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| <b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>               |             |            |
| <b>Subject:</b><br><br><b>USAG EXCAVATION/UTILITY LOCATION PERMIT</b> | FMEP-P-0830 | Rev. No. 1 |
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1.0 PURPOSE

To provide guidance for the issuance and use of the United States Army Garrison (USAG) Excavation/Utility Location Permit (Exhibit A).

2.0 GENERAL

The USAG Excavation/Utility Location Permit is the sole means of tracking and monitoring the utility locating service performed by the USAG outside electric shop. This form is available electronically at G: PME Forms/USAG FORMS. The electric shop is the point of contact and lead for this utility locating service. They will contact the other appropriate shops, such as pipe and phone, etc., and coordinate with those shops to participate as required. If utilities such as Natural gas, Telephone or Television Cable are indicated or suspected the electric shop will contact Miss Utility. The USAG and Miss Utility will work together to locate these services that pass through the USAG property. This service is usually provided on Tuesdays and Thursdays, weather permitting.

3.0 PROCEDURE

- (a) Upon identifying a need for locating services for A&E design considerations or construction operations, the USAG Excavation/Utility Location Permit shall be filled out.
- (b) The permit shall be faxed to the foreman of the USAG outside electric shop at fax number 301-619-2356.
- (c) Upon receiving the permit, the foreman will contact the point of contact as stated on the form to arrange a time for the locating service.
- (d) The COTR should refer to all FME as-built/utility drawings that are on file to become aware of any utility interferences that may be encountered. A copy of these drawings should be taken to the field to record all utilities as located by the location survey. Any deviations or changes that become apparent should be brought to the attention of the Manager of the CAD department.
- (e) All appropriate parties such as the COTR and Lead Engineer or subcontractor should be present when the locating service is being performed. So that a clear understanding is reached by all parties as it pertains to the amount of, and location of all disturbed earth.
- (f) The COTR or Lead Engineer shall assist in the location effort to help verify that all utilities within the proposed excavation site have been identified.
- (g) A copy of the completed form shall be placed in the project file.

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FMEP-P-0830 Exhibits

Exhibit A-Fort Detrick USAG Excavation/Utility Location Permit (1 page)