

## **White Tag Process**

Goal – to ensure notification is given to attachment owners for timely transfer of facilities and the old poles are removed, while providing an easily identifiable marker for employees in the field.

Fact: All pole owners and attachment owners should be members of NJUNS.

The NJUNS system works best when a complete description, work progress order, and exact location information is provided on the individual ticket. Use one ticket per each pole location for best tracking and reference.

### **The white tag process:**

- Create a form to capture and record information about poles that need transfers or removal. Have fields for NJUNS #, location, attachment owners, driving directions, GPS, etc.
- Obtain tags for field use. Recommend the plastic tags with clear cover that peels and sticks over the front to protect inscribed numbers and info, and use a heavy duty permanent marker. HD Supply, 2"x2" UG Tag, White, w/Clear Flap
- Open about 10 basic NJUNS tickets for each field employee involved in the process in your member code area to get a number, and "hold" it open for further update.
- Write each NJUNS ticket number on a separate sheet, inscribe the white tag with the same number, and attach the tag on the sheet.
- As the field employee notes a pole that needs a transfer or is ready to remove, make notes on the information sheet regarding attachment owners, order the transfers need to be completed, the location of the pole, and other related info.
- Remove tag from the corresponding sheet, and nail it on the road side of the pole as high as can be reached, with NJUNS number side visible.
- When employee returns to the headquarters, check the NJUNS system to see if a ticket has already been created for that particular transfer. If not, enter the information about the pole transfer into NJUNS for that ticket. If there is an existing NJUNS ticket, update the old one with the new white tag number and any other additional information and leave it open, then enter info in the new NJUNS ticket to cross reference back to the old ticket, and close the new one.
- NJUNS will automatically notify the attachment owners of the need to transfer
- Be sure the last step actions are to pull pole and close ticket.

### **Benefits:**

- Notifies pole attachment owners of pending transfer work
- Assists in tracking status of old pole removals
- Reduces the numbers of double poles
- Removes potential hazards
- Can involve many types of employees in the process
- Provides easy way to determine if a transfer ticket was created
- Reduces or eliminates duplicate NJUNS tickets for the same pole
- Keeps the oldest NJUNS ticket open to provide long term documentation
- Can enhance employee participation

Please contact me if you have any questions.

Candler Ginn 404-506-4425

Georgia Power Company