

**NUMERICAL INDEX — DIVISION 010**

**GENERAL METHODS**

**1. GENERAL**

**1.01** This section provides an index of System-issued sections in Division 010.

**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 heart (♥) indicates a new or reissued item which, because of its limited need, will not be distributed on standing order except through coded distribution. Additional copies may be obtained by placing regular (one-time) orders.

**1.05** A spade (♠) indicates an item not on microfiche. This index indicates the latest issue for hard-copy BSPs. In some cases, the microfiche BSP will reflect the next higher issue as a result of the reduced distribution interval.

**1.06** "Add" is the abbreviation for Addendum and "Append" is the abbreviation for Appendix.

**2. LAYERS**

**2.01** This division is arranged in layers as follows:

010-0 Index

- 1 First Aid, Rescue, Fire Fighting, Safety Precautions, Restrictions of Plant Activities, and Radiation
- 2 Records and Reports
- 3 Administrative Maintenance Methods
- 5 Administrative Coordination Methods
- 7 Engineering Complaint and Consumer Product Report Procedures

**3. INDEX**

| Section<br>Number | Issue | Subject |
|-------------------|-------|---------|
|-------------------|-------|---------|

**010-0 INDEX**

● ♠ 010-000-000 90 Numerical Index — Division 010 — General Methods

**010-1 FIRST AID, RESCUE, FIRE FIGHTING, SAFETY PRECAUTIONS, RESTRICTIONS OF PLANT ACTIVITIES, AND RADIATION**

- |             |   |   |
|-------------|---|---|
| 010-100-005 | 2 | Eye Protection                                  |
| 010-100-009 | 1 | First Aid Kits                                  |
| 010-100-011 | 2 | Rescue of Employee From Manhole                 |
| 010-100-012 | 2 | Rescue of Employee From Pole                    |
| 010-100-013 | 2 | Rescue of Employee From Live Wire on Ground     |
| 010-105-003 | 1 | Firesafety Plan                                 |
| 010-105-004 | 1 | Principles of Firefighting and Use of Equipment |
| 010-105-005 | 1 | Occupant Responsibilities for Firesafety        |
| 010-105-006 | 1 | Description of Portable Fire Extinguishers      |

| Section<br>Number | Issue | Subject  |
|-------------------|-------|--|
| 010-105-007       | 1     | Reporting Fires in Buildings and Motor Vehicles  |
| Add 010-110-001   | 1     |  |
| 010-110-001       | 5     | General Safety Precautions — Radio Television, and Carrier Equipment   |
| 010-110-002       | 2     | Safety Precautions — Cathode Ray Tubes   |
| 010-110-003       | 3     | General Safety Precautions — Fluorescent Lamps   |
| 010-110-004       | 5     | Ladder and Ladder Seats — Safety Precautions — General   |
| 010-110-005       | 1     | General Office Safety  |
| 010-110-006       | 1     | General Safety Precautions — Placing, Removing, or Maintaining Poles, Cables, Guys, Wire, and Strand Near Power              |
| 010-110-007       | 1     | Safety Precautions for Materials Management Operations   |
| 010-110-009       | 1     | Handling Working Telephone Circuits — Safety Precautions   |
| 010-111-010       | 2     | Electrical Protection When Using Portable AC Operated Tools and Equipment  |
| 010-120-010       | 1     | Restoration Planning Prior to Possible Water Damage to Central Office and PBX Equipment                                      |
| 010-120-011       | 1     | Reconditioning Central Office and PBX Equipment Damaged by Water   |
| 010-120-015       | 1     | Cleaning and Restoration of Central Office and PBX Equipment Damaged by Fire   |
| 010-122-010       | 1     | Restrictions of Plant Activities During Events of National Interest, Welfare or Emergency                                    |
| 010-130-001       | 1     | Heat Tests — Stored Program Control System — Restrictions of Plant Activities — Personnel Safety Guidelines and Requirements |

**010-150 General Safety — Microwave Radiation**

- |             |   |   |
|-------------|---|---|
| 010-150-001 | 2 | General Educational Information                                     |
| 010-150-002 | 1 | Waveguide Hot Patching and Radiation Protective Garment             |
| 010-150-003 | 1 | Power Density and Safe Working Distances in Front of Radar Antennas |

**010-160 Environmental Protection**

- |             |   |   |
|-------------|---|---|
| 010-160-001 | 1 | The Bell System Code for Environmental Protection |
|-------------|---|---|

**010-2 RECORDS AND REPORTS**

- |             |   |  |
|-------------|---|--|
| 010-200-001 | 1 | Procedures for Operational Trouble Reports on Stored Program Control Systems |
|-------------|---|--|

**NOTICE**

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

## SECTION 010-000-000

| Section Number | Issue | Subject   |
|----------------|-------|---|
| ● 010-201-001  | 1     | Work Reporting of Central Office Activities — General Description   |
| ● 010-201-009  | 1     | Work Reporting of Central Office Activities — Central Office Cutover and No. 1 ESS to No. 1A ESS Conversion |
| ● 010-201-010  | 1     | Work Reporting of Central Office Activities — Special Services Serving Bureaus                              |
| ● Append 1     | 1     | Account 603.4 — Interoffice Testing   |
| ● Append 2     | 1     | Account 604.1 — Ordinary Repair of Central Office Equipment   |
| 010-210-001    | 1     | Edge Sorted Cards — Method of Coding, Punching and Sorting  |
| 010-250-001    | 1     | Crediting Charges on Test Calls   |

### 010-3 ADMINISTRATIVE MAINTENANCE METHODS

|                 |   |  |
|-----------------|---|--|
| Add 010-300-010 | 1 |  |
| 010-300-010     | 2 | Controlled Maintenance Plan for Transmission and Signaling Equipment Serving All Trunks and Special Services                 |
| ♥ 010-300-011   | 7 | Equipment Test List — Description and List of Issued ETLs  |
| ♥ 010-300-020   | 3 | Plug-In Inventory Control System — Central Office Procedures   |
| 010-300-030     | 2 | Plug-In Inventory Control System (PICS)/ — Detailed Continuing Property Record (DCPR) — Joint Ownership Reporting Procedures |
| Add 010-301-001 | 2 |  |
| 010-301-001     | 2 | Quality Review Plan for Trunks and Toll Special Services — Evaluation and Review Procedures                                  |

### 010-5 ADMINISTRATIVE COORDINATION METHODS

#### 010-505 Administration of Designed Services

|                 |   |             |
|-----------------|---|-------------|
| Add 010-505-100 | 1 |             |
| 010-505-100     | 2 | Description |

#### 010-510 Interfunctional Special Services Coordination

|               |   |   |
|---------------|---|---|
| 010-510-001   | 1 | Bell System Practices Numerical Index   |
| 010-510-005   | 1 | Glossary  |
| 010-510-100   | 1 | Overview  |
| 010-510-105   | 1 | Administrative Team Responsibilities  |
| 010-510-120   | 1 | Area Team Responsibilities  |
| 010-510-121   | 1 | Area Chairperson — Responsibilities   |
| ♥ 010-510-200 | 2 | Organizational and Area Team Member Responsibilities — Business Service Center                    |
| 010-510-201   | 1 | Organizational and Area Team Member Responsibilities — Business Marketing                         |
| 010-510-202   | 1 | Organizational and Area Team Member Responsibilities — Business Relations — Other Common Carriers |

| Section Number | Issue | Subject   |
|----------------|-------|---|
| ♥ 010-510-203  | 2     | Organizational and Area Team Member Responsibilities — Bell-Independent Relations                       |
| 010-510-204    | 1     | Organizational and Area Team Member Responsibilities — Business Marketing — Customer Education Delivery |
| 010-510-205    | 1     | Organizational and Area Team Member Responsibilities — Network Services — Circuit Provision Center      |
| 010-510-206    | 1     | Organizational and Area Team Member Responsibilities — Network Services — Distribution Service          |
| 010-510-207    | 1     | Organization and Area Team Member Responsibilities — Support Services — Materials Management            |
| 010-510-208    | 1     | Organizational and Area Team Member Responsibilities — Network Services — Network Implementation        |
| 010-510-209    | 1     | Organizational and Area Team Member Responsibilities — Installation and Maintenance                     |
| 010-510-210    | 1     | Organizational and Area Team Member Responsibilities — Business Segment Engineering Center              |
| 010-510-211    | 1     | Organizational and Area Team Member Responsibilities — Long Lines                                       |
| 010-510-212    | 1     | Organizational and Area Team Member Responsibilities — Western Electric                                 |
| 010-510-213    | 1     | Organizational and ISSC Administrative Team Member Responsibilities — Comptrollers                      |
| ♥ 010-510-300  | 2     | Inquiries, Memorandum, and Orders   |
| 010-510-301    | 1     | Control Team Assignment   |
| 010-510-302    | 1     | Interval Determination Procedures   |
| 010-510-303    | 1     | Project Planning and Coordination   |
| 010-510-304    | 1     | Tracking Systems and Status Handling Procedures   |
| 010-510-305    | 1     | Escalation Procedures   |
| 010-510-306    | 1     | Provisioning Analysis Procedures  |
| 010-510-307    | 1     | Multi-State Marketing Requirements  |

#### 010-520 Intercompany Services Coordination Plan

|             |   |   |
|-------------|---|---|
| 010-520-101 | 4 | Procedures for Coordination of Orders for Service           |
| 010-520-103 | 3 | Control Team Assignment                                     |
| 010-520-104 | 4 | Interval Guide Procedures<br><i>Replaced by 010-510-105</i> |
| 010-520-106 | 4 | Termination Procedures                                      |
| 010-520-110 | 4 | Project Planning and Coordination                           |
| 010-520-111 | 6 | Service Inquiries, About Dated Orders and Advance Orders    |

