

**Attachment 1
Detailed Procedures**

1. Joint Trenching Responsibilities

- A. The financial responsibility for excavating and backfilling a joint trench varies with specific Company tariffs and among utilities. Refer to the Company’s Gas Rules 15 and 16 and Electric Rules 15, 16, and 20 for specific trenching responsibility.

For new business jobs, the applicant has the option of installing gas and/or electric facilities in accordance with the Company’s specifications. The Company shall enter into an agreement with the applicant, incorporating the conditions of work, which shall include indemnification and insurance provisions, and terms of payment for work provided. The applicant will make designation options in the “Distribution Service and Extension Agreement,” Form 62-0980 (see Exhibit H). Under the Company’s rules, the applicant designates the TDC and TCC. When the applicant elects to install the gas and electric facilities, the applicant generally serves as the TCC. If there are questions concerning the application of the rules, contact the New Customer Connections department for assistance.

For Rule 20A jobs, either the Company or SBC usually acts as TDC. The Company and SBC have an informal understanding that both companies will coordinate an equivalent share of Electric Rule 20A trenching work. While the magnitude of work coordinated by the Company or SBC will vary on individual projects, over the long term each utility should have coordinated approximately the same proportion of easy and difficult jobs. The Land department of the utility that is acting as TDC will obtain all necessary land rights and permits. Each trench occupant must sign an “Agreement to Perform Tariff Schedule Related Work,” Form 62-4527 (see Exhibit C), to release work for construction.

When the applicant elects to serve as the TCC, the applicant may decide on one of the following:

- (1) Perform the work.
- (2) Designate a qualified contractor to perform the work.
- (3) Request the work be performed by the Company or another utility.

The applicant may be responsible for payments or credits, depending on the applicable tariff.

The applicant is responsible for the removal of excess spoil and associated costs.

- B. The TDC is responsible for:

- (1) Preparing the layout of the trench.
- (2) Sending out intents to other utilities.
- (3) Preparing the joint trench drawing. Refer to Exhibit A for a sample joint trench drawing.
- (4) Allocating cost.

- (a) On new business and reimbursable WRO jobs, the TDC bills the applicant 100% of the cost of the trench design work. This includes preparing the joint trench drawing and determining the cost allocation. It is the applicant’s responsibility to bill the other trench occupants.
- (b) On reconstruction, nonreimbursable WRO, and Rule 20A jobs, the TDC bills the other trench occupants for their percentage share of the design costs.
- (5) Land rights: Except for Electric Rule 20 projects, the TDC is responsible for obtaining all required joint land rights and permits. For land rights required solely by one of the other trench occupants, the TDC will, upon request, furnish that trench occupant with a sketch map delineating the trench route and the names and addresses of the affected property owners.
- (6) Permits: For new business jobs, the applicant is responsible for obtaining all required permits. The applicant may request the TDC to obtain them. In some jurisdictions, each trench occupant may be required to obtain permits, even though the facilities are installed by an applicant.

C. The TCC is responsible for:

- (1) Constructing the trench.
- (2) Installing conduits, splice boxes, service pedestals, equipment and equipment pads, and enclosures.
- (3) Backfilling.
- (4) Construction scheduling and jobsite coordination.
- (5) Billing trench occupants for their share of the work on reconstruction jobs.

When the applicant elects to be the TCC, the Company’s “General Terms and Conditions for Gas and Electric Extension and Service Construction by Applicant,” Form 79-716 (see Exhibit G), provides a detailed outline of the applicant’s responsibilities.

2. Intents

A. When the Company is designated as the TDC:

- (1) Providing notification: The Company is responsible for sending out an “Intent Letter” to all potential trench occupants and collecting information from all interested parties (see Exhibit D for a sample intent letter). A list of contact names and phone numbers for this purpose can be obtained from the Underground Service Alert (USA) center. For new business jobs, intents are sent to potential trench occupants within 5 business days after a pre-engineering meeting with the applicant.
- (2) Preparing the trench layout: The trench layout is a sketch or drawings provided by the applicant or a sketch on existing gas distribution plat sheets showing the approximate location of the trench.

The following items are depicted on the trench layout:

- (a) The Company’s proposed trench location and service points.
 - (b) The Company’s proposed transformer and/or splice box excavation areas (if known).
 - (c) If needed, the quantity, size, and type of Company facilities to be installed.
- (3) Intent response: The potential trench occupants are responsible for responding to the intent within 10 business days for new business and reimbursable WRO jobs and 30 business days for reconstruction, Rule 20A, and nonreimbursable WRO jobs. The response includes the following:
- (a) Land rights requirements.
 - (b) An indication of whether the trench occupant’s conduits will fit within the cross-sectional area of the standard trench allocated to that occupant (refer to, Table 3 on Page 14). If not, the trench occupant provides the cross-sectional area of the trench segments required to accommodate the trench occupant’s conduits.
 - (c) Quantity, size, location, type, and intended use of facilities other than conduits to be installed as part of the project (e.g., splice boxes, transformer boxes, multi-duct facilities).
 - (d) Agreement for reduction of clearances, if applicable.
 - (e) Minimum trench size for facilities exceeding the facility allotment or standard joint trench.
 - (f) Special billing or cost breakdown requirements.
 - (g) Signature of an authorized representative of the interested trench occupant.
 - (h) Service, duct, and/or main duct installation to be included in the TDC’s scope of work.
 - (i) Authorization number, if applicable.
- (4) If a potential trench occupant has not responded or if the applicant cannot make contact with the trench occupant, the joint trench drawing is prepared under the assumption that CATV and telephone will be participating in the trench. All re-engineering costs associated with the inclusion of any trench occupant notified by the Company who did not respond to the intent or any later change by a trench occupant shall be borne by the applicant or the trench occupant, as applicable, before inclusion into the joint trench. A written response from a potential trench occupant is construed as a commitment to participate in the joint trench design process. When the scheduling of an applicant’s project does not provide sufficient time for sending and receiving written intent responses, the Company shall either contact all potential trench occupants to get a preliminary verbal response, or set up a pre-engineering

meeting and process the intents during the meeting. A written intent is sent only to those interested in the joint trench.

- (5) If a canceled or altered commitment by a trench occupant results in additional design costs, the Company bills those additional costs to the trench occupant whose decision or indecision caused the revision.
- (6) The intent process may be skipped by the Company if the trench route and occupancy required is evident (e.g., a service completion). The Company can provide job notice to other utility occupants, and the joint trench drawing can then be used to convey engineering details to the other trench occupants.

B. When the Company is not designated as the TDC:

- (1) The Company does not prepare or submit intents; that is the function of the TDC.
- (2) Regarding the intent response, the Company responds to an intent request within 10 business days for new business jobs or 30 business days for reconstruction jobs. The Company’s response includes the following:
 - (a) A positive reply, unless there is a reason for not participating. The Company provides the reason for not participating to the TDC in writing.
 - (b) A list of “global” design requirements. These requirements may include any or all of the following:
 - i. Source feeds.
 - ii. Facility sizing requirements.
 - iii. Major facilities requirements.
 - iv. Tie-in design.
 - v. Necessary sectionalizing, protection, regulation, or valving requirements.
 - (c) Copies of Company plat sheets, if required.

3. Preparation and Authorization of the Joint Trench Drawing

A. If the Company has been designated as the TDC, the Company prepares a joint trench drawing.

- (1) The joint trench drawing delineates the proposed trench route, location from fixed objects and property lines, location and size of all substructures, and the type of occupants in each trench section. The size and occupancy of the trench is specified by reference to the “Joint Trench Configurations and Occupancy Guide,” and the drawing shall depict any nonstandard trench dimensions. The standard trench sections and preferred locations are shown in the “Joint Trench Configurations and Occupancy Guide.” The joint trench drawing does not depict profile views, or separate cross sections that illustrate sweeps into and out of substructures. It does

depict nonstandardized trench cross-sectional details. Deviation from the configurations shown in the “Joint Trench Configurations and Occupancy Guide” may be made, provided the details are shown on the “Joint Trench Drawing” and all cover and clearance requirements are met. See Section 3.B. for additional requirements. If requested by the applicant, the Company may provide, at its option, detailed cross sections, provided the applicant agrees to pay the added cost. The cost for this service will be based on the Company’s estimated cost for preparation.

- (2) The Company sends the joint trench drawing to the trench occupants and requests their review, approval, and return by a date specified in the transmittal letter. Trench occupants are responsible for promptly reviewing the joint trench drawing and advising the Company of any desired revisions. The Company makes any requested revisions and sends the revised joint trench drawing to the trench occupants for further review. This process continues until all trench occupants have approved the joint trench drawing. If a trench occupant requests a revision anytime after the response date specified in the transmittal letter, the Company bills that trench occupant for any re-engineering costs.
- (3) For reconstruction, Rule 20A, and nonreimbursable WRO jobs, the Company prepares an estimate of the cost of the trench and a proposed allocation of that cost among the trench occupants. The “Authorization for Joint Trench Construction” (Form B) is used for this purpose (see Exhibit E). The trench occupants review the cost allocation and advise the Company whether they intend to participate in the trench. If a trench occupant agrees to participate, the trench occupant is committed to paying the specified allocation of the cost of the joint trench.
- (4) For new business and reimbursable WRO jobs, the Company prepares an estimate of the cost of the trench. The Company bills the applicant for the total job cost. The “Authorization for Joint Trench Construction” (Form B) is not provided to the other trench occupants or applicant for review or approval.

B. Use of the “Joint Trench Configurations and Occupancy Guide”

- (1) The standard trench configurations shown on the “Joint Trench Configurations and Occupancy Guide” are used to design the joint trench unless a trench occupant advises the Company that it cannot fit its facilities into the standard trench configurations or if an alternative configuration, acceptable to the Company, is proposed by the applicant or TDC. In that event, the Company will design a nonstandard trench to accommodate the trench occupant provided the trench occupant or applicant, as applicable, agrees to pay all incremental costs associated with the nonstandard trench configuration. The joint trench drawing must show the location of all standard and nonstandard trench sections. Any nonstandard trench cross sections are shown on the joint trench drawing. See Exhibit A for a sample joint trench drawing.
- (2) The Company prefers to locate its facilities in the following trench locations (in order of preference):

- (a) A PUE (used wherever a PUE with adequate space to accommodate the facilities is available). If possible, the width of the PUE should be 10 feet wide.
- (b) The back edge of a proposed sidewalk nearest to the customer’s property line.
- (c) An unpaved or otherwise unimproved area that will not contain vegetation or will be used as a parking strip, which will preclude or otherwise hinder the ability of Company maintenance employees to operate, maintain, reconstruct, or rearrange Company facilities.
- (d) A paved area such as a street or within the confines of a proposed walkway, provided underground enclosures are located behind the edge of the roadway or parking strip.

Note: The “Joint Trench Configurations and Occupancy Guide” provides typical joint trench designs.

C. Separation of Company facilities from wet and non-utility facilities

- (1) The Company will not install its facilities (distribution or service) in a joint trench with wet utilities or non-utility facilities. Company facilities may, with certain restrictions, cross wet utilities and non-utility facilities at approximately right angles.

The Company does not permit the installation of wet utility or non-utility facilities in the area beneath its splice boxes, transformer pads, or similar structures. This area extends to a depth of 6 feet below the bottom and 12 inches horizontally around the splice box, transformer pad, or similar structure. This separation is required in order to maintain adequate working clearances between wet and non-utility facilities and the Company’s conduits sweeping into and out of the pad or enclosure.

Non-utility facilities are not permitted in joint trench installations with Company facilities. Non-utility facility owner installations pose an operational risk to Company facilities.

- (2) Horizontal separation from wet utilities

- (a) The maximum practicable horizontal separation shall be maintained between the outer edge of Company facilities and the outer edge of parallel “wet” utilities. The minimum allowable separation between Company facilities and “wet” facilities is 3’ with the presence of a minimum of 1’ of undisturbed earth or the installation of a suitable barrier.

In the extraordinary case that the minimum 3’ horizontal separation cannot be attained between “wet” utilities and Company dry facilities, a variance may be recommended by the local Inspection Supervisor and submitted to Service Planning Support Program Manager for approval.

The waiver procedure is described in Item D, “Waiver,” below. Note that 1’ of undisturbed earth or a suitable barrier shall be maintained between the “wet” utilities and Company dry facilities. **In no case will a separation of less than 1’ be allowed.**

- (b) The maximum practicable horizontal separation shall be maintained between the outer edge of Company service facilities and the outer edge of parallel “wet” utilities. The minimum allowable separation between Company facilities and “wet” facilities is 3’ with the presence of a minimum of 1’ of undisturbed earth or the installation of a suitable barrier.

In the extraordinary case that the minimum 3’ horizontal separation cannot be attained between “wet” utilities and Company service facilities, a variance may be recommended by the local Inspection Supervisor and submitted to Service Planning Support Program Manager for approval.

The waiver procedure is described in Item D, “Waiver,” below. Note that 1’ of undisturbed earth or a suitable barrier shall be maintained between the “wet” utilities and Company dry facilities. **In no case will a separation of less than 1’ be allowed.**

- (3) Horizontal separation from dry non-utility facilities: The Company will install its gas and electric facilities so as to maintain a minimum of 2 feet separation between the nearest outer surface of any Company facility and any parallel non-utility facilities with no less than 12 inches of undisturbed earth or other soil barrier between the adjacent sides of the individual non-utility and Company trenches.
- (4) Vertical separation: The Company will install its gas and electric facilities with a minimum vertical separation of 6 inches from wet and non-utility facilities. In certain installations, the following additional requirements may apply:
 - (a) Additional Requirement No. 1: The Company will install a thermal insulating barrier between the Company’s gas or electric facilities and steam facilities or other sources of heat (except the facilities of another electric distribution utility). See Section E, below, for special considerations where Company facilities will be installed in a joint trench with another utility’s electric facilities. The barrier will extend at least 3 feet beyond the Company’s gas or electric facilities.
 - (b) Additional Requirement No. 2: Where Company facilities are to be installed above propane or other volatile, heavier-than-air gas lines, the Company will request that the owner of the propane or other volatile, heavier-than-air gas lines facilities sleeve those facilities, with the ends of the sleeve extending at least 3 feet radially beyond the Company’s gas or electric facilities. The Company or applicant will reimburse the owner for the cost of this work based upon the applicable tariff.

(c) Additional Requirement No. 3: Where the Company installs splice boxes, transformer pads, or similar structures over the facilities of wet utilities, the Company will request that the owner of these facilities install protective barriers or sleeves as specified in Additional Requirement No. 1 and 2.

D. Waiver: The Company may agree to waive the minimum 3' separation requirement at the request of an applicant if warranted and the need is clearly demonstrated. The request for a waiver must:

- Be made in writing and submitted to the Company ADE during the planning and design phase of the project,
- Clearly describe the conditions necessitating the waiver,
- Include a proposed design,
- And, include a mitigation proposal to provide a barrier between the “wet” utilities and Company dry facilities in the event 1' of undisturbed earth cannot be maintained.

The Company ADE will review the proposal and with their Supervisor’s concurrence, the Company Project Manager will forward the waiver request to the Service Planning Support Program Manager for approval. In the event that further engineering review and approval is needed, review and concurrency will be obtained from Supervising Engineer, Gas Transmission and Distribution Section of Standards and Compatible Units.

Approved waivers will be returned to the division and be retained with the trench inspection record logs.

Under no circumstances will the Company grant a waiver for reduced separation for pipes containing propane or other volatile, heavier-than-air gases.

E. Special considerations for joint trenches occupied by another electric utility

(1) The Company will install Company electric facilities in a joint trench with another electric utility, provided that all the following criteria are met:

- (a) The other electric utility is a member of a regional one-call notification center as defined by California Government Code Section 4216.
- (b) The other electric utility provides the Company with the other utility’s maximum ultimate load information (based on conduit size and number) so that the Company can size its electric facilities to accommodate any necessary de-rating caused by the close proximity of the other electric utility’s facilities. The Company will provide the other electric utility with its maximum ultimate load information so that the other electric utility may size its facilities appropriately. The full cost of the consequential de-rating will be borne by the other utility.

- (c) The other electric utility agrees to put permanent 3-inch red plastic identification tape, acceptable to the Company, on its conduits so that they can be identified by Company field crews working on the facilities in the future. The Company will put identifying markings on its conduits for the benefit of the other utility's field crews. All identification tape will be installed in direct contact with the conduit and run in a continuous length from junction or termination points.
 - (d) A distance of 85 feet shall be maintained between each utility's electric grounds, enclosures, or system equipment to prevent potential ground fault current interference.
 - (e) The trench configurations for a second electric utility depicted in the "Joint Trench Configurations and Occupancy Guide" are used.
- (2) Except as provided in Section 3.E.(1)(b) above, the additional costs incurred by the Company or other electric utility in order to comply with these criteria shall be allocated in accordance with the applicable rules and tariffs.

F. Cost allocation

- (1) The following costs shall be equally shared among the trench occupants:
- (a) Permits.
 - (b) Inspection fees of local government agencies.
 - (c) Compaction tests.
 - (d) Pavement or sidewalk cutting and replacement.
 - (e) Bore pit excavations.
 - (f) Land rights for the joint trench.
 - (g) Preparation of the joint trench drawing and cost allocation.
- (2) The following costs shall be shared proportionally by the trench occupants, based upon Tables 1 and 2 on Pages 10 and 12.
- (a) Import select backfill material, if required.
 - (b) Spoil removal (reconstruction and Rule 20A only), if required.
 - (c) Financial trenching costs.
 - (d) Financial engineering costs.
 - (e) Administrative costs.

- (3) The following costs will be paid by the individual trench occupants to which they apply:
- (a) Individual bores.
 - (b) Trench space required beyond the standard trench configuration.
 - (c) Excess bore pit excavation required.
 - (d) Import select backfill material and soil removal that is not required for all the occupants.
 - (e) Separate land rights for an individual trench occupant.
 - (f) Other excess costs caused by an individual trench occupant.
- (4) Use the following tables and associated “Joint Trench Configurations and Occupancy Guide” to determine the standard cost allocation percentages among the trench occupants. An occupant can install a number of different facilities, for example, streetlights, traffic signals, and telecommunications. However, each facility installed is treated as a separate occupancy, and will be billed accordingly. If a trench occupant or applicant requires more space in the trench or if there is a nonstandard trench configuration, that occupant, or the applicant, as applicable, is financially liable for **all** incremental costs. Refer to Sections 3.F. (5) and (6) for nonstandard, nonreimbursable work and oversized trench calculations. If there are **more** than five trench occupants, contact the New Customer Connections department for assistance.

**Table 1
Distribution Trench
Cost Allocation Percentages**

Occupant	Two-Party Trench														
Gas	50%	50%	50%	44%	34%	52%									
Telephone	50%						50%	50%	44%	34%	52%				
CATV		50%					50%					50%	44%	34%	52%
Secondary			50%					50%				50%			
Primary				56%					56%				56%		
Secondary and Primary					66%					66%				66%	
Streetlight						48%					48%				48%

Two-Party Trench			
Secondary	52%		
Primary		58%	
Secondary and Primary			67%
Streetlight	48%	42%	33%

Occupant	Three-Party Trench														
Gas	34%	33%	31%	26%	34%	33%	31%	26%	34%	34%	31%	26%			
Telephone	33%	33%	31%	26%	34%								26%	31%	33%
CATV	33%					33%	31%	26%	34%				26%	31%	33%
Secondary		34%				34%				34%					34%
Primary			38%				38%					40%			38%
Secondary and Primary				48%				48%					50%	48%	
Streetlight					32%				32%	32%	29%	24%			

Occupant	Three-Party Trench						
Telephone	34%	34%	31%	26%			
CATV	34%				34%	31%	26%
Secondary		34%			34%		
Primary			40%			40%	
Secondary and Primary				50%			50%
Streetlight	32%	32%	29%	24%	32%	29%	24%

Occupant	Four-Party Trench												
Gas	25%	23%	20%	26%				25%	24%	21%	24%	25%	21%
Telephone	25%	23%	20%	25%	25%	24%	21%	25%	24%	21%			
CATV	25%	23%	20%	25%	25%	24%	21%				24%	25%	21%
Secondary	25%				26%			26%				26%	
Primary		31%				30%			30%		30%		
Secondary and Primary			40%				39%			39%			39%
Streetlight				24%	24%	22%	19%	24%	22%	19%	22%	24%	19%

Occupant	Five-Party Trench		
Gas	20%	19%	17%
Telephone	20%	19%	17%
CATV	20%	19%	17%
Secondary	21%		
Primary		25%	
Secondary and Primary			33%
Streetlight	19%	18%	16%

**Table 2
Service Trench
Cost Allocation Percentages**

Occupant	Two-Party Trench													
Gas	50%	50%	49%	28%	50%									
Telephone	50%					50%	49%	28%	50%					
CATV		50%				50%				49%	28%	50%		
Secondary			51%				51%			51%			51%	
Primary				72%				72%			72%			72%
Streetlight					50%				50%			50%	49%	28%

Occupant	Three-Party Trench													
Gas	34%	33%	22%	34%	33%	22%	34%	22%	33%					
Telephone	33%	33%	22%	33%						33%	22%	34%	33%	22%
CATV	33%				33%	22%	33%			33%	22%	33%		
Secondary		34%			34%				34%	34%			34%	
Primary			56%			56%		56%			56%			56%
Streetlight				33%			33%	22%	33%			33%	33%	22%

Occupant	Three-Party Trench	
CATV	33%	22%
Secondary	34%	
Primary		56%
Streetlight	33%	22%

Occupant	Four-Party Trench									
Gas	25%	18%	25%	25%	18%	25%	18%			
Telephone	25%	18%	25%			25%	18%	25%	18%	
CATV	25%	18%	25%	25%	18%			25%	18%	
Secondary	25%			25%		25%		25%		
Primary		46%			46%		46%		46%	
Streetlight			25%	25%	18%	25%	18%	25%	18%	

Occupant	Five-Party Trench	
	20%	15%
Gas	20%	15%
Telephone	20%	15%
CATV	20%	15%
Secondary	20%	
Primary		40%
Streetlight	20%	15%

(5) Nonstandard, nonreimbursable, and oversize facility space allotment: Table 3 depicts the facility space and minimum trench size allotment for nonstandard, nonreimbursable, and oversize facility trenches.

Table 3
Facility Space and Minimum Trench Size Allotment

Occupant	Distribution Trench		Service Trench	
	Facility Space Allotment	Minimum Trench Required	Facility Space Allotment	Minimum Trench Required
Gas (G)	5" x 5"	29" x 12"	3" x 3"	27" x 6"
Telephone (T)	5" x 7"	29" x 12"	3" x 3"	27" x 6"
Cable TV (C)	5" x 7"	29" x 12"	3" x 3"	27" x 6"
Electric (S)	5" x 5"	29" x 12"	4" x 4"	28" x 6"
Electric (P)	7" x 7"	37" x 12"	5" x 5"	35" x 12"
Electric (SP) (See item (c))	7" x 17"	37" x 18"	–	–
Streetlight (SL)	3" x 3"	27" x 12"	3" x 3"	27" x 6"

- (a) An occupant can install a number of different facilities. However, each facility installed is treated as a separate occupancy, and will be billed accordingly. If each trench occupant requires more space in the trench or if there is a nonstandard trench configuration, that occupant is financially liable for all incremental costs.
- (b) The depth shown is the depth of trench required from finished, final, or future gutter grade.
- (c) Electric facilities may be any combination of primary (P), secondary (S), or Company-owned streetlighting systems.
- (d) The percentage allocation is intended to provide a fair and equitable allocation of costs to each occupant.

(6) Nonstandard, nonreimbursable, and oversize facility trench cost allocation: Use the following formulas to determine the cost allocation percentages among the trench occupants for nonstandard, nonreimbursable (non-new business) projects, and oversize facility trenches. An occupant can install a number of different facilities, for example, streetlights, traffic signals, and telecommunications. However, each facility installed is treated as a separate occupancy, and will be billed accordingly. When a new business job estimate is prepared, Tables 1 and 2 should be used for typical joint trench cost allocation percentages.

$$G = \frac{A_g}{A_t + A_c + A_e + A_g + A_o} \times J$$

$$T = \frac{A_t}{A_t + A_c + A_e + A_g + A_o} \times J$$

$$C = \frac{A_c}{A_t + A_c + A_e + A_g + A_o} \times J$$

$$E = \frac{A_e}{A_t + A_c + A_e + A_g + A_o} \times J$$

$$O = \frac{A_o}{A_t + A_c + A_e + A_g + A_o} \times J$$

Note: The individual minimum trench requirements (At, Ac, Ae, etc.) for the participants listed in Table 3 shall be used whenever that occupant will be installing facilities that do **not** exceed their facility space allotment.

G = Gas share of the estimated trench cost.

T = Telephone share of the estimated trench cost

C = Cable TV share of the estimated trench cost

E = Electric share of the estimated trench cost

O = Other occupants' share of the estimated trench cost, e.g., city-owned streetlight or fire alarm systems. (In **all** cases involving other occupants, the size of the trench they require or normally dig for the installation of said facilities, must be determined before any billing authorization preparation.)

A_x = Cross-sectional trench area of the specified "Minimum Trench Size Allotment" shown in Table 1 for an individual occupant (x = g, t, c, e, or o).

J = The **total** estimated cost of the joint trench.

If an occupant requires facilities **exceeding** their facility space allotment as shown in Table 3 or the applicant requests additional allotment for a specific utility, and subsequently causes an increase in trench width and/or depth, then that utility cross-sectional trench area, A_x , as used in the above formula shall be increased by that number of inches in width and/or depth.

4. Processing and Billing

- A. When the Company is the TCC for reconstruction, Rule 20A, and nonreimbursable WRO jobs, the Company bills each trench occupant for its share of the joint service or distribution trench costs. The Company does not interpret the tariffs or procedures of other utilities. The Company shall bill the applicant 100% of the cost of the work on new business and reimbursable WRO jobs. However, the Company will not collect ITCC tax on the value of non-Company-owned trench.
- B. Guarantees and equipment warranty: Refer to Exhibit G, “General Terms and Conditions for Gas and Electric Extension and Service Construction by Applicant,” Form 79-716.

5. Trenching Inspection

- A. On all new business jobs an inspection fee advance is collected before construction. For procedures and accounting, refer to Service Planning Bulletin 2002-05, “New Business Project Inspection Process,” contained in the *Tariff Application Guide*. The Company will refund or bill the applicant the difference between the advance fees and the actual inspection costs (including individual residential services) when the job is completed.
- B. A Company inspector oversees the work related to trenching, substructure excavation, shading, separation, backfilling, and compaction for the joint trench.
- C. The Company inspectors document the inspections using the Company-approved inspection logs referenced in Service Planning Bulletin 2002-05. Whenever possible, the inspector has the developer or his or her agent sign and date the inspection logs the day the inspection is made.
- D. The TCC notifies the Company at least 2 working days (48 hours) in advance of commencing any joint trench-related work. Before dispatching a Company field crew to install facilities in an applicant-provided trench, a Company representative verifies that the TCC has achieved proper trench design, that adequate and suitable backfill material is available at the site, and that a precise service installation date is established and mutually agreed to by all of the intended trench occupants.
- E. Inspection fees for Rule 20A conversion work are included with other charges against the governmental agency’s Rule 20A allocation funds. Inspection fees for Rule 20B and 20C work are deducted from any applicant credit or payment. The fees will be billed through NEBS and collected at the same time as other applicant payments.

6. Construction and Job Completion

- A. The TCC coordinates all work with each trench occupant in a manner that will permit the installation of all facilities without delay and in an efficient, continuous manner throughout the period of construction, including the installation of either distribution or service facilities in whatever sequence they will occur.
- (1) Provided sufficient advance notice is given by the applicant and/or otherwise stipulated and agreed to by all trench occupants, the TCC will give a minimum of 2 weeks' (10 working days) notice to each trench occupant for excavation or facility installation in both distribution and service trenches. It is recommended that the TCC conduct a preconstruction meeting at the jobsite to finalize detailed scheduling requirements and to clarify the scope of work.
 - (2) After the preconstruction meeting, if any changes to the construction schedule are needed, TCC gives each trench occupant at least 10 working days' notice. The TDC is notified as well.
- B. If an occupant requires the installation of facilities not indicated on the joint trench drawing, Form 62-3283, "Change Order - Additional Joint Trench Work Authorization," is issued (see Exhibit F). A change order authorization from the trench occupant is obtained before the additional work is performed.
- C. If an applicant requires the installation of facilities not indicated on the joint trench drawing, Form 62-0579, "Change Order" is issued (see Exhibit I). A change order authorization from the applicant is obtained before the additional work is performed.
- D. Delays
- (1) After construction has commenced, if any trench occupant fails to meet, or is unable to meet, the mutually established construction schedule for placement of facilities, that trench occupant will be responsible for paying all costs associated with the delay or the job shall proceed without that trench occupant.
 - (2) Should construction proceed without one of the intended trench occupants for the foregoing reason, that trench occupant is still responsible for paying its share of the trenching costs, unless all other trench occupants and the applicant agree to adjust or prorate the revised trenching costs. In either case, that trench occupant will be responsible for paying all re-engineering, land rights, or other costs incurred.
 - (3) It is the TCC's responsibility to follow up with the applicant to ensure the applicant's readiness and to inform all occupants and affected parties of any anticipated problems or delays.

- E. The applicant accepts responsibility for maintenance of the trench (e.g., compaction, paving, etc.) for a period of 2 years or as specified in the permit, whichever is longer. If trench damages are determined to have resulted from causes not attributable to construction negligence on the part of the TCC (e.g., landslides, floods, earthquakes, sabotage, etc.), each trench occupant with buried facilities in the affected trench section will participate financially in the restoration of the trench at a cost equal to its initial trench allocation percentage.