

## SPECIAL SERVICE PROTECTION AND SPECIAL SAFEGUARDING MEASURES

### 1. GENERAL

1.01 Special protection is required to avoid service interruption on certain types of circuits. This section lists these types and also explains how the assignment center originates the placing of protection and notifies forces involved.

1.02 This section is reissued to clarify the use of symbols, and the placing or removing of protection. Since this is a general revision arrows usually shown indicating changes are omitted.

### 2. SPECIAL SERVICE CIRCUITS

2.01 Special service circuits are defined as follows:

(a) Services that require special protection to insure that plant functions do not interfere with their operations as they are of a nature that momentary shorts, opens, or accidental contact may cause serious reaction in customer relations. The handling given these circuits is called Special Service Protection (SSP).

(b) Services that require measures in addition to Special Service Protection to insure the privacy, continuity, and protection of the services from monitoring, accidental interruption or tampering. The handling given these circuits is called Special Safeguarding Measures (SSM).

2.02 The following lists most of the services which require Special Service Protection (SSP). Caution should be taken in adding additional services to this list. SSP could become so widely used that the desired protection is no longer given.

(a) Program transmission and television circuits.

(b) Telephotograph, telautograph and facsimile transmission facilities.

(c) Private line signal channel or radiotelephone circuits.

(d) Telegraph and teletypewriter leased lines.

(e) Teletypewriter exchange lines.

(f) Clock or ADT lines that operate on closed or series circuits.

(g) Remote control, signaling, metering, Data circuits, and alarm circuits for fire, police, burglar and watchman.

(h) Special facilities for defense or major disaster.

(i) Civil air defense warning network.

(j) Power companies remote control circuits.

(k) Airway communication circuits.

(l) PBX battery and generator supply for hospitals, police and fire departments or any other customers who perform emergency service for the general public.

2.03 Special Safeguarding Measures are primarily used on services involving National Security.

### 3. SPECIAL SERVICE PROTECTION AND SPECIAL SAFEGUARDING MEASURES

3.01 Special Service Protection will be provided as follows:

(a) *Plant Assignment Center* — Note their records with SSP in red to show Special Service Protection or with SSM in red to show Special Safeguarding Measures. Prepare Form E-4106 as covered in Part 4 (see Figs. 1, 2 and 3).

(b) *Central Office* — As directed will, (1) mark special circuits at each appearance with underlining paint, indicators, insulators,

or guard devices as covered in BSP — A Series and (2) place strapping around heat coils (pins) on program, telephotograph and facsimile circuits.

(c) *Outside Plant and PBX* — Binding post insulators and caps, pair indicators, and PBX frame guards are provided for field forces to place in terminals or PBX frames where circuit appears and at any bridging locations. In addition to physical protection, these markings and protective devices will be an indication that approval from the Serving Test Center is necessary before doing any work on these circuits. The Serving Test Center records will be marked SSP or SSM.

**3.02** Service protection shall be cared for as follows:

- (a) Placed when new service is connected.
- (b) Removed at time service is disconnected.
- (c) Removed and replaced when transfers are made.

**3.03** Special Safeguarding Measures require the same protection as SSP and in addition, require locked terminals, unbridged pairs, wire in conduit, and cable in lieu of drop wire entries. Engineering authorization is required to establish SSM. Generally, there are special construction charges involved.

**3.04** Special service lines shall not be transferred from one pair to another for the purpose of creating facilities except where no other transfer can be made and approval is obtained.

**3.05** If a service order is received in the Plant Assignment Center with an indication of the type of protection required, Plant Assignment will follow the procedure in Part 4. If the service order does not carry a protective notation and the service involved is one covered in Paragraph 2.02, Plant Assignment will also follow the procedure in Part 4. Orders involving SSM will be cleared with the Engineering Department before releasing to the field.

#### 4. FORM E-4106

**4.01** Form E-4106 is used to notify the field, central office and service center forces where to place or remove protection when special service protection and safeguarding measures are required. See Fig. 1 for facsimile of form and explanation of entries.

**4.02** The Plant Assignment Center will prepare the required copies of Form E-4106 when service protection is to be placed or removed. List all pairs and locations where service protection is to be placed or removed. Enter an X in the appropriate "PLACE" or "REMOVE" column. (See Figs. 2 and 3.)

**4.03** Separate the copies from the assembly. Mark one copy "FIELD", one copy "CO", and one copy "PSC" in the "COPY FOR" space. Attach these copies to the corresponding copies of the work order and forward them for completion in the regular way.

**4.04** When Special Service Protection (SSP) or Special Safeguarding Measures (SSM) are to be applied, the service order should be noted "SSP" or "SSM", alongside the circuit number.

**4.05** Enter in the "REMARKS" or other available space on the work order the notation "Protection — See Form E-4106."

**4.06** Sufficient copies of Form E-4106 shall be prepared and distributed when cable and/or line transfer work is involved. This will allow all forces concerned to be notified of change in protection.

**4.07** Form E-4106 can also be used to care for some special safeguarding measures, such as locked terminals, etc, by additional entry notations.

#### 5. ORDERING INFORMATION

**5.01** The Special Service Protection forms are provided in pads of 50 sheets, packaged five pads per package.

**5.02** The forms should be ordered in multiples of the package unit.

(Quantity) Forms E-4106

SPECIAL SERVICE PROTECTION						E-4106 (6-53)
BINDING POST INSULATORS TERMINALS			PROTECTOR GUARD DEVICES DISTRIBUTING FRAMES			
CENTRAL OFFICE	①	DUE DATE	②	SERVICE ORD. NO.	③	
DATE ISSUED	④	BY	WORK ORD. NO.	③	TRANS. NO.	
COPY FOR			⑤	FOR INFORMATION CALL		⑥
PLACE AND OR REMOVE SPECIAL SERVICE PROTECTION AT LOCATIONS LISTED.						
CABLE	PAIR	BP	TERMINAL LOCATIONS	PROTECTION		
				PLACE	REMOVE	
⑦	⑦	⑧	⑧	⑨	⑨	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;"><b>No.</b></p> <p style="text-align: center;"><u>EXPLANATION OF ENTRIES</u></p> <p>① Enter the serving central office.</p> <p>② Enter the date the work is to be completed.</p> <p>③ Enter the service order, transfer, or work order number, as required.</p> <p>④ Enter the date issued and the initials of the employee preparing the form.</p> <p>⑤ Enter the name of the forces for whom the copy is prepared.</p> <p>⑥ Enter the telephone number to be called for information.</p> <p>⑦ Enter the cable and pair number of the special service.</p> <p>⑧ Enter the binding post and terminal location of each appearance of the pair.</p> <p>⑨ Enter an X to indicate whether binding post insulators and guard devices are to be placed or removed.</p> <p>⑩ Enter the name of the employee completing the work, the date, and the OK number.</p> </div>						
WORK COMPLETED BY		⑩	DATE	⑩	O.K. NO.	⑩

Fig. 1 - Form E-4106 and Explanation of Entries



SPECIAL SERVICE PROTECTION					E-4106 (6-53)		
BINDING POST INSULATORS TERMINALS			PROTECTOR GUARD DEVICES DISTRIBUTING FRAMES				
CENTRAL OFFICE	SHERWOOD	DUE DATE	8-15-60		SERVICE ORD. NO.	✓	
DATE ISSUED	8/10	BY	LR	WORK ORD. NO.	807-2178	TRANS. NO.	178.1
COPY FOR			FIELD		FOR INFORMATION CALL		SH2-8161
PLACE AND OR REMOVE SPECIAL SERVICE PROTECTION AT LOCATIONS LISTED.							
CABLE	PAIR	BP	TERMINAL LOCATIONS	PROTECTION			
				PLACE	REMOVE		
}	21	209	F 310 STYLES	X			
		228	} } }	X			
		209	11 R 70 HARMON AV	X			
		209	F 437 } }	X			
		228	} } }	X			
			13 R 42 CAROL RD	X			
			9 R 48 } }	X			
			5 R 54 } }	X			
		14 R 76	X				
}	15	108	F 3 PROSPECT		X		
		127	} } }		X		
		108	7 F 10 SMITH		X		
			3 F 16 }		X		
			7 F 158 ANN		X		
			3 F 152 }		X		
			5 F 132 }		X		
		127	F 2 SMITH		X		
		} F 140 }		X			
WORK COMPLETED BY _____ DATE _____ O.K. NO. _____							

Fig. 3 - Use of Form E-4106 in Connection with Cable or Line Transfer