

# EXCAVATION PERMIT PROCEDURE



## OSU FACILITIES MANAGEMENT ENERGY SERVICES

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# EXCAVATION PERMIT PROCEDURE

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# EXCAVATION PERMIT PROCEDURE

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## Glossary

- OSU.....Oklahoma State University
- FM.....Facilities Management (formerly Physical Plant)
- ES.....Energy Services (formerly Utilities and Energy Management)

# **EXCAVATION PERMIT PROCEDURE**

## **1. PURPOSE of PROCEDURE**

- This procedure is meant to ensure prompt, efficient issuance of an OSU Excavation Permit;
- Assure prompt response from appropriate personnel to those requesting a Permit;
- Provide for the safety and protection of all concerned personnel and property involved with an Excavation Operation;
- Ensure adherence with all OSU, local, state, and federal agencies in accordance with established policy and law as required for an Excavation Operation; and
- Provide prompt follow-up reporting on any subsequent events related to the Operation.

### **1.1. Regular Working Hours**

Regular Working Hours are all times between 0800 and 1700, Monday through Friday.

### **1.2. All Other Times**

All Other Times are all times other than Regular Working Hours, including weekends and all holidays.

## **2. GENERAL EXCAVATION OVERVIEW**

- Most of OSU's utilities distribution, computer, communications, and irrigation systems are underground, and any Excavation Operation poses a potential hazard to safety, property, and operations.
- Whenever this document refers to the word "excavation" the word references any form of ground penetration.
- An Excavation Permit shall be obtained prior to any occasion when OSU owned property is to be penetrated, irrespective of the breadth or depth of the penetration.
- The Excavator is responsible for submitting a Locate Request to OKIE to initiate the Excavation Permit procedure.
- Upon receipt of the OKIE Request, an OSU Utilities Locator opens a Work Order and the Locates are performed within the time frame required by OKIE.
- Once all OSU Locates are completed and recorded to the Work Order in AiM, the Locators change the status of the Work Order to Dig Permit Issued and the Excavator receives the Permit by electronic mail.
- A copy of the Permit must be present on the job site for the duration of the Operation.
- Excavation without a Permit on file and on site will result in immediate termination of the Operation, an immediate cease and desist until a Permit is in place.
- A Permit is in effect for ten (10) working days from the time noted on the original OKIE request locate.

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## 3. EXCAVATION PROCEDURE

### 3.1. OKIE Locate Request

- Submitting a routine OKIE Locate Request is the first step in any OSU Excavation project.
- The State of Oklahoma requires the Excavator (or the Excavator’s designated representative) to give notice no more than ten (10) days and not less than forty-eight (48) hours (excluding weekends and legal holidays) before any Excavation Operation begins.
- There is no expedited process for a Locate on OSU property, except in a true emergency.

**Table 1 - OKIE Locate Request Procedure**

Call OKIE	Dial 811	or dial 800-522-6543
The call center is available to take emergency requests via phone 24/7/365. The hours for accepting normal (48 hour) locate requests via telephone are:		
February through October	Mon-Wed Thurs-Fri	0600-2200 0600-1800
November through January	Mon-Fri Saturday	0600-2200 0800-1200
Online Locate Requests can be made anytime but may take longer to process.		<a href="http://www.callok.com/LocateRequests/">http://www.callok.com/LocateRequests/</a>

- The following information is required for a locate request:
  - ✓ Excavator name/company name and phone number
  - ✓ Mailing Address and Email Address (OSU Permits are issued by email)
  - ✓ Caller’s telephone, mobile and/or pager number
  - ✓ Start date and time of excavation
  - ✓ Work site street and number (include north, south, east, or west)
  - ✓ County and town/city
  - ✓ Nearest intersection or highway
  - ✓ GPS-Latitude/Longitude (not required but helpful)
  - ✓ Township, range, section, quarter section (not required but helpful) (see Table 2)
  - ✓ Type and extent of the proposed work
  - ✓ White line area of excavation (for line locators)
  - ✓ Type of equipment to be used (explosives, tunneling, horizontal boring, etc.)
  - ✓ Work location (street, sidewalk, private property, front, rear, side, etc.)
  - ✓ Work being done for: contact person and telephone, mobile number and best time to call back, and Email address (OSU Permits are issued by Email)
- Keep the Locate Request number in case it is needed to report a problem, or needed to reference the Request.
- OSU locates OSU owned infrastructure as outlined in **Section 5.1**.
- The Excavator will obtain a Permit and comply with procedure as outlined in **Section 5.3**.

**Table 2 - OSU Basic Aliquot Descriptions for OKIE Locate Request**

AREA	DESCRIPTION
All OSU STW Campus	Township 19N, Range 2E, Indian Meridian, Payne County, OK
Main STW Campus	A part of Sections 10, 11, 14, & 15
West STW Campus	A part of Sections 8, 9, & 16

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## 4. EMERGENCY PROCEDURE

### 4.1. Emergency Excavations

An Emergency Excavation is defined as an event when an unexpected interruption of service to a University facility renders the facility unusable or any event that creates an unsafe condition. The following policies and procedures are to be used in the event of an Emergency Excavation.

**NOTE:** Failure of the Excavator to submit a routine OKIE Locate Request in a timely manner does not, under any circumstances, constitute an emergency event.

**Table 3 – Emergency Contacts during Regular Working Hours**

NAME	DIVISION	OFFICE	CELL
Joe Gaskins	Utilities Distribution Supervisor	405-744-4412	405-747-8961
Delyn Dickens	Electrical Distribution Supervisor	405-744-7974	405-747-0176
Craig Caselman	Grounds Irrigation	405-744-3214	405-614-1658
Robert Bartmess	Campus Surveyor	405-744-7856	405-338-5779
Jarrett Stokes	Utilities Locator	405-744-3868	405-880-9935
On Call Staff	OSU-IT	405-744-2225	same

**Table 4 – Emergency Contacts at All Other Times**

NAME	DIVISION	OFFICE	CELL
Delyn Dickens	Electrical Distribution Supervisor	405-744-7974	405-747-0176
Craig Caselman	Grounds Irrigation	405-744-3214	405-614-1658
Jarrett Stokes	Utilities Locator	405-744-3868	405-880-9935
On Call Staff	OSU-IT	405-744-2225	same

### 4.2. Emergency Duties

- If an Emergency Excavation exists then OSU and/or FM Staff on site communicate with the FM Work Control center and any other appropriate personnel without delay.
- FM Staff contact Call Okie for an Emergency Locate.
- In an Emergency event the Equipment Operator is authorized to excavate without a totally completed Permit, provided that a FM Staff is on-site and actively spotting the excavation as it is on-going.
- All other applicable policies and procedures stated herein are to be enforced in an Emergency Excavation.
- FM Staff contact all applicable University personnel in Table 5 needed to locate any University owned utility.

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## 5. RESPONSIBILITIES

### 5.1. SURVEYOR/LOCATOR

- The Surveyor/Locator has forty-eight (48) hours (excluding weekends and legal holidays) from the time noted on the original OKIE Request to complete the Locate.
- The Utilities Locator establishes a Locate Work Order with FM Work Control center.
- The OSU Locators will take photographs of completed locates and upload them to the Work Order in AiM
- After performing the Locate and recording information in the Work Order, the OSU Locators change the status to Dig Permit Issued and the requestor receives the Permit by email.
- The OSU Locators will refresh locates upon request of the Excavator through Action Desk Notification if the locates have been erased during the 10 day Excavation Permit period

### 5.2. FM WORK CONTROL STAFF

- Creates a Work Order in AiM upon request from Utilities Locator
- Distributes Work Order to Electrical and Grounds Shops for locates
- Uploads locate information from Campus IT to the Work Order
- Contacts OSU Locators if within the 10-day period of an active Excavation Permit the Excavator calls to request a refresh to the locates due to activities or weather that erase locates markings
- Closes Work Order
- Requires new OKIE notice and Work Order for renewals.
- Excavators may not “piggy back” off other Excavation Applications.

### 5.3. EXCAVATOR

- No excavation activity may take place until a Permit has been obtained.
- No Excavation Operation activity shall take place outside the dates of a completed Permit.
- The Excavation Permit start date begins with the date/time of the original OKIE request and is in effect for ten (10) working days.
- The Permit must be present on the job site for the duration of the Operation.
- If the work is going to extend beyond the Permit expiration date, to ensure that the work may continue without interruption the Excavator must submit a new OKIE Locate Request a minimum of forty-eight (48) hours prior to the expiration of the original Permit and acquire an updated Permit before work can continue.
- The Excavator’s receipt of the Permit acknowledges completion of the OSU locates and acceptance of responsibility for adhering to, at all times during the Operation, OSU’s Trenching and Shoring Procedures: <http://ehs.okstate.edu/manuals/trench.htm> and the State’s safety guidelines as defined by OK §142.1 – Oklahoma Underground Facilities Damage Prevention Act. <http://www.callokie.com/how-it-works/the-law/>
- If at any time during a current Permit the Locates are no longer visible or the Excavator discovers lines that are not marked or represented where expected, the Excavator shall immediately –
  - ✓ cease the Operation,
  - ✓ contact the FM Work Control center,
  - ✓ request a Refresh on the existing Permit.
  - ✓ Refresh events shall receive priority response during Normal Working Hours.
  - ✓ Refresh events shall be responded to as needed At All Other Times.
  - ✓ FM Work Control: [fmworkcontrol@okstate.edu](mailto:fmworkcontrol@okstate.edu) or 405-744-7154

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- The Excavator is responsible for restoring the site back to its original condition once the Excavation Operation is completed. The Excavator is responsible for replacing turf, sidewalks, roads, curbs, pavement markings and irrigation, and for power washing soiled hardscape, all to acceptable conditions as outlined by OSU in the pre-construction agreement/contract.
  - ✓ Landscape tree and shrub protection and/or removal will be determined prior to the commencement of the Operation.
  - ✓ Landscape protection and replacement will be done by OSU and the costs associated with those predetermined plans will be the responsibility of the Excavator.
- The Excavator is responsible for keeping the Operation site free of trash and litter for duration of the Operation.
- The Excavator is responsible for keeping any weeds and grass mowed or trimmed within the site zone for the duration of the Operation. The use of chemical herbicide is not permitted.
- The Excavator assumes financial responsibility for the repair of any damage caused by the Excavator to lines or facilities if the steps given in the Excavation Permit Procedures are not followed.

### **5.4. Non-OSU Personnel as EXCAVATOR**

- When an Excavator is performing an Operation in the Excavator's easement within OSU property and OSU owned utilities are not impacted by the Operation, then the OSU Excavation Permit is not required; however, the requirement for an OKIE Locate and full compliance with all tenants of OK §142.1 - Oklahoma Underground Facilities Damage Prevention Act, stands for any Excavation Operation on all OSU property.
- OSU is a tobacco/smoke free Campus and therefore the Excavator and its employees or contractors shall adhere to this policy.



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## 6. DEFINITIONS

- Oklahoma State University (OSU)
- Facilities Management (FM) – formerly Physical Plant
- Work Order – FM tracking/billing document for all projects/activities
- Work Control – FM central reception staff responsible for routing Work Order requests and activities/information related to Work Orders
- Excavation Operation - The penetration or disruption of ground or terrain surfacing for any reason.
- Excavation Permit – issued by FM and required prior to any Excavation Operation on OSU property.
- Excavator - any person/entity requesting an Excavation Permit and responsible for the Excavation Operation. Excavator can be OSU personnel or non-OSU personnel.
- OKIE – Oklahoma One-Call System, Inc.
- Locate Request – request made to OKIE to mark underground lines so safe excavation may proceed
- Locator – person who performs the OKIE Locate Request
- Project Manager – FM or OSU staff designated as the manager of the specified project related to the Excavation Operation
- Refresh – request for OSU Locates to be remarked on a current Permit
- Service Trade Foreman – FM staff in charge of the trades group working with and/or servicing the Excavation Operation

**Table 5 – OSU Excavation Permit Contacts**

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Cell</b>
FM Work Control*	Work Control Staff	405-744-7154	NA
Robert Bartmess	Utilities Surveyor	405-744-7856	405-338-5779
Jarrett Stokes	Utilities Locator	405-744-3868	405-880-9935
Nick McKnight	Utilities Locator	405-744-3867	405-338-5261
Craig Caselman	Grounds - Irrigation	405-744-3214	405-614-1658
On-Call Staff	OSU IT Locator	405-744-2225	# rolls to cells