

BELL SYSTEM PRACTICES  
GENERAL PLAN

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## SECTION 000-010-010

**2.02** The subjects covered in BSPs range from apparatus and equipment in the physical plant to business information systems and administrative routines supporting operational functions.

**2.03** The practices provide standards by which the condition of plant or administration is judged, and they outline the accepted procedures for doing what is necessary to maintain those standards. The practices also play an important part in the training of personnel.

### 3. NUMBERING

**3.01** A 9-digit (XXX-YYY-ZZZ) numbering plan is used with each BSP being assigned a unique 9-digit number in accordance with the subject matter covered. This plan permits organizing information into various categories to simplify and improve indexing. This plan also provides a convenient means for ordering, distributing, and filing BSPs.

**3.02** In the 9-digit numbering plan, the first three digits, **XXX**, identify major categories of information and are referred to as **division** numbers. The fourth digit, **xxx-Y**, identifies a subdivision of a given category of information and is referred to as the **layer** number. The fifth and sixth digits, **xxx-yYY**, represent a further breakdown and are referred to as **sublayer** numbers. This scheme permits the breakdown of a division into subcategories of information. The last three digits, **xxx-yyy-ZZZ**, identify individual BSPs within a grouping (layers and sublayers) and are referred to as **key** numbers.

**3.03** *♦The key numbers were originally intended to identify the type of information contained in a given BSP, that is, description, method of installing, operating, administration, etc. With the increasing number of BSPs in existing categories and with the introduction of new types of information for new categories, this arrangement became unwieldy and is no longer practiced.♦*

**3.04** The only key numbers that remain dedicated are the digits 900 through 999 in each division. These key numbers have been reserved for numbering certain Bell Operating Telephone Company (OTC)-issued BSPs (see Part 15 of this section).

**3.05** The general allocation of divisions to various categories of information and the relationship of the divisions to the former lettered series are shown in Table A.

### 4. INDEXING

**4.01** ♦Indexes issued as BSPs provide a cross-reference between subject matter and BSP identity. The arrangement of the content of an index will vary according to the intent of the index. For a given index, its content will be arranged in one of the following schemes.

- Subject matter listed alphabetically
- Subject matter listed numerically
- Subject matter listed alphanumerically
- Subject matter permuted and listed alphabetically

**4.02** The following types of indexes are issued.

- Master Alphabetical Index
- Master Numerical Index
- Divisional Numerical Index
- Divisional Alphabetical Index
- Interdivisional Numerical Index
- Interdivisional Alphanumerical Index
- Intradivisional Alphanumerical Index

**4.03** **Master Alphabetical Index:** This index, Section 000-000-001, provides a list of all subjects covered in BSPs. Each subject is cross-referenced to the numerical division (first three digits) in which that subject can be found.

**4.04** **Master Numerical Index:** This index, Section 000-000-005, provides a list of all numerical divisions. Each division is cross-referenced to the subject matter covered in that division.

**4.05** **Divisional Numerical Index:** An index of this type, Section XXX-000-000, is provided for each division. All sections within a division, along with their current issue numbers, are listed numerically (nine digits) and the subject matter

◆ TABLE A ◆

## RELATIONSHIP OF NUMERICAL DIVISIONS TO FORMER LETTERED SERIES

CATEGORY OF INFORMATION	DIVISIONS ALLOCATED	LETTERED SERIES CLASSIFICATIONS
General Information	000-019	All Series — Scope and Arrangements
Apparatus, Miscellaneous Equipment, Tools, Test Equipment, Power, and Signaling	020-179	(A), (B), (E), and (R) Primarily
Operation Support Systems	190	None
Switching Systems	200-289	(A) Central Office Maintenance
Transmission and Signaling Systems	300-379	(E) Toll Testroom Operation
Radio	400-449	(R) Radio Systems
Customer Equipment:		
Common	460-469	(C), (B), and (P)
Special Services	470-489	(C), (B), and (P)
Station Equipment	500-529	(C) Station Operator's Manual
PBX	530-559	(B) PBX Installation and Maintenance
Teletypewriter	570-589	(P) Teletypewriter
Data Systems	590-599	(P) Data Systems
Outside Plant	620-649	(G) Outside Plant Construction
Test Center Operation	660-669	(F) Local Testroom Operation
Plant Assignment	680-689	(M) Plant Assignment
Motor Vehicles	720-729	(J) Motor Vehicles
Supplies	740-749	Supply Operating Practices
Business Information Systems	750-759	None
Buildings	760-779	(H) Buildings
Engineering Planning	780-789	None
Engineering Administration	790	None
Common Language	795	None
Equipment Design and General Requirements	800-839	(AA) Equipment Engineering
Transmission Engineering	850-889	(AB) Transmission Engineering and Data
Outside Plant Engineering	900-939	(AG) Outside Plant Engineering
Radio Engineering	940-944	(R) Radio
General Descriptive Information	950-989	(950) General Descriptive

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covered by each is identified. Each index is updated and released concurrently with the release of any new or reissued practice within that division. Various symbols are used to denote special conditions of handling, distributing, etc. These symbols are explained in each index.

**4.06 Divisional Alphabetical Index:** An index of this type is provided only when justified. Each index provides a list of all subjects covered in that division. Each subject is cross-referenced to the section (nine digits) in which that subject can be found. An example is Section 218-000-001, No. 5 Crossbar Offices.

**4.07 Interdivisional Numerical Index:** An index of this type is provided only when justified. Each index provides a numerical listing (nine digits) of all sections (regardless of divisions), along with their current issue numbers, containing subject matter for a particular system or service offering. This type index is updated periodically. An example is Section 234-000-005, No. 4 ESS.

**4.08 Interdivisional Alphanumerical Index:** An index of this type is provided only when justified. Each index provides a listing of all sections (regardless of divisions), along with their current issue numbers, containing subject matter for a particular system or service offering. The sections (nine digits) are listed under applicable alphabetized headings. The sections under each heading are listed in numerical sequence. An example is Section 533-000-001, ESS-Provided Services—Customer Premises Systems.

**4.09 Intradivisional Alphanumerical Index:** An index of this type is provided only when justified. Each index provides a listing of all

sections in a single division, along with their issue numbers, containing subject matter for a particular system or service offering. The sections (nine digits) are listed under applicable alphabetized headings. The sections under each heading are listed in numerical sequence.

## 5. ISSUE IDENTIFIERS

**5.01** Each BSP is assigned an issue number beginning with the arabic number 1. Each reissue is assigned the next higher number. When Issue 99 has been reached, the next issue will revert to Issue 1. Each BSP is dated and this date indicates the month in which this particular issue was released to the field. (See Fig. 1.)

**5.02** In some existing BSPs, the issue number is followed by the letter(s) A, AC, AR, B, or D to indicate the classification of equipment or apparatus design changes as outlined in Section 005-100-105. However, these letters have no significance in the field and their use has been discontinued.

**5.03** In rare cases, the current issue of a BSP may be identified by an alpha character (letter) rather than by an arabic number. **However, this is not the normal procedure and should be avoided unless all three of the following conditions exist and the approval to use letters has been granted by the AT&T BSP Coordinator.**

- (a) It is necessary to provide documentation in BSP form for certain locations receiving new products before the information is required for distribution throughout the Bell System.

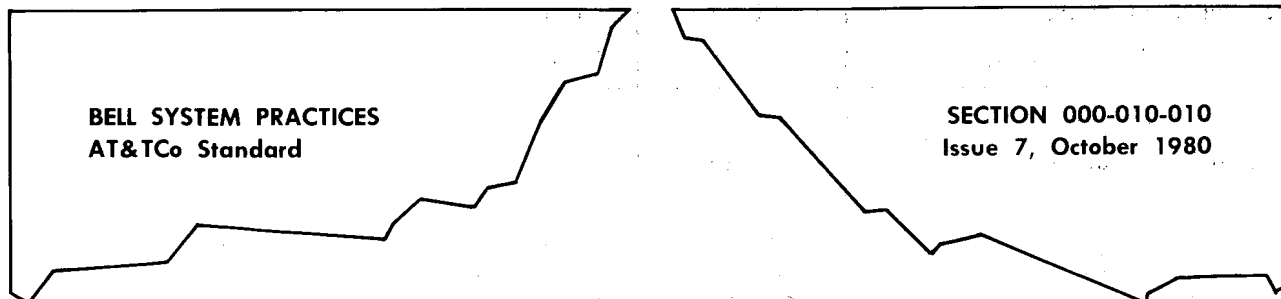


Fig. 1—Example of Page Heading for Page 1 on AT&T-Issued Practices

- (b) The documentation is still in the process of being developed and tested.
- (c) It is possible and desirable to limit distribution based on a small predetermined list of recipients.♦

**5.04** Lettered-issue BSPs are dated and numbered in accordance with the 9-digit plan but are not included in the indexes. Neither can they be ordered except by those locations for which they are authorized. When a lettered-issue BSP is approved for distribution throughout the Bell System, it is reissued and released as an Issue 1 BSP and is added to the appropriate index at that time.

## 6. RATINGS

**6.01** Each BSP is given a rating. This rating appears in the page heading for Page 1 (see Fig. 1) and indicates:

- How the BSP is circulated in the Bell System
- How the contents must be treated by Bell System personnel
- That the BSP contains information still in the developmental stage
- That the BSP contains information under patent consideration
- That the BSP contains sensitive proprietary information and must be handled with special precautions.

**6.02** To safeguard the BSP content and to ensure proper distribution, the following ratings are provided.

- (a) **AT&TCo Standard:** The BSPs bearing this rating are approved for general distribution.
- (b) **AT&TCo SPCS:** The BSPs bearing this rating are for use with stored program control systems. Their distribution is restricted.

**Caution:** *The BSPs rated SPCS contain especially sensitive proprietary information and their handling requires special precautions and procedures. See Section 000-010-021.*

(c) **AT&TCo Provisional:** The BSPs bearing this rating contain information for which full patent clearance or other developmental considerations are pending. Also, the BSP itself may still be in the developmental and testing phase, and portions may be incomplete. The distribution may be general or restricted as determined by AT&T.

(d) **AT&TCo SPCS Provisional:** The BSPs bearing this rating have the same pending conditions as the BSPs rated AT&TCo Provisional. However, the SPCS Provisional rating relates to stored program control systems and the distribution is always restricted.

**6.03** The explanations presented in paragraph 6.02 are applicable to the ratings given BSPs covering Business Information Systems (BIS). However, /BIS follows AT&TCo in each rating as shown below.

- (a) AT&TCo/BIS Standard
- (b) AT&TCo/BIS SPCS
- (c) AT&TCo/BIS Provisional
- (d) AT&TCo/BIS SPCS Provisional

**6.04** In some cases in the past, BSPs intended for use under special conditions and not having general application were rated **AT&TCo Special**. Distribution of these BSPs was limited to the locations requiring them and they were not entered in the indexes. There is no longer a need for this rating and the special handling required. Therefore, the use of this rating has been discontinued. Any existing BSP with this rating will, when reissued, be rated in accordance with the information provided in paragraph 6.02.

**6.05** Some sections in the past were given a rating of Provisional Standard. This rating is no longer used. Any existing sections with this rating will, when reissued, be rated AT&TCo Provisional or AT&TCo Standard.

## 7. RESTRICTIVE USE LEGENDS

**7.01** Most BSPs that contain proprietary technical information, regardless of the rating, will carry the restrictive notice legend shown in Fig. 2. The use of any other form of restrictive notice

is discontinued. All other BSPs will carry the copyright legend shown in Fig. 3.

**NOTICE**

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

**Fig. 2—Restricted Use Legend**

© American Telephone and Telegraph Company, 1980

**Fig. 3—Copyright Legend**

**8. CHANGED-INFORMATION INDICATORS**

**8.01 Text:** Significantly changed or added text will be indicated by one of the following methods.

- Change arrows inserted in text (Fig. 4)
- Marginal arrowed brackets enclosing multiple lines (Fig. 5)
- Marginal change arrows indicating specific lines (Fig. 6).

(16) Increase the sweep by turning the SWEEP control ↻clockwise.↻ Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, ↻and I<sub>p</sub> controls.↻

**Fig. 4—Change Arrows—Inserted in Text**

**8.02 Tables:** Minor changes in tabular material are indicated by an application of shading over the changed area. An added or completely revised table is indicated by placing an arrow

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and I<sub>p</sub> controls.

**Fig. 5—Marginal Arrowed Brackets—Multiple Line Enclosure**

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and I<sub>p</sub> controls.

**Fig. 6—Marginal Change Arrows—Specific Line**

before the word **TABLE** and after the table designator (see Table A).

**8.03 Figures:** An added or revised illustration is indicated by placing an arrow before the abbreviation **Fig.** and following the last word in the figure title.

**8.04** Changes will be indicated only if the intended meaning or the technical content is modified and not for cases where only the wording has been revised.

**9. ADDENDA**

**9.01** An addendum to a section is issued when there is an urgent need to add, to change, or to delete information. Each addendum will be self contained on a single sheet and will be filed in front of the section it addends. **The issuance of replacing page addenda has been discontinued.**

**9.02** The following two conditions must be met when issuing an addendum; otherwise, the section shall be reissued.

- (1) The information must be able to be contained on two pages (one sheet).

- (2) The length of the section to be addended must exceed eight pages.

◆**Note:** Task Oriented Practices (TOP) will not be addended.◆

**9.03** The 9-digit number of an addendum shall be the same as that of the section it addends. It shall be assigned an issue identifier and be dated in the same manner as sections (see paragraph 5.01). Furthermore, each addendum shall carry the same rating, legend, and title as the section being addended.

**9.04** There shall be only one AT&T-issued addendum to a section at a given time, and the addendum must identify the issue number of the section being addended. When the section needs to be further addended, the addendum is reissued. Each reissue shall automatically include and replace the previous issue.

**9.05** When the section is reissued, the content from the addendum must be included if it is valid and the addendum is automatically canceled. When the reissued section needs addending, the first issue of the addendum shall again be Issue 1.

**9.06** Addenda are shown in the appropriate divisional numerical index by the abbreviation "Add."

## 10. APPENDIXES

**10.01** ◆An appendix to a section is used to cover optional information which is permanent in nature or is supplemental to the information within the section. Hence, an appendix shall not refer to the issue number of the section being appended.

**Note:** Task Oriented Practices (TOP) will not be appended.

**10.02** The first appendix to a section shall be designated Appendix 1. If it is necessary to further append the section, additional appendixes may be prepared and they shall be designated Appendix 2, Appendix 3, etc. Each appendix will have a unique title describing its contents.

**10.03** The 9-digit number of an appendix shall be the same as that of the section it appends. Furthermore, it shall carry the same

rating and legend as the section it appends. However, it will be assigned an issue identifier and date of issue in the same manner as sections (see paragraph 5.01).

**10.04** Appendixes are shown in the appropriate divisional numerical index by the abbreviation "App."◆

## 11. SUPPLEMENTS

**11.01** ◆The use of supplements to add, to change, or to delete information to the ETLs (Equipment Test Lists) has been discontinued.◆

## 12. SIZE, BINDING, AND PAPER COLORS

**12.01** Sections (with the exception of those in the form of handbooks), addenda, and appendixes are furnished in 8-1/2 by 11 inch sheet size. The binding edge is suitably punched for approved binders. ◆Approved binders are furnished with Task Oriented Practices (TOP).◆ Sections furnished in the form of handbooks are permanently bound. See the Printing Specification, Section 000-200-010.

**12.02** The following colors of paper are used.

- (a) Sections and appendixes—white
- (b) Addenda—pink.

## 13. USE, DISTRIBUTION, AND ORDERING

**13.01** ◆All BSPs are available from the Indiana Publication Center (IPC) as hard copies; most are available also on microfiche. Those that are not available on microfiche are so indicated in the divisional numerical indexes. Each Bell Company must place its orders through its BSP Coordinator. The procedure for ordering is covered in Section 000-010-011.◆

**13.02** Only the latest issue of each BSP is stocked and distributed by IPC. The latest issue numbers are shown in the divisional numerical indexes. Each index is updated and released each time there is a BSP released within the division.

**13.03** A Bell System Practice Memorandum (BSPM) is prepared weekly by IPC with each release of new or reissued BSPs. This BSPM lists the latest issue number of each divisional numerical

index and may be used to confirm which issue of the index should be used.

**13.04 Addenda and Appendixes—Hard**

**Copy:** Addenda and appendixes can be ordered in hard-copy form without ordering the BSP being addended or appended. However, if a BSP having an associated AT&T-issued addendum or appendix is ordered, the addendum or appendix will automatically be supplied with the BSP.

**13.05 Addenda and Appendixes—On**

**Microfiche:** If a BSP has an associated AT&T-issued addendum and/or appendix and is available on microfiche, the BSP and its addendum and/or appendix are entered on the same microfiche. Consequently, neither the BSP nor its addendum or appendix can be ordered separately.

**14. FIELD COMMENTS**

**14.01** Form E-3973 is available from the Indiana Publication Center (IPC) for submitting field comments on BSPs. The procedures to be followed are covered in Section 000-010-015.

**15. PLAN FOR PRACTICES PREPARED BY BELL OPERATING TELEPHONE COMPANIES (OTC)**

**15.01** Parts 1, 2, 3, 8, and 12 and paragraph 9.01 of this section apply to both System (AT&T)-issued and Operating Telephone Company (OTC)-issued practices.

**15.02** In general, sections, addenda, appendixes, and supplements prepared by the OTCs deal with local administrative routines, special conditions, or subjects not covered in AT&T-issued practices.

**A. Numbering**

**15.03** The 9-digit number assigned to a section, addendum, appendix, or supplement prepared by an OTC shall be suffixed by the code of that OTC. The standard codes for all the OTCs are listed in Section 751-100-110. Refer to Fig. 7 for examples of typical page headings for Page 1 of OTC-issued practices.

**15.04** When an OTC elects not to adopt an AT&T-issued section and instead prepares a local section, the OTC should use the 9-digit

number of the AT&T-issued section and add the proper suffix.

**15.05** When an OTC prepares a local section to supplement information in an AT&T-issued section and the AT&T-issued section is adopted for use by the OTC, the 9-digit number is assigned as follows and the proper suffix is added.

- The first six digits of the OTC-issued section number will be the same as those of the AT&T-issued section number.

- The last three digits of the OTC-issued section number will be selected from the dedicated 900 through 999 block of key numbers. Refer to paragraph 3.04.

**15.06** In all other cases,, the OTC should contact the AT&T BSP Coordinator.

**B. Issue Identifiers**

**15.07** Each issue of an OTC-issued practice is identified with an alpha character (letter) beginning with A. Each reissue is assigned the next higher letter. Refer to Fig. 7 for examples. Each issue is also dated and this date indicates the month in which this particular issue was released.

**C. Ratings**

**15.08** Ratings are not required on OTC-issued practices. The OTC name (or abbreviation) and the operating area, when applicable, will appear in the space occupied by the rating on an AT&T-issued practice. (See Fig. 7.)

**D. Addenda**

**15.09** An addendum is used primarily to correct and to add information to the section being addended. Hence, each addendum shall refer to the issue identifier of the section it addends.

**15.10** There shall be only one OTC-issued addendum to either an OTC-issued section or an AT&T-issued section at a given time. However, there may be both one OTC-issued addendum and one AT&T-issued addendum to the same AT&T-issued section.



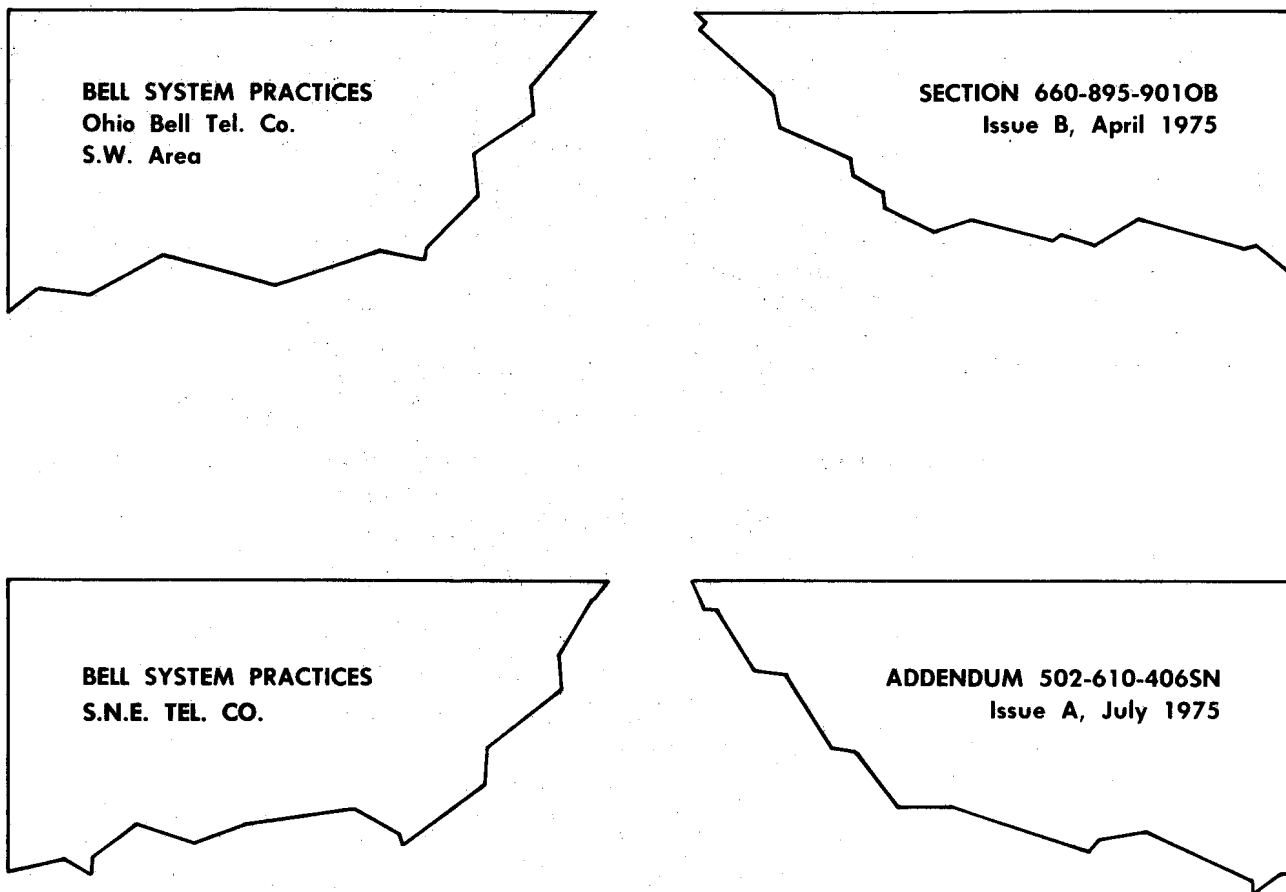


Fig. 7—Typical Page Headings for Page 1 on OTC-Issued Practices

**15.11** The 9-digit number of an OTC-issued addendum shall be the same as that of the section it adds followed by the proper suffix. The issue shall be identified as specified in paragraph 15.07. Each reissue shall automatically include and replace the previous issue.

**15.12** When an OTC-issued section is reissued, the content from the addendum must be included if valid. When the reissued section needs adding, the first issue of the addendum shall again be Issue A as specified in paragraph 15.07.

#### **E. Appendixes**

**15.13** An appendix is used primarily to cover optional arrangements, special instructions, or any other local information that may be of a permanent nature. Hence, an appendix shall not

refer to the issue identifier of the section being appended. ♦

**15.14** The first OTC-issued appendix to either an OTC-issued section or an AT&T-issued section shall be designated Appendix 1. If it is necessary to further append the section, additional OTC-issued appendixes may be prepared and they shall be designated Appendix 2, Appendix 3, etc. Each appendix will have a unique title describing its contents.

**15.15** The 9-digit number of an OTC-issued appendix shall be the same as that of the section it appends followed by the proper suffix. An appendix may or may not be assigned an issue identifier. If assigned, the issue shall be identified as specified in paragraph 15.07.

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**15.16** There may be one or more OTC-issued appendixes in addition to one or more AT&T-issued appendixes to the same AT&T-issued section.

**F. Supplements**

**15.17** A supplement is used to provide information that will not necessarily be included in the next reissue of the section nor is it permanent in nature. The treatment (numbering, issue identifiers, etc) of supplements is the same as that for appendixes.

**G. Safeguarding Proprietary Information**

**15.18** The recommendations of the OTC counsel and the Proprietary Information Coordinator

should be followed concerning the safeguarding of proprietary information in OTC-issued practices. This is particularly important where the material is reproduced from publications prepared by AT&T, by other Bell System Companies, or by a non-Bell organization.

**H. Bell System Application**

**15.19** Most OTC-issued practices contain information applicable only to the originating OTC. Some, however, may be considered suitable for application throughout the Bell System. In such cases, three copies should be forwarded to the AT&T BSP Coordinator for review using Form E-3973 as specified in Section 000-010-015.