

CHICAGO, MILWAUKEE, ST. PAUL & PACIFIC RAILROAD COMPANY

Henry A. Scandrett, Walter J. Cummings,
George I. Haight, Trustees

Form 3350 Rev.



Instructions

for

Inspection, Classification and Carding of Box Car Equipment for Commodity Loading



Initiated June 16, 1930.
Revised July 15, 1939.

To All Concerned:

This booklet contains standard instructions to govern Agents, Yardmasters, Yardclerks, Car inspectors, and other employes concerned in the selection, inspection, classification and carding of Box cars, as well as the furnishing or billing of such cars for the loading of various commodities.

Its purpose is to standardize the method of inspection, selection and carding; to eliminate unnecessary empty car miles, and to keep the cars in the service for which they are suitable.

Four commodity cards have been provided, as follows:

Form 3341—A one side—AX reverse side,

Form 3343—B one side—BX reverse side,

Form 3345—C one side— E reverse side,

Form 3347—D one side—DX reverse side.

In applying the cards to car, the inspector shall sign his full last name, thus: "A. SMITH" instead of only the initials "AS", and all cards must be signed. Also when inspection is made, the car shall be carded for the highest classification for which it is fit. One commodity card shall be attached to each side of car below the car number, with three tacks per card as illustrated on the following pages.

If car is not loaded within 30 days after carding, the card shall be removed, and the car re-inspected, re-classified and re-carded.

The General Physical Requirements which all cars must meet, are shown on page 11, and must be strictly observed.

All employes are urged to carefully follow these instructions.

J. A. DEPPE,


Superintendent Car Department

J. L. BROWN,

General Superintendent Transportation

Form 3341

C. M. St. P. & P.



Tack Here

Tack Here

Tack Here

Car No. _____ Initials _____
 Station _____ Date _____
 Inspector _____

CLASS "A"

A car fit for loading flour, cereal, paper, sugar, empty tin cans.

Such a car must meet the following requirements:

Weather-proof at sides, ends, roof, and doorways (this to be determined by getting inside the car, closing doors, and observing whether daylight penetrates at any point).

Interior to be free from protruding nails, bolts, or other projections.

Floor, sides, and ends free from oil spots and otherwise clean and free from contaminating odors. See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3341 C. M. St. P. & P.

AX

Note: Actual Card Has Green X

Car No. _____ Initials _____
 Station _____ Date _____
 Inspector _____

Tack Here

Tack Here

Tack Here

Tack Here

CLASS "AX"

Similar in every respect to a class "A" car except that it requires some conditioning, removal of nails, cleaning, washing, burning out of oil spots, etc.

The Car Department will, after this work is completed, re-inspect, re-classify and re-card the car according to the commodity for which the car is fit, (Removing old cards). See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3343 C. M. St. P. & P.

B

Car No. _____ Initials _____
 Station _____ Date _____
 Inspector _____

Tack Here (top right)

Tack Here (left)

Tack Here (bottom right)

CLASS "B"

A car fit for loading bulk grain.

Such a car must meet the following requirements:

Weather-proof at sides, ends, roof, and doorways (this to be determined by getting inside the car, closing doors, and observing whether daylight penetrates at any point), with tight floor and lining intact, and car in such condition that it will not leak grain.

Free of coal dust, cement, or other refuse, particularly poisonous substances, free of contaminating odors or fresh oil spots. See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3343

C. M. St. P. & P.

BX

Car No. _____ Initials _____
Station _____ Date _____
Inspector _____

Tack
Here

Tack
Here

Note:
Actual
Card
Has
Green X

Tack
Here

CLASS "BX"

Similar in every respect to a class "B" car, except that it requires cooping, cleaning or washing, burning out of fresh oil spots, etc.

The Car Department will, after this work is completed, re-inspect, re-classify and re-card the car according to the commodity for which the car is fit, (Removing old cards). See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3345

C. M. St. P. & P.

C

Car No. _____ Initials _____
Station _____ Date _____
Inspector _____

Tack
Here

Tack
Here

Tack
Here

CLASS "C"

A car fit for loading cement.

Such a car must meet the following requirements:

Weather-proof at sides, ends, roof, and doorways (this to be determined by getting inside the car, closing doors, and observing whether daylight penetrates at any point).

Interior to be free from protruding nails, bolts, or other projections.

Floor, sides, and ends free from fresh oil spots, and otherwise clean and free from contaminating odors. See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3347 C. M. St. P. & P.

D

Car No. _____ Initials _____
 Station _____ Date _____
 Inspector _____

Tack Here (top right)

Tack Here (left)

Tack Here (bottom right)

CLASS "D"

A car fit for dressed lumber, sash and doors, furniture, hay, sheet steel, tin plate, canned goods, crated and boxed goods, and general merchandise.

Such a car must meet the following requirements:

Weather-proof at sides, ends, roof, and doorways (this to be determined by getting inside the car, closing doors, and observing whether daylight penetrates at any point).

Floor in good condition, free from fresh oil spots, coal dust, cement, and other refuse, contaminating odors, and protruding nails, bolts, or other projections. See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3347

C. M. St. P. & P.

DX

Car No. _____ Initials _____
Station _____ Date _____
Inspector _____

Tack
Here

Note:
Actual
Card
Has
Green X

Tack
Here

Tack
Here

CLASS "DX"

Similar in every respect to a class "D" car, except that it requires removal of nails or other projections, burning out of fresh oil spots, cleaning or washing, etc.

The Car Department will, after this work is completed, re-inspect, re-classify and re-card the car according to the commodity for which the car is fit, (Removing old cards). See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

Form 3345 **C. M. St. P. & P.**

E

Tack Here

Tack Here

Tack Here

Car No. _____ Initials _____
 Station _____ Date _____
 Inspector _____

Tack Here

CLASS "E"

A car fit for loading coal, hides, ties, oil, paint, grease, brick, tile, machinery, greased rods and shafting, scrap iron, scrap rags, scrap paper, rough lumber, tar, vinegar, and similar commodities.

All cars not meeting the requirements of classes A, AX, B, BX, C, D and DX, but having floor in serviceable condition. See page 11 covering the general physical requirements.

NOTE:—One card to be attached to each side of each car below the car number with three tacks as illustrated.

GENERAL INSTRUCTIONS

A preliminary supply of cards will be furnished all Agents and others interested direct, further supply to be obtained from the Storekeeper in the usual manner.

The principal advantage to be gained through the new carding system is to preserve the best box cars for the highest type loading, and after cars are inspected they should be given the highest classification that the condition of the car will permit. Maintaining a program of this kind will mean a saving in expense of conditioning and repairing equipment and in preserving box car equipment in a high standard.

Cars in cement service should not be classified or carded for "AX", "BX", or "DX" except on special instructions.

When cars are incorrectly classified, as evidenced by condition as compared with commodity cards attached to car, such commodity cards should be removed and attached to report addressed to Supt. Car Department, such report to indicate in detail just why car should not have been so carded. This will enable taking up with party at fault to avoid recurrence.

GENERAL PHYSICAL REQUIREMENTS

In the selection of box cars for the various classes of lading, inspectors must first see that the trucks, underframe, couplers, and draft gear, doors and door fixtures, brake rods and levers, hangers, pins, brake beams, and air hose are in good serviceable condition, and all cotters in place and properly spread. Air brake cleaning date and journal box repacking date must not be over twelve months old. Even if the journal box repacking date is less than twelve months old, the boxes must be gone over carefully and placed in good condition. After loading, the journal boxes must be carefully inspected at first inspection point and a small amount of free oil added if necessary.