

Digging Permit Instructions:

To Begin Digging Permit process:

- 1) Proposed area for excavation must be marked, staked or flagged **in white** by Requestor.
- 2) When proposed area is clearly marked, Requestor contacts DPW (primary contact Wendy White x 8359) to request a Digging Permit form (forms are available both hard copy and electronic format).
(**Note:** Permit numbers will **not** be issued until proposed area is clearly marked **and** drawing or sketch is provided)
- 3) Requestor will complete sections A, C and D of permit. Read and sign section E and return permit form with appropriate sketch or drawing to DPW.
(**Note:** Digging Permits require hard copy original signatures. Completed electronic format transmissions cannot be accepted)
- 4) DPW will generate email notice to appropriate Directorates and begin circulation of Permit. Requestor will be copied on this email.
(**Note:** Section Chiefs reserve the right to disapprove any request for excavation that does not comply with Section policies or Army regulations.)
- 5) Completion of Digging Permit process for routine work requires approximately 10 – 14 working days to complete. Requestor should not schedule contractors or contractor work prior to receiving the signed, completed original permit.
(**Note:** Any cancellation or rescheduling fees that may be incurred because work was scheduled prior to receiving completed original permit will be the responsibility of the Requestor.)

***NOTE:** Requestor is responsible to notify MissUtility or any other Service providers specifically notated by Department Chiefs outside routine permit reviewers.*

When Permit is Reviewed and Approved by Affected Directorates:

Requestor will be notified by DPW when permit is completed and ready to be picked up from DPW.

DPW will assign a permit expiration date. Permits may be continued beyond expiration date **ONLY if an extension is requested in writing prior to expiration date.** The request for extension will be evaluated based on risk of damage, weather, and other relevant factors. The Requestor will be notified of the decision in writing. **Extensions WILL NOT be given over the telephone.**

(**Note:** If either DPW or DOIM assess excavation risk as Class I, high risk, expiration of permit shall be 10 days from date of issue.

Original Digging Permits **must** be on the site during work.

When Work is Complete:

Once work has been completed, Requestor signs and dates the “work completed” line and returns the original Permit (with attachments) to DPW.

If you have any questions regarding the status of your requested permit, you may call Wendy White at x8359.

DRAFT
DIRECTORATE OF PUBLIC WORKS
HEADQUARTERS, FORT A. P. HILL
BOWLING GREEN, VIRGINIA 22427-5000

SOP
NUMBER

1 January 2004

EXCAVATION PERMIT POLICY

1. References.

- a. EM 385-1-1, General Safety Requirements, Section 25.A.01.
- b. DPW Excavation Permit (copy attached).

2. Purpose. To set forth policies and procedures for the protection of underground utility and communication systems during excavation work on Fort A.P. Hill.

3. Scope. This policy applies to all contractors and all personnel who live, work or train at Fort A.P. Hill.

4. Policy. It is the policy of this installation that no excavation of any type, except personal hasty fighting positions in designated training areas, will be initiated until an excavation permit has been initiated and approved. This clearance is required to ensure the safety of the individuals involved in the work and to prevent the expense and inconvenience caused by service interruptions. Any individual who excavates within the confines of the installation without an approved permit and damages underground utilities is potentially liable for the cost of repairs. Liability of the requestor is absolute in any instance or negligence by act or omission.

5. Responsibilities.

a. The Directorate of Public Works, Engineer Resource Management Division (DPW/ERMD) will:

- (1) Develop and maintain policies and procedures related to excavation permits.
- (2) Provide blank permits to requestors; assign control numbers; and track permits through the excavation permit process.
- (3) Assign an excavation risk and expiration date once the permit has been reviewed and signed by all required activities.
- (4) Approve permits for all excavation work to be accomplished by the in-house work force.

(5) Conduct and document after action reviews (AARs) of procedures related to utility outages and communications interruptions as a result of excavation activity. The AARs will review conditions, procedures, and controls that precipitated or contributed to the outage, as well as procedures and activities related to restoration of service and customer care.

b. The Directorate of Public Works, Engineer Plans and Services (DPW/EP&S) will:

(1) Attach a map to each excavation permit showing the general area of the proposed excavation and all known underground utilities.

(2) Approve permits for all excavation work to be accomplished by contractors.

(3) Locate by GPS all new facilities and/or utilities installations and enter the GPS information in the GIS mapping system.

c. The Directorate of Public Works, Utilities Shop will locate and mark all underground water and sewer lines. In addition, shop personnel will, in coordination with the Rappahannock Electric Cooperative, locate and mark any underground electric lines. In addition, the Utilities Shop supervisor (or acting) will assign the DPW excavation risk category (see Procedures, Section 6 para a.).

d. The Directorate of Public Works, Environmental and Natural Resources Division (DPW/ENRD) will review each permit for impacts to cultural and natural resources. ENRD will approve or disapprove each permit based on those impacts.

e. The Directorate of Information Management (DOIM) will locate and mark all underground communication lines. In addition, the supervisor (or acting) will assign the DOIM excavation risk category (see Procedures, Section 6 para a.).

6. Procedures.

a. If required, a blank excavation permit (FAPH (DPW) Form XX, 20 November 2003), will be obtained from DPW/ERMD. This is provided at no cost to the requestor. Permit forms are available in either hard copy or electronic format. The requestor will complete Sections A, C and D, sign and return the permit to DPW/ERMD, Building 1220 for processing. When appropriate for the work to be accomplished, a drawing showing the general layout and path of the proposed excavation will be provided with the permit. The requestor will also be required to stake, flag or mark the excavation route every 30 feet at the proposed excavation site. The DPW/ERMD will then assign a control number to the permit and begin to process the permit. Processing a permit takes approximately 10-14 working days. When each activity has signed off on the permit, and an excavation risk category has been designated from both DPW and DOIM, the DPW/ERMD will assign an expiration date as follows: Class I, severe risk, issued for 10 days; Class II,

minimal risk, issued for 30 days. The risk classification is based on the number of utilities and communication lines in the area to be excavated.

b. If the permit indicates that clearance by "Miss Utility" is necessary, the requestor must make arrangements with "Miss Utility" to obtain excavation clearance (1-800-552-7001). The requestor is responsible for following "Miss Utility's" procedures as well as those of Fort A.P.Hill.

c. Once a permit is approved, **the original permit will be kept on site during all excavations.** During excavation, the individual actually performing the excavation, **will hand-dig within a 10 foot radius of the locator's mark** until the exact location of all lines has been determined. If the work is anticipated to exceed the permit expiration date, the requestor must contact the DPW/ERMD for an extension. The expiration date will be extended **only if the requestor maintains the original utility and communication marks.** If these marks are no longer present, all excavation work will stop until a new permit is approved.

d. Requestors shall not schedule any excavation work to be accomplished by contract prior to receiving the approved permit.

e. The Government, regardless of the type of excavation, reserves the right to have local or Government utility or communication personnel present on site during any excavation. The Government, at the time of excavation permit processing, will specify on the permit (to include a telephone contact number and name) if on site personnel are required to be present during excavation. If the excavation permit specifies that Government representative(s) will be present, the excavator will notify the Government point of contact listed on the excavation permit not less than 48 hours (two full working days) before excavation begins. Failure by the excavator to notify the point of contact listed on the excavation permit may result in the issuance of a "stop work" order by the appropriate authority.

f. Certain areas have been posted to contact the local telephone company, who will have a representative standing by during digging operations. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY IN A POSTED AREA.**

g. The excavator(s) shall protect from damage all existing improvements, utilities, communications, and vegetation at or near the work site. The excavator(s) will be held liable for any and all damages to person(s) or property that may occur as a result of the excavator's fault or negligence. The requestor shall be responsible to return any damaged utilities to the pre-damaged state within 48 hours of the interruption of service and using materials that are equal to or exceed the prior condition.

h. Special emergency situations, which require an excavation permit will be handled according to the urgency of the situation. The DPW/ERMD should be notified immediately should an emergency arise. Requestors shall note that a contractor arriving to begin work does not constitute an emergency situation under this policy.

i. Any contractor whose work requires excavation shall submit a written request to the Authorized Government Representative listed in the contract or the DPW Project Manager as required, requesting permission to dig. This individual will prepare an excavation permit as outlined above. All contract specifications prepared by the DPW will include a statement that the contractor must submit an excavation request at least 14 working days in advance of the proposed starting date for excavation. Any disputes or conflicts related to excavation permits for contract resources will be coordinated with the Directorate of Contracting.

j. Permission to excavate will not be granted until all appropriate portions have been signed and dated on the original permit form. Signatures by a shop supervisor, section chief or their designees, and unless otherwise noted in Item G of the permit shall constitute approval of the proposed excavation. Any remarks contained in Item G of the attached example permit shall apply.

7. If there are any questions concerning this policy, please contact the DPW Engineer Resource Management Division at (804) 633-8359.