

EXCAVATION PERMIT PROCEDURE



OSU FACILITIES MANAGEMENT ENERGY SERVICES

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Definitions

ES.....	OSU Energy Services, a division of Facilities Management
FM	OSU Facilities Management
OKIE	The Oklahoma One-Call System, Inc.
OSU	Oklahoma State University
Campus Surveyor	Energy Services Surveyor
Contractor.....	Any person/entity serving as manager of or directing a construction project on OSU property
Excavator.....	Any person/entity performing excavation and/or requesting an Excavation Permit and responsible for the Excavation Operation. Excavator can be OSU personnel or non-OSU personnel.
Excavate/Excavation.....	The words “Excavate” and “Excavation” refer to any form of ground penetration.
Excavation Operation.....	The penetration or disruption of ground or terrain surfacing for any reason
Excavation Permit.....	The permit issued by FM and required prior to any Excavation Operation on OSU property
Locate Request.....	The request made to OKIE to mark underground lines so safe excavation may proceed
Locator	The person who performs the OKIE Locate Request
Refresh	A request for OSU Locates to be remarked on a current Excavation Permit
Work Control	FM staff responsible for routing work requests and activities/information related to Work Orders
Work Order	FM tracking/billing document for all projects/activities

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1. PURPOSE of this PROCEDURE

The purpose of this procedure is to:

- 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
- Ensure prompt, efficient issuance of an OSU Excavation Permit;
- Assure prompt response from appropriate personnel to those requesting an Excavation Permit; and
- Provide prompt follow-up reporting on any subsequent events related to the Excavation Operation.

2. WORKING HOURS

2.1. Regular Working Hours

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

2.2. All Other Times

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

3. GENERAL EXCAVATION OVERVIEW

- Most of OSU's utilities distribution, communications, and irrigation systems are underground, and any Excavation Operation poses a potential hazard to safety, property, and operations.
- An Excavation Permit shall be obtained prior to any occasion when OSU-owned property is to be excavated/penetrated, irrespective of the breadth or depth of the penetration.
- The Contractor/Excavator is responsible for submitting a Locate Request to OKIE, which initiates the Excavation Permit procedure.
- Upon receipt of the OKIE Request, an OSU Locator opens a Work Order, and the Locates are performed within the time frame required by OKIE.
- Non-OSU utility owners are responsible for employing their own Locators for responding to OKIE requests and for controlling the locates performed by them.
- Once all Locates are completed, the OSU Locators sign off on the Work Order and change its status to DIG PERMIT ISSUED.
- The Contractor/Excavator will receive an electronic copy of the Excavation Permit sent to the email address included in the OKIE Locate Request.
- OSU deems it the responsibility of the Contractor/Excavator to verify that all utility locates have been performed and locate markings are visible prior to any excavation taking place on OSU property.
- A copy of the Excavation Permit must be present on the job site for the duration of the Excavation Operation.
- Any excavation performed without a valid Excavation Permit on file and on the job site will result in immediate termination of the Excavation Operation—the issuance of an immediate cease-and-desist order until a valid Excavation Permit is in place.
- An Excavation Permit is in effect for ten (10) working days from the time noted on the original OKIE Locate Request.

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- In the event any utility line is hit during excavation all activity must cease and OSU emergency contacts must be notified.
- Due to a change in Oklahoma law (OK§142.1), as of August 27, 2015 – it is now required that: “An excavator shall immediately call the local 911 emergency telephone number and report any incident that results in an unintentional and uncontrolled release of flammable, toxic or corrosive gas or liquid from a pipeline or pipeline system.”

4. EXCAVATION PROCEDURE

4.1. OKIE Locate Request

- Submitting a routine OKIE Locate Request is the first step in any OSU Excavation Operation.
- 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 seventy-two (72) hours (excluding the date of notification, Saturdays, Sundays, and legal holidays) before any Excavation Operation begins.
- THERE IS NO EXPEDITED PROCESS FOR PROVIDING A UTILITY 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 OKIE call center is available to take emergency requests year-round, 24 Hrs./day. The hours for accepting normal (72 hour) utility locate requests via telephone are:		
February through October	Mon-Wed	0600-2200
	Thurs-Fri	0600-1800
November through January	Mon-Fri	0600-2200
	Saturday	0800-1200
Online Locate Requests can be made anytime but may take longer to process.	http://www.callokie.com/LocateRequests/	

- The following information is required when submitting a Locate Request:
 - ✓ Excavator name/company name and phone number
 - ✓ Mailing Address and Email Address (OSU Excavation Permits are issued by Email)
 - ✓ Caller’s main office telephone and mobile telephone 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 lines placed on the ground to mark the area of excavation (for the Locators)
 - ✓ Type of equipment to be used (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)
- NOTE: 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**.
- Outside Locators locate infrastructure not owned by but on or crossing OSU property.

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- The Excavator will obtain an Excavation 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

5. RESPONSIBILITIES

5.1. OSU Campus Locator

- The Campus Locator has seventy-two (72) hours after the date of the OKIE Locate Request (excluding the date of notification, Saturdays, Sundays, and legal holidays) to complete the utility locate.
- The Locator establishes a Locate Work Order by notifying FM Work Control.
- All OSU Locators take photographs of completed utility locates and upload them to the Work Order in AiM.
- After all OSU utility locates have been performed, the Locator signs off on the Excavation Permit and changes the status of the Work Order to DIG PERMIT ISSUED.
- The OSU Locators will refresh utility locates upon the Excavator’s request if locate markings are obliterated during the permitted period.
 - NOTE: ALL UTILITY LOCATES, INCLUDING REFRESHED UTILITY LOCATES, REQUIRE AN OKIE REQUEST.
- The Locators create a Utility Hit Report after any OSU utility is damaged due to excavation.
- Issuance and revocation with cause of the OSU Excavation Permit: revocation with cause will be enforced upon determination by the OSU Locator of gross negligence of the Contractor and/or Excavator working under an issued OSU Excavation Permit.

5.2. FM Work Control Staff

- Work Control (WC) Staff create a Work Order in AiM upon request from the OSU Locator or Campus Surveyor.
- WC Staff distribute the Work Order to FM Landscape Services for Irrigation Systems locates.
- WC Staff distribute the Work Order to ES Electrical Distribution for locate assistance that may be requested by the Locator.
- WC Staff upload locate information from Campus Telecommunications to the Work Order.

5.3. Contractor and Excavator

- NO EXCAVATION OPERATION MAY TAKE PLACE UNTIL A VALID OSU EXCAVATION PERMIT HAS BEEN OBTAINED.
- NO EXCAVATION OPERATION MAY TAKE PLACE OUTSIDE THE ACTIVE DATES OF AN ISSUED EXCAVATION PERMIT.
- Excavators may not “piggy back” off Excavation Permits issued to other Contractors/Excavators. Each Excavator must have their own valid Excavation Permit.
- **The issued Excavation Permit start date will be the date/time of the original OKIE Locate Request, and the Permit will be in effect for ten (10) working days.**
- The Contractor/Excavator receives the Excavation Permit electronically at the email address included in the OKIE Locate Request.

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- The Excavation Permit must be present on the job site for the duration of the Excavation Operation.
- If work covered by an Excavation Permit is going to extend beyond the permit's expiration date, to ensure that the work may continue without interruption, the Contractor/Excavator must submit a new OKIE Locate Request a minimum of seventy-two (72) hours prior to the expiration of the original Permit and acquire an updated Permit before work may continue.
- Receipt of the Excavation Permit acknowledges completion of the OSU utility locates requirement and the Contractor/Excavator's acceptance of responsibility for adhering to, at all times during the Excavation Operation, OSU's *Trenching and Shoring Manual* and the state's safety guidelines as defined by OK §142.1 – *Oklahoma Underground Facilities Damage Prevention Act*.
- EMERGENCY CONTACTS: As of August 27, 2015 under Title 165, Chapter 20, Subchapter 17 of OK§142.1 – it is now required that: "An excavator shall immediately call the local 911 emergency telephone number and report any incident that results in an unintentional and uncontrolled release of flammable, toxic, or corrosive gas or liquid from a pipeline or pipeline system." For a more complete list of emergency procedures and further instructions on the Contractor/Excavator's duties when responding to an emergency refer to **Section 6 - EMERGENCY PROCEDURE** of this Procedure.
- OSU deems it the responsibility of the Contractor/Excavator to verify that all utility locates have been performed and locate markings on the ground are visible prior to any Excavation Operation taking place on OSU property.
- IN THE EVENT ANY UTILITY LINES ARE HIT DURING EXCAVATION, ALL ACTIVITY MUST CEASE, AND OSU EMERGENCY CONTACTS MUST IMMEDIATELY BE NOTIFIED.
- If during the time frame covered by a valid Excavation Permit the locate markings are no longer visible or the Excavator discovers lines that are not marked or represented where expected, the Excavator shall immediately:
 - ✓ cease the Excavation Operation,
 - ✓ contact the Campus Surveyor or Utilities Locator and request a Refresh Locate, and
 - ✓ submit a new OKIE Request.
- NOTE: Refresh events shall receive priority response during Regular Working Hours. Refresh events shall be responded to as needed at All Other Times.
- When new utilities are being installed, or existing utilities are exposed during excavation, the Excavator shall submit a **Surveyor Inspection/Observation Request** so that the OSU Campus Surveyor may collect data for utility system modeling and future utilities locates. A minimum 24-hour notice is required for the Surveyor to respond to the Request.
- The Contractor/Excavator is responsible for restoring the site back to its original condition once the Excavation Operation is completed. The Contractor/Excavator is responsible for replacing turf, sidewalks, roads, curbs, pavement markings, and irrigation, and for power washing soiled hardscape, all according to acceptable conditions as outlined by OSU in the pre-construction agreement/contract.
 - ✓ The need for landscape tree and shrub protection and/or removal will be determined prior to the commencement of the Excavation Operation.
 - ✓ Landscape protection and replacement work will be done by OSU, and the costs associated with that planned work will be the responsibility of the Contractor/Excavator.
- The Contractor/Excavator is responsible for marking the proposed excavation area with white paint or white flags where and when applicable.
- The Contractor/Excavator is responsible for keeping the site of the Excavation Operation free of trash and litter for the duration of the project.

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- The Contractor/Excavator is responsible for keeping all weeds and grass mowed or trimmed within the project’s site/work zone for the duration of the Excavation Operation. The use of chemical herbicides is not permitted.
- The Contractor/Excavator assumes financial responsibility for the repair of any damage to utility lines or facilities if the damage was caused by the Excavator and the instructions in this *Excavation Permit Procedure* document and the Excavation Permit were not followed.
- OSU is a tobacco/smoke-free campus. Therefore, the Contractor/Excavator and its employees and sub-contractors shall adhere to OSU’s policy of no tobacco use on campus.
- **EXCAVATION AROUND NATURAL GAS LINES:**
 - ✓ At least 24-hours prior to excavating within five feet of a marked natural gas line the Contractor must contact ES Utilities Locating at 405.744.4165.
 - ✓ An ES employee will be assigned to meet the excavator on site and observe the excavation to ensure only hand digging or hydro-excavation means are used to expose the natural gas line.
 - ✓ Further excavation to parallel, cross, or otherwise disturb the area immediately in the vicinity of the natural gas line must be done with the agreement and/or under the observation of an ES employee.
 - ✓ Failure to follow this instruction may result in revocation of the OSU issued Excavation Permit and potential liquidated damage penalty.
 - ✓ Revocation with cause will require submission of a new locate request with OKIE811 and reissuance of an OSU Excavation Permit.
 - ✓ Completion of the OKIE 811 Excavator Education Program at this time is encouraged.
 - ✓ Excavators are subject to the applicable sections of the OK §142.1 - *Oklahoma Underground Facilities Damage Prevention Act*, specifically 63-142.9a: *Except for public agencies, any excavator who by willful act or by reckless disregard of the rights of others, repeatedly violates the provisions of the Oklahoma Underground Facilities Damage Prevention Act and repeatedly damages underground facilities, thereby threatening the public health, safety, and welfare, may be enjoined by a court of competent jurisdiction from further excavation.*

5.4. Non-OSU Projects

An OSU Excavation Permit is not required when an excavator is digging in the Excavator’s own easement within OSU property, as long as OSU-owned utilities are not impacted by the work; however, the requirement for an OKIE Locate and full compliance with all tenants of OK §142.1 remain in force for any Excavation Operation on all OSU property.

5.5. OSU Contacts During Normal Hours of Operation

During normal hours of operation all necessary communications regarding utility locates, markings, and Excavation Permits are to be directed through the contacts shown in Table 3, OSU Excavation Permit/Utility Locate Contacts.

Table 3 – OSU Excavation Permit/Utility Locate Contacts

Name	Title	Office	Cell
FM Work Control	Work Control Staff	405-744-7154	NA
Jeremy Galloway	Sr. Utilities Locator	405-744-4165	405-612-5633
Aaron Long	OSU Grounds - Irrigation	405-744-3214	405-618-9915
On-Call Staff	OSU IT Locator (Telecom.)	405-744-2225	# rolls to cells
Kyle Smith	Campus Surveyor	405-744-7856	405-614-9994

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6. EMERGENCY PROCEDURE

6.1. Emergency Excavations

An Emergency Excavation may be performed when an unexpected interruption of service to a University facility renders the facility unusable or, when any utility has created an unsafe condition. The following policies and procedures are to be used in the event of an Emergency Excavation.

NOTE: FAILURE OF A CONTACTOR/EXCAVATOR TO SUBMIT A ROUTINE OKIE LOCATE REQUEST IN A TIMELY MANNER DOES NOT, UNDER ANY CIRCUMSTANCES, CONSTITUTE AN EMERGENCY EVENT.

6.2. Emergency Duties

- If an Excavator damages a natural gas line or any other utility pipeline or system containing flammable, toxic, or corrosive gas or liquid, the Excavator will immediately call 911 to report the incident.
- After calling 911 and reporting the incident, the Excavator will call OSU Work Control to report the incident.
- After reporting the incident to OSU Work Control, the Excavator will call the 811 Emergency OKIE Notification Number (811 or 800-522-6543) and report the incident.
- After calling the 811 Emergency OKIE Notification number and reporting the incident, the Excavator will begin calling the **Table 4** and **Table 5** OSU Emergency Contacts listed after OSU Work Control and continue calling until the Excavator has spoken to an OSU Emergency Contact and reported the incident.
- When the Excavator damages any other utility pipeline or system (utilities that do not require a call to 911), the Excavator will immediately call OSU Work Control to report the incident and then follow the emergency procedures outlined above for calling and reporting the damage from the 811 Emergency OKIE Notification Number through the OSU Emergency Contacts in successive order as stipulated.
- During an Emergency Excavation, the Excavator is authorized to excavate without an Excavation Permit provided that at least one FM Staff member is on the site and actively spotting the excavation as it is taking place.
- All other applicable policies and procedures stated herein are to be adhered to in an Emergency Excavation.

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6.3. Emergency Contacts During Any Excavation Operation

The following tables contain the Emergency Contacts for OSU staff to be used as described, above in **Section 6.2 – Emergency Duties**, and to accommodate the need for any Emergency Excavation Operation. The following contacts are to be notified in order of importance from the top contact to the bottom contact in each table.

Table 4 – OSU Emergency Contacts during Regular Working Hours

NAME	DIVISION	OFFICE	CELL
FM Work Control	Work Control Desk	405-744-7154	NA
Norm Howard	UTIL Distribution Supervisor	405-744-4412	405-612-5287
Josh Page	UTIL Distribution Asst. Spvsr.	405-744-4395	321-368-5610
Russell Norrie	ELEC Distribution Supervisor	405-744-3867	405-612-1303
Jon Johnson	ELEC Distribution Asst. Spvsr.	405-744-7974	918-225-9432
Jeremy Galloway	Sr. Utilities Locator	405-744-4165	405-612-5633
ON CALL STAFF	OSU-IT (Telecommunications)	405-744-2225	# rolls to cells
Aaron Long	Landscape Irrigation	405-744-3214	405-618-9915
Kyle Smith	Campus Surveyor	405-744-7856	405-614-9994

Table 5 – OSU Emergency Contacts at All Other Times

NAME	DIVISION	OFFICE	CELL
FM Work Control	Work Control Desk	405-744-7154	NA
ON CALL STAFF	UTIL Distribution	NA	405-385-4204
ON CALL STAFF	ELEC Distribution	NA	405-332-6256
ON CALL STAFF	UTIL Locates	405-744-4165	# rolls to cells
ON CALL STAFF	OSU IT (Telecommunications)	405-744-2225	# rolls to cells
Norm Howard	UTIL Distribution Supervisor	405-744-4412	405-612-5287
Josh Page	UTIL Distribution Asst. Supervisor	405-744-4395	321-368-5610
Russell Norrie	ELEC Distribution Supervisor	405-744-3867	405-612-1303
Jon Johnson	ELEC Distribution Asst. Supervisor	405-744-7974	918-225-9432
Aaron Long	Landscape Irrigation	405-744-3214	405-618-9915