



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, BOX 10
APO AE 09033

IMEU-SWF-ZA

MAR 29 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Requesting Excavation Permits from the Directorate of Public Works

1. Reference: Army Regulation 420-1, Army Facilities Management, 12 February 2008.
2. Purpose: To outline the Directorate of Public Works (DPW) policy on excavation permits and to provide guidance on how to request and obtain an excavation permit from the DPW.
3. Policy: Units, organizations and private firms must request and receive an excavation permit from the Directorate of Public Works prior to the commencement of any excavation work within the US Army Garrison Schweinfurt. Excavation is defined as any ground penetration regardless of the depth. A standard application for an excavation permit can be found at enclosure 1.
4. Procedures:
 - a. **The excavation permit(s) must be a prominently displayed at the work site in a weather-protected cover.**
 - b. It is possible that not all service lines will be depicted on the utility plans. Also, the true location of utility lines may vary from the utility plans. The requester is responsible for verifying the exact location of all utility lines in the vicinity of the project prior to excavation. The requester is liable for any damages.
 - c. The requester must perform a site inspection with the responsible engineer from the DPW/O&M/Electrical Branch before work can begin. The requester must locate all utility lines (especially electrical) with an electronic position finder prior to excavation.
 - d. Once approved, the requester will perform all necessary excavation work with extreme caution. If lines, cables, or other utility lines are damaged, the requester must notify the DPW/O&M/Electrical Branch immediately at DSN 354-6201/6412 or Commercial 09721-96-6201/6142.
 - e. The requester must coordinate any excavations that could obstruct vehicle traffic flow with the Director of Emergency Services (DES) (354-1380) and DPW/O&M/Facilities & Structures Branch (354-6451). The requester must coordinate any excavations that require gate closures with the US Army Garrison Schweinfurt, DPTMS, (354-1330).
 - f. Deutsche Telekom provides information on the locations of German Bundespost telephone and signal lines. They are located at Technikniederlassung, Schopperstrasse 33, 97421 Schweinfurt. You can request information from them by telephone (Civ. 09721-6751369) or fax (Civ. 09721-6751359).

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g. In the event that utility lines must be relocated or adjusted the requester must provide the DPW/Master Planning Division with a copy of the as-built drawings. This allows DPW to update the utility as-built drawings for the entire Garrison.

h. Requests for excavation permits are required two week (14 days) prior to the start of excavation. DPW will handle emergency requests on a case-by-case basis.

5. Failure to comply with these procedures may result in disapproval of excavation permits and prohibition against future excavation work.

6. For more information please contact DPW, C/Business Operations and Integration Division, Mr. Hohenadel, DSN 34-6477.



EVERETT S. P. SPAIN
LTC, EN
Commanding

Encl

DISTRIBUTION
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EXCAVATION PERMIT

Date submitted

Construction Site Location (Installation, Street, Building #)

Requester (Contractor, Troop Unit, DPW Division)

Project Start Date

Project Completion Date

Person to call for further information

Phone number

This permit authorizes excavation in the area of work shown only to the extent indicated on the attached drawings and specifications. You must coordinate this work with all of the following agencies. They will review and approve the work by signing and dating this form. The DPW/DDPW will sign only after every other agency has reviewed and approved this request.

DPW/Master Planning

DPW/O&M/Electrical

DPW/O&M/Facilities & Structures

DPW/Environmental

NSC

Deutsche Telekom (as required)

EON Bayern – Conn Barracks

This excavation permit is:

Approved/Disapproved _____

ROBIN D. FISHER
Director, Public Works