

<b>Oil and Gas:</b>	<b>Standard Procedure for use of Harris Model P7200 Portable Radios and Radio Call Signs by Oil and Gas Management Program Staff.</b>		
<b>Issued By:</b>	<b>Deputy Secretary for Oil &amp; Gas Management</b> <i>Smith</i>	<b>Last Revised:</b> <b>04/01/2014</b>	<b>Document No:</b> <b>8000-002</b>

**Purpose:** To provide Oil and Gas Management Program (O&G) radio users details on proper and safe use of the Harris Model P7200 portable radios and with call signs meeting the requirements of the Commonwealth’s STAR-Net 800 MHz radio system in accordance with the Office of Public Radio Systems (OPRS). DEP radio call signs must be consistently unique and descriptive, identifying users on the STAR-Net system.

**Scope:** This procedure applies to all O&G personnel using the Commonwealth’s STAR-Net radio system for communications. O&G personnel assigned a vehicle with a STAR-Net mobile, VTAC or portable radio will use a personal radio call sign. When DEP installs an 800 MHz radio in a DEP special purpose vehicle or a DEP pool vehicle, the vehicle will receive the call sign for use by anyone who drives it.

**Standard Operating Procedure:** This SOP describes the procedures for the Oil and Gas Management Program’s Harris Model P7200 portable radios assignment, distribution to field personnel, proper use, safety and call sign protocol.

**1. Assignment of Portable Radios**

Radios will be assigned to Water Quality Specialist Supervisors, Oil & Gas Inspector Supervisors and select management staff.

Supervisors and managers are responsible for ensuring the care and upkeep of the radios assigned to them.

Supervisors will distribute radios to field staff on an as needed basis, such as:

- Response to an emergency incident;
- Water supply complaints;
- Spill responses;
- Hard to reach / remote areas;
- Safety concerns – e.g., lack of cell phone coverage, weather conditions; or
- Special Projects.

**2. Radio Use**

All O&G program specific communications will take place on an O&G talkgroup “channel” determined by the Supervisor issuing the radio or other management staff.

Except in the case of an emergency situation and contact with someone must be made immediately, O&G personnel will only communicate on the Emergency Response Team, Bureau of Radiation or any other program’s District/Regional or Statewide talkgroups when tasked to assist with an emergency incident or

assigned to provide support to another program. Except with an emergency situation, the O&G radio user must be instructed to communicate on a non-O&G talkgroup by the On-Scene Coordinator (OSC), project manager, responsible official, manager or supervisor, prior to utilizing it.

Areas with potentially explosive atmospheres are often, but not always, clearly marked. These may be fueling areas, such as gas stations, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

HARRIS PORTABLE AND TRUCK MOUNTED RADIOS ARE NOT INTRINSICALLY SAFE. It is rare, but not impossible that a radio or its accessories could generate sparks. THEREFORE, ALWAYS TURN OFF TWO WAY RADIOS WHEN IN ANY AREA WHERE A POTENTIALLY EXPLOSIVE ATMOSPHERE MAY EXIST. Both portable and truck mounted radios must be turned off prior to entering any well site that is in the drilling, hydraulic fracturing, or production phase. The radios must be turned off and are not to be used at any location where a potentially explosive atmosphere could exist. Additional examples of these areas are compressor stations in operation, tank batteries, gas storage facilities, pipelines in service and dwellings with suspected gas migration issues.

To prevent accidental detonation of electric blasting caps, DO NOT USE PORTABLE OR TRUCK MOUNTED RADIOS WITHIN 1000 FEET OF BLASTING OPERATIONS. Always obey the "Turn Off Two-Way Radios" signs posted where electric blasting caps are being used. *OSHA Standard: 1926.900(k)(3)(i)*.

### **3. Call Signs**

DEP call signs must readily identify DEP radio users to each other and to users from other agencies on the STAR-Net radio system. Within "DEP only" communications conducted on O&G field office talkgroups (channels 13-16), DEP O&G employees may use an abbreviated version of their call sign. However, when switching to any Global, District/Regional or Statewide talkgroups, DEP radio users must use the "clear text" version of their DEP call sign. "Clear text" version radio call signs must also be used when instructed to communicate on a "Common" or "Emergency" talkgroup during an emergency incident. The National Incident Management System (NIMS) requires "clear text" which refers to using plain speech instead of codes or numerical designations that are agency specific.

**Personal Radio Call Sign (Clear Text Version) for Global, District/Regional, Statewide or Common / Emergency Talkgroups:** The DEP Clear Text Version Radio Call Signs have four components. The personal radio call sign always begins with "Environmental Protection" to announce the agency, followed by the District/Region, the Program and the person's last name.

- I. Agency = Environmental Protection**
- II. Organizational designation = Region name**
- III. Program designation = Program name**
- IV. Personal designation = Last name**

For example, if John Jones is a Solid Waste Specialist in the Wilkes-Barre Region, Mr. Jones' call sign is "***Environmental Protection – Northeast - Waste Management – Jones***". This tells all radio users that Mr. Jones is from DEP Waste Management in the Northeast Region.

Since Technical Guidance Document 400-5900-104 assigns fulltime Emergency Response personnel DEP On-Scene Coordinator (OSC) responsibilities at multi-program responses and emergencies, especially HAZMAT incidents, they will use a DEP Command call sign. This allows other agency radio users to recognize the DEP OSC/Command user on the radio. The Emergency Response Manager and Coordinators will follow the same pattern described above when using clear text call signs on “Common” or “Emergency” talkgroups, however they will insert the word “Command” into their call sign before their last name. Emergency Response Managers’ and Coordinators’ call signs will look like this, **“Environmental Protection – Northeast - Emergency Response – Command - Smith”**.

**Note:** Due to the fact that the number of O&G portable radios being issued in each O&G District far exceeds the available individual radio unit designators, and also that most radios will be assigned on a temporary basis, O&G personnel will also use the DEP Clear Text Version Radio Call Signs when “DEP only” communications occur on any Global, District/Regional or Statewide talkgroup. The following information on the DEP Short Version Radio Call Signs is being provided to O&G personnel as a reference so that they may identify users from other DEP programs utilizing Short Version Call Signs.

**Personal Radio Call Sign (Short Version) for “DEP only” Talkgroups:** The personal DEP Short Version Radio Call Signs have the same four components shown above, but they use an acronym and numerical designators to represent the same components.

The personal radio call sign always begins with “DEP” and then uses digits to indicate the organizational location and the program group to which the radio user belongs.

For example:

- I. Agency = DEP**
- II. Organization and Program Designator**

The first digit after the “DEP” is the organization location, which is a District/Region, a Mining District Office, or Central Office. For the Regional Offices, the organization codes are:

<b>4100 = SER</b>	<b>4200 = NER</b>	<b>4300 = SCR</b>	<b>4400 = NCR</b>	<b>4500 = SWR</b>	<b>4600 = NWR</b>
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The second digit in the radio call sign represents the District/Regional Program, Active and Abandon Mines Operations Bureau, or Central Office Program for which the radio user works. Regional ERT members will use their fulltime Program’s designator in their radio call sign.

The District/Regional Program codes are shown in the table below:

<b>4110 = SER WW</b>	<b>4210 = NER WW</b>	<b>4310 = SCR WW</b>	<b>4410 = NCR WW</b>	<b>4510 = SWR WW</b>	<b>4610 = NWR WW</b>
<b>4130 = SER WM</b>	<b>4230 = NER WM</b>	<b>4330 = SCR WM</b>	<b>4430 = NCR WM</b>	<b>4530 = SWR WM</b>	<b>4630 = NWR WM</b>
<b>4140 = SER OG</b>	<b>4240 = NER OG</b>	<b>4340 = SCR OG</b>	<b>4440 = NCR OG</b>	<b>4540 = SWR OG</b>	<b>4640 = NWR OG</b>
<b>4150 = SER ECB</b>	<b>4250 = NER ECB</b>	<b>4350 = SCR ECB</b>	<b>4450 = NCR ECB</b>	<b>4550 = SWR ECB</b>	<b>4650 = NWR ECB</b>
<b>4160 = SER CW</b>	<b>4260 = NER CW</b>	<b>4360 = SCR CW</b>	<b>4460 = NCR CW</b>	<b>4560 = SWR CW</b>	<b>4660 = NWR CW</b>
<b>4170 = SER AQ</b>	<b>4270 = NER AQ</b>	<b>4370 = SCR AQ</b>	<b>4470 = NCR AQ</b>	<b>4570 = SWR AQ</b>	<b>4670 = NWR AQ</b>
<b>4180 = SER SDW</b>	<b>4280 = NER SDW</b>	<b>4380 = SCR SDW</b>	<b>4480 = NCR SDW</b>	<b>4580 = SWR SDW</b>	<b>4680 = NWR SDW</b>
<b>4190 = SER RP</b>		<b>4390 = SCR RP</b>		<b>4590 = SWR RP</b>	

The leading 4 and the trailing 0 are removed from the Program codes and we are left with the

Organization and Program designators needed for the individual call signs as follows:

	Southeast	Northeast	South-central	North-central	Southwest	Northwest
<b>Waterways &amp; Wetlands</b>	<b>11_</b>	<b>21_</b>	<b>31_</b>	<b>41_</b>	<b>51_</b>	<b>61_</b>
<b>Waste Management</b>	<b>13_</b>	<b>23_</b>	<b>33_</b>	<b>43_</b>	<b>53_</b>	<b>63_</b>
<b>Oil &amp; Gas</b>	<b>14_</b>	<b>24_</b>	<b>34_</b>	<b>44_</b>	<b>54_</b>	<b>64_</b>
<b>ECB</b>	<b>15_</b>	<b>25_</b>	<b>35_</b>	<b>45_</b>	<b>55_</b>	<b>65_</b>
<b>Clean Water</b>	<b>16_</b>	<b>26_</b>	<b>36_</b>	<b>46_</b>	<b>56_</b>	<b>66_</b>
<b>Air Quality</b>	<b>17_</b>	<b>27_</b>	<b>37_</b>	<b>47_</b>	<b>57_</b>	<b>67_</b>
<b>Safe Drinking Water</b>	<b>18_</b>	<b>28_</b>	<b>38_</b>	<b>48_</b>	<b>58_</b>	<b>68_</b>
<b>Radiation Protection</b>	<b>19_</b>		<b>39_</b>		<b>59_</b>	

**III. The third digit designates an individual radio user.**

Individual radio unit designators following the Organization/Program designator and can be any digit from 0 thru 9. The chart below shows the range of District/Regional Program call signs available.

	Southeast	Northeast	South-central	North-central	Southwest	Northwest
<b>Waterways &amp; Wetlands</b>	<b>110 – 119</b>	<b>210 – 219</b>	<b>310 – 319</b>	<b>410 – 419</b>	<b>510 – 519</b>	<b>610 – 619</b>
<b>Waste Management</b>	<b>130 – 139</b>	<b>230 – 239</b>	<b>330 – 339</b>	<b>430 – 439</b>	<b>530 – 539</b>	<b>630 – 639</b>
<b>Oil &amp; Gas</b>	<b>140 – 149</b>	<b>240 – 249</b>	<b>340 – 349</b>	<b>440 – 449</b>	<b>540 – 549</b>	<b>640 – 649</b>
<b>ECB</b>	<b>150 – 159</b>	<b>250 – 259</b>	<b>350 – 359</b>	<b>450 – 459</b>	<b>550 – 559</b>	<b>650 – 659</b>
<b>Clean Water</b>	<b>160 – 169</b>	<b>260 – 269</b>	<b>360 – 369</b>	<b>460 – 469</b>	<b>560 – 569</b>	<b>660 – 669</b>
<b>Air Quality</b>	<b>170 – 179</b>	<b>270 – 279</b>	<b>370 – 379</b>	<b>470 – 479</b>	<b>570 – 579</b>	<b>670 – 679</b>
<b>Safe Drinking Water</b>	<b>180 – 189</b>	<b>280 – 289</b>	<b>380 – 389</b>	<b>480 – 489</b>	<b>580 – 589</b>	<b>680 – 689</b>
<b>Radiation Protection</b>	<b>190 – 199</b>		<b>390 – 399</b>		<b>590 - 599</b>	

Again, since fulltime Emergency Response personnel have DEP On-scene Coordinator responsibilities at multi-program responses and emergencies, especially HAZMAT incidents, they will use the following DEP Command call signs. These command call signs use only the Region number and the unit designator. This allows DEP radio users on the scene to recognize immediately that a DEP OSC/Command user is on the radio.

	SER	NER	SCR	NCR	SWR	NWR
<b>ER MANAGER</b>	<b>DEP 10</b>	<b>DEP 20</b>	<b>DEP 30</b>	<b>DEP 40</b>	<b>DEP 50</b>	<b>DEP 60</b>
<b>ER COORDINATOR</b>	<b>DEP 11</b>	<b>DEP 21</b>	<b>DEP 31</b>	<b>DEP 41</b>	<b>DEP 51</b>	<b>DEP 61</b>

#### **4. Vehicle Radio Call signs for Special Purpose and Pool Vehicles**

**Special Purpose Vehicle Radio Call sign Protocol:** When using the radio system, there are certain special purpose vehicles that must be recognized no matter who is driving them because they have specialized equipment or hold teams with specialized capabilities. Excellent examples of these are the Bureau of Radiation Protection's Radiological Rapid Response vehicles (R3Vs) and Radiation Assessment Field Team vehicles. For ease of use, these vehicles are assigned working call signs that stay with the vehicle no matter who is driving, even if the driver has a personal call sign. In this way, DEP can sustain 24-hour operations with less confusion because the vehicle occupants are interchangeable, but the call sign remains the same.

The Radiological Rapid Response Vehicles, normally referred to as R3Vs, and the Radiation Assessment Field Team (RAFT) vehicles will use the following call signs:

<b>Vehicle</b>	<b>Short Version</b>	<b>Clear Text Version</b>
R3V – 1	DEP R3V-1	Environmental Protection Radiation Response – 1
R3V – 2	DEP R3V-2	Environmental Protection Radiation Response – 2
R3V – 3	DEP R3V-3	Environmental Protection Radiation Response – 3
RAFT – 1	DEP Field Team – Alpha	Env. Prot. Rad Assessment Field Team Alpha
RAFT – 2	DEP Field Team – Bravo	Env. Prot. Rad Assessment Field Team Bravo
RAFT – 3	DEP Field Team - Charlie	Env. Prot. Rad Assessment Field Team Charlie

Additional RAFTS will continue down the NATO phonetic alphabet.

**Pool Vehicle Radio Call sign Protocol:** When using an O&G pool vehicle or truck with an installed STAR-Net radio, that O&G employee will use the DEP Clear Text Version Radio Call Sign protocol to identify themselves while communicating on the STAR-Net system using any Global, District/Regional or Statewide Talkgroup.

#### **5. Phonetic Alphabet for Radio Users**

If talking on the radio when reception is not clear, it may be helpful to spell out names, addresses and words that the other person is having trouble understanding. In these situations, DEP personnel should use the NATO phonetic alphabet to represent letters of the alphabet as they spell. In addition, when relaying numbers over the radio, DEP employees should always use the word "niner" when they mean 9 so that it is never confused with the number 5. This is particularly true when health and safety matters are being transmitted.

The NATO phonetic alphabet is as follows:

<i>CHARACTER</i>	<i>MORSE CODE</i>	<i>TELEPHONY</i>	<i>PHONIC (PRONUNCIATION)</i>
A	• —	Alfa	(AL-FAH)
B	— •••	Bravo	(BRAH-VOH)
C	— • — •	Charlie	(CHAR-LEE) or (SHAR-LEE)
D	— ••	Delta	(DELL-TAH)
E	•	Echo	(ECK-OH)
F	•• — •	Foxtrot	(FOKS-TROT)
G	— — •	Golf	(GOLF)
H	••••	Hotel	(HOH-TEL)
I	••	India	(IN-DEE-AH)
J	• — — —	Julieta	(JEW-LEE-ETT)
K	— • —	Kilo	(KEY-LOH)
L	• — ••	Lima	(LEE-MAH)
M	— —	Mike	(MIKE)
N	— •	November	(NO-VEM-BER)
O	— — —	Oscar	(OSS-CAH)
P	• — — •	Papa	(PAH-PAH)
Q	— — • —	Quebec	(KEH-BECK)
R	• — •	Romeo	(ROW-ME-OH)
S	•••	Sierra	(SEE-AIR-RAH)
T	—	Tango	(TANG-GO)
U	•• —	Uniform	(YOU-NEE-FORM) or (OO-NEE-FORM)
V	••• —	Victor	(VIK-TAH)
W	• — —	Whiskey	(WISS-KEY)
X	— •• —	Xray	(ECKS-RAY)
Y	— • — —	Yankee	(YANG-KEY)
Z	— — ••	Zulu	(ZOO-LOO)
1	• — — — —	One	(WUN)
2	•• — — —	Two	(TOO)
3	••• — —	Three	(TREE)
4	•••• —	Four	(FOW-ER)
5	•••••	Five	(FIFE)
6	— ••••	Six	(SIX)
7	— — •••	Seven	(SEV-EN)
8	— — — ••	Eight	(AIT)
9	— — — — •	Nine	(NIN-ER)
0	— — — — —	Zero	(ZEE-RO)

Responsibility for this SOP resides with the Oil and Gas Management Deputate.

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