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Effective Date:	**May 2002**	**Policy No:**	**IS12**
Cross Referenced:		**Origin:**	**Information Systems**
Reviewed Date:	**10/12**	**Authority:**	**Chief Operating Officer**
Revised Date:		**Page:**	1 of 1

PURPOSE:

The purpose is outline the procedures for Telecommunication add/moves/changes/repairs and new installations.

POLICY:

1.   Use the Anthelio IS Access Control Form to process your request. This form is located on S:common/forms.

2.   All requests must be reviewed and approved by the requesting Department Manager prior to submission to the National Service Desk for processing. The completed form can be forwarded to the National Service Desk via e-mail or fax.

3.   The IS Department will review the request and an IS staff member will make a physical inspection (if necessary) to assess the need and make appropriate recommendations. The IS Telecommunications staff will give an approximate completion date after obtaining final approval. (Average request takes 1–2 business days.)

4.   Telecom/Information Services (IS) will contact plant operations to determine whether work permits will be required prior to the work taking place. Plant operations will be notified at the completion of request.