

POLICY: Identification of Underground Utilities (Dig procedure for campus)

Issued: September 10, 2010

PURPOSE: Prevent damage to underground utility infrastructure caused by digging without knowing the exact location of buried utility lines.

DEFINITIONS:

N/A

POLICY GUIDELINES:

BACKGROUND:

One careless dig can cause the following:

- ◆ Loss of service: Entire building, group of buildings or campus could lose electric power, gas service, water, telephone service, etc.
- ◆ Expense: Labor, supplies, and equipment to repair underground facilities can add up quickly and in some cases can be in thousands of dollars.
- ◆ Threat to life and health: If you hit a power line with mechanical equipment or hand digging tools, you can be shocked or electrocuted. If you hit a gas line, chances are you will cause a fire.

For the sake of everybody's safety, properly plan your project or work.

PROCEDURE:

If you or a contractor hired by you, are planning any type of digging (such as landscaping, installing sprinkler systems, installing or repairing utilities, fences, decks etc.), you should first call Plant Operations Customer support FIXIT (3-4948) for identification of University owned utilities and the Lone Star Notification Center at <http://www.lsnconecall.com/beforeyoucall.aspx?1> (713) 223-4567 or (800) 669-8344 to identify non-University utilities like potential buried power lines, pipelines, or other service lines.

Call 72 hours before you dig. UH utilities and Public Utility companies will come out and stake their buried lines.

When you call please provide the following information:

1. Project manager name and contact information cell phone number. If U of H is not doing the excavation work - Provide name of contractor Contact Person, their contact number and Email if known.
2. Date and time of your dig
3. Are any rain-out dates scheduled? If so when
4. Location of your dig (Provide a sketch identifying work area on campus map or aerial map)
 - a. Please include building numbers, compass directions and cross streets if known.
 - b. From the nearest cross street, how far and in
 - c. What direction do you need to go to get to the excavation site
5. Describe the dig as best you can.

Plant Operations customer support will create a work request number and phases for the respective shops to come and stake their lines. The respective shop supervisors or managers (Electric, water, gas, irrigation, etc.) will coordinate their portion of the work with the person requesting the underground utilities identification. The project manager or person requesting the identification of utilities will verify the utilities marking is completed and call Customer Support FIXIT (3-4948) if there are any questions.

The project manager or person requesting the identification of utilities should also coordinate the work performed by Lone Star notification and consult with Plant Operations Archivist for availability of drawings for the work area.