Attachment Tracking System – Required Documentation

Attaching Company Process:

To obtain your user ID and password, send email to JointFacilities@alliantenergy.com. Include your employer name, address, contact name, email and phone number.

Your user ID and temporary password will be emailed within 2 business days of your request. Log into the Attachment Tracking System web site and update your password and contact information.

Pole Attachment Request Information:

Complete and accurate information will result in faster review and acceptance process. Below are the details necessary for the engineer to approve your request:

- Pictures/Maps: Accurate and detailed maps are important information for the project. Be sure to capture pole numbers and reference points on the maps that relate back to the Pole Attachment Request submitted online. Pictures should include at least two of each pole. One picture is straight on (example from the road) the other is at an angle toward the next pole in the lead. Detailed route maps showing individual pole location (prefer some sort of to scale land base map such as Google Earth).
- Existing Attached Company information: If there are other companies on the pole, you need to provide the company and contact information in your request.
- Field Measurements: Measurements of the attachments on the poles and conductor heights at the mid-spans. Measurements consist of the lowest conductor (usually secondary or neutral), lowest power attachment (i.e. drip loop, street light, transformer, riser guard, etc.) Also measurements of all existing attachment heights. Proposed cable sag charts (Commscope software for example).
- Pole Profile: Includes details such as:
  - down guy and anchor leads
  - pole to pole span distances
  - pole lead angles
  - heights of existing power and communication attachments
  - pole height and class
- Proposed cable specifications.

An Alliant Energy Field Engineer will review the request for accuracy.

- If inaccuracies are discovered, the request will be returned to you to fix.
- If information appears to be accurate, you will receive an email stating application has been approved for review and this will start the attachment process. Next step will be a field survey of the facilities identified on the Pole Attachment Request.

Engineering charges will be billed regardless of the need for make-ready or attachment approval.

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<u>Pole Attachment Request Quick Steps:</u> Items highlighted below represent steps which require an update via the online tracking system. Failure to complete the highlighted steps may result in cancellation of your request.

1. Attaching Company enters the request in the Attachment Tracking System

   Select Pole Attachment from home page and enter the necessary information:

   a. Pole Location: WPL pole tag information; IPL address and general location.
   b. Total cable diameter.
   c. Proposed attachment height.
   d. Minimum sage & maximum sage.
   e. Existing attachment information.
   f. When done '+' key will add line for additional poles and once all poles entered click Submit.

2. Alliant Energy Field Engineer or assigned contractor will review attachment request
   a. Request Accepted: All necessary information was provided correctly, opens 45 day window to complete Pre-Construction Walkthrough.
   b. Request Reject: Request is missing information or needs correction. Field Engineer will reject the request and the system will send an email to the attaching company. The attaching company can make updates and resubmit it for review. If approved, the project moves to Pre-Construction Walkthrough.

3. Pre-Construction Walkthrough is completed
   a. Field Engineer or assigned contraction will determine the make-ready work for all parties attached on pole and if the pole can support attachment request. Any previous violations uncovered during the walkthrough will need to be corrected prior to attachment work.

4. Attaching Company Reviews the Walkthrough and indicates which poles they will attach to:
   a. Attaching company will receive email notification Walkthrough is complete and must log onto Attachment Tracking System and indicate intention to attach to pole(s) within 14 days. (Attachment Tracking Home Page, select Walkthrough Results, highlight project and select Edit, indicate Yes or No for <u>each</u> pole identified on the project)
   b. After 14 days if the attachment has not been updated with Y or N to attach, the request for attachment will be cancelled. (Please see User Guide Walkthrough Results for more details).

5. Make-Ready estimate created
   a. Once intention to attach has been submitted online, an estimate of costs for the Make-Ready work required will be completed and emailed within 14 days.
   b. Attaching company must Accept/Reject Alliant Energy Make-Ready Estimate within 14 days (Log into Attachment Tracking System, select Estimate and Re-Estimate from Home Page, highlight the project and make your selection)

6. Make-ready work commences
    a. Once estimate has been accepted, Make-Ready work email notifications will be sent to all parties attached to poles to complete the work within 60 days.
    b. It is the attaching company's responsibility to work with existing attached companies to coordinate make-ready work.

7. Make-Ready Complete
    a. Once make-ready work is complete, all companies with make-ready work must update Make-Ready Work as completed which is located on Pole Attachment Home Page.
    b. When all make-ready work has been completed and updated in the Attachment Tracking System, email notification will be sent to Attaching Company to complete attachment(s).

8. Attaching Company can proceed (must receive email from step #7b to commence)
    a. Once attachment(s) complete, Attaching Company must update Complete Attachment on Attachment Tracking Home page.

9. Post-Construction Walkthrough
    a. A walkthrough will be completed to verify attachments to pole were done correctly and that there are no violations.

10. Violations Corrected
    a. Violations will be documented and companies will have 30 days to resolve and document Post-Construction Violations Complete by logging into the system and updating under Violations.

11. Pole Attachment Request Closed and attaching company billed
    a. Once Post-Construction is complete with no violations, Attachment will be complete and processed for billing make-ready work and engineering and survey costs

Existing Attached Company Process:

To obtain your user ID and password, send email to JointFacilities@alliantenergy.com. Include your employer name, address, contact name, email and phone number.

Your user ID and temporary password will be emailed within 2 business days of your request. Log into the Attachment Tracking System web site and update your password and contact information.

Make-Ready Work:

You will be notified via email informing you of make-ready work to accommodate Attaching Company's request. FCC rules dictate that make-ready work must be completed within 60 days of notification. Once you have completed make-ready, notify Alliant Energy by logging onto Attachment Tracking System and select Make-Ready Work from home page.

Violations:

You will be notified via email if your attachment is in violation with NESC or Alliant Energy code. Any violations must be corrected within 30 days of notice. Once work is complete, notify Alliant Energy by logging onto Attachment Tracking Home Page, select Violations, and update as Resolved. Alliant Energy will perform a site survey to confirm violations have been resolved.

Please note if you do not respond to a Make-Ready Work Request or Violation notifications, per FCC regulations, the Attaching Company can complete this work for you.