
***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

**UNITED STATES MILITARY ACADEMY
DIRECTORATE OF PUBLIC WORKS
WEST POINT, NY 10996-1592**

**SOP 11-17
ANNEX V**

26 April 2017

DPW DIG SAFE

1. **PURPOSE:** This SOP will provide a basic understanding of your responsibilities under 16 NYCRR Part 753, (also cited as Industrial Code 53 or Code Rule 53) concerning safe excavation practices and the protection of underground facilities in USMA installations and in New York State. This document is not intended as a legal reference, and does not contain the complete text of 16 NYCRR Part 753.

2. **RESPONSIBILITIES:**

- A. **REQUESTOR:**

1. **Why Call:** It's the law in the state of New York, and it is also a necessary part of planning your work. Reviewing your work and your work area prior to the actual excavation can help save you and this installation from unexpected downtime, loss of revenue and injury.
 2. **Requestor Defined:** **ALL** Installation DPW/NEC project managers, DPW Work Leaders and/or Supervisors, COR's and QA Reps that supervise **ANY** excavation requirement on USMA installations. Requestor is to be a government employee who will act as the liaison between the excavation workers (contractors, DPW workers, etc.) and the Dig Safe Coordinator.
 3. **Initiate Safe Dig Procedures:** Provides the Dig Safe request form, as well as the necessary information to the coordinator, in the specified time frame. See specific guidelines below (para 3, this SOP)

- B. **DIG SAFE COORDINATOR:**

1. **USMA Dig Safe Coordinator:** Acts as the link between the requestor and the utility system operators at West Point.
 2. **Contact Information:** Hours of Operations- Mon – Fri 0800-1600hrs Phone #: 845.938.3107
 3. **Initial Duties:** Coordinator will receive Dig Safe Permit Requests and enter request control number. Coordinator will then update Dig Safe Permit Request Control Log.
 4. **Coordinate:** Once logged, coordinator shall contact utility operators and provide them the information from the requestor to perform mark out of utilities in the requested area.
 5. **Issue:** After each utility has performed mark out, coordinator shall issue a signed Dig Safe Permit, any additional notes provided by utilities, and a copy of the Dig Safe SOPs to the requestor.
 6. **Response:** Coordinator to receive emergency calls in the event of unidentified/identified utilities are struck. Coordinator to activate the Emergency Reaction System.

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

C. Utility Operator:

1. **Who:** Maintainers or operators of one or more of the utilities at West Point.
2. **Contact:** Utility operators are contacted by the Dig Safe Coordinator after a request is processed.
3. **Duties:** Utilizing the information provided by request, operators are to mark the locations of the utilities in that area. Any discrepancies or additional information (shallow depth of utilities, utilities unmarked or unable to be located, known abandoned utilities) should be included in the return form to the Coordinator.

3. DIG SAFE PROCEDURES:

A. REQUESTOR:

1. **When:** No less than **10 Working Days prior** to planned excavation, submit Dig Safe request (Appendix 1, DPW, SOP 11-17, Annex V) to Dig Safe Coordinator (BOID, 845.938.3107, 3rd Floor, Bldg 667A).
2. **What:** Submit request form, a map of the area of the excavation indicated the specific location of the dig, and any other relevant information if possible.
3. **Site:** The actual site shall be indicated with “white” markings and/or flags prior to submission of the Dig Safe Request. The requestor is to ensure the maintenance of the markings of the site, including the identification markings of the utility operators once the Dig Safe Permit is issued.
4. **Notifications:** If the markings begin to degenerate, Requestor should contact Dig Safe Coordinator. **If the markings are not visible at any time, the Requestor shall prohibit ANY excavation from occurring. NO MARKINGS = NO DIGGING.**
5. **Verification:** Once notified by Coordinator that Dig Safe has been approved, Requestor shall receive Dig Safe Permit and verify information contained within as well as site readiness.
6. **Safety:** Requestor to ensure that all safety procedures are being followed, (Appropriate hard hats and PPE being utilized, emergency telecommunications are in place, safety harnesses being used, etc.) prior to excavation work beginning.
7. **Monitor:** Requestor shall monitor the excavation to ensure that Dig Safe guidelines are followed and that the markings are maintained. This shall be coordinated with the Dig Safe Coordinator.
8. **Notifications:** Requestor shall immediately notify Dig Safe Coordinator and appropriate O&M representative in the event that any utility is struck. Requestor shall notify Dig Safe Coordinator in the event that an undocumented utility is discovered. Requestor is to notify Dig Safe Coordinator upon completion of the excavation work for which the Dig Safe Permit is issued for, if multiple Dig Safe Permits are issued for a project, Requestor shall notify Coordinator as each individual permit is completed.

B. DIG SAFE COORDINATOR:

1. **Receives:** Receives Dig Safe Permit Request and associated information from Requestor.
2. **Verifies:** Coordinator to verify that Dig location has been marked (in white) IAW submitted map on or one working day before the permit request is transmitted to the Utility Operators. This is to be done by the coordinator or by their designated representative.
3. **Transmit:** Location of excavation and associated information to be transmitted to utility operators (includes NEC) **within 3 working days of receiving permit request.**

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

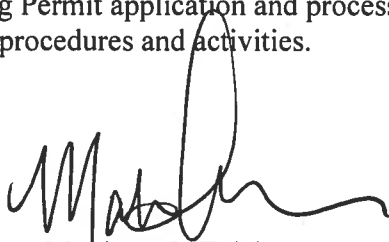
4. **Collaborate:** Receives responses from each Utility Operator that their respective utilities have been marked IAW Appendix 2 of this SOP, and retains any related notes and information from the Utility Operators to return as part of the Dig Safe Permit. This is to be completed **within 9 working days of receiving permit request.**
5. **Notify Requestor:** Coordinator to notify Requestor that Excavation site has been properly marked, and that the Signed Permit and any additional information is completed. This is to be completed **within 10 working days of receiving permit request.**
6. **Cross Verify:** Coordinator to check and verify against DPW Building Permit(s) to insure requestor is seeking a Building Permit as required and where appropriate.
7. **Monitor:** Excavations are to be monitored either telephonically, on site, or UHF/VHF with the requestor and DPW Safety Officer (x 8508)
8. **Process:** Any emergency responses needed by the fire department, DPW Operations or utility operators are to be made with notification to the Coordinator as appropriate. Discovery of undocumented utilities is to be made to proper Utility Operator through Coordinator.
9. **Close Out:** Once notified of completion of excavation, Coordinator to file and save Dig Safe Permit and any additional information from the Utility Operators and/or Requestor.

C. DPW UTILITY OPERATORS AND NEC:

1. **Receive:** Notification and excavation location to be sent from Coordinator to Utility Operators
2. **Marking:** Utility Operators to appropriately mark locations of respective utilities with color marking IAW Appendix 2 of this SOP, **within 5 working days of the Utility Operator receiving the request from the Coordinator.** Coordinator to be informed of completion of this task **within 6 working days of the Utility Operator receiving the Dig Safe request.**
3. **Monitor:** In the event that a utility is struck or an undocumented utility is discovered, Utility Operator will be contacted and should respond accordingly.

D. DPW OPERATIONS DIVISION:

1. **DPW Safety Officer:** Becomes alternate POC for the Dig Safe Coordinator.
2. **Cross Check:** Building Permit application and process.
3. **Monitor:** All dig safe procedures and activities.



Matthew G. Talaber, RA
Director, DPW
West Point

APPENDIX 1 (DIG SAFE PERMIT TO SOP 11-17 ANNEX V dated 25 April 2017)

APPENDIX 2 (APWA Uniform Color Code; For Marking Underground Utility Lines)

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

(REQUEST SHOULD BE SUBMITTED NO MORE THAN 30 DAYS PRIOR TO BREAKING GROUND)

REQUESTOR WILL MARK EXCAVATION AREA WITH WHITE FLAGS PRIOR TO SUBMITTAL. REQUESTOR IS RESPONSIBLE TO MAINTAIN MARKINGS FOR DURATION OF PROJECT. UPON RECEIPT OF COMPLETED DIGSAFE PACKET (PERMIT, GIS MAP, AND APPROVED DA 4283) THE PROCESS, TO INCLUDE MARKOUTS, WILL TAKE 10 BUSINESS DAYS FOR COMPLETION.

SUSPENSE DATE:

DIG-SAFE REQUEST DATE:

PERMIT NUMBER:

REQUESTOR POC:

PHONE:

DA 4283 (IJO NUMBER):

LOCATION OF DIG:

REASON FOR DIG:

MAP/SKETCH ATTACHED: YES: NO:

DATE MARKED OUT:

ANTICIPATED DIGGING DEPTH:

ANTICIPATED DIGGING DATE:

(TO BE COMPLETED BY DIG SAFE COORDINATOR)

DIG-SAFE CLEARED THROUGH: (SHOP FOREMAN INITIAL AND DATE WHEN FINISHED)

ELECTRIC (RED):

MAIN SEWERS (GREEN):

STEAM (YELLOW):

AGRONOMIST (PURPLE):

MAIN STORM (LITE BLUE):

GAS (YELLOW)

SIGNAL (ORANGE)

WATER (BLUE):

CULTURAL RESOURCE: (PURPLE)

REQUESTOR OF DIG-SAFE PERMIT IS REMINDED THAT WHILE ALL KNOWN UTILITIES ARE MARKED, THESE MARKINGS ARE ONLY AS CLOSE AS REASONABLE. EXTREME CARE MUST BE EXERCISED WHEN EXCAVATING CLOSE TO EXISTING UTILITIES. REQUESTOR SHALL COMPLY WITH THE PROVISIONS OF 29 CFR 1926, SUBPART P-EXCAVATIONS, THE OSHA EXCAVATION STANDARDS.

CLEARED BY:

DATE:

BOID, WORK MANAGEMENT BRANCH CHIEF

NOTIFY DIG SAFE COORDINATOR @ 3107 WHEN DIG IS COMPLETE.

SPECIAL INSTRUCTIONS: _____

EFFECTIVE 26 APRIL 2017 (All other dig-safe forms are obsolete)

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

UTILITY OPERATOR DIG SAFE MARK OUT VERIFICATION FORM

REQUESTOR WILL MARK EXCAVATION AREA WITH WHITE FLAGS PRIOR TO SUBMITTAL. REQUESTOR IS RESPONSIBLE TO MAINTAIN MARKINGS FOR DURATION OF PROJECT. UPON RECEIPT OF COMPLETED DIGSAFE PACKET (PERMIT, GIS MAP, AND APPROVED DA 4283) THE PROCESS, TO INCLUDE MARKOUTS, WILL TAKE 10 BUSINESS DAYS FOR COMPLETION.

UTILITY OPERATOR FILLING OUT FORM:

ELECTRIC:

MAIN SEWERS:

STEAM:

GAS:

SIGNAL:

WATER:

CULTURAL

RESOURCES:

AGRONOMIST:

MAIN STORM:

HOW UTILITIES ARE MARKED:

FLAGS

--

PAINT

--

BOTH

--

ARE ALL UTILITIES FULLY MARKED AND INDICATED:

YES

--

YES, NO UTILITIES IN AREA
INDICATED ON MAP

--

NO, UNABLE TO
LOCATE ANY UTILITIES

--

PARTIAL, SEE NOTES BELOW

--

ADDTL INFO ATTACHED

--

NOTES:

***** NO EXCAVATION OF ANY KIND IS TO BE PERFORMED PRIOR TO OBTAINING A SIGNED DIG SAFE PERMIT *****

EFFECTIVE AS OF 26 APRIL 2017

APWA UNIFORM COLOR CODE

For Marking Underground Utility Lines

WHITE	PROPOSED EXCAVATION MARKERS
GREEN	SEWERS & DRAIN LINES
RED	ELECTRIC
YELLOW	GAS, STEAM, PETROLEUM
ORANGE	COMMUNICATION, SIGNAL
BLUE	WATER
PURPLE	AGRONOMIST & CULTURAL RESOURCES