



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VA 23801-1723

FORT LEE POLICY NO. 2-09

IMLE-ZA

MAY 16 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Policy on Excavation and Ground Disturbance

1. To protect personnel, federal property, public utilities, and the environment, the following items are to be complied with in order to conduct any excavation or ground disturbance operation on Fort Lee.

a. The Unit Commander, Organization Director, and/or the Primary Contractor is responsible for ensuring that the operation complies with the State of Virginia "Miss Utility" program and the "Fort Lee Dig Permit" procedure.

b. The Unit Commander or the Organization Director is responsible for the actions of their subordinates.

c. The Prime Contractor is responsible for the actions of their sub-contractors.

d. The on-site Senior Military Member, Government Employee, and/or Construction Supervisor must complete the following actions for every excavation, ditch, and/or hole dug on Fort Lee:

i. Submit a Facilities Engineering Work Request "Work Order" DA form 4283 through the Unit's Facility Manager to the Directorate of Public Works Help Desk at usarmy.lee4283helpdesk@mail.mil

ii. Meet all requirements of the "Miss Utility" program as outlined in the "Professional Excavator's Manual" <http://scc.virginia.gov/urs/mutility/docs/exman.pdf>.

iii. Review the "Miss Utility" Frequently Asked Questions to resolve any questions <http://va811.com/category/faqs/questions-from-underground-utility-owners/>.

iv. Obtain a "Miss Utility Ticket" telephonically by calling 811 or online at <http://va811.com/single-address-tickets/>.

v. Obtain an approved "Fort Lee Dig Permit" from the Directorate of Public Works, Environmental Management Division (see attachment A).

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e. Maintain a copy of the "Miss Utility Ticket" and the "Fort Lee Dig Permit" on-site at all times.

2. Personnel from the Garrison Safety Office, the CASCOM Safety Office, the Directorate of Plans Training Mobilization and Security (Range Control) and the Directorate of Public Works have the authority to stop any digging operation and request to see the "Miss Utility Ticket" and the "Fort Lee Dig Permit."

3. If a "Miss Utility Ticket" and/or "Fort Lee Dig Permit" are not available for any excavation or ground disturbance, the work will be stopped until the documents are obtained.

4. The points of contact for this policy letter are the Garrison Safety Office at 804-765-3130 and/or the Environmental Management Division at 804-734-5014.

Enclosure
Fort Lee Dig Permit



PAUL K. BROOKS
COL, LG
Commanding

DISTRIBUTION:
LEEKEY

Fort Lee Dig Permit

Name, Title, and Organization of the Requestor		Control Number	
		Telephone Number	
		Projected Dates of Operation	
Purpose of the Operation			
Description of the Operation			
Estimated Diameter	Length	Width	Depth
Type of Equipment Used	Hand Tools <input type="checkbox"/> Yes <input type="checkbox"/> No	Power Tools <input type="checkbox"/> Yes <input type="checkbox"/> No	Trained Operator <input type="checkbox"/> Yes <input type="checkbox"/> No
	Tool Description		
Location of the Operation <small>(Geographical Description or 6 Digit Grid)</small>			
Diagram of the Location (Map of Project Location)			North ↑
Work Order (DA 4283) #		Date Submitted	
Virginia "Miss Utility Ticket" #		Date Submitted	
Note: Dig Permit expires in 30 days. Read and initial the following statements.			
I propose to dig at the locations depicted on the sketch above and/or map attached.			
I will not dig prior to receiving the written approval from the Directorate of Public Works (DPW).			
I am responsible for maintaining utility markings and can be held liable for any injuries and/or damages incurred as the result of my negligence.			
If the exact location of utilities is unknown, I will perform the necessary work to determine the location of the utilities and avoid damaging any unmarked utilities.			
I am required to mark and cordon off the dig site to prevent unauthorized entry and to protect all personnel.			
Unless otherwise permitted, I will not dig within 50 meters of any water sources, natural drains, or roads.			
I will stop digging and notify the appropriate office if any of the following items are discovered: Artifact (Cultural Resource Manager 734-4434) Unexploded Ordinance (Military Police 734-7400).			
Upon completion I will restore the dig site back to its original state, unless otherwise noted.			
Signature of the Requestor		Date	

ANNEX A: Fort Lee Dig Permit

Review Process			
Department	Reviewed By:	Recommendation Approval / Disapproval	Stipulations
Garrison Safety Office (Bldg. 12010 Rm 328)			
Cultural Resource Manager (Bldg. 5222)			
Range Control (Bldg. 17170)			
Approval Process			
Directorate of Public Works (Environmental Management Division) (Bldg. 6005 Rm 110 &125)		Reviewed By:	
	Approved under the following conditions:		
	Disapproved for the following reasons:		
Remarks:			
Signature			Date