

GUAM POWER AUTHORITY Standard Operating Procedure		No.: SOP-098	Issued: June 23, 1999
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Title: GUIDELINES FOR PROPER PLACEMENT OF GPA FACILITIES		Approved By: <i>[Signature]</i> RICARDO S. UNPINGCO, Gen. Mgr.	
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I. PURPOSE

This Standard Operating Procedure is published to provide a basic guideline for the proper placement of the Authority's facilities and to assist the Engineering Field Crews in completing the Authority's mission to provide reliable power service to it's rate-payers.

II. SCOPE

Efficient survey work can be accomplished accordingly but only with the right tools, equipment, and personnel. The timely processing of Work Orders can not be achieved without anyone of these elements.

III. OBJECTIVE

To verify and ensure GPA owned facilities to include poles, anchors, handholes, manholes, etc are within the proper documented easements, rights-of-ways, and Authority owned property as surveyed by a Registered Land Surveyor and as delineated on approved Department of Land Management property maps.

PROCEDURES

1. Receive Construction Work Order
 - a) Verify if property maps, design and pole data sheets are provided.
 - b) Verify if property maps are approved by Department of Land Management. (Coordinate with Project Engineer and/or Real Estate Section if documents are incomplete).
2. Preparation for field investigation.
 - a) Consolidate and approve property maps to TDS Survey program.
 - b) Electronically download computed data from P.C. to data collector.
 - c) Obtain GGN copy of orthographic drawing for project site.

3. Field Investigation

- a) Verify if property corners/monuments correspond/correlate to map data/coordinates.
- b) As-built all existing field conditions to include: wood and concrete poles, dirt roads, houses, driveways, manholes, handholes, padmount transformers, pedestals, and all other utilities to assist the Project Engineer in his/her design.
- c) Electronically download field data to P.C. and adjust all data to field conditions.
- d) Coordinate with Project Engineer for final design based on field and map data.
- e) Provide DXF drawing (dwg) upon request to Project Engineer.

4. Stakeout

- a) Mark up all proposed pole and down guys as per adjusted data for final design.
- b) All proposed pole and down guy marks shall be at least four (4) feet into the right-of-way to prevent aerial encroachment. (If field conditions do not permit, coordinate with Project Engineer)

5. Utility Clearances

- a) Prepare and provide a sketch or vicinity map for all government, military, private companies of proposed GPA facilities to be cleared from their utilities.

6. Power Easement

- a) Prepare a sketch of the easement exhibit either with TDS or AutoCAD and identify the meets and bounds of areas involved.
- b) Provide Project Engineer/Real Estate Section with three (3) copies of easement exhibit to attach to power easement. (Required by Real Estate Section for recordation at Department of Land Management)
- c) Coordinate with Project Engineer/Real Estate personnel for any discrepancies. Ensure title block includes Project Engineer, Work/Service Order number, and date.

7. Storage of Data

- a) Upon finalization of design, easements, clearances, etc. electronically download all data to network drive (I drive) in appropriate folder/file as designated by Network Administrator.
- b) Data shall include:
 - 1. Coordinates of the Authority's facilities
 - 2. As-built conditions
 - 3. Consolidated maps
 - 4. Exhibits, GB5, or AutoCAD drawings (dwg)