

Operational Documents

As used on Keith Stillman's

Easton & Potomac



Although not an operational document per se, these timetable direction signs at Hood on the author's Easton & Potomac help clarify timetable directions for train crews, which can be problematic on complex layouts.

By Keith Stillman

I have attended several first time op sessions and a common comment I hear from the layout owner is: "I didn't realize how much work it would be getting ready for the session, especially the paper work". Yes there are a lot of forms and documentation needed to guide attendees during a session. I will go over all of the documents I use on the Easton And Potomac and hopefully give you a frame of reference for what you will need before holding that first session.

Keep in mind the type and number of documents needed will depend on the positions staffed and the type of operations. I have noted when a document is optional. Also please note the documents discussed here are just examples. Many other forms of these documents exist and the final form any document takes is personal preference. The E&P uses car cards to route rolling stock, timetable and train orders to

control train movements, and DCC to control motive power. The documents presented support this type of operation and are meant only as a guide. Most of my documents are viewable on the E&P website www.easton-and-potomac.com. Some documents are lengthy and optional, so instead of providing examples in this article I have provided a web link. If you want to view these documents follow the web link.

The E&P has held over 119 sessions over the last ten years. So the number of documents and amount of detail is fairly complete. Don't think you have to provide everything listed to this level of detail. However the closer you get to fully documenting your operation the smoother your sessions will run. At least provide the layout documentation before your first session. Then start putting together the car/train control documentation.

Once you have that done move on to the position documentation. Start by creating high level documents and add detail as your experience and number of sessions progresses. Now let's go through each E&P document and what information is provided.

I separate the E&P documentation into three classes - layout, car/train control, and position.

Layout

This documentation contains information about the layout. This is the most important documentation and needs to be in place for the first session. Even experience operators will have problems on a new layout without this documentation.

- Direction Labels
- Town Labels
- Car Card Box Labels
- Town Diagrams (optional but recommended)

- Throttle Operation (optional)

Car/train control

This documentation is used to control the movement of rolling stock and trains. This is the second most important documentation. You can get away with not having this at the first session, but the session will go much more smoothly if you do.

- Car cards (not needed if using switch lists)
- Waybills (not needed if using switch lists)
- Timetable (optional if not using TT/TO but recommended)
- Bad-order car notices (optional but recommended)
- Bad track notices (optional but recommended)
- Session instructions (optional)
- Special instructions (optional)
- Form 19 orders (optional)
- Form A clearances (optional)
- Rule book (optional)

Position

This documentation is optional but recommended. It is used to guide the attendees staffing a specific position. Although you can hold sessions without this documentation, it will help the attendees understand their assignments and greatly reduce the amount of support you need to provide during the session. I have listed the typical positions staffed.

The E&P does not staff the hostler position so documents for this position are handled by the dispatcher. Each one of these categories has a set of

documents which are listed and discussed in their respective sections:

- Engineer and/or conductor (train crew)
- Yardmaster and assistants
- Operator
- Dispatcher
- Hostler

Now before you get turned off, remember you probably will not need all of these documents. Press on, decide which ones will help with your operations and which ones are not needed.

Layout documents

These are the most important documents. Without them the attendees will not be able to do even the simplest tasks. Concentrate on these first and have them available even for shake down sessions.

Direction Labels: These are frequently omitted, but I have found they are as important as the town labels. The direction labels tell the attendees which directions is east, west, north, and south. They are all the more important if you have other documents that reference these directions.

Town Labels: These are usually located on the fascia and identify each town by name. Without these, attendees will not know where they are and will repeatedly ask the layout owner for this information.

Car-card box labels: These identify the use of each car card slot setout, pickup, off spot, etc. If you have car card boxes or slots for each business they should be labeled with the

business name. If you are using switch lists these are not needed.

Town diagrams: These are very important to help the attendees identify the tracks and the location of businesses. Frequently these are located on the fascia. On the E&P this information is provided to the operator who can provide it to any train crew and is also available in the dispatcher's office. This document should identify all of the tracks and spotting locations as well as major landmarks to assist the train crews with determining the correct location for each of their setouts.

Throttle operation: This can be, and often is, optional documentation. But if present it can reduce the number of questions you get from attendees unfamiliar with your DCC system. On the E&P this documentation steps attendees through acquiring and dispatching a throttle.

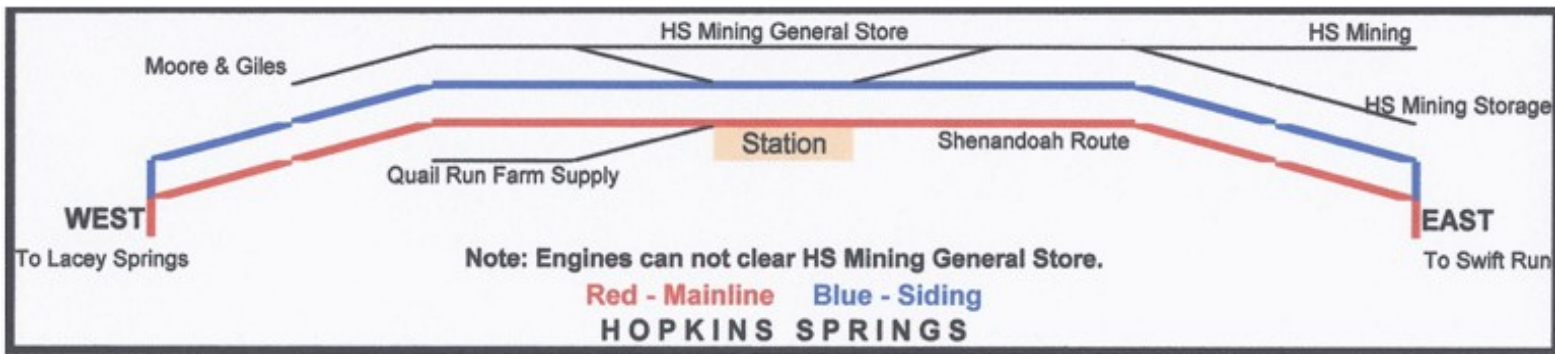
Car/train control documents

This is the second most important documentation. If you plan to do anything more than run trains, you will need this documentation. On the E&P this documentation supports car-card-based operations. If you use switch lists neither the card cards nor waybill documents are needed. Since I do not use switch lists, I have not included any discussion of them. There are plenty of articles in *The Dispatcher's Office* journals that covers this topic.

Car cards: You will need one of these for every piece of rolling stock that could possibly find its way onto the



ABOVE: Town and car-card box labels



ABOVE: Hopkins Spring town diagram

layout. The exception to this is if you use switch lists and forgo car cards or run cars in blocks (such as hoppers). This will be an involved process that will take much longer than you expect. Start early and keep at it until this is done.

Waybills: You will need these to inform crews of each car's destination and sometimes its point of origin. The exception to this is if you use switchlists. You will need at least one, and more likely several, of these for every destination on your layout. This will also be an involved process that will take much longer than you expect. Start early and keep at it until this is done.

Timetable: If you are using TT&TO for controlling train movement then you will need a timetable. And if you are not using TT&TO you should consider one to provide a framework for the attendees. Timetables can be as simple or involved as you like. But at a minimum they should list all of the towns and times for each scheduled train at each town. The E&P version of

this document is at http://easton-and-potomac.com/files/epops_ttable_wd.pdf.

Bad-order notices: These are optional but recommend. The engineers can use these to identify malfunctioning rolling stock, and you use them to guide your after session maintenance efforts.

Bad-track notices: These are optional but recommend. Train crews can use

these to identify bad track and you can use them to guide your maintenance efforts.

Session instructions: This is an optional document. On the E&P these are notices of events out of the ordinary during the current session. The yardmasters, operators, and dispatchers use these instructions to modify their normal daily actions. Although this is

To assign an engine

1. Plug into the LocoNet.
2. Move the knob (left or right) you want to use 1/4 turn, the display will show "SEL: -".
3. Press the "SEL/SET" key, the display will start blinking.
4. Dial in the address using either the left or right knob.
5. Press the "SEL/SET" key, the display will stop blinking and show "## : 00" where ## is the address your selected.

To drop an engine

1. Plug into the LocoNet.
2. Move the knob you were using counter clockwise until the display shows "## : 00" where ## is the address you are dropping and 00 is the associated speed.
3. Press the "SEL/SET" key, press the "MODE/DISP" key, the display will show "SEL: -".

ABOVE: Throttle operation

<div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"> MT Return to C&O at White Hall </div> <div style="text-align: center; padding: 5px;"> Kingan 601 RSM </div> <div style="text-align: center; padding: 5px;">  </div> <div style="font-size: small; margin-top: 5px;">313</div>	<div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"> Southern Broadway Shenandoah Route </div> <div style="text-align: center; padding: 5px;"> #120 Southern Car Required </div> <div style="text-align: center; padding: 5px;"> RSM </div>	<div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"> Bad Car Order drop at nearest siding </div> <div style="padding: 5px;"> Date: _____ Initials: _____ Description of problem: _____ _____ _____ _____ </div>	<div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"> Bad Track Order (draw a track diagram on the back and indicate where the problem exists) </div> <div style="padding: 5px;"> Date: _____ Initials: _____ Description of problem: _____ _____ _____ _____ </div>
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ABOVE: Car card, waybill, bad-car order notices, and bad-track order notice

an optional document, it is a good way to notify everyone of changes to the normal activities. The E&P version of this document for the next OPS session is at http://easton-and-potomac.com/files/epops_session_instructions.pdf.

Special instructions: This is an optional document. These are instructions that are in addition to the timetable and contain such things as clearance restrictions. The E&P version of this document is at http://www.easton-and-potomac.com/files/epops_special_instructions.pdf.

Form 19 orders: This is an optional document; however, if you are using TT&TO to control train movements it adds an air of formality. Without this document this information needs to be communicated verbally.

Form A clearance: This is an optional document; however, if you are using TT&TO to control train movements it adds an air of formality. Without this document this information needs to be communicated verbally.

The E&P uses a computer system to support the Form A and Form 19 documents and a discussion of that is too involved for this article.

Rule book: This is purely optional for model railroad operations. Having one lends an air of formality and items in the book can be reference in the timetable and special instructions. Probably no one will read this document so creating it should be just for fun.

Position documents

All of these documents can be considered optional. But having them will help the attendees better understand and perform their assignments.

Engineer: This documentation is used by the engineers and/or conductors to perform their jobs: engine cards, train cards, and detailed train instruction.

Yardmaster: This documentation is specific to assisting the yardmasters and their assistants in performing their jobs: yard cards, arrivals, departures detailed instructions and/or yard sequence, and yard timetable

Operator: This documentation is specific to assisting the operator perform his job: operator timetable, register, and operator sequence and/or detailed instructions.

Dispatcher: This documentation is specific to assisting the dispatcher in performing his job: signup sheet, dispatcher sheet, layout schematic, and train sheet.

Hostler: This documentation is specific to assisting the hostler in performing his job of selecting and storing motive power: roundhouse/engine ready sheet and hostler sheet.

Engineer documents

Engine cards: This document contains all of the information the engineer needs to acquire and operate his assigned engine. On the E&P this document is given to the engineer by the dispatcher. If the hostler position is staffed then it would be provided to the engineer by him.

Train cards: On the E&P this is given to the engineer by the dispatcher. This

Session Instructions For July 19, 1928	
DISPATCHER	
The Kipper will be departing White Hall at 8:30 AM for Hood setting switches and semaphores along the way which can not be changed until the CEO passes each station. The CEO will be departing White Hall at 9:00 AM for the Stanley Passenger Station.	
The CEO will be departing Stanley at 10:45 AM for White Hall. The Kipper will be departing Hood around 10:57 AM for White Hall setting switches and semaphores along the way which can not be changed until the CEO passes each station.	
An extra is needed to move MOW cars from White Hall to Stanley and pickup MOW from Stanley for White Hall.	
The superintendent will be riding #11 from Thorny Point to White Hall and The N&W Interchange from White Hall to Stanley.	
A form CI is needed for either #30 or #20. Notify the White Hall YM accordingly.	
CONDUCTOR INSTRUCTIONS (FORM CI)	
1. Perform switching duties in Furnace as needed. 2. Spot baggage car #75 at the Hood station spur.	
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WHITE HALL Yardmaster	
The Kipper will be departing White Hall at 8:30 AM for Hood. No switches or semaphores in White Hall can be changed until the CEO's departure. The CEO will be departing White Hall at 9:00 AM for the Stanley Passenger Station.	
The Kipper will be arriving White Hall around 11:07 AM. No switches or semaphores in White Hall can be changed until after the CEO's arrival. The CEO will be arriving White Hall at 11:24 AM.	
Baggage car #75 will need to be added to either #30 or #20, check with the dispatcher to determine which.	
The superintendent's car Brooke needs to be added to the consist for the N&W Interchange behind the caboose.	

ABOVE: Session instructions - partial

Special Instructions for Timetable #22 & W9	
1. WHITE HALL - FLAT TOP BLOCK SIGNAL. The Manual Block Signal protecting the White Hall to Flat Top block controls access to this block from both the Departure and Arrival tracks in White Hall.	
2. CLEARANCE RESTRICTION WHITE HALL. Passenger equipment must not pass beyond the coal tower on the south engine track.	
3. CLEARANCE RESTRICTION AT HS MINING GENERAL STORE IN HOPKINS SPRING. Loading dock clearance at HS Mining General Store in Hopkins Spring prevents the passage of any motive power. Motive power must use the run-around track to pass by HS Mining General Store.	
4. CEO MOVEMENT BETWEEN WHITE HALL AND HOOD. Any movement of the CEO between White Hall and Hood and reverse must be preceded by Mofw car No. 3 "Kipper" which will set all switches and signals which must remain in these set positions until the passage of the CEO.	
5. WHITE HALL STOCK CAR PROCEDURES. Any stock cars arriving White Hall before 12 noon must be delivered to Hood Brothers Packing in Hood the same day.	
6. IMPLIED CLEARANCE PROCEDURES. Any scheduled train originating at Broadway on the Shenandoah Route or at Stanley on the Blue Ridge Route has implied clearance from their originating point to Swift Run effective at their departure time posted in the timetable. Clearance Form A must be obtained in Swift Run before proceeding beyond Swift Run.	
7. SPECIAL RIGHT AND SCHEDULE AUTHORITY PROCEDURES. Any scheduled train that is over two hours late and is located between Swift Run and Broadway on the Shenandoah Route or between Swift Run and Stanley on the Blue Ridge Route will retain its right and schedule until its arrival at Swift Run at which time it loses both right and schedule and must obtain orders and clearance to proceed.	
8. CLEARANCE RESTRICTION AT THORNY POINT PASSENGER STATION. Use of the crossover in front of the Thorny Point passenger station is restricted to motive power and freight cars only. Passenger cars are prohibited.	

ABOVE: Special instructions

document gives the engineer a high-level overview of his assignment. It tells the engineer what train he has, where the train goes and alerts the engineer to any formal documents--orders and clearances--needed. It also holds the detailed train instructions.

Detailed train instructions: This document is located inside the train card and gives a detailed step by step guide to operating the assigned train. This is a good document for first-timers but it can also be helpful for old-timers when their memory goes...which seems to be more frequent with every session.

Yardmaster documents

Yard cards: These documents, or something like them, are an aid to the yardmaster in keeping track of the use of each sorting track. Provide some process/document that is flexible and can adjust to the yardmaster's use of the yard. These documents should provide some flexibility in the yardmaster's running of the yard.

Arrivals: This document lists all of the arrivals for a specific yard along with their scheduled or estimated time of arrival.

Departures: This document lists all of the departures for a specific yard and guides the yardmasters while building the outgoing trains. Provide enough

RIGHT: Yard cards - route card and trains cards for that route

<p>#110 / Thorny Point Extra Steamer</p> <p>White Hall - Thorny Point - White Hall</p> <p>REVIEW ENCLOSED INSTRUCTIONS.</p> <p>MUST HAVE FORM A CLEARANCE TO DEPART WHITE HALL AND FORM 19 ORDERS AND FORM A CLEARANCE TO DEPART THORNY POINT.</p>	<p>Engine - 43 2-8-0</p> <p>Roundhouse track - 10</p> <p>Address - 43</p> <p>F0 - light F1 - bell F2 - whistle F3 - short whistle F4 - steam release F5 - dynamo F7 - coupler clank</p>	<p>#110</p> <ol style="list-style-type: none"> In Hood, take siding, sign register check with operator for orders, take water, meet #11, pull onto helix approach to clear crossover, back onto main. In Brooke, stop at signal, push the eastward access request button and wait for green signal. <p>(NOTE: The Thorny Point YM controls all moves within and between Thorny Point and Brooke.)</p> <ol style="list-style-type: none"> In Thorny Point, assist Thorny Point YM as requested, proceed to engine facilities, take water, turn engine, terminate. <p>(THORNY POINT EXTRA INSTRUCTIONS ON OTHER SIDE)</p>
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ABOVE: Train card, engine card, and detailed train instructions

<p>Potomac Route</p> <p>#110 Steamer and Hood Turn</p> <p>FLAT TOP Green County Co-op BPB Creosote</p> <p>HOOD Hood Brothers Packing Team Track</p> <p>BROOKE Easton Transfer Company RF&P Interchange</p> <p>THORNY POINT Team Track EPSCO Aquia Creek Stone Easton Oil Company Yard at Thorny Point</p>	<p>#110 Steamer</p> <p>BROOKE Easton Transfer Company RF&P Interchange</p> <p>THORNY POINT Team Track EPSCO Aquia Creek Stone Easton Oil Company Yard at Thorny Point</p> <p>BLOCKING (from engine back) Yard at Thorny Point EPSCO Easton Transfer Company RF&P Thorny Point Team Track Aquia Creek Stone Easton Oil Co.</p>	<p>Hood Turn</p> <p>(FIVE cars MAX)</p> <p>FLAT TOP BPB Creosote Green County Co-Op</p> <p>HOOD Team Track Hood Brothers Packing</p> <p>BLOCKING (from engine back) Green County Co-op BPB Creosote Hood Team Track Hood Brothers non stock cars Hood Brothers stock cars</p>
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YARDMASTER ARRIVALS SCHEDULE					
Arrival Time	Train	Description	Arrival Time	Train	Description
6:56 AM	121	Return of last night's Southern interchange run.	12:10 PM	5	Return of mail service from Stanley that left White Hall as #2.
7:09 AM	131	Return of last night's N&W interchange run.	2:50 PM	Hood Turn	Return of Hood Turn
8:41 AM	11	Return of last night's Thorny Point passenger service.	3:01 PM	21	Return of passenger service to Broadway.
10:30 AM	Thorny Point Extra	Return of 110 from Thorny Point.	4:12 PM	Broadway Turn	Return of Broadway Turn.
11:59 AM	31	Return of mixed train service to Furnace & Stanley.	NOTE: YELLOW ARRIVAL TIMES ARE FOR EXTRAS AND ARE APPROXIMATE ARRIVAL TIMES.		

For Use With: Easton & Potomac Timetable 22

ABOVE: White Hall yard arrivals

YARDMASTER DEPARTURES SCHEDULE					
Departure Time	Train	Description	Departure Time	Train	Description
8:09 AM	110	Through freight service to Thorny Point. Assign cars going only to Brooke, Thorny Point and RF&P interchange. See yard card for details.	12:44 PM	20	Passenger service to Broadway. Check with dispatcher for car assignments and consist order. See yard card for details.
9:26 AM	30	Mixed train service to Furnace & Stanley. Assign freight cars going only to the team tracks in Furnace and Stanley. No interchange cars. Check with dispatcher for passenger consist and order. See yard card for details.	3:46 PM	10	Passenger service to Thorny Point. Check with dispatcher for car assignments and consist order. See yard card for details.
9:36 AM	2	Mail service to Broadway. Order from engine - RPO, green caboose. See yard card for details.	4:22 PM	Southern Interchange	Southern interchange run to Broadway. Assign cars going only to Southern at Broadway. See yard card for details.
10:40 AM	Broadway Turn	Local service to Hopkins Spring, Lacey Springs, Broadway & BPB Creosote in Flat Top. Green route local cars. No interchange cars. See yard card for details.	4:32 PM	N&W Interchange	N&W interchange run to Stanley. Assign cars going only to N&W at Stanley. See yard card for details.
12:10 PM	Hood Turn	MAX CARS 5. Local service to Flat Top and Hood. Red route cars for Flat Top and Hood. See yard card for details.	NOTE: YELLOW DEPARTURE TIMES ARE FOR EXTRAS AND ARE APPROXIMATE DEPARTURE TIMES.		

For Use With: Easton & Potomac Timetable 22

ABOVE: White Hall yard departures

information on this document to allow the yardmaster to know what needs to be on what trains. Also provide any limits to train sizes. The yardmaster should be able to look at this document and know everything he needs to know make up departing trains.

Yard time table: If you don't provide arrival and departure documents then at least provide each yardmaster with a customized timetable that only has arrival and departure times specific to that yard. Providing a full timetable is also an option but all of the extra information can be confusing to some.

Detailed instructions: Some yards may be simple enough and repetitive

THORNY POINT ARRIVALS & DEPARTURES				
For use with Timetable 22	Departs	Arrives	Departs	Arrives
	Read Up	Read Down	Read Up	Read Down
	11	110	Thorny Point Extra	10
Brooke	8:19	8:38	10:08	4:13
Thorny Point	8:09	A 8:43	10:03	A 4:18
	A.M.	A.M.	A.M.	P.M.

ABOVE: Thorny Point specific time table

AM Thorny Point
Authority over all moves within Thorny Point.
 (NOTE: AGEIR boxcab is allowed on pier, steam engines must use idler cars.)

1. Locate the blue "Pending BOLs" Easton Potomac Steamship Company card, pull the white BOLs from its pocket, locate the required MT car cards, pull the purple MT BOLs and give to White Hall YM (multiple BOLs for a given car type can be treated as LCLs and loaded into the same car), any BOLs you can't load place back in the blue "Pending BOLs" Easton Potomac Steamship Company card.

2. Make up passenger train as follows if present (RPO, baggage, coach, observation, superintendent, CEO) from engine back using the following procedure:
 (Spot passenger cars for at least 10 fast clock minutes at each location and during this procedure get the engine assigned to #11 out of the engine facility.)
 a. Pickup passenger carrying cars (cars with names), spot at station, then spot on pier.
 b. Pickup non-passenger carrying cars (cars with numbers), spot at station.
 c. Using the non-passenger carrying cars, pickup passenger carrying cars from pier, spot at station.

(CONTINUED ON OTHER SIDE)

(CONTINUED FROM OTHER SIDE)

- d. Spot non-passenger carrying cars on pier.
- e. Move non-passenger carrying cars back to the station, make up the train for departure.
3. Place freight cars identified in step one on pier, leave for at least 1 fast clock hour, place the white BOLs into these car cards.
4. Pickup cars from Brooke and Thorny Point, make up Thorny Point Extra sorting cars by route.
5. Proceed to Brooke, wait for #110, follow #110 to Thorny Point, place caboose on the Thorny Point Extra.

6. After departure of Thorny Point Extra, place any cars for Easton Potomac Steamship Company on the pier, leave for at least 1 fast clock hour.
7. Spot all other cars in Brooke and Thorny Point as necessary.
8. Remove the white BOLs from the cars on the pier and give to the superintendent, move these cars to the yard.
9. Move engine to south turntable track, shut down.

ABOVE: Detailed yard instructions for Thorny Point Yard.

EAST CLASS										EASTON & POTOMAC Timetable 22 Superintendent: Keith F. Stillman										WEST CLASS													
Extras				3rd		2nd						Potomac Route										1st			2nd			3rd			Extras		
N&W Interchange	Southern Interchange	Hood Turn	Broadway Turn	110	30	20	10	4	2	In effect 12:01 A.M. Monday through Friday midnight starting 12:01 A.M. July 1, 1928 Eastern Standard Time										3	5	11	21	31	121	131	Broadway Turn	Hood Turn	Thorny Point Extra				
P.M.	P.M.	P.M.	A.M.	A.M.	A.M.	P.M.	P.M.		A.M.	F	SI	SC	White Hall	D	P.M.	A.M.	P.M.	A.M.	A.M.	A.M.	A.M.	P.M.	P.M.	A.M.									
4:32	4:22	12:10	10:40	8:09	9:26	12:44	3:46		9:36	R	WBC	CON	0	13	A 12:10	A 8:41	A 3:01	A 11:59	A 6:56	A 7:09	A 4:12	A 2:50	A 10:30										
---	---	1:15	---	---	9:36	---	---		9:41	E	TV	TT	Flat Top	13	f 12:05	---	s 2:56	---	---	---	4:07	2:45	---										
4:49	4:37	A 1:20	10:55	8:31	9:46	12:59	4:01		9:51	A	---	---	13	s 12:00	s 8:31	s 2:46	s 11:49	6:46	6:59	3:42	2:20	10:20											
									4:13	D	W	5:00 - 18:00 TT, R	Hood (Junction) 25	18	^	^	^	^	^	^	^	^	^	^									
									4:18	O	V	RF&P CON TT	Brooke 43	13	8:09																		
										W	WT	5:00 - 18:00 TT	Thorny Point 56	13										10:03									
										Helix																							
										Swift Run (Junction) 85																							
5:01	4:49				9:58	1:11			11:03	10:03	---	---	60		A 11:01	11:45		2:31	11:34	6:31	6:44	3:27											
To Stanley	To Broadway	To Broadway	To Thorny Point	To Stanley	To Broadway	To Thorny Point	To Stanley	To Broadway	To Stanley	To Broadway					From Broadway	From Stanley	From Thorny Point	From Broadway	From Stanley	From Broadway	From Stanley	From Broadway	From Thorny Point	From Thorny Point									

ABOVE: Operator time table

Dispatcher's Sheet

For Use With:				Easton & Potomac Timetable 22			
Train	Destination	Call Time	Engine Ready	Depart	Off Duty	Engine Assignments	Description
2	White Hall Broadway	9:06 AM	9:21 AM	9:36 AM	n/a	#31, 4-4-0, 2-6-0, 2-8-0	Mail service to Broadway. Order from engine - RPO, green caboose. See yard card for details.
3	Broadway Swift Run	n/a	n/a	10:42 AM	n/a	n/a	Mail service Broadway to Swift Run.
4	Swift Run Stanley	n/a	n/a	11:03 AM	n/a	n/a	Mail service Broadway to Stanley.
5	Stanley White Hall	n/a	n/a	11:31 AM	12:30 PM	n/a	Return of mail service from Stanley that left White Hall as #2.
10	White Hall Thorny Point	3:16 PM	3:31 PM	3:46 PM	4:38 PM	#21, 2-8-0, 4-6-0, 2-6-0	Passenger service to Thorny Point. Check with dispatcher for car assignments and consist order. See yard card for details.
11	Thorny Point White Hall	7:39 AM	7:54 AM	8:09 AM	9:01 AM	n/a	Return of last night's Thorny Point passenger service.
20	White Hall Broadway White Hall	n/a	n/a	12:44 PM	n/a	Same engine assigned to train #30	Passenger service to Broadway. Check with dispatcher for car assignments and consist order. See yard card for details.
21	Broadway White Hall	n/a	n/a	2:00 PM	3:21 PM	n/a	Return of passenger service to Broadway.
30	White Hall Stanley White Hall	8:56 AM	9:11 AM	9:26 AM	n/a	#42, 2-8-0	Mixed train service to Furnace & Stanley. Assign freight cars going only to the team tracks in Furnace and Stanley. No interchange cars. Check with dispatcher for passenger consist and order. See yard card for details.
31	Stanley White Hall	n/a	n/a	11:15 AM	12:19 PM	n/a	Return of mixed train service to Furnace & Stanley.

ABOVE: Dispatcher's sheet - partial

do his job assigning crews, motive power and directing traffic.

Layout schematic: On the E&P this document is attached to a metal board and is used by the dispatcher to track the location of the trains with magnetic markers.

Train sheet: In TT&TO operation the dispatcher keeps track of the trains on this sheet. But most find the layout schematic easier to use. Only the more experienced dispatchers will attempt to keep this updated.

Hostler documents

Roundhouse/engine ready sheet: When present, his document helps the

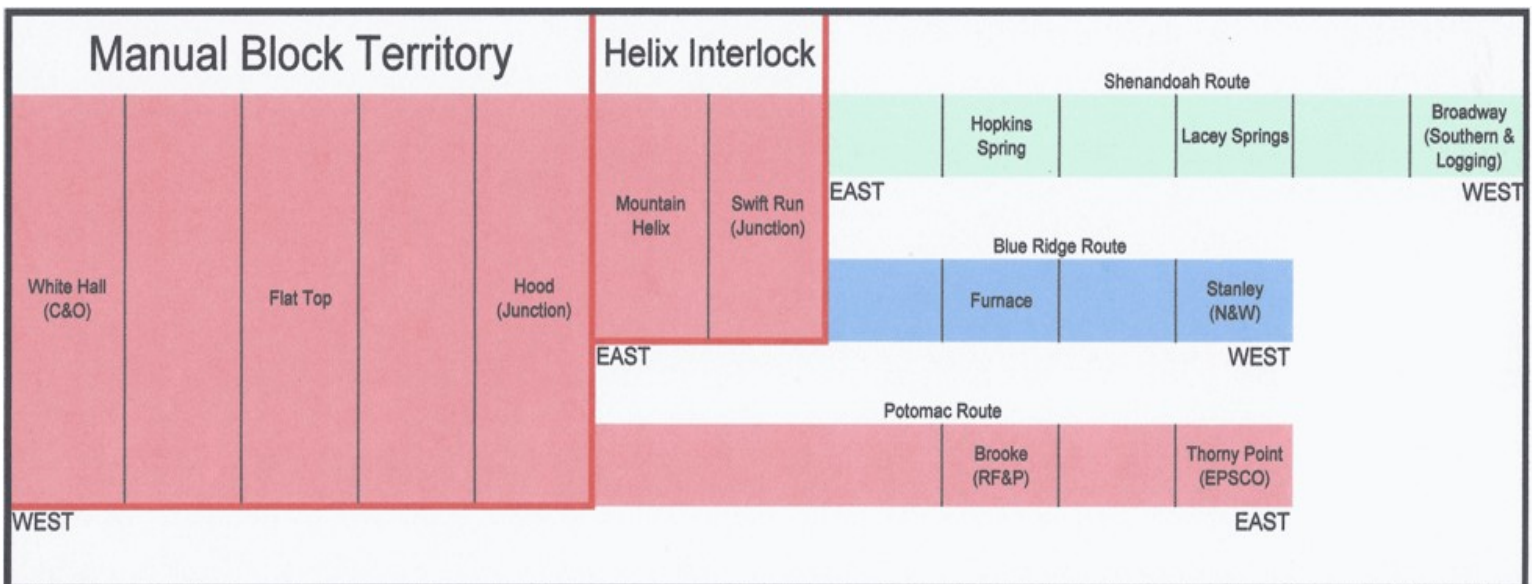
hostler determine what motive power goes on what track and what motive power is available for assignment. Since the E&P does not staff a hostler position this documentation is provided to the dispatcher. The presence of engine cards in the corresponding roundhouse slots indicate available motive power.

Hostler sheet: This document is used to determine what motive power is placed on which trains. Since the E&P does not staff a hostler position this document is provided to the dispatcher.

I know this is a lot and it will take time to digest. But to ensure smooth

operations a lot of documents are needed. So take your time, keep at it and soon you will have all the needed documents and your sessions will be running more smoothly.

The E&P is on the web at www.easton-and-potomac.com and <http://eastonpotomac.blogspot.com/>. If you have any questions about any document you can contact me through the website.



ABOVE: Layout schematic

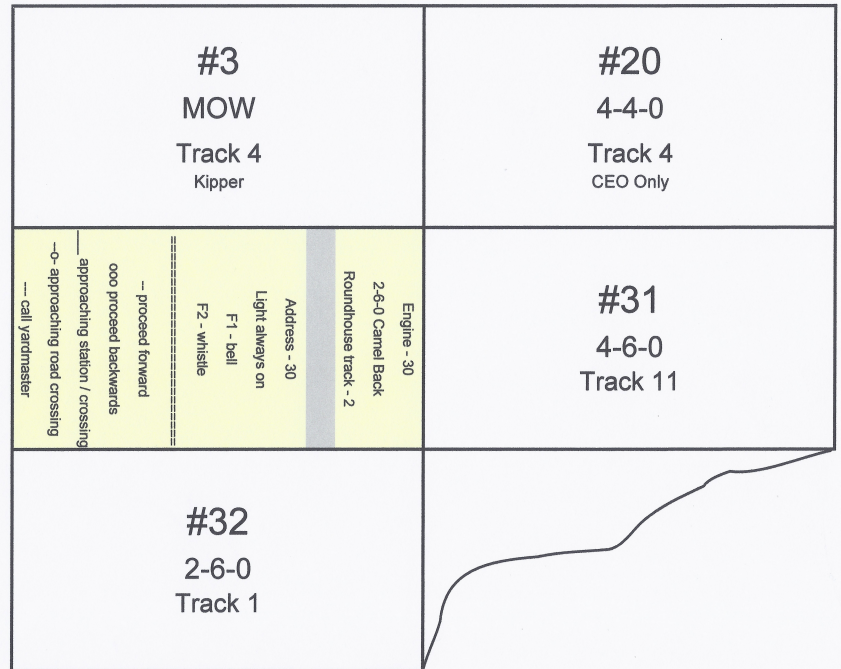
Date: _____

Dispatcher: _____

EAST CLASS										EASTON & POTOMAC Timetable 22 Superintendent: Keith F. Stillman <small>In effect 12:01 A.M. Monday through Friday midnight starting 12:01 A.M. July 1, 1928 Eastern Standard Time</small>										WEST CLASS									
Extras										3rd		2nd				1st		2nd		3rd		Extras							
X	X	X	X	N&W Interchange	Southern Interchange	Hood Turn	Broadway Turn	110	30	20	10	4	2	3	5	11	21	31	121	131	Broadway Turn	Hood Turn	Thorny Point Etc	X	X				
Engine																													
Caboose																													
Number Cars Loaded/MT																													
P.M.										A.M.										P.M.					A.M.				
To Stanley										To Broadway										From Broadway					From Stanley				

ABOVE: Train sheet

RIGHT: Roundhouse sheet



BELOW: Hostler's sheet

HOSTLER SCHEDULE					
Engine Ready	Train	Engine Assignments (assignment priority left to right)	Engine Ready	Train	Engine Assignments (assignment priority left to right)
7:54 AM	110	#43, 2-8-0, 2-6-0, 2-10-0	3:31 PM	10	#21, 2-8-0, 4-6-0, 2-6-0
9:21 AM	2	#31, 4-4-0, 2-6-0, 2-8-0	4:07 PM	Southern Interchange	#50, 2-10-0, 2-8-0, 2-6-0
9:11 AM	30	#42, 2-8-0	4:17 PM	N&W Interchange	#51, 2-10-0, 2-8-0, 2-6-0
10:25 AM	Broadway Turn	#44, 2-8-0, 2-10-0	varies	CEO	#20, 4-4-0, 2-6-0, 2-8-0
11:55 AM	Hood Turn	#30, 2-6-0, 2-8-0	varies	Kipper	#3
n/a	20	Same engine assigned to train #30	varies	Work Extra	#32, 2-6-0, 2-8-0

NOTE: YELLOW ENGINE READY TIMES ARE FOR EXTRAS AND ARE APPROXIMATE ENGINE READY TIMES.

For Use With: Easton & Potomac Timetable 22