

**BELL SYSTEM PRACTICES — PLANT SERIES**  
**GENERAL PLAN**

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**1. GENERAL**

**1.01** This section outlines the general plan for the "Bell System Practices — Plant Series" and describes the general features of the plan for combining, grouping and consolidating information presently contained in all lettered and unlettered series of Bell System Practices. This series employs a uniform numbering plan and will ultimately include all lettered series and the 950 series of practices.

**1.02** This section is reissued principally to modify the standing order information, and include the use of appendices by the Operating Companies.

**2. SCOPE AND ARRANGEMENT**

**2.01** A 9-digit numbering plan (XXX-YYY-ZZZ) is used. The 9-digit arrangement is required for future growth, flexibility and re-organization of present practices and to maintain uniformity. It is shown in Fig. 1.

**3. INDEXES**

**3.01** The following indexes will be provided:

(a) Section 000-000-000 provides a Division Numerical Index of sections in Division 000 with their issue numbers and subjects. It also provides a Master Numerical Index of all division numbers and the subjects covered by each division.

(b) Section 000-000-001 provides a Master Alphabetical Index of all division subjects and their associated division numbers.

(c) A Cross Reference List (Section 000-020-ZZZ) is provided for each series or portion of a series that has been converted. These lists will show the old section numbers numerically and the corresponding new Plant Series numbers. If sections being converted have been numbered in more than one series, a Cross Reference List for each series involved will be issued.

(d) A Division Numerical Index (Section XXX-000-000) is provided for each division and lists all sections in the division with their issue numbers and subjects.

(e) A Division Alphabetical Index (Section XXX-000-001) will be provided where justified by the number of sections within a division.

**4. ISSUE NUMBERS AND RATINGS**

**4.01** Each new section is assigned an issue number starting with 1. Each reissue will carry the next consecutive number. In some instances the issue number may be followed by the letters A, AC, AR, B, or D to indicate the change classifications which are the same as for drawings as described in Section A105.001.

**4.02** Each section is given a rating as follows:

(a) *AT&TCo Standard* is used on sections approved for general use. These sections are forwarded to all Operating Companies and

## SECTION 000-010-010

will be included in Bell System Practices Memoranda (B.S.P.M.), numerical indexes, and alphabetical indexes where provided.

(b) *AT&TCo Special* is used on sections intended for use only under special conditions and not applying generally throughout the Bell System. These sections are distributed on a limited basis according to the use of the information and will not be included in B.S.P.M., numerical or alphabetical indexes.

**4.03** In some cases, usually occurring during the early development of a new system, a practice can not be copyrighted because of patent reasons. In these cases only the section number and issue number are shown and the rating and date are omitted. The copyright notice is omitted, and in its place is a restrictive notice stating that the practice is not a publication. These sections are forwarded to all Operating Companies and will be included in numerical and alphabetical indexes. If the patent situation has been cleared when the practice is reissued, it will be rated AT&TCo Standard. In such cases a statement will be made in the text regarding the removal of the restriction and the application of the rating.

**4.04** In the past, some sections have been issued bearing the rating Provisional or Provisional Standard. These ratings will not be changed unless the practice is to be reissued for other reasons, in which case the rating will be changed to Standard.

### 5. ADDENDA

**5.01** An addendum is used to supplement a section and is issued when there is an urgent need in the field for information normally covered in Bell System Practices.

**5.02** An addendum is used when the section it modifies is sufficiently up to date or of such size that a revision is not warranted at that time. Such information will be included in the section when it is reissued.

**5.03** When the information is to be further changed in a section having an addendum, the addendum may be reissued. The informa-

tion contained in the earlier issue is included in the new issue so that the section will have only one System-issued addendum at a time.

**5.04** Each addendum carries its own issue number starting with Issue 1. Each Addendum indicates in the text the issue of the section with which it is associated. After a section is reissued, the first addendum to it should be Issue 1. Each addendum is dated, with one exception. If a section carries a restrictive notice and the patent situation has not been cleared, the addendum will not be dated.

**5.05** The ratings used for addenda are the same as those for Sections discussed in 4.02 and 4.03.

(a) The addendum to a Standard section may be rated Standard or Special, or carry a restrictive notice.

(b) The addendum to a Special section may be rated Special or carry a restrictive notice.

(c) The addendum to a section carrying a restrictive notice would ordinarily carry a restrictive notice. However, if the patent situation has been cleared when the addendum is issued or reissued it would be rated Standard or Special. In such cases a statement will be made in the text regarding the removal of the restriction and the application of the rating.

**5.06** Standard addenda and addenda carrying restrictive notices are forwarded to all Operating Companies and will be included in B.S.P.M., and numerical indexes. Special addenda are forwarded only to the Operating Companies concerned and will not be included in B.S.P.M., numerical or alphabetical indexes.

**5.07** Addenda may be prepared in two forms, one containing the new information in the addendum itself and the other having replacing sheets attached to the addendum. In either case the addendum is filed ahead of the section and in the case of a replacing sheet addendum, *the attached sheets are to be inserted in their proper places in the section and the replaced sheets removed.*

**REPLACING SHEET ADDENDA**

**5.08** Replacing sheet addenda eliminate the inconvenience of referring back and forth from the section to the addendum and will be used wherever appropriate. They will not be used with sections carrying restrictive notices, unless the patent situation has been cleared.

**5.09** The addendum itself will contain general information such as reasons for issue or reissue and the nature of changes, together with a listing and the issue date of the new sheets which are to be substituted or inserted in the section.

**5.10** When an addendum is reissued it will contain all of the information of the preceding addendum including the previously issued replacing sheets. In this way, it will be unnecessary for more than the latest addendum to be kept in W.E. Co. stock.

**5.11** Each replacing sheet will bear in the upper right-hand corner of the odd-numbered page, the number and issue of the section involved. If the back of the sheet, the even-numbered page, contains printed matter, the section number only will appear on this page.

**5.12** At the bottom of each replacing page will appear the page number of the original page. Under this will appear the word "Revised" or "Reissued" followed by the date. "Revised" will be used when the subject matter has been modified and "Reissued" will be employed for unmodified pages occurring on the opposite side of a sheet from a modified page.

**5.13** In cases where the modified material occupies more space than the original and it becomes necessary to provide an interleaving page or pages, the additional sheets will be set up, in general, like a substitution sheet. The page number will be that of the preceding page plus a decimal fraction as, for example, Page 6.1 for a new page between Pages 6 and 7. The back of this sheet would be Page 6.2 if it contains any subject matter. Below the page number will appear "Added" followed by the date, instead of "Revised" or "Reissued" as for substitution pages. If the back of the sheet has no subject matter, it will be left entirely blank, that is, the section number, page number, etc, will be omitted.

**5.14** If the new material requires more paragraphs than the old, the new paragraphs will be added in one of the following manners:

- (a) The new material may be added to the old on a subparagraph basis.
- (b) Unnumbered paragraphs may be used.
- (c) The new paragraphs may have an additional point and digit, such as 3.21.1 for a paragraph to be inserted between 3.21 and 3.22.

**5.15** If it becomes necessary to add a new figure, the figure number will consist of the number of the next preceding figure plus a decimal fraction, such as Fig. 4.1 for a figure to be inserted between Figs. 4 and 5.

**5.16** If the new arrangement omits one or more paragraphs, the paragraph numbers will be retained, followed by the word "omitted."

**6. APPENDICES**

**6.01** Appendices are used to supplement the regular sections when the additional material is optional in character, such as modifications which are not necessarily applied to all of the equipment in the field.

**6.02** Appendices to a section will be numbered serially from 1 up. There may be more than one appendix to an issue of a section. Each appendix will also be given a date and rating as outlined for addenda in Paragraphs 5.04 and 5.05, and shall indicate the issue of the section with which it is associated. When the section is reissued, it will include the material in the appendices.

**7. INDICATION OF CHANGES**

**7.01** Changed and added portions of sections, addenda and appendices will, when advantageous, be indicated by marginal arrows or arrowed brackets.

**7.02** Changes will be indicated only if the essential meaning is modified, and not for cases where wording only has been revised.

**8. SIZE, BINDING AND COLOR**

**8.01** Sections, addenda and appendices of "Bell System Practices — Plant Series" are furnished in size 8-3/8 by 10-7/8 inches. The bind edge is suitably punched for approved binders.

8.02 The following colors of paper will be used:

- (a) Sections — White
- (b) Addenda — Pink
- (c) Addenda with replacing sheets —  
Addenda sheets — Pink  
Replacing sheets — White
- (d) Appendices — Pink
- (e) Special Cases — Color to be specified

## 9. DISTRIBUTION AND REPLACEMENT

9.01 It is important that the latest issues of sections be used in every case. Accordingly, numerical indexes are issued from time to time to indicate the latest issues of sections. These sections are stocked by Western Electric Company. Sections rated Special will not be stocked by the Western Electric Company but may be obtained through the regular lines of Company organization.

9.02 Addenda and appendices may be obtained in the same manner as sections. If a section is ordered which has an associated A.T.&T. Co. addendum or appendix, the addendum or appendix will be supplied with the section.

## 10. ORDERING BELL SYSTEM PRACTICES FROM WESTERN ELECTRIC COMPANY

10.01 Substantial system economies in distributing new and reissued Practices to Operating Companies can be achieved if maximum application of the standing order procedure, as described below, is employed.

### STANDING ORDERS

10.02 Standing orders may be placed by Operating Companies on Western Electric Co. These will authorize distribution of stipulated quantities of new and reissued sections in the divisions specified, see (a), and in the division layers specified, see (b), as they are released by the A.T.&T. Co. The shipments will be made to the address or addresses shown on the standing order.

- (a) A *division* of Practices comprises all Practices on which the *first 3* digits of the Bell System Practice 9-digit number are identical, for example, 356 division, 358 divi-

tion, etc. Standing orders may be placed for Practices in any *division* 000 to 999.

- (b) A *division layer* of Practices comprises all Practices in which the *first 4* digits of the 9-digit number are identical. For example, 040-2, 167-4, etc. Standing orders may be placed for Practices in any division layer in any division.

(c) It is *preferable* that only one standing order be issued by each Telephone Company to cover all their needs or at the maximum one for each area of the Telephone Company. However, if necessary, separate orders may be established for the Engineering and Plant Departments.

(d) Each standing order may specify one or more "ship to" addresses. Titles rather than names should be used in shipping addresses.

(e) Only one account classification should be assigned to each standing order. Each order should provide that all billing against the order be rendered to one point in the Telephone Company or area. One bill will be rendered by Western Electric Co., for each distribution against each standing order regardless of the number of "ship to" addresses involved. A distribution will be made by W.E. Co. each time the A.T.&T. Co. issues a B.S.P.M. listing new and reissued Practices. The Western Electric bill will show the standing order number, the Telephone Company account number (if provided on the standing order), the related B.S.P.M. number, the total pages involved, the price per hundred pages, the total price and date shipped. The bill will not contain any reference to the addresses to which the Bell System Practices were shipped or the quantities shipped to each separate address.

(f) A copy of the related B.S.P.M. List will be enclosed in each shipment but no other packing slip or green receipt will be supplied.

(g) Standing orders may run for a period of one calendar year or, in order to reduce the effort required in originating and editing, orders may be placed to continue until terminated. A typical standing order would read, for example:

*Standing Order* — Furnish (until further notice) (for the year     ), the following

number of new and reissued B.S.P.s (including addenda and appendices) at the time they are released by A.T.&T. Company's B.S.P.M.

**Item 1**

10 copies	040-2 division layer	↖
25 copies	356 division	
40 copies	358 division	↙
etc.		

Ship to (show "ship to" address).

**Item 2**

20 copies	357 division	←
10 copies	359 division	←
etc.		

Ship to (show "ship to" address).

**Item 3**

1 copy	163-4 division layer	↖
2 copies	473 division	
8 copies	475 division	↙
etc.		

Ship to (show "ship to" address).

Changes in a standing order should be made by issuing a change order. At the time a change is made in a standing order the following wording should be used.

Change **Item 3** to read:

2 copies	163-4 division layer	↖
10 copies	475 division	
10 copies	548 division	↙
etc.		

Ship to (show "ship to" address).

The addition of items to a standing order should be made by issuing a supplement to the existing order, listing the item or items to be added as shown below:

Item # (show next successive item number)

10 copies	550 division	←
8 copies	551 division	←
etc.		

Ship to (show "ship to" address).

**SPECIFIC ONE-TIME REQUISITION**

**10.03** If one or more complete *divisions* or complete *division layers* is required, specify the *division* numbers or *division layers*, see Paragraphs 10.02(a) and (b), the number of ↙

complete sets, and shipping location as illustrated below:

Ship the following B.S.P.s at once:  
 2 complete sets      032-5 division layer  
 10 complete sets     534 division

Ship to (show "ship to" address). ↘

**10.04** If it becomes necessary to order individual Sections to replace lost or damaged Sections, or for some other one-time special purpose, the Sections, each identified by the 9-digit number, should be ordered from the W.E. Co. on Form KW COMB. 80.80 B.S.P.M. ↖  
 Order. The W.E. Co. will use copies of this form to make shipments without retyping orders and will render individual bills for each shipment in the usual manner. ↘

**11. FIELD COMMENTS ON BELL SYSTEM PRACTICES**

**11.01** Form E-3973 is available from W.E. Co. stock and should be used to transmit comments to the A.T.&T. Co. on Bell System Practices. These comments should be forwarded through lines of organization within the Operating Company. Two copies of the form should be sent to the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York 7, New York. ↘

**12. PLAN FOR PRACTICES PREPARED BY OPERATING COMPANIES OR OPERATING COMPANY AREAS**

**12.01** Parts 1, 2, Paragraphs 5.07 through 5.16 and Parts 7 and 8 of this section apply to both System-issued and Operating Company-prepared practices.

**12.02** In general, sections, addenda or appendices prepared by the Operating Companies deal with local administration and routines, and special conditions or subjects not covered in System-issued Practices. ←

**12.03 *Operating Company Practices Having Local Application Only***

(a) If the division and subdivision numbers (XXX-YYY) are known, the Company should select a key number (ZZZ) from the 900 to 999 block.

(b) If the division and subdivision numbers (XXX-YYY) are not known, the Company should contact the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York 7, New York for the number assignment.

**12.04 Operating Company Practices Not Restricted to Local Application**

(a) If a section is to be written for use in place of a System-issued section, the Company should use the System-issued section number.

(b) If a section is to be written on a subject for which the number assignment is not known, the Company should contact the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York 7, New York for the number assignment.

**12.05** All numbers used on Operating Company practices shall be suffixed with the initials of the Company writing the section, addendum or appendix as indicated below:

SUFFIX CODE	OPERATING COMPANY
CA	The Bell Telephone Company of Canada
CB	The Cincinnati and Suburban Bell Telephone Company
CD	The Chesapeake and Potomac Telephone Company (Washington, D.C.)
CM	The Chesapeake and Potomac Telephone Company of Maryland
CV	The Chesapeake and Potomac Telephone Company of Virginia
CW	The Chesapeake and Potomac Telephone Company of West Virginia
ET	Eastern Telephone and Telegraph Company
HB	The Ohio Bell Telephone Company
LB	Illinois Bell Telephone Company
LL	Long Lines Department, A.T.&T. Co.
MB	Michigan Bell Telephone Company
MS	The Mountain States Telephone and Telegraph Company
NB	Indiana Bell Telephone Company, Incorporated
NE	New England Telephone and Telegraph Company
NJ	New Jersey Bell Telephone Company
NW	Northwestern Bell Telephone Company
NY	New York Telephone Company

SUFFIX CODE	OPERATING COMPANY
PA	The Bell Telephone Company of Pennsylvania
→ PN	The Pacific Telephone — Northwest
PT	The Pacific Telephone and Telegraph Company
SB	Southern Bell Telephone and Telegraph Company
SN	The Southern New England Telephone Company
SW	Southwestern Bell Telephone Company
WT	Wisconsin Telephone Company

**12.06 Practices Prepared by Operating Companies:** The initial issue of an Operating Company-prepared practice shall be designated by the letter A. Successive issues shall be designated B, C, etc.

↑ **12.07 Addenda and Appendices Prepared by Operating Companies**

(a) In the past the Operating Companies have issued addenda, supplementary addenda, supplements, appendices, etc, under various plans. Upon conversion to the Plant Series it may be necessary in some instances to retain the information in this form, at least temporarily. However, if possible, it would be desirable when converting these practices to follow a uniform plan. A suggested procedure is outlined in paragraphs (b) through (k), and it is recommended that all new or revised information be handled in this manner.

(b) **Addenda** should be used principally to correct and add information which is expected to be covered in the sections when they are next reissued. Each addendum shall refer to the issue number or issue letter of the section it addends.

(c) The first issue of an addendum to a section shall be lettered A. If necessary to further addend that issue of the section, the addendum shall be reissued as issue B, C, etc, as required. Each reissue shall automatically replace the previous issue.

(d) When the section is reissued it shall automatically replace the addendum.

(e) Addenda to the reissued section shall be designated as in (c); that is, A, B, C, etc.

↳

(f) There shall be not more than one locally prepared addendum to either a locally prepared section or System-issued section at one time. There may, however, be both one locally prepared addendum and one System-issued addendum to the same System-issued section.

(g) *Appendices* should be used principally to cover administrative information, special instructions, and optional arrangements. Much of this information may be of a permanent nature.

(h) The first appendix to a section shall be numbered 1. If necessary to further append the section, additional appendices may be issued. They shall be numbered 2, 3, etc. They do not normally replace previously issued appendices.

(i) Appendices may or may not be assigned issue designations. If they are, they shall be given lettered designations, each one starting with A. For example, appendix 1, issue A; appendix 2, issue A, etc.

(j) Since much of the information to be covered in appendices is expected to be of a permanent nature, appendices should not normally refer to a specific issue of the corresponding section. Upon reissue of the section, the appendix or appendices may thereby be retained in good standing.

(k) There may be one or more locally prepared appendices in addition to one locally prepared addendum to either a locally prepared section or System-issued section.

**12.08** The Operating Company name (or abbreviation) and Operating Area issuing the section, addendum or appendix should appear in the place ordinarily occupied by the rating of a System-issued section, as illustrated below:

**SECTION 230-000-000 NY**  
**Issue A, June, 1959**  
**N. Y. Tel. Co. LI**

**ADDENDUM 230-000-000 NW**  
**Issue A, June, 1959**  
**NW. Bell Tel. Co. Iowa**

**12.09** The recommendations of Operating Company counsel should be followed concerning the copyrighting of locally prepared sections. This is particularly important where material is reproduced from publications copyrighted by A.T.&T Co., other Bell System Company or an outside organization.

**12.10** In order to coordinate practice writing effort and keep A.T.&T. Co. records up to date, 2 copies of each section, addendum or appendix prepared by the Operating Companies should be sent to the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York 7, New York. Notices of Operating Company cancellations should also be sent to Bell System Practice Coordinator.

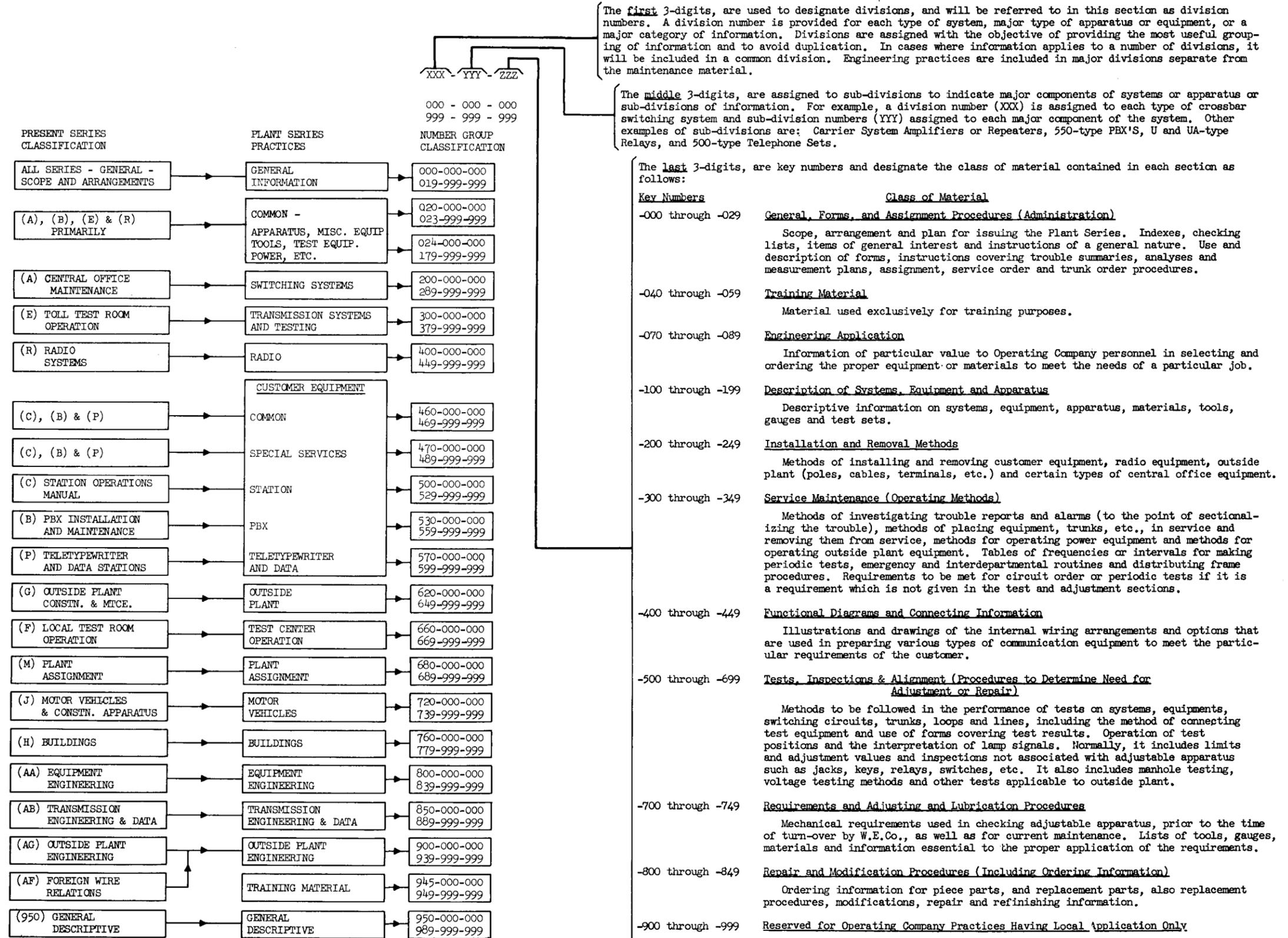


Fig. 1 - Plant Series - Scope and Arrangement