

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: PO005-140826

Title: Utility Locate Requests

The following procedure shall be utilized by external contractors and agencies, campus personnel and Facilities Management staff to ensure the location of known underground utilities and subsurface installations situated within property line boundaries for those parcels owned by the campus are properly identified in advance of any excavation activities:

- Except in an emergency, all persons planning to conduct an excavation shall utilize the online ticket entry system to notify underground utility and subsurface installation operators of planned activities at least two working days before and not more than 14 calendar days (the date of the call does not count as part of the two days notice) prior to excavation. The entry system can be accessed at www.usanorth811.org and follow guidelines as provided.
 - Campus personnel may register for an e-ticket login and password by visiting www.usanorth811.org. Should an individual have difficulty registering or have additional questions concerning this system, contact the Planning & Design Unit.
- Prior to filing a request, all excavating parties shall complete a pre-field inspection and properly delineate, in a water-soluble or chalk-based white paint or with other suitable markings such as flags or stakes on unpaved areas, the area to be excavated using the current Common Ground Alliance Best Practices Appendix B, "Guidelines for Excavation Delineation". The common practice for delineation includes marking the corners of the project area with conjoining lines that form a 90 degree angle. If an area is not properly identified, underground utility and subsurface installation operators will not mark. Temporary markings shall be clearly seen, functional and considerate to surface aesthetics and campus facilities.
- Excavation may not commence until positive responses are received from all known subsurface installations within the delineated boundaries of the area of excavation. An excavator's permit is not valid without a DigAlert ticket number.
- If marks are no longer reasonably visible, the excavating party shall re-notify the regional USA North 811 center with a re-mark request for all or a portion of the excavation (delineation of full excavation area must be visibly marked). Excavation may not take place until re-marks are completed. Excavation shall be defined by the criteria adopted by USA North 811
- All other notification requirements must follow the requirements of USA North 811 (www.usanorth811.org) and the California Code of Regulations, Title 8 and California Government Code 4216.
- The Planning & Design Unit within Facilities Management and other regional utility agencies/operators shall be responsible for responding to USA North 811 requests and shall properly mark all known underground utility infrastructure and subsurface installations within the deadline required by the request.

- The Planning & Design Unit shall be responsible to provide updated campus boundary and property ownership information to USA North 811 as required to ensure the campus is properly notified in advance of proposed excavation activities.
- The Planning & Design Unit shall maintain the University's USA North 811 account.

REFERENCES

- USA North California Excavation Manual (<http://usanorth.org/calaw.pdf>)