

**PROCEDURE**

Effective Date: June 13, 2006

Approved By: Assistant Director for Operations

Reference POL 5750-.07

**PRO-5750.07C      LOCATING UNDERGROUND UTILITIES FOR STATE FUNDED PROJECTS****Action by:****Action:**

FM Project Manager

1. **Informs, by email**, FM Grounds Supervisor of need for utilities locate, and **provides** information about the project, i.e. location, depth of hole, project start date, etc.

FM Grounds Supervisor

2. Within 48 hours of initial request, **determines** if university responsible utilities or other non-university utilities are likely to be in the near vicinity of the excavation, and
  - 2a. If non-university utilities are in vicinity, **calls** the Underground Utility Locate Center (UULC) at 1-800-424-5555 and **requests** utilities locate
  - 2b. If university utilities are in vicinity, **requests** from the **FM Utilities Services Manager** an "S" number to do the Locate, and **arranges** with Electrical and/or Plumbing shop supervisors and Irrigation Worker to perform utility locate as appropriate
  - 2c. If no utilities are in vicinity, **takes** no action to dispatch personnel

FM Locate Personnel

3. Within 48 hours of initial request, **performs** utilities locate and **marks** ground according to International Color Code
4. Photographs locate marks with digital camera and **files** images in electronic folder according to "S" number
5. **Records** time spent using assigned "S" number