

POLICY

Effective Date: June 13, 2006

Approved By: Assistant Director for Operations

Cancels: 96-8

POL-5750.07 LOCATING UNDERGROUND UTILITIES PRIOR TO EXCAVATION

This policy applies to all excavation activity, in excess of twelve inches of depth, on or within one (1) mile of university property.

1. The purpose of this policy is to clarify responsibility and avoid problems.

This policy is necessary to clarify the responsibility of all parties involved when digging on or around university property.

The purpose of the policy is to conform to state law, preclude damage to utilities and job shutdown/delay, and to avoid fines which could be imposed for failure to make proper notification prior to digging.

2. Western is a partner in the One-Call-Locate Service.

Western Washington University (WWU) is a partner in the regional One-Call-Locate Service. As a participant of this service, the Underground Utility Locate Center (UULC) will contact WWU, via fax, when they receive a request for a Locate on or within one (1) mile of WWU property.

3. The Outdoor Maintenance Services Supervisor is point of contact for university Locates.

The Outdoor Maintenance Services (Grounds) Supervisor is responsible for arranging for Facilities Management (FM) utility locate services when requested by either the UULC or from within the FM organization.

Unless it's an emergency, the Grounds Supervisor has 48 hours in which to respond to the Locate request. If an emergency, the Locate will be performed as quick as is reasonably possible.

A digital photo will be taken and recorded of all university utility Locates. In addition, the Grounds Supervisor will maintain a history for all requests for Locates performed by FM.

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4. **PW Contractors must request utility Locates through the One-Call-Locate Service.**

Contractors working on Public Works (PW) projects must contact the One-Call-Locate Service (1-800-424-5555) and request a utility locate prior to performing any excavation in excess of twelve (12) inches in depth on or around university property.

No other method of requesting Locates for a PW project is acceptable. Any contractor performing an excavation without a Locate assumes the liability for damages to underground utilities during the excavation.

5. **Locate requests for FM projects will be submitted to FM Grounds Supervisor**

Project managers for FM projects (other than PW projects) will submit Locate requests directly to Grounds Supervisor. The Grounds Supervisor will in-turn contact the UULC if non-university utilities may be present and arrange for FM Locates as appropriate.

The FM project manager is responsible for seeing that the cost of the locate service is charged to the proper project.

6. **Locate markings follows the International Color Codes**

Utility Locates will be marked according to the following International color codes:

Yellow:	Gas, steam, and oil lines
Orange:	Telephone and cable TV
Red:	Electric lines
Blue:	Water lines
Green:	Sewer lines
Pink:	Temporary survey markings
White:	Layout lines for contractors