QUARTERLY CHECK-IN



POLE ATTACHMENT SERVICES QUARTERLY WORKSHOP



PRESENTED BY:

Pole Attachment Services Dept.

06 JUN 2025

AGENDA

- Safety
- General Topics
- Applications
- Additional Items

SAFETY

HEAT STRESS/HYDRATION & FIRST AID READINESS

- Symptoms and signs of heat exhaustion
  - Heavy sweating, nausea/vomiting, cramps, headache, fatigue, cool/clammy skin
- Stay hydrated
  - Drink plenty of fluids; electrolyte/sport drinks
- Acclimate to hot weather
  - Progressively get used to being in the elements
- Hot Weather PPE
  - Light colored, Lightweight and breathable clothing, ventilated hard hat, UV resistent neck shields
- First Aid
  - Quick Reponse, AED and Kit locations, and calling emergency services

GENERAL TOPICS

DEPARTMENT EMAILS

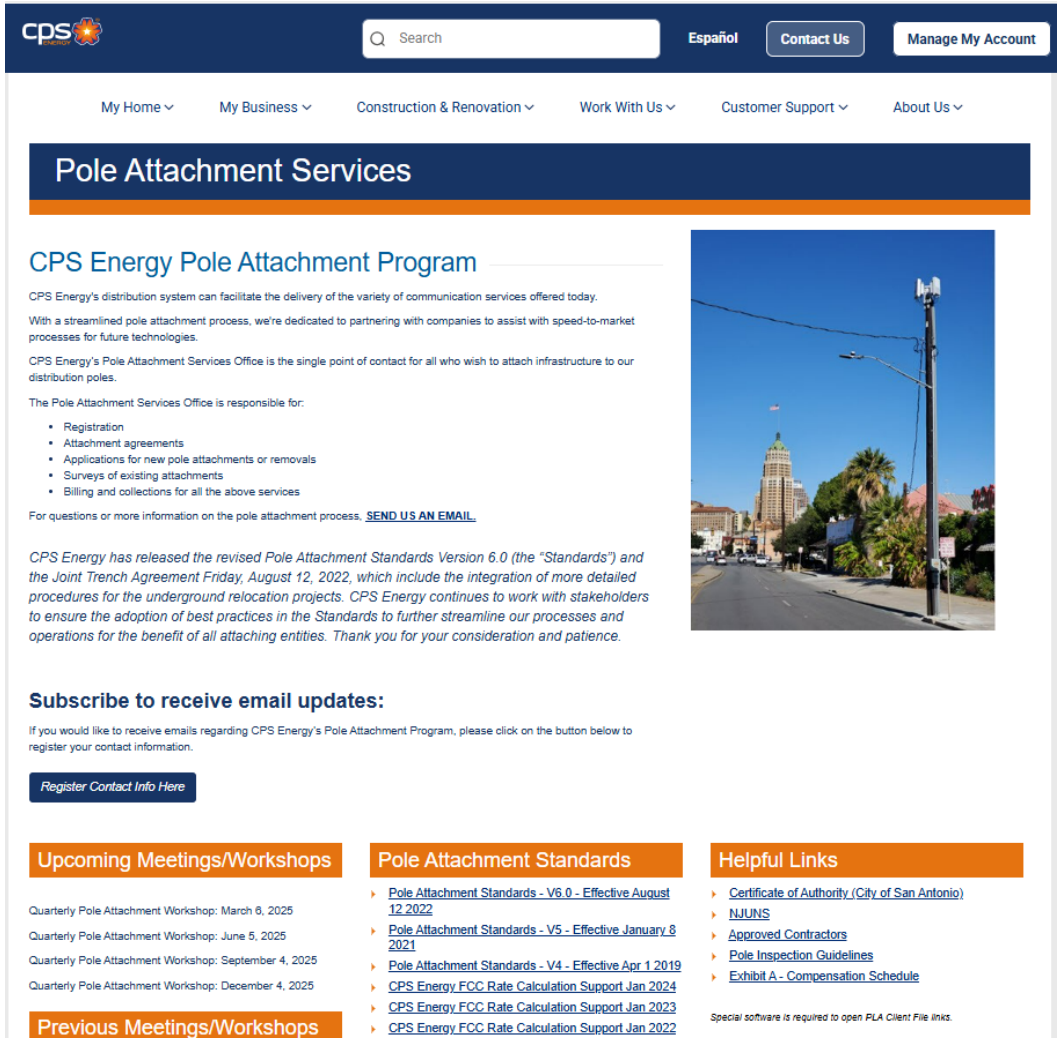
- PAS Team
  - wsmeathers@cpsenergy.com
  - jvortega@cpsenergy.com
  - ralanis@cpsenergy.com
- General Questions
  - poleattach@cpsenergy.com
- Pole Applications Mailbox
  - poleapplications@cpsenergy.com
- Bandit Signs
  - banditsigns@cpsenergy.com



Bandit Signs

POLE ATTACHMENT SERVICES WEBPAGE

- Upcoming Meetings/Workshop
- Previous Presentations
- Pole Attachment Standards
- Rate Calculations
- Agreements
- Approved Contractors
- Forms



APPROVED CONTRACTORS

Engineering
Aeparmia ★
AWE, LLC ★
Binkley & Barfield ★★★
Black & McDonald ★★★
Byers Engineering ★
Cobb Fendley ★★★
DeBauche Comm. & Cons. Serv.LLC ★
ENTRUST ★★★
LJA Telecom ★★★
Merrick & Company ★★★
Mountain, LTD. ★★★
Quanta Utility Eng. Services ★★★
Surveying & Mapping, LLC ★★★
TDC2, LLC ★
TechServ ★★★
Telecom Staffing, LLC ★★★
TexasPro Engineering ★★★
TOP Engineers + ★★★
Tower Engineering Prof., Inc. ★★★
TRC, Inc. ★★★
Utility.Engineering ★★★

Electrical Distribution Construction
Chain Electric
Pike Electric
Greenstone
Source Power

One-Touch Transfer Construction
BComm Constructors, LLC
Ervin Cable Construction, LLC
Quest Utility Construction, Inc.
S&S Cable Communications
Tero Technologies Inc.
TEXSTAR Enterprises, Inc.
TX Superior Communications, LLC
JC Communications
ADB Companies
A2 Total Telecom Services LLC
B Robinson Inc.
CJ Hood Communications
US Aerial
HMI Utilities
Global Optics

Vegetation Management
Asplundh Tree Expert
Davey Tree Surgery
McCoy Tree Surgery

★ Option 1: Pole Loading Analysis (PLA) & Application submittal

★★ Option 2: Make ready engineering

★★★ Option 3: Pole Loading Analysis (PLA), Application submittal & Make ready engineering

APPROVED ENGINEERING FIRMS

- The PAS team periodically identifies firms that have not submitted applications & then will remove them from the Approved Engineering Firms list
  - This review will be conducted every 6 months
- It takes 90 days for individual credentials to expire
  - The firms removed had been inactive for much longer
- Firms will need to re-apply to become approved, going through the entire approval process as if it were the first time

Engineering Firms that are collectively working on the applications & EMR design are to submit applications together

VEGETATION MANAGEMENT

- Attaching entities are responsible for tree trimming and other vegetation management necessary for installation, use, and maintenance of their facilities.
- Qualified tree trimming contractors can be found in the 'Approved Contractors' list.



REGISTRATION & ANNUAL REPORTING FORM A1

- Is **Required** to be completed annually by **September 1st** of every year
- The form can be found on the Pole Attachment page on the CPS Energy website

Attaching Entity Registration & Annual Reporting Form

To be completed annually by September 1st or as required due to contact information changes

Submit form via email to poleattach@cpsenergy.com , Email Subject Line: Annual Registration & Reporting Form

Date Form Submitted to CPS Energy: _____

Attaching Entity General Information	
Attaching Entity Name	
Corporate Address	
Local Address	
Form Submitted by	
Telephone Number	
Email	

Does This Entity Hold a Certificate from the Public Utility Commission of Texas?	Y / N
If Yes, Indicate Certificate Number and Date Received	

Has This Entity Been Granted a Franchise, Licensee Agreement, Permit, or Ordinance by the City of San Antonio?	Y / N
If Yes, Indicate Certificate Number and Date Received	

A1 Registration & Annual Reporting Form

PAS GIS TRAINING CLASSES

GENERAL TOPICS

- Future Trainings – Please submit the name & company to get on the list for the next available training (Tentative for Early July)
  - Date: TBD (working on scheduling) with training for availability
    - Next class is @ capacity, continue to submit for future training sessions
  - Duration: 5 days Mon – Fri
  - Location: Virtual
- For more information, please email poleattach@cpsenergy.com
- The maximum class size is 6 & the minimum is 3
- **You will receive a set-up walkthrough from the GIS team that needs to be completed prior to the course starting**

PAS GIS TRAINING CLASSES

GENERAL TOPICS

- GIS training **DOES NOT** cover:
  - Pole Attachment Standards
  - Distribution Standards and Specifications
  - Pole Attachment Process
  - **Replace Design Training**

- GIS Training DOES cover basic GIS design training to submit EMR designs which include:
  - Transformers, Streetlights Etc.
  - Pole change outs (PCO)
  - Setting mid-span poles

CPS Energy led GIS training isn't a replacement for design training

PAS GIS TRAINING CLASSES
POLE APPLICATION PROCESS

Engineering Firms should:

- Make sure that all new &/or replacement employees as well as contractors are trained on
  - Pole Attachment Standards & pole attachment process
  - Electrical make ready designs to streamline the rejections
- Continue to train their employees on the importance of communication regarding worker safety zones & applicable clearances

It's the engineering contractor's responsibility to learn how to fill out the application & understand CPS Energy standards

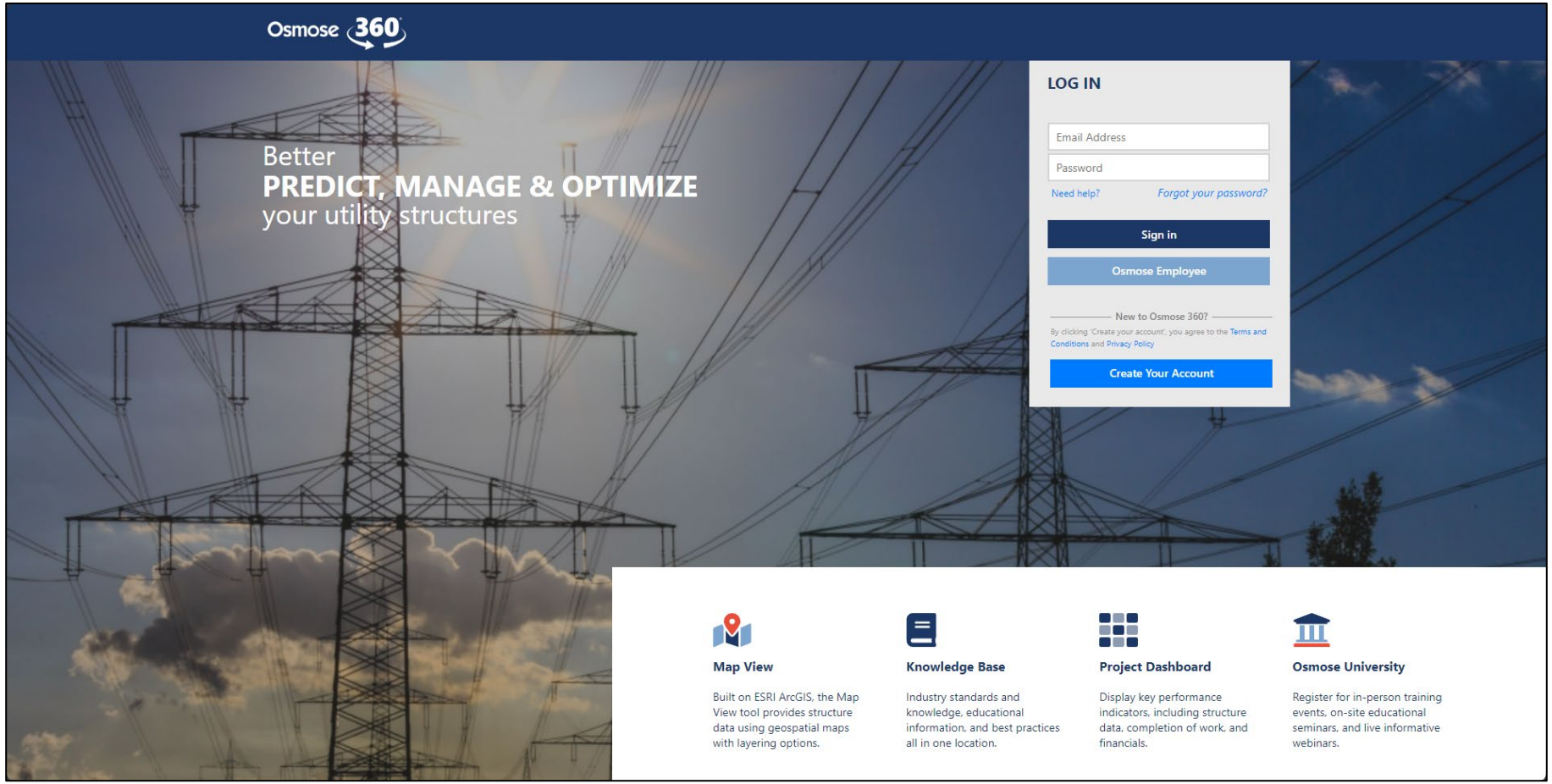
POLE INVENTORY PROJECT
UPDATE

- The pole attachment inventory was paused on 5/9/25
  - Concerns were raised regarding pole ownership
- Working to implement a method to be sure that pole ownership is appropriately captured
  - Ensure that CPS Energy is inventorying and invoicing appropriately



OSMOSE 360

INFORMATION/REGISTRATION

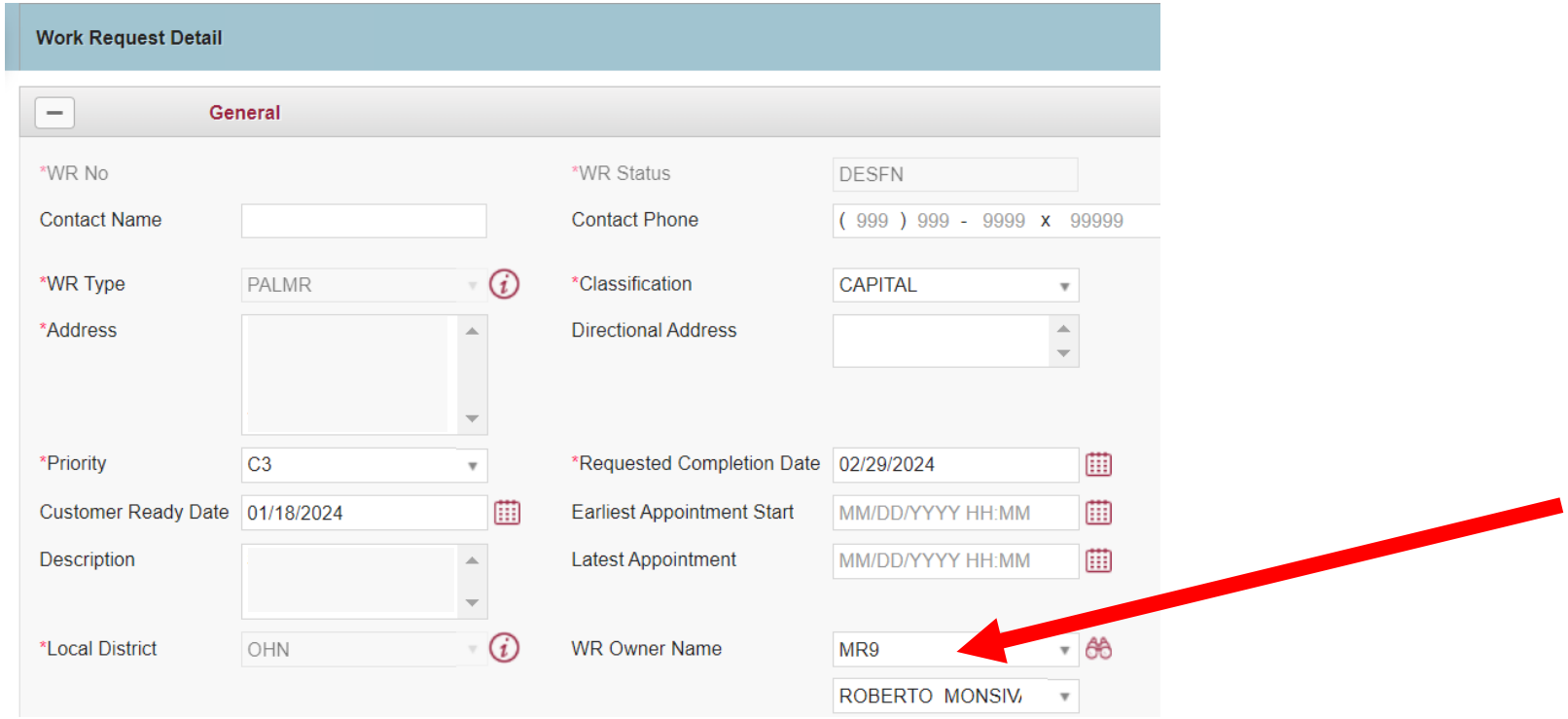


Osmose360.com
CPS0897

APPLICATIONS

DESIGNER RESPONSIBILITY

- **The Designer is the owner of the Work Order & GIS from the creation through the As-Builts**
- Make sure that the designer's initials are indicated under Work Request Owner to ensure delivery of emails as tasks are completed



WORK MANAGER PROCESS

MAJOR TASKS

Attached Files

Remerge	Update	Refresh Date	Attachment File Name*	Description
		Nov 13, 2023	COSA_188645_20230831_extended.pdf	COSA PERMIT
		Oct 24, 2023	COSA_188645_20230831.pdf	COSA PERMIT
		Oct 24, 2023	WR#40761043 FINAL FOR CONSTRUCTION_PE Sealed.pdf	FINAL FOR CO
		Oct 06, 2023	40761043_2_202310061439_10-06-2023(14_39_35).pdf	DNU
		Jul 21, 2023	40761043_2_202307210832_7-21-2023(08_32_28).pdf	DNU

Total items: 22

Attachments for Work Request

*These are not the only attachments that would need to be attached; This is not a comprehensive list

- 2460 for Entrust- Zsofia Cassidy (CZ), TRC- Steven Chavez Martinez (CSTE), QUES- Brandon Perez (PBT1)
- Permit Attachments expected at task 2360*
  - Design for Review (preliminary)
  - Design for Construction (final)
  - Dig Tess (number should also be on the design)
  - Gas Maps
  - SAWS/Water Maps
  - CPS Energy Environmental forms/approvals (design notes should be in red)
- Permit attachments expected before 5000 approval
  - TXDOT approval
  - City/County approval

DESIGNER RESPONSIBILITY

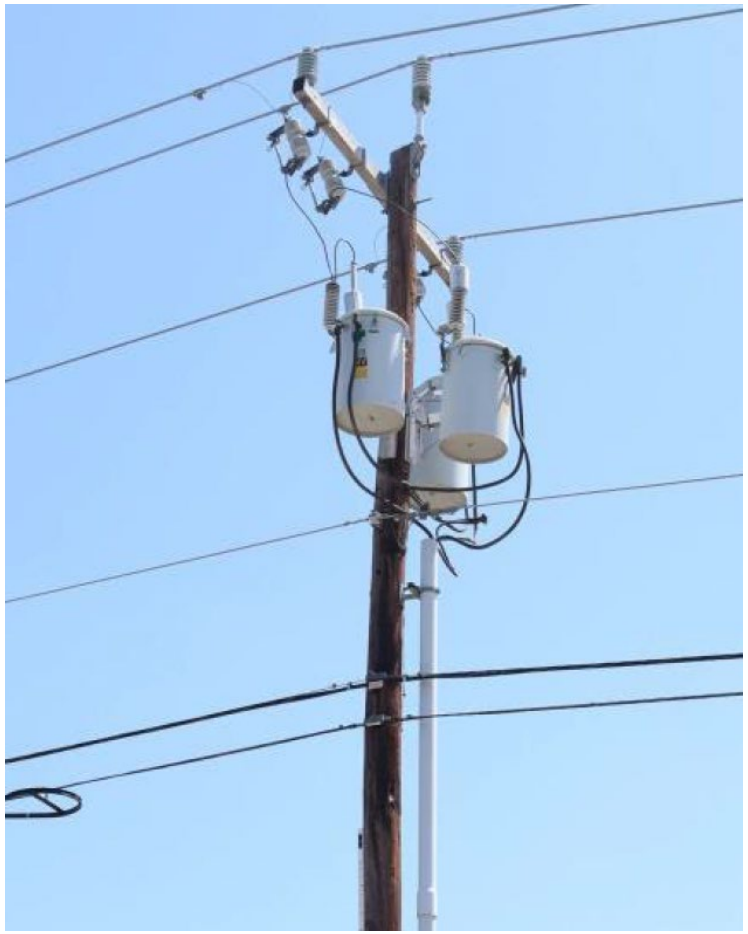
- **After task 5100 is completed, designer is responsible to progress job**

- **Task 6000 – Designer: Designer is responsible for:**
  - Finalizing the design
  - Coordinates the tree trimming if needed
  - Applies for any pending ROW permits
  - Re-stakes proposed pole locations
  - Prepares for construction

- **Ensure CIAC payment has been received prior to progressing the job to scheduling/construction**

ASSOCIATED WORK REQUESTS

- All associated work requests should be submitted with the original application submission
- This extends to final approvals at task 5000/5100
- All associated work requests must be paid prior to sending to task 5000/5100
  - The 5000/5100 notification email should include the associated work requests



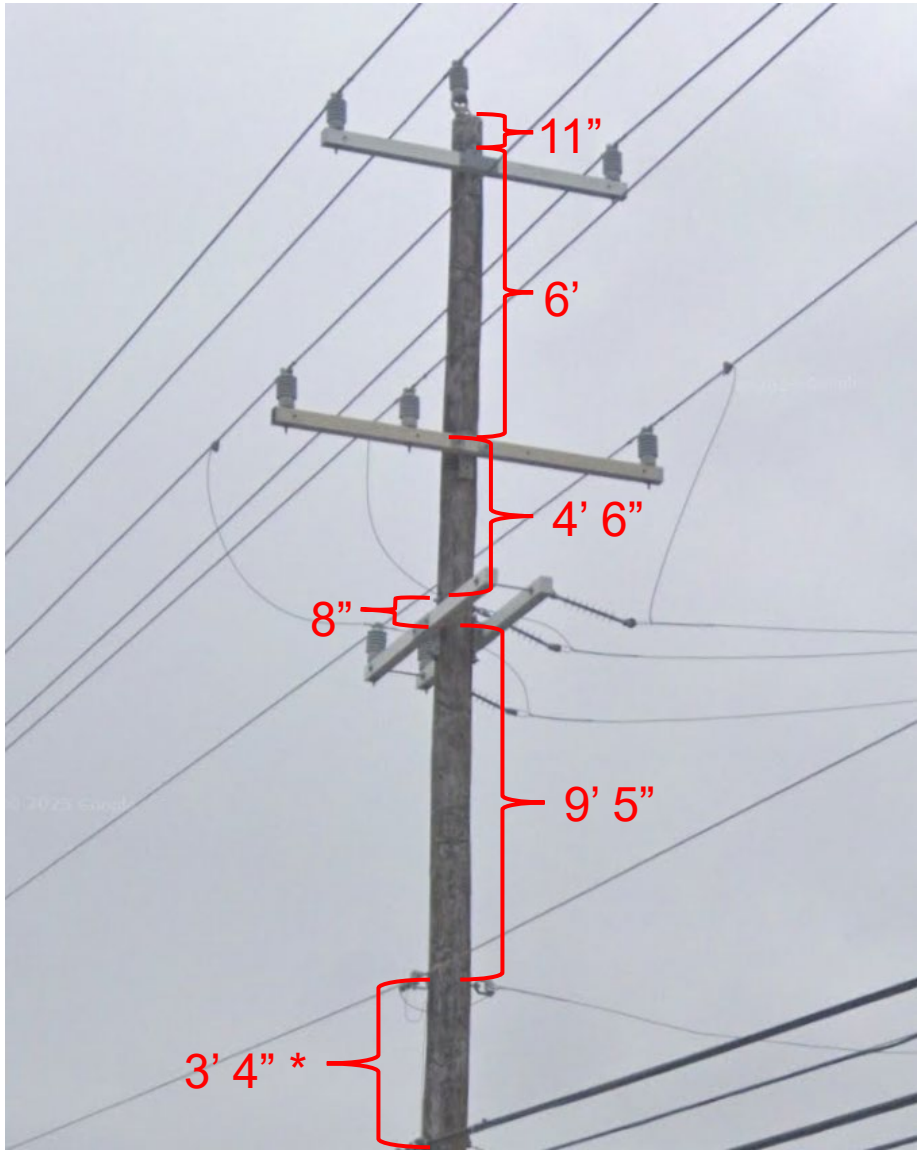
Failure to submit all associated work requests with the project can result in delays for the applicant company.

FRAMING



Double Circuit with Break-off

FRAMING

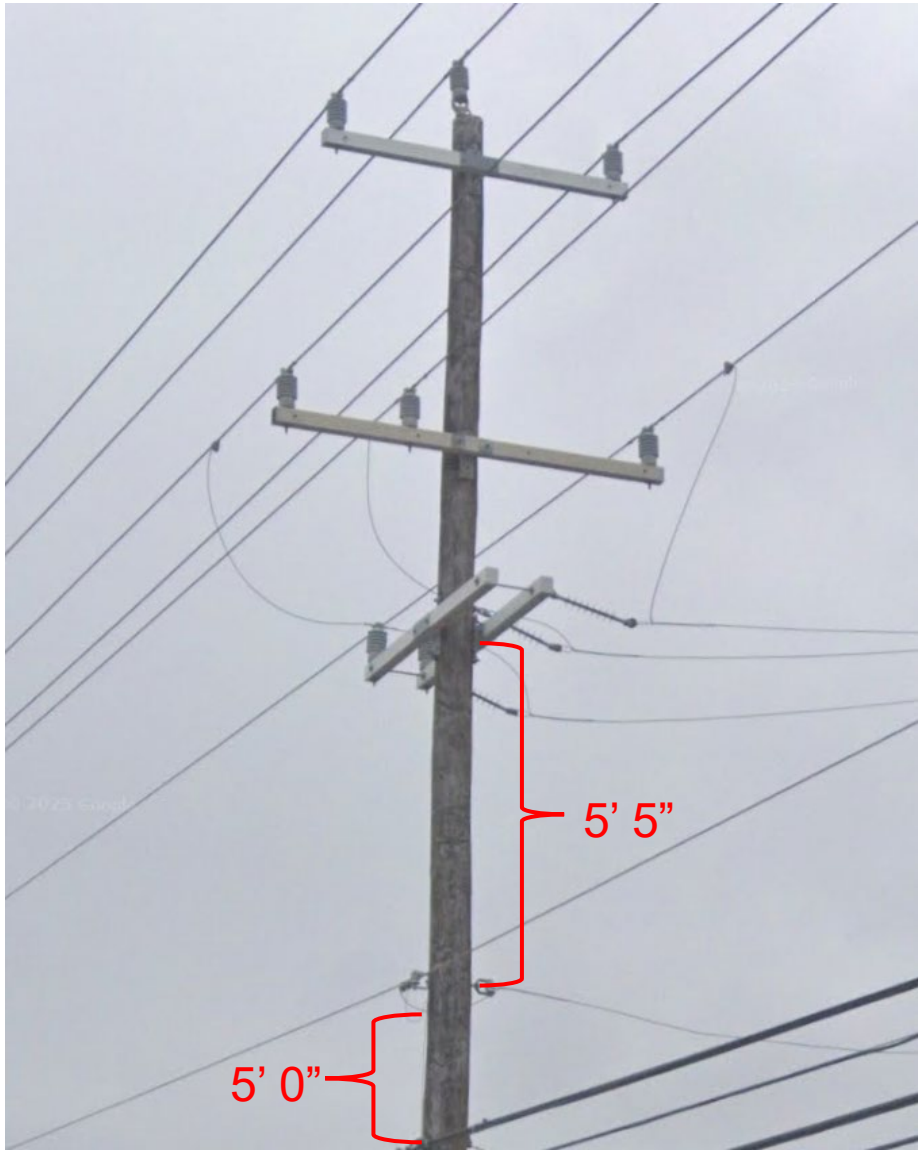


Double Circuit with Break-off

* This example is not taking the neutral jumper into account

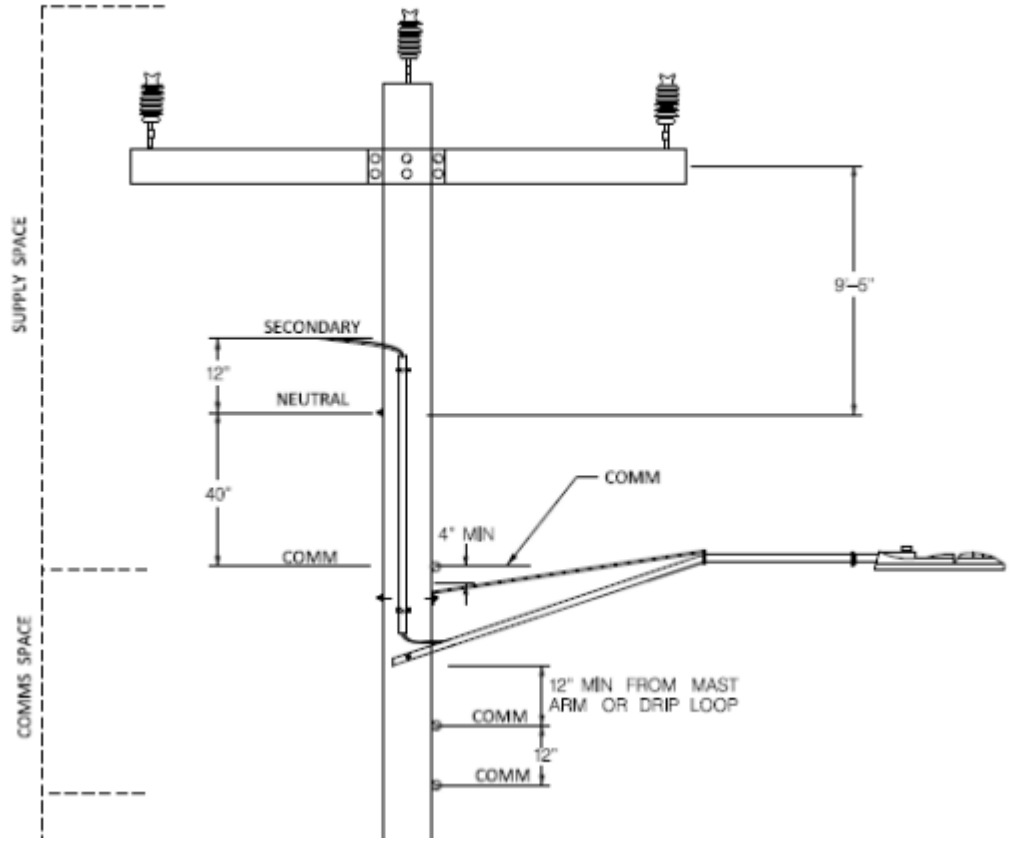
FRAMING - SCENARIO

- In this example with mocked spacing, assuming all clearances to ground are met, what would be the responsibility of the new attaching entity?



Double Circuit with Break-off

VERTICAL CLEARANCE TO STREETLIGHTS



Appendix F-1

- The 12” minimum spacing from mast arm or drip loop is only applicable if the bracket is effectively grounded
- **40” separation** is required from the bottom of an ungrounded bracket

TRANSMISSION STRUCTURES

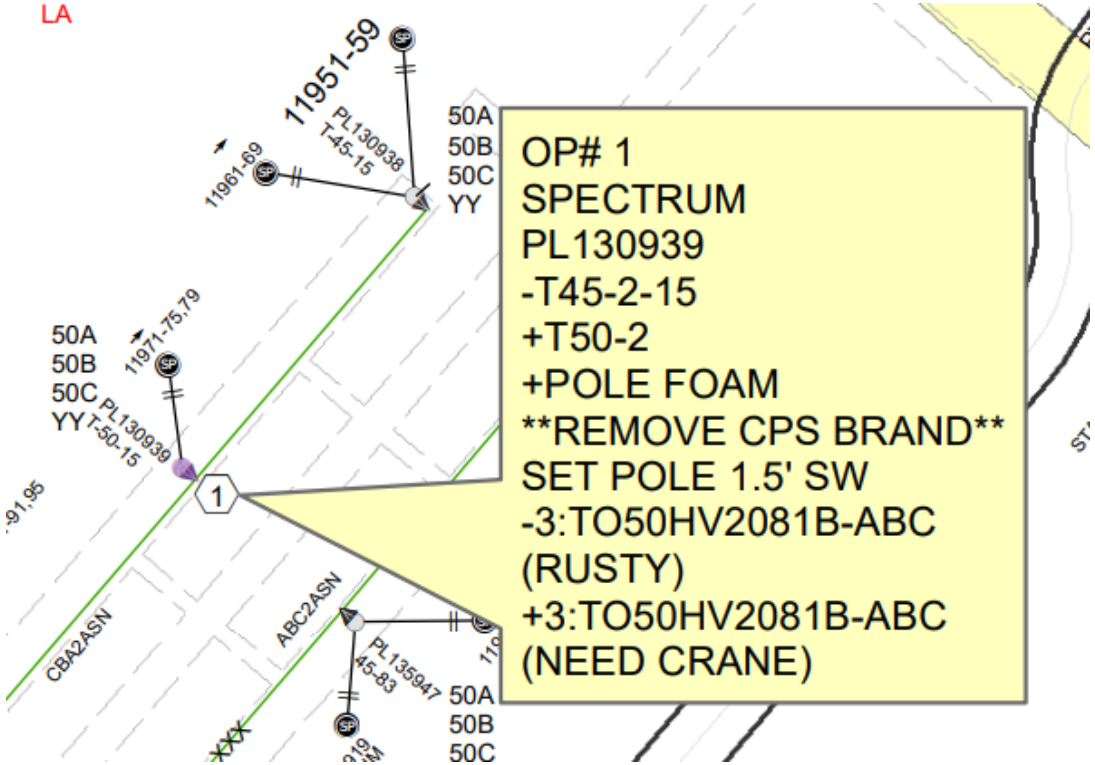


Transmission Structure with Distribution Under-build

- CPS Energy's transmission pole towers, or other structures are outside the scope of the pole attachment standards.
- No attachments, wireless installations, or banner attachments are permitted on CPS Energy transmission poles, towers, or other structures regardless of the presence of distribution under-build facilities.

AT&T OWNED POLES
REPLACEMENT

- **The AT&T Occupancy Permit is insufficient to move forward with an AT&T pole changeout**
- **Required to have approval from AT&T for CPS Energy to change out an AT&T owned pole**
  - **This is coordinated through Engineering**
  - **Contact** ztschoepe@cpsenergy.com
- If approved, sketch should note that it is a T-pole as well as call out to remove CPS Energy brand



DESIGNER RESPONSIBILITY

- **EMR WR designer needs to coordinate with their internal Permitting Teams during the entire Permit Application Review Process**
  - Designers must verify if there are any overlapping WR Polygons in GIS during the design process prior to submitting the Application Package for review
  - If there are multiple WR Polygons in GIS, designer needs to coordinate with the affected party
  - Work Manager tasks need to have the appropriate Responsible Person once Work Order has been created
  - EMR WR's need to be pushed through scheduling & construction in a timely manner once they are approved

APPLICATION TIMELINE

- **The 21 days ‘Pause’ when applications are sent back for corrections (commonly called quick fixes)**
- **The timeline ‘Resumes’ when the review firm receives the quick fix back**
  - **Subsequent pauses for additional quick fixes**
- Applicants shall receive a consolidated review for the total application (application form, PLA, EMR, etc.)

Applications in which the design needs to be fundamentally changed (e.g. additional pole replacements) are handled as rejections.

APPLICATION SUBMITTALS

- Submitting firms need to coordinate with their EMR WR Design teams during the entire Permit Application Review Process
  - Reviewing firms identified multiple instances where the Permitting teams were not coordinating with their EMR Design teams which created confusion & issues
- Modifications to the standard CPS Energy Pole Attachment Permit Application template makes it difficult for reviewing firms to process the application
- The Standard CPS Energy Pole Attachment Application template can be found in the CPS Pole Attachment Services website

COMMON APPLICATION ERRORS

- Application missing required information
  - CPS Energy Pole number (PL#) missing on application
  - Make ready not called for on the application
  - Missing required attachments at submittal of application
- Mistakes on Pole Loading Analysis
  - **All existing violations on pole are not fixed or creates a new violation**
  - Incorrect construction grades
  - Missing cables on pole
  - Incorrect cable tensions
  - Mid-span clearance issues
- The application review shot clock will reset with every application rejection
- Contractors should NOT change the attaching entities application name on rejections, only a REV designation should be added to the end of the application name
  - Example – Tag Number-Year-Application *Number_REV#

*Needs to be a new revision number, otherwise it causes billing issues

COMMON APPLICATION ERRORS

- Pole Loading Analysis (PLA) Report(s) should include coversheet stamped by a PE, or each individual PLA Report is to be stamped
- Pole information on PLA Reports should reflect that of application height information. Pole Capacity Utilization Percentage should also match on Application & more UTD PLA Reports
- Correct wire Sizes/Types, Equipment Sizes/Types, Tensions & Ownership need to be utilized
- Anchor(s)/Downguy(s) at appropriate Lead Lengths/Attachment Heights, as shown on the application. (If applicable)
- Pole Number, Class/Height, Species & Construction Grade, shown as it exists or is proposed on the application

PLA Analysis shall be valid for no longer than six (6) months from the time of Application Submission. After six (6) months, a new PLA analysis will be required

PROCESS STANDARDS

- Attachers must inform CPS Energy/Contractors when attachment construction is completed
  - Notice is required for application closeout
  - Final permit will not be received until passing post construction inspection

- Failure to attach
  - **Attacher must install within 90 days of receiving the notice to proceed**
    - If no communication is received regarding a request for a 30-day extension, the post construction inspection will take place
    - Failure to install within the original 90 days or the additionally granted 30-day extension will result in expiration of the application
    - Attaching Entity will be required to submit a new application

AS-BUILTS

- CPS Energy is running weekly reports for work requests in As-Built Status

1. Responsible designer shall review documents attached at task 16500 for As-Builts
2. After entering and completing the as-builts, send revision for as-built verification through GIS
3. In ARM, at Task 17000, add supervisor initials CZ, CSTE, or PBT1
   - "Completed on 03/07/2024 submitted to Entrust/TRC by SWAY"

- If the applicable designer has left the approved engineering firm's company, it is that engineering firm's responsibility to submit

- Supervisor that completes as-built verification shall notify designer that work request is closed

POLE TRANSFERS

NJUNS NOTIFICATIONS

- CPS Energy utilizes different types of NJUNS notifications:
  - Pole Transfers (PT) tickets
  - Violation (VIO) tickets
  - New (New) tickets
- NJUNS training materials can be found on the training page & includes:
  - NJUNS User's guide
  - Training Videos
  - Best Practices
- **If any attaching entity needs assistance or additional training, please reach out to the Pole Attachment Services team**

The next web-based training can be found at the NJUNS Training page, where you can subscribe to receive notifications

NJUNS TRANSFERS

- Attaching entities need to query NJUNS regularly to keep up with their Next to Go steps
- CPS Energy continues to stress the importance of timely transfers
  - Customer complaints
  - Safety concerns
- NJUNS registration is a requirement for **ALL** attaching entities



POLE TRANSFERS

- Pole chunks should be removed when transfers are completed
- If braces need to be moved to facilitate transfers; reach out to the PAS team



Temporary Cross Arm Brace



Pole Chunk

TAGGING

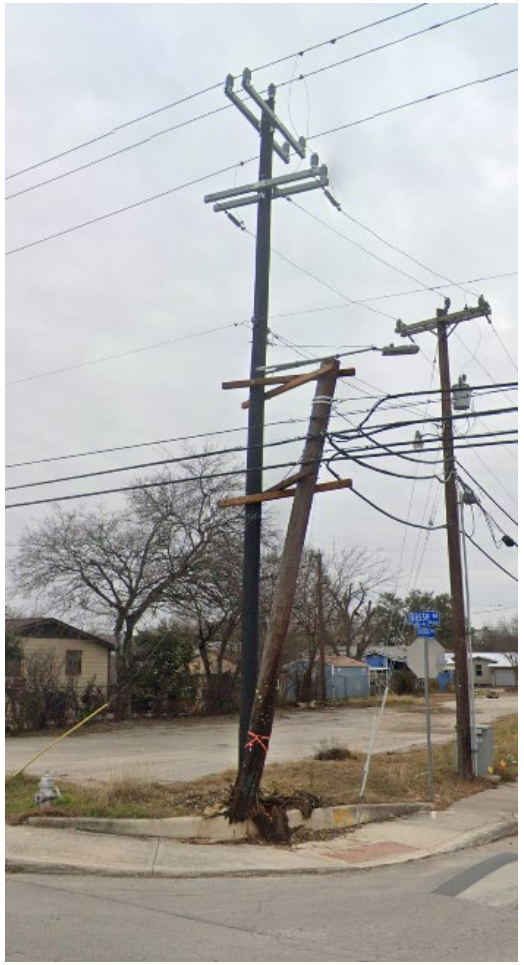
- Tagging Requirements For:
  - Attachments
  - Banner Attachments
  - Overlashings
  - Wireless installations
- Minimum of 95% of attachments need to be tagged



Assigned Two Digit Tag

SAFETY VIOLATION
DEFINITION

- **Safety Violation** means a violation of the Applicable Engineering Standards which: (a) is reasonably expected to endanger life or property; or (b) poses a potential safety risk to any CPS Energy or Attaching Entity employee or contractor, or to the general public.



Emergency Replacement

SAFETY VIOLATION

DEFINITION



Emergency Replacement

ANNOUNCEMENTS

ANNOUNCEMENTS

- Next Quarterly Dates:
  - September 4th, 2025
  - December 4th, 2025

- Contact poleattach@cpsenergy.com to get on the list for GIS training


QUESTIONS?