

13. When long runs are made working short cut-off, which should never be less than 25%, it is advisable to change the cut-off about every twenty miles, for about 20 seconds. By this the valves are given a longer travel and the rings are given additional lubrication by picking up the oil which has collected on the valve bushings.
14. The water level in the boiler should be carefully regulated and not carried at a point higher than necessary for safety, depending upon grade conditions. Carrying water too high will cause priming resulting in water being carried over to valves and cylinders and, if resulting in no other damage, will wash off and destroy the lubrication.
15. Upon arrival at terminal Engineer should make notation on Form 2323 showing condition of lubrication on valve stems and piston rods observed during trip.
16. Roundhouse Foreman must compare condition of lubrication with that stated by the Engineer. If it is found that an engine has not been properly lubricated, investigation should be made to determine whether this was due to lubricator and attachments out of repair, improperly adjusted or improper handling. In case lubricator is found to be in adjustment and in condition to furnish proper lubrication it indicates that engine had not been properly handled. This condition should be called to the attention of the Engineer by either the Master Mechanic or Road Foreman of Engines who should instruct him accordingly.
17. Road Foreman of Engines must maintain constant check on condition of lubrication on all engines operating on his Division. If engines are not properly lubricated he should investigate and determine whether it was due to faulty handling or condition of lubricator and advise the Roundhouse Foreman accordingly. In case of improper lubrication with Mechanical lubricator he should advise Roundhouse Foreman in order that proper adjustment will be made. In case of improper handling he should give the Engineer necessary instructions.

*Geo. W. Corning*

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