

GENERAL INSTRUCTIONS
UNAUTHORIZED POLE CONTACT
REPORT

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2. DESCRIPTION OF FORM, "UNAUTHORIZED POLE CONTACT"

2.01 The size of the form is 3-1/4" x 6-1/4" and is illustrated below. It is divided into two sections by a perforated line. Each section is numbered serially for identification purposes. The small section is provided with a reinforced hole for nailing it to a pole. For the purpose of handling the two sections, the small section is designated as "Section 1" and the large section as "Section 2".

1. GENERAL

1.01 This section ~~replaces Section C10-201.5, Issue A, and its Addendum. It is reissued to include certain instructions in the addendum.~~ It prescribes the procedure to be used for reporting drop wire contacts made to the poles of others with whom this company has entered into joint use agreements.

1.02 Whenever an employee of this company desires to attach drop wire to poles of other utilities and previous application for joint usage has not been made, he shall prepare an "Unauthorized Pole Contact" report in accordance with Part 3 of the main section.

1.03 To determine if previous application for joint usage has been made, the employee who desires to attach drop wire to the pole of another utility shall check such pole for one of the following indications of previously authorized joint usage:

- (a) Joint ownership tags.
- (b) Unauthorized Pole Contact Form (Section 1).

1.04 Form, "Unauthorized Pole Contact" has a two-fold purpose:

- (a) It serves as temporary notice to the pole owner of this company's intent to apply for pole space.
- (b) It notifies the District Plant or Resident Engineer that a foreign pole has been newly contacted so that he may proceed in obtaining appropriate authorization or joint ownership in the pole, or may provide other means of support for the telephone plant.

The diagram shows a form divided into two sections by a vertical dashed line labeled '(PERFORATED LINE)'.
SECTION 1 (small, on the left):
 - Top: 'UNAUTH. POLE CONTACT' (vertical text)
 - Middle: 'NAME' with a line for (1) and 'DATE' with a line for (2).
 - Bottom: 'No. 3230'.
SECTION 2 (large, on the right):
 - Top: 'UNAUTHORIZED POLE CONTACT'
 - Below: 'Forward to: Dist. Plt. Engr. or Resident Engr.' followed by a line for (3) and '(NAME)'.
 - Below: a line for (4) and '(CITY)'.
 - Middle: 'CONTACT LOCATION' followed by a line for (5).
 - Bottom: a line for (6) and '(NAME)', and a line for (7) and '(DATE)'.
 - Right side: 'No. 3230'.

3. PREPARATION OF FORM

3.01 A separate Form, "Unauthorized Pole Contact" shall be prepared by the field workman covering each contact made by him to the poles of others with whom we have entered into joint use agreements and for which formal application has not been made previously as determined in Paragraph 1.04. The form shall be prepared in pencil at the time of contact and then separated at the perforated line.

3.02 Section 1 of the form shall be attached to the pole on the road or normal approach side about 6 feet from the ground by driving a nail through the reinforced hole.

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3.03 Section 2 of the form shall be forwarded in the normal manner to the appropriate District Plant or Resident Engineer.

3.04 Preparation of the form requires the following information:

- (1) Name of employee originating form.
- (2) Date of preparation.
- (3) Name of District Plant or Resident Engineer. (Draw a line through title not applying.)
- (4) City of District Plant or Resident Engineer.
- (5) Enter exchange and exact location or description of location of unauthorized contact (if necessary, draw a sketch on the back of the form).
- (6) Name of employee.
- (7) Date of preparation.

4. HANDLING AND DISPOSITION OF FORM

4.01 Upon receipt of Section 2 of the form, the District Plant or Resident Engineer shall either obtain proper authorization from the pole owner or ar-

range to vacate the pole. He may then file or dispose of Section 2 of the form as local requirements demand.

4.02 The District Plant or Resident Engineer will arrange for the removal of Section 1 of the form from the pole in all cases as follows:

(a) By the Engineer at the time he surveys the location and arranges for:

1. Continuance of the contact on a free or paid rental basis, as appropriate.
2. Purchase of an interest in the pole under a joint use agreement with the owner, when such agreement provides that the permanent joint pole ownership tag is to be placed by the oncoming party.
3. Providing for removal of the telephone plant from the pole.

(b) In the case where an interest in a foreign pole is to be purchased from an owner who reserves the right to install the joint ownership tag on the pole after purchase, the District Plant or Resident Engineer will arrange to have such owners remove Section 1 of the form at the time the pole is tagged.