

MANUAL OF EVACUEE TRANSFER OPERATIONS

April 15, 1944

EXHIBIT XX

HANDLING OF EVACUEE PERSONAL PROPERTY

In order to assist the Project Directors, by providing them with an orderly and uniform method for handling the baggage and household effects of the evacuees under the third segregation program, and for the closing of Jerome, the Director has delegated the Transportation Section of the Evacuee Property Office at San Francisco to furnish each project with procedures for the purpose of moving:

- A.) Hand baggage
- B.) Checkable baggage
- C.) Household goods

This Exhibit XX is drawn up to substitute for, and to integrate the sections and items concerned with the above property, and its handling, as they are at present outlined and described in Exhibit XIX and in the Manual and supplements thereto.

The suggestions contained herein are also to be used for the Jerome Project closing in June, except for the freight schedule and for the truck movement from Jerome to Rohwer. On this phase of the movement a supplement is in preparation, and will be supplied as soon as completed.

Each Project Director should designate a member of his official staff as the individual charged with the overall supervision of moving the above three categories of evacuee property. The designated officer should be responsible for carrying out a systematic and orderly handling of this portion of each project's part in the segregation program.

It is recommended that the designated officer should be responsible for implementing the attached procedure; and also

To arrange for the purchase and allocation of lumber, packing materials, nails, string, rope, stencils, grease chalk, gummed tape, cartons, and those other materials necessary to the proper packing and shipping of all these categories of evacuee property.

To arrange for preparation of the forms or form letters necessary to this program and to see that an adequate supply of needed forms is at hand.

And for the selection of a staff capable of handling the work.
This includes:

Pickup of three categories of evacuee property; to see that it is properly labeled; tallied into trains; as well as to arrange for the keeping of records for this work.

To see that all incoming property is properly distributed to the assigned apartments of those evacuees who arrive at each project.

To see that arrangements are effected for the proper guarding of baggage and household goods; to arrange for adequate warehousing facilities; and to provide proper loading and unloading of baggage cars and freight cars.

The designated representative should also arrange to forward letters of instruction to the evacuees through the proper channels, as set up at each of the projects.

It is important that copies of these procedures, and of whatever other letters and forms are related to this movement, be distributed to all sections concerned, so that all have a thorough understanding of what needs to be done.

The present proposed passenger schedule is a greatly accelerated one. It is absolutely necessary, therefore, to start immediately to accumulate in warehouses as much as possible of the evacuee property (Household Goods) which will move by freight. The Transportation Section at San Francisco will operate, in conjunction with the railroads, a freight transportation control. The freight schedule set up must be followed whenever possible, and advice by wire on arrival and departure of all household goods freight is to be sent in all instances to the Transportation Section at San Francisco. The freight schedule has been drawn up to work the least amount of hardship on the sending and receiving projects, taking into consideration the available facilities, warehousing equipment and personnel. Consideration of the carriers is involved in avoidance of either possibilities of congestion and embargoes as well as in the use of badly needed rail equipment.

A. PROCEDURE FOR HANDLING
HAND BAGGAGE

Description

Hand baggage should consist of those boxes, suitcases, pillows, and extra coats that can be carried by the passengers and can be kept by them in the railroad passenger cars. Only a minimum of hand baggage can be taken.

Marking

The individual passenger will not be obliged to mark his hand baggage, but we earnestly recommend that marks of identification (in English) be securely fastened to each piece or bundle.

Responsibility

The individual passenger will be responsible for his hand baggage. He will be responsible for getting it on the train and for taking it off at destination.

Pickup

Each project should arrange for a schedule of pickup of passengers with their hand baggage, dependent upon the distances involved from the assembly points to the places of actual entrainment. Those projects, such as Rohwer, which have spur tracks on the projects, will undoubtedly set their assembly points at or close to rail siding and will not require equipment for passenger and hand baggage transfer.

The other projects are unquestionably setting up routines for passenger transfer to and from railhead. We merely want to caution them that the equipment prepared be adequate to transfer the hand baggage as well as the passengers. Considering the type of passenger and nature of belongings, allow approximately two-thirds as much space for hand baggage as you require for each passenger.

Notification

The Manual provides for notification of trip schedules. We suggest that final notification for passenger movement incorporate a full explanation of what articles constitute hand baggage and how and by whom it is to be moved.

B. PROCEDURE FOR HANDLING
CHECKABLE BAGGAGE

Description

Checkable baggage should be limited to those articles necessary to maintain the evacuee at his destination for about sixty days, pending the arrival by freight of his household goods. This should be limited to containers such as trunks, boxes and handles attached, dunnage bags, etc., all of which should be securely fastened. Checkable baggage should contain clothing, personal comforts, etc., but should not include household furniture or goods classified as freight.

Checkable baggage is limited to 150 lbs. per full fare, and 75 lbs. per half fare.

Marking

Nothing is more important in the transfer of goods than proper marking. It is the final and vitally necessary step to ensure delivery of the right property to the right person. The following outline indicates major points of emphasis for proper labeling procedure:

How to Mark: Markings should be legible above all. If old containers of any type are used, former markings should be removed. Numbers should be checked and re-checked.

What to Mark: Each item must be marked with the name, family number, and destination of the owner.

If the evacuee has more than one piece, each piece should be marked to show how many are in the lot. For instance, if there are 4 pieces, they should be marked: 1 of 4; 2 of 4; 3 of 4; 4 of 4; etc.

What to Mark With: Use crayon, or lacquer-based paint, or ink for stenciling. All marking materials should be waterproof and fade-proof against sun and weather.

What to Mark On: Tags are provided by the project authorities for all items. On tags use waterproof ink, or type the information. (On cloth, use ink or type; on leather, ink; on metal, stamp; on fibreboard, ink or type.) Tags should be attached to containers so that they cannot become detached in shipment or handling.

Miscellaneous Markings: Additional information, such as "Fragile", or "This Side Up" are important. Such markings should be emphasized.

At Jerome it is suggested for the project closing that if convenient, different colored markings be used for evacuee property to be sent to particular destination. Thus: Red for Rohwer; Green for Granada; White for Heart Mountain; Orange for Gila River; Blue for Relocation, etc. It is surprising how helpful such markings can be.

Tags

It is our understanding that tags for baggage have been furnished by Washington. These tags have been so designed as to provide the evacuee with a claim check.

Distribution of tags and their attachment to each checked item should be as follows:

When the pickup truck arrives at the evacuee's apartment (pickup arrangements described under pickup), the officer in charge of the truck should have available a supply of tags. One tag should be issued for each item, appropriately marked, and fastened to each piece of checkable baggage. The claim check portion should then be given to the evacuee for use in reclaiming his baggage upon its arrival at his destination.

Arrangements

The projects shall make arrangements for pickup, transfer, forwarding and return to the evacuees at destination of not to exceed 150 lbs. per full fare and 75 lbs. per half fare of checkable baggage.

The evacuee will not have access to his baggage from the time it is picked up at his apartment at the center of origin until it is delivered at destination.

The evacuee will be responsible for having his checkable baggage ready for pickup twenty-four hours prior to his scheduled moment of departure.

Pickup

A schedule of checkable baggage pickup should be planned and laid out at each project, as long in advance as possible by the designated representative and his staff.

Due to the varying distances from railhead on the various projects, the importance of setting up a schedule for trucking, and approximating the amount of needed labor for handling the checkable baggage cannot be overemphasized.

The amount of equipment prepared must be adequate. WRA-owned and operated equipment is supposed to be used whenever possible. If such equipment is inadequate, arrangements for additional commercial vehicles should be made, and this supplementary service coordinated.

Truck details of handlers and drivers will be required. Routines and schedules should be given these men in order to effect a systematic arrangement for this purpose. If block managers are being used to expedite the movement of the passengers, they should be acquainted with the schedules and routines to be followed.

Each project will be obliged to furnish the designated official an alphabetical list of each person, identified by name, family number, and destination, to be transferred from the project. This list is to be broken down by (a) residence in block (at point of origin); (b), destination; (c) time of departure. These lists should be furnished as long in advance as possible in order to implement a schedule of pickup; and they should be supplemented whenever necessary to reflect changes or additions.

Separate details of equipment and personnel should be designated for the moving operations involving (a) checkable baggage, and (b) passengers and their hand baggage. This will tend to avoid confusion and minimize opportunity for delay.

Proper notification to the evacuee when he may expect the pickup truck should be made in ample time to allow for proper preparation for shipment of checkable baggage.

It is recommended that each truck be furnished with two men and a driver. The driver is to assist one of the other two men as a baggage handler. The other man should be selected by or from the Internal Security Division for proper checking and protection. The man so selected should have a set schedule with a specific group of assignments. This man should be in charge of his truck and detail.

It should be the responsibility of the Internal Security Division personnel on the trucks to properly check the checkable baggage from the evacuee's residence into the truck. No checkable baggage should be accepted unless it is properly tagged.

The truck detail should be instructed to pick up only the checkable baggage of those evacuees whose names are on their scheduled assignment.

Since great care must be taken to meet train schedules, it is important that every precaution be taken to avoid confusion and delay.

Notification

The Manual provides for notification of trip schedules. It is suggested that final notification for passenger movement incorporate a full explanation of what checkable baggage may comprise and how it is to be moved, and by whom.

Warehousing

The checkable baggage for a specific train trip should be assembled at one spot, in a warehouse designated for this particular purpose. Certain projects may find it convenient to dispense with this arrangement; in which case, a suitable location should be selected as a checkable baggage assembly point. In either case, guards should be posted at all times. If a warehouse is provided, arrangements should be made to have locks on the doors.

An individual should be selected by the representative of the Project Director as supervisor charged with the overall management of the various warehouses concerned with the handling of evacuee personal property. This supervisor should be a member of the representative's official staff, and all personnel working in the evacuee property warehouses should be under his supervision.

Checkable baggage only should be accepted into the warehouse selected for this purpose. Nothing should be accepted unless it has first been cleared through the proper pickup and delivery channels.

A record should be made of the number of pieces received for a given trip. We recommend that this tally be made in duplicate-original to accompany train at time of departure, and duplicate to be filed with the Warehousing Division at project or origin. The attached tally form #1 is suggested.

Carloading and Unloading

Our very good experience in earlier movements depended on the good loading and unloading of cars. Care and diligence should be exercised to prevent errors in shipping and to avoid loss and/or damage. The attached guide on the prevention of loss and/or damage to evacuee property should be of great help in the proper preparation of goods for shipment.

A baggage car loading detail will be required and a regular crew is advisable.

Loading of cars should be carried out as much as possible in an orderly and compact fashion.

A copy of the manifest of what is being shipped should accompany the car. It is suggested that this copy be placed adjacent to the door of the car on the side of loading. A notice should be placed adjacent to the opposite door indicating where the manifest is to be found.

Experience has indicated that the following loading plan produces best results: First, to lay across the end of the car (side to side) a base of heavy articles (trunks, heavy wooden boxes and strong crates of comparable shape, not easily susceptible of damage) so closely stowed that there may be no side-to-side shifting. Build up a tier by a second layer of medium weight (but not fragile) articles, care being exercised to fill odd spaces with cartons, bedding, etc., which cannot be damaged by sway of the car, to prevent side shifting. The upper layer (to roof of car) may then be made up of light weight and fragile articles, compactly stowed and braced by snugly filling of odd spaces with light weight cartons, bedding etc.

It is also possible, instead of using the above plan, to use the stepping-down system of loading, as follows: A base of heavy trunks is laid along the sides of the car from the doorway (but not in the doorway space) to the end of the car, with a center aisle space sufficiently wide to permit passage of the baggage man. A second or third layer of trunks is then laid on top of the base. Suitcases and bags are then laid flat on top of the trunks, pyramiding or sloping back from the aisle up to the slope of the roof of the car.

If there are an insufficient number of trunks for base for the entire car, trunks may be loaded in one end of the car (leaving aisle space, as outlined above) with heavy trunks as base and lighter trunks on top, but all lying flat. The suitcases and bags may then be loaded flat, filling the space in the other end of the car. No bracing is used.

At the project of destination competent and regular baggage handling crews are desirable. A central collection point or warehouse should be assigned for receipt of the baggage from the cars. It may be found advisable to have regular truck details deliver the baggage. Specific instructions on such delivery to designated houses should be provided these crews by the official representative, or whoever else is appointed to this detail. Claim checks and stubs should be collected upon delivery of baggage and turned in to the Warehouse Division Supervisor after each specified trip.

C. PROCEDURE FOR HANDLING HOUSEHOLD GOODS

Description

Freight will constitute the personal property of the evacuee other than baggage (hand or checkable) and shall be classified as household goods.

Forwarding

Shipments of household goods will not accompany passengers on passenger trains, but will follow later by freight in carload lots. Less than carload lot shipments will be made to projects only after the last complete carload shipment has gone forward. A schedule of freight car movements has been set up for all projects and is attached. Every precaution will have to be made to comply with these dates in order to avoid congestion or delay. Should any delay occur, full details should be advised by wire immediately to the Transportation Section of the Evacuee Property Office at San Francisco so that appropriate action can be taken.

Crating and Packing

The Manual provides that each project will make available to the evacuees a sufficient supply of lumber, tools, or other material necessary for proper crating, marking and packing of goods.

While it is felt that the evacuees themselves should very definitely make every effort to pack, crate and wrap their household goods, this will not in all cases be either practical or possible. During the September-October movement at Tule Lake an arrangement was effected, whereby:

The equipment and crew from their furniture factory was put into operation, and they made approximately 2,000 standard size boxes, 2' x 2' x 3'. These boxes were delivered through the designated representative's help to evacuees who were moving, well in advance of their scheduled dates of departure. An arrangement was perfected whereby evacuees were able through their block managers to notify the designated representative of their needs, and appropriate arrangements made accordingly.

The benefit of uniform boxes is that car loading and unloading is simplified. Less lumber and crating materials are wasted, and fewer tools are lost. While we know every project does not have a furniture factory, each will afford some type of manufactory where a simple plan for accommodating all its evacuees can be put into effect.

Great care must be taken that a minimum of boxes for each family be established before any family is permitted any additional boxes. This precaution will avoid dissatisfactions and trouble in case the supply is limited and first comers deplete the stock. The attached guide on prevention of loss and/or damage to evacuee property during transportation will be of value in advising how to crate and pack. Please note Section II D (5) on Sewing Machine Crating.

The evacuee is to pack all loose articles into boxes which will be provided for this use.

Marking

Nothing is more important in the transfer of goods than proper marking. It is the final and vitally necessary step to ensure delivery of the right property to the right person. The following outline indicates major points of emphasis for proper labeling procedure:

How to Mark: Marking should be legible above all. If old containers of any type are used, former markings should be removed. Numbers should be checked and re-checked.'

What to Mark: Each item must be marked with the name, family number, and destination of the owner.

If the evacuee has more than one piece, each piece should be marked to show how many there are in the lot. For instance, if there are 4 pieces, they should be marked: 1 of 4; 2 of 4; 3 of 4; 4 of 4;, etc.

What to Mark With: Use crayon, or lacquer-based paint, or ink for stenciling. All marking materials should be waterproof and fadeproof against sun and weather.

What to Mark On: Tags are provided by the project authorities for all items. On tags use waterproof ink, or type the information. (On cloth, use ink or type; on leather, ink; on metal, stamp; on fibre-board, ink or type.) Tags should be attached to containers so that they cannot become detached in shipment or handling.

Miscellaneous Markings: Additional information, such as "Fragile", or "This Side Up" are important. Such markings should be emphasized.

At Jerome it is suggested for the project closing that if convenient, different colored markings be used for evacuee property to be sent to particular destinations. Thus: Red for Rohwer; Green for Granada; White for Heart Mountain; Orange for Gila River; Blue for Points of Relocation, etc. It is surprising how helpful such markings can be.

Arrangements

The projects shall make arrangements for the pickup, transfer, forwarding, and return of household goods to the evacuee at destination.

The evacuee will not have access to his household goods from the time they are picked up at the center or origin until they are delivered at destination.

In accordance with Administrative Manual Chapter 110.7.2, forms WRA-156 shall be furnished the evacuees for the listing of their property and for their signatures. The head of each family shall fill out four copies, which are to be delivered to the proper officer for distribution, as follows: One copy for the evacuee; one copy for the project of origin; one copy for the warehouse on the project or origin; one copy for the Evacuee Property Office at San Francisco, (who will keep a master file in conjunction with freight car forwardings for purposes of extra precaution in case of loss and for possible in-transit loss and damage claims.)

In the event an evacuee is transferred prior to the picking-up of his household goods, he must designate a person to release his property to the representative of the Project Director. No property should be picked up at the residence of an evacuee, for shipment, if the property does not tally with form WRA-156 executed by the evacuee. In the event of any shortages, such cases should be immediately reported to the Internal Security Division and the designated representative of the Project Director.

Pickup

A schedule of household goods pickup should be planned and laid out at each project, as long in advance as possible, by the designated representative and his staff.

Due to the varying distances from railhead on the various projects, the importance of setting up a schedule for trucking, and approximating the amount of needed labor for handling the household goods of the evacuees cannot be over-emphasized.

The amount of equipment prepared for this purpose must be adequate. WRA-owned and operated equipment is supposed to be used wherever possible. If such equipment is inadequate, arrangements for additional commercial vehicles should be made and this supplementary service coordinated.

Truck details of handlers and drivers will be required. Routines and schedules should be given these men in order to effect a systematic arrangement for this purpose. If block managers are used to expedite the work, they should be acquainted with the schedules and routines that will be followed.

Each project will be obliged to furnish the designated representative an alphabetical list of each person identified by name, family number and destination, to be transferred from the project. This list is to be broken down by (a) residence in block (at point of origin) (b) destination (c) time of departure. These lists should be furnished as long in advance as possible in order to implement a schedule of pickup; and they should be supplemented whenever necessary to reflect changes or additions.

Separate details of equipment and personnel, if possible, should be designated for the moving operations involving (a) passengers and hand baggage; (b) checkable baggage; and (c) household goods. This will tend to avoid confusion and minimize opportunity for delay.

Proper notification to the evacuee when he may expect the pickup truck should be made in ample time to allow for proper preparation for shipment of household goods.

It is recommended that each household goods truck be furnished with a minimum of two men and a driver. A four-man crew would expedite matters. The driver should assist one or two, as the case may be, of the others in handling the property. The other man should be selected by or from the Internal Security Division for proper checking and protection. The man so selected should have a set schedule with a specific group of assignments. This man should be in charge of his truck detail.

It should be the responsibility of the Internal Security Division personnel on the trucks to properly check the household goods from the evacuee's residence into the truck. Nothing should be accepted unless the item has been properly marked or tagged.

The truck detail should be instructed to pick up only the household goods of those evacuees whose names are on their scheduled assignment.

Notification

The Manual provides for a system of notifying the evacuee of the circumstances under which his household goods will be moved. Care should be taken that this notification bears on it a time when the truck will call for the property.

If an individual project chooses to follow the suggestion on supplying a set minimum of standard size boxes to each family, the evacuees should be so notified; and arrangements made for delivery either at the evacuee's home, or at the manufactory.

Warehousing

The household goods for the evacuees to be moved should be assembled in a warehouse, or warehouses, specifically designated for this particular purpose. At those projects having rail spurs the warehouse should be on the spur to expedite the handling of the property.

Household goods only should be accepted into the warehouse or warehouses selected for this purpose. Nothing should be accepted unless it has first been cleared through the proper pickup and delivery channels.

Because the warehouse situation at several of the projects is acute, it has been determined to implement the attached freight schedule, and to modify the instructions in the Manual which provide for freight movement after the entire passenger program has been completed.

Attached is a breakdown showing the amount of warehouse space that each project will still require despite the attached freight schedule, at the peak of the program. We understand the probabilities are that several of the projects may not be able to provide so much space; but every effort should be made to provide additional space that will be required. Careful planning and the use of expediences will meet the situation.

Warehousing Functions

All property picked up on forms WRA-156 shall be tallied into the designated warehouse accompanied by original and duplicate copies of WRA-156. Property shall be tallied on appropriate Evacuee Property Reports. Four copies of EPR should be made and distributed as follows: One copy to accompany shipment and should be tacked inside of car door; one copy to be mailed with original bill of lading to destination; and two copies should be mailed along with original form WRA-156 and three copies of bill of lading to the San Francisco office.

Warehouse provision shall be made for all incoming household effects shipped from one project to another during this program.

Upon receipt at the project of destination of a carload of household effects, the designated officer should assign a representative to check all property received in accordance with tally sheet accompanying each car. Inspection of property should be made in accordance with regular procedure at each project at point of destination.

Upon receipt of household effects of evacuees at the destination project warehouse, they should be sorted by ownership, and assigned spaces and lot numbers. This lot number will be reported on the tally-in sheet, Form QMC-489, which will be prepared by the warehousemen in the same manner and routed in the same manner as tally-in sheets for other material. Tally-in sheets will designate the name of the evacuee and item number for each piece of property received. The property control unit will set up a folder with the name and case number of each individual or family who has property stored in the evacuee's warehouse. When an evacuee wishes to withdraw articles stored, he will present his request to his block manager, who will have prepared in an original and three copies, form WRA-96, Material Issuance Ticket. The block manager will present the original and three copies of form WRA-96 to the Housing Section, who should approve the issue of the item. One copy of the WRA-96 will be retained by the Housing Section. The original and two copies will be sent to the Property Control Unit. The Property Control Unit will forward the original and one copy to the warehouseman, who will obtain a signature on the original and return it to the Property Control Unit where it will be filed into the evacuee's folder. One copy will be retained by the warehouseman.

Warehouse Handling

Property to be shipped out should be placed in warehouse according to destination. LCL shipments should be separated from carload shipments. This will expedite the flow of property and avoid delay and confusion.

It shall be the responsibility of those individuals in charge of the warehouse to anticipate the needs covering packing, crating and shipping of materials and issue through the designated officer appropriate requisitions to the Procurement Division at the project, allowing sufficient time to properly procure these items.

It shall be the responsibility of the designated officer to secure the proper amount of guards for the necessary protection of the property and the warehouse, and to maintain a twenty-four hour guard service.

Packing and Crating

Our very good experience in earlier movements depended on the good loading and unloading of cars. Care and dilligence should be exercised to prevent errors in shipping and to avoid loss and/or damage. The attached guide on the prevention of loss and/or damage to evacuee property should be of great help in the proper preparation of goods for shipment.

Each project shall provide warehousing space suitable for packing, crating, and shipping of evacuee property. An official of the Authority should be placed in complete charge (reporting only to the designated officer on the project) and supplied with evacuee assistance for packing and crating. The amount of assistance required should be estimated by the number of evacuees leaving the project.

Fiscal

In line with present regulations, all projects should set up a cost accounting system covering packing, crating, cost of warehousing, charges for materials, time, labor, etc., for this segregation movement.

Loading of Cars

Cars should be loaded in compliance with instructions covered in the attached "Guide".

SUPPLEMENT I

MANUAL OF EVACUEE TRANSFER OPERATIONS EXHIBIT XX

SHIPMENT OF COMMERCIAL PROPERTY AND HOUSEHOLD PETS

The Deputy Director issued regulations on September 2, 1943, governing the shipment of two classifications of Evacuee Property, not previously covered in the Manual. These are:

1. Commercial Property

Commercial Property brought to a project at the request of an evacuee prior to the segregation program, and which the evacuee desires to have transferred to the project of his destination, will be moved at Government expense. This property shall be described on forms WRA-156. The number of forms, evacuee property reports, tally sheets and records shall be the same as for other classes.

This policy shall cover Commercial Property moving only from project to project, and not from a project to a place of relocation. Commercial property moving from projects to points of relocation shall be handled in accordance with Administrative Instructions on this subject.

2. Pets (such as dogs, cats)

Pets will be shipped by express at Government expense. The project is to make arrangements for the crating and forwarding of all pets to be shipped. Crating must meet the carrier's requirements. Under no circumstances, is it permissible to forward animals on the passenger trains moving the evacuees. Baggage cars will have to be used exclusively for checkable baggage.

The owner of a pet shall notify the designated official of his desire, at least one week in advance of his departure, so that arrangements can be completed for proper crating, marking and labeling. Shipments shall not include reptiles of any kind, or animals of a dangerous character, or any animals which are not normally classified as household pets. Shipping of pets is also subject to state and interstate health and other regulations.

It will be necessary for evacuees who wish to ship their pets, to furnish the designated official with a form WRA-156, giving therein a description of the pet, or pets involved. The number of forms required will be the same as for other shipments.

April 15, 1944

(FOR YOUR INFORMATION)

Transit Time of Carload Rail Freight
in days - as of May 15, 1944

BETWEEN	STALEY	ROUTE
AND		
Casa Grande, Arizona (Gila River)	11	SP Co.
Granada, Colorado (Granada)	9	SP-Ogden-UP-ATSF
Hunt Siding, Idaho (Minidoka)	8	SP-UP
Jerome, Arkansas (Jerome)	15	MP-UP-SP
Rohwer, Arkansas (Rohwer)	15	MP-UP-SP
Vocation, Wyoming (Heart Mountain)	14	CB&Q-NP-SP

Schedule as shown subject to in-transit
delays. Freight cars may very possibly
be delayed week or longer beyond time
shown.

April 17, 1944

FREIGHT SCHEDULE NO. 20

at

TULE LAKE CENTER Staley, California

Schedule of Arrival of Cars of Evacuee Property Under the
Third Segregation Program

Date at STALEY	FROM PROJECT named below	Date Car Forwarded From Origin	Number of Cars
6-6	Jerome	5-22	1
6-8	Jerome	5-24	1
6-10	Jerome	5-26	1
6-12	Jerome	5-28	1
6-14	Casa Grande	6-3	1
6-16	Rohwer	6-1	1
6-18	Rohwer	6-3	1
6-20	Rohwer	6-5	1
6-22	Rohwer	6-7	1
6-24	Rohwer	6-9	1
6-26	Granada	6-17	1
6-28	Vocation	6-14	1
6-30	Minidoka	6-22	1
TOTAL CARS			13

Dates at destination are approximate.

This schedule tentative. It will become effective
only five days after passenger movement ceases.

April 17, 1944

FREIGHT SCHEDULE NO. 21

at

GILA RIVER CENTER Casa Grande, Arizona

Schedule of Departure of Cars of Evacuee Property Under the
Third Segregation Program

Date at STALEY	Date Shipped From CASA GRANDE	No. of Cars
6-14	6-3	1
TOTAL CARS		1

ROUTING: SP Co.

April 17, 1944

FREIGHT SCHEDULE NO. 22

at

GRANADA CENTER Granada, Colorado

Schedule of Departure of Cars of Evacuee Property Under
The Third Segregation Program

Date at STALEY	Date Shipped From GRANADA	No. of Cars
6-26	6-17	1
TOTAL CARS		1

ROUTING: AT&SF-UP-SP

April 17, 1944

FREIGHT SCHEDULE NO. 23

at

JEROME CENTER Jerome, Arkansas

Schedule of Departure of Cars of Evacuee Property Under
the Third Segregation Program

Date At STALEY	Date Shipped From JEROME	No. of Cars
6-6	5-22	1
6-8	5-24	1
6-10	5-26	1
6-12	5-28	1
TOTAL CARS		4

ROUTING: MP-UP-SP

April 17, 1944

FREIGHT SCHEDULE NO. 24

at

ROHWER CENTER Rohwer, Arkansas

Schedule of Departure of Cars of Evacuee Property Under
The Third Segregation Program

Date at STALEY	Date Shipped From ROHWER	No. of Cars
6-16	6-1	1
6-18	6-3	1
6-20	6-5	1
6-22	6-7	1
6-24	6-9	1
TOTAL CARS		5

ROUTING: MP-UP-SP

April 17, 1944

FREIGHT SCHEDULE NO. 25

at

HEART MOUNTAIN CENTER Vocation, Wyoming

Schedule of Departure of Cars of Evacuee Property Under the
Third Segregation Program

Date at STALEY	Date Shipped From VOCATION	No. of Cars
6-28	6-14	1
TOTAL CARS		1

ROUTING: CB&Q-NP-SP

April 17, 1944

FREIGHT SCHEDULE NO. 26

at

MINIDOKA CENTER Hunt Siding, Idaho

Schedule of Departure of Cars of Evacuee Property Under the Third
Segregation Program

Date at STALEY	Date Shipped From HUNT SIDING	Number of Cars
6-30	6-22	1
TOTAL CARS		1

ROUTING: UP-SP

SUGGESTED CHECKABLE BAGGAGE INSTRUCTIONS

Date _____ Block and Apartment No. _____

Evacuee Name _____, Family No. _____

You have previously been notified that you are to be transferred to the _____ Project. Arrangements have been completed for your passage on Train No. _____, Car No. _____, Trip No. _____, Leaving Time _____, Departure Date _____, Seat or Pullman Reservation _____.

Will you please pack and mark your checkable baggage in the following manner: If you have more than one piece of baggage, they should be marked to show how many are in the lot. For instance, if there are four pieces, they should be marked:

1 of 4; 2 of 4; 3 of 4; and 4 of 4.

Marking tags will be supplied by the officer in charge of truck at time of pickup. Please cooperate by having your baggage packed and marked twenty-four hours prior to your departure as shown above.

Checkable baggage should be limited to those articles necessary to maintain the evacuee at his destination for about sixty days, pending the arrival by freight of his household goods. This should be limited to containers such as trunks, boxes with handles attached, dunnage bags, etc., all of which should be securely fastened. Checkable baggage should contain clothing, personal comforts, etc., but should not include household furniture or goods classified as freight. Checkable baggage is limited to 150 lbs. per full fare, and 75 lbs. per half fare.

In order to insure prompt pickup and safe delivery of your baggage to the train, will you please give this your prompt attention. This does not refer to nor include instructions on your hand baggage. Hand baggage will be taken onto train by you.

For the Project Director

* See description in Exhibit XX under marking.
Each project may determine how best to relay this information to the evacuee.

(FOR YOUR INFORMATION)

IMPORTANT

Warehouse space which you many find you will require for the Segregation Program, if household goods are not shipped until after all passengers have been transferred.

PROJECT OF ORIGIN	FOR CAR LOT HOUSEHOLD GOODS	FOR LESS CAR LOT HOUSEHOLD GOODS	TOTAL SPACE IN SQUARE FEET
Gila River	800	500	1300
Granada	1000	500	1500
Heart Mt.	1000	500	1500
Jerome	4500	500	5000
Minidoka	800	500	1300
Rohwer	5000	500	5500

Space estimated includes space for warehouse office ; space for tallying, marking, sorting; space for crating and crating material; and space for temporary stowage awaiting shipment.

Carefully marked off areas in the warehouse or warehouses should be assigned for property destined to particular projects. Property so destined only should be placed in the specific area so marked. This will eliminate confusion and expedite loading of cars.

IMPORTANT

April 15, 1944

(FOR YOUR INFORMATION)

Estimated number of trucks and men required to handle household goods from warehouse at point of origin into cars at rail siding will be as follows:

PERSONNEL:

One warehouse supervisor (member of WRA Personnel)
Four stenographers for typing, pulling EPRs, noting discrepancies
Ten craters in warehouse
Two men in warehouse to break down piles
Four truckers in warehouse (for warehouse trucks)
One stower in rail car
One inspector (Internal Security Division) in warehouse

If freight car is being loaded on a public team track and trucks are necessary for the loading, as will be the case in some instances, the following additional men will be required:

At Gila River:

	<u>If 1½-ton trucks used</u>	<u>If 10-ton trucks used</u>
Truck Loaders	2	2
Truck Drivers	3	1
Truck Swampers	3	1
Freight Handlers in car	4	4
Inspector in car (Int.Sec.Div.)	1	1

At Granada, Heart Mountain, Jerome and Minidoka:

	<u>If 1½-ton trucks used</u>	<u>If 10-ton trucks used</u>
Truck Loaders	2	2
Truck Drivers	3	1
Truck Swampers	3	1
Freight Handlers in car	4	4
Inspector in car (Int.Sec.Div.)	1	1

Estimated Number of Trucks Required:

	If only $1\frac{1}{2}$ -ton trucks are used (for each rail car)	If only 10-ton trucks are used (for each rail car)
Gila River	3	1
Granada	3	1
Heart Mountain	3	1
Jerome	3	1
Minidoka	3	1
Rohwer	*3	*1

* No trucks will be required if car placed at warehouse door for loading.

PROJECT	Number of Persons leav- ing	Number of families (3.9 persons) per family	Weight of H.H. Goods from project (750 lbs. per family)	Number of cars of H.H. Goods (15 tons per car)
Gila River	50	13	9750	1
Granada	140	36	27000	1
Ht. Mountain	125	32	24000	1
Jerome	660	169	126750	4
Minidoka	50	12	9000	1
Rohwer	700	180	135000	5

SUGGESTED NUMBER OF PERSONNEL AND
TRUCKING FACILITIES REQUIRED FOR
MOVING CHECKABLE BAGGAGE

In attempting to arrive at the approximate number of personnel and trucks required to cover the movement of checkable baggage we have taken into consideration the following:

1. Train capacity and movement of approximately 500 people at a time.
2. The knowledge that there will be only a period of about two hours in which to check baggage out of warehouse, load, deliver, and re-check it into baggage cars.
3. We have figured only one trip per truck due to the distance involved in haulage from several of the projects to their railhead. See attached.
4. We are using the determined upon figure of 150 pounds per adult and 75 pounds per child; and in our figures we are estimating average families as having two adults and two children.
5. Your equipment requirement is figured on the basis of $1\frac{1}{2}$, 5, and 10 ton trucks. This has been broken down separately in each division with the full realization that your trucking facilities will be an assortment of all sizes.
- *6. In showing four men per truck we are allowing for one to be appointed by the Internal Security Division to act in the capacity of guard and checker.

To properly coordinate and expedite this work the number of personnel and equipment arrived at by the above process and which you will need, is suggested on the attached sheet.

- * Four men per truck includes driver, representative of the Internal Security Division, and two loaders.

CHECKABLE BAGGAGE ONLY

2 Adults per family - 150 x 2 - 300 lbs.
2 Children " " - 75 x 2 - 150 lbs.

TOTAL CHECKABLE BAGGAGE 450 lbs.

When Persons per train are:	FROM	Maximum Trucks Re- quired (See Note 1)		Maximum No. Men to man trucks (Note 2)	
	CENTER	If only 10- ton trucks are used	If only 1½- ton trucks are used	If only 10- ton trucks are used	If only 1½- ton trucks are used
140	Granada	1	3	16	18
125	Ht. Mountain	1	3	16	18
500	Jerome	3	20	18	35
500	Rohwer	3	20	18	35

NOTE 1: Only one way trip of truck for each train can be expected at Gila River (14 miles)

Two one way trips of truck per train allowed at Granada, Heart Mountain, Jerome, Minidoka, Rohwer.

NOTE 2: One warehouse supervisor - Member of WRA personnel
Four baggage handlers to segregate and load at warehouse
Four stenographers for typing Evacuee Property Reports
One inspector - Internal Security Division
Four baggage handlers at rail car
One inspector at rail car - Internal Security Division

It is our recommendation that this be an entirely separate crew working only on checkable baggage.

TALLY SHEET

Place _____ Date _____

Property of _____ Family No. _____

Shipped to _____ Relocation Center at _____

Railhead _____ Car Initials and No. _____

[illegible]

Signature of Tally Clerk _____

WAR RELOCATION AUTHORITY
EVACUEE PROPERTY REPORT

No. _____

Warehouse Located at _____ Date _____

RECEIVING RECORD

Property Of _____ Family No. _____

Evacuee Located At _____

Received From _____	Whse. Location _____
---------------------	----------------------

[illegible]

Received By:

Tally Clerk

FORWARDING RECORD

Consigned to _____ Date _____

Destination _____ Bill Lading No. _____

Tally Clerk

Guide to
The Prevention of Loss and/or Damage
To Evacuee Property During Transportation
and for
The Preparation and Filing of Loss and/or Damage Claims

Prepared by
Transportation Section, Evacuee Property Division

United States
Department of the Interior
War Relocation Authority

461 Market Street
San Francisco 5, California

April 1, 1944

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
461 MARKET STREET
SAN FRANCISCO 5, CALIFORNIA

TO: Project Directors
Transportation Supervisors
Project Property Officers

That the transportation of evacuee personal property is an important factor in the Authority's program has never been doubted by those familiar with the scope of this activity and the ramifications of its influence.

This compilation is a serious attempt to assist all concerned with the carrying through to a satisfactory conclusion of a particular phase of our work. We expect the information contained herein to be of value in securing for our services the confidence of both the carriers and the evacuees.

R. B. Cozzens
R. B. Cozzens
Assistant Director

For the purpose of adjusting Transportation Claims for loss and/or damage sustained during transportation by common carriers, shipments of evacuee-owned property may be divided into two general classes:

- (1) Shipments for which the owner or his agent (other than WRA) is named as consignee in the governing bill of lading, and
- (2) Shipments for which the Government is named in the bill of lading both as the shipper and the consignee.

When the owner or his agent (other than WRA) is named as consignee, the owner is in a position to protect his property rights by filing a claim for loss or damage in his own name. Shipments to owners on leave from projects fall within this group.

When, however, the Government is named both as the shipper and the consignee, and the records and tallies made at point of origin and destination are Government records, the matter of proof of ownership, and proof that loss or damage occurred while the shipment was in a carrier's possession becomes more difficult for an owner filing his own claim in his own name. Property shipped from the evacuated area to an evacuee at a relocation center comes within this category.

Manual Chapters 100.2.1 and 100.2.2 provide that Project Evacuee Property Officers may, upon request (Form WRA-153) of an evacuee-owner, aid him in the preparation and prosecution of a claim (for loss and damage incurred by his property during transportation) filed in the name of the owner.

The following has already been issued for the guidance of Transportation Section field men and warehousemen in the preparation and shipment of evacuee property, and is restated to assist Project Evacuee Property Officers in the receipt of such property and, if necessary, in the preparation of claims for loss or damage filed in the name of the owner.

I. CLAIMS ON SHIPMENTS OF EVACUEE PROPERTY
DESTINED TO A RELOCATION CENTER

A. Liability of Carrier

Ordinarily loss or damage to a shipment during transportation resulting from negligence of a common carrier is recoverable from the carrier by the consignee or owner.

B. Measure of Recovery

The measure of recovery is the full actual value of articles lost or irreparably damaged plus freight charges, if paid, subject to a maximum amount which reflects any release of liability provided for in the bill of lading plus freight charges, if paid.

It follows, therefore, that on evacuee property upon which freight charges are payable from public funds, any charges recovered representing freight charges on property lost or damaged shall accrue to the Treasurer of the United States, whereas that portion of the amount recovered which represents the value of the property lost or damaged shall accrue to the owner of the property.

C. Supporting Papers for Loss and Damage Claims

Claims on Less than Carload Shipments Should Be Supported by:

- (a) Copy of delivering carrier's inspection report.
- (b) Copy of invoice or statement showing how the amount of the claim is reached.
- (c) If the loss and/or damage is of a concealed nature, owner's statement of Concealed Loss and Damage (on form to be supplied by the carrier).*
- (d) Form 154 - Affidavit of Non-blocked Account.

Claims on Carload Shipments Should be Supported by:

- (a) Copy of delivering carrier's inspection report.
- (b) Copy of invoice or statement showing how the amount of the claim is reached.
- (c) Certified copy of the tally into the car (or Evacuee Property Report) issued at point of origin.

* Explanation of Concealed Loss and Damage (see IV)

- (d) Certified copy of the tally from car at destination.
- (e) In cases of shortage a statement showing numbers of seals applied at point of origin, and a record of the numbers and condition of the seals when car was delivered to consignee.
- (f) If the loss and/or damage is of a concealed nature, owner's Statement of Concealed Loss and Damage (on form to be supplied by the carrier).*
- (g) Form 154 - Affidavit of Non-blocked Account.

* Explanation of Concealed Loss and Damage (see IV)

D. Recovery of Freight Charges on Loss and/or Damaged Articles, When Transportation Charges are borne by the Government

When the Government bears the transportation charges on a shipment of evacuee-owned property which has sustained loss and/or damage while in transit, the freight charge on the weight of the article damaged or lost accrues to the Treasurer of the United States. Therefore, after the carrier has paid a Loss and Damage Claim filed in the name of the evacuee-owner, the Project Evacuee Property Officer is in a position to deduct from the carrier's next succeeding transportation bill the freight charge on the Lost or Damaged articles. Payment of the L & D claim by the carrier is in itself an acknowledgment of its liability.

II. PREPARATION OF EVACUEE PROPERTY FOR SHIPMENT

A. General Packaging Requirements

The following is the general rule for guidance in packaging Household Goods (see Definition, below), for shipment. (See II(D) for modification in connection with carload shipments.)

Bedding in barrels, boxes, crates, wrapped bundles or wrapped rolls; books in barrels or boxes; carpets or rugs in barrels, boxes, crates, wrapped bundles or wrapped rolls; clothing, draperies or linens, in barrels or boxes; furniture, upholstered, or having surfaces liable to damage, must be fully protected by boxing, crating or wrapping (excelsior pads or their equivalent must be used when necessary to properly protect the articles); glassware, packed in barrels or boxes; marble slabs, mirrors or pictures, in boxes or crates; musical instruments in barrels or boxes; pottery, packed in barrels or boxes; refrigerators, mechanical, must have compressor unit held securely in position; sewing machines, in boxes or crates; stoves or ranges, in boxes or crates; trunks containing household or personal

effects, must be corded and locked or sealed, or in boxes or crates; all other household goods requiring protection against breakage or chafing must be in bags, barrels, boxes, wrapped bundles or crates.

Tariff Definition of Household Goods

Ratings on household goods apply only on second-hand (used) household or personal effects such as clothing, furniture, or furnishings for residences, with not to exceed one piano. The term "Household Goods" does not include silverware, jewelry and articles of extraordinary value, bicycles, acids, drugs, explosives, matches, paints, inflammable oils, liquors, provisions, vehicles (except children's vehicles) or general merchandise.

B. Articles of Extraordinary Value

The following articles will not be accepted for shipment by "freight" carriers, and should be forwarded by "express":

Bank bills, coin or currency, deeds, drafts, notes or valuable papers of any kind; postage stamps, letters, and packets of letters with or without postage stamps affixed; precious metals or articles manufactured therefrom; precious stones; revenue stamps; antiques; or other related or unrelated old, rare, or precious articles of extraordinary value.

C. Acids, Inflammables, Explosives

Chapter 50.3 of the Administrative Manual denies, under certain conditions, the use by Evacuees of certain articles and commodities termed contraband, and sets up the procedure for their transportation, when transportation is authorized.

Further, there exist legal prohibitions against the offering of certain acids, explosives and inflammables for shipment by a common carrier.

When acids, explosives, or articles of an inflammable nature are offered for shipment or discovered among property offered for shipment, Transportation Division warehousemen, field men, and supervisors must satisfy themselves that such articles may lawfully be accepted for shipment and shipping containers, markings and packing requirements for their handling and transportation are in accordance with the rules and regulations prescribed by the Interstate Commerce Commission as published in Agent W. S. Topping's Freight Tariff No. 4, ICC No. 4, MF-100 No. 2. This information may be

obtained from the carrier's agent at point of shipment or from the Transportation Section of the Evacuee Property Division at San Francisco.

D. Packaging Requirements for Carload Shipments of Evacuee Property

The western railroads have granted WRA a special rate concession on "Furniture, Household Goods and other Japanese Evacuee Property" when shipped in carload lots, viz: the "B" Class rate or the tariff commodity rate, whichever is the lower, subject to a minimum weight of 20,000 lbs. when the length of the car does not exceed 40'7½" and of 26,000 lbs. when the length exceeds 40'7½" but does not exceed 50'6", predicated, however, upon a release of valuation of the property to 10¢ per pound (applied to the weight of articles damaged and/or lost.)

In this special rate concession, the carriers have relaxed their usual packaging requirements for Evacuee Property in carload lots, merely requiring that articles tendered for transportation be in such condition and so prepared for shipment as to render the transportation thereof reasonably safe and practicable.

As a result, many articles do not require packing or crating; however, careful judgment must be exercised by Transportation Section personnel whenever they depart from customary packaging practices.

While it is desirable to reduce packaging costs to a minimum consistent with the delivery at destination of all articles in as good condition as when received by WRA at point of origin; nevertheless, the following general rules must be observed:

- (1) All finished and upholstered parts and pieces of comparatively new furniture in good condition (furniture not scratched or soiled) are to be protected against damage and soiling, by crating and/or wrapping in fibreboard, burlap, or two or more thicknesses of heavy wrapping paper. It has been found on many occasions practicable and more economical to wrap in cardboard instead of crating.
- (2) Mirrors are to be removed from bureaus, vanities, chiffoniers, etc., and boxed or crated with the glass well protected.
- (3) Book cases with glazed doors, and showcases with glass doors and sides to be boxed, or shipped in strong crates with glass well protected.

(4) Desks with enclosed pedestals containing drawers on one or both sides of an open knee space, but without strong supporting cross pieces at the foot of the pedestals are to be crated to prevent loosening of the pedestals.

(5) Sewing machines. Old style, drop-head machines should be suspended in crates by cross pieces under the drawers on either side with legs hanging free of floor of crate, with top of the machine flush with the top of the crate; the cabinet type machine also should be suspended in its crate after its head has been removed and boxed separately. All drawers should be securely closed. Machines should be wrapped with heavy paper, burlap or old clothing.

(6) Detachable cast-iron legs are to be removed from stoves and similar articles. Articles having fixed cast-iron legs should be crated to protect the cast-iron parts.

(7) Heavy and unwieldy articles such as lawn mowers and hand trucks to be lashed to trunks or heavy boxes or stowed so that they cannot shift in transit. Such articles should never be stowed next to fragile crates or articles.

(8) Steel bed rails to be bundled by a rope or wire tie at each end, and firmly wedged to to prevent damage to other articles.

(9) Inner spring mattresses should not be rolled. When suitable cartons are available, they should be shipped in cartons.

E. Freezing Hazard to Motor Vehicle Engines

Radiators and tanks of motor vehicles (including tractors) must be emptied before being tendered for transportation.

A notation should be entered in the body of the bill of lading when the radiator and tanks have been drained, substantially as follows: "Radiator and tanks of tractor (or other vehicle) were drained when loaded".

F. Packaging Requirements for Less than Carload Shipments of Household Goods

Articles comprising less than carload shipments must be prepared for shipment in a manner consistent with safe carriage and affording not less than the minimum of protection required by the tariffs (see II (a) for the general rule) of rail and truck (other than "van") carriers. Penalties ranging from 10% to 50% of the transportation charge may be assessed by the carriers if tariff packaging requirements for less than carlot shipments are not observed.

G. Released Valuation Clause

Condition 5 of original Government bill of lading provides: "This shipment is made at the restricted or limited valuation specified in the tariff or classification at or under which the lowest rate is available, unless otherwise indicated on the face hereof."

The lowest rating on Household Goods is usually obtained by WRA when the value does not exceed, or is released at 10¢ per pound. However, it must be remembered that if loss and/or damage is incurred during transportation recovery from the carrier is limited to the released value shown in the bill of lading. A specific released valuation, therefore, should be shown in the bill of lading only when there is a resulting advantage to the Government. Should a carrier's agent request that a released valuation be entered on the bill of lading, his attention should be directed to condition 5 of the Government bill of lading.* When at Government expense, transportation shall be via the most economical means consistent with efficient operation. When transportation is at an evacuee-owner's expense and the owner desires a greater valuation than 10¢ per pound be placed upon his property, he should be required to indicate on his request for shipment (Form WRA 156) the valuation desired to be stated on the bill of lading.

Freight rates on Household Goods increase as the released valuation increases.

H. Marking Less Carload Articles and Packages

Each and every package or bundle or loose piece of less than carlot freight must be plainly, legibly and durably marked by brush, stencil, marking crayon (not chalk), rubber type, metal type, pasted label (labels must be securely attached with glue or equally good adhesive), tags (must be of metal, leather, cloth or tag board) or other method which provides marks equally plain, legible and durable, showing the name of only one consignee with street address and one destination. (The name of the point at which notice of arrival of shipment is to be given also should be shown if different than the name of the destination point.)

For the duration, carriers have discontinued the making of records of the movement of less than carlot shipments through interchange and transfer points, and now rely solely upon the marks on each individual article or package for identification of consignee and destination. Under the stress of the war effort many articles become separated from the waybill which should accompany such shipments while in transit. The need of adequate and durable markings on each piece or package is, therefore, self-evident.

* Note on Condition 5, GBL

I. Fragile Articles

Packages containing fragile articles or articles in glass or earthenware must be marked "Fragile, Handle with Care", or with similar precautionary marks.

III. LOADING AND STOWAGE IN CARS

A. Ordering of Cars

The ODT has placed upon the shipper the duty of loading cars to full space capacity; therefore, car orders should designate the length of the car desired. Ordinarily, orders should not specify a length greater than necessary for the full utilization of car space. In no event should an order be placed for a car exceeding 50'6" in length. Requests for cars should be confirmed in writing to the carrier and a copy of the request forwarded to the Chief of Transportation at San Francisco.

The carrier's agent should be informed that the car being ordered is for the loading of household goods, and he should be requested to furnish a clean, weathertight car.

B. Inspection of Cars for Loading

Before loading is begun, cars should be carefully inspected by Transportation Section officers for leaks and have assurance from carrier that car does not have faulty brakes. Protruding nails should be removed. If in the opinion of Transportation Section officers carriers have provided unfit equipment, such cars should be rejected.

C. Stowage in Cars of Household Goods

As there has been a relaxation of the packaging protection, it is important that evacuee property be stowed in cars in a manner designed to reduce to a minimum the backward-forward and side-to-side shifting of any portion of the load while the car is in transit.

Experience has indicated that the following loading plan produces best results: First, to lay across the end of the car (side to side) a base of heavy articles (trunks, heavy wooden boxes and strong crates of comparable shape, not easily susceptible of damage) so closely stowed that there may be no side-to-side shifting.

Build up a tier by a second layer of medium weight (but not fragile) articles, care being exercised to fill odd spaces with cartons, bedding, rolled mattresses, etc., which cannot be damaged by sway of

the car, to prevent side shifting. The upper layer (to roof of car) may then be made up of light weight and fragile articles, compactly stowed and braced by snugly filling of odd spaces with light weight cartons, bedding, rolled mattresses, etc.

Successive tiers may be built up in like manner, except that it is often practicable to load in one end of the car (a) articles such as bed ends, bed springs, and box mattresses, standing end on end on a layer or base of trunks, heavy boxes, etc., and (b) bulky but sturdy articles such as school desks and benches.

Articles such as sewing machines and tables should not be used as base for heavier articles.

No article should be stowed upon another article of less weight (per cubic foot) unless the lighter article is packaged in a sufficiently strong crate or box.

Care should always be taken that light weight and fragile articles or packages are not used to prevent the shifting of heavy pieces or packages.

As is often the case the manner of loading renders any subsequent unloading through one car door more difficult than through the other. A notice (either placard or chalk) should be placed on a car door indicating through which door unloading should be begun, such as: "Un-load from other side."

D. Bracing in Cars of Partial Loads

The attached photostat indicates the recommended manner of bracing a partially loaded car in general use by professional consolidators of household goods. This is also recommended as practicable for the bracing of part carload lots when being forwarded to a stop-off (transit) point for a completion of loading.

It should be unnecessary to remove, at the stop-off point, any of the bracing other than the Foot Brace shown as "C" in the photostat.

Transportation Department Supervisors and warehousemen are especially cautioned to give particular care to the stowage and bracing of property in a partly loaded car.

IV. TALLYING

A. Tallying of Articles Delivered to and Received from Carrier

Carriers shall be held accountable for the delivery at destination of all articles in as good condition as when received for shipment at point of origin.

It is therefore of extreme importance that a careful tally (or Evacuee Property Report) of articles delivered to a carrier for shipment be made at point of origin; and a second tally of such articles be made when received from the carrier at destination, to be preserved by the proper authorities. In addition, the original tally should clearly set forth the condition of all pieces and packages which bear evidence of damage or loss at the exact time they are delivered to the carrier for forwarding. The destination tally likewise should show the condition of all articles or packages bearing evidence of loss and/or damage when received from the delivering carrier. Comparison of these two tallies will indicate the extent of the loss and/or damage, if any, incurred during transportation and for which the carrier may be liable.

On Less than Carload shipments there should be itemized in the bill of lading the number, kind, and contents of packages shipped and when, at time of shipment, there is evidence of damage and/or loss, the condition of the package and its contents.

On Carload shipments a copy of all Evacuee Property Reports, (manifest) listing by family name and number of the owner of each article and piece of property loaded into the car, must be tacked in a conspicuous place inside of the car convenient to the door through which the unloading at destination will take place.

B. Accomplishment of Bill of Lading

A space is provided on the back of each original Government bill of lading for the purpose of itemizing (by the receiving property officer at destination) the loss and/or damage, if any, sustained by a shipment while in the custody of the carrier. Only loss and/or damage incurred during transportation should be entered here. Notice is thus given the carrier of the intention of the Government to file a claim against it to recover the value of such loss and/or damage. This notice should include a detailed, itemized description of the shortage and/or damage, showing separately the weight, quantity, and value of each item lost or irreparably damaged. These must be stated in exact terms, avoiding indefinite ones such as "estimated" and "approximately." In case of wholly reparable damage, the weight, quantity, and value need not be shown, but the actual cost of repairs of any reparable damage will be shown and an itemized statement of repair cost. Available receipts or other evidence to support the repair cost should accompany claim papers, if and when claim is filed.

C. Inspection by Carrier - Inspection Reports

The local agent of the delivering carrier shall be given both the privilege at time of delivery of inspecting a shipment which sustained loss or damage while in transit and the opportunity to restore

the property to its original condition. This may obviate the necessity of filing a claim. If this is not done, the consignee shall obtain an inspection report in duplicate from the delivering carrier, one copy of which shall be used to complete the claim to be subsequently filed against the carrier.

The loss and/or damage described in the carrier's Inspection Report ordinarily should agree with the loss and/or damage listed on the reverse side of the original Government Bill of Lading by the consignee.

D. Concealed Loss and Damage

When shortage in or damage to a shipment is not revealed at time of delivery but is later discovered, and its occurrence while in the hands of carrier is indicated, the carrier will at once be notified fully of the facts, in writing, and requested to inspect the physical evidence of loss or damage. The consignee will then obtain copy of carrier's Inspection Report in duplicate.

E. Car Seals

A careful record should be maintained showing condition of seals and/or absence of seals on cars containing carload shipments.

If a car arrives under original seals and the shipment checks short, immediate steps should be taken by the consignee to determine (a) whether car moved under shipper's seals or carrier's seals. (b) If under carrier's seals and the loading took place at a government warehouse or on a public delivery track, whether or not the car was sealed before it was moved from the warehouse or other place at which loaded - (Note: Transportation Section field men, supervisors and warehousemen will, when loading carload shipments, maintain a record showing when loading was completed and when, where and by whom the seals were applied). (c) Any other obtainable facts concerning the sealing and loading of the car that would be of value in proving a claim for the shortage.