

STATE OF INDIANA

INDIANA UTILITY REGULATORY COMMISSION

INVESTIGATION BY THE INDIANA UTILITY )  
REGULATORY COMMISSION, UNDER IC §§ 8-1- )  
2-58 AND 59, TO INVESTIGATION ELECTRIC )  
UTILITY TREE-TRIMMING PRACTICES AND )  
TARIFFS RELATING TO SERVICE QUALITY IN ) CAUSE NO. 43663  
THE STATE OF INDIANA. )  
RESPONDENTS: ALL INDIANA )  
JURISDICTIONAL ELECTRIC UTILITIES )

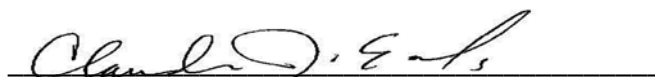
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COMPLIANCE FILING – ANNUAL REPORT

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In compliance with Paragraph 9 of the Indiana Utility Regulatory Commission's November 30, 2010 Order in this Cause, Northern Indiana Public Service Company LLC, by counsel, hereby files its 2019 Vegetation Management Report.

Respectfully submitted,



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## CERTIFICATE OF SERVICE

The undersigned hereby certifies that the foregoing was served by email transmission upon the following:

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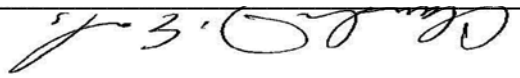
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Dated this 30<sup>th</sup> day of March, 2020.

Claudia J. Earls



**Northern Indiana Public Service Company LLC**  
**2019 Vegetation Management Report**  
**Cause No. 43663**

**1. Vegetation Management Expenditures**

| Vegetation Management Function                                                                   | Budget*             | Actual*             |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
|                                                                                                  | 2019                | 2019                |
|                                                                                                  |                     |                     |
| <b>O&amp;M Expense to Maintain Transmission ROWs</b>                                             | \$1,916,983         | \$1,862,842         |
|                                                                                                  |                     |                     |
| <b>O&amp;M Expense for Distribution Line Clearance:</b>                                          | \$16,500,922        | \$16,491,378        |
|                                                                                                  |                     |                     |
| <b>O&amp;M Expense for Other Electric VM Activities (Program Management, Weed Control, etc):</b> | \$975,565           | \$1,063,490         |
|                                                                                                  |                     |                     |
| <b>Total</b>                                                                                     | <b>\$19,393,470</b> | <b>\$19,417,710</b> |

\*Source of data is NIPSCO CBS Budget System

**2. Customer Complaints Related to Tree Trimming**

There were 1,059 vegetation management related calls placed to NIPSCO's call center in 2019. For customer concerns received internally, NIPSCO reviewed all 1,059 total telephone calls logged in 2019 in its Customer Issues Database:

| Type of Call                            | Number of Calls |
|-----------------------------------------|-----------------|
| Non-NIPSCO Call/Unknown Calls           | 3               |
| Tree Contractor Property Damage Concern | 89              |
| Tree Work Concern                       | 466             |
| Tree Work Inquiry                       | 463             |
| Request for Wood Chips                  | 38              |
| Total                                   | 1,059           |

Of the 1,059 calls received in all categories zero were deemed complaints as none of the complaints were escalated to management for resolution. NIPSCO then reviewed the records for those calls to determine whether the customer's concern had been addressed. According to NIPSCO procedure, after each of the 1,059 customer calls, NIPSCO contacted the customer to discuss his or her concern. In all instances, NIPSCO resolved the issue by either reaching an agreement with the customer or by providing an explanation to the customer of why his or her request could not be fulfilled (e.g. customer complained about trees that were not on his or her property, customer's request did not comport with a written work permit granted to NIPSCO by the customer, customer requested NIPSCO to trim or remove trees that were not near NIPSCO's facilities, customer complained about trees interfering with telephone or cable lines). Upon resolution, the record was closed by NIPSCO.

There were eleven Vegetation Management related complaints filed with the Indiana Utility Regulatory Commission's ("Commission") Consumer Affairs Division in 2019 involving NIPSCO Forestry Operations. Six (6) were filed as "Outage/Reliability" heading, and five (5) cases were filed under the "Tree Work Complaint" heading. These cases are detailed in the table below.

The column "Customer Contacted NIPSCO?" indicates if the customer contacted NIPSCO's Customer Contact Center prior to contacting the Commission. In the five instances where the customer contacted NIPSCO, the Company resolved the issue by either reaching an agreement with the customer or by providing an explanation to the customer of why his or her request could not be fulfilled (e.g. customer complained about trees that were not on his or her property, customer's request did not comport with a written work permit granted to NIPSCO by the customer, customer requested NIPSCO to trim or remove trees that were not near NIPSCO's facilities, customer complained about trees interfering with telephone or cable lines). However, those customers still decided to contact the Commission.

In six of the cases, the customer did not contact NIPSCO prior to calling the Commission and, therefore, the numbers are not included in the 1,059 calls reported above. In each case, NIPSCO Forestry staff contacted the customers and resolved the issue. Of the eleven cases, nine cases were found to be unjustified by the Commission after a review of the records of customer communication with NIPSCO's Forestry staff. Two of the cases remain open at this time and waiting for final ruling from the Commission.

**Tree Trim-Related Complaints Filed with the IURC Consumer Affairs Division 2019**

| Date                 | IURC Case Number  | Customer Name  | Customer Contacted NIPSCO? | Complaint Type      | Complaint Issue                                          | NIPSCO Response                                                                            | Case Status/ Decision |
|----------------------|-------------------|----------------|----------------------------|---------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------|
| 4/30/2019 & 9/3/2019 | 126225 and 127098 | Pritchard      | NO                         | Outage/ Reliability | Trees overhanging lines/ frequent outages                | Patrolled the area and performed some routine maintenance; explained maintenance schedule. | Unsubstantiated       |
| 6/13/2019            | 126508            | Hogh           | NO                         | Outage/ Reliability | Trees overhanging lines                                  | Not a NIPSCO pole/lines                                                                    | Unsubstantiated       |
| 7/1/2019             | 126632            | Krajci         | YES                        | Outage/ Reliability | Trees causing outages                                    | Outages were caused by multiple operational issues and not only trees                      | Open                  |
| 7/18/2019            | 126774            | Groce          | NO                         | Outage/ Reliability | Trees overhanging lines                                  | Outages were caused by multiple operational issues and not only trees                      | Unsubstantiated       |
| 9/3/2019             | 127085            | Rayner         | NO                         | Outage/ Reliability | Frequent outages/ tree concerns                          | Provided detail regarding outages; no record of any calls                                  | Unsubstantiated       |
| 9/26/2019            | 127429            | Putnam         | NO                         | Tree Work Complaint | Did not want tree removed in easement                    | Tree was located in easement with vegetation rights                                        | Open                  |
| 10/10/2019           | 127323            | Arvia          | YES                        | Tree Work Complaint | Storm damage limb removal                                | Storm debris and not subject to clean up                                                   | Unsubstantiated       |
| 10/18/2019           | 127420            | Lay            | NO                         | Outage/ Reliability | Trees near lines/ reliability                            | Outages caused by weather events and trees outside of right of way                         | Unsubstantiated       |
| 10/28/2019           | 127481            | Nusbaum/ Smith | YES                        | Tree Work Complaint | Storm debris                                             | Storm debris and not subject to clean up requirements                                      | Unsubstantiated       |
| 11/3/2019            | 127517            | Balakrishnan   | YES                        | Tree Work Complaint | Tree trimmed in what customer considered "unsafe manner" | Tree was located in easement with vegetation rights, trimmed appropriately for line safety | Unsubstantiated       |
| 12/19/2019           | 127293            | Hiszy          | YES                        | Tree Work Complaint | Believed work performed was done in unsafe manner        | Work was conducted following all best practices                                            | Unsubstantiated       |

### Tree Trim-Related Complaints Received by NIPSCO Customer Call Center 2019

|                                                                                                                                                                        | Total<br>Complaints | Tree Work<br>Complaints | Tree<br>Contractor<br>Property<br>Damage<br>Complaints | Outage/<br>Reliability<br>Complaints |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------|--------------------------------------------------------|--------------------------------------|
| Resolution of Complaints                                                                                                                                               | 0                   | 0                       | 0                                                      | 0                                    |
| Customer was contacted by NIPSCO after Customer's Initial Call                                                                                                         | 0                   | 0                       | 0                                                      | 0                                    |
| Complaint was Resolved: Either an agreement between Customer and NIPSCO was reached or NIPSCO provided an explanation of why Customer's request could not be fulfilled | 0                   | 0                       | 0                                                      | 0                                    |
| Complaint was Closed by NIPSCO                                                                                                                                         | 0                   | 0                       | 0                                                      | 0                                    |
| In-Progress-NIPSCO still in communications with Customer                                                                                                               | 0                   | 0                       | 0                                                      | 0                                    |
| Complaints Filed with IURC Consumer Affairs Division                                                                                                                   | 11                  | 5                       | 0                                                      | 6                                    |

### 3. Tree Related Outages As a Percentage of Total Outages\*\*

Tree related outages equal **27.97%** of total outages in 2019 when major event days\* are included. (4,526 Tree Outages, 16,183 Total Outages)

Tree related outages equal **22.63%** of total outages in 2019 when major event days\* are excluded. (2,933 Tree Outages, 12,960 Total Outages)

\*NIPSCO defines “major event days” in accordance with the Institute of Electrical and Electronics Engineers (“IEEE”) Standard 1366, *“IEEE Guide for Electric Power Distribution Reliability Indices.”*

\*\*Source of data is NIPSCO Outage Reporting System (“NORS”)

### 4. Vegetation Management Program

The most recent version of the NIPSCO’s distribution vegetation management program is attached hereto.



**NORTHERN INDIANA PUBLIC SERVICE COMPANY**

**SPECIFICATION**

**FOR THE**

**2017 THROUGH 2020 ELECTRIC LINE-CLEARANCE PROGRAM**

**DATED: November 14, 2016**



## PREFACE

*Both trees and power lines are frequently found occupying the borders of public thoroughfares and other locations where beauty and electric service are desired. In situations of this kind, conflict may and often does develop between these two great, separate forces of public good. A common sense basic appraisal of the factors involved should consider trees as nature's gift to society and the service supplied by power lines as gifts of man's ingenuity. Obviously, each of these contributions is indispensable to human needs, convenience, and pleasure. To provide their greatest individual usefulness, trees must be vigorous and beautiful; electric service must be continuous and dependable. In this measure of quality, each is essential to the happiness of civilized people.*

*- George G. Blair*

Northern Indiana is a land abundant in natural beauty. Its rich soils and moderate climate provide ideal growing conditions for a multitude of tree species. Unfortunately, serious problems can arise when trees are located nearby overhead power lines. Routine line-clearance tree work is necessary to ensure public safety and to provide NIPSCO's customers with a dependable supply of quality electric power.

Line-clearance must be accomplished in an environmentally responsible manner and must be managed cost-effectively. All methods used in NIPSCO's program conform to accepted arboricultural principles as described in ANSI standards Z133.1 and A300, and as recommended by the International Society of Arboriculture and the Tree Care Industry Association. Tree clearances obtained from conductors at the time of trimming are adapted from National Electric Code standards.

The line-clearance tree trimming program at NIPSCO is professionally designed, implemented and monitored by a team of specialists in the natural sciences. Full-time foresters are charged with administering the program in each of NIPSCO's operating areas.

Three elements are critical to the success of the program. The first being dependable, dedicated contractors who can supply quality equipment and a stable well-trained work force. The second element involves the communication of well-defined expectations presented clearly in documents such as working manuals and specifications. The third element being the effective integration of contractors, local operating areas and Forestry Operations to produce a work environment with open communication and positive working relationships.

## **I. SCOPE OF WORK**

### **A. Statement of Purpose and Objectives**

1. Vegetation, including trees, can degrade system reliability and potentially pose a public hazard by making contact with energized lines and equipment. Trees and branches can also fail during storms, causing outages and damaging lines and equipment. To mitigate these impacts, NIPSCO utilizes certified line clearance contractors, managed by Forestry Operations, to provide systematic vegetation clearing of circuits on a continuous year around basis.

### **B. Overview Of The Time and Material Work**

1. The scope of work consists of furnishing the necessary labor, supervision, materials, equipment, and tools necessary to trim and/or remove brush and trees interfering with NIPSCO's electric lines, gas lines, facilities and structures, to cut and/or treat with herbicides brush, trees, weeds and grass on NIPSCO's right-of-ways, Electric Substations, Gas Regulator Stations, Generating Stations, and other company properties, and dispose of all debris resulting from such work (hereafter referred to as the "Work"). All Work shall be performed in accordance with this Specification, as amended from time to time by NIPSCO, and in accordance with all local, state and federal regulations.
2. The Work is located within the northern third of the state of Indiana. A map of NIPSCO's service territory and each Local Operating Area ("LOA") within the service territory will be available at the pre-bid meeting for this Work. The number of crews needed for a single LOA may vary from year to year during the term of the contract. On an annual basis, during the term of the contract, NIPSCO will assign a contractor to an LOA and will inform the assigned contractor of the number and type of crews needed for the LOA assigned to that contractor. The contractor assigned to an LOA shall, on a continual basis, maintain the number and type of crews authorized by NIPSCO for that LOA.
3. The typical crew types consist of the following manpower and equipment, as more fully described in the Tools and Equipment and Labor Classification Sections.
  - a. A Bucket Crew, consists of a foreman, a line clearance tree trimmer, an aerial bucket truck and a trailer-mounted chipper.
  - b. A Manual Crew consists of a foreman, 1 or more line clearance tree trimmers, a manual crew truck with a trailer-mounted chipper.
  - c. A one man service truck consisting of a foreman and an aerial lift truck designed to be operated by a single individual.

4. In addition to providing the necessary crews to an assigned LOA, the contractor will be expected to provide supervision and support for these crews as well. Based on the number of crews for which a contractor is responsible, NIPSCO will determine the coverage area and quantity needed of the following positions: General Foreman, Safety Supervisor and Customer Contact Agent. Each one of these positions shall be provided with a vehicle for use in completion of the work, in accordance with the Tools and Equipment Specifications.
5. To the extent required by local, state or federal laws and regulations, a contractor may also bill NIPSCO for the services of a flagger, but such position shall not be considered a full time member of any crew.
6. The Contractors' Employees conduct and appearance must be appropriate for contact with customers and the general public. As more fully described in this Specification, NIPSCO reserves the right to require the awarded Contractor(s) to remove any employee from this Work if, in the opinion of NIPSCO, an infraction has occurred warranting such removal.

### **C. Overview Of The Fixed Price Circuit Work**

1. The scope of work consists of furnishing the necessary labor, supervision, materials, equipment, and tools necessary to trim and/or remove brush and trees interfering with NIPSCO's electric facilities, to cut and/or treat with herbicides brush and trees on NIPSCO's right-of-ways and easements and dispose of all debris resulting from such work (hereafter referred to as the "Work"). All Work shall be performed in accordance with this Specification, as amended from time to time by NIPSCO, and in accordance with all local, state and federal regulations.
2. The Work is located within the northern third of the state of Indiana. NIPSCO will bid work periodically by circuit. A circuit consists of all overhead primary wires, secondary wires and service drops, poles, guys, transformers and other electric equipment operated together and connecting to a substation. NIPSCO will organize circuits into bid packages and will award the Work by bid package.
3. A list of brush and tree removals required by NIPSCO as part of the Work will be provided to the contractor along with NIPSCO circuit maps. These maps show primary voltage lines only. Secondary lines, service, and poles, although not shown on the maps, are nonetheless part of the Work and shall be trimmed in accordance with this Specification. All brush and tree removals have been marked in the field with paint with the exception that in large brush areas, only the beginning and ending points of the brush area may be marked. The Contractor(s) awarded the Work may receive a copy of the original property owner acknowledgement authorizing the removal Work or a manifest of the work locations and description of the work to be performed.

#### **D. Overview Of The Unit Price Work**

1. The scope of work consists of furnishing the necessary labor, supervision, materials, equipment, and tools necessary to trim and/or remove brush and trees interfering with NIPSCO's electric facilities, to cut and/or treat with herbicides brush and trees on NIPSCO's right-of-ways and easements and dispose of all debris resulting from such work (hereafter referred to as the "Work"). All Work shall be performed in accordance with this Specification, as amended from time to time by NIPSCO, and in accordance with all local, state and federal regulations.
2. The Work is located within the northern third of the state of Indiana throughout NIPSCO's service territory. NIPSCO will bid unit work periodically. The contractor(s) awarded the work will perform unit work on circuits as directed by NIPSCO. A circuit consists of all overhead primary wires, secondary wires, service drops, poles, guys, transformers and other electrical equipment operated together and connecting to a substation.
3. A list of work units will be provided by NIPSCO along with circuit maps. The maps show primary voltages lines only. Secondary lines, service wires and poles, although not shown on the circuit maps, are nonetheless part of the Work and shall be trimmed in accordance with this Specification. All brush and tree removals have been marked in the field with paint with the exception that in large brush areas, only the beginning and ending points of the brush area may be marked. The Contractor awarded the work may receive a copy of the original owner acknowledgement authorizing the removal Work or a manifest of the work locations and the description of the work to be performed.

#### **E. Reimbursement for the Time and Material Work and Pricing**

1. Reimbursement by NIPSCO for the Work performed will be on a time and material basis in accordance with the final agreed to billing rates as stated in the awarded Contractor(s) pricing proposal. After the first year of the contract term, a Contractor may propose an increase in the labor billing rates effective on January 1 by giving NIPSCO (60) days notice of such increase and by providing NIPSCO with sufficient evidence that the Contractor's direct payroll costs have increased by the same percentage as the requested increase in labor billing rates. NIPSCO shall provide the appropriate cost sheets for the annual review of the labor rates to each awarded Contractor(s). The awarded Contractor(s) agrees that, in any situation where the Work shall continue at NIPSCO's discretion at the then effective billing rates until new billing rates are approved or Work is terminated.
2. Contractor pricing shall be submitted on the Pricing Proposal Sheets attached to this specification. The labor pricing bid will be firm for the 2017 calendar year and will be subject to adjustment as stated in the above paragraph for the three remaining years of the contract. The equipment unit prices are to remain firm throughout the

life of the contract except for any changes required by the equipment fuel cost adjustment clause in this Specification. Any new equipment not covered under the current agreement added during the term of the contract will be negotiated with the Forester prior to billing.

#### **F. Reimbursement for the Fixed Price Circuit Work and Pricing**

1. Reimbursement by NIPSCO for fixed price circuit Work will be a lump sum payment as stated in the awarded Contractor(s) pricing proposal less any applicable penalties as provided for in this Specification. NIPSCO will pay invoices at the time each circuit has been completed and inspected by NIPSCO or authorized agent for compliance with this Specification

Contractor pricing shall be submitted through the current supply chain software on the accounts created for each contractor

#### **G. Reimbursement for the Unit Price Work and Pricing**

1. Reimbursement by NIPSCO for unit price Work will be at the unit prices stated in the awarded Contractor(s) pricing proposal less any applicable penalties as provided for in this Specification. NIPSCO will pay invoices upon circuit completion and inspection by NIPSCO or an authorized agent for compliance with this specification.
2. Contractor pricing shall be submitted on the Pricing Proposal Sheets attached to this specification.

#### **H. Measuring Contractor Performance**

1. "TRES" (Trim Report and Evaluation System), or a similar system provided by NIPSCO to Contractors, which is more fully described within Appendix 1 contained within this specification, will be used to continuously monitor Time & Material crews. The key performance standard is the contractor's effectiveness rating. If at anytime during the term of the contract, the contractor's effectiveness in an LOA falls below the acceptable ratings and is not corrected in a reasonable time NIPSCO retains the right to immediately replace that contractor in that LOA. In addition, NIPSCO will consider the effectiveness rating for each contractor in making its annual assignment of LOA's to the awarded Contractor(s).
2. The current TRES performance standards are as follows:

|                                  |      |
|----------------------------------|------|
| Base Line Effectiveness          | 105% |
| Minimum Acceptable Effectiveness | 90%  |
3. All Contractors and individual crews shall strive to achieve or exceed the Base Line Effectiveness rating.

4. NIPSCO, as it deems necessary, will provide the contractor with feedback as to the overall performance of its fixed price circuit operations.

#### **I. NIPSCO Contacts**

1. Subject to change upon notice from NIPSCO, the following NIPSCO personnel will serve as the Contractor(s) primary contacts during the contract term:

Roger D. Van Schoyck  
Supervisor Forestry Operations  
(219) 477-6315

Jacob Lewis  
Supervisor Forestry Operations  
219 886-5535

William Campbell  
Supervisor Forestry Operations  
(574) 535-0201

Henry Wienholts  
Supervisor Forestry Operations  
(574)935-8191

John Stout  
Manager Vegetation Management  
(219) 780-2052

Janet Descho  
Supply Chain Analyst  
NiSource Corporate Services  
801 E. 86th Avenue  
Merrillville, IN 46410  
(219) 647-4400

#### **J. Coordination With NIPSCO Operations**

1. All work assignments for scheduled trim area and circuit trimming will be made by NIPSCO's Forestry Operations. All emergency work assignments will be made by NIPSCO Forestry Operations, LOA personnel, NIPSCO Dispatch at ESSO or South Lake Dispatch. All Construction work assignments will be made by Forestry Operations in consultation with LOA personnel.

#### **K. Interpretation of the Inquiry Documents Prior to Bidding**

1. Bidders shall notify NIPSCO immediately of any apparent omissions or conflicts noted in this Specification which affect the pricing, the performance of the work or the quality thereof. Upon notification of any such disparity, NIPSCO will make a determination of the required interpretation of the section(s) in question. All Bidders will be notified of the correct interpretation. It is NIPSCO's intent that all Bidders receive equivalent information concerning this inquiry and that all proposals submitted be directly comparable for evaluation purposes.

#### **L. Permits and Licenses**

1. The Contractor shall be responsible for obtaining all necessary State, County, Town, City and other permits for the Work. The Contractor at its own expense shall take out all necessary licenses required for the Work. The Contractor shall comply with all applicable laws, ordinances, and regulations of any public governmental authorities having jurisdiction over the Work.

**M. Schedule for the Time and Material Work**

1. The Work will be formed based on the following schedule:
  - a. Begin the Work no sooner than January 1, 2017.
  - b. Complete the Work no later than December 31, 2020.

**N. Schedule for the Fixed Price Circuit Work**

1. The Work will be formed based on the following schedule:
  - a. Begin the Work no sooner than the day indicated on the award.
  - b. Complete the Work no later than the completion date indicated on the award.

**O. Schedule for the Unit Price Circuit Work**

1. The Work will be formed based on the following schedule:
  - a. Begin the Work no sooner than the day indicated on the award which will typically be the beginning of the year.
  - b. Complete the Work no later than the completion date indicated on the award. The complete work package will be given with a completion date of the end of the year. Each individual packet within the package will have a completion date that will be given at the time of the award.

**P. Acceptance of the Work by NIPSCO**

1. Upon completion of each circuit or Work assignment, but prior to acceptance by NIPSCO, the Contractor's work may be checked and inspected by NIPSCO or NIPSCO's representatives to ensure that all requirements in this Specification have been met. Omissions, errors and deficiencies considered within the scope of this contract shall be completed or corrected at the Contractor's expense.

**Q. Confidentiality**

1. All plans, diagrams, drawings, specifications and the like furnished to the Contractor pursuant to this Specification are the sole and separate property of NIPSCO. The Contractor shall take all reasonable precautions to protect the confidentiality thereof and shall not disclose the contents thereof without the prior written consent of NIPSCO.

## **II. TREE-TRIMMING CREW RULES AND REGULATIONS**

The following provisions identify the procedures for the daily administration of contracted tree-trimming crews.

### **A. REQUIREMENTS**

1. Personal Appearance Standard.

Because contract crews interface on a daily basis with NIPSCO's customers and as such represents NIPSCO, their appearance is an important consideration. All crew members shall wear uniform shirts and pants in the Contractor's color or approved safety color with the Contractor's name embossed on the front. Sleeveless shirts, torn, dirty, or stained clothing shall not be permitted. Contractor shall furnish a minimum of five (5) shirts each year and one (1) heavy weight sweatshirts, jackets or similar throughout the term of this agreement, the cost of which is to be included in the contractor's overhead. NIPSCO encourages the contractors to use the latest in PPE such as the approved DOT integrated safety shirts. NIPSCO reserves the right to make the final determination of the appropriateness of crew members' dress and appearance. At no time will it be permissible for any employee to wear another contractors clothing with their name visible.

2. Contractor shall provide each crew foreman with a laminated photo identification card to be carried at the job site at all times. The identification card shall display the Contractor's logo, company name, company address and the foreman's name and photograph.

3. Contractor shall assure that at least one (1) member of each crew is properly licensed to drive their assigned truck.

4. Due to the necessity for contractor and NIPSCO employees to efficiently coordinate their work in order to properly ensure their own safety, and given the need to effectively communicate with NIPSCO's customers and employees who speak only English; all contractor employees assigned to work under this contract shall have a basic understanding of the English language and have someone available on the crew at all times to translate that is fluent in English.

### **B. TIME & MATERIAL CREW COMPOSITION**

1. Normal makeup of all crews as to personnel and equipment requirements shall be designated in writing by the Area Forester.

2. Any temporary variation in crew personnel and equipment shall be approved by the Area Forester.

3. Flaggers shall not be used to perform productive Work activities while listed as a flagger.

4. Flaggers shall be considered temporary personnel and not full-time members of any crew.



### **C. TIME & MATERIAL CREW REPORTING**

1. Daily crew reporting procedures concerning each crew's daily Work locations and crew makeup shall be mutually agreed upon between the LOA, the Area Forester, and the Contractor.
2. Each crew leader shall report to the LOA, area Forester, and General Foreman, as soon as possible, changes in daily Work locations, personnel injuries, accidents, property damages, and any line outages or suspected line outages the crew may have caused.
3. Each crew leader shall submit a weekly time sheet completed according to the instructions provided in this specification. Time sheet or acceptable Work sheet shall be kept up to date throughout the day.
4. Each crew leader shall complete a map book according to the instructions provided in this Specification. The map book shall be kept up to date throughout the day.
5. A field headquarters shall be established in an area nearest the assigned work area to minimize travel time. Travel time should not exceed fifteen (15) minutes one-way under normal conditions. The field headquarters for each crew shall be reported to the LOA and the Area Forester. Crews working near the LOA's operating headquarters may park their equipment, overnight and weekends, at the LOA headquarters. NIPSCO's electric substations and gas-regulator stations shall not be used as crew headquarters per NIPSCO security policies.

### **D. FIXEDPRICE / UNIT PRICE CIRCUIT CREW REPORTING**

1. The Contractor shall review with the Forester the method and frequency of reporting crew locations during the Work.
2. The Contractor shall report as soon as possible to the LOA and the Area Forester any injuries, accidents, property damage and any line outages or suspected line outages that result from the Work.
3. Each crew leader shall complete a map book according to the instructions provided in this Specification. The map book shall be kept up to date throughout the day.

### **E. TIME AND MATERIAL CREW WORK HOURS**

1. The normal Work week shall be forty (40) hours. The normal Work day shall be eight (8) hours, Monday through Friday. The starting time shall be established by each LOA and reviewed by the Area Forester. All crews in a given LOA shall have the same Work day. Any variation in the normal work day or week shall be made with the area Forester in advance.
2. Lunch periods shall be one-half (1/2) hour and must be taken on the job site. All crews must

take a lunch break. Lunch periods shall begin four (4) hours after the crew's starting time. Crews may not work through lunch in order to make-up time or to end the day early.

3. Paid holidays observed by the contractor which are also observed by NIPSCO shall be taken on the same day NIPSCO observes that holiday. Crews shall not report to Work on such holidays to make-up time or for any other purpose other than emergency call-outs.
4. When weather conditions become so inclement that crews cannot perform their duties safely or effectively, they shall request permission from the General Foreman to end their Workday. The General Foreman shall notify the Forester before crews are released.
5. Time lost during the normal week due to inclement weather and downtime may be made-up by extending the normal Work day not to exceed ten (10) hours, and/or extending the normal Work week to include Saturdays, but not Sundays or NIPSCO observed Holidays. Saturday Work must be a minimum of four (4) hours or more of make-up time. All hours Worked as make-up time shall be at straight-time rates. The decision to Work make-up time rests with the General Foreman. Any variation in crew personnel must be approved by the Forester. The General Foreman shall have approval of the Forester in advance of any make-up time being worked.
6. Working extra hours in advance of downtime or inclement weather (banking time) is specifically prohibited.
7. Personnel assigned to the Time and Material crews shall be available when emergencies or other situations arise that need tree crews outside normal work hours. It is the responsibility of the assigned contractor for the given LOA to provide a crew that will be available at all times. Crewing shall be structured to have a crew report to the LOA within 45 minutes of receiving a request for crews outside the normal work hours. When the contractor has exhausted the available resources they shall notify the Forester and a crew will be assigned from other sources to provide coverage.

## **F. FIXED PRICE / UNIT PRICE CIRCUIT CREW WORK HOURS**

1. Except for NIPSCO approved emergency call-outs, Work shall be limited to the daylight hours between sunrise and sunset but no earlier than 7:00 am and no later than 7:00 pm so as not to create a nuisance to property owners near the Work area. Normal work week shall be Monday through Friday. Individual customer objections to Saturday work shall be honored.

## **G. TIME AND MATERIAL CREW JOB CLASSIFICATION DESCRIPTIONS AND REQUIREMENTS**

1. **Safety Supervisor.** The area Safety Supervisor shall establish a culture of safety ensuring contractor crews adhere to company, NIPSCO and ANSI standards. The Safety Supervisor's prime responsibility is coordinating, implementing and supporting

Health and Safety programs.

a. DUTIES: The Safety Supervisor shall be responsible for:

- (1) Responsible for protecting the health and safety of contractor employees, Nipsco employees and the general public that many come in contact with crews working in the field.
- (2) Performs routine crew inspections in order to assess compliance.
- (3) Assist with the development, implementation and maintenance of health and safety programs.
- (4) Develop, coordinate and perform required training of personnel.
- (5) Organizes and maintains company compliance records.
- (6) Develop and sustain working relationship with Nipsco Forestry and Safety Departments.
- (7) Develop and implement policies adhering to federal, state and local regulations.
- (8) Develop and lead training classes.
- (9) Investigate, document and report any safety related incident, near miss or damage claim. The Safety Supervisor shall provide Nipsco with a written report on the incident and steps taken to prevent future occurrence.
- (10) Provide incident data and statistics to various Nipsco Departments.

b. REQUIREMENTS.

- (1) Each Safety Supervisor shall maintain a mobile telephone with voice mail. The mobile telephone is to be carried on the Safety Supervisor's person during all Work hours.
- (2) Because the Safety Supervisor interfaces frequently with NIPSCO's customers and as such represents NIPSCO, appearance is an important consideration. The Safety Supervisor shall be neatly groomed and shall wear a tucked-in, collared shirt with the Contractor's name embossed on the front of the shirt. Jackets and coats shall also be identified as indicated. NIPSCO reserves the right to make the final determination of the appropriateness of the Safety Supervisor's dress and appearance.
- (3) The Safety Supervisor shall carry both a NIPSCO Contractor Identification Card and a laminated photo identification card supplied by the Contractor. The Contractor supplied card shall display the Contractor's logo, company name, company address and the Safety Supervisor's name and photograph. This identification shall be clearly displayed during all contacts with NIPSCO's customers.

c. WORK HOURS.

- (1) The Safety Supervisor's Work day shall coincide with the assigned crews' normal Work day plus any additional time required ensuring that NIPSCO receives maximum productivity, completeness, and quality Work.
- (2) The Contractor shall have approval from the Area Forester to use the Safety Supervisor for any purposes other than the assigned duties described herein.

- (3) The Safety Supervisor may be required to perform Work outside of the normal Work schedule.

d. **QUALIFICATIONS:** NIPSCO recognizes two levels of Safety Supervisor, Level 1 and Level 2. The following sections set forth the qualifications that a person must possess for each of the two levels.

- (1) Level 2 (base). The Safety Supervisor, Level 2 candidate must be reviewed by and found acceptable by the Area Forester. The contractor is expected to provide additional training to Safety Supervisor, Level 2 personnel in safety techniques and arboricultural principles. Contractor shall provide a description of the media proposed for this training as well as a schedule of implementation for review by the Area Forester. The Safety Supervisor, Level 2 shall also satisfy the following requirements to be eligible for the position:
  - (a) Minimum of five (5) year's experience in utility line clearance.
  - (b) Bachelor's degree or equivalent work experience.
  - (c) Possess International Society of Arboriculture (ISA) Certified Arborist certification.
  - (d) Possess Indiana Office of State Chemist (IOSC) Category 6 certification.
  - (e) Possess Occupational Safety and Health Administration (OSHA) 30 Hour certificate.
  - (f) Possess Tree Care Industry Association (TCIA) Aerial Rescue Certification.
  - (g) Possess Tree Care Industry Association (TCIA) Electrical Hazards Awareness Program certification.
  - (h) Possess Tree Care Industry Association (TCIA) Crew Leader Certification.
  - (i) Possess Tree Care Industry Association (TCIA) Certified Treecare Safety Professional certification or NIPSCO approved substitutes.

(2) Level 1 Safety Supervisor, in addition meeting all the Level 2 requirements, the following additional requirements must be satisfied:

- (a) Possess International Society of Arboriculture (ISA) Utility Specialist certification.
- (b) Possess Tree Care Industry Association (TCIA) Treecare Professional certification.
- (c) Possess Tree Care Industry Association (TCIA) Tree Risk Assessment certification.

2. **General Foreman.** The following list identifies the duties and responsibilities of the General Foreman position. The Area Forester in consultation with the LOA will determine whether there is a need for General Foreman and the General Foreman's assignment.

a. **DUTIES:** The General Foreman shall be responsible for:

- (1) Planning all NIPSCO assigned Work and scheduling of assigned crews. Specific instructions shall be given by the Area Forester;

- (2) Ensuring that assigned crews are properly staffed, trained, and licensed;
- (3) Ensuring that the appearance of the Contractor's equipment and personnel are acceptable;
- (4) Maintaining crew effectiveness, productivity, arboricultural quality, and safe work practices;
- (5) Monitoring assigned crews' effectiveness ratings and understanding productivity reports to identify potential problem areas;
- (6) Verifying that assigned circuits are completed and providing documentation of completion upon request. A computerized *NIPSCO Trim Area Completion Report* shall be completed by the General Foreman for each assigned circuit. In doing so, the Contractor guarantees that the Work performed in the trim-area is completed in accordance with Contractor's obligations to NIPSCO, including any instructions from the Area Forester;
- (7) Investigating service tickets, addressing customer complaints, customer interference and skips;
- (8) Identifying hazardous tree/wire conditions as well as tree removal candidates and seeking permits for such Work;
- (9) Meeting with local governments, park departments, highway departments, etc. to discuss planned line clearance activities within their jurisdictions;
- (10) Locating and obtaining permission for headquarters locations for each crew and reporting such locations. A field headquarters may serve one or more work areas based on acceptable travel time;
- (11) Locating acceptable and approved chip disposal sites as close to the job-site as possible;
- (12) Ensuring that all equipment is operating properly, all trucks are stocked as required, all tools are in working order and that cutting tools are sharpened correctly;
- (13) Ensuring that contractor required meetings, inspections and paperwork are not charged under billable time;
- (14) Reviewing and submitting crew time sheets in accordance with the time sheet procedures in the contract appendices;
- (15) Initiating classification change notices for assigned crew members based on a six (6) month progression with verification of proficiency for review & approval by the Area Forester. Initial classification of new employees with prior experience will be recommended by the Contractor and approved by the Area Forester;
- (16) Using a computer provided by NIPSCO to input crew time sheets into data collection software, reconcile errors, and print out associated reports and invoices;
- (17) Submitting, each quarter, NIPSCO's Time-Sheet Field Verification/Quality Audits of assigned crews to the Area Forester;
- (18) Maintaining contact with the Area Forester on matters dealing with the line-clearance contract and Specifications;
- (19) Contacting the appropriate LOA each day to report planned activities, crew make-up, and Work locations and to receive special assignments;
- (20) Immediately notifying the Area Forester and LOA of any personal injuries,

accidents, complaints, property damages, or outages as soon as possible after occurrence and then submitting a written report to the LOA and Area Forester within three (3) days;

- (21) Notifying the LOA and Area Forester in advance of any time that the General Foreman will travel outside of the assigned LOA during the normal Workday.
- (22) Submitting a weekly time sheet completed according to the instructions provided in Appendix A to these specifications;
- (23) Completing a *Customer Response Form* for each ticket investigated in accordance with the procedures set forth in these specifications.
- (24) Completing required tracking sheets for crew locations and work completed as specified by NIPSCO.

b. REQUIREMENTS.

- (1) Each General Foreman shall maintain a mobile telephone with voice mail. The mobile telephone is to be carried on the General Foreman's person during all Work hours.
- (2) Because the General Foreman interfaces frequently with NIPSCO's customers and as such represents NIPSCO, appearance is an important consideration. The General Foreman shall be neatly groomed and shall wear a tucked-in, collared shirt with the Contractor's name embossed on the front of the shirt. Jackets and coats shall also be identified as indicated. NIPSCO reserves the right to make the final determination of the appropriateness of the General Foreman's dress and appearance.
- (3) The General Foreman shall carry both a NIPSCO Contractor Identification Card and a laminated photo identification card supplied by the Contractor. The Contractor supplied card shall display the Contractor's logo, company name, company address and the General Foreman's name and photograph. This identification shall be clearly displayed during all contacts with NIPSCO's customers.

c. WORK HOURS.

- (1) The General Foreman's Work day shall coincide with the assigned crews' normal Work day plus any additional time required ensuring that NIPSCO receives maximum productivity, completeness, and quality Work.
- (2) The General Foreman shall be temporarily replaced during any absence from assigned duties under this contract which will last for more than two (2) days.
- (3) The Contractor shall have approval from the Area Forester to use the General Foreman for any purposes other than the assigned duties described herein.
- (4) The General Foreman may be required to perform Work outside of the normal Work schedule.
- (5) The General Foreman is not subject to report time for inclement weather nor may the General Foreman terminate work early due to inclement weather unless agreed upon by the Area Forester.

d. QUALIFICATIONS: NIPSCO recognizes four levels of General Foreman, Level 1, 2, and 3. A Level 3 position shall be considered as that of a "General Foreman-in-

training”. The following sections set forth the qualifications that a person must possess for each of the four levels.

- (1) Level 3 (base). Each General Foreman, Level 4 candidate must be reviewed by and found acceptable by the Area Forester. The contractor is expected to provide additional training to General Foreman, Level 3 personnel in supervision techniques and arboricultural principles. Contractor shall provide a description of the media proposed for this training as well as a schedule of implementation for review by the Area Forester. The General Foreman, Level 3 shall also satisfy the following requirements to be eligible for the position:
  - (a) Minimum of three (3) years experience as a line clearance tree-trimmer
  - (b) Possess a valid Commercial Driver’s License with the proper endorsements needed to drive all equipment in the contractor fleet on NIPSCO property.
  - (c) Possess a valid Indiana State Pesticide Applicator’s License (Category 6).
  - (d) Completion of the Tree Care Industry Association’s home study program titled “*Electrical Hazards Awareness Program*” or NIPSCO approved substitute.
  - (e) Completion of the Tree Care Industry Association’s Home Study Programs 1 & 3 titled “*Basic Arboriculture*” & “*Crew Leader*,” or NIPSCO approved substitutes.
  - (f) Be familiar with the information contained within the NIPSCO Line-Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo’s “*Pruning Trees Near Electric Utility Lines*,” herbicide product labels, and MSDS sheets.
- (2) Level 2: General Foreman, Level 2 must demonstrate a thorough understanding of the media described below.

The General Foreman, Level 2 will also be required to satisfy the following requirements to be eligible for the position:

  - (a) Minimum of three (3) years experience as a line clearance tree-trimmer, one (1) year as a NIPSCO General Foreman, Level 3.
  - (b) Possess a valid Commercial Driver’s License with the proper endorsements needed to drive all equipment in the contractor fleet on NIPSCO property.
  - (c) Possess a valid Indiana State Pesticide Applicator’s License (Category 6).
  - (d) Possess International Society of Arboriculture “Certified Arborist” certification.
  - (e) Completion of the Tree Care Industry Association’s study program titled “*Electrical Hazards Awareness Program*” or NIPSCO approved substitute.
  - (f) Completion of the Tree Care Industry Association’s Home Study Programs 1 & 3 titled “*Basic Arboriculture*” & “*Crew Leader*,” or NIPSCO’s approved substitutes.
  - (g) Be familiar with the information contained within the NIPSCO Line Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo’s “*Pruning Trees Near Electric Utility Lines*,” herbicide product labels, and MSDS sheets.
- (3) Level 1: General Foreman, Level 1 must demonstrate a thorough understanding of the media described below.

The General Foreman, Level 1 will also be required to satisfy the following requirements to be eligible for the position:

- (a) Minimum of three (3) years experience as a line clearance tree-trimmer, one (1) year as a NIPSCO's General Foreman, Level 3, and one (1) year as a NIPSCO General Foreman, Level 2.
- (b) Possess a valid Commercial Driver's License with the proper endorsements needed to drive all equipment in the contractor fleet on NIPSCO property.
- (c) Possess a valid Indiana State Pesticide Applicator's License (Category 6).
- (d) Possess International Society of Arboriculture "Certified Arborist" certification.
- (e) Possess International Society of Arboriculture "Utility Specialist" certification.
- (f) Completion of the Tree Care Industry Association's study program titled "*Electrical Hazards Awareness Program*" or NIPSCO's approved substitute.
- (g) Completion of the Tree Care Industry Association's Home Study Programs 1 & 3 titled "*Basic Arboriculture*" & "*Crew Leader*," or NIPSCO's approved substitutes.
- (h) Be familiar with the information contained within the NIPSCO Line Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo's "*Pruning Trees Near Electric Utility Lines*," herbicide product labels, and MSDS sheets.

3. **CUSTOMER CONTACT AGENT.** The list following outlines the duties and responsibilities of the Customer Contact Agent position. The Customer Contact Agent shall be under the direction and supervision of the General Foreman.

- a. **DUTIES.** The primary Work function of the Customer Contact Agent is to respond to tree related customer tickets as timely as possible while maximizing direct contact with customers. The Customer Contact Agent position is not a supervisory position. The Customer Contact Agent shall not be used as a substitute tree-trimming crew member nor perform any of the duties of such crews except those specifically described in this section. This position was established to allow for a variety of services for NIPSCO. The need for a Customer Contact Agent and the Customer Contact Agent's assignment shall be determined by the Area Forester in consultation with the LOA. The Customer Contact Agent shall be responsible for:
  - (1) Investigating customer tickets as assigned by the General Foreman;
  - (2) Submitting a weekly time sheet completed according to the instructions provided in Appendix A to these specifications;
  - (3) Completing a *Customer Response Form* for each ticket investigated in accordance with the procedures set forth in these specifications.The Customer Contact Agent may also be responsible for:
  - (4) Distributing NIPSCO's brochures ahead of the tree-trimming crews, notifying property-owners of necessary tree Work and securing removal permits for trees under the direction of the General Foreman.



- (5) Maintaining a *Contact Log* which records the date, name, address, phone number, contact history, crew instructions, closest pole and remarks each time a customer is contacted for tree removal consent and attaching a copy of this form to the weekly time sheet submitted to the Area Forester. NIPSCO shall furnish the appropriate form.

b. REQUIREMENTS.

- (1) Each Customer Contact Agent shall maintain a mobile telephone with voice mail. The mobile telephone is to be carried on the Customer Contact Agent's person during all Work hours.
- (2) Because the Customer Contact Agent interfaces frequently with NIPSCO's customers and as such represents NIPSCO, appearance is an important consideration. The Customer Contact Agent shall be neatly groomed and shall wear a tucked-in, collared shirt with the Contractor's name embossed on the front of the shirt. Jackets and coats shall also be identified as indicated. NIPSCO reserves the right to make the final determination of the appropriateness of the Customer Contact Agent's dress and appearance.
- (3) The Customer Contact Agent shall carry both a NIPSCO Contractor Identification Card and a laminated photo identification card supplied by the Contractor. The Contractor supplied card shall display the Contractor's logo, company name, company address and the Customer Contact Agent's name and photograph. This identification shall be clearly displayed during all contacts with NIPSCO's customers.

c. WORK HOURS.

- (1) The duties of the Customer Contact Agent will require a flexible Work schedule that involves Work during evenings and on Saturdays. The main objective in the scheduling of the Customer Contact Agent's hours is to utilize those times when NIPSCO's customers are most likely to be reached at home and to maximize face to face contacts with customers at the site of the Work. NIPSCO will establish specific Work schedules in consultation with the Contractor.
- (2) The Customer Contact Agent is not authorized to Work any overtime hours unless approved as a special exception by the Area Forester.
- (3) The Customer Contact Agent is not subject to report time for inclement weather nor may the Customer Contact Agent terminate work early due to inclement weather.
- (4) QUALIFICATIONS. NIPSCO recognizes one level of Customer Contact Agent. Customer Contact Agent. The contractor is expected to provide training to all Customer Contact Agents in line clearance tree-trimming crew operations, proper pruning techniques, hazard tree evaluation, tree identification & biology, fundamentals of customer service, negotiation techniques, and recognition of electric utility equipment and line voltages. Contractor shall submit a description of the media proposed for this training as well as a schedule of implementation for review by the Area Forester.

- (5) Each Customer Contact Agent shall satisfy the following requirements to be eligible for the position:
  - (a) Minimum of one (1) year job-related experience interacting with and communicating to customers.
  - (b) Possess a valid Driver's License.
  - (c) Be familiar with the information contained within the NIPSCO Line-Clearance Contract, Foreman's Manual, ANSI Z133.1 & A300 standards, and Dr. Shigo's "*Pruning Trees Near Electric Utility Lines.*"

4. **CREW FOREMAN.** The following list outlines the duties and responsibilities of the Crew Foreman:

- a. **DUTIES:** Crew Foreman will perform line clearance tree trimming as assigned by NIPSCO and is responsible for:
  - (1) Continuously training their crewmen to improve Work skills and productivity.
  - (2) Schedule daily activities to maximize productivity.
  - (3) Be knowledgeable of clearance guidelines and perform to contract requirements.
  - (4) Provide NIPSCO's customers with brochures and explain the need for tree trimming when appropriate.
  - (5) Treat NIPSCO's customers respectfully and with understanding while also following NIPSCO's trimming requirements.
  - (6) Assure the Work is performed in a safe manner in accordance with all appropriate guidelines, rules and regulations.
- b. **REQUIREMENTS:**
  - (1) Because contract crews interface on a daily basis with NIPSCO's customers and as such represent NIPSCO, their appearance is an important consideration. Contractor shall furnish a minimum of five (5) shirts each year and one (1) heavy weight sweatshirts, jackets or similar throughout the term of this agreement, the cost of which is to be included in the contractor's overhead. NIPSCO encourages the contractors to use the latest in PPE such as the approved DOT integrated safety shirts. NIPSCO reserves the right to make the final determination of the appropriateness of the crewmembers' dress and appearance.
  - (2) Each foreman will be provided with a laminated photo identification card to be carried at the job site at all times. The identification card shall display the Contractor's logo, company name, company address and the foreman's name and photograph. A NIPSCO ID will be provided for each Foreman on the crew.
  - (3) Foreman shall assure that at least one (1) member of each crew is properly licensed to operate the vehicle.
  - (4) Foreman shall assure that at least one (1) member of each crew is properly licensed to apply herbicide.
- c. **WORK HOURS:** The normal Work week shall be forty (40) hours. The normal Work day shall be eight (8) hours, Monday through Friday. The starting time shall be

established by the General Foreman and reviewed by the Area Forester. All crews in a given LOA shall have the same Work day. All provisions as listed within Section II Tree-Trimming Crews Rules and Regulations, Article D. Hours to be Worked, shall apply.

- d. **QUALIFICATIONS.** NIPSCO recognizes three levels of Crew Foreman, Level 1, 2, and 3. Foremen, Level 3 shall be considered as “crew foreman-in-training”. As such, the Contractor is expected to provide training to all Foremen, Level 3 in basic personnel supervision techniques, training methods, herbicide application regulations and precautions, electrical hazards, customer relations, and arboricultural fundamentals. Contractor shall submit a description of the media proposed for this training as well as a schedule of implementation for review by the Area Forester. The Contractor shall demote a Foreman, Level 1 to a Foreman, Level 2 or a Foreman, Level 2 to a Foreman, Level 3 in instances where effectiveness ratings, Work quality, safety, attendance or other operational performance factors have become unsatisfactory. The following sections set forth the qualifications which a person must possess for each of the three levels.
- (1) Level 3 (Base): Crew Foreman, Level 3 shall satisfy the following requirements to be eligible for the position:
- (a) Minimum of two and one-half (2 ½) years experience as a line clearance tree trimmer.
  - (b) Completion of the Tree Care Industry Association’s home study program titled “*Electrical Hazards Awareness Program*” or NIPSCO approved substitute.
  - (c) Be familiar with the information contained within the NIPSCO Line-Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo’s “*Pruning Trees Near Electric Utility Lines*,” herbicide product labels, and MSDS sheets.
- (2) Level 2: Crew Forman, Level 2 must demonstrate a thorough understanding of the media below. Each Foreman, Level 2 candidate must satisfy the following requirements to be eligible for the position:
- (a) Minimum of two and one-half (2½) years experience as a line clearance tree trimmer and one (1) year as a Foreman, Level 3.
  - (b) Completion of the Tree Care Industry Association’s home study program titled “*Electrical Hazards Awareness Program*” or NIPSCO approved substitute.
  - (c) Be familiar with the information contained within the NIPSCO Line-Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo’s “*Pruning Trees Near Electric Utility Lines*,” herbicide product labels, and MSDS sheets.
  - (d) Completion of the Tree Care Industry Association’s Home Study Programs 1 & 3 titled “*Basic Arboriculture*” & “*Crew Leader*,” or Nipsco approved substitutes.
  - (e) Possess a valid Commercial Driver’s License if a bucket crew **or** Chauffeur’s license if a manual crew.
  - (f) Possess a valid Registered Technician Pesticide License **or** a valid Indiana

State Pesticide Applicator's License (Category 6).

- (3) Level 1: Crew Foreman, Level 1 must demonstrate a thorough understanding of the media described in section (d) below. Each Foreman, Level 1 candidate must satisfy the following requirements to be eligible for the position:
  - (a) Minimum of two and one-half (2½) years experience as a line clearance tree trimmer, one (1) year as a Foreman, Level 3, and one (1) year as a Foreman, Level 2.
  - (b) Completion of the Tree Care Industry Association's home study program titled "*Electrical Hazards Awareness Program*" or NIPSCO approved substitute.
  - (c) Be familiar with the information contained within the NIPSCO Line-Clearance Contract, ANSI Z133.1 & A300 standards, Dr. Shigo's "*Pruning Trees Near Electric Utility Lines*," herbicide product labels, and MSDS sheets.
  - (d) Completion of the Tree Care Industry Association's Home Study Programs 1 & 3 titled "*Basic Arboriculture*" & "*Crew Leader*," or NIPSCO approved substitutes.
  - (e) Possess a valid Commercial Driver's License.
  - (f) Possess a valid Indiana State Pesticide Applicator's RT or Category 6 License.
  - (g) Possess International Society of Arboriculture "Certified Tree Worker" certification or ISA Certified Arborist certification.
5. **TREE TRIMMER:** The following outlines the basic duties and responsibilities of the tree trimmer classifications.
  - a. **DUTIES:** Tree trimmers in the classifications TD (Less than 6 mos.) experience through TT (2 yrs. experience) will perform line clearance tree trimming work as assigned by their Crew Foreman and within their experience level.
    - (1) Each classification will continually learn and practice the tree trimming skills needed to progress to the next level.
    - (2) All Tree Trimmers will attend training offered by NIPSCO and the Contractor(s).
    - (3) Each Tree Trimmer will perform the Work productively and professionally on a daily basis.
    - (4) Each Tree Trimmer will treat NIPSCO's customers respectfully and with understanding while following NIPSCO's Trimming Guidelines.
    - (5) All Work is to be performed in accordance with NIPSCO's contract requirements.
  - b. **REQUIREMENTS.**

Because contract crews interface on a daily basis with NIPSCO's customers and as such represents NIPSCO, their appearance is an important consideration. Contractor shall furnish a minimum of five (5) shirts each year and one (1) heavy weight sweatshirts, jackets or similar throughout the term of this agreement, the cost of which is to be included in the contractor's overhead. NIPSCO encourages the

contractors to use the latest in PPE such as the approved DOT integrated safety shirts.

NIPSCO reserves the right to make the final determination of the appropriateness of the crewmembers' dress and appearance.

- c. **WORK HOURS:** The normal Work week shall be forty (40) hours. The normal Work day shall be eight (8) hours, Monday through Friday. The starting time shall be established by the General Foreman and reviewed by the Area Forester. All crews in a given LOA shall have the same Work day. All provisions as listed within Section II Tree-Trimming Crews Rules and Regulations, Article D. Hours to be worked, shall apply.
- d. **QUALIFICATIONS:**
  - (1) **Top Trimmer (TT):**
    - (a) Top Trimmer, (TT), Level 2 has two (2) years trimming experience as a Line Clearance Tree Trimmer.
    - (b) Top Trimmer, (TT), Level 1 has six (6) months trimming experience as a TT-2 and possess a valid Registered Technician Pesticide License **or** a valid Indiana State Pesticide Applicator's License (Category 6).
  - (2) **Tree Trimmer**
    - (a) Tree Trimmer-A, (TA), 1½ years experience as a Line Clearance Tree Trimmer.
    - (b) Tree Trimmer-B, (TB), 1 year experience as a Line Clearance Tree Trimmer.
    - (c) Tree Trimmer-C, (TC), 6 months experience as a Line Clearance Tree Trimmer.
    - (d) Tree Trimmer-D, (TD), less than 6 months experience as a Line Clearance Tree Trimmer.

### **III. GENERAL PROVISIONS**

#### **A. OPERATIONS REPORTS**

1. The Contractor's area supervisor assigned to this contract shall meet with the appropriate Area Forester at least monthly to discuss the operation.
2. NIPSCO will provide reports to all levels of Contractor's management. Reports will summarize the operations in each of the Contractor's LOAs and discuss the General Foreman's and supervisor's performance and attention to their respective duties, current effectiveness ratings, operational problems observed, audit and evaluation results.
3. The Contractor shall provide NIPSCO with a circuit completion report for each fixed price circuit awarded. The report should indicate the total quantity of trees and brush trimmed, the number of trees removed, the acres of brush mowed, sprayed and hand cut, and the name and quantity of herbicide applied. This report is due at the time of invoicing.

#### **B. TRAINING**

1. The contractor shall hold two (2) training sessions per year, each lasting eight (8) hours. The first four (4) hours of such sessions are intended to focus strictly on building job related skills and shall involve topics such as tree pruning techniques, chain saw maintenance/sharpening, pruner sharpening, use of ropes and knots, herbicide applications, public relations, tree biology, and Work techniques, etc. The proposed topics and individual speakers scheduled for training sessions shall be reviewed and approved by Forestry Operations. The content of these sessions should be of such quality as to qualify for IOSC CCH's and/or ISA CEU's and credits. NIPSCO shall pay labor costs for the first four (4) hours of the training session. The second four (4) hours of the session are the discretion of the Contractor. The Contractor shall pay labor costs for the second four (4) hours of the training session. No equipment shall be billed during training sessions.
2. The Contractor shall provide opportunities and/or information to all crew members concerning completion of the home study programs and credentials required by these specifications.

#### **C. TIME AND MATERIAL CREW TIME SHEET FALSIFICATION**

1. The Contractor shall make every effort to ensure that the time sheet submitted by each crew is an accurate reflection of those activities which actually occurred. The Contractor shall be responsible for removing any employee found to have falsified any part of the weekly time sheet. Contractor shall assure that employees who are found by NIPSCO to have provided inaccurate Work activity information on the weekly time sheet as a result of a field audit and which results in an audit rating of "unacceptable," are appropriately disciplined. Should there be repeated instances of inaccurately recording Work activities on the weekly time sheet, NIPSCO retains the right to request the removal of such an employee from the Work.

#### **D. DAMAGE CLAIM PROCEDURE**

1. The Contractor shall submit documentation describing their damage claim procedure for property owners that believe they have a claim against the Contractor arising out of the Work. Included with this documentation should be a phone number and address that NIPSCO can provide to claimants.

#### **IV. PRIVATE & CUSTOMER FEE WORK**

**A. NIPSCO CUSTOMER FEE WORK:** When a property owner approaches contractor personnel while performing work for NIPSCO and requests tree Work that is beyond the scope of Work necessary for line-clearance as described in this specification, the contractor shall follow the *Request For Tree Work* (Appendix 5) procedure contained within this specification. When this Work is performed, all fees charged shall be paid to NIPSCO and may be scheduled to be completed during the regular work-day or outside of the regular work day when approved by the Area Forester.

**B. NON-NIPSCO ORIGINATED PRIVATE WORK:** When the Contractor solicits and obtains private work independently from the contractor's NIPSCO line-clearance operations under this contract, the Contractor may perform such private work using personnel and equipment dedicated to the NIPSCO contract subject to the following conditions:

1. Private work shall be performed outside of NIPSCO's normal work hours unless mutually agreed otherwise by NIPSCO and the Contractor.
2. The Contractor is required to have the equipment used for private work available and in proper working order prior to beginning NIPSCO's regular work. Additionally, upon completion of such private work, trucks shall be emptied of all chips, equipment shall be fully refueled, and saws sharpened.
3. The Contractor shall be responsible for all liability and invoicing related to private work. Contractor(s) will assure that the property owner understands that the Contractor is not acting on behalf of NIPSCO.
4. The Contractor shall provide notice to the Area Forester of all pending or scheduled private jobs. Notice shall include the customer's name, address, description of the work, and the date and time the work was scheduled.

#### **C. UNAUTHORIZED PRIVATE WORK:**

1. Under no circumstances shall the contractor's employees solicit or accept payment for services rendered or products resulting from NIPSCO's line clearance work.
2. Under no circumstances shall the contractor's employees solicit or price their own individual private tree work side jobs during hours billable to NIPSCO
3. The Contractor(s) shall be responsible for removing from the Work any employee found to

be violating the provisions of this section.

## **V. EMERGENCY WORK**

1. During emergencies, the major concern is the restoration of service. Only essential Work shall be done to rapidly restore service. Any additional non-emergency tree Work shall be done only when the emergency is over.
2. Contractor shall furnish an emergency call-out list containing the names and telephone numbers of the Contractor's account manager, contract supervisor, all General Foremen, Roving Foremen, and all crew Foremen assigned to the LOA. An updated list shall be provided weekly to the Area Forester and the LOA through the weekly crew tracking sheet.
3. The Forester, LOA or NIPSCO dispatch ESSO shall contact the General Foreman when emergency Work is required. The General Foreman shall then arrange for the required number of crew members to report to the LOA or Worksite.
4. When crews are requested, crew Foremen and top trimmers shall be utilized first before calling-out less experienced personnel.
5. Should storm damages become so extensive that additional crews may be required from other LOA's or contractors, the LOA shall contact the Area Forester to arrange for such crews.
6. When performing Work where tree failure or limb breakage has occurred, crews are not required to haul away debris, clean up yards, or perform tree work beyond that which is necessary to make line repairs and restore service. However, crews shall not cause wood pieces or tree debris to be left in a condition or location that endangers public safety or violates federal, state or local laws. Particular care shall be taken to avoid blocking waterways, sidewalks, driveways, and roads.
7. All final pruning cuts on live trees shall be made in an arboriculturally correct manner.
8. Tree-trimming crews directed by NIPSCO to perform emergency Work outside of the LOA to which they are normally assigned, shall retain their regular crew number and record all Work on a separate time sheet in accordance with the TRES Time Sheet Procedure in these specifications.
9. During emergencies where the crew is directed to perform hot-spotting or line-clearance tree trimming on non-storm damaged trees, the Work site should be cleaned up in accordance with standard work practices.
10. Work locations must be recorded and provided to the area Forester in a map book according to work location procedure in Appendix 2.
11. Meal compensation may be received for crews working emergency work according to Crew Billing Procedures in the billing section.



12. Upon completion of assigned emergency Work, tree-trimming crews shall contact the General Foreman or NIPSCO for their next work assignment, before leaving their present job site.
13. Work hours for storm events shall not extend beyond 16 consecutive hours before taking an 8 hour rest time. A work rotation shall be established for extended storm events in consultations with NIPSCO.

## **VI. TECHNICAL SPECIFICATIONS**

### **A. RIGHTS-OF-WAY**

1. Easements on Private Property. Many people do not understand exactly what an easement is or are even aware that one exists along their property. In subdivisions and planned communities, utility easements are typically located along the front or rear of lots in the development. Located within such easements are electric lines, water and sewer pipes, natural gas lines, telephone and cable TV wires. Typically, a utility easement will be recorded in the appropriate local office where property records are maintained and will grant to the utility the right to enter onto land for the purpose of constructing, maintaining, repairing and operating its facilities. Once recorded, these easements remain on the property even though the ownership of the property on which they are located may change over time.

Line clearance tree-trimming is a form of maintenance which is permitted under the typical easement. However, trees along and within the easement should not be removed without the landowner's consent. Even though the utility and its authorized contractors typically have the legal right to enter onto the landowner's property and to perform the necessary trimming, as a matter of courtesy and good customer relations, a reasonable effort should be made to notify the affected landowner of the Work that will be performed.

2. Public Thoroughfares Similarly, utilities typically have the right to maintain utility property located along public roads in Indiana. However, depending on where the road is located and whether it is maintained by a municipality, a county or the State of Indiana, the Contractor may be obligated to obtain a permit to perform tree trimming and tree removal along such roads. In addition, before removing a tree, the Contractor may be obligated to obtain permission from the owner of the property which abuts that portion of the public road on which the tree is located. For example, the State Highway Commission of Indiana has adopted regulations to control tree work for overhead line-clearance on state highways and requires that an application be made and permit be obtained before work begins. City and town streets are not controlled by State Highway Regulations but are controlled instead by local ordinances. Most municipal governments have adopted regulations designed to provide a degree of protection and care of trees along public streets within their corporate limits. It is the obligation of the Contractor to assure that all local and state laws and regulations, including procurement of written permits when required, shall be followed for all line-clearance tree-trimming Work conducted under these specifications.

*8-20-1-28. Poles and wires - Public and municipally owned utilities are authorized to construct,*

operate, and maintain their poles, facilities, appliances and fixtures upon, along, under, and across any of the public roads, highways, and waters outside of municipalities, as long as they do not interfere with the ordinary and normal public use of the roadway, as defined in IC 9-4-1-14(c). However, the utility shall review its plans with the county executive before locating the pole, facility, appliance, or fixture. The utility may trim any tree along the road or highway, but may not cut down and remove the tree without the consent of the abutting property owners, unless the cutting or removal is required by rule or order of the Indiana Utility Regulatory Commission. The utility may not locate a pole where it interferes with the ingress or egress from adjoining land. (Acts 1905, CH. 167. & 38, P. 521; 1911, CH. 161, & 1, P. 421; P.L. 86-1988, & 181.)

Section 1, Chapter 288, Public Acts of 1935 reads as follows:

*"Be it enacted by the General Assembly of the State of Indiana that it shall be unlawful for any person intentionally to cut, trim, destroy, injure, molest or remove any trees, shrub, plant or vine within the right of way of any highway in the state highway system of the State of Indiana, outside the corporate limits of any city or town, without the written consent of the State Highway Commission of Indiana. Any person violating the provisions of this act shall be guilty of a misdemeanor and upon conviction shall pay a fine of not less than ten dollars, nor more than one hundred dollars."*

SECTION 3, CHAPTER 256, PUBLIC ACTS OF 1937, STATES:

*"No opening shall be made in any highway in the State Highway System, or in the right of way of any such highway, or in the roadway of any street of any city or town over which such highway is routed. The maintenance of which street the State Highway Commission is charged with by law, nor shall any structure or obstruction be placed in any such highway or roadway of any such street without the consent of the State Highway Commission. No such highway or roadway of such street shall be dug up for laying or placing any pipe, sewer, pole, wire, conduit, track, railway or for any other purpose, and no trees shall be removed from the right of way of any such highway, without the written permit of the State Highway Commission, and then only in accordance with the regulations of said Commission, and the work shall be done under the supervision and to the satisfaction of said Commission. and the entire expense of restoring such highway or street in as good condition as before shall be paid by the person or corporation to whom such permit is given, and said Commission is authorized to require, before the granting of such permit, that a sufficient bond be given, or cash deposit made with said Commission to insure the restoration of such highway or street. In granting any such permit, the Commission shall be authorized to designate the place in such street, highway or the right of way thereof where any such pipe, sewer, pole, wire, conduit, track, railway or other device or thing shall be constructed. Any person or corporation violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine of not less than ten dollars, nor more than one hundred dollars. Any corporation which by its agents or employees shall violate any of this section may be prosecuted therefore in the same manner as such corporation may be proceeded against for obstructing a public highway."*

## **B. PUBLIC CONTACTS**

1. Method of approach: The Contractor's numerous daily contacts made both with public agents and NIPSCO's customers will inevitably effect the public's perception of NIPSCO. Therefore, the appearance, attitude, and method of approach of Contractor's employees should be structured so that the employees' actions reflect favorably upon both NIPSCO and the Contractor. Contractor's personnel shall make clear to property owners the name

of their company and that they are contracted by NIPSCO to perform line-clearing Work. All complaints and claims addressed to tree-trimming crews shall be directed to the General Foreman and then reported as described within this specification.

2. Routine line-clearance operations: In trimming established lines, the contractor crew Foreman, General Foreman or Customer Contact Agent shall contact the affected property owner to discuss Work details according to the following guidelines:
  - a. Property owner notification should be made prior to the start of trimming activities on public and private property. However, if the property owner is not at home or is unavailable at the time notification is attempted, routine trimming should proceed.
  - b. Written permission shall be obtained for all tree and brush removals on public and private property, unless specified otherwise for easement parcels.
  - c. Contractor's employees shall distribute copies of NIPSCO's tree-trimming customer relations brochures while making contacts with customers.
  - d. Where easements exist, Work shall be done in accordance with the easement.
  - e. The Contractor shall comply with all state and local tree ordinances.
  - f. The State Highway Department shall be contacted for verbal and/or written permission to conduct tree Work along state highways. A current State Highway Tree Trimming Permit shall be carried on the job site by all crews.

### **C. NEW CONSTRUCTION PROJECTS**

1. In situations involving construction Work orders, the General Foreman may be required to provide cost estimates for necessary tree trimming or removals required by the project. The General Foreman, Removal Planner, or Customer Contact Agent, in consultation with the Area Forester, project engineer and the LOA, may obtain written permission to perform such Work from the affected property owners.

### **D. INGRESS AND EGRESS**

1. The property owner, agent or tenant should be contacted before entering private property. If there is not direct access to the area, use the best route specified by the property owner, agent or tenant. It is the responsibility of the contractor to use appropriate caution in traversing the area.
2. The cutting and subsequent repair of fences should be arranged with the property owner, agent or tenant.
3. The property owner, agent or tenant should be consulted to locate any field tile, septic system, etc. The contractor should use sufficient planking or matting so that such items will not be damaged.
4. Any damage resulting from Contractor's ingress and egress is solely the Contractor's responsibility.

### **E. CUSTOMER INTERFERENCE**

1. In situations involving customers who prevent time and material crews from providing at least the guideline clearances as outlined in these specifications, the crew leader shall notify the General Foreman of the situation. The General Foreman shall meet with the

customer as soon as practicable thereafter to resolve the conflict and shall document the results of the meeting. If the General Foreman is not able to successfully resolve the situation, he shall notify the Area Forester who will determine what steps should be taken to resolve the situation. The General Foreman shall keep the LOA apprised of the status and all actions taken toward resolution of interference situations.

## **F. SKIPS**

1. The crew leader shall maintain an up-to-date list of trees that the time and material crew skipped for one reason or another. The General Foreman shall ensure that such Work has been completed before the crew moves to another work area or circuit.

## **G. DISTRIBUTION LINE-CLEARANCES**

1. Table I lists the guideline clearances at time of trimming for distribution circuits when trimming for electric line-clearance. In all cases, at least the guideline clearance indicated for the particular voltage shall be acquired. Guideline clearances are not to be construed as standard clearances. In considering factors such as the tree species, its growth rate and wood strength, its position in relation to the line, and the height and voltage of the line, additional clearances are frequently required.
2. In trimming primary conductors, allowances shall be made for conductor sag and wind-blown horizontal displacement of conductors as well as the sway of tree limbs alongside of conductors.
3. To further public safety, clearances at time of trimming shown in Table I shall be increased in public parks, schools, playground areas, or other such areas where children may climb into trees.
4. A minimum of eight (8) feet of clearance shall be obtained for all transformers, risers, and associated equipment. A minimum of eight (8) feet of clearance shall be obtained for all ground switches, and all poles inaccessible to a bucket truck.
5. All limbs and tree tops located above the conductors and within the side clearance zone that are less than six (6) inches diameter shall be pruned to a suitable parent limb to reduce limb overhang risk exposure and redirect growth away from the wire zone.
6. All guy wires and poles shall be cleared of fouling by vines. Any contacting woody vegetation shall be cleared from guy wires and poles.
7. Dead or defective limbs larger than two (2) inches in diameter located anywhere within the crown of the tree which have the potential to fall or be blown into primary conductors shall be removed.

**Table I**

**GUIDELINE CLEARANCES  
AT TIME OF TRIMMING FOR VARIOUS  
DISTRIBUTION LINE VOLTAGES**

| TYPE OF TREE CLEARANCE | RATE OF TREE GROWTH | TRIPLEX SECONDARY & SERVICES | OPEN-WIRE SECONDARY & SERVICES | 2.3 KV TO 12.5 KV |
|------------------------|---------------------|------------------------------|--------------------------------|-------------------|
| UNDER CONDUCTORS       | SLOW                | 1 FOOT                       | 4 FEET                         | 8 FEET            |
|                        | FAST                | 2 FEET                       | 6 FEET                         | 10 FEET           |
| OVER CONDUCTORS        | SLOW                | 1 FOOT                       | 4 FEET                         | 8 FEET            |
|                        | FAST                | 2 FEET                       | 6 FEET                         | 10 FEET           |
| SIDE OF CONDUCTORS     | SLOW                | 1 FOOT                       | 4 FEET                         | 8 FEET            |
|                        | FAST                | 2 FEET                       | 6 FEET                         | 10 FEET           |
| THROUGH                | SLOW                | 1 FOOT                       | 4 FEET                         | <b>NOTE 1</b>     |
|                        | FAST                | 2 FEET                       | 6 FEET                         | <b>NOTE 1</b>     |

Adapted from American National Standard. National Electric Safety Code. 1981 Ed. Part 2. Table 234-1. pp 170-171

**NOTE 1:** Should not be through trees, except that single-phase lines passing through the crowns of very large mature trees may be through-pruned provided that 8 feet minimum clearance is obtained.

#### **H. TRANSMISSION LINE-CLEARANCES**

1. Distribution line-clearance crews may occasionally be required to perform Work along transmission circuits. The high voltage and critical service required of transmission lines make safe tree clearances a first priority.
2. All overhanging limbs within the side clearance area shall be removed as they pose an unacceptable risk.
3. In addition to the clearances at time of trimming shown in Table II, allowance shall be made for wind displacement of conductors and the sway of tree limbs. Also, hazardous limbs that could breakout due to high wind should be removed.
4. Trees located directly beneath transmission conductors may require crown reduction to provide the maximum protection from interruptions. Natural conductor sag caused by hot weather and heavy load conditions must be considered as these can cause lines to sag in excess of ten feet. Tall-growing tree species located immediately beneath conductors should be considered for removal first and trimming second.

**Table II**

**GUIDELINE CLEARANCES  
AT TIME OF TRIMMING FOR VARIOUS  
TRANSMISSION LINE VOLTAGES**

| TYPE OF<br>TREE<br>CLEARANCE | RATE OF<br>TREE<br>GROWTH | 34 KV<br>TO<br>69 KV | 138 KV<br>Wood Pole  | 138 KV<br>Wood "H"<br>Frame | 138 KV<br>Steel Pole<br>or Tower | 345 KV<br>All Structure<br>types |
|------------------------------|---------------------------|----------------------|----------------------|-----------------------------|----------------------------------|----------------------------------|
| UNDER<br>CONDUCTO<br>RS      | SLOW                      | 15 FEET              | 21 FEET              | 22 FEET                     | 28 FEET                          | 32 FEET                          |
|                              | FAST                      | 20 FEET              | 26 FEET              | 27 FEET                     | 33 FEET                          | 37 FEET                          |
| OVER<br>CONDUCTO<br>RS       | SLOW                      | NOT<br>PERMITTE<br>D | NOT<br>PERMITTE<br>D | NOT<br>PERMITTE<br>D        | NOT<br>PERMITT<br>ED             | NOT<br>PERMITTE<br>D             |
|                              | FAST                      |                      |                      |                             |                                  |                                  |
| SIDE OF<br>CONDUCTO<br>RS    | SLOW                      | 15 FEET              | 23 FEET              | 23 FEET                     | 33 FEET                          | 37 FEET                          |
|                              | FAST                      | 20 FEET              | 28 FEET              | 28 FEET                     | 38 FEET                          | 42 FEET                          |
| THROUGH                      | SLOW                      | NOT<br>PERMITTE<br>D | NOT<br>PERMITTE<br>D | NOT<br>PERMITTE<br>D        | NOT<br>PERMITT<br>ED             | NOT<br>PERMITTE<br>D             |
|                              | FAST                      |                      |                      |                             |                                  |                                  |

Adapted from American National Standard. National Electric Safety Code. 1981 Ed. Part 2. Table 234-1. pp 170-171

**NOTE 2:** All trees which could contact conductors were they to fall, shall be storm-proofed or removed.

5. Trees which are dead, defective, or leaning trees which, if they failed would contact the conductors, shall be removed or trimmed so as to eliminate the potential for contact.
6. Tall growing tree species in the brush stage (less than six (6) inches diameter at breast height (DBH)) shall be treated with an approved herbicide by one of the methods outlined in this specification or cut and then stump treated with an approved herbicide.
7. Construction of new transmission lines shall conform to the clearances indicated in Table II with emphasis on removal of all trees and brush that can grow into conductors.
8. All right-of-way clearing shall conform to the NIPSCO Vegetation Management Contract Specifications, available from the Area Forester.

**I. TRIMMING PRACTICES**

1. When trimming overhead electric lines, all conductors shall be considered highly energized. When removing trees or limbs which may create a potentially hazardous situation to the crew, the Forester and LOA shall be contacted for assistance.

2. A founding arboricultural principle behind NIPSCO's line-clearance work is a cycle based program that emphasizes minimal impact trimming in order to reduce the induced growth rate. When a tree is allowed to develop normally, it will maintain a balance between the root system and the tree crown. If trimming of the crown upsets this balance, rapid re-growth will be stimulated in order to regain the balance. The larger portion of the crown trimmed away, the greater the induced growth rate.
3. All trimming methods used in the performance of this contract shall conform to accepted arboricultural principles as described in ANSI Z133.1 and A300 standards and as recommended by the International Society of Arboriculture and the Tree Care Industry Association.
4. All final cuts shall be made according to the natural target pruning method as described in Dr. Alex Shigo's literature.
5. The directional trimming method shall be applied in making all line-clearance cuts. Branches shall be trimmed to a lateral at least one-third (1/3) the diameter of the severed limb. The remaining lateral limb shall be growing away from the line so as to guide future growth away from the conductors.
6. Trimming should be confined only to the portion of the tree directly affecting conductor clearance. Shaping or trimming portions of the tree that are not directly affecting conductor clearance should be avoided.
7. Pruning Cuts should not be painted (ANSI A300 standard, sec. 5.2.6.1).
8. The artificial trimming or shaping techniques known as pollarding, shearing, snowballing, rounding-over, etc. are not permitted.
9. Any tree-houses discovered in trees nearby power lines as well as any other hazardous conditions observed shall be reported to the Forester and LOA immediately.
10. Climbing spurs shall not be used in tree climbing except in cases of complete tree removal or emergency situations.

#### **J. TREE REMOVAL CANDIDATES**

1. All brush (potentially tall growing woody plant species) less than six (6) inches diameter at breast height (DBH) located beneath or adjacent to primary distribution and transmission lines should be removed and/or chemically treated where permissible.
2. All trees which have the potential to grow tall enough to reach power lines should be removed whenever possible. If a tree that is endangering electric lines or other equipment cannot be removed, it should be trimmed according to the trimming methods referred to in this specification.

3. Fast-growing trees with upright branching habits located beneath or adjacent to overhead conductors and/or trees with naturally brittle wood such as Poplars, Willows, Ailanthus, Chinese or Siberian Elm, Silver Maple, Box Elder, Cottonwood, Tulip Tree, and Black Locust should be targeted for removal.
4. Trees where, if trimmed to this Specification, would have more than 1/4 of the crown removed should be pursued for complete removal. Particular attention should be given to trees in school yards, parks and other areas in which children may climb them.
5. Badly diseased, dead, dying, or leaning, trees which are a potential primary line hazard should be removed or trimmed so as to eliminate the potential for line contact.

#### **K. TREE REMOVAL PRACTICES**

1. Selective clearing practices shall be applied in all situations. The removal of tall-growing woody plant species should be done so as to minimize damage to residual low-growing vegetation. The NIPSCO pamphlet "Right Tree, Right Place, Right Way" lists shrubs and trees and their mature heights and may be used as a guide to determine those species compatible in utility easements.
2. Trees and brush shall be cut as flush as practicable to the ground parallel to the slope of the adjacent surface. A flushed stump may be 0-3 inches high at the time the Work is completed. Trees growing in fences may be cut at fencepost height provided the stumps are basal treated with herbicide.
3. All trees scheduled for removal shall be marked so that they are easily identified by tree-trimming crews. The Area Forester shall approve the method of marking.
4. NIPSCO may pre-plan tree and brush removals as part of the Work. Sometimes these customer contacts occur months in advance of the Contractor arriving to perform the Work. In these cases, the Contractor shall be solely responsible for such Work and should confirm the scheduled Work with the property owners.
5. The Contractor has the approval of NIPSCO to revise the wood length, clean-up and other similar conditions of the NIPSCO obtained removal permit, provided that the Contractor obtain a new signed permit from the property owner that clearly explains the changes from the original.
6. NIPSCO and the Contractor shall review instances where property owners refuse to allow NIPSCO pre-planned removals to proceed.

#### **L. WOOD CHIP DISPOSAL**

1. The Contractor is responsible for properly disposing of chips and wood as close to the Work-site as possible. Chip disposal sites shall be in accordance with all local, state, and federal regulations. The contractor shall bear all clean-up, restoration, or other costs associated with unlawful disposal of wood chips.



2. Whenever possible, crews shall request permission from the property-owner in rural areas to lop and scatter or chip and blow trimmings, as opposed to chipping and hauling. Burning is not permitted.
3. Wild Cherry brush and foliage shall not be blown or scattered on site at any time.

#### **M. WORK SITE CLEAN-UP**

1. Work-site is to be left as clean as or better than before Work began.
2. Debris, such as small limbs and brush shall be cleaned up and the site raked each day before leaving the job site unless specified otherwise by the property owner, agent or tenant.
3. Unless specified otherwise by the property owner, agent or tenant large wood shall be cut into firewood lengths (max 24") and left at the base of the tree.
4. All severed limbs and branches (hangers) shall be removed from trimmed trees.
5. Brush and wood shall be promptly moved off of roads and sidewalks.
6. Debris (paper, cans, and other material) shall not be left on the job site and shall not be disposed of with chips.

#### **N. USE OF HERBICIDES AND CONTROL GUARANTEE**

1. The use of herbicides shall be in accordance with all applicable local, state and federal regulations as well as all label instructions.
2. All stumps resulting from live deciduous tree removals shall be stump treated with Garlon 4 ultra, 25% solution, blue indicator dye, and approved basal oil.
3. All stumps resulting from mowed or hand cut live brush may:
  - a. be stump treated with Garlon 4 ultra, 25% solution, blue indicator dye, and approved basal oil.
  - b. Have the re-sprouts controlled by a foliar treatment during the following growing season.
4. Brush areas permitted for removal may basal treated or foliar sprayed rather than hand cut or mowed so long as the Contractor has the consent of the property owner and the approval of the Area Forester.
5. The contractor shall guarantee 95% control of stumps, re-sprouts, and brush treated with herbicides under this Specification. NIPSCO shall make the final determination on the effectiveness of control during the first growing season after treatment. The Contractor shall be responsible for completing any necessary retreatments at their expense even after all other aspects of the work has been approved by NIPSCO and reimbursement for the Work made.

6. All herbicide applications shall be made by a licensed pesticide applicator, or by a Registered Technician under the direct supervision of a licensed pesticide applicator, according to state law. In addition, the Contractor must possess a pesticide applicator business license.
7. Herbicides pre-approved by Forestry Operations for use under this contract are Garlon 4 ultra, Garlon 3A, Rodeo, Escort, Accord, Krenite S and Arsenal. All other herbicide products shall be reviewed and approved for use by the Area Forester.
8. Application Techniques:
  - a. The following low-volume application techniques are permitted upon review of the Area Forester.
    - (1) Cut stump treatment
    - (2) Hack and squirt or injection
    - (3) Basal bark treatment
    - (4) Low volume foliar

## VII. TOOLS AND EQUIPMENT

### A. TIME AND MATERIAL CREW EQUIPMENT DESCRIPTIONS

1. The following describes the equipment to be furnished by the Contractor and indicates the associated "E" code which serves to identify each type of equipment.

| <b><u>CODE</u></b> | <b><u>DESCRIPTION OF EQUIPMENT</u></b>                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E1                 | Over-center aerial bucket truck with a minimum 12 cubic-yard chip box. Minimum height 55 ft. from the ground to the bottom of the bucket. Herbicide storage box and adequate storage to securely store all standard equipment shall be furnished. (See Minimum Equipment List and Equipment Age Standard.)                                                                                                          |
| E2                 | Manual crew truck with minimum 14 cubic-yard chip box. Herbicide storage box and adequate storage to securely store all equipment shall be furnished. (See Minimum Equipment List and Equipment Age Standard).                                                                                                                                                                                                      |
| E3                 | General Foreman/Supervisor vehicle - 3/4-ton full size pick-up truck (8 ft. Bed) with cap, with automatic transmission, tool storage bins, and equipped with towing hitch. Short-bed pick-up trucks are not acceptable unless they also have an extended cab. Billing rate shall include mobile telephone and its associated operating costs. Vehicle shall be no older than 5 years. (See Minimum Equipment List). |
| E4                 | 12" to 16" drum or disc-style trailer mounted brush chipper. Chipper shall have the ability to field-chip without detaching the chipper from the truck or jack-knifing the chipper. (See "Equipment Age Standard").                                                                                                                                                                                                 |
| E6                 | 2x4 over center bucket truck with a minimum 12 cubic-yard chip box. Minimum height 70' from the ground to the bottom of the bucket. Herbicide storage box and adequate storage to securely store all standard equipment shall be furnished. (See Minimum Equipment List and Equipment Age Standard.)                                                                                                                |
| E7                 | Removal Planner & Customer Contact Agent vehicle - light-duty small pick-up truck and automatic transmission. Billing rate shall include mobile telephone and its associated operating costs. Vehicle shall                                                                                                                                                                                                         |

be no older than 5 years.

E8 Gas-powered string trimmer with circular metallic brush blade attachment.

## **B. TIME AND MATERIAL CREW GENERAL EQUIPMENT REQUIREMENTS**

1. All tools and equipment supplied shall be the very best of the respective kinds and shall be in accordance with industry standards.
2. No equipment shall be permitted on the Work-site unless in good repair, fully operational and maintained clean and neat in appearance.
3. Routine equipment maintenance shall not be performed during the Workday. Emergency field equipment repairs shall be reported when they occur in the comment box on the daily time sheet. Time associated with such repairs shall not be billed.
4. All trucks shall be equipped with a permanently mounted amber strobe light(s) as an aid in traffic control. This light shall be utilized when trucks are working or parked along streets and roadways. These lights shall meet or exceed all current applicable DOT standards.
5. All E1, E2 and E6 and General Foreman trucks shall be equipped with a sealed beam directional spot light as an aid in performing emergency Work at night. On E1 and E6 trucks, this light may be either permanently mounted on the truck in a location where it can be focused on the Work area or be portable with a magnetic mount and powered by the cigarette lighter. On E2 trucks, this light shall be portable and battery powered.
6. All E1, E2 and E6 trucks shall be equipped with a separate locking storage box used exclusively for herbicides and application equipment.
7. All E1, E2 and E6 trucks assigned to this contract shall be equipped with one (1) weather-tight file box. The box shall be used to house documents required by NIPSCO such as trim area records, map books, deferred customer service tickets, records of previous problems, brochures and any other documents required by this Specification.
8. Contractor shall furnish one (1) spare chipper for each ten (10) units assigned to this contract.
9. All trucks shall be painted in the Contractor's chosen colors with the Contractor's name and logo clearly displayed. Chippers may be painted in either contractor's colors or manufactures color and clearly display contractors name and logo.
10. All licensed vehicles and chippers shall be maintained in good condition free of dents, bent components, broken glass, obviously faded, peeling or mismatched paint, gouges or scrapes that expose metal or primer greater than two (2) inches square in surface area or rust spots greater than two (2) inches square in surface area.
11. Bucket, manual, and supervisor trucks permanently assigned to Time and Material crewing

shall be equipped with a NIPSCO radio system. Radios are the property of NIPSCO and shall be installed at NIPSCO's expense. If questions arise as to whether or not a specific piece of equipment needs a radio, the Area Forester shall make such determination. The Contractor shall be responsible for lost, stolen or damaged radios.

12. Bucket and manual truck permanently assigned to Time and Material shall be outfitted with GPS or other approved tracking system and have the information shared with NIPSCO Forestry personnel.

### **C. TIME AND MATERIAL CREW EQUIPMENT AGE STANDARD**

1. The following Equipment Age Standard is applicable to E1 bucket trucks, E6 bucket trucks, E2 manual trucks, and E4 chippers. The age of the trucks is based on manufacturer's chassis age. E1 buckets with certified remanufactured lift units mounted to new chassis are classified by the chassis age. Chippers which are fully remanufactured are classified by the remanufactured date.
2. Contractor shall continually maintain the following equipment age standard during the term of the contract as follows:
  - E1 - Bucket Truck: Average fleet age of 5 years and no units older than 10 years.
  - E6 - Bucket Truck: Average fleet age of 5 years and no units older than 10 years.
  - E2 - Manual Truck: Average fleet age of 5 years and no units older than 10 years.
  - E4 - Brush Chipper: Average fleet age of 4 years and no units older than 8 years.
3. The above standard is applicable to the individual LOAs as well as the entire fleet on the system assigned to Time and Material. Contractor's equipment and inventory evaluations will be performed by the Area Foresters during the first month of Work.
4. After the initial equipment inventory evaluation, subsequent evaluations will be performed annually in conjunction with the crew evaluation. Any equipment not meeting the described standards will be documented in writing and notice to correct made to the Contractor. Any equipment not complying with the standards and/or provisions of this contract after thirty (30) days of commencing Work in a non-compliant condition, shall not be billed to NIPSCO.

### **D. FIXED PRICE/UNIT PRICE CIRCUIT CREW APPEARANCE STANDARD**

1. Licensed vehicles shall be painted in the Contractor's colors with the Contractor's name and logo clearly displayed. Chippers, tractors, stump grinders and other specialized equipment may be painted in either contractor's colors or manufactures color and clearly display contractors name and logo.
2. Licensed vehicles and chippers shall be maintained in good condition free of dents, bent components, broken glass, obviously faded, peeling or mismatched paint, gouges or scrapes that expose metal or primer greater than two (2) inches square in surface area or rust spots greater than two (2) inches square in surface area.
3. All trucks shall be equipped with a permanently mounted amber strobe light(s) as an aid in traffic control. This light shall be utilized when trucks are working or parked along streets and roadways. These lights shall meet or exceed all current applicable DOT

standards.

#### **E. TIME AND MATERIAL CREW CHAIN SAW SPECIFICATIONS**

1. Light-weight Trimming Chain Saw:: 1.9 to 2.8 c.i.d., 12 to 14" bar.
2. Standard Heavy-Duty Chain Saw: 3.0 to 4.5 c.i.d, 16 to 28" bar
3. Large Heavy-Duty Chain Saw: 4.5 or more c.i.d., 30 to 59" bar.

#### **F. TIME AND MATERIAL MINIMUM EQUIPMENT LIST - TREE TRIMMING CREWS**

1. The minimum equipment list herein is not intended to be all inclusive. Any additional tools or equipment which the Contractor feels will improve its effectiveness are welcomed, but shall be approved by NIPSCO. Billing rates shall not be adjusted because of additional contractor supplied equipment. The contractor shall comply with ANSI Z133.1 and other applicable safety standards in the use of the equipment listed below:

| <u>HAND TOOLS</u>                                | <u>2-Man<br/>Trimming Crew<br/>Quantity</u> | <u>3-Man<br/>Trimming Crew<br/>Quantity</u> |
|--------------------------------------------------|---------------------------------------------|---------------------------------------------|
| Sledge Hammer                                    | 1                                           | 1                                           |
| Wedge                                            | 2                                           | 2                                           |
| Broom                                            | 1                                           | 1                                           |
| Rake                                             | 1                                           | 2                                           |
| Scoop Shovel                                     | 1                                           | 1                                           |
| Fiberglass Pole Pruner (10 - 12 ft.)***          | 1                                           | 1                                           |
| Fiberglass Extension Pruner (20 ft.)***          | 1                                           | 2                                           |
| <u>CLIMBING TOOLS</u>                            |                                             |                                             |
| Climbing Ropes - 1/2" X 120'**                   | 2                                           | 3                                           |
| Saddles**                                        | 2                                           | 3                                           |
| Hand Pruning Saws & Scabbard                     | 2                                           | 3                                           |
| Bull Rope - 5/8" X 150' synthetic                | 1                                           | 1                                           |
| Hand Line- 1/2" X 120'                           | 2                                           | 3                                           |
| Throw line and ball 200'                         | 1                                           | 2                                           |
| Minimum 20' Extension Ladder                     | 0                                           | 1                                           |
| <u>MISCELLANEOUS</u>                             |                                             |                                             |
| Rain Gear Set (Jacket & Pants)                   | 2                                           | 3                                           |
| Leg Chaps w/ Saw Protection                      | 2                                           | 3                                           |
| Heavy-Duty Flashlight                            | 1                                           | 1                                           |
| Water Resistant Removable Halogen Hardhat Lights | 2                                           | 3                                           |
| Tool Box with Repair Tools*                      | 1                                           | 1                                           |
| First-Aid Kit                                    | 1                                           | 1                                           |
| <u>HERBICIDE APPLICATION EQUIPMENT</u>           |                                             |                                             |

|                                                    |   |   |
|----------------------------------------------------|---|---|
| Specified Herbicide - Full Containers (1 gal min.) | 1 | 1 |
| Hand Applicators- 22 oz. to 1 qt.                  | 2 | 2 |

#### POWER EQUIPMENT

|                           |   |                       |
|---------------------------|---|-----------------------|
| Hydraulic Pole Chain Saw  | 1 | 1 (bucket truck only) |
| Light-weight Trimming Saw | 2 | 2                     |
| Standard Heavy-Duty Saw   | 1 | 2                     |

- \* Contractor shall furnish tool box. At a minimum tool box shall include chain saw files, metric/SAE socket and wrench set, screw-drivers, hammer, allen wrench set, spare nuts, bolts, fence nails, cotter pins, screws, etc.
- \*\* Aerial rescue equipment shall not be counted as part of the compliance requirement and shall be kept on the truck in a separate bag and readily available at all times.
- \*\*\* All fiberglass pole pruners and extensions shall be Jameson JE Safestick Series, Fred Marvin Dielectric Series or equivalent constructed with foam cores and individual testing by the manufacturer to 100 kV per foot for five minutes. All pruner heads shall have appropriate cord designed for use with the pruner head and an isolation device in the cord.

### **G. TIME AND MATERIAL CREW DOCUMENTS AND PERMITS**

1. The following documents and permits are required to be carried by all crews, be available on the job site and maintained in an orderly fashion:
  - (a) Indiana State Highway Tree Trimming Permit
  - (b) Tree/Brush Removal Permit Forms
  - (c) Material Safety Data Sheets
  - (d) Herbicide Labels
  - (e) Contract Specification
  - (f) Current Time Sheet
  - (g) A supply of NIPSCO's brochures *Protecting Your Power – The Need To Trim Trees* and *Selecting The Right Tree, Choosing the Right Place*.
  - (h) Customer Response Forms
  - (i) Door Hanger Bags
  - (j) Dr. Alex Shigo's pocket guide "Pruning Trees Near Electric Utility Lines"
  - (k) Current copy of ANZI Z133.1 Standard
  - (l) Current copy of ANZI A300 Standard
  - (m) Contractor's Safety Policy
  - (n) Contractor's Foreman's Manual
  - (o) Owner's and Operator's Manuals For Truck, Lift, Chipper, Chainsaws and other equipment carried on the truck.
  - (p) Storm Clean Up Door Hangers

### **H. TIME AND MATERIAL CREW TRAFFIC CONTROLS**

1. All traffic control devices shall meet Indiana State Highway standards as well as any additional requirements of the local state highway district and city or town ordinances. Appropriate traffic control devices shall be utilized when trucks are parked or working

along streets and roadways.

## **I. FIXED PRICE / UNIT PRICE CIRCUIT CREW EQUIPMENT AND DOCUMENTATION REQUIREMENTS**

1. The following equipment is required on all Contractor crew trucks in preparation for being called out on time and material billed emergency work during conditions of darkness and adverse weather conditions:
  - (a) For bucket trucks; a sealed beam directional spot-light that is either permanently mounted in a location where it could be focused on the work area or is portable with a magnetic mount and powered by a cigarette lighter or power port with a cord long enough that light could be focused on the work area. For manual trucks; a sealed beam directional spot-light that is portable and battery powered.
  - (b) At least two (2) water resistant, halogen, and removable hardhat lights maintained in working condition and with required batteries.
  - (c) At least one (1) heavy-duty hand held flashlight maintained in working condition and with required batteries.
  - (d) At least (2) sets of rain gear.
  - (e) The pole pruners, chain saws, and climbing tools listed in section VII(F)1 of this Specification.
2. The following documents and permits are required to be carried by all crews, be available on the job site and maintained in an orderly fashion:
  - (a) Indiana State Highway Tree Trimming Permit
  - (b) Tree/Brush Removal Permit Forms
  - (c) Material Safety Data Sheets
  - (d) Herbicide Labels
  - (e) Contract Specification
  - (f) A supply of NIPSCO's brochures *Protecting Your Power – The Need To Trim Trees* and *Selecting The Right Tree, Choosing the Right Place*.
  - (g) Dr. Alex Shigo's pocket guide "Pruning Trees Near Electric Utility Lines"
  - (h) Current copy of ANZI Z133.1 Standard
  - (i) Current copy of ANZI A300 Standard
  - (j) Contractor Safety Policy
3. Licensed vehicles shall be equipped with a permanently mounted amber strobe or other similar system, as approved by the Area Forester, as an aid in traffic control that meet or exceed applicable DOT standards. These lights shall be utilized when vehicles are working or parked along streets, alleys, and other such roadways.
4. All traffic control devices shall meet Indiana State Highway standards as well as any additional requirements of the local state highway district and city or town ordinances. Appropriate traffic control devices shall be utilized when trucks are parked or working along streets and roadways.

## **J. TIME AND MATERIAL MINIMUM EQUIPMENT LIST - GENERAL FOREMAN**

1. The following identifies the equipment, which shall be on the General Foreman's vehicle at

all times (Daily). The daily truck stock items are basic but not all-inclusive. Contractor is expected to add to this list based on its knowledge and records of items required to keep crews supplied on a daily basis in a manner that will allow crews to achieve maximum productivity. In addition to daily truck stock, each General Foreman shall maintain a local inventory (Available) of items within the assigned LOA, which will allow for daily restocking of the truck. Available stock shall not be counted as Daily stock and shall be in addition to Daily stock.

| <u>Daily Truck Stock</u><br>Item     | <u>Quantity</u> |                  |
|--------------------------------------|-----------------|------------------|
|                                      | <u>Daily</u>    | <u>Available</u> |
| Sledge Hammer (Extra Handles)        | 1               | 1                |
| Wedge                                | 4               | 2                |
| Broom (with bristles)                | 1               | 2                |
| Rake (with tangs)                    | 1               | 2                |
| Scoop Shovel                         | 1               | 2                |
| Long Handle Round Point Shovel       | 1               | 4                |
| Pole Pruners (Heads & Poles)         | 2 Ea.           | 3 Ea.            |
| Lopping Shears                       | -               | 1                |
| Climbing Ropes - 120'                | 2               | 2                |
| Saddles                              | 1               | 2                |
| Hand Pruning Saws & Scabbards        | 1               | 2                |
| Bull Rope - 150'                     | 1               | 1                |
| Hand Line                            | 1               | 2                |
| Tool Box with Repair Tools           | 1               | 1                |
| First-aid Kit                        | 1               | 1                |
| 10' Ladder Sections                  | -               | 2                |
| Specified Herbicides - 2 to 2.5 Gal. | 1 Case          | 1 Case           |
| Hand Sprayers - 22 oz. to 1 qt.      | 4               | 4                |
| Backpack Sprayer - 2.5 to 5 Gal.     | 1               | 2                |
| Snatch Block                         | 1               | 1                |
| Block & Tackle or Hand Winch         | 1               | -                |
| Chipper Blades                       | 1 Set           | 2 Sets           |
| Hydraulic Pole Chain Saw             | 1               | 1                |
| Light weight trim saw                | 1               | 1                |
| Standard Heavy-Duty Chain Saw        | 1               | 1                |
| Large Heavy-Duty Chain Saw           | 1               | 1                |
| Replacement bar – each size          | 1               | 1                |
| Replacement chain – each size        | 2               | 2                |

2. Necessary tools and spare parts inventory to effect minor field repairs on tools and equipment including but not limited to saw chains, files, gas mix, bar oil, spark plugs, and filters.
3. Personnel safety equipment such as hard hats, ear plugs, safety glasses.
4. Two flags, four cones, two “Men Working” signs, and two stands.
5. Adequate supply of all paperwork required by these specifications.
6. Three hand held sealed beam portable spotlights and extra flashlights and batteries.



## **VIII. BILLING**

### **A. TIME AND MATERIAL GENERAL BILLING**

1. The cost of all paid holidays shall be borne by the Contractor.
2. NIPSCO shall not be billed when Contractor employees are not performing Work, such as when they are attending outside conferences, seminars, or obtaining licenses and certifications.

### **B. TIME AND MATERIAL CREW BILLING**

1. Report Time: Up to two (2) hours billing at regular time rates will be accepted for crew members who report to Work at their scheduled starting time and cannot Work due to inclement weather, subject to the crew leader reporting in to the General Foreman at the scheduled starting time and at the end of the two (2) hours. Billable Report Time applies only to inclement weather situations and only during the first two (2) hours of the normal Work day, Monday through Friday, with at least two (2) crew members present. Crew members shall remain at the Work headquarters. No billing will be accepted by NIPSCO for equipment during this time. It is to be understood that should weather conditions improve at any time within this two (2) hour period, crews are expected to report in to the LOA & General Foreman and go to Work.
2. Call-Out: NIPSCO will accept a minimum of two (2) hours of billing for any Contractor employees (General Foremen, Roving Foremen, crew members, etc.) called-out from home to perform Work in an authorized emergency outside of the normal Work day, Monday through Friday, or on a Contractor paid Holiday and for Saturday and Sunday Work in excess of the normal forty (40) hour Work week.
3. Overtime: *Time and a Half* billing rates shall be paid for authorized Work outside of the normal Work day, Monday through Friday, and for work on Saturday Work in excess of the normal forty (40) hour Work week. *Double time* billing rates shall be paid for authorized Work on Sundays.
4. Meal Compensation: NIPSCO will reimburse Contractor for payments made to its employees who Work authorized emergency-related overtime for the costs of meals incurred by Contractor's employees during such overtime up to a maximum of two dollars (\$2.00) per hour for each hour of overtime Work. Also, when authorized emergency Work continues uninterrupted from overtime into regular time, NIPSCO will reimburse Contractor for payments made to its employees for the costs of meals at the same rate for regular time Work. No other reimbursement shall be made for meals. For billing purposes, meal costs incurred by Contractor's employees shall be listed as billable expenses on the weekly time sheet.
5. Meal Breaks:
  - a. Contract employees who work authorized storm-related overtime will be allowed up to one (1) hour, including travel time, to eat on their own time after each consecutive six (6) hours of work, or if the work is an extension of the normal work day, two (2)

hours after their scheduled quitting time provided that at least two (2) additional hours of work remain.

- b. Upon the employees return to work after a meal break as defined above, the Contract employees will be allowed up to one (1) hour, including travel time, to eat on their own time after each six (6) hours of additional overtime.
- c. There will be no billing for labor, trucks, chippers, or other equipment during such meal breaks. Employees returning from meal breaks will continue at applicable rates upon arrival at the work site.

#### **C. TIME AND MATERIAL GENERAL FOREMAN BILLING**

1. NIPSCO shall not be billed for General Foreman's time spent preparing paperwork (except for paperwork that is required by these specifications), picking up supplies, or any other administrative duties, travel, or meetings required by the Contractor pertaining to the operation of its business.
2. The Contractor may bill NIPSCO at overtime billing rates as specified in the Contractor's proposal for authorized Work done by the General Foreman which is outside of the normal Work day, Monday through Friday, is on a Contractor paid Holiday or a Sunday and for Saturday Work in excess of the normal forty (40) hour Work week.

#### **D. TIME AND MATERIAL FLAGGER BILLING**

1. Contractor may bill for flagger only when used in an area where flagger use is required by federal, state, or local laws and regulations.
2. Flagmen shall be billed at the TD labor classification rate only.

#### **E. TIME AND MATERIAL HERBICIDE BILLING**

1. All herbicides shall be billed at the current distributor's cost plus 15%. Fifteen- percent markup includes shipping and handling to the General Foreman and the cost of any required adjuvants. This shall be a firm price per year. Invoice verification of distributor's cost shall be submitted annually.

#### **F. TIME AND MATERIAL EQUIPMENT BILLING**

1. Approved equipment at the Work-site and in Working condition shall be billed on the crew-hour basis. Hours required for the contractor's inspection programs, maintenance, and/or emergency field repairs, or equipment replacement during the normal Workday shall not be billed.
2. Billing will not be accepted for chippers on overtime Storm Work when specifically directed by NIPSCO.

#### **G. TIME AND MATERIAL EQUIPMENT FUEL COST ADJUSTMENT**

1. Equipment billing rates are to be based on an index price of \$2.26 for the Contract duration. The index price used reflects the average cost of a gallon of regular conventional retail gasoline for the Midwest reported by the U.S. Energy Information Administration ([www.eia.gov/petroleum/gasdiesel](http://www.eia.gov/petroleum/gasdiesel)).

2. Adjustments, up or down, to the equipment billing rates originally bid will be made on a quarterly calendar basis if applicable. An adjustment to the equipment rates will take effect whenever the fuel index changes by more than \$0.10 from the base or from the last quarterly rate adjustment, whichever is applicable. The index change is determined by averaging the three monthly surveys taken during the calendar quarter and comparing that average to the existing base index. Revised equipment billing rates will take effect when the index change is greater than the \$0.10 threshold. Rounding of the index to the closest \$0.05 will govern any changes.
3. The revised equipment billing rates will be effective on the first weekly billing period following the end of the calendar quarter used for index calculation purposes. For example, should the index during the first calendar quarter of 2017 indicate equipment billing rate revisions, the revised rates would become effective April 1, 2017. NIPSCO will advise the Contractor in writing on a quarterly basis the amount of the revision, if any, by equipment code.
4. Equipment billing rate adjustments will be based upon consumption factors appropriate for each equipment type. The following table details the consumption factors, which will be used to calculate the base billing revisions.

| <b><u>Consumption Code</u></b> | <b><u>Equipment Description</u></b> | <b><u>Factor<br/>Gals. per Hr.</u></b> |
|--------------------------------|-------------------------------------|----------------------------------------|
| E1/E6                          | Bucket Truck                        | 1.0                                    |
| E2                             | Manual Truck                        | 0.6                                    |
| E3/E7                          | GF/RP/CCA Vehicle                   | 1.5                                    |
| E4                             | Chipper                             | 0.2                                    |

5. The Fuel Cost Adjustment shall apply regardless of the type of fuel consumed by the vehicle or type of equipment used.

#### H. TIME AND MATERIAL NIPSCO INCENTIVE PAY PROGRAM

1. To the extent, Contractor's employees meet specific job training, education, professional certification and experience criteria, NIPSCO is willing to pay an additional sum to Contractor for the work of such employees. NIPSCO shall permit Contractor to increase its base billing rates for the following classes of employees as detailed within the table below:

| CODE | DESCRIPTION                | BILLING RATE INCREMENT                |
|------|----------------------------|---------------------------------------|
| SS-1 | Safety Supervisor, Level 1 | Base Wage Rate +<br>\$2.00 x Markup%  |
| SS-2 | Safety Supervisor, Level 2 | Base Wage Rate                        |
| GF-1 | General Foreman, Level 1   | Base Wage Rate +<br>\$2.00 x Markup % |
| GF-2 | General Foreman, Level 2   | Base Wage Rate +<br>\$1.00 x Markup % |
| GF-3 | General Foreman, Level 3   | Base Wage Rate x<br>Markup %          |
|      |                            |                                       |
| CF-1 | Crew Foreman, Level 1      | Base Wage Rate +<br>\$2.00 x Markup % |
| CF-2 | Crew Foreman, Level 2      | Base Wage Rate +<br>\$1.00 x Markup % |
| CF-3 | Crew Foreman, Level 3      | Base Wage Rate x<br>Markup %          |
| TT-1 | Top Trimmer, Level 1       | Base Wage Rate +<br>\$0.50 x Markup % |
| TT-2 | Top Trimmer, Level 2       | Base Wage Rate x<br>Markup %          |
| CA   | Customer Contact Agent     | Base Wage Rate<br>+ Markup %          |

## **I. FIXED PRICED GENERAL BILLING**

1. Contractor invoices for fixed price Work shall be paid by NIPSCO in accordance with the following procedure:
  - a. After the Contractor has certified a circuit complete and meeting the requirements and terms of this Specification, an invoice in the amount shown on the contractor's quote sheet shall be submitted to NIPSCO.
  - b. NIPSCO or NIPSCO's representative shall inspect the Work for completeness and compliance to this Specification.
  - c. Should NIPSCO not accept the Work after the inspection, NIPSCO shall provide documentation to the Contractor identifying Work to be corrected.
  - d. After correcting the identified Work, the Contractor shall notify NIPSCO.
  - e. NIPSCO or NIPSCO's representative shall re-inspect the corrected Work.
  - f. Upon final acceptance of the Work by NIPSCO, NIPSCO shall pay the Contractor's invoice less any applicable penalties or allowed deductions.

## **J. FIXED PRICED GENERAL BILLING**

1. Contractor invoices for fixed price Work shall be paid by NIPSCO in accordance with the following procedure:
  - a. After the Contractor has certified a circuit complete and meeting the requirements and has met the requirements and terms of this specification, an invoice based in accordance to the final agreed to unit rates as stated in the awarded Contractor(s) pricing proposal shall be submitted to NIPSCO.
  - b. NIPSCO or NIPSCO's representative shall inspect the Work for completeness and compliance to this Specification.
  - c. Should NIPSCO not accept the Work after the inspection, NIPSCO shall provide documentation to the Contractor identifying Work to be corrected.
  - d. After correcting the identified Work, the Contractor shall notify NIPSCO.
  - e. NIPSCO or NIPSCO's representative shall re-inspect the corrected Work.
  - f. Upon final acceptance of the Work by NIPSCO, NIPSCO shall pay the Contractor's invoice less any applicable penalties or allowed deductions.

## **K. SPECIFICATION & COMPLETION SCHEDULE NON-COMPLIANCE PENALTIES**

1. Contractor(s) can be subject to a penalty not to exceed \$100.00 for each day or each instance of non-compliance with sections II (Tree Crew Requirements), III (General Provisions), and those aspects of IV (Technical Specifications) that cannot be corrected at the Contractor's expense. NIPSCO shall provide the Contractor with documentation of instances of non-compliance for which a penalty is levied.
2. The costs of all NIPSCO re-inspections of fixed price Work corrected by the Contractor shall be deducted from the Contractor's invoice. NIPSCO will provide the Contractor with documentation of these costs.
3. Contractor(s) awarded fixed price Work can be subject to a penalty not to exceed \$500.00 for

- each day that passes beyond the work completion deadline. The criteria used to determine if a deadline has been met will be if on or before the day of the deadline, NIPSCO has received Contractor certification that the awarded Work is complete and has received an invoice for that Work.
4. NIPSCO may extend the work completion deadline for fixed price Work for any reason including to offset time lost performing emergency work for NIPSCO.
  5. NIPSCO shall make the final determination regarding the levying of penalties.

## IX. UNIT WORK

### A. UNIT WORK TYPE DESCRIPTIONS

1. The following describes the unit work activities to be furnished by the Contractor and indicates the associated activity code used to identify each type of work unit.

| <u>CODE</u> | <u>DESCRIPTION OF UNIT WORK ACTIVITIES</u>                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31A         | <b>Roadside Tree Trim :</b> Trees (greater than 6 in. dbh) and brush (less than 6 in. dbh) trimmed to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Brush permitted for removal, "Safe Zone Trimming "of hazard, danger trees are also included in this work type.     |
| 31B         | <b>Non-Roadside Tree Trim :</b> Trees (greater than 6 in. dbh) and brush (less than 6 in. dbh) trimmed to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Brush permitted for removal, "Safe Zone Trimming "of hazard, danger trees are also included in this work type. |
| 41A         | <b>Roadside Removal – 6 to &lt;12 in. dbh.:</b> Trees growing in maintained or developed landscapes that are cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.                                          |
| 41B         | <b>Non-Roadside Removal – 6 to &lt;12 in. dbh.:</b> Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.                        |
| 42A         | <b>Roadside Removal – 12 to &lt;18 in. dbh.:</b> Trees growing in maintained or developed landscapes that are cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.                                         |
| 42B         | <b>Non-Roadside Removal – 12 to &lt;18 in. dbh.:</b> Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.                       |
| 43A         | <b>Roadside Removal – 18 to &lt;24 in. dbh.:</b> Trees growing in maintained or developed landscapes that are                                                                                                                                                                                                                                                                                                  |

cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.

- 43B **Non-Roadside Removal – 18 to <24 in. dbh.:** Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.
- 44A **Roadside Removal – 24<30 in. dbh.:** Trees growing in maintained or developed landscapes that are cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.
- 44B **Non-Roadside Removal – 24<30 in. dbh.:** Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.
- 45A **Roadside Removal – 30<36 in. dbh.:** Trees growing in maintained or developed landscapes that are cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.
- 45B **Non-Roadside Removal – 30<36 in. dbh.:** Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.
- 46A **Roadside Removal – >36 in. dbh.:** Trees growing in maintained or developed landscapes that are cut down to provide line clearance per NIPSCO Specifications. Clean-up of yards and paved areas via raking and sweeping, removal and chipping of brush and hauling of wood is typically required. Grinding of stumps is also included in this work type.
- 46B **Non-Roadside Removal – >36 in. dbh.:** Trees growing outside of yard areas that are cut down to provide line clearance per NIPSCO Specifications. Mowing, mulching or chipping of slash is typically required. Larger trunks and logs are typically de-limbed and windrowed along the edges of the ROW. Stump treatment with herbicide is also included in this work type.

## **APPENDICES**

**Northern Indiana Public Service Company**  
**Electric Line-Clearance Contract and Specifications**  
**2017-2020**



## APPENDIX 1: TRES TIME SHEET SYSTEM

### I. GENERAL TIME SHEET DEFINITIONS

The following items shall be completed in the corresponding spaces on the Weekly Time Sheet (Form BM-5186-14).

1. CONTRACTOR - Name of the company performing the Work.
2. CONTRACT SUPERVISOR - Name of crew's General Foreman.
3. LOA - Name of the LOA in which Work is performed followed by that LOA's two-digit identification number. For example: Valparaiso-05.
4. PURCHASE ORDER NUMBER - Enter the Contractor's purchase order number as issued by NIPSCO.
5. LOA APPROVAL - If requested by the LOA, signature of a representative approving the report.
6. CREW NUMBER - Enter the crew's NIPSCO and Contractor identification number in the appropriate box.
7. PAGE OF PAGE - Enter as Page 1 of 1, Page 1 of 2, etc., to indicate the number of sheets in the report.
8. PERIOD ENDING - Enter week ending date. Always use Saturday's date.
9. CREW HEADQUARTERS - Enter the name, street address, and city of crew's headquarters for that week.
10. DAY OF WEEK - Enter the day of the week that Work was performed.
11. TRIM AREA NO. - Enter the number of the trim-area in which the Work was performed.
12. Work-ORDER NUMBER - Enter the NIPSCO Work-order or ABM number to which Work is to be charged.
13. TIME CODE - Enter one of the following codes which identifies the billing rate: regular time (R), makeup time (M), overtime (O), or double time (D).
14. ACTIVITY & ACCESSIBILITY CODES and QUANTITY - Enter the appropriate activity codes, accessibility codes, and quantities as each activity is completed during the day.

15. EMPLOYEE NO., NAME and CODE - Enter the Contractor's employee identification number, if applicable; the employee's first and middle initials and last name (DO NOT use nicknames); and the employee's classification code (BF, T2, etc.) as listed in this specification. If an employee's classification changes during the week, his name must be listed again on a separate line with the new classification code. The crew leader's name must appear first.
16. LABOR HOURS - Enter the number of billable hours for which each employee contributed to the completion of the Work activity identified in Item 14 - Activity Code. Hours must be entered to the nearest one-tenth (.1) hour (6 minutes). If an employee is missing, indicate as: Absent (A), Holiday (H), Transfer (T), Vacation (V), or Terminated (X).
17. BILLABLE PAYROLL - Enter the total billable regular time (R), makeup time (M), overtime (O), or double time (D), and total billable hours for each employee.
18. OTHER PAYROLL HOURS - Enter the total holiday, vacation, and other non-billable hours for each employee.
19. TOTAL MAN-HOURS - Enter total billable and non-billable hours for each employee.
20. EQUIPMENT NUMBER, TYPE and CODE - Enter the Contractor's identification number for each piece of equipment, the type of equipment, and the NIPSCO classification code (E1, E2, etc.) as listed in Exhibit "C". If an equipment code changes during the week, that piece of equipment must be listed on a separate line with the new classification code.
21. EQUIPMENT HOURS - Enter billable hours associated with the Work activity identified in Item 14 - Activity Code. Hours must be entered to the nearest one-tenth (.1) hour (6 minutes).
22. TOTAL EQUIPMENT HOURS - Enter the total billable hours for each piece of equipment.
23. BILLABLE EXPENSES - Enter the description and cost of billable expenses such as allowed overtime meal money allotment.
24. CHEMICAL TYPE and CODE - Enter the name and code of herbicides as specified by the General Foreman or Area Forester.
25. CHEMICAL AMOUNT - Enter the amount of herbicide in the container when a new container is issued. Herbicides shall be charged to brush or tree removal activity codes only.
26. TOTAL CHEMICAL - Enter the total amount of herbicide charged that week.
27. ODOMETER READINGS - Enter the odometer readings at the beginning and ending of the week. Subtract the two and enter the total miles traveled.
28. DAILY WORK LOCATION(S) and REMARKS - Enter the location(s) where each day's activities were performed and any information that will describe or make this report more easily understood.

# Time Sheet Form

[illegible]

### **III. TIME SHEET PROCESSING/INVOICING PROCEDURE**

- A. The General Foreman shall collect the time sheets from the crews on Monday for the preceding week.
- B. The General Foreman shall review the time sheets, checking for errors and completeness, prior to entering data into the computer.
- C. The General Foreman shall use the NIPSCO TRES DATA ENTRY PROGRAM, installed on a computer provided by NIPSCO, to complete the following on a weekly basis:
  - 1. Enter the time sheet data from original time sheets completed by the crews.
  - 2. Enter the total billable hours from the crews' payroll records.
  - 3. Enter trim area completion data, when applicable.
  - 4. Print the *Hours Comparison Report*. If the report indicates discrepancies, edit data until they are resolved.
  - 5. Print a *Time Sheet Report* for each crew, attach it to the original time sheet and retain for a minimum of three (3) years.
  - 6. Print the *Weekly Invoice*. Add the appropriate invoice number, date and signature.
  - 7. Save all TRES data to the computer hard drive. Use the "batch number" indicated on the Week Ending Calendar provided by NIPSCO.
  - 8. Clear data from program prior to entering another week's data.
- D. The General Foreman shall send an electronic copy and a hard copy of the completed invoice to NIPSCO no later than Wednesday morning.
- E. When directed to do so by the Area Forester, the General Foreman shall submit copies of both original and computer generated weekly time sheets to the Area Forester.
- F. The General Foreman shall be responsible for distributing a copy of the invoice and any subsequent revisions to the invoice made by NIPSCO, to the contractor's billing department and/or invoicing representatives.
- G. Forestry Operations will review all invoices and when approved, forward for payment.

## **IV. NIPSCO TRES DATA ENTRY PROGRAM USER GUIDE**

### **A. Overview**

The ECI Trim Report and Evaluation System (TRES) is used by NIPSCO to capture and analyze productivity data from contract line clearance crews. The TRES data entry program has been customized to allow the contract General Foreman to enter this data directly into the computer on a weekly basis, generate invoices based on the equipment and man-hours entered and save the data to floppy disk for further processing by ECI.

Contractor specific billing rates and purchase order numbers are “built in” to the program. Labor, equipment, & chemical codes, district numbers, and activity codes are also “built in” and are used to validate the information as it is entered into the computer. For accuracy and security purposes, all billing rate and code references cannot be altered in any way by field personnel. Entries are automatically saved to the computer’s hard disk drive after pressing page down at the end of each entry screen.

### **B. Using The Program**

To start the program, move the on-screen pointer on top of the TRES icon by moving the mouse. Then click the mouse button twice rapidly (double-click). At the Main Menu, put the keyboard into CapsLock mode before selecting an option.

A Menu Bar appears on the bottom of several screens. You may use the left and right arrow keys to move through this Menu Bar to the desired option and then press <enter> or you may press the first letter of the desired option in order to choose it.

The following is a brief overview of each Main Menu option.

#### *1. Add/Edit Timesheet Data*

This option provides you with a data input screen for the timesheet data. Each column on the timesheet corresponds to one full Add/Edit Screen entry. Before entering any data, turn on the “carry hours” and “carry” features. The “carry hours” feature carries the hours from the first labor and equipment codes down to any other labor & equipment codes for that entry. The “carry” feature carries certain information over to the next entry added thereby saving you keystrokes. While these features are on, you can still override carried information by typing over it. Both features can be toggled on and off from the Menu Bar.

Use the “Add” option to add a new entry and the “Edit” option to go back into an existing entry in order to change information within it.

You can use the “Next” and “Previous” options in the Menu Bar to scroll through your entries or you can use the “Select” option to jump to the first entry for a particular crew.

Use “Delete” to permanently erase an entry from the computer’s memory.

2. *Add/Edit Total Hours*

This option provides you with a data input screen to enter the total billable hours for each person, piece of equipment, expenses, and amount of chemical used for the week. Each truck timesheet should be inputted separately on its own entry screen. The Menu Bar Works the same as previously described. The computer will compare these hour totals with those from the timesheet entries and list for you any discrepancies between them when you run Report 1B.

3. *Add/Edit Trim Area Completion Data*

This option provides you with a data input screen to enter trim area completion data. Choose “Add” from the Menu Bar and then enter the information requested on the screen.

4. *Reference Table*

This option is not available for use.

5. *Report Menu*

The Report Menu provides you with a list of reports that may be printed. Report 1A is printed for the specified team number and shows the entered time sheet data in a format similar to the original time sheet. Print in Landscape format. Report 1B is the Hours Comparison Report and is used to check the accuracy of the timesheet hours versus the total billable hours entered. Only the items which do not match exactly will appear on this report. If there are errors, you should return to the Add/Edit Time Sheet screens and correct the data. Once the Report 1B runs with no errors, then you are ready to generate an invoice. Reports 2-9 are reference table printouts. Report 11 is the weekly invoice for your district. Report 12 shows the weekly charges by NIPSCO ABM & Work Order Numbers.

6. *Maintenance Menu*

The Maintenance Menu provides you with a list of set-up options and program functions. You will only be using three options on a regular basis. Option 1 is used to save the data to the EXPORT folder on the computer C: drive. After choosing this option, the program will ask you to enter a batch number. The batch number corresponds to the week number for a given week ending date and is listed on the calendar provided. Option 8 zaps (clears) all data for the timesheet and total hours, making it ready to accept the next week’s data. Option 9 does the same for trim area completion data. Zapping permanently erases the data! Do not choose this option until all reports are printed and all editing is complete.

**C. Software License**

The NIPSCO TRES DATA ENTRY PROGRAM is a proprietary system of Environmental Consultants, Inc. and intended for exclusive use by NIPSCO. Any use of this software for purposes other than those stated in the license agreement is prohibited.

## **V. TREE TRIMMING CREW TIME SHEET ACTIVITY CODES**

The following specifies the activity and accessibility codes and quantities to be entered on the NIPSCO Weekly Line-Clearance Time Sheet.

**MANAGEMENT TIME** - Enter the activity code and quantity as specified. Enter a slash (/) for accessibility unless specified otherwise.

- 11 Other Utility Storm Assistance - Includes all labor and equipment hours spent outside of NIPSCO's service territory providing storm assistance to another utility. Enter a slash (/) for quantity.
- 12 Report Time - Includes billable report time for inclement weather only. The quantity is always one (1). Each occurrence must be listed in a separate column. Enter labor hours but not equipment hours.
- 15 NIPSCO Meetings - Includes all labor hours for crew training meetings or other meetings arranged by the Area Forester. The quantity equals the number of meetings attended. Equipment is not billable and shall be recorded under Code 13 for the associated time.
- 16 Audit Time - The quantity is always one (1). Used to record time that the truck's crew is taken out of production for auditing of reported time sheet quantities.
- 17 Flagger - To be used in recording man-hours associated with flagging traffic. Enter a slash (/) for quantity. No travel time is to be recorded for the flagger.
- 19 Other Management Time - To be used only when specified by the Area Forester. The quantity is always one (1). Each occurrence must be listed in a separate column.

**DOWNTIME** - Enter the activity code and quantity as specified.

- 13 Downtime - Includes only non-billable downtime due to inclement weather, breakdowns, absenteeism, etc. Enter the reason for downtime in the accessibility line as: Inclement Weather (W), Equipment (E), Labor (L), or Other (O). The quantity is always one (1). Each occurrence must be listed in a separate column. Note explanation for downtime under Item 28 - "Daily Work Location(s) and Remarks".

**NON-PRODUCTIVE TIME** - Enter the activity code and quantity as specified. Enter a slash (/) for accessibility unless specified otherwise.

- 21 Headquarters Travel - Includes travel time to and from the job site and crew headquarters. The quantity is the number of miles traveled. Miscellaneous travel and setup time during the day should be included with the associated productive-time activity codes.

- 22 Wood Chip Disposal - Includes time traveling to and from the disposal site. Each trip to the disposal site must be recorded in a separate column. Indicate the location of the disposal site in the accessibility line as: Homeowner (H), Commercial Nursery (C), NIPSCO Property (N), Park/School/Cemetery (P), Garbage Dump/Landfill (G). Quantity equals (1) Full Load, (.75) 3/4 Load, (.5) Half Load. Indicate the location where the chips were disposed under Item 28 - "Daily Work Location(s) and Remarks".

## **PRODUCTIVE TIME**

Indicate the accessibility of all productive time activities (codes 30-99) unless specified otherwise. Accessible refers to locations that are Workable with a bucket truck such as along roads, streets, and alleys. Inaccessible refers to locations such as back-lot easements and right-of-ways, which are not Workable with a bucket truck.

A - Accessible  
B - Inaccessible

C - Accessible (Critical Line)  
D - Inaccessible (Critical Line)

TRIMS - Enter the activity and accessibility codes. Record the number of trees trimmed.

- 31 Primary Trims - Trees (greater than 6" DBH) trimmed to provide clearance for primary circuits and secondaries serving two or more locations.
- 39 Secondary Trims - Trees (greater than 6" DBH) trimmed to provide clearance for service drops, secondaries serving one location, street lights, guy wires and poles. Enter a slash (/) for accessibility.

REMOVALS - Enter the activity and accessibility codes. Record the number of trees removed. Removal time includes stump treating. The reason(s) for any trees cut which are not stump treated shall be noted under Item 28 - "Daily Work Location(s) and Remarks".

- 41 Trees - 6 but less than 12 inches dbh.
- 42 Trees - 12 but less than 18 inches dbh.
- 43 Trees - 18 but less than 24 inches dbh.
- 44 Trees - 24 but less than 30 inches dbh.
- 45 Trees - 30 but less than 36 inches dbh.
- 46 Trees - 36 inches dbh or greater.



BRUSH - Brush is defined as tall-growing tree species less than 6 inches dbh. Quantity equals the number of stems Worked.

- 51 Brush Stems Trimmed - Enter the total manhours and equipment hours per classification which have accumulated throughout the day in performing brush trims and associated site clean-up. Includes all brush trimmed for either primary or secondary line-clearance.
- 52 Brush Stems Hand Cut/Left - Enter the total manhours and equipment hours per classification which have accumulated throughout the day in performing brush removals. Includes all brush and vines removed for either primary or secondary line-clearance. Time for site clean-up & herbicide treatment associated with brush removal is a part of total brush removal time.
- 53 Brush Stems Treated and Left Standing - Enter the total manhours and equipment hours per classification which have accumulated throughout the day in performing treatment of standing brush with an approved herbicide.

ASSIGNED Work - Enter the activity and accessibility code as specified. Show the total manhours and equipment hours.

- 80 Line-Connected Private Work - Quantity equals the number of jobs completed. Enter a slash (/) for accessibility. Accurately record on the time sheet the F-number assigned to the Work by the Area Forester - the routine ABM maintenance number shall not be used for this activity. Trim area not required. Indicate the location and description of the Work under Item 28 - "Daily Work Location(s) and Reporting".
- 91 Customer Tickets - Quantity equals the number of customer tickets, or locations, completed. Indicate the location, ticket number and the name of the NIPSCO employee authorizing the Work under Item 28 - "Daily Work Location(s) and Reporting". Record the trim-area where the Work was performed. Work performed in different trim-areas should be listed separately.
- 92 Emergency/Storm Work - Quantity equals the number of emergency tickets, or locations, completed. Accurately record the storm W.O. number on the time sheet - the routine ABM maintenance number should not be used for this activity. Indicate the name of the NIPSCO employee authorizing the Work under Item 28 - "Daily Work Location(s) and Reporting". Record the trim-area where the Work was performed. Work performed in different trim-areas should be listed separately.
- 93 Various Construction Work Orders - The quantity is always one (1). To be used to record Work charged to various construction Work orders. Accurately record the construction W.O. number on the time sheet - the routine ABM maintenance number shall not be used for this activity. Indicate the location and name of the NIPSCO employee authorizing the Work under Item 28 - "Daily Work Location(s) and Reporting".
- 97 Tree Planting - Quantity equals the number of trees planted. Enter a slash (/) for accessibility. To be used to record Work associated with planting trees. Accurately record on the time sheet the ABM number assigned to the Work by the Area Forester - the routine maintenance number

shall not be used for this activity. Trim area not required. Indicate the location and description of the Work under Item 28 - "Daily Work Location(s) and Reporting".

- 98 Patrol Letters/Hot-Spotting - Quantity equals the number of tree and brush trims completed. To be used to record Work associated with patrol letters and "hot-spotting". Indicate the location and name of the NIPSCO employee authorizing the Work under Item 28 - "Daily Work Location(s) and Reporting". Record the trim-area where the Work was performed. Work performed in different trim-areas should be listed separately.
- 99 Other Productive Time - To be used only when specified by the Area Forester. Enter a slash (/) for accessibility. The quantity is always one (1). Each occurrence must be listed in a separate column.

## **ACTIVITY CODE SUMMARY**

The following summarizes the activity codes used on the NIPSCO Weekly Time Sheet. This is intended as a quick reference sheet. Refer to the Activity Code Key for complete definitions of activity codes and quantities to be used.

### **MANAGEMENT TIME**

11 - Other Utility Storm Assistance  
12 - Report Time  
15 - NIPSCO Meetings  
16 - Audit Time  
17 - Flagman  
19 - Other Management Time

### **DOWNTIME**

13 - Downtime  
W = Inclement Weather  
E = Due to Equipment  
L = Due to Labor  
O = Other

### **NONPRODUCTIVE TIME**

21 - Headquarters Travel  
22 - Chip Disposal  
H = Homeowner  
C = Commercial Nursery  
N = NIPSCO Property  
P = Park/School/Cemetery  
G = Garbage Dump/Landfill

### **TIME GUIDE**

.1 = 6 minutes  
.2 = 12 minutes  
.3 = 18 minutes  
.4 = 24 minutes  
.5 = 30 minutes  
.6 = 36 minutes  
.7 = 42 minutes  
.8 = 48 minutes  
.9 = 54 minutes  
1.0 = 1 hour

### **PRODUCTIVE TIME**

A - Accessible      C - Accessible (34/69Kv Line)  
B - Inaccessible    D - Inaccessible (24/69Kv Line)

### **TRIMS**

31 - Primary Trims  
39 - Secondary Trims

### **REMOVALS**

41 - 6" but less than 12" dia.  
42 - 12" but less than 18" dia.  
43 - 18" but less than 24" dia.  
44 - 24" or more inches dia.

### **BRUSH**

51 - Brush Stems Trimmed  
52 - Brush Stems Hand Cut/Treat  
53 - Brush Stems Stem Treated/Left

### **ASSIGNED Work**

80 - Line Connected Private Work  
91 - Customer Tickets  
92 - Emergency/Storm Work  
93 - Various Construction W.O.s  
97 - Tree Planting  
98 - Patrol Letters/Hot-Spotting  
99 - Other Productive Time

**VI. GENERAL FOREMAN, ROVING FOREMEN, REMOVAL PLANNER & CUSTOMER CONTACT AGENT ACTIVITY CODES**

- 01 Work Planning - A function of the General Foreman, Removal Planer and Customer Contact Agent. Record the trim area where the Work was performed. Quantity equals the number of customers contacted. Enter a slash (/) for accessibility.
- 02 Ticket Investigation -A function of the General Foreman and Customer Contact Agent. Record the trim area where the Work was performed. Quantity equals the number of tickets investigated unless the ticket Work is completed during the site visit. In such situations, the quantity and associated time should be recorded to the applicable 90's code. Accessibility should be entered as either A or B.
- 03 Customer Complaints, Refusals, and Skips - Primarily a function of the General Foreman. Record the trim area where the Work was performed. Quantity equals the number of complaints, refusals, or skips resolved. Enter a slash (/) for accessibility.
- 04 General Supervision - Exclusively a function of the General Foreman. Trim area not required. The quantity is always one (1). Enter a slash (/) for accessibility.
- 05 Crew Audits - Exclusively a function of the General Foreman. Record the trim area where the audits were performed. The quantity equals the number of crews audited. Enter a slash (/) for accessibility.
- 06 NIPSCO Time Sheet Processing - Exclusively a function of the General Foreman. Trim area not required. Enter a slash (/) for both accessibility and quantity.
- 07 Assisting With Tree Work - Exclusively a function of the General Foreman. Record the trim area where the Work was performed. The quantity equals the number of crews assisted. Enter a slash (/) for accessibility.

## APPENDIX 2: WORK LOCATION PROCEDURE

The purpose of this procedure is to ensure the accuracy of the information entered on the time sheet and to expedite the Time Sheet Field Verification & Quality Audit process.

- A. Crews will be issued map books. The map books will be provided by NIPSCO to the contractor General Foremen for distribution to their crews.
- B. The contractor, crew number, crew leader, district, trim area, date trim are started and date trim area completed shall be recorded on the front cover of the map book.
- C. Daily, the crew leader should complete the top section of the Work location sheet, indicating his name, the trim area, and the current date.
- D. Each page should be completed in ink with the top of the sheet indicating north.
- E. The Work location is recorded by diagramming the street on which the Work is located and any nearby cross-streets. Label the diagrammed streets.
- F. Use the symbol ⊗ to indicate the location of utility poles along the trim route. Show beginning and ending pole numbers and any other additional pole numbers as necessary to locate the Work.
- G. On the map, show the actual Work location where the activity took place. For each span where Work was done, write the applicable activity code and the quantity completed.
- H. Maps may be sketched to any appropriate scale with special care taken to ensure that they are accurate and legible.
- I. For "ticket Work," the Work location sheet should be subdivided to accommodate each location. A second sheet may be used if necessary.
- J. A separate page should be used for each day's Work.
- K. For future reference, indicate any "problem areas" such a hostile homeowner, bad dog, etc.
- L. The "Daily Work Locations" section of the time sheet should indicate a general Work location, for example: Main Street N/O Madison.
- M. Map books should remain on the truck until the crew begins Work in another trim area, at which time, a new map book should be started. Place the old map book in the Trim Area File Box.

## **APPENDIX 3: LINE-CLEARANCE CREW EVALUATION PROGRAM**

The purpose of this program is both to ensure that the Contractor is supplying the equipment specified by the contract and that it is in good Working condition. This program also serves to ensure that the crews are maintaining the equipment issued to them under this contract in an acceptable and usable condition.

### **A. PROCEDURES**

The evaluation consists of two parts. Crews are evaluated on their trimming quality, safety, appearance, and the maintenance of their tools and equipment. The Contractor is evaluated on the tools and equipment supplied to the crews as well as the condition of that equipment. The evaluation will be conducted as follows:

1. All evaluations will be performed by the NIPSCO Foresters, assisted as necessary by other Company personnel.
2. An initial evaluation of the Contractor's tools (See Minimum Equipment List) and equipment will be performed shortly after the start of Work under this contract.
3. After the initial evaluations, evaluations will be performed annually, unannounced, on the job site.
4. Contractors will be notified of the results of their evaluations in writing. Any equipment identified as substandard during the evaluation, must be repaired, upgraded, or replaced within thirty (30) days of written notification. Failure to comply will result in cessation of Work of the affected crew(s) and/or reduced billing.
5. Data will be summarized to compare performance Contractor to Contractor.
6. Area Foresters will be available to review any evaluations with the LOA, Contractor, or individual crews.

### **B. SCORING**

A numerical score will be calculated for each crew by adding the points accumulated on the form. The best score is the highest score. A Company average will be calculated for all crews and will be provided to the LOAs and Contractors. This evaluation will be a factor in determining overall Contractor performance and as such, will be used in determining the future distribution of Work between Contractors.



## CONTRACTOR CREW EQUIPMENT INVENTORY AND EVALUATION

TIME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ LOA: \_\_\_\_\_ DATE: \_\_\_\_\_ CREW NO. \_\_\_\_\_

FOREMAN: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

### **A. Line-Clearance Quality:**

|                                    | 10 | 8 | 6 | 4 | 2 | 0 | Remarks |
|------------------------------------|----|---|---|---|---|---|---------|
| 1. Directional Trimming/Flush Cuts |    |   |   |   |   |   |         |
| 2. Overhang Removal                |    |   |   |   |   |   |         |
| 3. Side Clearance                  |    |   |   |   |   |   |         |
| 4. Under Clearance                 |    |   |   |   |   |   |         |
| 5. Skips/Brush Removal             |    |   |   |   |   |   |         |
| 6. Brush/Stump Treatment           |    |   |   |   |   |   |         |
| 7. Work Site Cleanup               |    |   |   |   |   |   |         |

Subtotal \_\_\_\_\_

### **B. Line-Clearance Crew:**

|                                      | 2 | 1 | 0 |  |
|--------------------------------------|---|---|---|--|
| 1. Operational Safety                |   |   |   |  |
| 2. Use of Personal Safety Equipment. |   |   |   |  |
| 3. Use of Traffic Control Devices    |   |   |   |  |
| 4. Overall Operation Appearance      |   |   |   |  |
| 5. Personnel Appearance              |   |   |   |  |
| 6. Foreman ID Card                   |   |   |   |  |
| 7. Time Sheet - Current              |   |   |   |  |

Subtotal \_\_\_\_\_

### **D. Maintenance of Tools & Equipment:**

|                                    | 2 | 1 | 0 |  |
|------------------------------------|---|---|---|--|
| 1. Truck Appearance                |   |   |   |  |
| 2. Chipper Appearance              |   |   |   |  |
| 3. Hand Tools                      |   |   |   |  |
| 4. Hydraulic Tools/Chainsaws       |   |   |   |  |
| 5. Pruning Tools                   |   |   |   |  |
| 6. Climbing Equipment              |   |   |   |  |
| 7. Herbicide Storage               |   |   |   |  |
| 8. Herbicide Application Equipment |   |   |   |  |

Subtotal \_\_\_\_\_

### **E. Required Documents**

|                            |                         |                       |
|----------------------------|-------------------------|-----------------------|
| State Highway Permit _____ | Foreman's Manual _____  | MSDS Sheets _____     |
| Removal Permits _____      | Map Book _____          | Equip. Manuals _____  |
| Contract Specific. _____   | Cust. Resp. Forms _____ | Plastic Bags _____    |
| NIPSCO Brochures _____     | Shigo Booklet _____     | ANZI Z133.1 Std _____ |
| Time Sheet _____           | Herbicide Labels _____  | ANZI A300 Std _____   |

TOTAL \_\_\_\_\_

### **F. GENERAL REMARKS**

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### C. CONTRACTOR/CREW EVALUATION STANDARDS

|                     |                                                                                                                                                                                                                                      |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trucks:             | General care and maintenance; appearance, safety devices, lights.                                                                                                                                                                    |
| Chippers:           | General care and maintenance; appearance, safety devices, lights.                                                                                                                                                                    |
| Chain Saws:         | General care and maintenance; safety devices, chains, mufflers.                                                                                                                                                                      |
| Hydraulic Tools:    | General care and maintenance; safety devices, chains, hoses.                                                                                                                                                                         |
| Herbicides & Equip: | Types and amounts of herbicides. Quality and functionality of herbicide application equipment. Appropriate labeling of herbicide storage containers. Also, a legible specimen label for the specific herbicide must be on the truck. |
| Minimum Equip:      | Rating based on availability of the required (see below) items. Deduct one point for each item missing or not usable.                                                                                                                |

#### HAND TOOLS

|                                      | Bucket Crew | Manual Crew |
|--------------------------------------|-------------|-------------|
| Sledge Hammer                        | 1           | 1           |
| Wedge                                | 2           | 2           |
| Broom                                | 1           | 1           |
| Rake                                 | 1           | 2           |
| Scoop Shovel                         | 1           | 1           |
| Fiberglass Pole Pruner (10 - 12 ft.) | 1           | 1           |
| Fiberglass Extension Pruner (20 ft.) | 2           | 2           |

#### CLIMBING TOOLS

|                                   |   |   |
|-----------------------------------|---|---|
| Climbing Ropes - 1/2" X 120'      | 2 | 3 |
| Saddles                           | 2 | 3 |
| Hand Pruning Saws & Scabbard      | 2 | 3 |
| Bull Rope - 5/8" X 150' synthetic | 1 | 1 |
| Hand Line- 1/2" X 120'            | 2 | 3 |
| Minimum 20' Extension Ladder      | 0 | 1 |

#### MISCELLANEOUS

|                                          |   |   |
|------------------------------------------|---|---|
| Rain Gear Set (Jacket & Pants)           | 2 | 3 |
| Leg Chaps w/ Saw Protection              | 2 | 2 |
| Heavy-Duty Flashlight                    | 1 | 1 |
| Water Resistant Removable Hardhat Lights | 2 | 3 |
| Tool Box with Repair Tools               | 1 | 1 |
| First-Aid Kit                            | 1 | 1 |

#### HERBICIDE APPLICATION EQUIPMENT

|                                       |   |   |
|---------------------------------------|---|---|
| Specified Herbicide - Full Containers | 1 | 1 |
| Hand Applicators- 22 oz. to 1 qt.     | 2 | 2 |

#### POWER EQUIPMENT

|                           |   |   |
|---------------------------|---|---|
| Hydraulic Pole Chain Saw  | 1 | - |
| Light-weight Trimming Saw | 2 | 2 |
| Standard Heavy-Duty Saw   | 1 | 2 |

## **APPENDIX 4: TIME SHEET FIELD VERIFICATION & QUALITY AUDIT**

The purpose of this program is to ensure that Work performed by Line-Clearance contractors is recorded accurately as the Work is completed, that the forms supplied by NIPSCO are being used as intended, and that the quality of the Work conforms to the specifications of the contract.

Field audits will be completed on all line-clearance crews periodically by the Area Foresters or their designated auditor and the contractor General Foremen. The frequency of field audits will be determined by NIPSCO Forestry Operations. A copy of each crew's completed field audit form will be issued to the Area Forester, Crew Leader, General Foreman, and contractor management.

## LINE-CLEARANCE QUALITY AUDIT CRITERIA

1. **Firewood cut into agreed upon size?** Have the crews followed tree removal permit instructions for how the wood is to be left? If original permit terms have been revised with the property owner, did the crews obtain a new signed permit?
2. **Attention to hazard trees & limbs?** Have the crews consistently removed or safe-zoned trimmed all dead, dying, or diseased trees and branches larger than 2 inches in diameter which pose a direct threat of falling or being blown into conductors?
3. **Attention to overhang removal?** On 34Kv and above transmission, have the crews removed all overhanging limbs from the minimum line-clearance zone? On distribution primary, have the crews removed all overhanging limbs less than 6 inches growing above the minimum line clearance zone?
4. **Stumps flushed?** Have the crews consistently cut stumps as flush to the ground as possible? Flushed stumps are defined by the contract as 0-3 inches above the ground line.
5. **Stump treatment?** Have the crews consistently treated cut stumps and exposed root flares with herbicide?
6. **Attention to service drops & street light wires?** Have the crews consistently checked triplex service drops & street light wires and trimmed for 1-2 foot sway clearance? Are open wire service drops & street light wires trimmed for 2-4 foot clearance?
7. **Attention to poles, guys, & pole mounted ground switches?** Have the crews consistently cleared poles, guys, & 69Kv ground switches from fouling by vines and by trees and branches larger than 1 inch? Are poles on inaccessible lines provided with 2 feet of clearance?
8. **Hangers remaining?** Have the crews consistently removed "hangers," detached branches left hanging within the crown of trimmed trees?
9. **Job site clean up?** Have the crews consistently piled firewood-size limbs and wood at the base of trees worked on? Also, are limbs, twigs, and other material created from trimming operations raked-up and removed from yards, drives, roads, etc.?
10. **Proper size laterals?** Have the crews consistently trimmed branches to a lateral at least 1/3 the diameter of the severed limb?
11. **Pruning quality - stubs?** Have the crews consistently made quality pruning cuts by cutting branches back to the branch collar and making a well angled final cut so as not to create stubs?
12. **Pruning quality - rips or flush cuts?** Have the crews consistently made quality pruning cuts by using three-step cuts on larger branches and trees with stringy bark so as to avoid rips? Are flush cuts avoided?
13. **Attention to directional pruning?** Have the crews consistently employed the directional pruning method and making good directional trimming decisions when making pruning cuts?

- 14. Proper clearances obtained?** Have the crews consistently achieved the proper clearances given such factors as species, rate of growth, strength of wood, etc. and in all cases achieving at least the minimum clearances required in the contract?
- 15. Appearance of crewmen and equipment?** Are crew members professional in appearance, wearing shirts in the contractor's colors with the contractor's name on the front? Is clothing free from rips & stains? Are trucks and chippers free of large rust spots and maintained clean and neat in appearance?
- 16. Quality Customer Service?** Have the crews made efforts to ensure good communication with property owners as well as NIPSCO regarding the work. Are crews polite and respectful? Are problems resolved in a timely manner?
- 17. Contractor caused line outages?** Have the crews caused any outages on services, running secondary or primary lines?

*Number of Outages Caused*

| <u>Quantity</u> | <u>Rating</u> |
|-----------------|---------------|
| 0               | 4             |
| 1               | 0             |

## LINE-CLEARANCE QUALITY AUDIT NIPSCO FORESTRY OPERATIONS

DATE \_\_\_\_\_ CIRCUIT NUMBER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_  
TIME \_\_\_\_\_ SUBSTATION \_\_\_\_\_ LOA \_\_\_\_\_

**Ratings:**

**4 = excellent      3 = good      2 = acceptable      1 = Needs Improvement      0 = Unacceptable**

1. Firewood cut into agreed upon size? ..... ☐
2. Attention to Hazardous limbs & trees? ..... ☐
3. Attention to overhang removal? ..... ☐
4. Stumps flushed? ..... ☐
5. Stump treatment? ..... ☐
6. Attention to service drops & street light wires? ..... ☐
7. Attention to poles, guys, & ground switches? ..... ☐
8. Hangers remaining? ..... ☐
9. Job site clean up? ..... ☐
10. Proper size laterals? ..... ☐ X 2 = ☐
11. Pruning quality - stubs? ..... ☐ X 2 = ☐
12. Pruning quality - rips or flush cuts? ..... ☐ X 2 = ☐

13. Attention to directional pruning? ..... ☐ X 2 = ☐

14. Proper clearances obtained? ..... ☐ X 3 = ☐

**Line Clearance Quality**

**SUBTOTAL (80 possible)** \_\_\_\_\_

15. Appearance of crewman & equipment? ..... ☐

16. Quality customer service?..... ☐

17. Contractor caused line outages? ..... ☐ X 3 = ☐

**Customer Service Quality**

**SUBTOTAL (20 possible)** \_\_\_\_\_

|                                        |       |
|----------------------------------------|-------|
| <b>TOTAL (100 possible)</b>            | _____ |
| <b>Overall Audit Rating</b>            | _____ |
| <b>Discretionary Performance Bonus</b> | _____ |

AUDITOR: \_\_\_\_\_

DATE OF WORK VERIFIED: \_\_\_\_\_

TRIM-AREA: \_\_\_\_\_

|                                            |  |  |  |  |  |  |  |  |
|--------------------------------------------|--|--|--|--|--|--|--|--|
| Work Activity                              |  |  |  |  |  |  |  |  |
| Qty Recorded                               |  |  |  |  |  |  |  |  |
| Qty Located                                |  |  |  |  |  |  |  |  |
| (M) Measuring Error<br>(R) Reporting Error |  |  |  |  |  |  |  |  |

DATE OF WORK VERIFIED: \_\_\_\_\_

TRIM-AREA: \_\_\_\_\_

|                                            |  |  |  |  |  |  |  |  |
|--------------------------------------------|--|--|--|--|--|--|--|--|
| Work Activity                              |  |  |  |  |  |  |  |  |
| Qty Recorded                               |  |  |  |  |  |  |  |  |
| Qty Located                                |  |  |  |  |  |  |  |  |
| (M) Measuring Error<br>(R) Reporting Error |  |  |  |  |  |  |  |  |

REMOVAL RATIO: \_\_\_\_\_

**BEST WORK PRACTICES OBSERVED:**

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**AREAS FOR FURTHER DEVELOPMENT:**

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**COMMENTS AND INSTRUCTIONS GIVEN:**

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**QUESTIONS/COMMENTS FROM CREW:**

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AUDITOR: \_\_\_\_\_

## APPENDIX 5: REQUEST FOR TREE WORK PROCEDURE

When a property owner or contractor requests that a tree be removed which is not a valid removal candidate for line clearance needs but is in close proximity to power lines, or requests that a tree near the power lines be “safe zoned” so that they can complete the removal, the line-clearance contractor shall follow the procedure below:

- A. All requests of this kind shall be forwarded to the General Foreman for action.
- B. General Foreman visits the customer on-site to determine the nature of the Work requested.
- C. General Foreman estimates the cost of the job (labor, equipment, & material) at regular time rates.
- D. General Foreman adds profit mark-up and determines that final price. If the final price exceeds \$1000.00, the General Foreman shall contact the Area Forester to discuss the job prior to presenting the customer with the *Request For Tree Work* proposal.
- E. General Foreman and/or Area Forester presents a completed *Request For Tree Work* proposal to the property owner or contractor.
- F. Property owner or contractor acknowledges to accept or reject NIPSCO’s services as described in the proposal by signing the form. The customer should receive the bottom copy of the form.
- G. If the proposal is accepted, General Foreman shall notify the Area Forester via phone or e-mail of the customer’s name, address, estimated profit, and date the Work is tentatively scheduled to be performed.
- H. Payment from the property owner or contractor is due upon completion of the Work. For large jobs exceeding \$1000.00, the Area Forester can arrange NIPSCO to invoice the customer if they so request.

The property owner or contractor is not obligated to accept the proposal. However, if they choose not to and do it themselves while not being a qualified line-clearance tree trimmer, they accept responsibility for all liability, outages, damages, or injuries that may result.

Line-connected private Work completed under this procedure should be treated similar to other assigned Work and scheduled to be completed during the normal NIPSCO Workday. This Work should be recorded under the appropriate time sheet activity code.



## **REQUEST FOR TREE WORK**

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

**Customer/Contractor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Home No.)** \_\_\_\_\_ **(Work No.)** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Firm Price: \$** \_\_\_\_\_

1. Neither Northern Indiana Public Service Company (NIPSCO) nor its contractors shall be responsible for any liability to the undersigned customer or customer's contractors, subcontractors, or employees for any work performed by the undersigned customer or customer's contractors, subcontractors or employees.
2. The undersigned customer or customer's contractor expressly acknowledges that any work performed by them on their contractors, subcontractors or employees is in close proximity to NIPSCO's power lines and presents a hazardous working environment for which NIPSCO is not responsible.
3. The undersigned customer or customer's contractor expressly acknowledges that the tree work requested of NIPSCO is for their convenience and is beyond that which NIPSCO is obligated to perform in order to provide safe and reliable power delivery.

**Services of NIPSCO:**                      **Accepted** \_\_\_\_\_                      **Not Accepted** \_\_\_\_\_

**Customer/Contractor Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NIPSCO Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Order Number:** \_\_\_\_\_

Northern Indiana Public Service Company, Forestry Operations, 2755 Raystone Drive, Valparaiso, IN 46383



## APPENDIX 6: CUSTOMER TICKET RESPONSE PROCEDURE

When customers call into NIPSCO's Customer Information System (CIS) and speak with a phone center representative about a tree problem, a Customer Tree Ticket is generated. Forestry is Working with phone center staff in an on-going attempt to collect the best information possible during the initial call from the customer but information shown on the ticket may still be sketchy at times. When first taking the ticket off the computer, the LOA should indicate the ticket as "scheduled" until they receive the results of your ticket investigation and can input the correct feedback into the system. Upon receiving the Customer Tree Ticket from the LOA, the General Foreman or assigned Roving Foreman or Customer Contact Agent shall follow the procedure below:

- A. The General Foreman should organize tickets into "urgent" and "non-urgent" conditions based on the description of the situation shown on the ticket. The General Foreman should also organize tickets into trim areas or groups of trim areas near one another in order to efficiently investigate them.
- B. Urgent tickets are those situations likely to involve an existing or imminent electrical hazard or service interruption. The goal is to investigate urgent tickets the day they are received.
- C. Non-urgent tickets are all other tree/wire situations such as tree branches close to the wires, branches touching triplex service drop, customer complaints, etc. The goal is to investigate non-urgent tickets within five (5) business days. If this goal cannot be met, the customer should be telephoned, if possible, to let them know we have received their call and an estimated time frame when the on-site investigation will occur.
- D. After looking-over the situation at the site, a *Customer Response Form* should be completed and a copy left with the customer or left on the premises, preferably in the door. Where appropriate, NIPSCO's brochures should also be left with the customer.
- E. The original white copy of the *Customer Response Form* shall be attached to the CIS ticket and returned to the LOA for feedback into the system.
- F. The remaining copy of the *Customer Response Form* should be retained in the General Foreman's trim area file for future reference.

*Customer Response Forms* are provided by NIPSCO and are available from the Area Forester.

## Customer Response Form

### CUSTOMER RESPONSE: TREE CONDITION REPORTED

*This form documents the site inspection and action taken on the tree/wire condition you reported.*

### **NIPSCO**

*"Plant the Right Tree  
In the Right Place!"*

Customer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Ticket No: \_\_\_\_\_  
Date of Ticket: \_\_\_\_\_  
Nature of Request: \_\_\_\_\_

**Action Taken:** ☐ Necessary tree work completed ☐ Necessary tree work scheduled  
☐ Tree work not necessary for NIPSCO's lines or equipment

Comments: \_\_\_\_\_

Inspector: \_\_\_\_\_ of \_\_\_\_\_, NIPSCO authorized contractor.  
Phone No: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_  
*NIPSCO contractors are certified line clearance professionals contracted to perform tree work around our lines. Their representatives are authorized to determine the appropriate action on the above request.*

Acknowledgment of Customer: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 7: CREW AND EQUIPMENT LIST

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Number: \_\_\_\_\_ LOA: \_\_\_\_\_

General Foreman: \_\_\_\_\_ Office Ph. No.: \_\_\_\_\_  
Pager No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
NIPSCO Radio Call No.: \_\_\_\_\_

### CREW LIST:

| <u>Class.</u> | <u>Employee Name</u> | <u>Telephone No.</u> |
|---------------|----------------------|----------------------|
| _____         | _____                | _____                |
| _____         | _____                | _____                |
| _____         | _____                | _____                |
| _____         | _____                | _____                |

### EQUIPMENT LIST:

#### ***E-1 Bucket Truck:***

|                                |            |               |
|--------------------------------|------------|---------------|
| Contractor I.D. No. _____      |            |               |
| Chassis:                       | Mfr. _____ | Yr. _____     |
| Hydraulic Pole Pruner:         | Mfr. _____ |               |
| Hydraulic Pole Chain Saw:      | Mfr. _____ |               |
| Hydraulic Pistol Grip Saw:     | Mfr. _____ |               |
| Standard Heavy-Duty Chain Saw: | Mfr. _____ | Cu. In. _____ |
| Standard Heavy-Duty Chain Saw: | Mfr. _____ | Cu. In. _____ |

#### ***E-2 Manual Truck:***

|                                 |            |               |
|---------------------------------|------------|---------------|
| Contractor I.D. No. _____       |            |               |
| Chassis:                        | Mfr. _____ | Yr. _____     |
| Lightweight Climbing Chain Saw: | Mfr. _____ | Cu. In. _____ |
| Lightweight Climbing Chain Saw: | Mfr. _____ | Cu. In. _____ |
| Standard Heavy-Duty Chain Saw:  | Mfr. _____ | Cu. In. _____ |
| Standard Heavy-Duty Chain Saw:  | Mfr. _____ | Cu. In. _____ |

#### ***E-4 Chipper:***

|                           |            |           |
|---------------------------|------------|-----------|
| Contractor I.D. No. _____ | Mfr. _____ | Yr. _____ |
|---------------------------|------------|-----------|

## APPENDIX 8: DAILY TREE-TRIMMING CREW ADMINISTRATION SHEET

Date:\_\_\_\_\_ LOA:\_\_\_\_\_ Contractor:\_\_\_\_\_

Effective Period of This Administration Sheet: \_\_\_\_\_ Through \_\_\_\_\_

1. The minimum tree removal goal for this LOA shall be \_\_\_\_\_ %.
2. The normal makeup of the tree trimming crews in this LOA shall be as follows:

| <u>NIPSCO CREW NUMBER</u> | <u>CREW DESCRIPTION*</u> |
|---------------------------|--------------------------|
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |
| _____                     | _____                    |

\*See your Crew and Equipment Lists for detailed labor and equipment information.

3. Your normal Workday is \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.
4. Your lunch period is \_\_\_\_\_ to \_\_\_\_\_. Lunch is to be carried and eaten at the Work site.
5. Report your daily Work location to \_\_\_\_\_ at \_\_\_\_\_ each morning.
6. Always notify \_\_\_\_\_ at \_\_\_\_\_ of the following:
  - a. Any equipment breakdowns or manpower changes.
  - b. Any change in Work location, inclement weather, etc., not reported in the morning.
  - c. Any personal injuries, accidents, property damages, line outages, or possible line outages you may have caused.
  - d. Any change in crew headquarters.
  - d. That the crew will be Working make-up time.
7. Always get your General Foreman's approval before Working make-up time.
8. Always get your General Foreman's approval before ending the Work day early because of inclement weather.

## APPENDIX 9: CLASSIFICATION CHANGE NOTICE

NIPSCO  
TREE TRIMMING PROGRAM

### CLASSIFICATION CHANGE NOTICE

CONTRACTOR: \_\_\_\_\_  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CREW NO.: \_\_\_\_\_  
DISTRICT: \_\_\_\_\_

| EMPLOYEE NAME | PRESENT        |                | PROPOSED       |                |
|---------------|----------------|----------------|----------------|----------------|
|               | CLASSIFICATION | DATE EFFECTIVE | CLASSIFICATION | DATE EFFECTIVE |
|               |                |                |                |                |
|               |                |                |                |                |

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(1) General Foreman

\_\_\_\_\_  
(3) NIPSCO Area Forester

\_\_\_\_\_  
(2) Contract Supervisor

\_\_\_\_\_  
(4) NIPSCO Forestry Operations

Approval Route: Follow number on signatures. Attach copies of all required documentation.

**DATE, 20\_\_**

**CUSTOMER NAME**

**ADDRESS**

**CITY, STATE ZIP**

Dear **CUSTOMER NAME**:

It has been brought to my attention that Northern Indiana Public Service Company representatives have been prevented from trimming trees located on your property. This letter will serve as our notification to you that during the week of **DATE, 20\_\_**, our tree maintenance crews will trim your trees to provide the necessary clearance around our electric conductors.

As a utility company, NIPSCO has a responsibility to provide all our customers with the most reliable electric service possible. To accomplish this service, Indiana Codes provide us the legal right to maintain our electric facilities along public right-of-ways. Utility easements on private property also include language providing us the legal right to maintain our electric facilities. This maintenance includes the clearing or trimming of trees that grow into or overhang and interfere with the safe operation of our electric circuits and threaten the continuity of service to all our customers.

I want to assure you that our tree maintenance crews will trim your trees in a professional manner and trim only the growth that is necessary to maintain proper clearance between trees and wires. If you should have any questions, please feel free to call me at ###-####.

Sincerely,

**AREA FORESTER**

**TITLE**

cc: **CONTRACTOR GENERAL FOREMAN**

**LOA REPRESENTATIVE**

## APPENDIX 10: CREW LOCATION SHEET

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

LOA: \_\_\_\_\_

Contractor: \_\_\_\_\_

**Foreman**

**Crew #**

**Pullout (w/location if not a substation)**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

General Foreman \_\_\_\_\_

Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Pager \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Roving Foreman \_\_\_\_\_

Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Pager \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## **APPENDIX 11: GENERAL FOREMAN REPORTING LIST**

### **A. DAILY**

1. Report daily crew work locations, planned activities and crew make-up as mutually agreed upon between the LOA, the Area Forester, and the Contractor.

### **B. WEEKLY**

1. Submit a tentative weekly activities schedule to the LOA Monday of each week.
2. Submit a weekly timesheet completed according to the instructions provided in Appendix 1 to these specifications.
3. Maintain a *Contact Log*, which records the date, time, name, address, phone number, contact history, crew instructions, closest pole, and remarks each time a customer is contacted. Include a copy of this form with the weekly time sheet submitted to the Area Forester.
4. Crew leaders shall be responsible for completing a weekly herbicide application report as required by the Indiana State Chemists Office. A copy of this report is shall be submitted to the Area Forester with the weekly time sheet.

### **C. QUARTERLY**

1. Submit, each quarter, NIPSCO's Time-Sheet Field Verification/Quarterly Audits of assigned crews to the Area Forester.
2. Submit quarterly to the Area Forester and LOA, an Emergency Call Out List containing the numbers of Contractor's account manager, Contractor's supervisor, General Foreman, Roving Foremen, and all Crew Foremen assigned to the LOA.

### **D. AS NECESSARY**

1. Report field headquarters for each crew, using crew location sheet in Appendix 10, to the LOA and Area Forester.
2. Submit a computerized NIPSCO Trim Area Completion report for each trim area assigned.
3. Complete a *Customer Response Form* for each ticket investigated in accordance with the procedures set forth in these specifications.
4. Immediately notify the LOA of any personal injuries, accidents, complaints, property damages, or outages as soon as possible after occurrence and then submit a written report to the LOA and Area Forester within three (3) days.



5. Submit *Classification Change Notices*, Appendix 9, for assigned crew members based on a six (6) month progression with verification of proficiency for review and approval by the Area Forester. Initial classification of new employees with prior experience will be established by the Contractor and approved by the Area Forester.
6. Complete a *Request For Tree Work* proposal, when a property owner or contractor requests that a tree be removed which is not a valid removal candidate for line-clearance needs but is in close proximity to power lines, or requests that a tree near the power lines be “safe zoned” so they can complete the removal, as specified in Appendix 5.
7. Complete and submit to the Area Forester a *Crew and Equipment List* as found in Appendix 7.
8. Complete and submit to the Area Forester a *Crew Administration Sheet* as found in Appendix 8.