

PLANT MAINTENANCE

TREE TRIMMING

STATE HIGHWAYS

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1. GENERAL

1.01 The purpose and scope of this Section of the tree trimming practices is to outline the procedure to be followed in securing permits and in trimming trees on state highways.

1.02 Under no conditions shall trees on state highways be trimmed without previously securing the necessary state highway permits authorizing the trimming.

1.03 An up-to-date record of all state highways (both major and secondary) shall be maintained by the right of way superintendent.

1.04 Each exchange division and the toll division shall also maintain up-to-date records showing state highways in their respective divisions on which telephone plant is located. The right of way superintendent shall assist in establishing these records in the division and shall advise the divisions of changes in state highways as they become known. The responsibility for maintaining these records may be delegated to each district or test center.

1.05 In general, exchange telephone plant along state highways shall be inspected at least once a year for tree interference by the exchange plant service forces. Similarly toll plant along state highways shall in general be inspected for tree interference at least once a year by the toll repair forces. On certain of the long toll routes this responsibility is now being assumed by the cable maintenance forces in the construction-engineering organization and can be continued on this basis. Any further deviation from this broad division of responsibility by classes of plant should be covered by agreement between the division plant managers involved for each specific case.

2. SECURING PERMITS (STATE HIGHWAYS) OTHER THAN VENTURA, LOS ANGELES, AND ORANGE COUNTIES

2.01 Requests for tree trimming permits on state highways shall be made to the right of way superintendent by submitting one copy of form P-3028 (plant service, toll, and construction departments) or PF-39 (engineers) together with 8 typed copies of form PF-1032 (sample attached). These requests shall be made by the department originating the request.

2.02 These requests shall be routed to the right of way superintendent through regular administrative channels.

2.03 On PF-1032 it is necessary to show under "Location" the distance between the tree and the highway engineering station, bridge, or culvert number. Also the county, route, and section shall be shown in the upper right-hand corner as called for on the form. Under "Remarks" shall be shown information not otherwise provided for, which will permit an intelligent discussion of the situation with the state representative.

2.04 The right of way superintendent upon receipt of state highway permit, shall send the permit together with copy of PF-1032 to the originator of the request or the centralized control group through which the request was sent.

3. CONTRACTING TREE TRIMMING WORK OTHER THAN VENTURA, LOS ANGELES, AND ORANGE COUNTIES

3.01 The centralized control group or plant service supervisor, upon receipt of permit from the right of way superintendent shall send four typed copies of form P-3028 together with the state highway permit and four typed copies of PF-1032 to the District Construction Superintendent at 1932 South Grand Avenue, Los Angeles, in charge of contracts and cost plus work. No requests for such work shall be forwarded to the district construction superintendent unless the permits are attached.

3.02 When the plant engineer secures permits in connection with a routine order or estimate, he shall forward work prints and the state highway permit, and PF-1032, to the District Construction Superintendent, 1932 South Grand Avenue, Los Angeles, in charge of contracts and cost plus work.

3.03 The district construction superintendent (contracts and cost plus work) shall negotiate contracts or cost plus work as outlined in Section G10.912.1 - General.

4. SECURING PERMITS (STATE HIGHWAYS) VENTURA, LOS ANGELES, AND ORANGE COUNTIES ONLY

4.01 Requests for tree trimming in these counties on state highways shall be made to the centralized control group of the Construction Department of the Southern Division in Alhambra or of the Los Angeles Division in Los Angeles, depending on the location of the proposed work, by submitting 6 typed copies of form P-3028 (plant service, toll or construction department) or PF-39 (engineers) together with 12 typed copies of form PF-1032. (Sample attached)

4.02 The centralized control group of the Construction Department will forward 1 copy of form P-3028 and 1 copy of form PF-1032 to the District Construction Superintendent, 1932 South Grand Avenue, Los Angeles in charge of contract and cost plus work. The construction department inspection forces will review the proposed work in the field with the state highway representative and any information concerning the manner of performing the work required by the state and also that the proposed work has been cleared with the state highway representatives will be noted on the form PF-1032. The forms P-3028 and PF-1032 will then be returned to the centralized control group.

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4.03 The centralized control group shall apply for tree trimming permits for the proposed work which has been inspected by submitting to the right of way superintendent 1 copy of form P-3028 (Plant Service, toll or construction department) or PF-39 (engineers) together with 8 typed copies of form PF-1032 with field inspection notations, through regular administration channels.

4.04 On form PF-1032 it is necessary to show under "Location" the distance between the tree and the highway engineering station, bridge or culvert number. Also, the county, route, and section shall be shown in the upper right corner as called for on the form. Under "Remarks" shall be shown information not otherwise provided for, which will permit an intelligent discussion of the situation with the state highway representative.

4.05 The right of way superintendent upon receipt of state highway permit, shall send the permit together with a copy of form PF-1032 to the originating centralized control group through which the request was sent.

5. CONTRACTING TREE TRIMMING WORK-VENTURA, LOS ANGELES, AND ORANGE COUNTIES ONLY

5.01 The centralized control group of the construction department upon receipt of the permit from the right of way superintendent shall send 4 copies of form P-3028 together with the state highway permit and 4 copies of form PF-1032 to the District Construction Superintendent, 1932 South Grand Avenue, Los Angeles in charge of contracts and cost plus work. No request for such work shall be forwarded to the district construction superintendent unless the permits are attached.

5.02 When the plant engineer requests tree trimming work he shall forward work prints (if any) at the same time together with the forms PF-39 and PF-1032 as provided for in 4.01 to the construction department centralized control group.

5.03 The district construction superintendent (contracts and cost plus) shall negotiate contracts and cost plus as outlined in Section G10, 912, 1 - General.

6. PERFORMING WORK

6.01 Before starting work, the state highway department shall be notified as called for on the permit form.

6.02 All conditions outlined on the permit shall be adhered to and work shall be done in accordance with standard tree trimming practices under supervision of our inspector and such inspection as the Division of Highways has assigned to the particular job.

PF-1032 (2-50)
(Multilith)

TREE TRIMMING
B.S.P. G10.912.1-.6

R.O. 801234

TOLL LEAD _____ PERMIT STATE HIGHWAY

COUNTY, ROUTE, SECTION _____

VENTURA | 154 A

EXCHANGE - SATICOY

DISTRICT VII

POLE NO.	LOCATION	SIDE OF POLE	HEIGHT OF			NUMBER AND VARIETY OF TREE	TYPE OF TRIM	REMARKS
			POLE	WIRE	TREE			
BETWEEN POLES 409252-H & 409254-H	W/S VINEYARD AV. 5065' N/O C/L OF CENTRAL AV. *H.E.S. 40+10	W	30'	23'	60'	1 EUCALYPTUS	RM. 1 - 4" LIMB & TRIM SECOND GROWTH TO CLEAR WIRE 3'.	WORK REQUIRED TO CLEAR TREE LIMBS FOR ADDITIONAL WIRE.
409257-H 409260-H	W/S VINEYARD AV. 2775' N/O C/L OF CENTRAL AV. *H.E.S. 50+10	W	30'	23'	60'	12 EUCALYPTUS	RM. SMALL OVERHANGING BRANCHES TO CLEAR WIRE 3'.	

* IF H.E.S. NOT AVAILABLE, TIE TO CULVERT # OR BRIDGE #.

NOTE: TREE TRIMMING - STATE HIGHWAY

8 COPIES OF FORM PF-1032 SHOULD ACCOMPANY JOB WHEN
REQUESTING TREE TRIMMING PERMITS ON STATE HIGHWAY.

NOTE: DISTRICT NUMBERS ARE IMPERATIVE ON THE STATE HIGHWAY.

DISTRICT V	DISTRICT VII	DISTRICT VIII	DISTRICT XI
Santa Barbara Co.	Los Angeles Ventura Orange Co.	San Bernardino E-1/2 Riverside Co.	San Diego Imperial W-1/2 Riverside Co.

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