

**EMPIRE CITY SUBWAY COMPANY (LTD)**  
**AMOS PROCEDURES**  
**(5/29/01)**

**Purpose:**

1. Automated Manhole Opening System (AMOS) is intended to improve:
  - ECS's management and oversight of the Conduit System
  - Damage prevention and quality control

**Procedure:**

1. Tenants shall ensure that their employees, agents and contractors apply for a Manhole opening number each time an ECS Manhole is opened
2. Tenant should apply for Manhole opening numbers at least 72 hours prior to entering a Manhole, however, if prior application is not practical due to an emergency or other circumstance, Tenant shall apply for the Manhole opening number no later than 24 hours after the Manhole is opened.
3. Tenants shall only apply for opening numbers for Manholes actually opened.
4. Tenants shall apply for Manhole opening numbers using any of the following methods.
  - Calling any of: (718) 861-4145
  
  - Faxing to: (718) 861-5088
  - Sending Lotus Notes to: "ECS Amos" (Verizon Only)
  - Sending E-mail to: "ECS.AMOS@Verizon.com" (Any Tenant)
5. Tenants shall provide the following information with each application for a Manhole opening number:
  - Tenant Name
  - Contractor Name (if applicable)
  - Contact Name and Telephone #
  - ECS or Verizon Manhole number
  - Location (On and OF Street)
  - Date Manhole Opened
  - Nature of Work