

<h1>Excavation Marking and Dig Safely NY Procedure</h1>	Document No: SA-024-A
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1.0 Purpose

The University at Buffalo (UB) is a member of Dig Safety New York and fully endorses their program for all excavation work on UB property regardless of location. All work identified in Section 6.3 of this procedure shall be handled through the Dig Safely process. Although most utilities on the North and South campuses will be marked by UB Facilities personnel, DO NOT subvert this process by contacting marking personnel directly except in the case of emergencies.

In many cases, UB is the excavator and utility marker for a job. It is possible that the same person may perform both tasks. Regardless, the integrity of this procedure must be maintained.

This procedure does not contain any new rules. It provides guidance to ensure compliance with New York State Code Rule 753 (16 NYCCR 753).

2.0 Scope

This procedure applies to all personnel who perform excavation on any UB property including UB personnel responsible for utility marking coordination and actual field marking activities.

3.0 Responsibilities

3.1 All Excavators

- 3.1.1 Mark all digs with proper markings.
- 3.1.2 Wait the required time before digging.
- 3.1.3 Verify positive response by all utilities.
- 3.1.4 Ensure that a competent person supervises each excavation.

3.2 UB Underground Facilities Coordinators (UBUFC)

- 3.2.1 Ensure coordination with utility marking personnel so that the dig ticket originator gets positive response in the required timeframe.
- 3.2.2 Promote the Dig Safely NY process.

3.3 UB FP&D

- 3.3.1 Provide liaison with Dig Safely NY program.
- 3.3.2 Ensure that the SUNY/Buffalo member profile is up to date.
- 3.3.3 Update utility drawings as necessary and provide marking personnel with the most up-to-date materials.

4.0 Stop Work Orders

Any excavation activities that do not comply with this procedure are subject to a stop work by EH&S, FP&D project managers, or Facilities Supervisors who are charged with ensuring a safe workplace.

5.0 Emergencies

All personnel working on UB property shall be trained in emergency procedures as established by their employer. Contractors shall have pre-planned emergency evacuation areas for all worksites and all personnel shall be directed to check into this area in the event of an emergency. Personnel accountability is critical to emergency responders.

Contractor personnel shall call UB Police at 645-2222 to report any of the following:

1. Emergencies such as accidents or natural disasters,
2. Fires (in addition contract personnel should pull nearest fire alarm if possible),
3. Requests for emergency medical services, and
4. Police issues such as theft of property or damage to contractor equipment.

All personnel should program the University Police number into their cell phones to ensure prompt reporting of emergencies. **DO NOT CALL 911 FROM NORTH OR SOUTH CAMPUS.**

Important UB Telephone Numbers:

All Emergencies (FIRE, EMS, POLICE) 645-2222

Blue Light Emergency Phones	Pick up and speak
Environment, Health & Safety (EH&S)	716-829-2401
Facilities Planning and Design	716-645-2612
Facilities Customer Service	716-645-2025
Dig Safely New York	800-962-7962 or 811

6.0 UB and Dig Safely New York Procedure

- 6.1 The University is a member of Dig Safely New York. As such, **ALL** excavations shall be coordinated using the procedures of Dig Safely. A ***Location Request Information Sheet*** is provided in Section 7.1.
- 6.2 If you are not trained in the Dig Safely system, obtain an Excavator's Manual from one of UB's designated underground facilities coordinators.
- 6.3 Excavations include but are not limited to:
 - Demolition of structures
 - Cable or pipe plowing or driving
 - Setting poles
 - Driving survey pins
 - Installing sign poles
 - Ditching
 - Auguring
 - Moving earth
 - Drilling
 - Grading
 - Trenching
 - Scraping
 - Razing
 - Dredging
 - Tunneling
 - Wrecking
- 6.4 The number for Dig Safely is 1-800-962-7962 or 811.
- 6.5 The general procedure for excavations is outlined on the inside back cover of the Excavator's Manual and summarized here.
 - 6.5.1 The excavator shall mark all proposed work areas with white paint, white flags or white stakes per the Excavator's Manual.
 - 6.5.2 The excavator fills out the Stake-Out Information Sheet and then calls 811.
 - 6.5.3 Within 2 days, the UB underground facilities coordinator will mark all utilities within the work zone using standard marking procedures. Some underground services including natural gas and a petroleum pipeline will be marked by others.

- 6.5.4 The UB underground facilities coordinator will notify the excavator that locating is completed and the excavator shall complete their Stake-Out request.
- 6.5.5 Work may begin on the date and time noted on the Stake-Out Request.
- 6.5.6 Do not proceed with excavation unless these steps are followed and positive feedback is received from each utility. Generally, notice to proceed will be given by a UB underground facilities coordinator.

6.6 Exceptions to these Requirements

- 6.6.1 **Snow fence installation:** Standard show fencing may be installed anywhere on campus without calling Dig Safely New York when the following criteria are met:
 - 6.6.1.1 Support stakes shall not be driven into the ground deeper than 12 inches.
 - 6.6.1.2 Personnel performing the installation shall visually check post locations to verify that stakes are not installed directly over lighting conduits.
- 6.6.2 **Tent Installation**
 - 6.6.2.1 The first time a tent is installed after September of 2009, a DSNY order will be placed after the installer has properly marked the site.
 - 6.6.2.2 Utility marking will take place as usual.
 - 6.6.2.3 FP&D will capture this information on a utility drawing which can then be provided to tent installers and special even planners for future use. The intention of this process is to provide clear guidance on locations where tent installation may be performed without prior notification to DSNY.

6.7 Work Zone Safety

- 6.7.1 All personnel working on open roadways shall comply with UB Policy SA-021-A, Work Zone Safety-Roadways. This policy is based on the Cornell Local Road Program and adopts the requirements set forth in *Work Zone Safety: Guidelines for Construction, Maintenance, and Utility Operations, September 2008*. This publication may be acquired from EH&S or <http://www.clrp.cornell.edu/>.

7.0 Applicable Guidelines

7.1 Location Request Information Sheet from Dig Safely NY

Dig Safely. New York

Dig Safely and Dig Safely, New York are used under license from Dig Safe System, Inc.

Location Request Information Sheet

Fill out this helpful information sheet before you call Dig Safely New York.

Company Id #: _____ Today's Date: _____

Excavating Company: _____

Caller's Name: _____

Excavator's Address: _____

City: _____ State: _____ Zip: _____

Fax: _____ Phone: _____

Field Contact Name: _____

Cellular or Field Office#: _____

Work Being Done For (If Applicable): _____

Work Date: _____ Time: _____

NYS law requires at least 2 full working days notice, not including the day you call.

Excavation Site: State: _____ County: _____

Name of City, Town, or Village: _____

Street Address of Work Site: _____

Between What Two Streets: _____

Other Pertinent Details / Additional Site: _____

Type of Work: _____

Means of Excavation: _____ Are You Blasting Yes No

Is the Dig Site within 25 ft. from Road Edge Yes No

Ticket ID #: _____

Members Contacted (Facility Operators)

_____ _____

_____ _____

_____ _____

_____ _____

Call Before You Dig ~ 1-800-962-7962

5063 Brittonfield Pkwy., E. Syracuse, NY 13057

- 7.2 Excavator’s Manual, A User’s Guide to Safe Excavation Practices in NY
<http://digsafelynewyork.com/dsny/pdf/ExcavatorManual.pdf>
- 7.3 Work Zone Safety, Guidelines for Construction, September 1988, Cornell Roads Program.
- 7.4 New York State Code Rule 753 (16 NYCRR 753).

8.0 Document Revisions

EH&S intends to review and update this procedure annually.

9.0 Associated UB Documents:

- 1.1 *Campus Commitment to Safety*, University at Buffalo, Office of the Provost, Office of the Senior Vice President, April 3, 2001.

10.0 Important Contact Information

University Police	645-2222
Facilities Planning and Design	645-2612
Environment, Health and Safety	829-2401
Dig Safely New York	811

11.0 Document Revision History:

Revision	Section(s) Changed	Change(s) Made:	Date
01	6.6	Added exceptions to this policy.	10/16/09
01	6.7	Clarified work zone safety rules.	10/16/09

Approvals

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