

## FACILITIES POLICY AND PRACTICE GUIDELINES

### Dig Safe – Utility Damage Prevention Program

1. PURPOSE: To establish policy to comply with Dig Safe - New Hampshire State Law for Utility Damage Prevention program.
2. SCOPE: Applies to all excavating activities.
3. BACKGROUND: Compliance with State of New Hampshire Law RSA 374, DIG SAFE LAW, and the New Hampshire Code of Administrative Rules, Chapter Puc 800, UNDERGROUND UTILITY DAMAGE PREVENTION PROGRAM, the University of New Hampshire is required to file notice when activities requiring “excavating” are within 100 feet of an “underground facility.”

“Excavating” as defined by RSA 374: 48, Part III

“Excavate,” “excavating,” or “excavation” means any operation conducted on private property or in a public way, right-of-way, easement, public street, or other public place, in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of any tools, equipment, or explosive, and includes but is not limited to drilling, grading, boring, milling, trenching, tunneling, scraping, tree and root removal, cable or pipe plowing, fence or sign post installation, pile driving, wrecking, razing, rending or moving any structure or mass material but does not include the tilling of soil for agricultural purposes, landscaping and maintenance of residential property performed with non-mechanized equipment, landscaping activities performed with mechanized equipment that are intended to cut vegetation, including lawn edging, aeration, and de-thatching, excavations permitted or grandfathered under RSA 155-E, or replacement of department-of-transportation-installed delineator posts in the same location.

“Underground facility” as defined by RSA 374:48, Part VII

...any property which is buried, placed below ground, or submerged on a public way, private property, right-of-way, easement, public street, or other public place and is being used or will be used for the conveyance of cable television, electricity, gas, sewerage, steam, telecommunications, or water.

The notice of intent is to be filed with Dig Safe Inc. – Damage Prevention System (RSA 374:49). Dig Safe Inc. receives notice of proposed excavations (here after referred to as Dig Safe request) and alerts its member utilities. Dig Safe requests require 3 business days (or 72 hours not including weekends and holidays) for processing; allowing opportunity for the member utilities to locate and identify utilities within an area of excavation.

Violations of RSA 374 can result in substantial fines by the Utilities Commission, as well as injunctions.

4. POLICY AND PRACTICE:

- A. Activities associated with UNH Dig Safe will be coordinated by Facilities Information Technology – Geographic Information Systems Division (FIT-GIS).
- 1) Develop Dig Safe request submittal procedure.
  - 2) Ensure UNH Dig Safe policy and procedures are being followed by UNH personnel as well as outside contractors on UNH property.
  - 3) File Dig Safe notification (original notification and renewal) with Dig Safe Inc.
  - 4) Locate and identify subsurface facilities as defined above.
  - 5) Conduct annual UNH Dig Safe refresher seminars.
- B. Any excavation activity, as defined above, will be required to submit a Dig Safe request with FIT-GIS.
- C. Dig Safe requests are to be submitted to FIT-GIS by UNH personnel only. Requests from contractors will not be processed.
- 1) Dig Safe requests from EMCOR are to be submitted by Facilities Utilities Division.
  - 2) Individuals placed in Facilities management and supervisory positions such as Zone Manager or Director of Operations through management agreements are included as the equivalent of UNH personnel and may submit Dig Safe requests
- D. Area of excavation must be identified on site and referred to as “premarking.”
- 1) Premarking should be completed prior to submitting a Dig Safe request.
  - 2) Only white marking products (paint, flags, stakes, whiskers, or combination) are to be used. Fluorescent pink may be used to premark snowy terrain.
  - 3) Premarking will encompass the entire site perimeter.
    - a) 1-inch wide solid line, or
    - b) 1-inch wide, 6 to 12-inch long dashed line at an interval of 4 to 20-feet apart, or
    - c) Point features (flags, stakes, or whiskers) at interval distances that will be obvious to utility locators.
- E. Dig Safe requests will not be processed without a work-order number.
- 1) It is the responsibility of the requestor to obtain the work-order number.
- F. Dig Safe requests are to be submitted utilizing current Dig Safe request forms.
- 1) DigSafe\_Request\_vX.X.pdf – *Typical Dig Safe Request*
  - 2) DigSafe\_Request\_Renewal\_vX.X.pdf – *Renew a Dig Safe Ticket.*
  - 3) Dig Safe\_Request\_Blasting\_vX.X.pdf – *Activities associated with blasting. This form is in addition to the DigSafe\_Request\_vX.X.pdf*
  - 4) DigSafe\_Request\_Emergency\_vX.X.pdf – *For emergency Dig Safe requests.*
- G. Dig Safe requests are to be submitted with a site location map that clearly depicts area of excavation.
- H. Dig Safe requests, and site map, should be scanned (PDF file type) and submitted to FIT-GIS via Dig Safe email alias: Dig.Safe@unh.edu

- I. Dig Safe requests require 5 business days to process (excludes weekends and federal, state and University holidays).
- J. Emergency Dig Safe requests are to be initialized only when "...a sudden or unexpected occurrence involving a clear and imminent danger demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services." (PUC 802.03).
- K. Processed Dig Safe requests will receive a Dig Safe Number, Dig Safe Date, Dig Safe Time, and Renew by Date.
  - 1) Site excavation may not begin until after the Dig Safe date and time.
  - 2) Dig Safe Number will expire 30 calendar days from the time FIT-GIS submits the request to Dig Safe Inc.
  - 3) Projects longer than 30 days in duration will be required to submit a renewal request by the Renew by Date.
  - 4) Renewal Requests submitted after the Renew by Date will not be accepted.
- L. If a Dig Safe number expires, and a renewal has not been submitted, site excavation must stop and a new Dig Safe request must be submitted.
- M. FIT-GIS will maintain complete records of all Dig Safe request forms and provide copy of the documentation to the requestor via PDF format.
- N. Underground facilities will be marked according to the American Public Works Association color codes and marking procedure.
- O. Once located, utility markings will be maintained by the requestor.

Approved: April 6, 2006