

Digging and Excavations Permit procedure

Permits are required on JLAB property for any mechanized excavations or excavations using hand tools that penetrate the ground greater than 12 inches.

A permit does not guarantee that a utility is not present. All precautions need to be taken to safe guard individuals during the digging or excavation activity.

Policy:

Excavation, digging, boring into soil or demolition at Jefferson Lab shall be performed only after utilities have been located and marked by a competent person except for the use of hand tools less than 12 inches into the ground.

Instructions:

1. Obtain and print a copy of the instructions and permit from the Facilities web page: <http://www.jlab.org/fm> under "Fillable Forms"
2. Filling out Page 1
 - a. *At the top of the page enter the date the permit is required.*
 - b. *In section "I. Requester"*
 - i. *Fill in the Company of JLab group that is going to be performing the work*
 - ii. *The contact phone number for the Company or JLab group*
 - iii. *The location of the Dig*
 - iv. *Desired start date of work*
 - v. *Purpose of digging or excavation*
 - vi. *The supervisor of the dig or excavation work and a contact phone number*
 - vii. *If a work order was submitted, add the number in the appropriate box*
 - viii. *Provide a Project tile*
 - ix. *If applicable, provide an account code*
 - x. *How to Identify work:*
 1. *Obtain a drawing from the Facilities Department that has the known utilities overlaid on it. Mark where the work is to occur*
 2. *Attach the drawing to the back of the permit request*
3. Filling out Page 2
 - a. *Subject Matter Experts Approval- section II*
 - i. *System Matter Experts must review and sign off on the permit prior to having a locating company contacted to mark the utilities.*
 - ii. *If work is to be done within the Accelerator site a signature from Accelerator OPS is required. See page three of the permit request for authorized individuals*
 - iii. *If work is to be done within the Accelerator site or a surface that functions as a physical barrier to a radiologically-controlled area a signature from RADCON is required. See page three of the permit request for authorized individuals*
 - iv. *For all permit requests, authorized Facilities Subject Matter Experts signatures are required for Electrical, Chilled, Cooling, Low Conductivity Water, Potable Water, Sewer,*

Communications and Data lines, Stormwater, Fire Protection and Life Safety Systems and Natural Gas systems. See page three of the permit request for authorized individuals.

- v. *For Building and Support structures an authorized Facilities Subject Matter Expert signature is required. See page three of the permit request for authorized individuals.*
- vi. *If interruption or a potential of interruption to building operations, the appropriate Building Manager's signature is required.*

b. SOTR, Project Mgr, Inspector or Subcontractor Information – section III

- i. A JLab SOTR or contact name and phone number must be entered.
- ii. The rest of this section will be filled out by the locating company. Submit the Permit to Facilities Drafting.
- iii. Facilities will arrange for the utilities in the work area to be marked. Once the area is marked the permit is ready for final approval by the Director of Facilities, or his/her designee.
- iv. Facilities will notify the requester after the final approval signature is obtained.

4. Page 3 - Final Approval – section V.

- i. Check page 3 to verify the Director of Facilities or designee has signed and dated the permit. Also read and communicate any comments added to the signature area.
 - ii. Do not use mechanized equipment within 2 feet of utility markings. Hand digging is required. If hand digging is not possible, see facilities SOTR for alternative methods.
- b. If facilities assisted in the permit process, the SOTR, Project Manager, Inspector must field verify the utilities with the requester after the locating company has marked the utilities and prior to excavation.
- c. After work is completed.

Return entire permit to Facilities Drafting (SSC Building, room 75) after completion of digging/excavating activities. If additional utilities are located or encountered (or marked utilities are not found in their expected locations) then the Requester shall provide an "as-built" sketch to Facilities Drafting precisely detailing the location(s) of all utilities that were found to not be in the location expected.



DIGGING AND EXCAVATING PERMIT REQUEST

Permits are required on JLab property for any mechanized excavations or excavations using hand tools that penetrate the ground greater than 12 inches.

Submit request to Facilities Management **at least seven days before needed start date.**

This permit is valid for 14 days from the approval date or for the duration of the project when the group performing the work has maintained continuous possession of the site, and the original location markings are intact.

DO NOT start work until you have received a signed, approved copy of this document.

I. Requester			
Company or JLab Group performing work:	<input type="text"/>	Phone number:	<input type="text"/>
Location of dig	<input type="text"/>	Desired start date:	<input type="text"/>
Purpose of digging	<input type="text"/>		
Supervisor of dig:	<input type="text"/>	Phone number:	<input type="text"/>
Work Order Number	<input type="text"/>	Project Title:	<input type="text"/>
		Account Code:	<input type="text"/>

For exterior work underground, obtain color aerial photo from Facilities with known utilities overlaid on the aerial photo. Mark on this drawing or use project drawings to show area of excavation.

II. SME APPROVAL

System	Comment	Reviewed/Approved By	Date
Accelerator OPS	Required for any work within the accelerator fence		
RADCON	Required for any work within the accelerator fence and on any structure or surface that functions as a physical barrier to a radiological-controlled area		
Electrical	All Permits		
Chilled, Cooling, Low Conductivity Water	All Permits		
Potable Water	All Permits		
Sewer	All Permits		
Communications/Data	All Permits		
Stormwater	All Site		
Structural	Within structures		
Fire Protection/Life Safety Systems	All Permits		
Natural Gas	All Permits		
Other – Bldg Manager	If Applicable		

Comments:

III. SOTR, Project Mgr, Inspector, or Subcontractor

JLab SOTR or contact:

Phone number:

Name of locate service used:

Technician name: (first, last)

Locating equipment used:

Make/Model	Serial Number:	Calibration Due Date:

Site or building drawing(s) used:

Date utilities located & marked:

Additional location or verification required?

Yes

No

POC for advance building notification & other emergency contacts:

Phone numbers:

Comments, notes:

V. Facilities Mgmt. Approval

 Date:

Comments:

Do not use mechanized equipment within 2 feet of utility line markings. If you need to excavate near a marked utility line, carefully expose the utility line by hand digging and keep mechanized equipment at least 2 feet away from the line at all times. All marked utilities must be physically located by hand digging or potholing prior to machinery digging. If this cannot be done, you must obtain SOTR approval before deviating from this requirement.

Non-Hand Dig Method: _____

SOTR Approval: _____ Date: _____

A copy of the Signed Permit is to be provided to Facilities Drafting (Bldg 28, room 75)
Permit and As-Built Drawings (if any) Returned to Facilities Management Drafting

By: _____ Date: _____

Authorized SMEs

System	SME Department	SMEs
Accelerator OPS	Accelerator OPS	Steve Suhring/Randy Michaud/Arne Freyberger
RADCON	Required for any work within the accelerator fence and on any structure or surface that functions as a physical barrier to a radiologically-controlled area	Keith Welch/Pavel Degtiarenko/David Hamlette/Gina Dixon/Vashek Vylet
Electrical	Facilities - FME	Paul Powers/Bob Rice
Chilled, Cooling, Low Conductivity Water	Facilities - FMM	Carroll Jones/Mike Sprouse/Celia Whitlatch
Potable Water	Facilities - FMFC	Debra Brand/Ed Winslow
Sewer	Facilities - FMFC	Debra Brand/Ed Winslow
Communications/Data	Facilities -	Jason Willoughby/Bob Rice
Stormwater	Facilities - FMFC	Debra Brand/Ed Winslow
Structural	Facilities - FMFC	Suresh Chandra/Tom Renzo
Fire Protection/LLS	Facilities - FMFS	Dave Kausch/Tim Minga
Natural Gas	Facilities - FME	Carroll Jones/Bob Rice

APWA Uniform Color Code

WHITE	Proposed excavation
PINK	Temporary survey marking
RED	Electric power cable or conduit
YELLOW	Gas, oil, petroleum, gaseous materials

ORANGE	Telecommunications, data, alarm cables
BLUE	Potable water
PURPLE	Irrigation water
GREEN	Sewers & drains