

BAGGAGE DEPARTMENT,
August 1, 1883. }

Prefatory.

The relations and responsibilities of common carriers to the traveling public are such as to require from the former the most constant and earnest care of the property of the latter.

As baggagemen, you are intrusted with the safe-keeping and transportation of effects which are, to the owners, often of more value than their tickets or their purses. Scarcely anything is or can be more truly annoying to the traveler than the loss, the abuse, or even the delay of his baggage. You are, therefore, expected and required by the Company you serve to exercise the utmost vigilance, that all baggage intrusted to your care be correctly checked, promptly forwarded, carefully handled, and safely delivered: *thus*, and thus only, can you forestall all cause of complaint against the Company, whose disfavor you can quite as ill afford as its patrons can the injury your negligence might cause.

Abbreviations.

G. B. A.	General Baggage Agent.
A. G. B. A.	Assistant General Baggage Agent.
S. B. M.	Station Baggage man.
T. B. M.	Train Baggage man.
Bge	Baggage.
B. B.	Baggage Bearing.
E. B.	Extra Baggage.
Ck	Check.
Ck. Cd	Check Card.
C. P.	Central Pacific.
Cal. P.	California Pacific.
S. P.	Southern Pacific.
U. P.	Union Pacific.
S. F.	San Francisco.
L. A.	Los Angeles.
C. B.	Council Bluffs.
Va. C.	Virginia City.
V. & T.	Virginia & Truckee.
Tel.	Telegram.
Tr	Train.
Dup.	Duplicate.
Str	Strap.
M. M.	Mismatched.
Cor	Conductor.
Ckd.	Checked.
Trk	Trunk.
Val	Valise.
Bun	Bundle.
O. & S. F.	Omaha and San Francisco.
O. & Sac.	Omaha and Sacramento.

Instructions.

Conciseness, brevity and uniformity in telegrams tend not only to economy, but to the highest order of success in this department. Hence, a few examples are given, to which all baggagemen in the employ of this Company are expected to conform, in cases referred to; dates, names of stations, kinds and numbers of checks, etc., to be according to the facts.

1. TO ASK FOR STRAY BGE.

Colfax, July 30, 78.

G. B. A.—Wanted.—C. P.—480—from Lathrop,
July 28. John Smith, Agt.

2. **When bge. is ordered from your station**, if it is not there, your answer should be (giving station and date)—G. B. A.—C. P.—480 not here. John Smith, Agt.

3. **If you have it**, give station and date, and say—G. B. A.—C. P.—480 for'd by tr. 2. John Smith, Agt.

4. **When you have received bge.** for which you had asked, give station and date, and say—G. B. A.—C. P.—480 rec'd. John Smith, Agt.

By using these precise forms in the cases given, and similar forms in all cases to which they can be adapted, you will greatly facilitate the work of the department, and relieve the wires of much unnecessary burden. The wires are not to be used when letter will do as well.

5. Baggage consists of the wearing apparel and toilet articles of a traveler.

6. Free Baggage is what the passenger is entitled to have carried by virtue of his ticket or pass.

7. Extra Baggage is what the baggage weighs over the prescribed amount of free baggage.

8. Stray Baggage is that which is not at its destination in proper time.

9. Unclaimed Baggage is that for which no claimant appears at proper destination.

10. Mismatched Checks are made by stringing wrong duplicate check or strap, or by giving wrong duplicate to passenger.

11. **CHECKING OUT.**—Number of checks allowed.—Every station baggageman is expected to keep on hand a number of checks equal to his average weekly issue, and of destination cards or triplicates equal to two weeks' average issue.

12. **Authority for checking.**—A ticket or pass is the only authority for issuing a check.

13. **Limits of checking.**—Issue no check to a point beyond the destination of the ticket or pass, and to no point east of the Missouri or Mississippi Rivers. Baggage must be rechecked at Council Bluffs, Pacific Junction, Atchison, Kansas City, St. Louis, Cairo, and New Orleans.

14. Never check to a point short of destination of ticket, unless the ticket be first-class in every particular, and entitled to stop-over privileges. In such case punch ticket, and write plainly on its back, "Checked to [name station]."

15. **Check single pieces only;** that is, check no trunk, valise, bag, satchel, bundle, or any other article with any coat, blanket, umbrella, cane, or other parcel or bundle, lashed, strapped, tied or otherwise fastened to it.

16. **Safety of checks.**—Check no box or chest that has not a loop or handle to which the check may be safely fastened (never *nail* on a strap check), nor any bundle or package that is not so bound or tied as to render your check safe.

17. **Prohibited articles.**—Guns, umbrellas, walking-sticks, baby-wagons, saddles, jewelry-boxes, lunch-baskets and parrots are not baggage, and must not, under any circumstances, be checked.

18. **Kinds of checks.**—To Ogden, The Needles, Deming, New Orleans, and all points west thereof, use only the Central Pacific checks. All stations authorized to check on roads connecting with C. P. will use only the checks provided for such purpose.

19. **Registering checks.**—Register on your memorandum the initials, *number* and *destination* of every check you issue, *before* attaching it to the baggage. Then transfer to your register, with date, number of train, and name of T. B. M.; also, in a separate book, or on opposite page of the same book, enter the number and initials of every check received, with number of train and name of T. B. M. Also, at the close of every day, take account of all checks on baggage, and all baggage unchecked, remaining in your room.

20. **Double checking** is not allowed under any circumstances.

21. When checking to station *where there is no agent*, notify the owner to deliver the duplicate to the T. B. M. before reaching the station, and to be ready to receive the baggage. If he fails to do this, T. B. M. will carry it to next station where there is an agent, and leave it with all necessary information. It can be moved after that only at the expense of the owner.

22. When owner does not accompany baggage, inclose duplicate check to agent at destination, with name of owner and all necessary information. Emigrants whose baggage goes by express train are exceptions to this rule. In all cases where you send duplicate check, send by Wells, Fargo & Co., and not by T. B. M.

23. **Articles not checked** (excepting those enumerated under the head of "perquisites"), should in all cases be way-billed, whether Company's stuff, free, or other material paid for.

24. **"Checking of Sample Trunks.**—Agents and baggage-masters will check sample trunks, when in proper condition, belonging to commercial and business traveling agents, recognizing same as baggage, passing only one hundred pounds free for each first-class ticket presented, and charging for all excess weight as per Rule 34. If the passenger presenting sample trunks has regular baggage, such as trunks, valises or bags, containing clothing, wearing apparel, etc., to be checked also, weigh the whole number of pieces, and collect extra-baggage charges on the total excess weight over the allotted one hundred pounds per ticket."

25. Check no baggage on ticket for a corpse.

26. **No baggage on transportation requests.**—Hereafter agents will check no military baggage until party holding transportation orders or requests surrenders same for military exchange tickets to destination on C. P. R. R. Baggage must not be checked east of Ogden on U. S. military requests or C. P. military exchange tickets.

27. **All special, contract, limited-time, first, second and third-class tickets eastward** have destination to which baggage may be checked printed on same. Baggage must not be checked on such short of destination.

28. Baggage must not be checked at C. P. stations on third-class tickets coming from east of Ogden, The Needles, Deming or El Paso.

29. Baggage may be checked to Cheyenne on first-class, unlimited-time tickets, agents punching "B" tickets to full destination, unless beyond Council Bluffs.

30. The following are through checking stations:—

San Francisco.	Colfax.	Los Angeles.
Oakland, 16th St.	Truckee.	Maricopa.
San Jose.	Reno.	Casa Grande.
Lathrop.	Winnemucca.	Tucson.
Stockton.	Battle Mountain.	Deming.
Sacramento.	Palisade.	
Marysville.	Elko.	

Persons presenting through tickets at any other station will have baggage checked to the next one of these stations where passenger will deliver his duplicate check to S. B. M. and have baggage rechecked to destination, if not beyond the Mississippi or Missouri Rivers.

31. **Articles not baggage**, as defined in these rules, are not to be received for transportation in this department. Owners of such must be respectfully referred to the Express Company.

32. **FREE BAGGAGE.**—Every adult passenger, traveling on a pass or ticket, whether first, second or third-class, is entitled to have carried one hundred pounds of baggage *free*.

33. **Every child** under 12 years of age, traveling on a pass or half-fare ticket, is entitled to have carried fifty pounds of baggage *free*.

34. **EXTRA BAGGAGE.**—The charge for extra baggage is, in all cases, at the rate of *one cent* per mile for 100 lbs. The *minimum* charge is 50 cts., regardless of weight or distance, making even change of not less than 5 cts.; e. g., 50, 55, 60, etc.

35. **Payment** for extra baggage must be made at the time it is checked.

36. **Attach tag or check**—such as General Baggage Agent shall furnish—to one piece of the baggage on which extra weight has been paid, indicating that the extra has been collected.

37. In every case give receipt for money paid for extra weight. If owner refuses to accept receipt, send it to Ticket Auditor.

38. **CHECKING IN.**—Station baggagemen will, on receipt of baggage, at once compare the checks and baggage received with the numbers and description on the accompanying way-bill, and, if found correct, sign in proper place. If not correct, sign, "Not correct," and note error on back of W. B.

39. Copy on the "received" page of your Station Baggage Register, under proper date, numbers of all checks as received by you from T. B. M., being especially careful to note all errors.

40. **DELIVERING BAGGAGE.**—Unchecked baggage will not be delivered without satisfactory proof that the claimant is the *bona fide* owner, or his duly authorized agent.

41. Take receipt from claimant of unchecked baggage when delivering it in all cases.

42. Checked baggage will be delivered only on presentation and surrender of proper duplicate check; *or*, upon surrender of another duplicate, when a mismatch has been made, proving and receipting for property; *or*, upon paying one dollar for lost check, proving property, and receipting in full for baggage under the check lost.

43. When check is lost, have baggage fully identified by describing contents before delivering. Collect one dollar for lost check, except extra-baggage duplicate; see that it is not under C. O. D., and take receipt (B. 6) fully filled out. Send receipt with strap check to G. B. A., and money to Treasurer.

44. **MISMATCHING.**—Any baggageman making a mismatch of check will be held strictly accountable for any loss, damage or detention caused thereby.

45. Any mismatch of checks, discovered by any one, must be reported *at once* to the General Baggage Agent, accompanied by all obtainable information, and (if possible) the mismatched

checks. Neglect of this will be considered and treated as a serious offence.

46. **C. O. D.**—Forward no baggage C. O. D. All extra baggage or other charges on baggage checked from any station **MUST BE PREPAID**. In case passengers cannot pay such charges, decline to check the baggage, and refer them to Wells, Fargo & Co's express.

47. **“Duplicate check taken to secure fare.”**—Hereafter, when it becomes necessary for conductors to take from passengers their duplicate baggage checks to secure unpaid fare, the conductor will instruct the train baggage-master to attach to the strap check (if on his train) a tag, stating **THAT SAME** is C. O. D., and transfer to connecting conductors the duplicate checks, with a “statement” addressed to the station baggage-master **AT DESTINATION**.

48. While held, such baggage must be reported as unclaimed, under C. O. D., on weekly B. 4 every Saturday.

49. When C. O. D. is paid, send the money to the Treasurer and “statement” to the Ticket Auditor.

50. **MISCELLANEOUS.**—In checking or receipting for baggage, be very particular to see that it is in good order; if not entirely so, mark it on your register and report B. O., and state the character of the imperfection.

NOTE.—No baggage, except hand baggage cared for by owner, will be carried on any train that has not a regular T. B. M.

51. **The first business** of S. B. M. after arrival of train is to receive baggage from, and deliver baggage to, the baggage car before attending to any other duty.

52. If train leaves your station before your work is fully and properly done, note and call attention to the fact on your daily report (B. 1.)

If baggage is left behind on account of such departure, you must at once telegraph to the G. B. A., giving the facts, check number and destination, and forward by first train.

When baggage is received bearing destination card or triplicate for any other station, telegraph the fact to the G. B. A., giving numbers of checks, destination, and by whom left, and forward to proper destination by first train.

53. Smoking when on duty or in baggage room is strictly forbidden in all cases.

54. **STORAGE.**—Keep your notice, that “Baggage must be called for on arrival at destination,” etc., conspicuously posted. But you will make *no charge for storage* if the baggage is delivered within thirty-six hours after arrival—emigrant baggage, twelve hours after arrival—of owner. If not, you will collect storage on each piece from the time of arrival, at the following rates: one day, 25 cts.; three days, 50 cts.; one week, \$1; two weeks, \$1.50; one month, \$2.00; and remit all storage fees to Treasurer with statement.

55. **SUPPLIES.**—Order from G. B. A., one week in advance, all checks, check cards, triplicates and check cases needed.

56. Order from Stationery Clerk, according to rules, all supplies not named above.

57. **Every Monday** send to G. B. A. all checks over one week's average supply, always stripping them of check cards and triplicates.

58. **Use only printed cards** when checking to prominent stations, or those to which you usually check. When short of cards, apply to the station of the name you require, stating the kind, whether "Thomas" patent or "New Wilcox" (long cards). The Agent or S. B. M. will furnish them, printed with his station name on one side and your station on the other. If he cannot furnish them to you he will indorse the requisition and send it to this office. Printed cards must not be mutilated or destroyed.

59. Always when sending articles of any kind to G. B. A. put upon tag *name* of your station, and sign officially.

60. **All unmatched** and all mismatched checks must be sent promptly to G. B. A. with full statement of each case.

61. **REPORTING.**—At the close of each day, transcribe from your register to the blank B. 1 the number and initials of all checks issued that day, giving number of train, and name of T. B. M., and name of station to which destined. If no checks have been issued, execute fully and send the report blank.

62. **Every Saturday** give on form B. 4 the numbers of all checks attached to baggage, and full description of all unchecked baggage remaining at your station unclaimed. If you have no baggage send the report blank.

63. **When any piece of baggage** has remained at your station THIRTY days unclaimed, place upon it the unclaimed baggage card (B. 9) and send it to the General Baggage Agent, without opening, or removing check.

64. Always accompany such unclaimed baggage, when sent, with date of reception, where from, by what train, and what T. B. M., and all other obtainable information concerning it.

65. In all reports and communications to G. B. A. give *name*—and not number—of your station, unless otherwise directed.

66. Always sign your communication with your *name*, officially, not merely, "Agent."

67. **TIME TO BE IN CAR OR BOAT.**—Before time to leave a terminal point, be at your post at least half an hour.

68. When on your trip never leave your post without securely locking your baggage-car or room, or leaving in it some one for whose conduct you are willing to become entirely responsible.

69. At eating-stations always deliver and receive your baggage, and securely close the car or room before going to your meal.

Never leave baggage-car to ride in another.

70. Bulletin-board must always be examined carefully before leaving terminal station, to see if there are any special orders.

71. **RECEIVING BAGGAGE.**—Receive nothing into your car as baggage unless properly checked.

72. **Receive no unchecked** box, trunk, or parcel of any kind, without a proper way-bill.

73. **REGISTERING.**—As soon as possible after baggage is in your car or room, make the proper entry of checks and stations in your "receiving" book, and continue this to the end of your route.

74. Copy such entries at once upon your duplicate or STUB.

75. **Enter upon your "delivered" sheet,** and copy upon proper stub or duplicate, every check as soon as may be after receiving it.

76. Enter upon your T. B. M. way-bill, before reaching each station, all the checks to be delivered at such station.

77. Before reaching a junction, enter upon your transfer bill all checks to be transferred to any other T. B. M.

78: **Always take from checks** your numbers and destinations for first entries in your "received" and "delivered" register, also for way-bills and transfer bills. *Never copy* them from another registry, whether your own or that of another T. B. M.

79. **TRANSFERRING.**—In case of accident to train, or injury to baggage-car, necessitating transfer, count and check on your books all the pieces you take out; watch them carefully until transferred, then recount, and, if any are missing or damaged, note on your books and telegraph at once all the particulars to the General Baggage Agent.

80. In transferring at a junction, be very careful that your transfer bill is fully executed, and contains the numbers of checks, or full description of all, and only the pieces to be transferred.

81. In transferring, at the end of your route, the car to another T. B. M., see that your transfer bill accords with your report of pieces delivered at that station, and intelligibly describes every piece in the car.

82. Always hand your transfer bill to the T. B. M. receiving, or attach it securely to the transferred baggage.

83. **On receiving transferred baggage,** make it your first business to see whether it corresponds with the accompanying transfer bill; if so, sign, "Correct," with your name; if not, sign your name with, "Not correct," and note the error on the back.

84. **PERQUISITES.**—Dogs, monkeys and parrots can be carried in the baggage car *only*, in care of the train baggageman, who is responsible to the owner for their proper treatment, and who is authorized to collect for each one carried fifty miles or less, fifty cents; and for any distance over fifty miles at the rate of $\frac{1}{2}$ cent per mile; *provided*, that in no case shall the charge on any one train baggageman's route be over one dollar and twenty-five cents; and provided further, that the charge shall in no case exceed the local ticket rate over the same route.

85. Owners of dogs, monkeys and parrots must, in all cases, be distinctly informed that they must be at the car door, ready to receive the same at destination, as T. B. M. has no means of caring for them after arrival. The practice of turning over dogs to S. B. M. to be kept in baggage-room at destination is not allowed.

86. Guns, in cases and not loaded, and canary birds, in cages, not exceeding one cage to each passenger, may be carried in day or sleeping cars without charge.

In these rules, parrots are named as *representatives* of a class of large birds that would be

offensive to passengers; and canaries as *representatives* of the *class* of inoffensive parlor birds.

87. In all other cases, guns and saddles must be put in care of the T. B. M., who is allowed to collect, for carrying each one any distance on his route, twenty-five cents each.

88. Baby-wagons will be carried in the baggage-car only, and in care of the T. B. M., who is authorized to collect from the owner, for carrying each fifty miles or less, twenty-five cents; and for any distance over fifty miles, at the rate of twenty-five cents per hundred miles.

89. The fees for carrying dogs, monkeys, parrots, guns, baby-wagons and saddles are for the personal compensation of T. B. M. for the extra work and responsibility they cause him.

90. Perquisite fees, the same as price of passenger tickets, must be collected in *advance* for the whole distance; and when T. B. M. transfers the animal or article to another T. B. M. he must pay over also all the fees except what belongs to his route.

91. You are required, in every case, to attach such "perquisite tag" or check as shall be furnished by the G. B. A. for that purpose to the perquisite animal or article, and to give to owner the proper duplicate, which duplicate must be returned when animal or article is delivered. If tag is used, both tag and duplicate must be dated and signed by you, and when returned must be promptly forwarded to G. B. A.

92. **When a perquisite** article is left at a station to be transferred to another T. B. M. a full description must be entered on transfer bill. Also give number of perquisite tag.

93. **SUPPLIES.**—T. B. M. will order all their supplies from G. B. A. one week in advance.

94. **REPORTING.**—Before reaching the end of your route nearest the office of the G. B. A., prepare your "received" and "delivered" reports, that they may reach the G. B. Office at the earliest possible moment.

Compare your "received" and "delivered" reports and see that they harmonize.

95. Count and give total number of pieces at bottom of every report, and of every transfer bill and way-bill.

96. Note fully on "received" and "delivered" reports and on way-bills every article carried in car under special instructions, not regularly checked baggage; also on transfer bill when same is to be transferred.

97. Hand your way-bill to S. B. M. before delivering baggage. *Never* attach it to strap check.

98. **If S. B. M. fails**, for any cause, to be present and receive baggage when your train arrives, state the case fully on your report of "delivered."

99. **At station where there is no Agent**, make your way-bill regularly, and below your name as "T. B. M." sign it again, instead of "S. B. M."

100. **Never deliver** checked baggage without the duplicate.

101. Should baggage become damaged while on your run, by fire, collision, or other accidents, report the case at once by wire to G. B. A.

102. **MISCELLANEOUS.**—Riding in baggage-car.—Unless specially authorized by your conductor, you must allow no person to ride in your car.

103. Baggage must not be examined or opened, except by owner on presentation of ticket and check.

104. When baggage is opened by owner note the fact on your report.

105. "Second-class or emigrant baggage must not be checked short of real destination of such ticket. Train baggage-masters will decline to put off or deliver such baggage short of the destination, unless the passenger surrenders the ticket to the train conductor, when he will make a statement of the facts to the General Baggage Agent, giving him the number, destination of ticket, etc. They can allow passengers of above grade to EXAMINE their baggage, taking therefrom, if they wish, necessary articles of clothing for immediate wants, etc. To carry out the above rules they must examine tickets of any passenger asking for examination or delivery of baggage en route."

106. At the end of your run you must remain with your baggage until it is regularly delivered to S. B. M., or transferred to succeeding T. B. M.

107. While your car contains baggage, you must not leave it without first securely fastening all its doors.

108. When you deliver baggage short of destination, the duplicate check having been delivered, you will in *all* cases note the fact on your "delivered" report, giving numbers of checks, and if possible the name of the passenger.

Joint Rules.

109. After baggage has reached its destination it must not be moved, except on order of the G. B. A.

110. **Read carefully** and follow strictly all directions printed on blanks furnished for your use.

111. Every baggageman will be held strictly accountable for any baggage lost or damaged while in his care.

112. Should baggage from any cause become damaged while in your care, the case must be promptly and fully stated to the G. B. A.

113. In all cases where you receive, deliver or check baggage in bad order, so note it distinctly on your register, report, transfer or way-bill, as the case may be, stating fully the cause, if you know it. Baggage in B. O., that needs it, must be securely tied or lashed before it is received or delivered, and the case fully reported to the G. B. A.

The G. B. A. must be promptly and fully informed of all claims, complaints and irregularities occurring within your knowledge in the operations of this department.

114. When you request baggage under any check other than C. P. to be returned to a station not authorized to use such checks, the duplicate check must be forwarded with the request to the G. B. A. In all cases you must state whether passenger has surrendered ticket. If so, baggage will be returned free; if not, at owner's expense. If ticket is surrendered to you, forward it with request.

115. Telegrams for the removal of baggage, not "*stray*," must be prepaid. If an answer is required, pay for that also must be deposited.

116. No person, unless duly authorized, is permitted to have access to the checks or other material of this department, or to baggage, while in the care of the Company.

117. If a case containing a corpse is in apparently good condition, accompanied by a messenger bearing physician's certificate that deceased did not die of contagious disease, and presenting to agent full first-class ticket, it may, by agent, according to rule of Passenger and Ticket Department, be way-billed and carried in baggage-car.

118. Articles found in cars, stations or steamers must be left with Div. Supt. at end of trip, and by him be labeled with number of car and train, or name and trip of steamer or station, as the case may be, and forwarded to the G. B. A. at the end of each week.

119. You must not be absent from your post, nor "change off" without leave of your Superintendent, and you must immediately notify the G. B. A. of such leave.

120. All B. M. are required to keep the G. B. A. informed of their particular *addresses*, that he may at any time communicate with them, by night or by day, by messenger or by wire.

121. Every T. B. M., and every S. B. M. if not station agent, must, when on duty, wear the prescribed *badge*.

122. **STRAY BAGGAGE.**—In all cases where baggage is called for and has not arrived in due time, apply by telegraph directly to the General Baggage Agent.

123. In your telegram state distinctly the *initials* and numbers of the checks, where, when and for what station issued, and, if possible, description of baggage.

124. When baggage is ordered by General Baggage Agent, always answer at once by telegraph, whether, when and how you will forward it.

125. When baggage that has been asked for is received, never fail to notify the G. B. A. at once by telegraph, making all telegrams as BRIEF as possible.

126. All pieces of baggage which have been carried *by* or *left short* of destination should be so recorded on delivery report and way-bill of T. B. M., and on receiving-register of station baggageman, with the reason for doing it, and promptly reported by wire to G. B. A.

127. **COMMUNICATIONS.**—All communications for the G. B. A. (except telegrams) should be in ink or indelible pencil, under *seal*, and directed, "General Baggage Agent."

128. **All reports and documents** for the office of G. B. A. should be in *unsealed* envelopes, unless otherwise specially directed.

129. Forward all reports, way-bills and documents of every kind for General Baggage Agent's office by *first* passenger train after they are completed, on the day of their date.

130. **Fully execute** all way-bills and reports before sending to the G. B. A.

131. Orders for supplies must be on separate paper, under seal. Never on B. blanks.

132. Acknowledge promptly receipt of any and each packet or parcel of supplies furnished you.

133. All baggagemen are especially required to handle baggage with *great care*, and to be particularly polite and pleasant with all who seek your services or attention; answering cheerfully all questions, as far as possible, however trivial or unimportant they may *seem* to you. The use of profane or discourteous language to the patrons of the Company, or those seeking to become such, is highly improper and will not be allowed.

The promptness with which you become familiar with these rules, and the perfection with which you execute them, will be the measure of the esteem in which the Company will hold your services.

O. C. WHEELER,
General Baggage Agent.

C. L. CRABTREE,
Assistant, G. B. A.

APPROVED:

A. N. TOWNE,
General Superintendent.

Hobbs