

Pole Tag Installation Procedure

As developed by the
OJUA Standards Committee

Pilot Program: PGE ordered 500 uniform tags to be used in Township D24. Pole ownership was designated with orange tags (all 500 were PGE owned poles)

These tags should be assembled prior to field work. The following is the recommended procedure:

- Pole owners will be identified with an orange tag (in this case it is PGE)
- If any pole is unclaimed on Charters database, then do not tag, skip and flag the pole on the map
- Pole tenants will be identified with a yellow color. Only the main line or the initial attachments should be identified. If the only attachment on pole is service drop, then identify the tenant.
- With regard to the sequence of attachments, if it were possible to stand the arm up vertically, the street-side attachments would be at the top. The sequence would be as follows: street- side, pole, and easement.
- For Multnomah County: **MULT-CO**
- For City of Sandy: **Sandy**
- On over lashing the **strand owner** will be the party identified on the tag.
- Order individual letters to assemble for companies with few attachments.
- Tags should be attached at approximately 8' above ground.
- If there is an obstruction at 8', then install below the obstruction.
- Install tags on the face (street-side) of the pole. If no space, then rotate right to the first available space. If no space on the pole available, then call project manager.
- If the attachment is unauthorized or non-compliant, still tag, if at a later date attachment is reconfigured, then tag will be modified accordingly.
- Utilize all 4 nails to attach the tags.
- Street lights, power supplies, and transformers ownership's will not be in the scope of tagging.

Recommendation from the installation crews

- ❖ Changing or adding licensee names to the tag is almost impossible on the curved surface of the tag once it has been nailed to the pole. The use of **3/4" galvanized screws** and a cordless drill would make the process of adding or changing names on these tags much easier.
- ❖ Placing the tags no higher than **6'** above ground level due to the difficulty of reaching them to make modifications.