

## PLANT MAINTENANCE

### REPORTING AND CLEARING GAS IN MANHOLES

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#### 1. GENERAL

1.01 This Section outlines the procedure to be followed in the reporting and clearing of gas in manholes to which reference is made in the sections of the Practices covering Testing Manhole Atmosphere. A copy of this Section of Bell System Practices shall be placed in each suction gas indicator kit used by the plant service forces.

1.02 The presence of gas in manholes constitutes a hazard to service, the general public, and particularly to our employees who are required to work in them. It is, therefore, important that immediate attention be given to the correction of this condition. This entails not only the handling and reporting of the condition to the local gas company, but also the necessary follow-up to insure that the condition is corrected within a reasonable time.

#### 2. PROCEDURE OF REPORTING BY FIELD FORCES

2.01 If at the time of testing a manhole the employee detects the presence of gas, a report of the condition shall be made to the construction department centralized control desk responsible for the outside plant in the particular area involved. When the plant service or toll maintenance forces are involved, the employee shall report the condition to the test room supervisor who shall then transmit the information to the construction department centralized control desk responsible for the outside plant in the particular area involved.

Note: The responsibility for receiving and handling these reports in the construction department will be delegated to a centralized "control desk," (L. A. Division, Southern Division (Alhambra) or Southern Division (San Diego).)

2.02 When gas in manholes is reported by construction department employees, form P-3028 should be prepared in duplicate furnishing information requested on face of form. When reported by other plant groups the field forces shall send in one copy to the test center where a duplicate and triplicate copy shall be prepared and the triplicate copy retained at the test center until the condition is cleared (see section entitled, Plant Maintenance - Reports, Preparation, Use, and Discription).

2.03 Forward original and duplicate copies of form P-3028 to the centralized "control desk" made responsible for receiving reports of this nature as covered in Paragraph 2.01 as follows:

(a) If the amount of gas is such that normal ventilation clears the manhole so that work can progress in accordance with Bell System Practices, forward form P-3028 by company mail at the end of the day's work.

(b) If the amount of gas is such that work cannot progress, the report shall be made by telephone immediately and confirmed with the form P-3028. These cases shall be treated as "Safety First - Immediate Action" cases as outlined in another section.

### 3. HANDLING OF REPORTS RECEIVED FROM FIELD FORCES

3.01 The centralized "control desk" supervisor shall upon receipt of telephone report from field enter the preliminary information on face of form P-3028 showing time received in lower right-hand corner following date. He shall then immediately call the gas company if they are involved and report the condition. He shall advise the district construction superintendent of those special cases which are of a serious nature.

3.02 He will have the reporter of the condition keep in touch with him in case further information is required by the gas company.

3.03 After report is made to the gas company, the field reporter will be advised of the approximate time the gas company expects to clear the trouble.

3.04 Separate "Work in Progress" and "Permanent" files will be maintained for all forms P-3028 relative to gas in manholes.

3.05 Upon receipt of forms P-3028 from the field, the field copies shall be associated with the preliminary copy prepared in the office in cases where the information has previously been called in by telephone. All copies shall then be filed in the "Work in Progress" file until informed by the gas company that the trouble has been cleared. The gas company shall be notified in those cases where they have not already been notified and the P-3028 forms received from the field filed as outlined above.

3.06 It shall be the responsibility of the centralized "control desk" supervisor to follow up with the gas company all cases pending in the "Work in Progress" file to assure that condition is corrected within a reasonable period of time.

#### 4. CLOSING OUT CASE UPON CORRECTION OF CONDITION

4.01 Upon receipt of information from the gas company that the trouble has been cleared the duplicate copy shall be returned to the field for field check.

4.02 If the field check shows that the trouble has been corrected, the field supervisor will show the date and time of final inspection on reverse side and return the form to the centralized "control desk" supervisor for filing in the "permanent" file.

4.03 In event the trouble is cleared while the reporting employee is still on the job, he will prepare the form showing final completion information and forward copy as covered in preceding paragraphs.