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Form 19

INSTRUCTIONS TO LIGHT ATTENDANTS AND LAMPLIGHTERS

DEPARTMENT OF COMMERCE LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES,DISTRICT

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The following instructions are issued for the guidance of light attendants and lamplighters, who are directed to read them carefully, and to refer to them whenever they have any doubts in regard to their duties or the manner of performing them. Each shall be furnished with a copy, which shall be handed over to his successor in case he is relieved or discharged.

By order of the Commissioner of Lighthouses.

.....
Superintendent of Lighthouses.

INSTRUCTIONS

1. Light attendants and lamplighters will be held strictly responsible for the care of their lights and of the Government property placed in their charge. Property injured by want of care shall be charged to the keeper.

2. The lights must be lighted by sunset and kept burning brightly until sunrise. In the case of 1-day lanterns, the light should be extinguished as soon after sunrise as practicable. Whenever practicable, keepers shall visit 5-day or 8-day lantern stations at least once every two days.

3. The lamp must be cleaned and the wick trimmed daily, when practicable. The wick must be replaced with new wick when it becomes too short to reach the bottom of the lamp or lantern. **Never pour oil into a lamp while it is lighted, or fill it in the vicinity of fire.** Burners and chimneys must be kept clean by washing them frequently. Badly smoked chimneys or lantern globes must be washed and not destroyed. Lamps with their burners should be placed in a receptacle large enough to cover them with hot soapsuds or hot lye-water about once a month, and boiled until thoroughly clean. Oil tubes and air tubes must be kept open and clean. Oil reservoirs, used on 8-day post lanterns, or 5-day lens lanterns, should be handled very carefully, since the slightest leak in a reservoir will cause the lamp to overflow and may cause its destruction by fire. Hand lanterns, if furnished, should be kept clean as described above.

4. Attendants must acquaint themselves with the best method of managing their lights, and should freely ask questions when in doubt. Ignorance will not be considered an excuse for inefficiency. A light should burn with a clear, white, even flame, as high as it can be carried without smoking. If the tubes which admit air to the flame are not clear the light will be dull and smoky. The lamp or oil pot must be clean and oil should be strained. The cone or cap over the burner must fit tightly. If the burner is dirty, or the wick hardened or too tight in the burner, the supply of oil is checked, the wick becomes crusted, and the light low and smoky. The wick must be evenly trimmed; if ragged on top the flame will show smoky points. The charred part of the wick should be removed, not that which is merely blackened. The best plan is to rub off what is charred, without using the scissors at all; if carefully done this leaves a smooth, level, blackened top, which relights readily and burns evenly. Care must be taken to keep the trimmings out of the burner.

If the wick is turned too high, the flame will be of a reddish color and will smoke; if too low, it will not give the proper amount of light. The flame should be kept low at first, then turned up to its full height gradually, to prevent rapid charring of the wick. The lantern may be left on the post during the day, unless there is danger of its being stolen or injured; but if left on the post it will be at the risk of the attendant. At times of caving banks, or when ice or drift is running, the lamps, lanterns, etc., will be removed from the posts and kept in a proper place during the day, and the posts secured by line taken to a tree or other secure object.

5. All articles supplied must be stored under cover in a secure and convenient place, and be kept clean and ready for use. The oil cans must be kept off the ground, well cared for, and frequently examined for leakage. Broken or worn-out articles will not be thrown away, but shall be kept and returned to the tender. The oil, wick, lanterns, empty cans, and implements furnished must not be used for private purposes. No expenses incurred by attendants will be paid unless previously authorized, but any oil, wick, or glass furnished by them for the lantern in an exigency due to accident or shortage, and not the result of their own neglect, will be returned in kind or paid for by the district office. Hand lanterns, when furnished, will be used only in the necessary performance of official duties. Equipment furnished is marked with the initials of the United States Lighthouse Service. If it should come to the attendant's knowledge that any unauthorized person has property so marked, he will report the matter to the Superintendent, giving all the facts in the case, including the name and address of the person. If any of the Government property at a postlight is stolen, or if any person maliciously injures it, or interferes with the light, the attendant will obtain all the evidence he can in the matter and report at once to the Superintendent.

6. Laws have been enacted by the United States, and by many of the States, for the punishment of persons who maliciously extinguish lights or injure lighthouse property, the penalty being heavy fine or imprisonment, or both. Masters of lighthouse tenders are, by law, given police powers in matters pertaining to Government property.

7. When the lighthouse tender's signal is heard, attendants will be in readiness to receive oil and supplies, and give an account of the oil and supplies that may be on hand. Oil from oldest cans should be used first, in order to avoid leakage.

8. Masters and pilots of boats are asked to report to the Superintendent any light that is not burning properly at night. They are also asked, in case a light is out, to blow one long and three short whistles in passing, and repeat as often as necessary. On hearing this signal, the attendant must go at once to his postlight and relight it. Any light attendant or lamplighter who allows his light to become extinguished through carelessness or inefficiency will be subject to dismissal.

9. Attendants must personally attend to their lights. No light shall be sublet.

10. Attendants of lights which stand on land belonging to others must carefully avoid doing any damage or giving any offense whatever to the owners or lessees of the land.

11. Upon orders from the Superintendent lights shall be discontinued at the close of navigation when no longer of service to vessels, and relighted in the spring as soon as navigation opens and vessels commence to run. Keepers will promptly report to the Superintendent in each case the date of discontinuing, or the date of relighting, lights under their charge.

12. Posts are moved and reset, and trees and brush which interfere with the lights cleared away, when necessary, by the lighthouse tender, during her visits to stations, but if such work becomes necessary in the tender's absence, attendants must attend to it themselves. Trees and overhanging boughs must not be allowed to remain where they obscure the light, or may fall upon the light, if blown down by the wind. When a post is in danger from high water, ice, drift, or a caving bank, the attendant will, in good time, shift it to a secure spot, as near by as possible, and, when the danger is past, replace it in its original position. If for any reason a light can not be shown from its regular position, then it shall be shown from as good a position as is practicable until it may be restored to its regular position. All such cases shall be promptly reported to the Superintendent. Except as above, keepers shall not move their lights, or permit them to be moved, unless by authority from the Superintendent or his representative. Trees should not be trimmed or posts moved from one location to another except by specific authority of the Superintendent, or the

permission of the owner of the land. Attendants must see that their station structures are kept well painted and cleaned.

13. Wherever structures in the water are destroyed by collision with passing vessels or rafts, attendants will make every effort to ascertain the names of the owner and master of the offending vessel and report the same at once to the Superintendent. Pending the rebuilding of a structure so damaged or destroyed, the attendant shall use all means at his disposal to maintain a proper light, either on a temporary structure or on a suitable float.

14. Attendants will be charged at its actual cost for oil used in excess of the authorized allowance. Posts, lanterns, and other articles lost or damaged through carelessness or neglect will be charged at their value, or at the estimated cost of repair. In the discretion of the Superintendent, a day's pay may be deducted for each and every time the light is not exhibited, from whatever cause; also, for each time the light is reported out, unless the attendant can show that his lantern was properly filled, trimmed, and lighted on the night in question, and that the failure of the light was due to some cause beyond his control.

15. Attendants must be prompt in making the required reports to the Superintendent and to answer communications received from him, also to inform him of any change of post office address. All communications will be addressed to The Superintendent of Lighthouses, at the address shown hereon.

16. Attendants must report at once whenever they fail to light their lights from any cause whatever, stating their reasons for not lighting.

17. Whenever the lamp is out of order and smokes up, or will not burn, and the attendant can not remedy the fault, the facts should be reported at once to the Superintendent, stating exactly what the trouble is and what steps have been taken to correct the fault.

18. In case of sickness or temporary absence, attendants must provide for the efficient care of their lights, but if either the sickness or absence is likely to be prolonged, the Superintendent must be informed at once, as directed in paragraphs 19 and 20 below.

19. An attendant desiring to give up charge of his light or lights, must forward his resignation to the district office in writing sufficiently in advance of the time of leaving the station to permit of the selection of a person suitable to the Superintendent to relieve him of his duties.

20. Light attendants and lamplighters desiring to give up charge of their lights are expected to give due notice. If unable to give due notice the lights should be transferred to some suitable person, the fact reported to the Superintendent, with a receipt, prepared on Form 22, for the property turned over to his successor. If the receipt submitted is found to be correct, and the explanation as to transfer is found satisfactory, the amount of pay due the retiring attendant will be sent to him.

21. The authorized allowance of oil for each station shall be made by the Superintendent, or his representative, and shall not exceed 50 gallons per annum for a 1-day light accessible for visits both at sunrise and sunset, or 100 gallons per annum for an 8-day light, or a 1-day light which can be visited only once daily.