

ArcPro Retire Workflow

Retirement Workflow

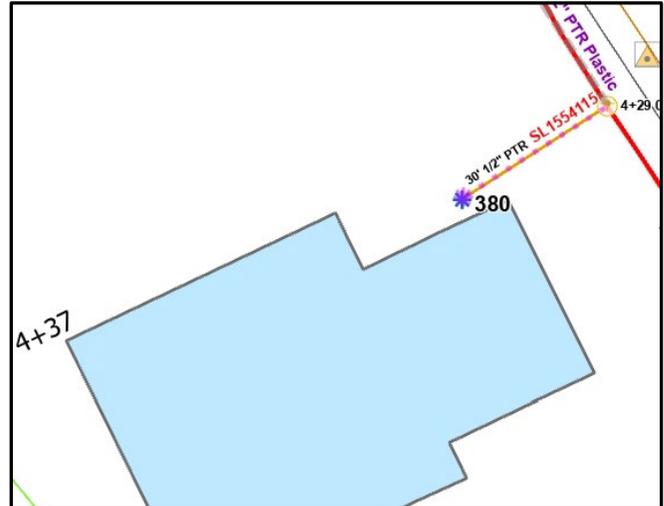
1- Verify that the retired footage, pipe size, and pipe type on the Core card matches the footage, pipe size, and pipe type on the OnBase Card. There can be a 1.5 ft difference between what you have calculated with the historical footage, and what the card says to retire.

Note: Some service lines have had previous changes done to them. Be sure to go through all the old cards to verify that the footages and pipe sizes add up.

Note: Sometimes the core card has P instead of PTR. This is common and platter can assume that it is the same.

Fuel Line: <input type="radio"/> Yes <input checked="" type="radio"/> No	Riser Bracket Installed: <input type="radio"/> Yes <input checked="" type="radio"/> No	Completion Date: 08-30-2024
Service Tap Type: <input type="text"/>		
Pipe Manufacturer: Unknown		
Latitude: 37.11818179	Longitude: -113.63889567	Elevation: 2620.8966
Recommended EFV: None	EFV Installed: <input checked="" type="radio"/> n/a <input type="radio"/> 475 <input type="radio"/> 1200 <input type="radio"/> 1800 <input type="radio"/> 2600 <input type="radio"/> 3900 <input type="radio"/> 5500	SLSV: <input type="checkbox"/>
Engineering Note <input type="text"/>		
Retired Footage		
Pipe Size	Pipe Type	Footage Source
3/4"	P	29
	Total >	29

2 - Once the information on the Core and OnBase cards is verified and the service has been located, check that what is currently mapped is the same. Again, if it differs more than 1.5 ft, it needs to be replussed.



3 – If needed, conflate the areas around the service and the service to GPS, if applicable.

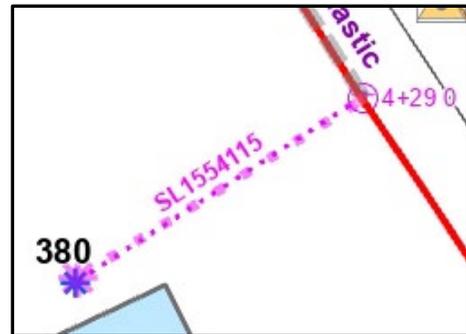
4 – Select the tap and the service line. In the service attributes, find ‘Lifecycle Status’. Change it from ‘In Service’ to ‘Abandoned.’

▲ PipelineJunction : Tap (1)	▶ Unknown
▲ PipelineLine : Distribution Pipe (1)	▶ MJ1015169
▲ PipelineLine : Service Pipe (1)	▶ SL0001554115
Attributes Geometry	
Asset Type	Plastic Tap
Fitting Type	Unknown
Diameter	2"
Diameter 2	1/2"
Diameter 3	<Null>
Station	429
Tap Station	<Null>
Bonded/Insulated	<Null>
Manufacturer	<Null>
Lifecycle Status	In Service
OBJECTID	1091165

Note: The Tap Type for this service is Unknown. This is fine, especially when retiring, construction teams do not often have this information, especially for older services. However, if the card says a specific type tap, then you would change the attribute in the map to be the same as the card. In this case, both card and map are Unknown.

Lifecycle Status	Abandoned
------------------	-----------

5 – Once both the Service Tap and Service Line are put in abandoned status, reselect them to put in both the Retire Date for the Service Tap and the Retire Date and SJ for the service.



6 – Select the Delivery Point, Structure, and any annotations that go with the service. These can now be deleted.

Note: There are special circumstances where the building does not need be deleted, and these can be seen in the construction notes.

