

**PACIFIC TEL.**  
**NUMERICAL INDEX — DIVISION 001**  
**GENERAL ADMINISTRATIVE PROCEDURES**

**1. GENERAL**

- 1.01** This appendix supplements the AT&T Numerical Index and lists:
- All Pacific Co. issued practices
  - All valid Pacific Co. issued Flashes affecting this division.
  - Long Lines practices Standard for use in the Pacific Co.
  - AT&T practices NOT STANDARD for Pacific Co. use. (See AT&T index for issue number.)
- 1.02** A bullet (●) indicates an item that has been added or changed since the previous issue of the index.
- 1.03** A square (□) indicates a canceled item. Information relating to the cancellation, if necessary, will be shown in a note following the item. Canceled items and related notes will be deleted upon reissue of the index.
- 1.04** A crescent (☾) indicates an associated Flash(es) exists against the section.
- 1.05** A solid diamond (◆) indicates a number assigned for a future practice. Practices issued as a preliminary under a future BSP number assignment are not recognized as official BSP publications.
- 1.06** An asterisk (\*) indicates a registered trademark.
- 1.07** A club (♣) indicates a section that refers to a manufacturer's manual providing a number for filing purposes, and instructions for ordering the manual (if required).

	<b>Section Number</b>	<b>Issue</b>	<b>Subject</b>
<b>001-0</b>	<b>INDEXES</b>		
●	001-000-000PT	Q	Numerical Index
<b>001-100</b>	<b>General Procedures</b>		
	001-100-105PT	C	Instructions for Central Office First-Level Management — Training and Developing Craftspersons
	001-100-106PT	B	Network Switching Management Instructions — Selected Maintenance Topics
	001-100-108PT	B	Multielement Service Charges (California Only)
App 1	001-100-108PT	C	Multielement Service Charges — Rates — California Only
	001-105-100PT	A	Central Office Equipment — Field Managers Class "A" Change Notice — Administration Guide

	<b>Section Number</b>	<b>Issue</b>	<b>Subject</b>
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☾	001-140-101PT		Flash 385 (4/75) Flash 405 (7/75)
Add	001-140-101PT	A	
	001-140-101PT	A	Trunk, Common Control and Derived Facility Orders — Administration and General Handling Procedures
☾	001-140-102PT		Flash 406 (7/75)
	001-140-102PT	B	Message Trunk Order — Handling Procedures
◆	001-160-100PT		
<b>001-185</b>	<b>Buildings</b>		
Add	001-185-100PT	A	
	001-185-100PT	A	Uniform House Service Agreement — Administration and Clerical Procedures
	001-185-201PT	B	Central Office Building Structure Inspections — Explosive Gases Protection
<b>001-200</b>	<b>General Installation and Maintenance</b>		
	001-200-010PT	B	Installation and Maintenance of Telephone Equipment or Facilities in Hazardous and/or Inaccessible Locations
	001-200-080PT	A	Installation and Maintenance of Service in Customer-Owned Emergency Communications Vehicles in Multiple Story Buildings — Plant Service PBX Installation Forces
	001-200-100PT	B	Large Complex Installations in Multiple Story Buildings — Business Service Installation Forces
	001-200-115PT	B	Customer Training by Service Advisers on Complex Equipment Operation
	001-200-120PT	E	Special Handling Procedures for <b>Design Line*</b> Telephones
App 1	001-200-120PT	B	Maintenance Charge — <b>Design Line*</b> Telephones
	001-200-122PT	A	Special Procedures for <b>Automatic Telephones*</b>

**NOTICE**

Not for use or disclosure outside the Bell System except under written agreement

## SECTION 001-000-000PT

Section Number	Issue	Subject	Section Number	Issue	Subject
<b>001-215</b>	<b>Coin Telephone Service</b>		<b>001-310</b>	<b>Pole Lines</b>	
Add	001-215-015PT	A	001-310-100PT	B	Plant Engineering Office Manual — Joint Pole Authorizations — Joint Pole Committee (Southern Region)
	001-215-015PT	B			
		Investigation of Toll Shortages			
	001-215-100PT	B	001-310-101PT	A	Construction Force Use of Joint Pole Authorizations (Southern Region)
		Public Services Installation and Maintenance Operational Procedures			
	001-215-110PT	A	001-310-102PT	A	Construction Force Use of Form 48, Memorandum Notice of Joint Pole Work (Southern Region)
		Coin Telephone Upper Housing Safeguarding — Review Procedures			
	001-215-201PT	A	001-310-103PT	A	Notification of Attachments — Foreign and Joint-Use Poles (Southern Region)
		Portable Public Telephone Equipment			
	001-215-301PT		001-310-110PT	A	Administrative Procedures for the Handling of Pole Attachment/Conduit Occupancy Agreements
		Flash 530 (10/76)			
	001-215-301PT	A	App 1 001-310-110PT	A	Pole Attachment/Conduit Occupancy — Schedule CAL PUC No. 84-T and Specific Arrangements
		Installing Booths, Shelves and Mountings			
<b>001-230</b>	<b>Private Branch Exchange</b>		001-310-111PT	A	Pole Attachment and Conduit Occupancy Applications — Engineering — Construction — Inspection — Billing
	001-230-010PT	C	App 1 001-310-111PT	A	Custom Work Billing — Requested Plant Work — Keep Cost Billing for Authorized Licensees
		PBX Technical Escalation and Support Plan			
	001-230-050PT	B	001-310-120PT	A	Technical Services Contracting Procedures — Distribution Services
		Signal and Busy Out Plugs, Trouble Caps, Lamp Caps, and Cord Clips for use at PBX Switchboards			
	001-230-101PT	B	<b>001-320</b>	<b>Cable</b>	
		Maintenance Replacement of Large and Small PBX			
<b>001-250</b>	<b>PhoneCenters</b>		001-320-010PT	B	Sale and Administration of Interior Wiring Facilities in Connection With Customer Provided Equipment
	001-250-907PT	B	001-320-100PT	C	Cable Pressure and Management Systems — Administration
		Interdepartmental Procedures Under a PhoneCenter Environment			
<b>001-252</b>	<b>Telephone Sets</b>		001-320-101PT	A	Cable Pressure Surveillance System (CPSS II) — Administration — General
	001-252-900PT	A	001-320-110PT	A	Outside Plant Service Results Plan
		Returns of Customer Telephone Sets Through Customer Participating Agents			
App 1	001-252-900PT	A	001-320-200PT	A	Defective Cable Pair Administration — Identification, Monitoring and Recovery
		Returns of Customer Telephone Sets Through Fotomat Stores			
<b>001-260</b>	<b>Plant Service Center — General</b>		001-320-201PT	B	Defective Cable Pair Administration — Methods of Communication
	001-260-100PT	A	001-320-210PT	B	T Zone — Cable Inspection and Repair
		Plant Service Center/Distributing Frame Interface Meetings			
	001-260-110PT	C	001-320-305PT	D	Administration of Residential Underground Service Wire Entrance Facilities Outside Plant (California Only)
		Security/Transmittal of Service Orders (Frame Copies) Between Plant Service Centers, Central Offices and Outside Contractors			
<b>001-280</b>	<b>Repair Service Bureau — Operation</b>		App 2 001-320-305PT	A	Outside Plant — Administration of Residential Underground Service Wire Entrance Facilities — Bell Telephone Company of Nevada
	001-280-900PT	B	001-320-306PT	B	Administration of Cable Facilities for Docks in Marinas and Harbors Exchange Services
		Defective Equipment Replacement Program — Description			
<b>001-300</b>	<b>Right-Of-Way</b>				
	001-300-101PT	A			
		Outside Plant — Permits for Excavation and Aerial Crossings			
	001-300-102PT	A			
		Outside Plant — Permits for Opening Manholes			
	001-300-103PT	A			
		Permits, Monuments, Outside Plant Reports, and Drawings Required When Placing Facilities in or Across Navigable Waters			

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001-320-307PT	A	Administration of Service Connection Facilities for Mobile Homes (California Only)
001-320-308PT	B	The Tee Common Conduit System — Administration — Design — Installation
Add 001-320-315PT	A	
001-320-315PT	A	Subscriber Cable Acceptance Testing
<b>001-360</b>	<b>Records</b>	
001-360-010PT	A	Distribution of Plant Service Center Copies of Cable Record Prints, Maps, Routine Orders and Estimates Southern Region
App 1 001-360-010PT	C	Central Offices and Corresponding Loop Assignment Centers (Los Angeles Sector)
App 2 001-360-010PT	C	— (Southern Counties Sector)
Add 001-360-020PT	A	
001-360-020PT	A	Outside Plant — Central Office Number-to-Administrative Responsibility Code Table
<b>001-370</b>	<b>Engineering</b>	
◆ 001-370-200		
◆ 001-370-201		
001-370-490PT	A	Building Industry Consulting Service — Organization and Operations
App 1 001-370-490PT	C	— Letter Exhibits
App 2 001-370-490PT	F	Building Industry Consulting Service — Location Directory
App 4 001-370-490PT	B	— Standard Forms
App 5 001-370-490PT	A	— Operational Review Procedures
App 6 001-370-490PT	B	Building Industry Consulting Service (BICS) — Parcelized PBX Installations
001-370-501PT	A	Outside Plant — Plant Engineering Geographical Responsibilities
001-370-503PT	B	Administrative Reports for Customer Operations Engineering and Construction
App 1 001-370-503PT	A	Specific and Routine Estimate Reports for Customer Operations Engineering and Construction
App 4 001-370-503PT	A	Status-of-Job Codes
App 5 001-370-503PT	A	Jose Report Distribution and Program Identification
Add 001-370-505PT	A	
001-370-505PT	B	Outside Plant — Mechanized Cost Estimation — Work Unit Per Hour Factors

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<b>001-390</b>	<b>General Procedures</b>	
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001-390-100PT	B	Reporting and Clearing Outside Plant Conditions Requiring Correction
001-390-201PT	B	Outside Plant — Line Extensions — Interpretations of Schedule Cal. PUC No. 36-T, Rule No. 15 — Line Extensions
001-390-202PT	B	Outside Plant — Service Connections and Facilities on Customer's Premises — Interpretations of Schedule Cal. PUC No. 36-T, Rule No. 16
App 1 001-390-202PT	A	— Part I — Service Connection Facilities
App 2 001-390-202PT	C	— Part II Interior Wiring
App 3 001-390-202PT	C	— Electric Power
001-390-204PT	A	Outside Plant — Extension of Facilities in Suburban Areas — Schedule CAL PUC No. 23-T (California Only)
001-390-310PT	A	Outside Plant Work Order Changes — Confirming Requests for The P504
◆ 001-395-100PT		
<b>001-400</b>	<b>General Supply Operations</b>	
001-400-015PT	D	Disbursement Accounting Administrative Reports and Summaries Prepared for The Telephone Company/Western Electric Interface Sub-System (TWIS)
<b>001-410</b>	<b>Special Tools And Test Equipment</b>	
001-410-011PT	B	Western Electric Mobile Calibration Service for Portable Test Equipment
001-410-012PT	A	Calibration and Repair Van Service — Pacific Company Operated
001-410-101PT	B	Replacing Insulating Gloves and Blankets
<b>001-480</b>	<b>Station And PBX Supplies</b>	
001-480-010PT	A	Protection and Loading of Material and Tools Carried on Plant Service Motor Vehicles
001-480-019PT	A	Safeguarding Company Property and Supplies — Material Management — Field Supply Operations
001-480-020PT	F	Safeguarding Material on Customer's Premises and Bell Variable Shipping Addresses — (Company "Unattended Locations")
<b>001-600</b>	<b>Message Service</b>	
001-600-010PT	A	Administrative Message Trunk Orders — Interval Guide

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App 2	001-600-011PT	A — Northern Region	001-760-102PT	B	Reporting Codes for Outside Plant
<b>001-630</b>	<b>Private Line Service</b>		001-760-103PT	B	Labor Classes for Outside Plant
	001-630-010PT	C "Blue Streak" — Station Processing of Designed Services	001-760-106PT	B	Retirement Units for Outside Plant
<b>001-680</b>	<b>Sections Standardized For Use In Pacific Company</b>		001-760-113PT	C	Network Distribution — Work Prints — Outside Plant Construction
<b>001-689</b>			001-760-120PT	C	Distribution Services — Construction and Engineering — Itemized Work Operations
	001-680-111LL	B Plant Administration of Circuit Outages	001-760-125PT		Flash 389 (5/75)
	001-681-223LL	A Manually Prepared Circuit Layout Record Cards for Private Line Telephone, Data, and Telephotograph Services	001-760-125PT	B	Pole and Anchor Reporting — Pole Location Records
	001-684-604LL	A Circuit Layout — Noise Requirements for Message Circuits	App 2	001-760-125PT	B Outside Plant Pole Correction Notice — Form CO 4481
<b>001-700</b>	<b>General Accounting And Clerical Procedures</b>		App 3	001-760-125PT	B Network Distribution — Central Office Numbers for Outside Plant Jobs — Bay Sector
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	001-740-101PT	B Preparation of Building Service and Maintenance Daily Time and Distribution Report	App 6	001-760-125PT	B — Southern Counties Sector
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	001-740-102PT	B Preparation of Motor Vehicle Daily Time and Distribution Report — Form A 4220-G-FA — Telephone Company and Contract Labor Forces	App 9	001-760-125PT	A Pole Record Change Report — Form A 5505-M
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	001-740-103PT	B Preparation of Plant Daily Time and Distribution Report — Supplies Forces	App 11	001-760-125PT	A Form A 6852 — Mass Change Record — (Poles and Anchors)
	001-740-104PT	C Preparation of Network Distribution — Reporting Employee Time Report — (Outside Plant Engineering Forces)	App 12	001-760-125PT	A Pole Location Records — Output Report Distribution
Add	001-740-105PT	A	App 13	001-760-125PT	A Lead Code Development
	001-740-105PT	D Preparation of Construction Forces Daily Time and Item Report — Forms A-4220-E-FA and A-4220-E1-FA	App 14	001-760-125PT	A Request for Pole Location Records — Form A 5669-M
	001-740-106PT	Flash 516 (9/76)	App 15	001-760-125PT	A CATV Identifiers
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	001-740-107PT	B Preparation of Daily Work Log Form P4109-FA — Network and Special Services Departments	001-760-126PT	D	Wire Reporting
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App 2	001-770-014PT	C Input Quality Assurance Plan for Reporting Station Movement on Universal Service Orders and Work Unit Items on MTR Time Sheets and Manual Input Documents		001-920-401PT	D Work Units for Plant Upkeep and Changes
	001-770-016PT	B Modular Connecting Blocks — Converting, Testing, and Reporting	♣	001-920-402PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Local Manual — Form E-4401-PAC
<b>001-780</b>	<b>Miscellaneous Records, Reports, and Schedules</b>		♣	001-920-403PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Panel — Form E-4402-PAC
	001-780-201PT	C Daily Work Schedules — Form P5056-A	♣	001-920-404PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Step-By-Step Central Office Equipment — Form E 4403-PAC
<b>001-900</b>	<b>General Administrative Procedures</b>		♣	001-920-405PT	D Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment Crossbar No. 1 and No. 5 — Form E 4404-PAC
	001-900-010PT	C Basic Questions and Answers Related to Plant Measurement Plans	♣	001-920-406PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Crossbar Tandem and No. 4 Crossbar — Form E-4405-PAC
	001-900-100PT	C Observing Communications Using Telephone Facilities	♣	001-920-407PT	C Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Electronic Switching Systems — Form E 4405A-PAC
<b>001-920</b>	<b>Costs Results Plan</b>		♣	001-920-408PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Toll Switchboard — Form E 4406-PAC
	001-920-102PT	H Network, Business, Residence and Public Cost Results Plans — Definition of Plant Cost Terms — Plant Services Cost Results Summary — E 5300 Series	♣	001-920-409PT	B Network Cost Results Plan — Maintenance Section — Central Office Equipment — Circuit and Carrier Telephone — Form E 4407-PAC
Add	001-920-201PT	B	♣	001-920-410PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Radio — Forms E-4408A-PAC and E-4408B-PAC
	001-920-201PT	E Work Units — Placing and Removing Operations Forms E 3931 and E 3932	♣	001-920-411PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Carrier Plug-in Equipment — Bench Repair Form E 4409-PAC
♣	001-920-202PT	G Part 202 — Work Units for Cable Splicing Operations — Forms E 3933, E 3934 and E 3935	♣	001-920-412PT	B Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Central Office Equipment — Power — Form E-4410-PAC
	001-920-203PT	E Part 203 — Work Units — Placing Changes Forms E 4850, E 4850-P and A 6964			
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001-920-419PT	D	Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Trunk Testing — Facilities and Trunks — Form E 4417-PAC	
◆ 001-920-420PT	C	Network Cost Results Plan — Maintenance Section — Trunk Testing — Telegraph, Program, Video and Overseas Radio — Form E 4418-PAC	
● 001-920-421PT	E	Central Office Rearrangements and Changes Work Units — Trunks, Special Services and Carrier Systems — Form E 4419-M-PAC	
001-920-422PT	D	Changes Work Units — Central Office — Form E 4420-PAC	
◆ 001-920-423PT	F	Network Cost Results Plan — Maintenance Section — Upkeep Work Units — Special Service Circuit Testing — Form E 4471-A-PAC	
001-923-416PT	A	Business Cost Results Plan — Maintenance Section — Upkeep Work Units — Large PBX Equipment — Telephone — Forms E 4414-PAC and E 4414-1- PAC	
<b>001-940 Force Management</b>			
Add	001-940-100PT	A	
	001-940-100PT	B	Construction Force Management Plan
	001-940-220PT	A	Lost Time Studies on Installation and Repair Visits — Form P 2627
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<b>001-965 Customer Service — Public Relations</b>			
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App 1	001-970-015PT	C	CPUC General Order No. 133 — Rules Governing Telephone Service