenery or properties are accepted only for transportation to the junction point where wagon transfer is necessary, and they must personally attend to the transfer of same.

Advance arrangements.

(j) Ascertain from theatrical or show companies on arrival as to their next destination, and secure accurate information as to the quantity and bulkiness of baggage and scenery to be transported so that proper arrangements may be made for the handling, collection of any charges and for providing special facilities if necessary.

Forwarding theatrical baggage not checked.

(k) When less than car-load lots, and it is not practicable to check it, instructions must be given to the train baggageman as to the destination, and in case it is to be transferred that agent at point of transfer be notified by wire of quantity to be transferred and destination.

Weighing theatrical effects

(l) Theatrical baggage and effects, forwarded in regular baggage car, must be carefully weighed. Under no consideration should the word of a member of the theatrical company be accepted as to the weight of the effects. If proper facilities are not provided for weighing lengthy pieces of scenery, live stock, etc., carefully estimate the weight and add it to the weight of the baggage, making charge in accordance with current tariff.

Special baggage cars.

(m) Movements of special baggage cars must be authorized by the General Passenger Department. Theatrical or concert troupes having large or unweildy baggage and scenery that cannot be handled in regular baggage cars, will be required to make special arrangements. When theatrical scenery and effects are forwarded in special baggage cars, the baggage cars must be properly locked or sealed and plainly marked, giving route and destination, by agent or baggageman at initial point as soon as theatrical company has completed the loading of the

car unless t caretaker to and travels or seals must of authorize and in the unloaded at securely lock at station.

(n) When cars, Agent baggage check numbers" fill Write across car" and the

(o) If ba and effects is to transfer c possible in t the property of the theatri report made promptly.

(p) Agen theatrical ba seal not acco must note c also as to th When theatri special bagga 477 condition "Car properl and agents Form 477 cor car, endorsing when received

(q) Agents times with th warding or r checked or in the General B

car unless the company arranges for property man or caretaker to take charge of same until train leaves and travels through to destination in the car. Locks or seals must not be disturbed except in the presence of authorized representative of the theatrical company and in the event of baggage not being claimed or unloaded at receiving station, car must be kept securely locked while standing on siding or remaining at station.

(n) When collection is made for special baggage cars, Agent collecting same will issue an excess baggage check and in the line reading "check numbers" fill in the name of the theatrical company. Write across face of baggage check "special baggage car" and the initial and number.

Collection for special baggage cars.

(o) If baggage car containing theatrical scenery and effects is disabled in transit, making it necessary to transfer contents, transfer must be made if at all possible in the presence and under the direction of the property man or other authorized representative of the theatrical company owning the effects and a report made to the General Baggage Agent's Office promptly.

Transfer from disabled cars.

(p) Agents and Baggage men at stations where theatrical baggage, etc., is received under lock or seal not accompanied by property man or caretaker must note condition of locks and seals on arrival, also as to the condition of the scenery and effects. When theatrical scenery and effects are forwarded in special baggage cars agents must report on Form 477 condition of fastenings on cars, noting on report "Car properly locked and sealed when forwarded," and agents at receiving station must endorse on Form 477 condition of locks and seals on arrival of car, endorsing thus: "Car properly locked and sealed when received."

Protecting fastenings.

(q) Agents must keep themselves supplied at all times with theatrical reports, Form 477, when forwarding or receiving theatrical baggage, whether checked or in special cars, making report of same to the General Baggage Agent on said form, giving all

Theatrical reports.

information requested and complying with the instructions printed thereon. For the protection of this Company, agents must be particular to see that instructions contained in this rule and on Form 477 are carried out.

19. RACING SHELLS AND RACING CANOES FOR REGATTAS.

Racing shells or racing canoes for regattas, when arranged for in advance, and accompanied by passenger, may be transported at owner's risk, and charged for at current tariff. Outriggers must be removed before the boat is placed on train or steamer.

20. BOATS AND CANOES FOR SPORTSMEN AND CAMPERS.

Canoes not exceeding eighteen (18) feet in length, when accompanied by sportsmen or campers to limited territory and according to regulations contained in current tariff, will be checked and transported at owner's risk and charged for in accordance with current tariff. Boats and canoes do not form any part of the free allowance, and the charge therefor is separate from and has no connection with the charge for excess baggage. An excess check must be issued for each boat and canoe transported.

21. SPORTSMEN'S AND CAMPERS' OUTFITS.

(a) To limited territory in Canada only, as authorized by current tariff, for sportsmen and campers, singly or in parties, on camping, hunting, or fishing expeditions, one hundred and fifty (150) pounds of baggage, including sportsmen's and campers' outfit, will be checked free on each adult ticket and seventy-five (75) pounds on each child ticket.

In Canada
only.

(b) Sports tents and tent securely wrapped utensils, provided in proper receptacles, so that as ordinary baggage in canvas cases return trip free if encased (provided the legal sea but whole cargo game more not be transported thereon; such or freight—no or game be charge of excess of fifty express or free

(c) All articles will be transported

(d) Furniture bulky articles nor transported

(a) A corpse or on steamer charge, who, in presents for the passage ticket deceased, stand and Undertaker Registrar's Certificate had been preparing transporting corpse ticket may be transported

(b) Sportsmen's and campers' outfit may consist of tents and tent-poles, small bundles of bedding, when securely wrapped and roped or strapped, cooking utensils, provisions in small quantities when enclosed in proper receptacles such as boxes with handles, or trunks, so that they can be checked and piled same as ordinary baggage, also guns in wooden, leather, or canvas cases. This allowance may also include on return trip fifty (50) pounds of fish or game properly encased (provided the same has been taken within the legal season and is carried according to law), but whole carcasses of deer, bear or other large game more than fifty (50) pounds in weight will not be transported free nor any allowance made thereon; such carcasses must be shipped by express or freight—nor will more than fifty (50) pounds of fish or game be checked on any one ticket, even on payment of excess baggage rate. All quantities in excess of fifty (50) pounds must be forwarded by express or freight.

Articles that may be checked.

(c) All articles not properly classed as baggage will be transported at owner's risk.

(d) Furniture, barrels, bags of flour or other bulky articles of that nature will not be checked nor transported in baggage cars.

Articles that will not be checked.

22. CORPSES.

(a) A corpse may be transported in baggage cars or on steamers when accompanied by passenger in charge, who, in addition to his own transportation, presents for the corpse a valid full fare first-class passage ticket, without regard to the age of the deceased, stamped "Corpse," also Board of Health and Undertaker's Certificates (in Ontario: Division Registrar's Certificate only), showing that the body had been prepared in accordance with the law permitting transportation. The minimum charge for a corpse ticket will be \$1.00. Two or more bodies may be transported with one person in charge.

Charge for same.

Corpse forwarded on return portion of ticket.

Boxes must be marked.

Corpse in offensive condition.

Free allowance.

Transfer at Junction points.

Record of corpses.

Rules of Board of Health.

Train Baggage-man must notify Conductor.

Care in handling.

(b) A corpse may be transported on return portion of round trip ticket originally purchased by the deceased, when accompanied by one or more persons in charge, such ticket to be stamped "Corpse" by Agent at destination.

(c) Corpse boxes must be marked showing name, destination, route, to whom consigned, etc.

(d) A corpse in an offensive condition will not be accepted for transportation.

(e) Free allowance of 150 pounds of baggage may be made on return portion of ticket originally issued to deceased.

(f) Should ticket for corpse extend over connecting line, or lines, passenger accompanying corpse should be notified to present ticket to agent at junction points on arrival of train to insure continuous transit of corpse on same train with passenger.

(g) Complete and correct record must be made of all bodies shipped and carried on your station and train reports, giving name of deceased, destination, where delivered, etc.

(h) Agents will be supplied, from time to time, with detailed instructions embodying the requirements of the Health Officers in the province or state in which their station is located. Rules published by the Boards of Health have the force of law, and must be obeyed.

(i) When corpses are received in baggage car Train Baggage-man will notify Conductor in time for the collection of proper ticket or fare from the passenger in charge.

(j) The utmost care must be used in handling corpse boxes, to prevent marks being defaced or lost from box enroute.

23. LOST DUPLICATE CHECKS.

(a) If passenger loses a duplicate baggage check and can prove ownership by accurately describing contents, it may be delivered on payment of twenty-

five (25) cents by signing On return of making correct refunded.

(b) Whether issued Agents will by first name contents and

(c) If the contents and of the baggage twenty-five check and Receipt, on permanent address to whom delivered with Excess forwarded in

(d) An examination collections across each province cutting baggage that days. If duplicate Baggage Agent deposited again

(e) The return portion of the must be forwarded Agent.

(f) When baby carriages avoid delivering

(g) No baggage surrender of contents can be

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five (25) cents for lost duplicate baggage check and by signing a lost duplicate baggage check receipt. On return of lost check to Transportation Company making collection, amount collected will be refunded.

(b) When passengers have lost duplicate checks ^{Identification of contents.} whether issued by a railroad or transfer company, Agents will require owners to fully identify baggage by first naming and describing some of the principal contents and then producing keys and opening it.

(c) If the description given corresponds with the ^{Charge for each check lost.} contents and Agent is satisfied that claimant is owner of the baggage, it may be delivered on payment of twenty-five (25) cents for each missing duplicate check and upon claimant signing Lost Check Receipt, on which must be shown name and permanent address (street, city and province) of party to whom delivery is made. Lost Check Receipts with Excess Check issued for collection must be forwarded immediately to General Baggage Agent.

(d) An excess check must be issued at once for ^{Collecting for lost checks.} collections account lost checks, and the numbers of such lost checks and the words "Lost Check" written across each portion. Any money so collected will be included in excess baggage account. Do not postpone cutting excess checks on statement of owner of baggage that check will be turned in within a few days. If duplicate checks are sent to the General Baggage Agent by owner of baggage, amount deposited against them will be refunded.

(e) The receipt, with strap check and strap ^{Disposition of lost check receipt.} portion of the excess check issued for the collection must be forwarded promptly to the General Baggage Agent.

(f) When duplicate checks calling for bicycles or ^{Delivering bicycles when checks are lost.} baby carriages are lost, special care must be used to avoid delivering to other than the rightful owner.

(g) No baggage should be delivered without ^{Reporting unusual cases to General Baggage Agent.} surrender of duplicate check, unless these requirements can be fully complied with, and in any

suspicious case baggage should not be delivered before advising the General Baggage Agent of all the facts and receiving authority for delivery.

24. MILK.

Charge.

(a) When arranged for in advance, milk in cans may be transported in baggage cars on regular trains at rates in accordance with current tariff. Shippers must deliver the milk to the baggage car on trains that carry milk and consignees must take delivery at the baggage car on arrival of trains. Cans must be addressed, stamped, or marked to show point of shipment and destination, and name of owner.

Empty cans returned.

(b) Empty cans will be returned free to point of shipment. Cans and milk will be carried at owner's risk.

Report inattention of dealers or shippers.

(c) Baggage masters must report to the General Baggage Agent instances where the milk shippers do not attend properly to delivery of the cans of milk to the baggage cars, or are not on hand to promptly take the empty cans from the car on arrival of trains, and instances where the milk dealers do not attend properly to taking delivery of the cans of milk promptly from the car on arrival of train.

Tickets.

(d) All milk forwarded in the baggage cars must have a ticket attached to each can, showing the exact destination and representing the full capacity of the can. No can should be received unless bearing a ticket, and notice taken that the capacity of the can is not greater than represented by the ticket attached. Contract portion of tickets must be torn from the cans and turned over to the Conductor who must punch same and return to the Audit Office with his report. When milk is carried over the runs of two conductors the first conductor will simply punch the first coupon, and conductor of train carrying milk to destination will punch, collect and send the first coupon with other collections to Auditor of Passenger Accounts. You will report all cans received and delivered,

showing name of shipper and name of station where delivered.

(e) Station signee at each end of milk cans, and name of station, and date of delivery, and name of shipper, and name of station where there will take up and deliver to Auditor of Passenger Accounts.

(f) Great care must be taken in handling of milk cans in order to prevent them from being spilled and broken.

(g) Milk must be delivered in good order, and not be accepted if it is not.

25. IDI

(a) All baggage must be properly packed and not immersed in water, and must bear a claim check when requested to be delivered. When the baggage is delivered, the liability will be assumed by the shipper for baggage lost or damaged.

(b) Station signee at each end of baggage cars, and name of station, and date of delivery, and name of shipper, and name of station where there will take up and deliver to Auditor of Passenger Accounts. Station signee at each end of baggage cars, and name of station, and date of delivery, and name of shipper, and name of station where there will take up and deliver to Auditor of Passenger Accounts.

(c) If car is damaged, the name and number of the car must be reported to the Auditor of Passenger Accounts.

showing number of cans received, where received, name of station at which delivered and number of cans delivered.

(e) Station Baggage men making delivery to consignee at destination will detach the tickets from milk cans, cancelling them by tearing off at perforation, leaving stringed stub attached to the can, sending same to Auditor of Passenger Accounts each day. When delivering at stations or milk platform where there is no Agent on duty, Train Baggage man will take up milk tickets as above and send direct to Auditor of Passenger Accounts.

Disposition of tickets.

(f) Great care should be taken in the handling of cans of milk, also empty cans when being returned, in order to avoid complaints regarding milk being spilled and as to empty cans being damaged by rough handling.

Care in handling

(g) Milk cans that are leaking, or otherwise in bad order, that will endanger their contents, must not be accepted for shipment.

Milk cans leaking.

25. IDENTIFICATION CLAIM CHECKS.

(a) All baggage delivered at stations or wharves and not immediately checked to destination should bear a claim check, or the Baggage man must be requested to issue an identification claim check when the baggage is received, otherwise no responsibility will be assumed by the Transportation Company for baggage left on its premises.

Responsibility.

(b) Station Baggage masters must watch carefully for baggage delivered their station and if owner is not present with the baggage to immediately check it to destination, a claim check as above must be issued. Agents at small stations can govern this by making expressmen, carters and others acquainted with the requirements that baggage must be delivered at the baggage room or if left on platform it must be pointed out and a claim check attached.

Claim check to be issued.

(c) If carter refuses to take claim check duplicate the name and address of the owner of the baggage

Recording address.

should be endorsed on back of such duplicate and held. These precautions are taken to avoid passengers checking out other passengers' baggage.

Hand baggage.

(d) The foregoing instructions apply only to baggage that is to be checked. Station identification checks must not be issued for hand baggage which passengers intend to take into passenger coach with them. Persons presenting hand baggage should be referred to the parcel office. At stations where there is no parcel office, agents will use their own discretion as to accepting and caring for hand baggage, but when accepted at such stations it must not be charged for and the owners advised that such baggage is left solely at their own risk.

26. INTERLINE TRANSFER WAY-BILLS

(a) At Junction points with connecting lines, train or steamer, Baggage men will furnish the Junction Agent a transfer way-bill in duplicate, showing numbers of checks and destination and description of baggage and other properties delivered. The original transfer bill must be receipted by the Junction Agent or Baggage man of connecting line and forwarded to the General Baggage Agent of the delivering line. The duplicate will be delivered to the Train Baggage man of the connecting line with the baggage. If there is not time for the Junction Agent to check off both bills, the Train Baggage man of connecting line will check the duplicate off as soon as possible, and if incorrect will telegraph back from the first telegraph office to the Junction Agent, stating what he is short or over, or any discrepancy that may be found, and make proper notation on the way-bill, sending it to the General Baggage Agent. If the Baggage man of the connecting line fails to give notice promptly of any discrepancy as above it will be assumed that the baggage, as billed, was received.

Transfer
baggage
way-bills.

(b) At junction points where baggage is delivered to foreign lines or trains of this Company, Train

Baggage men baggage way and for each baggage delivered transferred from be handed to is not made, who, if time permit turn duplicate the baggage.

(c) All baggage or trains of the transfer way-checked up by the duplicate the baggage. up and receipt in bad order, way-bill is for telegraph from stating what train baggage discrepancies, baggage was When time does original copy handed to train When both copies the original copy General Baggage baggage is received of this Company may occur at mentioned on is plainly evident on bill did not unnecessary to the shortage, the "Special Report

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Baggagemen must make out a separate transfer baggage way-bill in duplicate for each foreign line and for each train of this Company, covering all baggage delivered. When baggage is immediately transferred from train to train, the way-bills should be handed to train baggageman. When such delivery is not made, hand the way-bills to junction agent, who, if time permits, will check and sign original and turn duplicate over to Train Baggageman receiving the baggage.

(c) All baggage received from a connecting line ^{Baggage received from connecting lines.} or trains of the system should be accompanied by a transfer way-bill in duplicate, the original to be checked up by junction agent, if time permits, and the duplicate handed to train baggageman receiving the baggage. Train Baggagemen will carefully check up and receipt the way-bills, noting thereon baggage in bad order, any "Shorts" or "Overs," etc. If way-bill is found incorrect, train baggageman will telegraph from first station to the junction agent, stating what is short or over. In the event that train baggagemen fail to give prompt notice of any discrepancies, as above, it will be assumed that the baggage was delivered at junction point as billed. When time does not permit joint agent to check up original copy of transfer bill, both copies should be handed to train baggageman with the baggage. When both copies have been checked up and signed, the original copy of transfer must be forwarded to General Baggage Agent of the line from which baggage is received, and duplicate copy sent to Office of this Company where train records are filed. It may occur at times that only two or three pieces mentioned on the way-bills are received. Where it is plainly evident that the bulk of the baggage shown on bill did not make the connection, it will be unnecessary to telegraph the joint agent reporting the shortage, but notation should be made under "Special Report" on train record.

(d) The original figures on transfer bills must not ^{Original way-bill not to be altered} be changed, nor any erasures or alterations made.

Hand way-bills to baggage agent.

(e) Transfer way-bills must not be folded in the strap check or handle of a piece of baggage, but will be handed to the Baggage Agent or Train Baggage man, as the case may be.

Failure to receive way-bills.

(f) Should transfer way-bill not be received from connecting train or line with the baggage, make notation to that effect on train report, and also report same by letter to General Baggage Agent.

Direct transfer.

(g) In case of a direct transfer from one Train Baggage man to another in through car the original bill must be handed to train baggageman receiving the baggage and the duplicate sent to General Baggage Agent by the delivering train baggageman with his record.

Failure to receive transfer or baggage way-bill.

(h) Train Baggagemen must be very particular and report all cases where they do not receive proper transfer or station way-bills with baggage by making notation "No Bill" on trip report opposite check number.

Copy of telegrams re shortages.

(i) When telegraphing back as to shortage of any baggage called for by station or transfer way-bill furnished with baggage make carbon copy of telegram sent, endorsing on same station sent from, attaching the carbon copy to the trip report to General Baggage Office.

27. CHECKING BAD ORDER BAGGAGE.

Recording bad order baggage.

(a) Before checking baggage, bicycles, etc., carefully note condition, and if not in good condition it will come under the head of "Bad Order." Before checking same release of liability must be presented to owner for signature, calling attention to the bad order. If release is signed baggage may be checked and forwarded. The condition of all "Bad Order" baggage must be described on reports in accordance with abbreviations, as per Paragraph (C) beside the check number. The abbreviation B.O. must not be used. If receptacle is in unsafe condition owner should be informed that it cannot go forward until it is made secure. In repairing the baggage lend all assistance possible.

(b) When or terminal p if in bad orde bill by mar abbreviation of the party of same.

- (c) List o damaged bag;
- Bottom Brok
- Bottom Split
- Bottom Loose
- Catches Off. .
- Catches Brok
- Catches Loose
- End Damaged
- End Loose. . .
- End Split. . . .
- General Bad (
- Handle Dama
- Hinges Broke
- Hinges Off. .
- Hinges Loose
- Lock Broken.
- Lock Damage
- Lock Loose. .
- No Lock
- Seals or Cord
- Side Broken .
- Side Loose. . .
- Side Split. . . .
- Top Loose. . .
- Top Broken. . .
- Top Split. . . .
- Wheel Damag
- Wet Baggage

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(b) When receiving baggage at junction, transfer, or terminal points, carefully examine each piece, and if in bad order, before signing, note the same on way-bill by marking close to the check number the abbreviation for the damage; also call the attention of the party delivering the baggage to the condition of same.

Receipting for
bad order
baggage.

(c) List of abbreviations to be used in describing damaged baggage:—

Bottom Broken	B.B.	Abbreviations
Bottom Split	B.S.	for bad order
Bottom Loose	B.L.	baggage.
Catches Off	C.O.	
Catches Broken	C.B.	
Catches Loose	C.L.	
End Damaged	E.D.	
End Loose	E.L.	
End Split	E.S.	
General Bad Order	G.B.O.	
Handle Damaged	H.D.	
Hinges Broken	H.B.	
Hinges Off	H.O.	
Hinges Loose	H.L.	
Lock Broken	L.B.	
Lock Damaged	L.D.	
Lock Loose	L.L.	
No Lock	N.L.	
Seals or Cord Damaged	S.D.	
Side Broken	S.B.	
Side Loose	S.L.	
Side Split	S.S.	
Top Loose	T.L.	
Top Broken	T.B.	
Top Split	T.S.	
Wheel Damaged	W.D.	
Wet Baggage	Wet	

Baggagemasters and Train Baggagemen must familiarize themselves with the foregoing list of abbreviations.

(d) Should baggage become damaged while in charge of train or station baggageman notify the

Reporting
damaged
baggage.

General Baggage Agent by first mail, giving the check number, description of baggage, cause and extent of damage, etc.

Wet baggage.

(e) Baggage which appears to have become exposed to inclement weather or damaged by water and is wet or damp must be recorded on reports as "Wet." Station Baggage-masters must carefully note on receipts given transfer companies or expressmen any baggage so damaged, and before checking the baggage the passengers' attention must be called to the damage.

28. CHECKING BAGGAGE.

Checks matched.

(a) Before issuing checks examine them and know that they are matched. All checks must be used in numerical order commencing with the lowest number.

Way-bill, baggage, packages, supplies, etc.

(b) All baggage, valuable packages, registered matter, supplies, stationery, baggage car passes, mail pouches, etc., forwarded from your station in the baggage cars of passenger trains must be billed on station baggage way-bill (Bk. 47), as per instructions thereon, and a duplicate bill must be given the train baggageman.

Baggage identified before checking.

(c) Every precaution must be taken to secure a proper identification of each piece of baggage before checking by calling the attention of the owner to the particular piece for which check is desired. Mistakes frequently occur through baggage being claimed and checked by other than the owners, owing to similarity of receptacles.

Duplicates. When to be detached.

(d) The duplicate portions of checks should not be detached from the original or string portion until after the check is attached to the baggage.

Repeat destination.

(e) When handing duplicate portion of check or checks to passenger, repeat (so that passenger will understand) the name of the station and province or state to which the baggage has been checked. When passengers desire to compare duplicates with strap checks on baggage, permit them to do so.

(f) When attached, or to be presented to be checked same as usual.

(g) Check same and if the route distinguishing marks are attached to the baggage.

(h) Wait for results. Waiting on for time results in delay.

(i) Baggage transportation.

(j) When route legibly. via titles particularly near routes is similar "Nor. Pac.," "Int.," "Sea & Land" may be exercised to and junction points checked, being junction points not be used.

(k) Checks at the station, transfer companies no circumstances that baggage will punch or mark of owner's name description of baggage received, send to destination and to deliver after.

(l) Agents check checks to conduct others, but see all baggage checked.

(f) When baggage with bundles or other articles attached, or two pieces tied or strapped together, are presented to be checked, you will politely decline to check same until such articles have been detached. Baggage with articles attached

(g) Check should be attached to end of receptacle, and if the receptacle is addressed or contains a distinguishing mark on end, the check should be attached to that end. Attach check to address end of receptacle.

(h) Wait on only one passenger at a time. One passenger at a time.
Waiting on more than one passenger at the same time results invariably in confusion and errors.

(i) Baggage must not be checked on same transportation to two or more different points. Check to one point only.

(j) When issuing checks fill in destination and route legibly. Use as often as possible the abbreviated titles of roads instead of initials. This is particularly necessary where any part of the different routes is similar,—as “Sou. Pac.,” “Un. Pac.,” “Nor. Pac.,” “Can. Pac.,” or “Mo. Pac.,” “Spo. Int.,” “Sea & Int.,” as the case may be. Care must be exercised to have the checks read by same route and junction points as tickets on which baggage is checked, being particular to show names of all junction points. Trade Mark names of roads must not be used. Routing baggage.

(k) Checks must not be issued unless baggage is at the station, or passenger surrenders a railroad or transfer company's check for the baggage. Issuing checks when baggage is not on hand. Under no circumstances should check be issued on statement that baggage will be delivered later. In such cases punch or mark tickets B or BC, make memorandum of owner's name, destination, number of tickets held, description of baggage, and forward baggage when received, sending duplicate check to Agent at destination under forwarding sheet, with request to deliver after full identification.

(l) Agents or Station Baggage men must not give checks to conductors, train baggage men, hackmen or others, but see personally that checks are attached to all baggage checked; nor must owners, expressmen, Checks must be issued and detached by Agents.

porters or others be allowed to remove checks from baggage.

Checking to stations where Agent is not on duty.

(m) When checking baggage to a station where there is no Agent, or where the Agent will not be on duty at the time of its arrival, inform owners that they must surrender the duplicate checks to Train Baggage-man before arriving at destination, otherwise baggage will be carried to first station beyond where an Agent is on duty.

Baggage on freight trains.

(n) Baggage will not be forwarded by freight train, unless provision is made for the accommodation of baggage in charge of regular Train Baggage-man.

Train baggage-man must inform Conductor.

(o) Train Baggage-man must inform the Conductor of the train what baggage he has for any station or stations on his run at which there is no Agent or at which the Agent will not be on duty at train time, so that the passenger, if on the train, may be informed that the baggage checks must be surrendered to the Train Baggage-man before reaching the station, or immediately at the baggage car door on arrival, otherwise the baggage will be carried to the next station at which an Agent is on duty to receive and care for the baggage.

If passenger not on train.

(p) If the holder of checks for baggage for a station at which there is no Agent or at which the Agent will not be on duty at train time, is not on the same train with the baggage, then the baggage must be carried to the next station beyond at which there is an Agent on duty, and notation made on the way-bill why baggage was not delivered at station checked to.

Return first train.

(q) Station Baggage-masters receiving such baggage will return it to station to which checked by first train which will reach such station at a time when the station is open.

Baggage from stations where there are no agents.

(r) Baggage received on train at a station where there is no Agent, will be checked by Train Baggage-men with local checks on presentation of transportation held by passenger, or receipt for fare paid Conductor, and proper notation must be made on train report.

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If passenger is destined to a point on another line, check only to junction point, and so advise passenger. If baggage shows excess weight, attach Train Baggage-man's C.O.D. tag, in accordance with instructions.

(s) Through-checking to certain localities is prohibited by the terminal lines, and Station Baggage-masters must be guided by the instructions in respect to such contained in the current baggage tariff. Exceptions to through-checking.

(t) Baggage may be checked from any point in United States to any point in Canada to which tickets are sold, but it must be explained to passengers that it will have to be examined by Customs before it is delivered to them. Customs Officers are located at frontier points and also at many interior points in the Dominion of Canada. Should passengers fail to have baggage examined at frontier it will be carried in bond to destination shown on check, provided such destination is a Customs port; otherwise it will be carried to a point at which Customs Officer is located nearest to destination. Keys must then be sent before baggage can be cleared and forwarded. Checking to points in Dominion of Canada.

(u) Baggage from points in Canada to points in the United States should be passed Customs by U. S. Officers located at principal stations in Canada, otherwise it must be passed Customs at frontier. Checking to points in United States.

(v) Baggage may be checked through to points in Mexico, but will be subject to both U.S. and Mexican Customs inspection at the respective frontier points. Checking to points in Mexico.

(w) Baggage may be checked through to Liverpool only on checks provided for the purpose. Station Baggage-masters must be guided by instructions contained in current baggage tariff and circular issued by the General Baggage Agent. Checking baggage to Liverpool.

(x) Baggage must not be checked *via* stage lines, except where special instructions exist to do so. Stage lines.

(y) As the Company does not guarantee to forward baggage on same train or steamer with passenger, or by any particular train or steamer, agent must not promise such service but forward baggage on first Forward baggage first train.

train succeeding leaving for destination to which checked. Agents must not agree to hold baggage over after it is checked until a later specified train.

Baggage overlooked.

(z) When baggage has been checked and in error not forwarded on same train with owner, notify the Agent at destination (if a local station) by telegraph and forward it by next passenger train. If to a point on a foreign line telegraph particulars to the General Baggage Agent only.

29. CANCELLING BAGGAGE PRIVILEGES ON TICKETS.

Cancelling privileges.

(a) Every ticket or trip-pass on which checks are issued must be cancelled with "B" or "B.C." punch. Stations not supplied with a baggage punch will write the letters "B.C." on face of the transportation.

Interline tickets.

(b) When checking short of destination on interline tickets which permit stop-overs, punch or mark each coupon up to and including that of the road on which the station to which the baggage is checked is located; coupon for that road should be endorsed on back "Baggage checked to" (fill in name of station).

Local tickets

(c) When baggage is checked on a local ticket or trip-pass (that permits stop-over), short of destination, endorse on the back of ticket or trip-pass "Baggage checked to" (fill in name of station).

Checking on cancelled tickets.

(d) Baggage must not be checked on any ticket on which baggage privileges have been cancelled unless charges are collected on the full weight of the baggage.

30. BAGGAGE FORWARDED IN BOX CARS OR SPECIAL BAGGAGE CARS.

Baggage in through or box cars.

(a) Checked baggage, when loaded in box cars and forwarded by a special or regular train, must be billed on way-bill. Agents must not allow a car of through baggage to leave the station without being accompanied by a proper way-bill of the contents.

This way-bill train unless a baggage on tl

(b) Way carbon paper the second to by first mail, issuing agent

(c) Throu fully sealed (in space prov the seal used men or Cond must carefully intact, and tl recorded in th

(d) Throu; labelled (card contain bagge

(e) Station must always g baggage in th

(f) Baggage first deliveries the checks out

(g) Agents cars are billed immediately s be transhipped

(h) On arr stations billed and compare s notation there appear to hav numbers do no advise the Gen

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This way-bill must be given to the Conductor of the train unless a Train Baggage man is in charge of the baggage on the train.

(b) Way-bill must be made in triplicate by use of carbon paper, the first to accompany the baggage, the second to be sent to the General Baggage Agent by first mail, and the third to be retained by the issuing agent for record. Copies of way-bills.

(c) Through or box baggage cars must be carefully sealed (all doors) and records of the seals made in space provided on the way-bill. The number of the seal used must be shown and all Train Baggage men or Conductors who sign the way-bills en route must carefully examine the seals to see that they are intact, and that they correspond with the numbers recorded in the way-bill. Seals.

(d) Through or box baggage cars must be properly labelled (carded) showing for what points they contain baggage. Cars must be carded.

(e) Station and Train Baggage men and Conductors must always give and obtain receipts for way-bills of baggage in through or box cars. Receipts for way-bills.

(f) Baggage must be piled in order of destinations, first deliveries being nearest the door of the car, with the checks outward so that they can be readily seen. Pile in station order.

(g) Agents at stations to which through or box cars are billed must see that such cars are unloaded immediately so that baggage for points beyond will be transhipped by first connecting train. Through baggage cars unloaded promptly.

(h) On arrival of through or box baggage cars at stations billed to, Agent will first examine all seals and compare same with record on way-bill and make notation thereon as to their condition. If any seals appear to have been tampered with or the die numbers do not correspond with the way-bill record, advise the General Baggage Agent at once. Examine seals on arrival of car.

(i) In unloading baggage from through or box cars the original way-bill must be checked off as each piece of baggage is passed out. When completed Checking way-bills.

CARS

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contents.

the copy must be checked with the original, and if any discrepancies, notation made thereon, and such copy immediately sent to the General Baggage Agent.

31. BAGGAGE FORWARDED ON REQUEST.

(a) Orders for the forwarding of baggage must not be recognized, except written or telegraphic request from an Officer of this Company, Conductor, Agent or Baggage man in its employ. On receipt of such request the baggage should be regularly checked and duplicate forwarded to Baggage Agent at destination by same train as baggage. When forwarding baggage under this rule, advice forwarding sheet, Form Bk. 109 must be used and Agent at destination, before delivering the baggage must require owner to fully identify the same by first naming and describing some of the principal contents, and then by producing keys and opening it. It must not be delivered or rechecked without such identification, or before owner has signed his name and permanent address on Advice Sheet. Forwarding Agent will see that the duplicate check corresponding with strap check, if any, detached from baggage is returned by Agent at destination with Advice Sheet properly signed. If, after proper effort is made, duplicate is not returned send strap check and full particulars to General Baggage Agent.

(b) Unless request to forward baggage states to the contrary, allow only 150 pounds free and forward under C.O.D. check to cover charges for over-weight, storage, transfer, etc., if any.

(c) Both strap and duplicate checks must not be attached to baggage.

(d) Advice Sheets and requests to forward baggage must be carefully filed for reference purposes.

32. EXCHANGE CHECKS.

(a) When passenger presenting checks for baggage which is not to hand, and who wishes to continue his or her journey without waiting for the

baggage, ex must be give your station.

(b) All must be writ line reading from the pas the check an passenger, th baggage is r stub is then the date for matched che

(c) If ba exchanged, on it should be destination re check held by

(d) When exchange, is after exchang every effort t Company or C

(e) Excha only, and oth this Company may require, duplicate give

To defray tl junction points tag must be so check of each Agents failing via such point wagon transfer

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(a) It is n access to bagga be discouraged

Written or telegraph orders.

Allow 150 lbs. free.

Double checking.

File advice sheets.

Use of exchange checks

baggage, exchange checks of this Company's issue must be given in exchange for the checks reading to your station.

(b) All information called for on these checks ^{Issuing exchange checks} must be written in fully at the time of issue, except line reading "Date forwarded." The duplicate lifted from the passenger is to be placed on the string of the check and the exchange duplicate handed the passenger, the stub being left attached. When the baggage is received and the checks exchanged, the stub is then to be detached and completed, showing the date forwarded, and filed away with other matched checks.

(c) If baggage, for which checks have been ^{Excess weight on exchange baggage.} exchanged, on arrival is found to be of excess weight it should be sent under C.O.D. check, and Agent at destination requested to take up and return duplicate check held by passenger.

(d) When baggage, for which checks are given in ^{Tracing for exchange checks} exchange, is not received within a reasonable time after exchange is made, Baggage Agent will make every effort to locate by taking up with Transfer Company or General Baggage Agent as case requires.

(e) Exchange checks are furnished larger stations ^{Stations not supplied with exchange checks} only, and other stations when exchanging will use this Company's form of local or special checks as case may require, stamping or endorsing on back of duplicate given the word "EXCHANGE."

33. TRANSFER TAGS.

To defray the expense of wagon transfer at many ^{Transfer tags.} junction points, current tariffs require that a transfer tag must be sold to passenger and attached to strap check of each piece of baggage checked through. Agents failing to attach tags when checking through *via* such points will be called upon to pay for the wagon transfer.

34. ACCESS TO BAGGAGE.

(a) It is not desirable for passengers to have ^{Access to baggage in transit.} access to baggage in transit, and the practice should be discouraged but in urgent cases, Train Baggage men

and Agents at junction points may allow passengers to open their baggage after first presenting duplicate check and then identifying the property by naming some of the principal contents. In all such cases record should be made on train and station reports, showing what articles, if any, are removed therefrom.

(b) At destination station, Baggage men must not allow passengers to remove articles from baggage while under check, but will make delivery by taking up duplicate check.

35. BAGGAGE RECEIVED.

Access to
baggage at
station.

First attend to
baggage.

(a) On arrival of passenger train first attend to the Government mail and baggage.

Care in
unloading.

(b) Baggage can not be handled safely from baggage car door without the aid of a baggage truck or plank. Baggage must not be allowed to drop from baggage car door to platform or ground. When baggage is damaged while unloading from the baggage car, a statement of the facts, giving check number, must be entered on train baggage way-bill.

Heavy pieces.

(c) Heavy baggage should be unloaded first and not allowed to fall or rest on light or frail pieces.

At large stations
unload small
pieces first.

(d) When there are many small checked pieces for delivery at large stations, Train Baggage men will have same ready for immediate delivery from car on arrival. The station staff must provide a separate truck to receive same and deliver it immediately to the baggageroom so that passengers may not be delayed in getting delivery.

Protection from
elements.

(e) Every precaution must be taken at stations to prevent baggage being damaged by rain or inclement weather. It must be immediately placed under cover and at junction points transfer must be made as quickly as possible. Stations supplied with tarpaulins must have same handy and use them in every case of transfer during a storm. When loading, unloading or handling baggage during a rainstorm always keep trunks, telescopes, etc., with top side up. Never allow them to lay on side or stand on end,

permitting r
contents.

(f) Agent checks on baggage any baggage to another station will promptly also forward destination.

(g) Care in checks, there Duplicates s placed on top one slightly and any de compared.

(h) In case string or strap Baggage master the baggage l the principal opening it. with the conte claimant is th without char Check " receipt the full address made.

(i) Train consideration mismatched checks. All s Agent at the s

(j) Should for baggage wh it, telegraph giving first, de number and l possible descri when and whe where and w

passengers duplicate naming in cases reports, therefrom. must not baggage by taking

permitting rain to beat under cover and damage contents.

(f) Agents will in every instance examine the checks on baggage received, and if it is found that any baggage has been put off in error which belongs to another station, or is on the wrong route, they will promptly notify the General Baggage Agent and also forward the baggage by the first train to its destination.

Examine checks on baggage received.

(g) Care must be exercised to avoid mismatching checks, thereby delivering the wrong baggage. Duplicates surrendered by passengers should be placed on top of the original (string or strap) portion, one slightly above the other, so that the numbers and any designating letters may be carefully compared.

Avoid mismatching checks.

(h) In case of mismatched checks or where the string or strap portions have been lost from baggage, Baggage masters will require owners to fully identify the baggage by first naming and describing some of the principal contents and then producing keys and opening it. If the description given corresponds with the contents and Baggage master is satisfied that claimant is the owner, the baggage may be delivered without charge on owner signing "Mismatched Check" receipt, Form 277, on which must be shown the full address of the person to whom delivery is made.

Mismatched checks.

(i) Train Baggage men must not under any consideration deliver baggage to parties holding mismatched checks, or who have lost their duplicate checks. All such baggage must be delivered to the Agent at the station to which it is checked.

Train Baggage men must not deliver baggage when checks are lost or mismatched.

(j) Should it develop that duplicate check calls for baggage which does not belong to person presenting it, telegraph the General Baggage Agent at once, giving first, description of wrong piece, marks, etc., number and kind of check attached; second, best possible description of piece wanted in place of it, when and where originally checked, and if rechecked where and when; also where owner last saw the

Wrong baggage.

baggage wanted. Baggage must not be delivered when it is admitted it is wrong baggage, but should be held until mix is straightened out.

Receiving and checking train baggage way-bill.

(k) In receiving baggage, registered matter, supplies, mail bags, etc., from the train, count the pieces as they are received from the car door and know that you receive the number of pieces entered on the train baggage way-bill. Check the way-bill by comparing the numbers and addresses on same with the checks on baggage and the addresses on supplies, etc. Make no alteration or erasure whatever on the face of the way-bill, but note any errors, thereon. In case of shortage of baggage entered on the train baggage way-bill, telegraph at once the Train Baggage man, if a through train, and the General Baggage Agent, stating what is short. Any failure to notify the parties above by telegraph of the shortage, will be taken as sufficient evidence that the baggage was actually received, and in case of claim, the party at fault will be held responsible.

When baggage is short.

(l) When duplicate check is presented for baggage which has not arrived, telegraph General Baggage Agent at once, giving date and place issued, full lettering and numbering of the check and full route. If it is thought baggage has been carried by, telegraph the Train Baggage man. On receipt of baggage previously reported short notify General Baggage Agent at once of its arrival.

Request to order baggage forward.

(m) When a station or foreign check is presented with request to have baggage forwarded, passenger having neglected to recheck, write or telegraph General Baggage Agent, as the circumstances may require, giving the entire lettering and numbering of check, name of owner, description and marks on baggage, route over which passenger traveled, and the number of passage tickets.

Loading and unloading baggage while train is in motion.

(n) Do not attempt to load or unload baggage or other articles while the train is in motion. If sufficient time is not given to load or unload baggage safely it must wait for next train or be carried to the next regular stopping place to be

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(o) When presented with passenger has telegraph the stances may Transfer Com name of ow route over wh of passage tic

(p) 'Agent' baggage sho United States owners whetl not, telegraph where a Cust held for exam in the Unit frontier. Th General Bagg

(q) Owner allowed to l before telegra received unde

36.

(a) Bagga thirty days n time to Uncl stations in Ca at Detroit fro same check ur placing over sa Room, Toront as the case r therefrom and with letter ad was received, on which bagg

returned on next train, as the case may be. When baggage is held for the next train, or carried by for any reason, notify the General Baggage agent.

(o) When a depôt, transfer, or other check is presented with request to have baggage forwarded, passenger having neglected to recheck, write or telegraph the General Baggage Agent as the circumstances may require, giving the name of line or Transfer Company whose issue it is, number of check, name of owner, description of marks on baggage, route over which passenger traveled and the number of passage tickets.

Orders to forward baggage.

(p) Agents to whom duplicates are presented for baggage short, which has been checked in the United States to point in Canada, will ascertain from owners whether piece was examined at frontier; if not, telegraph asking Agent at the nearest station where a Customs Officer is located whether piece is held for examination. If checked in Canada to point in the United States, ascertain if examined at frontier. This must in no way delay report to the General Baggage Agent.

Where Customs Examination is necessary.

(q) Owners of baggage reported short should be allowed to look carefully through baggage room before telegraphing, as it may be that piece has been received under another check.

Allow passengers to examine baggage.

36. UNCLAIMED BAGGAGE.

(a) Baggage remaining on hand unclaimed for thirty days must be sent at the expiration of that time to Unclaimed Baggage Room, Toronto, from stations in Canada, and to Unclaimed Baggage Room at Detroit from stations in United States, covered by same check under which it was received at station, placing over same an over-tag reading "To Unclaimed Room, Toronto," or "To Unclaimed Room, Detroit," as the case requires, the storage check to be lifted therefrom and mailed to the General Baggage Agent with letter advising date and train on which baggage was received, description of same and date and train on which baggage was forwarded.

Disposition of unclaimed baggage.

Articles found
in coaches and
waiting rooms.

(b) Articles found in coaches and waiting rooms by employes must be delivered to the Station Agent or Baggage-master with full information as to where found, date, etc. The Agent or Baggage-master on receipt of each article will fill in Lost Parcel Tag, Form 405, "including Coupon," and forward Coupon by first passenger train to the General Baggage Agent at Toronto. Any article found when called for and properly identified by owner will be delivered, receipt taken on back of tag provided for that purpose, and the tag forwarded to the General Baggage Agent without delay. If not called for within thirty days, way-bill the article the same as baggage, using tag number, and forward, with tag attached, to General Baggage Agent at Toronto.

37. CLAIMS.

Claims.

(a) Claims against this Company for loss of baggage, detention, damage, or any other cause, together with all papers in relation thereto, must be promptly forwarded to General Baggage Agent, giving the owner's name and address, kind and number of check, when and where issued, and all information it is possible to obtain which may be of assistance in fixing the responsibility, also certify the amount of pecuniary damage sustained by owner or make separate estimate of it.

Examine
damage in
presence of
owner.

(b) If baggage is damaged at your station through any cause whatever, the contents must be carefully examined in the presence of owner, and statement of the facts must be sent to General Baggage Agent, giving complete detailed information, cause of damage, check numbers, owner's name and address, extent of damage, etc., and the probable amount of claim, if any.

Claims declined.

(c) Note that in the public notices issued by Eastern Canadian Passenger Association (applying in that territory) passengers are advised that claims in respect to baggage must be made within ten (10) days after arrival of the passenger at destination of the baggage or in cases where

the baggage (3) days after present claim should be a effectively or accept same. passenger to c Agent and th case.

(d) The lia for loss or d checked to poi as baggage i connecting car to its conditior

(e) Passeng carrying dang powder, cartric the Canadian passenger shal required to c dynamite, nitro are of a dange

The telegraph immediate actio of damages ag When necessary particulars must wire for comple So far, as possi must be conduct

39

(a) Baggage minutes before s

(b) None bu in the baggage r be permitted.

the baggage has been delivered within three (3) days after such delivery. Passengers who present claims after these respective time limits should be advised that the claims cannot be effectively or properly investigated and decline to accept same. In exceptional cases request the passenger to communicate with the General Baggage Agent and then send in your full report of the case.

(d) The liability of the Transportation Company for loss or destruction of or damage to baggage checked to points beyond its line shall cease as soon as baggage is shown as delivered to the next connecting carrier without exception being taken as to its condition. No liability beyond line.

(e) Passengers should be cautioned against carrying dangerous articles such as matches, gunpowder, cartridges, etc., in baggage. Section 286 of the Canadian Railway Act reads as follows:—"No passenger shall carry, nor shall the Company be required to carry upon its railway, gunpowder, dynamite, nitro-glycerine, or any other goods which are of a dangerous or explosive nature. Dangerous articles in baggage.

38. TELEGRAPHING.

The telegraph should be used only in cases where immediate action is necessary to avoid the possibility of damages against the Company from any cause. Use of telegraph. When necessary to use the telegraph, full and precise particulars must be given so that further use of the wire for complete information will not be required. So far, as possible, the business of this Department must be conducted by correspondence.

39. BAGGAGE ROOMS.

(a) Baggage rooms must be open at least thirty minutes before scheduled leaving time of trains. Baggage room. Time open.

(b) None but those authorized must be allowed in the baggage rooms, and no lounging of idlers will be permitted. Loungers forbidden.

Lock baggage room.

(c) When Baggage masters leave the room without baggage room employes in charge they must see that the doors and windows are properly locked.

Protecting baggage.

(d) To guard against theft the general security of baggage rooms should be looked after and if repairs are needed to have absolute security for the safe keeping of baggage, report should be made at once to the Superintendent through Station Agent.

Rooms must be orderly.

(e) Baggage rooms must be kept clean, well ordered and respectable. Do not allow the room to become littered with paper or refuse of any kind. Lanterns, oil cans and the like, must not be allowed to come in contact with baggage or be left around the room. If card notices to passengers become torn or mutilated, see that fresh ones are secured and posted.

40. CARE, USE, AND DISPOSITION OF CHECKS.

Care of checks.

(a) A secure and safe cupboard, drawer or other receptacle must be provided in which to take care of stock of checks to prevent loss by theft.

Loss of checks from stock.

(b) Should checks become lost from stock, report the fact promptly to the General Baggage Agent, giving check numbers and kind of checks.

Checks stripped from baggage.

(c) All matched checks, except excess and C.O.D. (see Clause j), should be held for ninety days and then destroyed by burning. This can be readily followed by keeping the checks for each month in separate boxes.

Cancelling duplicates.

(d) The duplicate portion of all checks, except excess or C.O.D checks, must be cancelled once with baggage punch, or stamped "Delivered" as soon as baggage is delivered.

Disposition of metal check holders.

(e) Send all brass plates or holders of this Company's issue not actually required for use on outward baggage as follows:—

Stations Lines, West of Detroit and Port Huron, to Baggage Agent, Detroit.

Stations East and South of Montreal, to Baggage Agent, Montreal.

All other Stations to General Baggage Office, Toronto.

Requisitions to Baggage Agent above.

All metal plates stripped from issue to Baggage Office.

(f) Local checking baggage, State or Provincial in each instance.

(g) Foreign checking baggage, destination, station junction points will be no double checked, or by

(h) Arrange companies so that to any address using a special four portions, for the delivery receipt and a stub (immediate press company, All portions must On the first line amount collected appear the name should show "Name . . ." whom consignee show the street of railroad station name of steam

When charge collected on baggage issue an excess portions of same check, hang stub check, and send Agent.

without see that
Requisitions for extra plates required, to be made to Baggage Agents and General Baggage Office as above.

All metal plates and shells of foreign lines when stripped from inward baggage must be sent to General Baggage Office, Toronto, promptly.

(f) Local card checks will only be used when ^{Use of local checks.} checking baggage between two points on this System. State or Province and junction points must be shown in each instance.

(g) Foreign card checks will be used when ^{Use of foreign checks.} checking baggage to points on other lines. The destination, state or province, complete route and junction points must be legibly written so that there will be no doubt as to point to which baggage is checked, or by what route it is to be forwarded.

(h) Arrangements have been made with transfer ^{Use of special delivery checks.} companies so that baggage may be checked through to any address in many of the principal cities, by using a special delivery check. This check is in four portions, consisting of a string portion, a stub for the delivering express company, passenger's receipt and agent's stub. The string portion and stub (immediately following) for the delivering express company, must be tied to the piece of baggage. All portions must be carefully filled in with ink. On the first line of each portion must be shown the amount collected. On the line "From..." should appear the name of your station. The line "To..." should show the destination station. The line "Name..." should give the name of the party to whom consigned. The line "Address..." should show the street and number, or name of hotel, name of railroad station, name of steamboat dock (with name of steamship), etc., as the case may be.

When charges for overweight or excess value are collected on baggage forwarded under these checks, issue an excess check for the amount, noting on all portions of same the number of special delivery check, hang strap portion over the special delivery check, and send duplicate portion to General Baggage Agent.

When it is necessary to have collection made at destination on baggage bearing special delivery checks, the original check must not be removed as in ordinary checking, but the strap portion of C.O.D. check should be attached to the baggage as a hanger over the special delivery check, the original special delivery check being left on, to insure proper delivery at destination; duplicate portion of C.O.D. check must be sent to baggage agent at destination station, with advice sheet, on same train as baggage. The same record must be made of baggage bearing special delivery checks as is made of regular checks. Under no consideration must samples of merchandise be checked under special delivery checks.

List of towns to which special delivery checks may be sold and the rates, is issued from time to time by the General Baggage Agent and these checks must not be issued to any other point.

Checks to be issued in numerical order.

(i) Separate checks must be attached to each piece of baggage, and the amount indicated collected for each check. Checks must be accounted for to Auditor of Passenger Accounts, and they must be in numerical order, commencing with the lowest number.

Excess checks and bicycle tickets.

(j) Excess checks and bicycle tickets, or any other checks showing revenue collected or to be collected, must be carefully cared for and dealt with as follows:—The audit and duplicate portion to be sent to the Audit Department each week enclosed in sealed envelopes, or made up in small parcels and addressed to the Auditor of Passenger Accounts. The strap portion to be retained by receiving Agent and held for ninety days for reference, when they will be destroyed in the same manner as Special, Local and Exchange checks as above. (See Clause c.)

Keep two weeks' supply on hand.

(k) Two weeks' supply of required checks, also check plates, should be in stock at all times. This must be watched closely and the necessary requisitions to the General Baggage Department or through the Agent to the General Passenger Department, as the case may be, made in time so that there may be no shortage of checks or plates.

41. FORWARDING

(a) All material which it is necessary to forward must have affixed to it Labels showing the address of persons to whom delivered.

(b) Supplies must be numbered, and a record and bill must be kept. Supplies must be taken from the station from which ample time so that they are entered on station list. The articles are to be taken from the station.

(c) At stations where supplies are kept and received, the supplies are to be issued for supply and the tags are to be stripped from the articles.

42. RAILWAY

(a) In order to receive the supplies of the United States, the following conditions must be observed that:—

It is permitted on this System, and will be considered for the purpose (subject to the following):—

First—All letters and other communications of the System.

Second—All letters and other communications relating to the joint business of the System.

Third—All letters and other communications of the lines (meaning lines intervening lines of the Companies).

41. FORWARDING COMPANY'S SUPPLIES.

(a) All materials belonging to the Company which it is necessary to transport by passenger train must have affixed thereto Supplies Tags or Supplies Labels showing department from, also the name and address of person goods are consigned to.

Company's stores, supplies, advertising, etc.

(b) Supplies Tags and Labels are consecutively numbered, and station and Train Baggage men must record and bill supplies the same as baggage. Supplies must be delivered to the Baggage master at the station from which they are to be forwarded in ample time so that tag or label numbers may be entered on station forwarding bill for train on which the articles are to be forwarded.

Supplies tags and supplies labels.

*(c) At stations receiving supplies a record must be kept and receipts obtained from those to whom the supplies are addressed. Duplicates are not issued for supplies tags so that it is not necessary to strip the tags from the articles.

Obtain receipts for supplies delivered.

42. RAILWAY AND GOVERNMENT MAIL.

(a) In order that the Postal Laws and Regulations of the United States and Canada may be understood and receive the strictest compliance, you are advised that:—

Railway mail defined.

It is permitted to carry by Train mail between points on this System, including Central Vermont Ry., which will be considered a portion of the System for this purpose (subject to the Regulations of this Company) as follows:—

First—All letters and packages to and from Officers, Agents and other employes, when relating to business of the System.

Second—All letters and packages to Officers, Agents and other employes from connecting lines when relating to the joint business of the Companies.

Third—All letters and packages from Officers, Agents and other employes to immediate connecting lines (meaning lines reached directly, and not over intervening lines) when relating to the joint business of the Companies.

Fourth—Railway advertising matter, folders, circulars, tariffs and printed blanks in *unsealed* packages (meaning packages that can be readily opened or examined to disclose contents). This class of matter may be carried over this System and any connecting line arranged for.

Matter prohibited as railway mail.

(b) *It is prohibited to carry by Train mail* correspondence or other written matter that does not pertain strictly to the business of this System or joint business with connecting lines; also correspondence relating to personal affairs of employes.

All such prohibited mail matter must be properly stamped and forwarded by Government mail.

Correspondence for General, Commercial and Traveling Agents of this Company, when located at points on foreign lines, must be sent by Government mail.

(c) No letters or packages must be forwarded as railway mail unless they relate to the business of the railway companies. Attention is called to the following extract from the United States Postal Laws and Regulations:—

“No railroad employe or other person on railroad trains is allowed to carry any mail matter (letters, etc.), unless enclosed in United States stamp envelopes of proper denomination, properly sealed and addressed, except such letters or packets as relate to some article carried by the railroad on which they are carried.”

The penalty for the violation of these laws is a punishment of a fine of not more than \$50 to the person who carries such mail or causes same to be done; \$100 to the railroad company, and \$50 to the Conductor or other person having charge of the railway car in which such mail is carried.

T. B. M. to return prohibited mail.

(d) Train Baggage men receiving mail from connecting lines which is not in accordance with the foregoing regulations, such as mail for a line beyond this, making this Company an intervening carrier, must mark such mail “Returned for Postage,” and return same in another envelope addressed to the General Baggage Agent.

(e) The va employé hand liable to lead handling mail receives the ut

(f) Mail ba runs as direct General Bagga

(g) Special used with strap bag when sent Detroit, and T each bag same

(h) The ch when the bags a read showing th date. On recei same emptied, t ance with the in reverse side will Montreal or De be and the bag starting point.

(i) Care mus destination poin returned prompt with the schedul

(j) Extra ma be sent out on an going schedule, an that such bags are the schedule, ever

(k) Loose rail passenger train be lines, except that as much as possi such trains when on local trains.

(l) Train Bag other by sorting separate divisions to be re-sorted.

(e) The value of a letter is never known to an employé handling it, and the delay to *any* letter is liable to lead to loss of revenue, and every employé handling mail must use *great care* and see that it receives the utmost despatch.

(f) Mail bag service is in effect on all principal runs as directed in current circular issued by the General Baggage Agent. Mail bag service.

(g) Special checks supplied for this purpose to be used with strap and plate are to be attached to every bag when sent out of the Mail rooms at Montreal and Detroit, and Train Baggage-men will record and bill each bag same as baggage. T.B.M. must record checks.

(h) The checks are printed on both sides and when the bags are sent out the face of the checks will read showing the destination, train forwarded by, and date. On receipt of the bags at destination, and same emptied, the checks are to be reversed in accordance with the instructions contained thereon and such reverse side will read, "For Mail room," Montreal or Detroit being filled in as the case may be and the bag then ready checked for return to starting point. Reversible checks.

(i) Care must be exercised by mail clerks at destination points to see that the mail bags are returned promptly on the trains strictly in accordance with the schedule. Return bags promptly.

(j) Extra mail bags when occasion demands may be sent out on any of the runs according to the foregoing schedule, and mail clerks at destination must see that such bags are returned by train in accordance with the schedule, even though they be returned empty. Extra bags.

(k) Loose railway mail can be forwarded by any passenger train between all stations on the Company's lines, except that in order to relieve through trains as much as possible it should not be forwarded on such trains when equally good service will be given on local trains. Loose mail.

(l) Train Baggage-men can materially assist each other by sorting and tying in bundles mail for separate divisions or runs so that they will not have to be re-sorted. Train baggage-men to assist each other.

43. PARCEL ROOMS.

Rules for the government of parcel agents.

(a) Use parcel checks in numerical order.
(b) Issue one check for each parcel, except such parcels as may be conveniently fastened together. Thus, if two small parcels can be conveniently tied together, it will be proper to issue one check. Bulky or unweildy parcels, however, made up of two or more articles, must be separated, and one check issued for each.

Compare duplicate with strap check.

(c) In delivering packages be positive that the number of coupon presented corresponds with stub portion on parcel, so that mismatches may be avoided.

Stub of parcel check to be left on package.

(d) ALWAYS leave first stub on parcel when delivering, according to instructions printed thereon.

Lost or mismatched check.

(e) In case coupons are lost or mismatched, require owners to identify contents and sign Lost and Mismatched Check Receipt same as for lost check. If signature and address are not plainly written, ask owner to give you his name and address and write it on back of receipt.

Unclaimed parcels.

(f) If parcels remain on hand after thirty days uncalled for, attach Unclaimed Parcel Tag and send to Office of General Baggage Agent, forwarding duplicate portion of tag in envelope at same time.

(g) Requisition for parcel checks must be made through Ticket Agent to General Passenger and Ticket Agent, on regular ticket requisition.

(h) Parcels, handbags, etc., will be received at parcel check stands, and charged for as per current tariff.

Liability for loss.

(i) In receiving parcels, the Company will assume liability as printed on the duplicate coupon of parcel check, and owners must be notified that articles containing or consisting in part of china, crockery, glassware, terra cotta ware, paintings, pictures, or fragile material of like nature, will be accepted only at their risk, and this must be agreed to before checks are issued for such articles, obtaining owner's signature to endorsement on Claim Check after the

words "Over fifty (50) parcels bulky articles"

(j) At stations connected with and like must rooms, but on

(a) On account forwarding parcels Labels, Form men to proper ordered that utilized in traffic only:—

Way-bills for Canadian or American relating thereto

Files of passenger documents.

Important passenger Auditor's check 1,000 Mile Re

Auditor's check Passenger As exchange order

Customs cards (b) All other regular mail, except be sent by Express

Pacl
Mon
Pay

(c) No alteration in this respect with Second Vice-President

(d) Agents' letters containing

words "Owner's Risk." Articles weighing over fifty (50) pounds, furniture, sewing machines, or bulky articles of like weight will not be received.

(j) At stations where there is a parcel room not connected with baggage rooms, hand baggage, parcels and like must not be accepted or stored in baggage rooms, but owners referred to parcel rooms. Hand baggage not to be cared for in baggage rooms.

44. VALUE LABELS.

(a) On account of the abuse of the practise of forwarding packages under "Registered Package" Labels, Form 58, it is impossible for Train Baggage-men to properly record and bill them. It is, therefore, ordered that "Registered Package" Labels shall be utilized in transmitting the undermentioned matter only:— For what used.

Way-bills for cars containing fast freight passing Canadian or American frontiers, and Customs papers relating thereto.

Papers of papers concerning law suits, and legal documents.

Important plans and specifications.

Auditor's checks, Michigan State Interchangeable 1,000 Mile Refund Tickets.

Auditor's checks and contracts of Central Passenger Association Interchangeable mileage exchange orders.

Customs card baggage manifests.

(b) All other papers shall be handled in the regular mail, excepting the following, which should be sent by Express:—

Packages containing tickets.

Monies or negotiable documents.

Pay roll drafts.

(c) No alterations or changes shall be made in this respect without proper authority from the Second Vice-President and General Manager.

(d) Agents must understand that no packages or letters containing money may be forwarded in Money must not be forwarded.

baggage car, either as a value package or train mail. Train Baggage men are instructed to refuse to receive or receipt for any package or letter known to contain money.

(e) Receipts must always be given and taken in Value Book (Form 18), for all value packages received and forwarded.

45. BAGGAGE IN BOND.

(a) Agents and Baggage men at stations, where United States and Canadian Customs Officers are located, will assist passengers destined to or from United States points in having baggage opened and inspected. Passengers from stations in Canada, at which no United States' Customs Officer is located, destined to points in United States, must be advised that in order to have baggage accompany them through to destination they must have it opened and inspected by United States' Customs Officer when passing the frontier. To do so they will be allowed access to baggage car before crossing the boundary line. Be particular to advise passengers that unless baggage is open for inspection by United States or Canadian Customs Officer at boundary line, it will be detained and held until key is sent back for such inspection.

To assist
Customs
Officers.

Baggage to be
corded and
sealed.

(b) Baggage forwarded "In Bond" from station must always be corded, sealed and tagged with an "In Bond Tag" (unless there is a bonded compartment in baggage car on train in which baggage is carried) and accompanied by manifest made out by Customs Officer and attached to piece which is in bond.

See that cords
and seals are
intact.

(c) Agents, at stations at which Canadian Customs Officers are located, and to which baggage may be forwarded "In Bond" destined to those, or other stations beyond, must be particular to note that cord and seal on baggage is intact, and also that the "In Bond Tag" and manifest are attached. If not, wire the General Baggage Agent at once, giving full particulars, and if delivered from a through train,

wire Train B
as to manifest

(d) When
destined for
which baggage
after receipt,
giving initials
key be sent i
spected by C
have Customs
forward it to
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(e) Each pi
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(f) Agents v
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wire Train Baggage man also, asking for information as to manifest, or whatever may be missing.

(d) When baggage is bonded on one station and destined for another, the Agent at the station on which baggage is bonded, must, as soon as possible after receipt, telegraph to Agent at destined station, giving initials and number of checks and ask that key be sent in order to have piece opened and inspected by Customs Officer. On receipt of keys, have Customs Officer examine baggage at once and forward it to destination by first train. Key must always be enclosed in envelope to Agent by same train on which baggage is forwarded. Should baggage contain dutiable articles, ascertain amount of duties to be paid and wire Agent at destined station to obtain amount from owner of baggage, along with the amount to pay express charges on the money collected for duties to station at which baggage is held by Customs.

Baggage bonded on one station and destined to another.

(e) *Each piece* of bonded baggage under cord and seal must bear a card manifest, and in all cases of receiving baggage under Canadian seals without one of these card manifests attached, wire the General Baggage Agent at once, giving check numbers and destination of such baggage, also make notation to this effect on trip reports.

Bonded baggage forwarded under cord and seal.

(f) Agents will note that the carrier is responsible for the due return to the sending port of such card manifests properly cancelled by the Canadian Customs Officer who releases the baggage.

Responsibility for card manifests.

(g) Under this Ruling the Receiving Customs Officer will return cancelled manifests enclosed in envelope and addressed to "Canadian Customs Officer" at forwarding station, which Agents will receive and forward under Value Label (Form 58).

Manifests to be returned under value label.

(h) The Record Books of bonded baggage forwarded (Form A 24) will be furnished Customs Officer through you from the Stationery Department. Record Book of bonded baggage received (Form A 23) will be furnished direct from the Customs Department.

Recording bonded baggage.

Sealed baggage to be handled carefully.

(i) Agents and Baggage men at bonding points must render Customs Officer all assistance necessary for the proper cording and sealing of baggage to be bonded, and all persons handling sealed baggage must use great care in the handling to prevent the breaking of seals, and see that card manifests in no way become defaced or mutilated.

Bonded baggage must not be opened or interfered with.

(j) Train Baggage men must use special care in the transmission of bonded baggage. Always handle such baggage very carefully so as to prevent the breaking of seals or defacing manifests. In event of a cord or seal being broken make special mention of such fact, also see that manifests attached to bonded baggage do not become mutilated, detached or lost. Bonded baggage must not be detained, delivered to owner en route, opened or interfered with in any manner under any circumstances.

Record to be made in report and way-bills.

(k) *Train Baggage men must use special care* when delivering baggage to a connecting line to see that they endorse the word "Bond" over the check number of all bonded baggage when billed to said connecting line on foreign transfer way-bill (Form 75 A). Also record the word "Bond" over check number of all baggage in bond, in their trip report (Form 109). As the bonding line is held responsible for the proper delivery of bonded baggage *through to destination with manifests and seals intact*, it is very important that the above be complied with in order that receipt may be procured from connecting lines of all bonded baggage as being in proper condition (seals and manifests intact) when delivered to them.

Penalty.

(l) It will be noted that all failures to protect bonded baggage will subject the line at fault to a penalty of not less than \$10.00, and while this is held against the initial line, and it is incumbent upon each to have a clear and exact record of each transaction, it naturally follows that the line at fault will be required to pay the amount demanded by the Department of Customs, and the Agents at Bonding Stations *will keep a special book record of all baggage received from Train Baggage men*

in bond, show and note the n delivered. Th and for their

46.

(a) Train 1 a sufficient tim to attend to re be held respon of baggage, U1 pany's supplies articles placed car at all times

(b) If for leave the car t or accident by l of a responsible

(c) No pers from the natur baggage cars w to railroad emp

(d) Train B run should see the following:— bills, Transfer B Baggage man's (those runs wh where there are Train Baggage Local card check from General B

(e) Baggage, be put out at f from which rece destination if 1 such baggage, sup and attention of with request to f

(f) It is req baggage cars

in bond, showing the date and train received from and note the name of the Customs Officer to whom it is delivered. This record will be kept for reference and for their protection.

46. TRAIN BAGGAGEMEN.

(a) Train Baggage men are required to be on duty ^{Time on duty.} a sufficient time before the train is scheduled to start, to attend to receiving and placing baggage, and will be held responsible for the care and proper delivery of baggage, United States mail, Railway mail, Company's supplies, registered packages, and all other articles placed in the car and must remain in baggage car at all times while on duty.

(b) If for any reason it becomes necessary to ^{Leaving car.} leave the car they will provide against loss by theft or accident by locking the car, or leaving it in charge of a responsible person.

(c) No person except those who are required, ^{Privacy of baggage cars.} from the nature of their duties, to have access to baggage cars will be allowed therein. This applies to railroad employes as well as passengers.

(d) Train Baggage men, before starting on their ^{Supplies to be carried.} run should see that they have necessary supply of the following:—Train Baggage Report, Local Way-bills, Transfer Baggage Way-bill, Carbon Paper, Train Baggage man's C.O.D. Tags and Dog Release. On those runs where baggage is received at stations where there are no Agents, or Agents are not on duty, Train Baggage men must carry a small supply of Local card checks and holders, which may be secured from General Baggage Agent.

(e) Baggage, supplies, etc., received in error must ^{Baggage received in error.} be put out at first stop to be returned to station from which received, or to be forwarded to proper destination if marked and properly routed. All such baggage, supplies, etc., must be regularly reported and attention of Agent to whom delivered called to it with request to forward same on first passenger train.

(f) It is required that everything carried in ^{Authority for all articles carried in baggage cars.} baggage cars must be accompanied by proper

authority as provided for below (with the exceptions noted) and Train Baggage men must advise the General Baggage Agent regarding all cases of articles tendered to them not in accordance with these instructions:—

- 1.—Baggage. As defined in Rule No. 1, bearing proper checks.
- 2.—Articles other than baggage. As defined in Rule No. 2, when bearing proper Checks or Vehicle Tickets.
- 3.—Dogs. Bearing excess checks or C. O. D. checks, when received on Lines East of Port Huron and Detroit.
Exception.—Dogs will be carried free on Lines West of Port Huron and Detroit, and must not be checked.
- 4.—Guns not in cases. May be carried at owner's risk without check or other authority.
- 5.—Corpses. As defined in Rule 22.
- 6.—Milk Cans. Bearing milk tickets.
- 7.—Company's supplies. Bearing numbered authorized Supplies Tags or Labels.
- 8.—Small packages or supplies for personal use of Officers or employes. Bearing baggage car pass signed by Second Vice-President and General Manager and countersigned by Head of Department issuing same.
- 9.—Railroad advertising matter. Bearing label giving proper authority of General Passenger and Ticket Agent or General Baggage Agent.
- 10.—Ordinary railroad mail. See Rule 42. In official railway envelopes or wrappers. This includes bundles of baggage checks.
- 11.—Tools for Company's employes. Billing or tags not required when carried in baggage car on *same train* as the men.
- 12.—Small packages of supplies or material for Great North-Western Telegraph Company,

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Western Union Telegraph Company and Pullman Car Company. Bearing numbered authorized Supplies Tags or Labels.

- 13.—Small packages of supplies or material for Bell Telephone Company. Bearing Baggage Car Passes signed by Second Vice-President and General Manager and countersigned by his Assistant.
- 14.—Supplies for Agents of Canada Railway News Company and for Refreshment Rooms, when intended for sale or consumption at such Agencies or Rooms located at stations on Grand Trunk Railway System, and empty boxes or packages returning to or from such agencies or rooms bearing numbered authorized Supplies Tags or Labels. Not more than one package on one train, weighing not more than 150 pounds, this allowance being in addition to supplies carried in boxes of News Agent on train.
- 15.—Supplies for Railway Y.M.C.A. Bearing Baggage Car Passes signed by General Manager and countersigned by General Baggage Agent.
- 16.—Articles found in coaches and waiting rooms. Bearing Lost Parcel Tag (Form 405) when being sent to General Baggage Agent or forwarded to a station making application for same, to be billed same as baggage, using Lost Parcel Tag number.
- 17.—Way-bills for cars containing fast freight passing Canadian or American Frontiers, when accompanied with Customs papers relating thereto, files of papers concerning law suits, legal documents, and important plans and specifications, bearing Value Label (Form 58) and must be receipted for in all cases, in accordance with Baggage Rule No. 44.
- 18.—Way-bills for manifest freight, export traffic, fast freight (except when Customs papers

are also attached, in which case they will be dealt with as per previous paragraph), live stock, or perishable traffic that has been forwarded on tally slips (Memo. Way-bills) will be sent by Agents at stations authorized in way-bill envelopes (Form E 13) which must be recorded by Agents and Train Baggage men, the same as checked baggage. *Envelopes, (Form E 13) Must Not be Used for Way-Bills for Traffic other than Specified in this Clause.*

Irregular articles loaded in car.

(g) Train Baggage men will receive into their cars any baggage or properties that may be delivered them by Station Baggage Agents or connecting lines, but will promptly advise the General Baggage Agent by letter when such articles are irregular and transportation of same is forbidden under the rules.

Baggage for stations where Agent is not on duty.

(h) When baggage is checked to a station at which the Agent is not on duty, the duplicate checks must be taken up and the baggage delivered to passenger. Such checks, properly matched, will be turned over to the Station Baggage Agent at the end of run. If passenger holding duplicate checks cannot be found, the baggage must be carried to first station at which Agent is on duty. Agents receiving such baggage will return it to destination at a time when station to which it is checked is open. Such baggage overcarried should be reported to General Baggage Agent on train report with particulars of check, destination and where left.

Baggage for stations without Agents.

(i) Baggage checked to a station where an Agent is not employed will be delivered to owner as above, if possible; otherwise, will be carried to the first station beyond, at which Agent is on duty, and there held until claimed.

Delivering baggage short of destination.

(j) Baggage should not be delivered at passenger's request at any point other than its checked destination. If, however, an emergency makes it absolutely necessary to do so, the passenger must be required to fully identify the property in addition to producing the duplicate check. When changing the destination

do not remove all to Agent arriving to him the giving reasons report under h

(k) If passed beyond the 1 Baggage men Agent at point will arrange to necessary tickets

(l) Train Baggage men consideration, de mismatched checks. All station Agent at the station

(m) When line bearing a issued to a point this Company a in space provided as per instructions that may be provided the check, in terminal line, received, excess baggage amount collected or C.O.D. strap

(n) In case cause it becomes etc., from one number of pieces into the car to which is lost, damaged

(o) When baggage to train, telegraph as possible station number of pieces damaged baggage

(p) Train Baggage of the train will t

do not remove the original baggage check, but deliver all to Agent at station where baggage is left, explaining to him that the destination has been changed, giving reasons, and make proper notation on train report under head of "Special Report."

(k) If passengers request baggage to be carried beyond the point to which it is checked, Train Baggage-men will refer them to Station Baggage Agent at point to which baggage is checked, who will arrange to recheck baggage on presentation of necessary tickets.

Request to carry baggage beyond destination.

(l) Train Baggage-men will not, under any consideration, deliver baggage to parties holding mismatched checks, or who have lost their duplicate checks. All such baggage must be delivered to the Agent at the station to which checked.

Train Baggage-men not to deliver baggage when checks are lost or mismatched.

(m) When baggage is received from a foreign line bearing an excess baggage or C.O.D. check issued to a point beyond this Company's line, making this Company an intermediate line, T.B.M. will fill out in space provided for that purpose on trip report as per instructions thereon, or on any other form that may be provided, the initials of railroad issuing the check, initial point, destination, initials of terminal line, the station at which baggage is received, excess baggage or C.O.D. check number, and amount collected as entered on the excess baggage or C.O.D. strap check.

Train Baggage-man's report of foreign excess.

(n) In case of accident to train, or if from any cause it becomes necessary to transfer baggage, mail, etc., from one car to another, carefully count the number of pieces out of your car and check them into the car to which transferred. See that nothing is lost, damaged or stolen.

Accident to train.

(o) When baggage is lost or damaged by accident to train, telegraph General Baggage Agent as soon as possible stating where the accident occurred, number of pieces of baggage damaged, and where the damaged baggage may be found.

Baggage lost or damaged.

(p) Train Baggage-men immediately on departure of the train will take account of all baggage, registered

Record to be made.

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 articles 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

Baggagemen will take release from owners of dogs received into car from coaches or at stations where it has not been possible for Agents to secure one in accordance with instructions. Unless release is signed, dogs must not be transported. All releases should be forwarded with train report to General Baggage Agent's Office at end of run.

(y) Baggage received on trains at Stations where there are no Agents, will be checked by Train Baggage Agent with local checks to destination of ticket held by passenger, or receipt for fare paid Conductor, and proper notation must be made on train report. Do not check baggage to points on other lines. If baggage is of excess weight, attach Train Baggage Agent's C.O.D. Tag, in accordance with instructions.

(z) When receiving baggage and other articles in baggage car, especially at stations where there are no Agents, that, in your opinion, exceed the free weight allowance and do not bear evidence by having excess check or receipt attached that excess has been collected, you will attach one of these Tags to the article properly filled in and bearing record of the number of tickets presented in checking the baggage, sending stub of same to General Baggage Agent at once.

When articles bearing one of these local C.O.D. Tags are put off at station, they must be entered on the train baggage way-bill put off at that station and care must be taken to see that articles bearing these C.O.D. Tags are delivered to the Agent or Baggage-master and not to owners.

(aa) Agents receiving baggage or articles with Train Tags attached, must make proper collection and issue excess check for same, such excess check to be attached to the Train C.O.D. Tag and forwarded to General Baggage Agent, first endorsing on back of C.O.D. Tag the number of the excess check issued for the collection. Should articles be received with Train C.O.D. Tags attached, and the owner proves to satisfaction of Agent, by producing excess receipt, or

otherwise, that proper charges have already been paid, Agents will take up receipt held by owner and attach same to the C.O.D. Tag as authority for not making collection.

Agents will be held responsible for collections called for by Train C.O.D. Tags on baggage delivered at their stations.

Train Baggage men must, at all times, keep a supply of the Train C.O.D. Tags on hand, which may be obtained from the General Baggage Agent's Office.

Baggage delivered to Transfer Companies.

(bb) See that the duplicate checks taken up by messengers of Transfer Companies on trains match the strap checks before baggage is turned over to them.

Illegible checks.

(cc) When checks on baggage are illegible or incomplete as to route, destination, etc., and do not show plainly to what point and by what route the baggage should go do not attempt to correct the check, but telegraph General Baggage Agent at once for forwarding instructions, and deliver such baggage to Baggage Agent at end of run, who will hold for forwarding instructions.

Judgment in all cases not provided for.

(dd) You are expected to exercise your best judgment in all cases not provided for in these rules.

Read and preserve Rules.

(ee) This book must be kept in a convenient place for reference, and it is expected that all Baggage Agents and Train Baggage men will make themselves familiar with the Rules and Regulations herein, so that all will understand them alike and each one will do his part in carrying them out to the letter.

Additional Rules and regulations.

(ff) Additional rules and regulations, issued from time to time, will be added to and become part of these instructions, the foregoing Rules to supersede all others of previous dates.

47. ABBREVIATIONS

Local Check . . .
Excess Baggage . . .
Special Check . . .
Joint Check . . .
Valuable Package . . .
Mail Pouch . . .
U.S. Mail Pouch . . .
Special Delivery . . .
Transatlantic . . .
Vehicle Ticket . . .

48. ABBREVIATIONS

Alligator Bag . . .
Baby Carriage . . .
Basket
Bicycle
Black Bag
Black Trunk
Black Valise
Box
Bundle
Canvas Covered
Canvas Covered
Canvas Covered
Carpet Bag
Chest
Dress Suit Case
Golf Bag
Grain Bag
Green Trunk
Gun Case
Hamper
Hat Box
Hat Trunk
Immigrant Bag
Oil Cloth Bag
Package
Rawhide Trunk

47. ABBREVIATIONS FOR DESCRIPTION OF CHECKS.

Local Check.....	L.C.
Excess Baggage Check.....	Ex.
Special Check.....	Sp.
Joint Check.....	Jt.
Valuable Package.....	V.P.
Mail Pouch Check.....	M.P.
U.S. Mail Pouch.....	U.S.M.P.
Special Delivery Check.....	S.D.
Transatlantic Check.....	T.A.
Vehicle Ticket.....	V.T.

48. ABBREVIATIONS FOR DESCRIPTION OF BAGGAGE.

Alligator Bag.....	A.B.
Baby Carriage.....	B.C.
Basket.....	Bkt.
Bicycle.....	Byc.
Black Bag.....	B.B.
Black Trunk.....	B.T.
Black Valise.....	B.V.
Box.....	Box
Bundle.....	Bdl.
Canvas Covered Basket.....	C.C.B.
Canvas Covered Trunk.....	C.C.T.
Canvas Covered Valise.....	C.C.V.
Carpet Bag.....	C.B.
Chest.....	Chest.
Dress Suit Case.....	D.S.C.
Golf Bag.....	Gf.B.
Grain Bag.....	G.B.
Green Trunk.....	G.T.
Gun Case.....	G.C.
Hamper.....	Hamp.
Hat Box.....	H.B.
Hat Trunk.....	H.T.
Immigrant Bag.....	Im. Bg.
Oil Cloth Bag.....	O.C.B.
Package.....	Pkg.
Rawhide Trunk.....	R.H.T.

Russet Bag.....	R.B.
Russet Trunk.....	R.T.
Russet Valise.....	R.V.
Sack.....	Sk.
Sailor's Bag.....	S.B.
Sample Case.....	S.C.
Sample Trunk.....	S.T.
Sole Leather Trunk.....	S.L.T.
Steamer Trunk.....	Str.
Telescope.....	Tel.
Tin Trunk.....	T.T.
Tool Chest.....	T.C.
Wardrobe Trunk.....	W.T.
Whip Case.....	W.C.
Zinc Trunk.....	Z.T.

FORM No.

- (b) E. B. 1
- E. B. 2
- E. B. 3
- S. D. 1
- 1 V
- 1 S. R.
- 2002 & 200
- 1 P. C.
- C.O.D.
- 35 D.
- 35 E.
- 35 J.
- 35 K.
- 35 L.

49. BAGGAGE DEPARTMENT FORMS.

	FORM No.	DESCRIPTION.		
To be obtained from Stationery Department.	(a) Bk. 59	Station Reports.	35 L.	
	Bk. 47	Forwarding Bills.		
	Bk. 93	Received Reports.	(c) W. 52	
	75	Local Transfer Bills.		
	75 A	Foreign Transfer Bills.		
	56	T.B.M. Way-bill.	W. 53	
	76	Unclaimed Reports.		
	267 & 268	Tranship Reports.		
	326	Station Baggage Way-bill.	W. 54	
	109	T.B.M. Trip Reports.		
	E 38	G.B.A. Envelopes.		
	328	Monthly Baggage Report.	W. 66	
	477	Theatrical Report.	W. 69	
	277	Receipt for Lost or Mismatched Checks.	W. 71	
			W. 94	
		1 Ed. 4	Transit Permit.	W. 95
		153	Supplies Labels.	W. 96
		154	Supplies Tags.	W. 97
		59 B	Release.	W. 109
		405	Lost Parcel Tags.	W. 110
	354	Requisition for Baggage Checks.	W. 119	
	452	Record of Closed Mails by T.B.M.		

	FORM No.	DESCRIPTION.	
R.B.			
R.T.			
R.V.			
Sk.			
S.B.			
S.C.			
S.T.			
S.L.T.			
Str.			
Tel.			
T.T.			
T.C.			
W.T.			
W.C.			
Z.T.			
(b)	E. B. 1	Local Excess Checks.	To be obtained from General Passenger and Ticket Agent's Office.
	E. B. 2	Foreign Excess Checks.	
	E. B. 3	Prepaid Certificates.	
	S. D. 1	Special Delivery Checks.	
	1 V	Vehicle Tickets.	
	1 S. R.	Storage Checks.	
	2002 & 2003	Transfer Checks.	
	1 P. C.	Parcel Office Checks.	
	C.O.D.	C.O.D. Checks.	
	35 D.	Milk Tickets, 4 gallons. For use in Canada, Maine, N.H., and Vt. only.	
	35 E.	Milk Ticket, 8 gallons. For use in Canada only.	
	35 J.	Milk Ticket, 2 gallons. For use in Maine, N.H., and Vt. only.	
	35 K.	Milk Ticket, 8 gallons. For use in Maine, N.H., and Vt. only.	
	35 L.	Milk Ticket, 10 gallons. For use in Maine, N.H., and Vt. only.	
(c)	W. 52	Newspaper Ticket. For packages of five-cent papers containing ten or less number of copies.	To be obtained from Assistant General Passenger and Ticket Agent's Office, Chicago.
	W. 53	Newspaper Ticket. For packages of two-cent papers containing fifteen or less number of copies.	
	W. 54	Newspaper Ticket. For packages of one-cent papers containing thirty or less number of copies.	
	W. 66	Vehicle Ticket.	
	W. 69	C.O.D. Check.	
	W. 71	Local Excess Baggage Check.	
	W. 94	Storage Check.	
	W. 95	Special Delivery Check.	
	W. 96	Parcel Room Check.	
	W. 97	Merchants' Parcel Room Check.	
	W. 109	Milk Ticket—8 gallon Can.	
	W. 110	Milk Ticket—10 gallon Can.	
	W. 119	Transfer Check — for Baggage only.	

FORM No.	DESCRIPTION.
W. 120	Transfer Check—for Passenger and Baggage.
W. 499	Foreign Excess Baggage Check.

To be obtained from General Baggage Agent's Office.

(d)

Local Checks.
 Special Checks.
 Local C.O.D. Tags.
 Muskoka Checks.
 Exchange Checks.
 Station Identification Checks.
 Mail Pouch Checks.
 Export Checks.
 Special "A" Checks.
 Special "T" Checks.