

THE WESTERN PACIFIC
RAILROAD COMPANY



INSTRUCTION MANUAL
FOR ROADWAY FORMS

INTRODUCTION

The Western Pacific Railroad Company is losing considerable monies, recoverable from Joint Facilities and/or Outside Parties, due to lack of and poor reporting of labor and material expended on Joint Facilities and Outside Parties.

This Manual was put together to help you fill out your monthly Labor and Material Reports.

- Page 1 Instructions - AFE Form 630-A - Yellow Sheet
- 2 Sample Form 630-A - Yellow Sheet
- 3 Instructions, Joint Facility and Outside Parties - Form 630-B - Blue Sheet
- 4 Sample Form 630-B - Blue Sheet - Joint Facility
- 5 Sample Form 630-B - Blue Sheet - Outside Party
- 6 Instructions - Inventory Material Used - Form 630-C
- 7 Sample Form 630-C - Inventory Material Used
- 8 Instructions - Form 630-D - Equipment Used
- 9 Sample Form 630-D - Equipment Used - Joint Facility
- 10 Sample Form 630-D - Equipment Used - Outside Party
- 11 Instructions - Form CS 2668 - Ballast Unloaded
- 12 Sample Form CS 2668 - Ballast Unloaded
- 13 List of Paired Tracks - Elko
- 14 List of Paired Track Buildings - Elko
- 15 Sample Copy Form 635-A - Credit Requisition and Shipping Notice

Accounting Department
San Francisco, California
May 28, 1981

INSTRUCTIONS FOR PREPARATION OF FORM 630-A (YELLOW SHEET)
DETAIL OF A.F.E. CHARGES - LABOR/MATERIAL

WHO MUST SUBMIT: All individuals or foremen whose gang perform any work on an A.F.E.

WHEN AND TO: Submit original and one carbon copy of Form 630-A for each A.F.E. that you work on during the month to your supervisor early enough so that it reaches him on the last day of the month.

PURPOSE OF FORM: To give the Accounting Department a record of all work done, and material used and recovered on A.F.E.'s so that proper accounting entries may be made.

HOW TO PREPARE: Labor Side

1. Fill in the heading completely, showing all information called for.
2. Use a separate Form for each A.F.E. worked on during the month.
3. Write descriptions of all work done in the "Description" blocks across the top of the form.
4. Include any time for train delays or moving with the main type of labor you are doing.
5. Every day you work on the A.F.E., write the total hours worked under each work description. Include overtime and the foreman's hours.
6. Write the day's total hours spent on the A.F.E. in the "Totals" column.
7. Total hours charged to A.F.E. must agree with your time cards each day.

HOW TO PREPARE: Material Side (Reverse Side)

1. List all material used on that A.F.E. during the month on the back of the Form. Indicate weight of rail, size, description (new or SH) of material installed. (Do not include supplies, gas, oil, etc.) See sample attached.
2. List all material recovered, except ties, on the lower half of the Form. Indicate size, weight of rail, description SH or scrap of material. (See sample attached page).
3. Every Form 630-A must be signed by the Foreman or person preparing it, and approved by his Supervisor.

DETAIL OF A.F.E. CHARGES — LABOR

Month MAY 1981

A.F.E. No. 206-81 Location M.P. 700-701 Gang or Section 200

Date	Description of Work Performed					Totals
	UNLOADING AND DISTRIBUTING BALLAST	RENEW RAIL	DISTRIBUTE MATERIAL	INSTALL TIE PADS		
1	80	80				160
2						
3						
4		160				160
5		160				160
6		160				160
7		160				160
8			80	80		160
9						
10						
11		160				160
12		160				160
13		160				160
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

For Accountants Use Only

Total Hours									
Amt.									
A/C No.									

INSTRUCTIONS FOR PREPARATION OF FORM 630-B (BLUE SHEET)
INDUSTRY, OUTSIDE PARTIES OR JOINT FACILITY CHARGES

WHO MUST SUBMIT: Any individual or foreman whose gang works on a joint facility, such as the paired or joint track, or does any work for an outside party.

WHEN AND TO: Submit original and one carbon copy of Form 630-B for each joint facility you work on and for each job you do for an outside party. Turn in to your supervisor early enough so that it reaches him on the last day of the month.

PURPOSE OF FORM: To give the Accounting Department a record of any work done on joint facilities and for outside parties. The Accounting Department then sends these parties bills for the work done and material used. Any labor or material used omitted from this report is money lost to Western Pacific.

HOW TO PREPARE: Labor Side

1. Fill in the heading completely, clearly describing the facility worked on. Head up a separate form for each outside party or joint facility worked on during the month.
2. Write descriptions of all work done in the "Description" blocks across the top of the form.
3. Include train delays, moving, etc., with the time shown for work done.
4. Each day, under the "Descriptions of Work Performed" write in the hours worked on the job including overtime for Foremen, Machine Operators and Laborers. Do not include vacations or holidays.
5. Write the days total hours spent on the job in the "Totals" column. Must agree with time cards each day.

HOW TO PREPARE: Material Side

1. List all material used on that job. Indicate weight of rail, descriptions of material, size, new or second hand for all material installed.
2. List all material recovered, except ties, on bottom half of Blue Sheet. Indicate weight of rail, size, description, second hand or scrap.
3. Every Form 630-B (Blue Sheet) must be signed by the Foreman or person preparing the form and approved by his supervisor.

NOTE: When working on an A.F.E. in the Weso-Alazon and Weso-Flanigan territory, you do not have to submit a "Blue Sheet" covering the labor and material used on the A.F.E. The Accounting Department will pick up these charges from your "Yellow Sheet" (Form 630-A).

INDUSTRY, OUTSIDE PARTIES OR JOINT FACILITY CHARGES - LABOR

Facility, Industry, or Outside Party PAIRED TRACK WP-SP
 Location M.P. 575-620

Gang or Section 200
 Month MAY 1981

DATE	INSTALL CROSS TIES			RENEW RAIL			SURFACE, LINE + GAGE TRACK						TOTALS
	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11	8	16	40										64
12	10	20	50										80
13				8	16	40							64
14				8	16	40							64
15							8	16	40				64
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													

FOR ACCOUNTANTS USE ONLY

TOTAL HOURS	RATE	AMT.	A/C NO.

Use separate form for each outside party, industry or joint facility worked during month.

INDUSTRY, OUTSIDE PARTIES OR JOINT FACILITY CHARGES - LABOR

(Include only Joint Facility Charges in Detail on Labor Distribution Sheet for Month)

Facility, Industry,
or Outside
Party

SOUTHERN PACIFIC R.R. DERAILMENT

Gang or
Section

200

Location

BEO WANE

Month

SEPT

1964

DESCRIPTION
OF WORK PERFORMED

INSTALL
CROSS TIES

REPAIR
TRACK

DATE	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	FRMN.	MACH. OPR.	LAB.	TOTALS
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29	<u>11</u>	<u>77</u>	<u>132</u>													<u>220</u>
30				<u>8</u>	<u>56</u>	<u>96</u>										<u>160</u>
31																

FOR ACCOUNTANTS USE ONLY

TOTAL HOURS																
RATE																
AMT.																
A/C NO.																

Use separate form for each outside party, industry or joint facility worked during month.

INSTRUCTIONS FOR PREPARATION OF FORM 630-CDETAIL OF INVENTORY MATERIAL USED

WHO MUST SUBMIT: Every section gang and M of W gang foreman.

WHEN AND TO: Submit original and one carbon copy of Form 630-C to the Roadmaster early enough so that it reaches him on the last day of the month.

PURPOSE OF FORM: To give Accounting Department a detailed report of all inventory material used and recovered during the month, so that Accounting Department can charge operating expenses and cost centers with inventory material used and released and to clear inventory account.

HOW TO PREPARE:

1. Fill in the heading, showing all information called for.
2. List the quantities of all inventory material used during the month. List material used on jobs for outside parties in the "Outside Parties" column, and material used on A.F.E.'s in the "A.F.E." column.
3. Material reported used for outside parties and/or A.F.E.'s must be the same as the inventory material reported used on the Blue Sheet for outside parties or Yellow Sheet for A.F.E.'s.
4. List all inventory material recovered in the "Material Released" column.
5. If no inventory material is used or recovered during the month, fill out the heading, and write "None" across the front and back of the form.
6. Every Form 630-C must be signed by the person preparing it and approved by the Roadmaster.

NOTE: Whenever you transfer material to another gang or to the store, always make an original and three copies of Form 635-A, "Credit Requisition and Shipping Notice" (Pink Sheet). Mail one carbon copy to the person you send the material to and submit the rest of the copies to the Roadmaster. (See sample on Page 15)

THE WESTERN PACIFIC RAILROAD CO.

630-C

DETAIL OF INVENTORY MATERIAL USED

Section or Gang No. 200 District _____ From M.P. 575 To M.P. 620

J. Smith
Foreman

J. Brown
Roadmaster

MAY 19 81
Month Year

Type and Size	MAIN LINE				OTHER TRACK				Outside Parties	A.F.E.
	Calif.	Nev.	Utah	S.L. Co.	Calif.	Nev.	Utah	S.L. Co.		
Cross Ties 7x9x9									500	
Used in Switch 7x9x9										
Cross Ties 7x9x8 1/2"		50							600	
Used in Switch 7x9x8										
7x8										
6x8						40				
TOTAL CROSS TIES		50				40			1100	-
Switch Ties 8'6"										
9'6"										
10'										
10'6"										
11'										
11'6"										
12'										
12'6"										
13'										
13'6"										
14'										
14'6"										
15'										
15'6"										
16'										
16'6"										
17'										
TOTAL SWITCH TIES										

INSTRUCTIONS FOR THE PREPARATION OF FORM 630-D
REPORT OF EQUIPMENT USED FOR WHICH BILLS SHOULD BE
PREPARED AGAINST OTHER RAILROADS OR OUTSIDE PARTIES

WHO MUST SUBMIT: Any individual or foreman whose gang works on any joint facility including the paired or joint track, or does any work for any outside party.

WHEN AND TO: Submit original and one carbon copy of Form 630-D to your supervisor soon enough so that it reaches him on the last day of the month.

PURPOSE OF FORM: To give the Accounting Department a record of all equipment used on joint facility work and on jobs for outside parties. The Accounting Department then charges these parties for use of the equipment in their bills for the work done. Your report is the only information we have to prepare bills against third parties. Any use of equipment omitted from this report is money lost to Western Pacific.

HOW TO PREPARE:

1. Make a separate form for each joint facility, and for each job worked on for an outside party.
2. Fill in the heading, showing all information called for.
3. List all work equipment, roadway machines and power tools used on the job. Include Company owned as well as leased and rented equipment and vehicles. Always include the machine or tool's number in the description.
4. Write the dates of the month that you work on the job in the spaces provided.
5. Write in the actual hours under each date that each piece of equipment was used.
6. Add the hours across for each piece of equipment and write the totals in the "Total" column.
7. When two or more gangs or individuals work on the same job, each foreman reports the equipment, machines, and power tools, etc., used by his own gang. The unit number of the equipment must be reported.
8. When a group of outfit cars or tools is used by a gang for several days during the month, they can be bracketed and the hours can be shown on one line instead of writing in the number of hours daily for each piece of equipment.
9. If you do not work on a joint facility or on a job for an outside party; or if you have no equipment to report, fill in the heading and write "None" across the front of the form.
10. Use extra sheets when needed to list all equipment, machines and tools used.
11. Every Form 630-D must be signed by the foreman or person preparing it, and approved by his supervisor.

THE WESTERN PACIFIC RAILROAD COMPANY

REPORT OF EQUIPMENT USED FOR WHICH BILLS SHOULD BE PREPARED AGAINST OTHER RAILROADS OR OUTSIDE PARTIES

(Separate Form Shall be Submitted for Each Railroad, Individual, or Outside Party, to Cover Joint Facility Work, or Exclusive (Nonjoint) Work for Others.)

REVISION EASTERN MONTH OF MAY, 19 81 GANG NO. 200
(Section, Extra, B&B Signal, etc.)
 DESCRIPTION OF WORK SOUTHERN PACIFIC DERAILMENT
(Kind of Work, Name of Facility, Highway Project No., or Other Explanation)
 LOCATION OF WORK BEOWAWE - M.P. 619
(Name of Station or Yard-Name and No. of Track-Bridge No. etc.-If Main Track, Show Mile Post Limit)
 JOINT WITH — EXCLUSIVELY FOR SOUTHERN PACIFIC R.R.
(Name of Railroad) (Name of Railroad or Outside Party)

WORK EQUIPMENT, ROADWAY MACHINES, AND POWER TOOLS USED ON ABOVE WORK

(Includes All Outfit Cars, Tool Cars, Flat Cars, Dump Cars, and Other Cars -- Derricks, Ditchers, Cranes, Spreaders, Tie Tampers, Ballast Machines, Compressors, Rail Layers, Automobiles, Automobile Trucks, Motor Cars, Weed Burners, Pumps, and Other Equipment and Machines -- Power Drills, Wrenches, Adzers, Spike Pullers, Saws, Jacks, and Other Power Tools.)

DESCRIPTION		DATE OF MONTH (Insert Each Date in Service)												TOTAL
NUMBER OF CAR, MACHINE, TRUCK OR UNIT	KIND OR NAME	29	30											
		NUMBER OF HOURS IN SERVICE EACH DAY ON THIS JOB												
110	TIE SPAKER	8												8
130	JACKSON LINER	8												8
238656	1 1/2 TON TRUCK	8	8											16
M-3506	MOTOR CAR	8	8											16
WP 0912	KITCHEN													
" 0647	DINER													
" 0748	BUNK	8	8											16
" 2347	FLAT CAR													

CORRECT: J. Smith
Chief-Maintainer-Lineman
 Work Equipment Operator

APPROVED: J. Brown
Division Engineer-Roadmaster
 & Supervisor-Signal Supvr.

INSTRUCTIONS FOR PREPARATION OF FORM CS 2668REPORT OF BALLAST UNLOADED

WHO MUST SUBMIT: Every Section Gang, M of W Gang and B & B Gang Foreman.

WHEN AND TO: Submit original and one carbon copy of Form 2668 to the Roadmaster or B & B Supervisor each date that ballast or Screenings are unloaded on Jt. Facilities or outside parties only.

PURPOSE OF FORM: To give the Accounting Department a detailed report of all ballast or screenings unloaded, so that proper charges to outside parties and Joint Facilities only can be charged. This the only report that the Accounting Department receives whereby we can properly bill outside parties or Joint Facilities for ballast and screenings, and unless this report is received properly filled out Western Pacific stands to lose considerable monies from outside parties.

HOW TO PREPARE:

1. Fill in the heading showing all information called for.
2. Enter date ballast or screenings unloaded.
3. Enter car initial and number of cars unloaded. Reporting of correct car number is essential.
4. Enter type of material. Ballast or screenings.
5. Enter source of material. Garfield or Oroville Ballast Pit.
6. Enter Mile Post to Mile Post where unloaded.
7. In Purpose Used Column, indicate Jt. Facility, such as WP-SP or name of outside party.
8. Do not write in column reserved for Accounting Department.
9. Sign form and enter date.
10. Roadmaster or B & B Supervisor to approve form and date of approval.

"PAIRED TRACK" TRACKS AT ELKO

<u>TRACK NO.</u>	<u>TRACK NAME</u>
	Mainline
1	Standard Oil Spur
3	Team Track (6th St. to 9th St.)
8	Cross-over at 4th Street
9	House Track No. One
11	Team Track
13	Yard Track No. One (Old Yard)
15	Yard Track No. Two (Old Yard)
17	Yard Track No. Three (Old Yard)
18	Spur at 4th Street
19	Yard Track No. Four (Old Yard)
21	Yard Track No. Five (Old Yard)
34	West Detour Track
35	Old Mainline
41	West Leg of Wye
44	Crossover
48	Richfield Spur
88	Caboose Track (also East Detrouer)

"PAIRED TRACK" BUILDINGS AT ELKO

<u>BLDG. NO.</u>	<u>DESCRIPTION</u>
1569	Garage, Steelex, 4-Stall, 20' x 40'
1576	Garage (Now tool & motor car house)
1577	Tool House, Frame 10' x 16'
1588	Freight Depot, Wool Warehouse (U Platform)
1590	Passenger Depot (& Platform)
1593	Garage, 8-Stall, Steelex 20' x 80'
1594	Garage, Steelex 14' x 26' 8"
1597	Motor Car House, Frame 10' x 48'
1598	Signal Maintainer's Motor Car House & Shop, 10' x 25' Frame Automobile Platform Motor Car Gas Dispensing Pump Tank Telephone Booth That portion of the diesel house assigned to the B&B and Water Service, including the woodworking shop.

**THE WESTERN PACIFIC RAILROAD
CREDIT REQUISITION AND SHIPPING NOTICE**

7-10-80

DATE

DEETH, NEVADA 113

SHIPPED FROM GANG or SECT. NO. 4-80

STORE DEPARTMENT - SACRAMENTO A.F.E. No.

SHIP TO GANG or SECT. NO. A.F.E. No.

Item Description	Quantity		for accountants use only			
	NUMBER	UNIT	PRICE	AMOUNT	ACCOUNT NUMBER	MATERIAL CLASS
119# RAIL, S.H.	14,000	L.F.				

Approved: A. R. Johnson
DIVISION ENGINEER

CAR NUMBER

TO BE USED FOR

**THE WESTERN PACIFIC RAILROAD
CREDIT REQUISITION AND SHIPPING NOTICE**

5-27-81

DATE

BEOWAWE, NEVADA 113

SHIPPED FROM GANG or SECT. NO. A.F.E. No.

PORTOLA, CALIF. 110

SHIP TO GANG or SECT. NO. A.F.E. No.

Item Description	Quantity		for accountants use only			
	NUMBER	UNIT	PRICE	AMOUNT	ACCOUNT NUMBER	MATERIAL CLASS
CROSS TIES, 7x9x9	50	EA				

Approved: A. R. Johnson
DIVISION ENGINEER

CAR NUMBER

TO BE USED FOR