

One-Touch Make-Ready

One-Touch Make-Ready (OTMR) is a separate pole access process that DEV makes available pursuant to the FCC's rules for proposed attachments that require only the transfer or rearrangement of lines within a pole's communication space. Attachers that elect to use DEV's OTMR process are solely responsible for compliance with the FCC's rules, and are solely responsible for any damage caused to DEV's poles or facilities, or the facilities of third parties that may occur during the OTMR process. OTMR may not be used for any new attachment if: (i) a service outage or damage to a facility on the pole is reasonably expected; (ii) splicing of an existing communications attachment is necessary; (iii) an existing wireless attachment or device on the requested pole must be relocated; (iv) make-ready above the communications space is necessary to accommodate the new attachment; or (v) a pole must be replaced. Additionally, if it is determined at any stage of the pole access process that any one of conditions (i)-(v) are met, OTMR will not be permitted, and the affected application (or poles, at the attacher's option) will be redirected to DEV's traditional (non-OTMR) make-ready process.

Summary of Dominion Energy Requirements for OTMR:

OTMR Application Requirements:

- All Pole Attachment (PA) applications for OTMR must be submitted through NJUNS with OTMR project specified within NJUNS (dynamic attributes).
- PA application must include ONLY work that qualifies for the OTMR process, as described above.
- New attacher must submit separate NJUNS PA applications for (i) work that qualifies for the OTMR process, and (ii) work that does not qualify for the OTMR process. To the extent that concurrently filed OTMR and non-OTMR applications are part of the same project, the relevant NJUNS PA applications must reference one another.
- Build plan strand maps (construction drawings) must be provided with each PA application (attached within NJUNS) and must have legible street names with cross-streets.
- Priority order of overall attachment plan must be provided as part of the advance survey notice and part of the official OTMR permit application request that is submitted to Dominion.
- Each OTMR application must include a survey performed by a pre-approved contactor that meets Dominion's survey specifications set forth below, and that includes designations for make-ready work based on the survey data presented in accordance with the requirements set forth below.
- Each OTMR application must include:
 1. Accurate identification of all Dominion-owned poles, selected using NJUNS "Add Poles" tool.
 2. Clear photographs of each pole, midspan, lateral lines, and pole identification tags. Photos must be date-stamped and submitted in timely manner (No more than 90 days old).

3. Ambient temperature at time of survey.
 4. Pole measurement record for each pole permitted, clearly denoting all existing attachments.
 5. Existing communication line attachment's name or identification tag and location on pole.
 6. Material sheets of new communications line(s) and supporting strand (size & type).
 7. Number of new communications lines to be attached.
 8. Tension, weight, and transverse wind-loading data for proposed line(s).
 9. Communication line construction drawing for the project (PE stamped).
 10. Clearly specified locations of proposed communications risers, guying, and anchor points.
- **Any PA application that fails to satisfy one or more of the requirements set forth above will be deemed incomplete and will be returned to the attacher with instructions for completion. All applicable FCC time frames will start the day after a PA application is submitted in NJUNS (or resubmitted in NJUNS if the initial PA application was deemed incomplete).**

OTMR Survey Specifications:

- All OTMR surveys must be performed by a pre-approved contractor included on the list of pre-approved contractors for survey work maintained by Dominion (see below).
- New attacher must provide a minimum of 3 business days advance notice of any field survey conducted in connection with an OTMR application to Dominion and to each third-party that maintains an attachment on the pole that new attacher desires to access. Such notice must be made in NJUNS and shall include the date, time, and location of the survey, and name of the contractor performing the survey. New attacher shall provide Dominion and third parties a reasonable opportunity to participate in the field survey.
- Surveys must include complete and accurate information including identification of all existing attachments (company name and/or ID tag) and their order of attachment on the pole. Attacher is required to create associated NJUNS PT ticket notifications to all parties affected.
- All measurements shall be shown on site photos, measurement sheets, strand maps and/or construction drawings (entire pole, mid-span, and laterals). Each pole must be clearly detailed at each attachment level. All information provided must be current (not to exceed 90 days from date of field survey collection).
- Pre-approved contractors retained by the new attacher must be required to take photos and use industry rated Hot-Sticks for measurement at the pole, mid-span, and lateral lines. Measurements and associated data should be provided in the following common data format: JavaScript Object Notation (.json) or Common-Separated Values (.csv).
- **Any OTMR application that fails to satisfy one or more of the requirements set forth above will be deemed incomplete and will be returned to the attacher with instructions for completion. All applicable FCC time frames will start the day after a PA application is submitted in NJUNS (or resubmitted in NJUNS if the initial PA application was deemed incomplete).**

OTMR Make-Ready (MR) Designations:

- Proposed MR designations must be provided for each pole included in an OTMR application. MR designations must be verifiable with current, accurate, and complete supporting field measurement information as well as all existing facilities captured.
- New attacher design work and make-ready designations must be reviewed and certified by a licensed Professional Engineer (PE) in the State of Virginia and/or North Carolina.
- Attacher may choose to go underground at any location to avoid cost or delay. Underground build plans must be submitted to DEV separately from PA application and subject to adequate riser space and accurate guying specifications at adjacent poles.
- Attacher is responsible for identifying and securing all land-rights necessary to install and maintain new communication facilities.

OTMR Construction Specifications:

- New attacher must provide 15 days prior written notice via NJUNS to Dominion and all existing attachment owners on the pole where OTMR will take place. Dominion and other third-party attachers must be provided a reasonable opportunity to be present and supervise all OTMR activities.
- Written notice to include:
 1. Date, time, and location of the make-ready construction work.
 2. Description of the make-ready work involved.
 3. Provide construction schedule with a reasonable lead-time for Dominion and existing attachers to be present when the make-ready work is being performed.
 4. Provide contractor's name and crew Forman's direct contact information and attacher construction team that will perform make-ready work.
- All NESC clearances (including ground clearance) must be maintained during make-ready work and after make-ready work is complete.
- See additional information regarding NESC and Dominion construction requirements at www.Dominionenergy.com.
- Attacher must provide notice to Dominion and/or affected third-party attachers immediately in the event of damage or an outage. Additionally, the new Attacher must provide notice to Dominion immediately if a project approved for OTMR requires work that is not qualified for the OTMR process, as set forth above.
- New attachment work must be completed within 90 days of a Dominion granted pole attachment permit.
- Any violation(s), created or caused by the new attacher, that is identified in a post-inspection must be remedied by the new attacher, at their sole expense.

OTMR Post-Inspection Process and Specifications:

- New attacher must provide notice to DEV and all existing attachers on the pole, via NJUNS, within 15 days of completing all required make-ready work and carrier construction.
- DEV will conduct a post-construction survey to ensure DEV and NESC specifications have been met.
- New attacher is required to remediate any damage, code violations, or non-compliant attachments created during the OTMR process within 14 days of notice from Dominion (made via NJUNS), at new attacher's expense.
- Depending on project scope, a deposit may be required for post-installation inspection services and any DEV work needed to remediate damage and/or violations caused by the new attacher, if the new attacher fails to perform such work in a timely manner (14 days).
- Once the entire project has been post-inspected and all errors fixed, any unused deposit amounts will be maintained and applied to future projects.

Approved Dominion Energy contractors for OTMR:

Attachers are solely responsible for verifying the qualifications of all contractors that they retain to install, maintain, repair, or perform other work on their Attachments. Attachers and their contractors must comply with the minimum qualifications for contractors established by the FCC and must perform all work in conformance with the NESC, Dominion Energy standards, and all applicable law. If an attacher seeks to use Dominion Energy's OTMR process, all survey and make-ready work must be performed by a pre-approved contractor for the specific type of work performed, as set forth below. All OTMR survey and make-ready work must be performed in accordance with Dominion Energy's specifications for such work.

The following contractors have been approved to complete OTMR survey work by Dominion Energy:

- Leidos Engineering: 800.953.4367 www.leidos.com
- Mesa Associates: 256.258.2100 www.mesainc.com
- Timmons Group: 800.588.7341 www.timmons.com
- Pike Engineering 803.835.7820 www.pikeengineering.com

The lists above are subject to change. Contractors that demonstrate substandard workmanship, carelessness, or bad faith, or that fail to comply with Dominion's requirements set forth herein may be removed from this list at DEV's sole discretion. If an attacher desires to add a contractor to Dominion's lists, please contact a regional Joint-Use Administrator with contractor qualifications, POC, and begin the vetting process.

KEY of abbreviated terms found in this document:

OTMR: One touch Make-Ready

DEV: Dominion Energy Virginia & North Carolina

PA: Pole Attachment

POC: Point of Contact

NJUNS: National Joint Use Notification System

NESC: National Electric Safety Code

MR: Make-ready. All work that required to accommodate a new attachment

.json: JavaScript Object Notation

.csv: Common-Separated Values

PE: Professional Engineer