

PROTECTION OF BURIED AND
UNDERGROUND CABLE

1. GENERAL

1.01 This section provides information to aid plant forces in protection of buried and underground cable. It also describes how Form SW-6391, Log Of Request To Locate Telephone Plant, is used to aid field forces in protection of telephone plant.

1.02 All plant forces as well as engineering forces, have a responsibility towards protecting and assisting in the protection of telephone plant against possible damage.

1.03 When an employee observes work in progress or activities that indicate work is to be started, in an area where buried or underground cable is located:

- (a) STOP, and ask the responsible person if he is aware of the presence of concealed cable and if so, has the Telephone Company been contacted to locate the cable.

NOTE: Where there is presence of equipment (excavating type) but no work is in progress the employee should obtain (if possible) information such as name of contractor, telephone number, etc. This information should be furnished to the local test center for investigation by the responsible supervisor.

- (b) Inform the contractor or customer to dial "0" for the operator and ask for Enterprise, 9800, prior to starting any work where buried or underground cable is present. When cable markers are present, point these out and explain the importance of following the instructions shown on the markers.

- (c) Advise the customer of their liability in case the cable is damaged through their neglect. If the customer insists in proceeding with his work, disregarding the presence of telephone cable, immediately, contact the nearest level of supervision available.

2. LOG OF REQUESTS TO LOCATE TELEPHONE PLANT FORM SW-6391

2.01 Each wire center, special service center etc., is responsible for maintaining a Log Of Request To Locate Telephone Plant as well as providing for assistance to the customer, requesting cable locations prior to performing excavating or other work activity that could cause damage to telephone plant.

2.02 The test center supervisor should review Form SW-6391, (Exhibit 1) daily. This will enable the test center to give the field forces advance notice of pending work requested and what activity is proposed.

2.03 Thorough administration of this log will:

- (a) Aid in reducing the amount of damage to telephone plant due to failure to provide customer assistance when requested.
- (b) Allow for better assignment of personnel to cover work requested.
- (c) Aid management in providing controls and better distribution of forces as well as providing the customer with a reasonable appointment time.

- (d) Provide data for informational purposes, investigations and special studies.

Preparation Of Form SW-6391

2.04 Entries on Form SW-6391, should be made in ink, (ball point) as follows:

- (a) Name of wire center or location responsible for telephone plant.
- (b) Enter current month.
- (c) Enter current year.
- (d) Enter serial number, starting with number one at the beginning of each calendar year. Suffix the serial number with the wire center location,
 (a) e.g., 1 EV., serial number one for Evergreen wire center. The serial number should be assigned to the employee dispatched to locate telephone cable or assisting in the protection of telephone plant. The serial number should be entered on the workmens' document and referred to when reporting completions or providing other information on the progress of the work activity.
- (e) Enter the date and time the request was received. Line out either "A" or "P", whichever one does not apply.
- (f) Enter the initials of the person who received the request.
- (g) Enter the customer's name, (contractor, company etc.,) telephone number where party can be contacted and the person to contact.
- (h) Enter exact location and nature of proposed work. If additional space is needed use space below.

- (i) Enter date and time of appointment. Line out either "A" or "P", whichever one does not apply.

IMPORTANT: Post entries in red when request is not for the current or following day. Entries in red will indicate follow up is required for confirmation of the appointment (date and time) with the customer and assignment of an employee to cover the request. Notification should be given to the responsible supervisor in order to expedite the pending work request.

- (j) Enter the initials and title of the workman assigned, e.g., J.B. Ca. Rep.
- (k) Enter date and time workman is assigned. Line out either "A" or "P", whichever one does not apply.
- (l) If it is determined that no visit is required to locate cable or provide for protection, post the date and initials of the person making this decision.
- (m) Enter the date, time and initials of the person who referred the request. Use spaces (j) through (p), to show whom the request was referred to; location and reason for referral
- (n) When a field visit is required to locate cable, place an X in this space.
- (o) If no cable is involved place an X in this space.
- (p) When a follow up is required to complete final work, post entry in red. Give date and brief description of follow up required, e.g., 5-26, replace duct lower ca.

Ⓞ This space can be used for making special studies for analysis purposes as desired locally.

standard package units, (Quantity) Form SW-6391.

Ordering Information And Retention Period

2.05 Form SW-6391, is packaged 25 sheets per package. Order in multiples of

2.06 Completed Forms SW-6391, are to be maintained in file for a one year period prior to destruction.

BSP 660-195-035SW

SW-6391
(4-70)

LOG OF REQUESTS TO LOCATE TELEPHONE PLANT

WIRE CENTER a MONTH b YEAR c

SER NO	DATE AND TIME OF REQUEST	REC BY	CUSTOMER'S NAME TELEPHONE NUMBER CONTACT PERSON	EXACT LOCATION AND NATURE OF PROPOSED WORK	DATE AND TIME OF APPTMT.	ASSIGN TO	DATE TIME	DISPOSITION					
								NO VISIT	REF OUT	FIELD VISIT		FOLLOW UP REQ.	SPECIAL STUDY
										LOC	No Cable		
d	e A P	f	g	h	i A P	j	k A P	l	m	n	o	p	q
	A P				A P		A P						
	A P				A P		A P						
	A P				A P		A P						
	A P				A P		A P						
	A P				A P		A P						
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	A P				A P		A P						
	A P				A P		A P						
TOTALS													

Actual Form Size 8 1/2" X 11"

FORM SW-6391

EXHIBIT 1

SECTION 660-195-035SW