

Central Office Wet-Cell Batteries
Removal and Disposition

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1. GENERAL

- 1.01 This practice details procedures to be followed when coordinating the removal, transportation and disposition of Central Office Wet-Cell Batteries. See Exhibit 1, Wet-Cell Battery Removal Flow-Chart, which illustrates steps to be followed during the removal coordination of Central Office Wet-Cell Batteries.
- 1.02 This practice is being revised to reflect changes in regulation and procedures.
- 1.03 It is Southwestern Bell Telephone (SWBT) Company policy to recycle wet-cell batteries and all components of wet-cell batteries, including lead, acid or other electrolyte and other components to the fullest extent possible.

2. RESPONSIBILITIES

A. Procurement Contracting

- 2.01 Procurement Contracting is responsible for negotiations between SWBT Company and wet-cell battery Removal Vendors, Transportation Vendors and Recycling Vendors. However it will be the responsibility of Environmental Management to select all vendors.
- 2.02 Procurement Contracting will provide a copy of contract(s) to the Manager-Environmental Management.

B. Equipment Engineers

- 2.03 The Equipment Engineer will determine which wet-cell batteries will be removed from service due to defect, office configuration or expired equipment life.
- 2.04 The Equipment Engineer will also determine the disposition of all used wet-cell batteries. The used wet-cell batteries can be reused when possible or completely removed from service and sent to a recycler. Wet-cell batteries designated for recycling will become the responsibility of the Environmental Management Group.

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C. Environmental Management

- 2.05 Environmental Management has the responsibility of selecting qualified vendors to remove, transport, recycle and/or dispose of all wet-cell batteries disconnected from service.
- 2.06 Environmental Management is responsible for the removal and final disposition of all wet-cell batteries, which have been disconnected from service and classified as junk.

D. Vendors

- Note:** There are three steps in the wet-cell battery disposition process: the removal; the transportation; and the disposition of the wet-cell batteries. As a result, there could possibly be up to three different vendors working on a single wet-cell battery removal project. A Removal Vendor would be responsible for removing the wet-cell batteries from the SWBT building and loading them on to the transportation vehicle. The Transportation Vendor would be responsible for transporting the wet-cell batteries from the removal site to the Recycling Vendor's Site. The Recycling Vendor would be responsible for the recycling of the wet-cell batteries and their components.
- 2.07 Only qualified vendors can be used to remove, handle, transport and dispose of Wet-cell batteries.
- 2.08 The handling of SWBT Company wet-cell batteries by any Removal, Transportation or Recycling Vendor will be in compliance with all local, state and federal regulations including Titles 40 and 49 of the Code of Federal Regulations (40 and 49 CFR). Title 40 CFR regulates the handling of lead acid batteries, wet and 49 CFR regulates the transporting of these wet-cell batteries.

- 2.09 SWBT actually sells its used Wet-cell batteries to the Recycling Vendor FOB at the SWBT location from which the wet-cell batteries are being removed.
- 2.10 Under no circumstances should an SWBT Bill of Lading be used to transport wet-cell batteries to the Recycling Vendor's location.
- 2.11 All vendors involved in the battery disposition process are responsible for the clean up and proper disposition of any battery spills while wet-cell batteries are in their possession whether on or off of SWBT Property.
- 2.12 All vendors involved in the battery disposition process are responsible for the immediate reporting of any battery electrolyte spills to the Environmental Management Group on 800-854-5825.

3. WET-CELL BATTERY REMOVAL PROCESS

- 3.01 The Equipment Engineer will contact Environmental Management when a wet-cell battery / or wet-cell batteries is / are ready to be removed from an SWBT location.
- 3.02 The Equipment Engineer will ensure that each wet-cell battery to be removed has been properly disconnected from service and identified to the Removal Vendor.
- 3.03 The Equipment Engineer will Identify the wet-cell battery / or wet-cell batteries to be removed and notify Environmental Management on 800-854-5825.
- 3.04 Environmental Management will complete a Work Order, See Exhibit 2, and fax to Removal Vendor for signature.
- 3.05 The Removal Vendor will complete a Method of Procedure (MOP), See Exhibit 3, and send to Environmental Management for approval / signature.

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Note: Until the Work Order and the MOP are completed and signed by both the Removal Vendor and Environmental Management, the Manager-Environmental Management will insure that no work will begin on the removal.

- 3.06 Environmental Management will complete a Bill of Sale, See Exhibit 4, and send to the Removal Vendor.
- 3.07 The Removal Vendor will complete the wet-cell battery removal. The Removal Vendor will arrange all transportation with the contracted Transportation Vendor, for the wet-cell batteries. All wet-cell batteries will be transported to the Recycling Vendor's location.
- 3.08 All wet-cell batteries removed from an SWBT location will be recycled to the fullest extent possible. Lead and electrolyte are examples of battery components, which are reclaimable.
- 3.09 Environmental Management will do all scheduling and coordination of all wet-cell battery removals with the appropriate vendor(s) and the Equipment Engineer.
- 3.10 Environmental Management will provide the Removal Vendor with the following information:
- Access to building requirements;
 - Any hoisting requirements;
 - Whether batteries must be removed from battery stand;
 - Whether any batteries to be removed are leaking;
 - Whether the building from which the batteries will be removed has stairways;
 - Whether the building from which the batteries will be removed has wells; or
 - Any other special requirement or conditions that the Removal Vendor needs to consider in order to complete the removal of the wet-cell batteries from the building.
- 3.11 The Manager-Environmental Management will periodically monitor wet-cell battery removals as well as visit recycling locations to insure that the Recycling Vendors are complying with regulations and contract requirements.

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- 3.12 Any obvious or apparent deviations found at the Recycling Vendor location should be resolved immediately with the Recycling Vendor and notification of the apparent deviations should be sent to the Procurement Contract Manager.

4. PAYMENT FOR WET-CELL BATTERIES

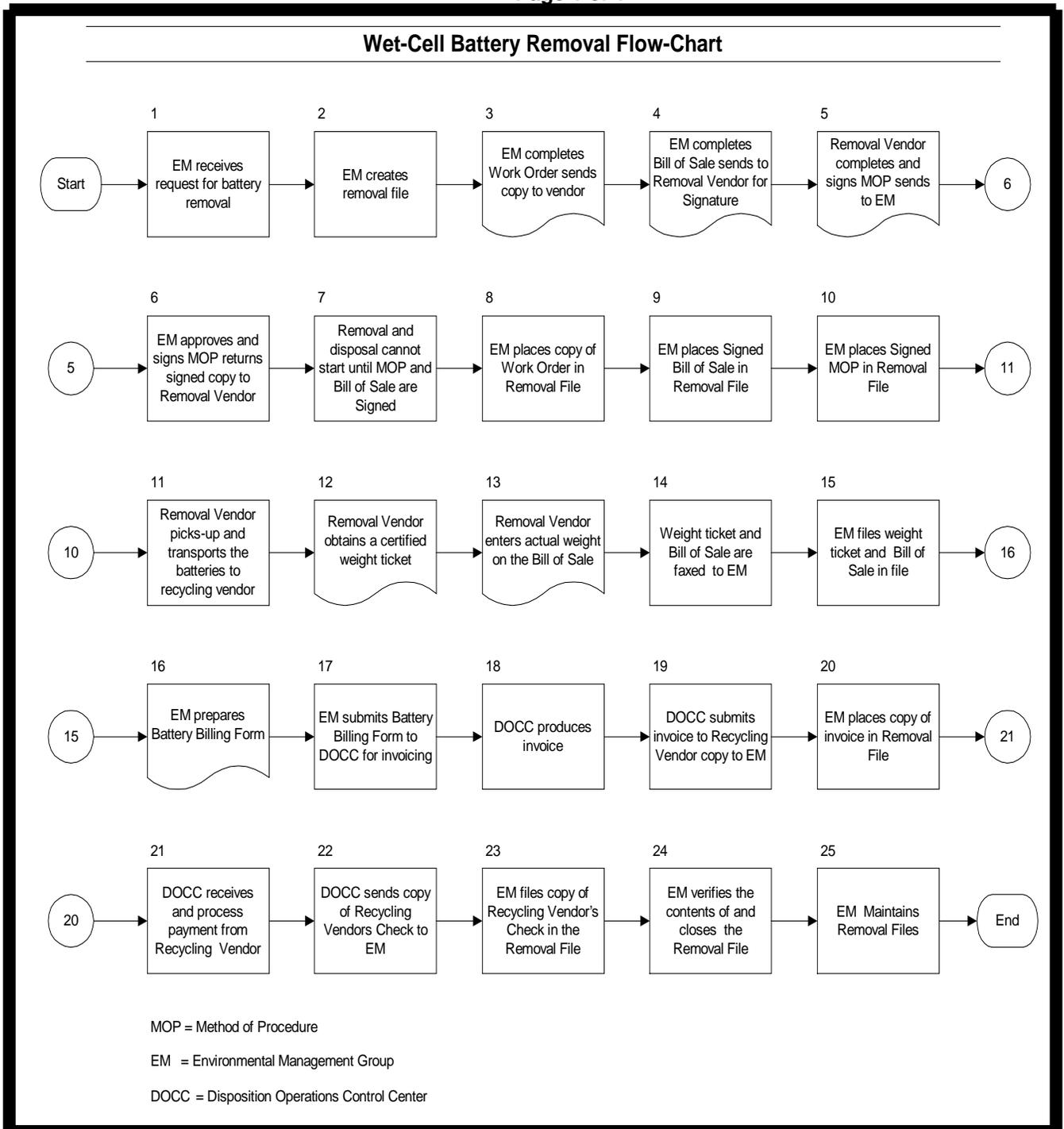
- 4.01 Each month Environmental Management will prepare a Monthly Statement of Wet-Cell Battery Shipments, See Exhibit 5. The monthly statement will be forwarded to the Disposition Operations Control Center (DOCC) for invoicing.
- 4.02 The DOCC will produce an invoice using the Monthly Statement of Wet-Cell Battery Shipments and send a copy to the Recycling Vendor for payment and a copy to Environmental Management for filing.
- 4.03 When the DOCC receives a payment from the Recycling Vendor, a copy of the payment (Vendor's check) should be sent to Environmental Management for filing.

5. WET-CELL BATTERY REMOVAL FILE

- 5.01 Environmental Management as directed by Joint Practice 47, Record Retention, will maintain the job folder file. See Exhibit 6 Wet-Cell Battery Removal File.

Exhibit 1 Wet-Cell Battery Removal Flow-Chart

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Exhibit 2 Work Order
Page 1 of 2

Agreement No. _____ 1. _____
Appendix D
Page _____ 2. _____ of _____ 3. _____

Work Order

Date: _____ 4. _____

_____ 5. _____ ("Contractor") agrees to provide the Services described below to Southwestern Bell Telephone Company ("SWBT") under the terms and conditions of General Agreement No. _____ 6. _____ (the "Agreement") between the parties and this Service Order.

Service Location: _____ 7. _____

Requested Service Date: _____ 8. _____

Requested Service Time: _____ 9. _____

Contractor Contact: _____

Name: _____ 10. _____
Phone / Pager Number: _____ 11. _____

Services to be performed:

Removal Service:

- 1. Weight of materials to be removed _____ 12. _____
- 2. Crane required? Yes No 13. _____
- 3. Mileage _____ 14. _____
- 4. Site survey required? Yes No 15. _____
- 5. Weight tickets _____ 16. _____
- 6. Recycling facility and/or storage facility _____ 17. _____

Spill clean up service:

- 1. Drums _____ 18. _____
- 2. Mileage _____ 19. _____
- 3. Waste facility and treatment methodology to be utilized for receiving, treating and disposing of waste _____ 20. _____

Price: _____ 21. _____

Southwestern Bell Telephone Company _____ 22. _____
(SWBT) (Contractor)

Accepted: _____ Accepted: _____
_____ 23. _____ _____ 24. _____

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And is not for general distribution within or outside their respective companies.

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Exhibit 2 Instructions for completing Work Order
Page 2 of 2

Instructions for completing Work Order

Item Number	Entry
1.	Enter agreement number with vendor.
2.	Enter page number of this work order.
3.	Enter total number of pages in this work order.
4.	Enter date.
5.	Enter vendor name.
6.	Enter agreement number with vendor.
7.	Enter the locations where work is to be performed. Include street address, city, state and zip code.
8.	Enter date work is to start at this location
9.	Enter time of day work is to start at this location
10.	Enter a contact name for the vendor
11.	Enter telephone number and/or pager number for vendor contact
12.	Enter estimated weight of all wet-cell batteries to be removed
13.	Check yes if a crane is required for hoisting or check no if a crane is not required
14.	Enter Number of miles batteries are transported
15.	Check yes if a site survey is required or check no if it is not required
16.	Enter weight from certified weight ticket for wet-cell batteries removed
17.	Enter the location where batteries were taken
18.	Enter total number of drums used for clean up
19.	Enter number of miles drums were transported
20.	Enter the name of the facility where final disposition of drums and contents occurred and method of disposition
21.	Enter total cost for services listed above
22.	Enter vendor name
23.	Must be accepted and signed by Manager-Environmental Management
24.	Must be signed by authorized representative of vendor

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Exhibit 3 Method of Procedure (MOP)
Page 1 of 2

Southwestern Bell Telephone Company
Wet-Cell Battery Removal
General Method of Procedure (MOP)

For: _____ 1. _____

This General MOP is prepared to provide _____ 2. _____ with an overview of the wet-cell battery removal that is to be performed in the town of: _____ 3. _____ at the Central Office Located at: _____ 4. _____
Contract Number _____ 5. _____ Ticket Number: _____ 6. _____

The removal activity is scheduled as follows:

Start date: _____ 7. _____ Completion Date: _____ 8. _____

Description of all work to be performed:

_____ 9. _____

It is understood that no work will begin until Southwestern Bell Telephone Company approves this General MOP, assigns areas of responsibilities (by name, title, location, and telephone number), and insures manpower coverage during the removal. For your review, each of the following items are covered in this General MOP.

- a. Wet-Cell Batteries to be removed;
b. The working equipment which could be affected;
c. When working equipment may be taken out of service;
d. Protection of equipment, building, floors, walls, etc.;
e. Space requirements for storage of tools and materials; and
f. Additional pertinent factors.

This General MOP has been reviewed by Southwestern Bell Telephone Company and by _____ 10. _____

Agreement has been reached on the wet-cell battery removal at the location listed above.

A detailed step by step General MOP will be required for this removal? ___ 11. ___ YES ___ 12. ___ NO

When YES is checked, the Detailed General MOP will be furnished to and approved by: _____ 13. _____

Located at: _____ 14. _____ prior to any work starting on this removal.

Approved By: _____ 15. _____

Name _____ 16. _____ Title _____ Date _____

Approved By: Southwestern Bell Telephone Company:

Name _____ 17. _____ Title _____ Date _____

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Exhibit 3 Instructions for completing a MOP
Page 2 of 2

Instructions for completing MOP

1. Enter name of vendor
2. Enter name of vendor
3. Enter city and state of Central Office
4. Enter street address of Central Office
5. Enter Vendor's current contract number
6. Enter Ticket Number for this removal
7. Enter approved starting date
8. Enter approved completion date
9. Enter a complete description of all work to be done on this removal
10. Enter Vendor's name
11. Mark YES, if a detailed General MOP is required for this removal
12. Mark NO, if a detailed General MOP is not required for this removal
13. When YES is marked enter the name of the person that the General MOP must be approved by
14. When YES is marked enter the address of the person that the General MOP must be approved by
15. Enter the name of the Vendor
16. Vendor's authorized signature, title of person which signs MOP and current date
17. SWBT authorized signature, title of person which signs MOP and current date

**Exhibit 4 Bill of Sale
Page 1 of 2**

Contract No. _____ **1.** _____
 Appendix _____ **2.** _____
 Page **3.** of **4.**

BILL OF SALE

Southwestern Bell Telephone Company ("SWBT") agrees to sell and _____ **5.** _____ agrees to purchase the
 (Buyer)
 following described used or surplus _____ **6.** _____ in accordance with the Terms and Conditions herein and
 (Description of Material)
 as set forth in Sales Contract Number _____ **7.** _____ between the parties.
 (Enter contract number)

Description of Material Purchased:

Ticket Number _____ **8.** _____ _____ **9.** _____
 (Ticket Number) _____ **10.** _____
 _____ **11.** _____
 _____ **12.** _____

Material Located: _____ **13.** _____
 (Street address, city, state and zip code)

Services to Begin: _____ **14.** _____ Material to be transported: _____ **15.** _____
 (Date) (Description of material)

Type (KS#)	Quantity	Manufacturer	Weight
16.			

LIMITATIONS OF LIABILITY: In no event will SWBT be liable for incidental, consequential, special or indirect damages whether arising out of breach of warranty, breach of contract, negligence, strict tort liability or otherwise. In no event shall SWBT be liable for damages in excess of the purchase price paid by _____ **17.** _____
 (Buyer)

_____ **18.** _____ **Southwestern Bell Telephone Co. (SWBT)**

By: _____ **19.** _____ By: _____ **21.** _____

Name: _____ **20.** _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

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**Exhibit 4 Instructions for completing Bill of Sale
Page 2 of 2**

Instructions for completing Bill of Sale

1. Enter Contract Number these batteries are being sold under.
2. Enter Appendix Number if applicable.
3. Enter Page Number.
4. Enter number of pages in this Bill of Sale.
5. Enter the Name of the company buying these batteries.
6. Enter Description of the batteries being sold under this agreement.
7. Enter the Contract Number these batteries are being sold under.
8. Enter the next ticket number for this Bill of Sale.
9. Enter Buyer's name.
10. Enter name of Buyer's representative.
11. Enter Buyer's street address.
12. Enter Buyer's City, State and Zip Code.
13. Enter location of batteries sold by this agreement, Street Address, City, State, Zip Code.
14. Enter the date that batteries may be picked-up.
15. Enter description of batteries.
16. In each column enter the type of batteries (KS number), Quantity of Each, Manufacturer, and estimated weight of each type of battery. Use additional sheets as necessary. Attach and number any additional sheets (page of page). Any modifications in the description made after signature must be signed by both parties.
17. Enter Buyer's Name.
18. Enter Buyer's Name.
19. Representative of Buyer should sign on this line.
20. Signing Buyer's representative should print name, title and date on lines indicated.
21. SWBT Environmental Management representative should sign, print name, title and date on lines indicated.

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**Exhibit 5 Instructions for completing
Monthly Statement of Wet-Cell Battery Shipments
Page 2 of 2**

Instructions for completing the Monthly Statement of Wet-Cell Battery Shipments:

1. Enter name of the vendor to be invoiced for wet-cell batteries.
2. Enter the month of this statement.
3. Enter the year.
4. Enter complete mailing address where invoice is to be sent.
5. Enter complete mailing address where copy of invoice is to be sent to environmental group. ☺

Note: Before entering any tickets on the statement, group all tickets by state. Then do the following:

- a. List all tickets for one state, on the statement (6 through 13).
 - b. Total the weights entered in the "Weight" column (11) for that state.
 - c. Enter this total in column "Weight" (11) on the next available line.
 - d. Mark this total as "total for state of (14)
 - e. Enter the same total weight in 17.
 - f. Repeat, a through e above, for each state to be listed on the statement.
6. Enter the ticket number for this removal.
 7. Enter the address of the removal.
 8. Enter the city of the removal.
 9. Enter the state of the removal.
 10. Enter the Location Code for the removal.
 11. Enter the gross weight of all wet-cell batteries removed.
 12. Enter the date of the removal.
 13. Enter any comments on this removal.
 14. Total weight by each state (see note).
 15. Enter the Month of this statement. (should be same as 2)
 16. Enter the states listed in the "State" column.
 17. Enter the total weights for each state, from the "Weight" column. (only one entry per state)
 18. Enter page number of this statement.
 19. Enter total pages in this statement.

Form should be completed each month and sent to the DOCC for invoicing. Completed as many forms as needed for the number of removals completed during the month. Only complete Summary (15 through 17) on the first page of each statement. A copy of this statement should be sent to the buyer with the invoice produced by the DOCC.

Exhibit 6 Wet-Cell Battery Removal Files

Page 1 of 1

Check List of items to place in battery removal file:

- _____ **Work Order**
- _____ **Bill of Sale**
- _____ **MOP**
- _____ **Certified Weight Ticket**
- _____ **Monthly Statement of Wet-Cell Shipments**
- _____ **Invoice**
- _____ **Copy of vendor's payment (vendor's check)**
- _____ **Notes, communications or any other correspondence pertaining to the wet-cell battery removal and final disposition, (including E-mail messages)**

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