

HANDLING, PACKING AND RETURNING STATION SUPPLIES

1. GENERAL

- 1.01** This section gives instructions on how to handle, pack and return recovered or surplus material and tools to company storerooms.
- 1.02** Defective equipment shall be tagged with Form 2898. This applies to both unused and recovered material.
- 1.03** This section is reissued to replace Shock Resistant Wadding with Packing Resistant Shock and add Fig. 6.

2. REMOVAL AND DISMANTLING OF EQUIPMENT

- 2.01** Telephone equipment prior to removal from customer's premises, except in unusual cases, requires only a small amount of cleaning and testing to make it acceptable for re-installation. However, expensive repairs are often made necessary due to carelessness when removing or dismantling equipment.
- 2.02** Equipment shall not be pried or torn off poles, walls, desks, etc. Mounting cords or line cords shall not be cut or pulled from terminals. To avoid damage to property, the appropriate tools shall be used.
- 2.03** After the equipment has been disconnected and removed, backboards, screws, wire ends, etc., shall be removed from the equipment and items such as Key Telephone Units, cable terminals, binding post chambers, etc. shall have the cables disconnected and terminal post cleared before being returned. Tags and cards which indicate service history, etc., should not be removed.
- 2.04** Except when specific instructions have been given to the contrary, telephone equipment shall be returned to the work centre or

Telephone Distributing House in the same state of assembly as when it was supplied.

3. REUSE OF PACKING KITS

- 3.01** Packing Kits, surplus or recovered, such as corrugated telephone set cartons, Key Telephone Unit cartons, cases from new equipment and tools, etc., shall, when indicated by the letter "R" enclosed in a triangle, be returned to the storeroom.

4. PACKING EQUIPMENT AND MATERIAL

Unused Equipment and Material

- 4.01** Unused equipment, when returned from the customer's premises, shall be in the same state of assembly as when received and shall be returned in the original packing if possible. If the original packing is not available, other suitable containers may be used but all previous markings must be obliterated and the correct material designation must be marked on the container.

Recovered Equipment and Material

- 4.02** When returning recovered material and equipment, the material-using employee shall pack it as follows:

(1) Automatic Telephone Answering Sets -

Due to the complex mechanism of this equipment, it should be packed in an appropriate shipping case, which is available upon requisition, before returning.

- (2) Cold Cathode Tubes -** These tubes are gas-filled, containing a minute amount of radioactive material to ensure consistent operation. The material consists of a deposit of radium bromide on the inside of the glassen envelope. In addition, a quantity of slightly radioactive gas is formed in the tube. Tubes shall be individually wrapped with Packing Resistant Shock and the contents of the package identified on the label.

Note: These tubes are marked with a magenta (purplish red), three bladed propeller shaped symbol. The container will be marked appropriately to indicate the need for care in handling.



- (a) **Do not handle broken tubes if you have cuts or open sores on exposed surfaces of hands, arms or face. Rinse immediately, with lots of cold water, any cuts caused by broken tubes. See appropriate Bell System Practices sections for additional precautions**
- (3) **Distributing Frame Wire** - Wire in lengths of 10 feet or less, shall be baled or bagged, all types combined, and returned as junk. A scrap wire paper bag is obtainable on requisition for this purpose.
- (4) **Drop Wire** -
 - (a) All types of unused drop wire over 50 ft. shall be used by the craftsman and not returned to the storeroom.
 - (b) Recovered N.E. and N.C. Drop Wire and unused short lengths not economically suited for use shall be returned to the local storeroom for disposition. Storerooms shall dispose of the wire locally, if there are facilities for so doing, without adversely affecting public opinion. When local facilities are not available, wire shall be returned to the Telephone Distribution House for disposal.
 - (c) Recovered H.D. Drop Wire shall be returned to the local storeroom for return to the Telephone Distribution House.
- (5) **Inside Wiring Cable and Connector Cables** - These cables should be tagged and coiled as to size and length.
- (6) **Installer's and B Repairman's Cases** - The combination locks on these cases shall be reset at "000" before returning.
- (7) **Keys, Handsets, Subsets, Speakerphones** - Components and similar apparatus items shall be returned in individual No. 1 Polyethylene Bags to protect the finish. If better protection is required, a standard telephone carton shall also be used.
- (8) **Key Telephone Units** - When practical, the units shall be returned, assembled in the 105 Apparatus Box or Equipment Cabinet in which they were installed. When the units are loose, maximum protection shall be given by the use of Packing Kits or *if the kits are unavailable, by cushioning with Packing Resistant Shock and crumpled paper in suitable cartons or containers. See Fig. 6.*
- (9) **PBX Battery Units and Used Storage Batteries** - The acid solution shall not be emptied from these batteries before shipping. Recovered batteries shall be returned in special battery cases. Where possible, storage batteries may be disposed of locally; however, this shall be done by Supplies personnel only.
- (10) **Radiotelephone Equipment** - This equipment shall be carefully packed, using Packing Resistant Shock. See Fig. 6.
- (11) **Sharp Tools** - and other hazardous items shall be protected with guards or other suitable protection.
- (12) **Small Parts** - Dials, ringers, transmitter or receiver units, and similar replacement parts, shall, when possible, be returned in the carton in which the new parts were received.
- (13) **Switchboards, Teletypewriters and Teletypewriter Tables** - Whenever possible this equipment should be packed in the appropriate packing case which is available upon request, before it is removed from the customer's premises. However, if the carter (either company operated or contractor) is able to supply adequate protection (quilted blankets, etc.) it will not be necessary to pack switchboards (other than the 507 Type). The ribbon and inking devices shall be removed from teletypewriters before packing.
- (14) **Telephone Sets** - are to be secured as shown in Fig. 1 to 5.

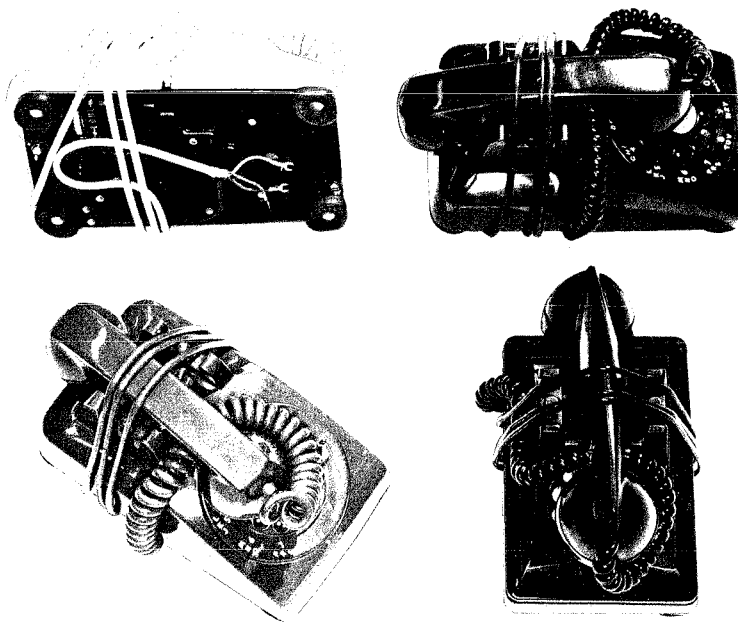


Fig. 1 — Desk Set Prepared for Packing

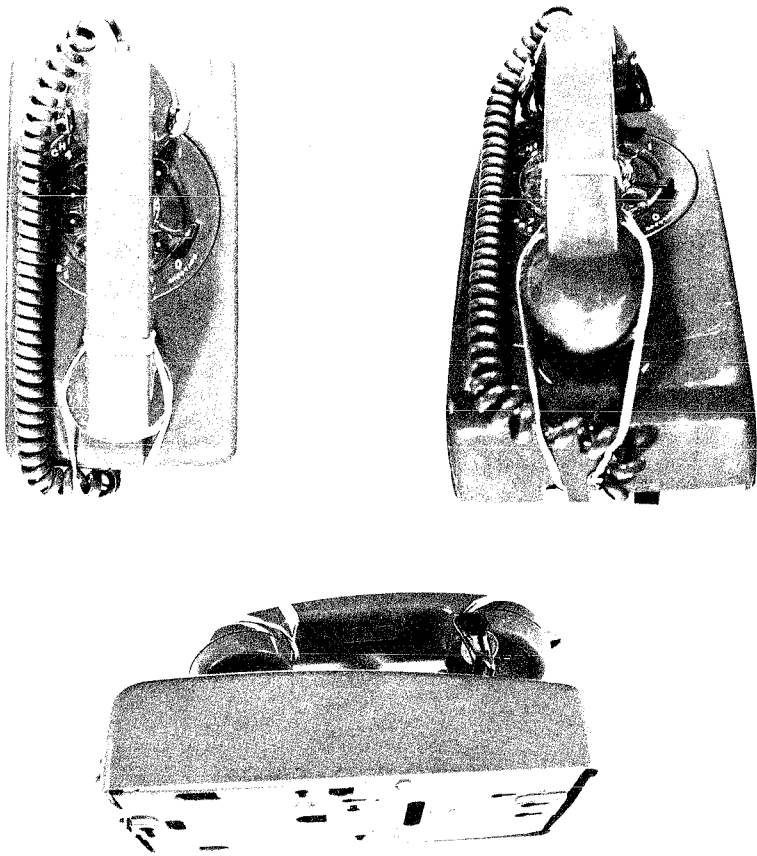


Fig. 2 — Wall Set Prepared for Packing

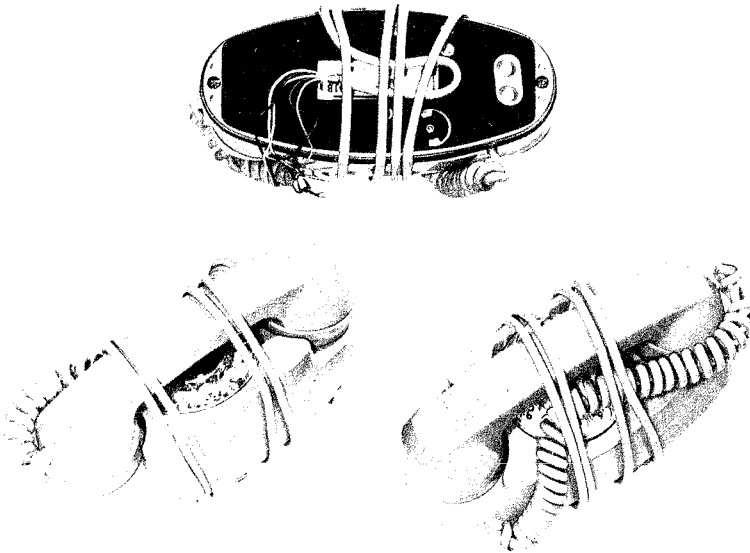


Fig. 3 — Princess Set Prepared for Packing

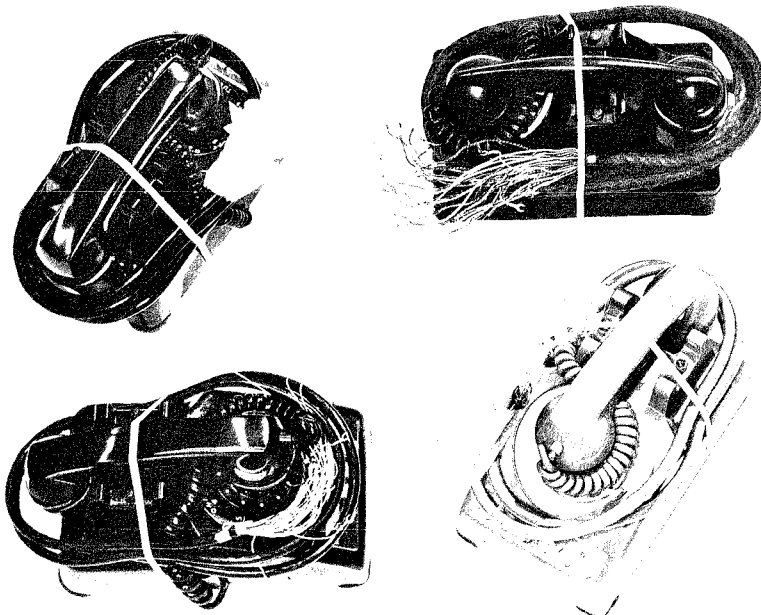
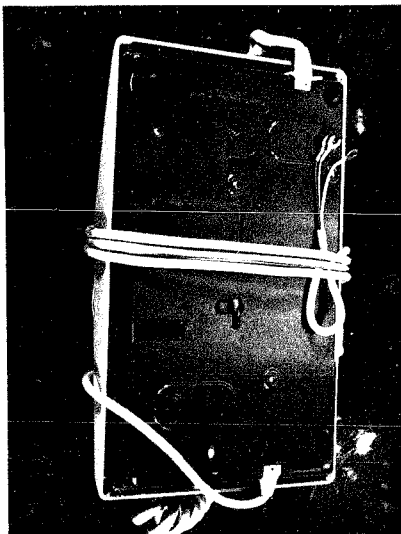
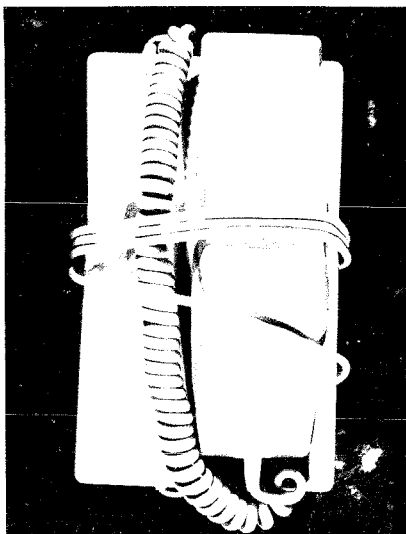


Fig. 4 — Multi-Button Set Prepared for Packing

Desk



Wall

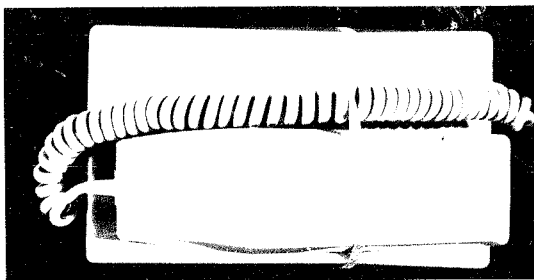


Fig. 5 — Contempra Sets — Desk and Wall Prepared for Packing

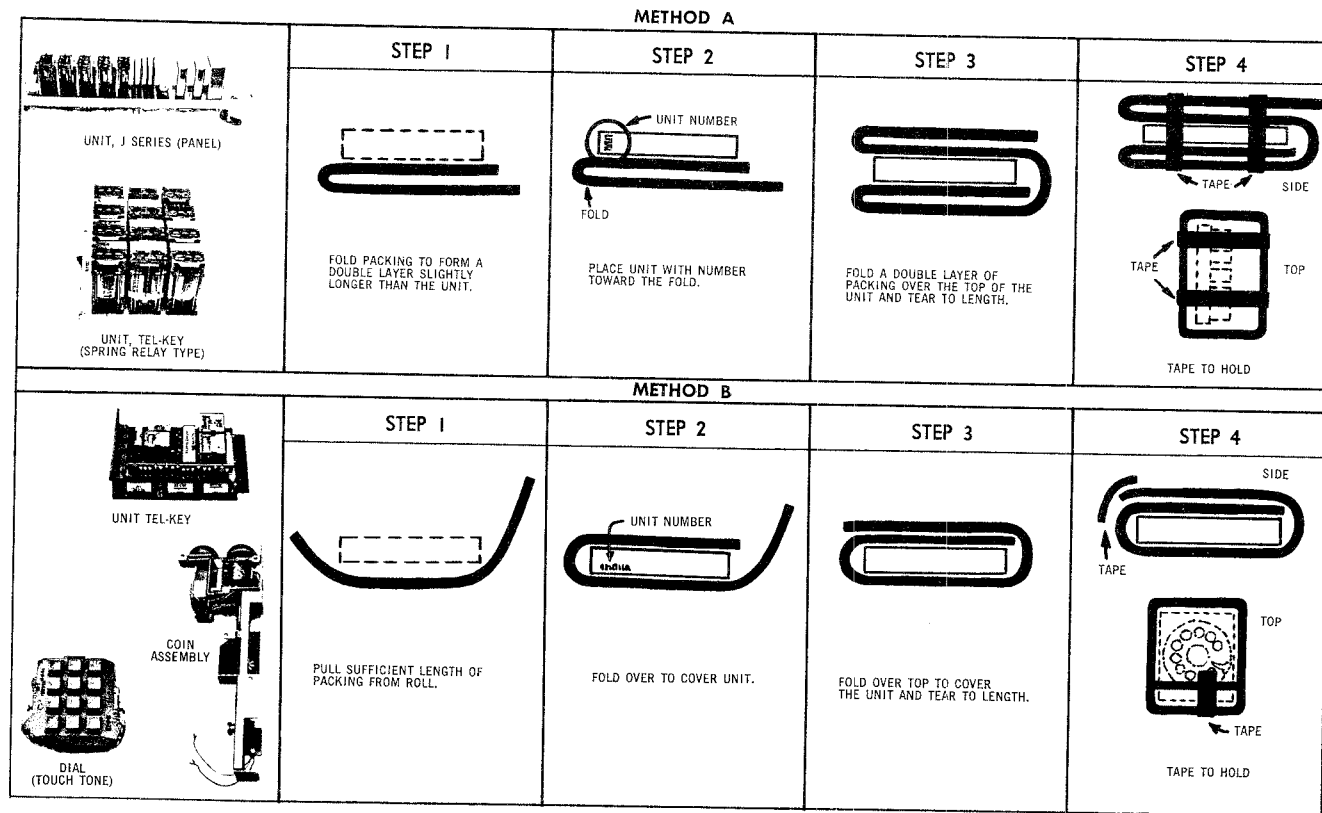


Fig. 6 — Procedures to be Used When Packing with Packing Resistant Shock

- Note 1:* Identify item (or item with same approximate size & weight) and locate on chart.
- 2:* Follow method as shown to obtain required protection and ease of identification.
- 3:* Place wrapped item in hamper or appropriate box on vehicle.