

## SPECIAL-SERVICE LINES IDENTIFICATION AND INSTALLATION OF SPECIAL SAFEGUARDING MEASURES

### 1.00 GENERAL

1.01 This appendix describes the proper procedures to be followed before and during work operations on special-service lines. It also includes information on the use of Forms P2097, P2201, and P2241.

1.02 It replaces Addendum C23.057 Issue B.

### 2.00 PROTECTION AND IDENTIFICATION OF SPECIAL-SERVICE LINES

2.01 Special-service lines should be protected from momentary service interruptions caused by accidental contact at terminals, by placing a terminal-punching insulator, binding-post insulator, or a binding-post cap at all appearances of the cable pair. These special markings or protective devices indicate that control-office approval is required before doing any work on these lines. Get this approval from the deskman. **DO NOT OPEN OR WORK ON ANY SPECIAL-SERVICE LINE WITHOUT THIS APPROVAL.** Forms P2201 (Special Service Protection) and P2241 (Private Line Designation Card) are usually attached to any work order or transfer involving a special-service line. Upon receipt of the above forms the craftsman will:

1. Place or remove binding-post protection at the time a line is connected or disconnected, or a transfer is made.
2. Attach the Private Line Designation Card, Form P2241, at the point of connection, if the customer is to connect his equipment to Telephone Company facilities.

Note: If the circuit terminates in such a way that you can not use Form P2241, fill out and use Form P2097, Designation Tag—Special Service Lines.

3. Sign the completed Form P2201, detach from the work order or transfer and give it to your supervisor. An OK number is not needed for Form P2201.

Note: For completed Forms P2201, your supervisor will:

- (a) Make sample checks of the work.
- (b) Initial each form and send to the Chief Deskman (or Chief Line Assigner) as shown in the "WHEN COMPLETED RETURN TO" space.