

**Southwestern Bell Telephone Company d/b/a AT&T Texas**  
**Research and E-Signature Guidelines**  
**For AT&T Texas/SWBT Facilities.**  
**4-2-2020**

**ATTENTION!**  
**ALL CITY OF HOUSTON AND COUNTY PLANS:**

In efforts to **minimize** extreme delays to your project during construction, there must be an initial electronic plan submittal no later than 60% and a final at 90% - 100%. This is required to assist AT&T Texas in identifying and resolving potential conflicts.

**I. General Information:**

- A. Record drawings submitted as a result of a research request **are not as-built drawings**. The purpose of the record drawings is to indicate the approximate location of AT&T Texas/SWBT underground conduit facilities that are available in our records. These record drawings must not be used for any other purposes.
- B. Our signature on your project design signifies that the approximate locations of the AT&T Texas/SWBT underground conduit facilities are shown on your drawings.  
**(This does not include aerial or buried facilities).** Your contractor must work around any conflicting AT&T Texas/SWBT facilities on the plans that we sign unless you have made prior arrangements with us to adjust these facilities.
- C. Government entity customers (City, County, and or TXDOT) are encouraged to contact us at the numbers listed below for the success of your project. An AT&T Texas Coordinator will be assigned to assist you in the conflict investigation and resolution. All plans should be accompanied by a transmittal letter from your firm stating the completion percentage, the contact person, phone number, and email address. Please provide anticipated construction dates and time frames for the project. An AT&T Texas Coordinator will coordinate any adjustments required on your project.

- D. When submitting plan and profiles at 30%, 60%, and/or 90% for conflict analysis, please follow the process below.**

**Electronic plan submittals:** Please contact Kathy Tinney @ 713-485-8128 [KTinney@cobbendley.com](mailto:KTinney@cobbendley.com) or James Manahl at [James.M.Manahl@ATT.com](mailto:James.M.Manahl@ATT.com) requesting an invitation to use T-Space drop box.

**When the invitation is received, click on the link in the invitation.**

- **First time users:**  
Register and create a login.  
User name= email address the invitation was sent to.  
Password= 8 characters.  
Follow the prompts to download your drawing files.
  - **Existing users:**  
Log in with previously established user name and password.  
Follow the prompts to upload your drawing files.
- Please send email advising plans were sent through t-space drop box to [KTinney@cobbendley.com](mailto:KTinney@cobbendley.com) and CC: [James.M.Manahl@ATT.com](mailto:James.M.Manahl@ATT.com).

**ALL TXDOT PLANS:**

**An Electronic Copy only** (no paper copy required) should be emailed to Carl Holzwarth at [Carl.Holzwarth@att.com](mailto:Carl.Holzwarth@att.com).

Contact Carl at his email shown above in order to receive an invitation to use our drop box. **When the invitation is received click on the link in the invitation.**

Follow Steps 1 or 2 above.

Please send email advising the plans were sent through the t-space drop box to:

[Carl.Holzwarth@ATT.com](mailto:Carl.Holzwarth@ATT.com).

- A. Business customers will need to contact the business office at 1-855-581-9891 if Relocation of AT&T Texas/SWBT facilities are required or if you would like an AT&T Texas Coordinator to assist you in the conflict investigation and Resolution. The business office will arrange to provide an estimate of the cost and Prepare the reimbursement agreement by means of CWOTS (Custom Work Order Tracking System). A complete set of plans with a list of the facilities that you Would like adjusted will be needed to prepare the estimate.

**The AT&T Texas Coordinators are:**

Mr. James Manahl 713-918-0043 [James.M.Manahl@ATT.com](mailto:James.M.Manahl@ATT.com)  
(Single point of contact for CITY Projects)

Ms. LaKeesha Upchurch 713-660-5328 [LaKeesha.Upchurch@ATT.com](mailto:LaKeesha.Upchurch@ATT.com)  
(Single point of contact for COUNTY Projects)

Ms. Lourdes Camacho 281-320-7752 [Lourdes.Camacho@ATT.com](mailto:Lourdes.Camacho@ATT.com)  
(Single point of contact for TXDOT Projects)

## **II. Research Request**

- A. If a CLEC or a consultant working for a CLEC is considering the use of AT&T Texas/SWBT underground conduit facilities to place fiber through AT&T Texas/SWBT conduits or attach cables to AT&T Texas/SWBT owned poles, contact the Structure Access Group at 281-878-5502 or 281-878-5503 to submit a records review request. When an AT&T Texas signature is required for a CLEC project, a Utility Request Form for AT&T Texas/SWBT Underground Conduit Facilities must be completed and submitted to receive AT&T Texas/SWBT record drawings. All other guidelines for submission of a research request, as indicated in this document, must be followed.
- B. All others must complete the attached AT&T Texas Utility Request Form for AT&T Texas/SWBT Facilities in order to receive record drawings in the area of your project. This form must be completed in its entirety and must include a legible vicinity map which clearly depicts the limits of your project. If not, your request will be delayed until all information is received.
- C. Requests will be filled in the order that they are received. A research request could take up to 30 days to complete, depending upon the size of the request and our work load. Please plan your research request submissions accordingly.
- D. Research requests may be **emailed (no fax accepted)**, as listed below:  
Email: [Conduit@ATT.com](mailto:Conduit@ATT.com)
- E. Upon completion of the research, you will be sent an email with the pertinent AT&T Texas/SWBT record drawings attached. Multiple e-mails with the same Log Number might be sent to your office regarding this request. Drawings may also be sent to you using the AT&T Drop Box. Follow Drop Box instruction on Page 1 C. It is recommended that you have at least a 30Mb mailbox.
- F. If there are no AT&T Texas/SWBT underground conduit facilities in your project location, the email will indicate that. Be advised, "THE PRESENCE OR ABSENCE OF UNDERGROUND CONDUIT FACILITIES DOES NOT MEAN THAT THERE ARE NO DIRECT BURIED CABLES IN THE AREA. There may be direct buried cables or cables that are placed in conduit that are not part of the conduit records. Follow the Direct Buried Cable Procedure in Section III.D for locating direct buried facilities.

### III. Plan Requirements (for electronic signatures)

A. The AT&T Texas/SWBT conduit and manholes must be shown on your plan and profile drawings in the location that they are shown on the AT&T Texas/SWBT record drawings or as verified in the field. AT&T Texas/SWBT facilities must be labeled as indicated on the record drawings. It is recommended that the buried telephone cables and telephone poles be shown as well. Please see the following examples.

- AT&T TEXAS/SWBT 12 – 4” C PVC
- AT&T TEXAS/SWBT 9 – MCD
- AT&T TEXAS/SWBT 12 – 4” MTD
- AT&T TEXAS/SWBT Buried Cable

B. The signature line must be on the General Note sheet and on the plan and profile sheets as indicated below:

\_\_\_\_\_  
AT&T Texas/SWBT underground conduit facilities only. Date \_\_\_\_\_ Approved for  
Signature valid for one year.

C. The following six notes must be included on your drawings:

#### **AT&T TEXAS/SWBT FACILITIES**

1. The locations of AT&T Texas/SWBT facilities are shown in an approximate way only. The contractor shall determine the exact location before commencing work. He agrees to be fully responsible for any and all damages which might be occasioned by this failure to exactly locate and preserve these underground utilities.
2. The contractor shall call 1-800-344-8377 (TEXAS 811) a minimum of 48 hours prior to construction to have underground lines field located.
3. When excavating within eighteen inches (18”) of the indicated location of AT&T Texas/SWBT facilities, all excavations must be accomplished using non-mechanized excavation procedures. When boring, the contractor shall expose the AT&T Texas/SWBT facilities.
4. When AT&T Texas/SWBT facilities are exposed, the contractor will provide support to prevent damage to the conduit ducts or cables. When excavating near telephone poles the contractor shall brace the pole for support.
5. The presence or absence of AT&T Texas/SWBT underground conduit facilities or buried cable facilities shown on these plans does not mean that there are no direct buried cables or other cables in conduit in the area.
6. Please contact the AT&T Texas Damage Prevention Manager Roosevelt Lee Jr. at (713)567-4552 or e-mail him at [rl7259@att.com](mailto:rl7259@att.com), if cable locate requests are not completed for our AT&T Texas/SWBT facilities.

#### D. Direct Buried Cable Procedure:

Direct buried cable records are not available. To determine the location of direct buried cable plant during the design phase of your project, follow the procedure outlined below:

- Call 1-800-344-8377 (TEXAS 811) and advise you need the existing AT&T Texas/SWBT facilities located for the design phase of your project. Please allow at least 72 hours for the cables to get marked before sending your field crew for base line survey for locates of. Be specific on the project location.
- The locator will field locate the existing AT&T Texas/SWBT facilities with orange paint and/or flags.
- Your field party can survey the buried cable location using the orange marks on the ground. If the cables are not marked, please contact the AT&T Texas Damage Prevention Manager Roosevelt Lee Jr. (713)567-4552 or e-mail at [rl7259@att.com](mailto:rl7259@att.com).
- Plot the exact location of the AT&T Texas/SWBT direct buried cable facilities on the plan and profile sheets.

#### IV. Electronic Signature Process

##### A. To obtain electronic signatures you must:

- Complete, sign, and submit both the attached request form located on page 6, and the email that was sent to you in response to your utility map request to [Plan\\_ESign@Att.com](mailto:Plan_ESign@Att.com). This email does **expire** 12 months after the initial date of receipt and will require an update prior to scheduling signatures. Once the request for electronic signatures has been received, the reviewer will provide instructions for plan submittal.
- Show the required AT&T Texas/SWBT notes in their entirety as shown in these instructions.
- Depict the signature line exactly as shown in these instructions.
- Show the AT&T Texas/SWBT conduit and manholes in the plan and profile view of all drawings in the location that they are shown on the AT&T Texas/SWBT record drawings or as verified in the field for direct buried cables.
- Label the AT&T Texas/SWBT facilities as indicated on the record drawings.
- Submit 100% plan and profile to the AT&T reviewer via T-space drop box.

#### V. AT&T Corporation Facilities

Please contact Socorro Hernandez at (713) 943-5600 or e-mail [socorro.r.hernandez@att.com](mailto:socorro.r.hernandez@att.com) for information concerning AT&T Corp. facilities. This includes AT&T LD and AT&T LNS (Metro or TCG) facilities in the Houston area. AT&T/T/TCG is how some of the flags are marked. There is a substantial fiber footprint, both aerial and buried.

**NOTE: AT&T/SWBT DOES NOT MAINTAIN OR HAVE ACCESS TO AT&T CORPORATION CABLE RECORDS.**

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<sup>1</sup> This request only applies to the records of the local telephone service provider, Southwestern Bell Telephone Company, which does business locally as AT&T Texas. Southwestern Bell's affiliate, AT&T Corp., sometimes referred to as AT&T LD and AT&T LNS (Metro or TCG), and the records of AT&T Corp. are NOT included within these procedures. In order to obtain those records, follow the procedures in Section V of these procedures.

Date: \_\_\_\_\_

**AT&T TEXAS**  
**UTILITY REQUEST FORM**  
**FOR AT&T TEXAS/SWBT UNDERGROUND CONDUIT**  
**FACILITIES**

In order to receive drawings of AT&T Texas/SWBT underground conduit facilities in your project area, you must fill out the following request form and send it in (Email only) with a vicinity sketch which clearly depicts the limits of your project, to: [Conduit@ATT.com](mailto:Conduit@ATT.com)

1. Requesting Firm's Name \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Contact Person \_\_\_\_\_

4. Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_

5. Project Owner \_\_\_\_\_

6. Owner's Telephone \_\_\_\_\_

7. Project Title \_\_\_\_\_

8. Government Job # (WBS,UPIN,CSJ etc.) \_\_\_\_\_

9. Key Map # \_\_\_\_\_

10. Location of work \_\_\_\_\_

11. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF THIS FORM IS NOT COMPLETED CORRECTLY, YOUR REQUEST WILL BE  
DELAYED UNTIL WE RECEIVE THE PERTINENT INFORMATION  
(Revised 03-16-20)

**Request for AT&T Electronic Plan and  
Profile Signature Form**



Please complete and submit to [Plan\\_ESign@Att.com](mailto:Plan_ESign@Att.com)

Request Date

Requesting Firm's Name:

Valid AT&T Log# (REQUIRED):

Submitter's Name:

Contact #:

Email Address:

Project Name/CSJ#/WBS#/WBS#:

Submitter's Signature:

Date

**Reviewer to complete, sign, and forward to submitter.**

Date Received:

Date Approved:

If NOT Approved, Explain Why

Reviewer's Name/Signature:

Date

**\*Please allow up to 7-10 business days for completion.**