TeAM Policy

Telecom Applications Management

SUBJECT: Manhole Inspections

POLICY NO.: 004-00-06-X

Policy Statement

Con Edison "Electric Manholes":

Telecommunications customers and approved contractors are only permitted to enter a Con Edison electric manhole to perform work after the manhole has been inspected by a qualified Con Edison representative and has been determined to be safe for entry. In addition, the following stringent conditions must be met:

- All Telecommunications contractors must perform a manhole inspection every time an employee enters a manhole.

- All Telecommunications customers or their contractors entering a manhole to perform work other than visual inspection must have attended the NYSDOL approved Appendix 'A' Electrician training. This is the training required by Local 3 IBEW Electricians. See below for non Local 3 contractors.

- Any Telecommunications customer or contractor employee entering a manhole for any reason or working with person(s) entering a manhole must have successfully completed the required training provided by The Learning Center ("TLC") which includes ESP-7027, Overview of Electric Underground for Telecom and ELE 5051, Non-Electrical Subsurface Hazard Assess. TLC issues a laminated card to non-company personnel successfully completing required training to indicate that they have met the training requirement. All non-company personnel must be in possession of the card issued by TLC and must produce the card if requested by a Con Edison representative. Persons not in possession of the card will be considered "not approved" for entry.

- All Telecommunications customers or contractors entering a manhole for any reason must make prior arrangements with a Con Edison representative in order to provide an on-site inspector. This inspector will monitor both safety and construction activities associated with the Operating Procedures. A Con Edison Inspector will be on site during all contractor work activities. Prior to entering and upon closing of any electrical structure, the Con Edison inspector will perform stay voltage readings as required by OJT ELE0020. Results of the testing will be recorded on the Stray Voltage Log Sheet. Local 3 employees are prohibited from opening and entering any electric manhole without a Con Edison inspector being on site.

- All Telecommunications customers or non Local 3 contractors entering a manhole to perform visual inspection work must have successfully completed the required TLC training including ESP-7027, Overview of Electric Underground for Telecom, ELE 5051 Non-Electrical Subsurface Hazard Assess, and be escorted by a Local 3 IBEW Electrician that has attended the NYSDOL approved Appendix 'A' training.

- The customer will electronically e-mail requests for manhole inspections to "Manhole Inspection Request By Customer" MHIRBC@Coned.com. The following information must be included: The structure number

and location of the manhole to be inspected. If the manhole inspection is deemed an emergency by the Telecom customer to access fiber optic cable and/or associated equipment servicing Telecom customers that is in need of immediate repair, the Telecom customer will be provided access, as per TeAM Policy 001-02-01, "Emergency Access to Electric Facilities by Telecom customers.

Only Con Edison electric manholes are available for entry by Telecommunications customers or their contractors that have met all of the above training requirements:

- Manholes determined safe for entry through documented inspection by Con Edison representative are available to the Telecommunications customers or their contractors **for a 30 calendar day period following the inspection date.**

- A Metal Tag, dated in Blue, indicating the day of the manhole inspection, will identify manholes that have "Passed" inspection. Manholes that "Fail" inspection will be identified with a Metal Tag, dated in Red indicating the day of the manhole failure. Manhole repairs will be completed by the respective Underground Operating area, upon completion, a Blue Sticker – dated with the repair date, will be applied over the metal tag, signifying a passed manhole inspection status.

- Once the 30-day period expires, the manhole(s) is no longer considered safe for entry by the Telecommunications customers or their contractors and an additional inspection(s) will be required, at the customer's expense.

- Telecommunications customers or their contractors entering the manhole during the 30-day period are required to perform a documented inspection each time the manhole is closed and reopened. The Manhole Inspection form (attached) must be completed and faxed to TeAM Manhole public folder at (646) 654-3100 within 24 hours of entry to a Company manhole. The inspection process and Manhole Inspection form instructions are presented as part of the required training (ESP-7027) given at TLC.

- Telecommunications customers and their contractors that are not Local 3 IBEW Electricians having the above mentioned Appendix "A" training may be provided with a more restricted manhole entry requirement than the 30-Day Rule. This will be decided on a case-by-case basis by the assigned Safety Services representative and the TeAM Project Specialist.

- If the inspection identifies a condition, other than electric related, that causes the manhole to be unsafe for entry, the cost for correcting the condition is borne by the Telecommunications customer, as is the cost for the initial inspection and re-inspection after the corrective work is completed. These conditions include:

  - Insect infestation or rodents
  - Flush
  - Debris
  - Environmental issues

- If inspection identifies an unsafe *electric* condition resulting from Company facilities being out of specification, the facility will be repaired and the manhole will be re-inspected at no cost to the Telecommunications customer.

Con Edison "Telecommunications Manholes":

Telecommunications manholes are those manholes constructed specifically for use by authorized Telecommunications customers. They do not contain any electrical distribution equipment, current carrying conductor, asbestos-containing material (ACM), oil filled equipment or any other hazardous substances associated with electrical manholes. Pre-inspection is not required for manholes designated as **"Telecommunications manholes".** However, the Telecommunications customer must make the following notifications:

- E-mail notification to entrylog@coned.com within 24 hours of an entry of a **Telecommunications manhole.** The notification must contain the manhole number, location, the date and time of entry and the full names of the entrants, including the name of the on-site supervisor and telephone number.
- Notification of any amount of oil or hazardous material found in the Telecommunications manhole must be made to Maintenance and Construction Department.
- In cases of medical emergency, notification must be made to the local Control Center.
- Strict adherence to OSHA's Telecommunications Standard at 29 CFR 1910.268.

Manhole Inspection Form

Telecom Company Name:	**Date:**
Contractor Company Name:	**Time: from: : M to : M**
Entrant (Print Name):	**Parking Restrictions:**
Attendant (Print Name):	**Department:**
Borough/Municipality:	**Layout #: Plate #:**
Structure #:	**Account #:**
Location:	**Embargo #:**
	Straight Time: Overtime:

INSPECTION RESULTS:
Safe for entry [ ] or Unsafe for entry [ ] *please comment on "as found condition" below.*

Environmental	Yes	No
1. Unsafe atmospheric conditions		
2. Flush Required		
3. Oil		

Secondary Cables / Equipment	Yes	No
1. Exposed live copper on a cable		
2. Uncapped cable or crab leg		
3. Cable or joint smoking		
4. Swollen crab or joint		

Primary Cables / Equipment	Yes	No
1. Cable or joint leaking oil		
2. Exposed live copper on a feeder		
3. Ends not grounded		
4. Smoking joint on a feeder		
5. Hissing or buzzing of a cable joint		
6. Swollen joint		
7. Broken lead sheath with exposed insulation		
8. Missing bond across the joint		
9. 3M joints subjected to severe joint stresses		
10. A prefabricated joint with a split/damaged Semi-conducting jacket		
11. Prefabricated joint where the cable adapter has shifted off the insulation		

Notes:
1. Contractors are not required to fill in the shaded areas.
2. Any condition marked "Yes" indicates that the manhole is NOT SAFE FOR ENTRY:

Primary joint: Present [ ] Not Present [ ]
If mechanical, state type: _____
(Indicate "unknown" if unable to identify mechanical joint)
B Ticket #:

Spill Amount:
Time Discover:
Time Reported:
Samples Taken:
Yellow Tag #:
E2MIS #:

Report emergencies to the appropriate Local Control Center.
Local Control Center (#9 Emergency) contact information:

Bronx/Westchester: (914) 925-6205 **Manhattan: (212) 780-3733**
Brooklyn/Queens: (718) 802-5178 **Staten Island:(718) 390-6207**

Comments:
As found conditions:

Action Taken:

Entrant's Signature Date Attendant's Signature Date

Safety Check Off List

Location: _____ **Telecom Inspector:** _____

Manhole #: _____ **Headed (N,S,E,W):** _____ **Contractor Foreman:** _____

Contracting Company: _____ **Construction Representative:** _____

Con Edison CCI: _____ **Time From: ___:___m To ___:___m Date ___/___/___**

WORKSITE-SETUP MATERIAL	Yes	No	N/A
1. Barricades or Cones			
2. Orange Barrier Tape			
3. Traffic Control Devices (Signs, Arrows, Lights)			
4. Wood/Fiberglass Ladder			
5. Conduit Plates on-site			
6. Manhole Guardrail(yellow, kickplates & latch)			

Notes: _____

INSPECTIONS BEFORE USE	Yes	No	N/A
1. Vehicle Condition			
2. Power cords			
3. Ropes			
4. Cables			
5. Training Identification Card			
6. Hand tools			
7. Electric tools			
8. Manhole Inspection Form			

Notes: _____

WORKSITE-SETUP LOCATION	Yes	No	N/A
1. Approved Con Edison 30 day inspection			
2. All openings protected			
3. Roadway clear			
4. Sidewalk clear			
5. Fire Hydrant kept clear			
6. Bus stop kept clear			
7. Safe conditions for pedestrians			
8. Safe conditions for crewmembers			

Notes: _____

Material Available or Set-Up	Yes	No	N/A
1. First Aid Kit			
2. Fire Extinguisher			
3. Spill kits			
4. Rescue Device (Must be set-up at all times)			
5. Harness (Must wear Harness at all times)			
6. Forced Air Ventilator			

Notes: _____

MANHOLE ENTRY	Yes	No	N/A
1. Cover felt for temperature difference			
2. Cover pried open for atmosphere test			
3. Atmosphere Test with CMX 270 or equivalent			
4. Ladder is 3' above ground			
5. Quick Visual Inspection (structure condition)			

Notes: _____

PROCEDURES ADHERED TO	Yes	No	N/A
1. CMSP001: Entry Procedure			
2. CMP002: Installation Work Procedure			

Notes: _____

PPE TO BE WORN	Yes	No	N/A
1. Safety Glasses			
2. Gloves			
3. Steel Toe Shoes			
4. Hard Hat			
5. Traffic Control Vest			
6. Flame-retardant Clothing			

Notes: _____

FINISHING WORK	Yes	No	N/A
1. Coupled			
2. Arc Proofed			
3. Racked			
4. Strapped			
5. Duct Seal Installed			
6. Inner Duct Tag			
7. Chimney Tag			
8. Manhole left in "as found" condition			
9. Worksite left in "as found" condition			
10. Telecom Duct Plug Installed			

Notes: _____

I confirm, by signing this safety Check Off List, that I have supervised and/or inspected each of the above listed activities and items. As indicated the activities may have occurred as required ("yes"), did not occur and was required ("no"), or was not applicable for the work involved with this structure ("NA"). Also as indicated, the items may have been needed and were used ("yes"), were not used but were needed ("no"), or were not needed for the work involved with this structure ("NA").

_____ / /

Signature Date

STRAY VOLTAGE LOG

Location:	MUNI	Time Start	Time Start	ECS Ticket #

No.	Voltage Inspection Questions
1	Did crew notify Control Center if voltage found?
2	Did crew check for live unprotected/improperly protected secondary/service ends?
3	Did crew find live unprotected/improperly protected secondary/service ends?
4	Did crew take corrective action?

RAIN	SNOW	FAIR	CLOUDY	THAW

ATMOSPHERIC TESTING AND VOLTAGE READING

Structure		Atmospheric Testing				Voltage Readings		Voltage Inspection Questions				
Type	Number	Time	CO	O2	CH4	Entry Reading	Exit Reading	1 YES/NO	2 YES/NO	3 YES/NO	4 YES/NO	5 Weather