

MATERIALS MANAGEMENT PROCEDURE
FOR
SCRAP RETURN

CONTENTS	PAGE
1. GENERAL	1
2. SAFEGUARDING ACCUMULATION OF SCRAP	2
3. CLASSES OF SCRAP	2
4. PACKING AND SHIPPING	6
5. RETURNS TO A MRC	6
6. MATERIAL MANIFEST	7
7. SCRAP ITEMS NOT TO BE RETURNED	7
8. DIRECT SHIPMENTS	8

Exhibits

1. Form 20-102
2. Form 20-148

Appendixes

1. Material Reclamation Centers

1. GENERAL

1.01 This practice is intended to cover the handling and processing of all types of saleable material, equipment, cable, wire etc., commonly referred to as scrap or junk.

1.02 Whenever this practice is reissued the reason(s) for reissue will be provided in this paragraph.

1.03 Scrap is a valuable commodity and every employee who handles scrap in any way should exercise care in seeing that it is properly safeguarded. Saleable materials fall generally in two categories: Plant and Central Office.

NOTICE

Not for use or disclosure outside the
Bell Atlantic Companies except under written agreement

1.04 A Material Manifest (Form 20-102) is required for all scrap being returned to a Material Reclamation Center (MRC) and should be properly prepared as shown in Exhibit 1. The Material Manifest is available through the local Materials Management ordering process.

1.05 Depending upon conditions scrap may be returned to a MRC or direct to currently designated vendor.

2. SAFEGUARDING ACCUMULATIONS OF SCRAP

2.01 At locations where regularly staffed storerooms are located, arrangements shall be made to provide suitable containers for accumulations of scrap by class. All scrap containers should be stored in a locked building or fenced location. In cases involving high value scrap containing precious metals, the scrap should always be stored in a locked area not accessible to employees involved in work operations other than scrap processing whenever possible.

3. CLASSES OF SCRAP

3.01 The principal classes of scrap are as follows:

Scrap Classification

Description

1.2

Copper Bearing Scrap Material Containing Precious Metal

To consist of Central Office apparatus, piece parts under 3 ft. in length containing precious metal contacts and/or gold plated material-EXCLUDING CIRCUIT BOARDS.

1.12

Circuit Boards (non-metallic)

To consist of fiber or plastic circuit boards containing precious metal contacts and/or gold plated material. May contain some copper, steel or other contaminants; is NOT ENCASED.

1.13

Circuit Boards (metallic)

To consist of metallic circuit boards containing precious metal contacts and/or gold plated material. Will contain some copper, steel and other contaminants; PARTIALLY ENCASED.

1.14

Circuit Boards (metallic)

To consist of metallic circuit boards containing precious metal contacts and/or

Scrap
ClassificationDescription

gold plated material. Will contain some copper, steel and other contaminants; COMPLETELY ENCASED.

2

Power Cable

Power cable with tinned and untinned copper conductors.

3

Alpeth or Stalpeth Cable with Paper or Polyethylene Insulated Copper Conductors

Polyethylene, aluminum and/or steel sheath covered telephone cable with paper or polyethylene insulated copper conductors and splices.

3.9

Alpeth or Stalpeth Cable with Paper or Polyethylene Insulated Copper Conductors and Steel Strand

To consist of steel stranded, alpeth or stalpeth cable; with polyethylene, aluminum and/or steel sheath covered telephone cable with paper or polyethylene insulated copper conductors.

4

Lead Covered Telephone Cable

Lead covered telephone cable with copper conductors including splices.

4.9

Lead Covered Telephone Cable with Steel Strand

To consist of steel stranded, lead covered telephone cable with copper conductors including splices.

5.1

Miscellaneous Material

To include equipment such as unit type fuse panels, coils, capacitors, telephones, resistors, terminal strips, jack bays, panel clutches, and mounting plates equipped with less than 3 relays.

Scrap
ClassificationDescription

5.2

Irony Brass

To include nonferrous telephone apparatus and parts such as message registers, panel frame banks, panel selector rods, sequence switches, bells, coaxial units, and all brass and bronze articles.

5.3

Irony Aluminum, Contaminated (30% to 50% Aluminum Alloy)

To consist of complete aluminum telephone booths, aluminum splice cases with cable and telephone splice boxes with terminal blocks, aluminum parts contaminated with ferrous/nonferrous attachments such as roof and bookracks from aluminum telephone booths.

5.5

Irony Aluminum, Contaminated (85% or more Aluminum Alloy)

To consist of dismantled aluminum telephone booths excluding roof, rack and nonmetallics, aluminum finger dials, aluminum backs from coin collectors, and aluminum boxes or parts.

8

Alpeth or Stalpeth Telephone Cable with Insulated Aluminum Conductors

Polyethylene, aluminum, and/or steel sheath covered telephone cable with insulated aluminum conductors.

9

Assembled Equipment

To include such items as Central Office Switchboards, PBX Switchboards, Cordless Switchboards, Sender Units, Motor Generator Sets, Ringing Machines, Relay Racks complete with iron framework over 3 feet in length and other similar equipment.

10

Cable Splicing Scrap

Short lengths of paper and/or plastic insulated copper or aluminum wire usually contaminated with small pieces of lead, polyethylene, solder, cotton sleeves, and paraffin.

Scrap
ClassificationDescription

13

Mercury Relays, Switches, and Tubes

All switches containing mercury from coin telephones, circuit boards or cards, switchboards, Central Office Equipment; also mercury tubes.

16

Clean Lead

Lead sheath and all other clean lead.

17

Copper Bus Bar and Other Miscellaneous
Copper Material

Copper bus bar, bare copper line wire and other miscellaneous copper material.

20

Wire, Insulated, Twisted with Solid
Copper Conductors

Urban wire which contains one strand of polyethylene insulated steel wire.

21

Polyethylene Jacketed Jelly Filled Cable

To consist of polyethylene, aluminum and/or steel sheath covered telephone cable with copper conductors. Contains petrolation polyolefin compound.

23

Self Supporting Polyethylene Covered
Telephone Cable

Polyethylene covered telephone cable and steel self-supporting strand with polyethylene insulated copper conductors.

49

Cable, Lead Covered Lepeth, Jute or
Corrosion and Tape or Wire Armor
Protected, Including Coaxial Cable

Lead covered telephone cable with copper conductors, steel tape or steel wire armor with or without jute or plastic protection. Includes sheathed coaxial cable in all forms.

<u>Scrap Classification</u>	<u>Description</u>
53	<u>Miscellaneous Textile and Plastic Covered Switchboard Cable</u> Miscellaneous plastic, textile, and rubber covered inside wiring cable.
64	<u>Electron Tubes</u> Krypton 85 and Radium 226 Bromide tubes from Central Office Equipment and PBX cabinets.
66	<u>PCB Small Capacitors and Ballasts</u> PCB small capacitors from Central Office Equipment, power units, and miscellaneous equipment, and PCB-containing ballasts from fluorescent light fixtures.
68	<u>Miscellaneous Tools</u> Includes small metal hand tools and wood or leather products, particularly those bearing Bell System markings; all requiring mutilation.

4. PACKING AND SHIPPING

- 4.01 Scrap shall be packaged neatly and orderly to facilitate handling. It may be shipped in boxes, bags, bundles, on pallets, coils or on reels. Containers should be banded or taped to ensure the safe and secure handling of scrap to its final destination as practical.
- 4.02 Scrap cable should not be bound directly to a pallet; this causes the pallet to travel as a container for the scrap and may necessitate the purchase of a replacement pallet. Scrap should be bound by itself and may be placed on a pallet for shipment.
- 4.03 In bound scrap should be shipped in a sealed conveyance and weighed whenever practicable.
- 4.04 Scrap cable returned on reels should be restricted to large returns. Do not use reels when the cable would weigh less than the reel. If a reel is used it should not be filled with scrap cable to the extent that the reel will be too heavy to handle safely, nor shall cable extend beyond the rims of a reel. Cable ends should be securely fastened to the reel.
- 4.05 Scrap should always be loaded in trucks in a safe and secure manner that will ensure its arrival in good condition at the final destination.

5. RETURNS TO A MRC

5.01 All shipments of scrap from the field to a MRC must be accompanied by a Material Manifest (Form 20-102). The Material Manifest replaces the Return Material Notice (Form 1438) and the Scrap Disposition Memorandum (Form 44.03) for all scrap shipments. Less than full truck loads of scrap should be referred to local Materials Management for pick up and transport to the storeroom or aggregation point, when its final destination is a MRC.

5.02 All applicable blocks must be completed on the Material Manifest before the material is loaded on a truck. The minimal information required to complete a Material Manifest would include address of originator, responsibility code charged (RCC), geographic location code, shipment origination point, ship date, name and contact telephone number of originator, account code, material class and piece count. The Material Manifest is designed primarily to capture relative information necessary to effectively monitor and manage all scrap disposition in the Bell Atlantic Companies.

5.03 When shipments are made from C&P and New Jersey Bell field locations applicable copies of the Material Manifest as indicated in 6.01 should be sealed in an envelope and placed on the right rear inside wall of the truck, or on the container if scrap material from several locations is being sent to a MRC. If scrap is collected from several areas and shipped on the same conveyance to a MRC, care must be taken to insure the scrap does not lose its identity before arriving at a MRC or scrap aggregation point. Whenever a single Material Manifest is used to ship multiple boxes, bags containing scrap, the Material Manifest number should be clearly marked in bold print on all of the boxes or bags pertaining to that particular Material Manifest. This will help insure that scrap does not lose its identity prior to arrival at a MRC and insure proper allocation of salvage credit to the user.

5.04 When shipments are made from Bell of Pennsylvania field locations, applicable copies of the Material Manifest shall be given to the truck driver for delivery with the scrap to the area MRC personnel.

5.05 Appendix 1 is a list of the Material Reclamation Locations.

6. MATERIAL MANIFEST

6.01 The distribution of the Material Manifest is as follows:

Copy 1	Originator
Copy 2	MRC
Copy 3	MRC
Copy 4	MRC
Copy 5	MRC

6.02 The retention period for the Material Manifest should be for one year.

7. SCRAP ITEMS NOT TO BE RETURNED

7.01 There are some items that should not be returned to a MRC. These items have little or no salvage value, create unnecessary handling, possible

extra transportation cost and additional handling cost. All of the following items shall be disposed of locally:

- (1) Light iron and metal (Class 69)
- (2) Cast iron, manhole frames and covers (Class 69)
- (3) Trash
- (4) Batteries
- (5) Items that contain fuel, i.e., propane tanks, etc.

8. DIRECT SHIPMENTS

8.01 Some salvage operations such as Central Office removals and Outside Plant removals generate large amounts of various scrap classes. Whenever feasible and practical, it is desirable to return the scrap directly to current designated vendors. Scrap should be accumulated, with proper security measures taken, until a truck load is available for shipment (40,000 - 42,000 pounds).

8.02 All direct shipments must be approved by the applicable MRC supervisor and sufficient notice must be given to coordinate the logistics involved. Normally, two-three days lead time is required to arrange for the shipment of scrap via common carrier.

8.03 When direct shipments are made, the following documents must be completed and distributed as noted:

- (1) BILL OF LADING (Form 20-148) See Exhibit II

Copy 1 - Original to MRC
2 - To Carrier with Shipment
3 - Retained by Originator

- (2) MATERIAL MANIFEST (Form 20-102)

Copy 1 - Retained by Originator
2 - Forwarded to MRC
3 - " " "
4 - To Scrap Vendor (insert in packing envelope and place on rear inside wall of trailer at eye level)
5 - Forwarded to MRC



Bell Atlantic

Material Manifest

<p>A Shipped To: <u>309 QUARLES ROAD</u> <u>ASHLAND, VA</u> <small>(Address)</small></p> <p>Shipped From: <u>1310 N. COURTHOUSE RD</u> <u>ARL. VA</u> <small>(Street Address) (City) (State)</small></p> <p>PACKING DESCRIPTION (Indicate No. of each, if applicable):</p> <table style="width: 100%;"> <tr> <td>1. <input type="checkbox"/> Bags</td> <td>4. <input type="checkbox"/> Bundles</td> <td>7. <input type="checkbox"/> Loose</td> </tr> <tr> <td>2. <input type="checkbox"/> Baskets</td> <td>5. <input type="checkbox"/> Coils</td> <td>8. <input type="checkbox"/> Pallets</td> </tr> <tr> <td>3. <input type="checkbox"/> Boxes</td> <td>6. <input type="checkbox"/> Crates</td> <td>9. <input type="checkbox"/> Reels</td> </tr> <tr> <td colspan="2">Packed By: _____</td> <td>10. <input type="checkbox"/> Other</td> </tr> </table>	1. <input type="checkbox"/> Bags	4. <input type="checkbox"/> Bundles	7. <input type="checkbox"/> Loose	2. <input type="checkbox"/> Baskets	5. <input type="checkbox"/> Coils	8. <input type="checkbox"/> Pallets	3. <input type="checkbox"/> Boxes	6. <input type="checkbox"/> Crates	9. <input type="checkbox"/> Reels	Packed By: _____		10. <input type="checkbox"/> Other	<p>B MM No. <u>100004</u></p> <p>MRC Code _____</p> <p>RCC No. <u>D35101109</u></p> <p>Co. Code/Geo. Loc. Code <u>74000</u></p> <p>Job Auth. No. _____</p> <p>Telco Order No. _____</p> <p>Eng. Sequence No. _____</p>
1. <input type="checkbox"/> Bags	4. <input type="checkbox"/> Bundles	7. <input type="checkbox"/> Loose											
2. <input type="checkbox"/> Baskets	5. <input type="checkbox"/> Coils	8. <input type="checkbox"/> Pallets											
3. <input type="checkbox"/> Boxes	6. <input type="checkbox"/> Crates	9. <input type="checkbox"/> Reels											
Packed By: _____		10. <input type="checkbox"/> Other											
<p>C Shipment Origination Point</p> <p><input checked="" type="checkbox"/> 1. Field To MRC</p> <p><input type="checkbox"/> 2. From MRC</p> <p><input type="checkbox"/> 3. Direct Shipment</p> <p><input type="checkbox"/> 4. C.O.E. On-Site Bid</p> <p>RFQ No. _____</p>	<p>D Carrier Information</p> <p>Carrier <u>COLVIN</u></p> <p>TRL/RR Car No. _____</p> <p>Seal No. <u>888777</u></p> <p>Gross Wt. _____</p> <p>Paid _____ Collect _____</p>	<p>E</p> <p>Ship Date: <u>8-1-84</u></p> <p>Prepared By: <u>J. JONES</u></p> <p>Tel. No. <u>703-974-5000</u></p> <p>Approved: _____</p> <p>Title: _____</p>	<p>F For MRC Use Only</p> <p>Time Date</p> <p>Material Received: _____</p> <p>Checked In: _____</p> <p>Lot No.: _____</p>										

G

Line No.	1	2	3	4	5
	Acct. Code	Mat'l Class	Tare & Dunnage		
			Type	Qty.	Serial No.
1		3	420	1	65087
2					
3					
4					
5					
6					
7					
8					
9					
10					

ORIGINATOR

17A2001



20-148
(2-84)

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Management Services, Inc.

Straight Bill of Lading

Exhibit II

Original-Not Negotiable				Shipper's No.	
				Carrier's No.	
				Date	
SHIPPER (FROM)		CONSIGNEE (TO)			
NAME		NAME			
STREET		STREET			
CITY STATE ZIP		CITY STATE ZIP			
ROUTE				VEHICLE NO.	
NUMBER SHIPPING UNITS	Kind Of Packaging, Description Of Articles, Special Marks And Exceptions	WEIGHT (Subject to Correction)	RATE	CHARGES ONLY TO CONSIGNEE	
TOTAL UNITS			<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT		
RMN OR REQUISITION	Send all Collect Freight Bills to:		TOTAL CHARGES		
<p>Subject to Section 7 of Conditions. If this shipment is to be delivered to the consignee without recourse on the consignor the consignor shall sign the following statement.</p> <p>The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.</p> <p>(Signature of Consignor)</p>					
<p>RECEIVED subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order except as noted (contents and condition of contents of packages unknown), marked, consigned, and delivered as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.</p> <p>Shipper hereby certifies that he is familiar with all the bills of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.</p>					
Shipper			Carrier		
Name			Name		
Authorized Signature			Authorized Signature Date		

Indicates shipper's imprint in lieu of stamp, not a part of bill of lading approved by the Interstate Commerce Commission.

RETAINED BY ORIGINATOR

MATERIAL RECLAMATION CENTER LOCATIONS

C&P Telephone Company
309 Quarles Road
Ashland, Va. 23005
(804) 798-1191

Bell of Pennsylvania (East)
106 Park Drive
Montgomeryville, Pa.
(215) 646-4211

Bell of Pennsylvania (West)
Buncher Industrial Park
Bldg. 202 - Ave. B
Route 119 North
Youngwood, Pa.
(412) 925-6000

SCRAP AGGREGATION LOCATIONS

N.J. Bell
Route 73 and Cooper Road
Voorhees, NJ 08043
(201) 560-3329

N.J. Bell
367 Randolphville Road
Piscataway, NJ 08854
(201) 560-3329

NOTICE

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Page 1