

PLAN FOR BELL OPERATING COMPANY PRACTICES

1. GENERAL

1.01 This section outlines the plan for practices prepared by Bell Operating Companies in the series entitled "Bell System Practices - Buildings."

2. CLASSIFICATION AND NUMBERING

2.01 It is expected that the Bell Operating Companies will issue a majority of the sections in Division H30. "Construction and Mechanical Plant" and also certain other required sections that come within the scope of building operations but for which no sections have been issued by the American Telephone and Telegraph Company. Before issuing sections of the practices the section numbers preferably should be obtained from the American Telephone and Telegraph Company.

2.02 Each issue should be assigned a letter rather than a number, for example, the first issue of a section should be called "Issue A," the second "Issue B," etc.

2.03 Sections prepared by Bell Operating Companies should conform with the System issued practices, except that the Bell Operating Company name (or abbreviation) should appear in the place ordinarily occupied by the rating of a System issued practice. This is illustrated by Fig. 1.

SECTION H30.121  
Issue A, 11-1-32  
x.Tel.Co.

Fig. 1

3. ADDENDA

3.01 The information coming within the classification "Addenda," should cover such changes as may be desired in Bell Operating Company practices when the section is not reissued, or such changes or departures from existing System issued practices as may be required due to local conditions.

3.02 Addenda should bear the same numbers and titles as the sections which they modify and should be inserted in the binder in front of the related sections.

3.03 Each addendum to either a System issued or locally issued practice should carry its own issue letter starting with Issue A and this, therefore, may not correspond with the issue letter of a locally issued section. However, each addendum should

indicate in the text the issue of the section with which it is associated, and if an addendum replaces another addendum, this fact should also be indicated.

3.04 Addenda prepared by Bell Operating Companies should conform with the System issued addenda except that the Bell Operating Company name (or abbreviation) should appear in the place ordinarily occupied by the rating of the System issued addenda. This is illustrated by Fig. 2.

ADDENDUM H30.121  
Issue A, 12-15-32  
x.Tel.Co.

Fig. 2

3.05 In case it is necessary to issue a local addendum to a System issued practice which already has a System issued addendum, the local addendum should include and replace the System issued addendum, so that not more than one addendum will be in force at any one time for a section.

3.06 If a System issued addendum is released subsequent to a local addendum, the nature of the changes will determine if the local addendum should be replaced or reissued to incorporate the new information.

4. SIZE, BINDING AND COLOR

4.01 The size of page and perforations should be the same as for System issued practices. Care should be exercised to insure that perforations for binding are accurately spaced to facilitate placing in approved binders.

4.02 In order to insure uniformity in the issuance of practices and to provide, through the use of different colored paper, a means for readily identifying the character of each section, the following color scheme is recommended:

<u>Classification</u>	<u>Color of Paper</u>
Sections	White
Addenda	Pink

5. DISTRIBUTION AND REPLACEMENT

5.01 The plan for distributing new and replaced practices prepared by Bell Operating Companies will vary somewhat for the different companies and will be administered by the companies themselves.