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Definitions

ES ........................................ OSU Energy Services (formerly Utilities and Energy
Management), a division of Facilities Management
FM ........................................ OSU Facilities Management (formerly Physical Plant
Services)
OKIE ................................. The Oklahoma One-Call System, Inc.
OSU ................................. Oklahoma State University
Campus Surveyor ................. The staff Surveyor employed by Energy Services
Contractor ....................... Any person/entity serving as manager of or directing a
construction project on OSU property
Excavator ................. Any person/entity performing excavation and/or requesting
an Excavation Permit and responsible for the Excavation
Operation. Excavator can be OSU personnel or non-OSU
personnel.
Excavate/Excavation ....... The words “Excavate” and “Excavation” refer to any form of
ground penetration.
Excavation Operation ........ The penetration or disruption of ground or terrain surfacing
for any reason
Excavation Permit ........... The permit issued by FM and required prior to any
Excavation Operation on OSU property
Locate Request .............. The request made to OKIE to mark underground lines so safe
excavation may proceed
Locator .......................... The person who performs the OKIE Locate Request
Refresh ......................... A request for OSU Locates to be remarked on a current
Excavation Permit
Work Control ............... FM staff responsible for routing work requests and
activities/information related to Work Orders
Work Order ................. FM tracking/billing document for all projects/activities
1. **PURPOSE of this PROCEDURE**
   The purpose of this procedure is to:
   - Provide for the safety and protection of all concerned personnel and property involved with an Excavation Operation;
   - Ensure adherence with all OSU, local, state, and federal agencies in accordance with established policy and law as required for an Excavation Operation; and
   - Ensure prompt, efficient issuance of an OSU Excavation Permit;
   - Assure prompt response from appropriate personnel to those requesting an Excavation Permit; and
   - Provide prompt follow-up reporting on any subsequent events related to the Excavation Operation.

2. **WORKING HOURS**

   2.1. **Regular Working Hours**
   Regular Working Hours are all times between 0800 and 1700, Monday through Friday.

   2.2. **All Other Times**
   All Other Times are all times other than Regular Working Hours, including weekends and all holidays.

3. **GENERAL EXCAVATION OVERVIEW**

   - Most of OSU’s utilities distribution, communications, and irrigation systems are underground, and any Excavation Operation poses a potential hazard to safety, property, and operations.
   - An Excavation Permit shall be obtained prior to any occasion when OSU-owned property is to be excavated/penetrated, irrespective of the breadth or depth of the penetration.
   - The Contractor/Excavator is responsible for submitting a Locate Request to OKIE, which initiates the Excavation Permit procedure.
   - Upon receipt of the OKIE Request, an OSU Locator opens a Work Order, and the Locates are performed within the time frame required by OKIE.
   - Non-OSU utility owners are responsible for employing their own Locators for responding to OKIE requests and for controlling the locates performed by them.
   - Once all Locates are completed, the OSU Locators sign off on the Work Order and change its status to DIG PERMIT ISSUED.
   - The Contractor/Excavator will receive an electronic copy of the Excavation Permit sent to the email address included in the OKIE Locate Request.
   - OSU deems it the responsibility of the Contractor/Excavator to verify that all utility locates have been performed and locate markings are visible prior to any excavation taking place on OSU property.
   - A copy of the Excavation Permit must be present on the job site for the duration of the Excavation Operation.
   - Any excavation performed without a valid Excavation Permit on file and on the job site will result in immediate termination of the Excavation Operation—the issuance of an immediate cease-and-desist order until a valid Excavation Permit is in place.
   - An Excavation Permit is in effect for ten (10) working days from the time noted on the original OKIE Locate Request.
EXCAVATION PERMIT PROCEDURE

- In the event any utility line is hit during excavation all activity must cease and OSU emergency contacts must be notified.
- Due to a change in Oklahoma law (OK§142.1), as of August 27, 2015 – it is now required that: “An excavator shall immediately call the local 911 emergency telephone number and report any incident that results in an unintentional and uncontrolled release of flammable, toxic or corrosive gas or liquid from a pipeline or pipeline system.”

4. EXCAVATION PROCEDURE

4.1. OKIE Locate Request

- Submitting a routine OKIE Locate Request is the first step in any OSU Excavation Operation.
- The State of Oklahoma requires the Excavator (or the Excavator’s designated representative) to give notice no more than ten (10) days and not less than forty-eight (48) hours (excluding weekends and legal holidays) before any Excavation Operation begins.
- THERE IS NO EXPEDITED PROCESS FOR PROVIDING A UTILITY LOCATE ON OSU PROPERTY EXCEPT IN A TRUE EMERGENCY.

Table 1 - OKIE Locate Request Procedure

<table>
<thead>
<tr>
<th>Call OKIE</th>
<th>Dial 811</th>
<th>or dial 800-522-6543</th>
</tr>
</thead>
<tbody>
<tr>
<td>The OKIE call center is available to take emergency requests year-round, 24 Hrs./day. The hours for accepting normal (48 hour) utility locate requests via telephone are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February through October</td>
<td>Mon-Wed</td>
<td>0600-2200</td>
</tr>
<tr>
<td></td>
<td>Thurs-Fri</td>
<td>0600-1800</td>
</tr>
<tr>
<td>November through January</td>
<td>Mon-Fri</td>
<td>0600-2200</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>0800-1200</td>
</tr>
<tr>
<td><strong>Online Locate Requests</strong> can be made anytime but may take longer to process.</td>
<td><a href="http://www.calokie.com/LocateRequests/">http://www.calokie.com/LocateRequests/</a></td>
<td></td>
</tr>
</tbody>
</table>

- The following information is required when submitting a Locate Request:
  - Excavator name/company name and phone number
  - Mailing Address and Email Address (OSU Excavation Permits are issued by Email)
  - Caller’s main office telephone and mobile telephone number
  - Start date and time of excavation
  - Work site street and number (include north, south, east, or west)
  - County and town/city
  - Nearest intersection or highway
  - GPS-Latitude/Longitude (not required but helpful)
  - Township, Range, Section, Quarter Section (not required but helpful) (see Table 2)
  - Type and extent of the proposed work
  - White lines placed on the ground to mark the area of excavation (for the Locators)
  - Type of equipment to be used (tunneling, horizontal boring, etc.)
  - Work location (street, sidewalk, private property, front, rear, side, etc.)
  - Work being done for: contact person and telephone, mobile number and best time to call back, and Email address (OSU Permits are issued by Email)
- NOTE: Keep the Locate Request number in case it is needed to report a problem, or needed to reference the request.
- OSU locates OSU owned infrastructure as outlined in Section 5.1.
EXCAVATION PERMIT PROCEDURE

- Outside Locators locate infrastructure not owned by but on or crossing OSU property.
- The Excavator will obtain an Excavation Permit and comply with procedure as outlined in Section 5.3.

Table 2 - OSU Basic Aliquot Descriptions for OKIE Locate Request

<table>
<thead>
<tr>
<th>AREA</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All OSU STW Campus</td>
<td>Township 19N, Range 2E, Indian Meridian, Payne County, OK</td>
</tr>
<tr>
<td>Main STW Campus</td>
<td>A part of Sections 10, 11, 14, &amp; 15</td>
</tr>
<tr>
<td>West STW Campus</td>
<td>A part of Sections 8, 9, &amp; 16</td>
</tr>
</tbody>
</table>

5. RESPONSIBILITIES

5.1. OSU Campus Surveyor/Locator
- The Campus Surveyor or Locator has forty-eight (48) hours (excluding weekends and legal holidays) from the time noted on the original OKIE Locate Request to complete the utility locate.
- The Locator establishes a Locate Work Order by notifying FM Work Control.
- All OSU Locators take photographs of completed utility locates and upload them to the Work Order in AiM.
- After all OSU utility locates have been performed, the Locator signs off on the Excavation Permit and changes the status of the Work Order to DIG PERMIT ISSUED.
- The OSU Locators will refresh utility locates upon the Excavator’s request if locate markings are obliterated during the permitted period.
  - NOTE: ALL UTILITY LOCATES, INCLUDING REFRESHED UTILITY LOCATES, REQUIRE AN OKIE REQUEST.

5.2. FM Work Control Staff
- Work Control (WC) Staff create a Work Order in AiM upon request from the OSU Locator or Campus Surveyor.
- WC Staff distribute the Work Order to FM Landscape Services for Irrigation Systems locates.
- WC Staff distribute the Work Order to ES Electrical Distribution for locate assistance that may be requested by the Locator.
- WC Staff upload locate information from Campus Telecommunications to the Work Order.

5.3. Contractor and Excavator
- NO EXCAVATION OPERATION MAY TAKE PLACE UNTIL A VALID OSU EXCAVATION PERMIT HAS BEEN OBTAINED.
- NO EXCAVATION OPERATION MAY TAKE PLACE OUTSIDE THE ACTIVE DATES OF AN ISSUED EXCAVATION PERMIT.
- Excavators may not “piggy back” off Excavation Permits issued to other Contractors/Excavators. Each Excavator must have its own valid Excavation Permit.
- The issued Excavation Permit start date will be the date/time of the original OKIE Locate Request, and the Permit will be in effect for ten (10) working days.
- The Contractor/Excavator receives the Excavation Permit electronically at the Email address included in the OKIE Locate Request.
- The Excavation Permit must be present on the job site for the duration of the Excavation Operation.
If work covered by an Excavation Permit is going to extend beyond the permit’s expiration date, to ensure that the work may continue without interruption the Contractor/Excavator must submit a new OKIE Locate Request a minimum of forty-eight (48) hours prior to the expiration of the original Permit and acquire an updated Permit before work may continue.

Receipt of the Excavation Permit acknowledges completion of the OSU utility locates and the Contractor/Excavator’s acceptance of responsibility for adhering to, at all times during the Excavation Operation, OSU’s Trenching and Shoring Procedures located at: http://ehs.okstate.edu/manuals/trench.htm and the State’s safety guidelines as defined by OK §142.1 – Oklahoma Underground Facilities Damage Prevention Act. http://www.calokie.com/how-it-works/the-law/.

EMERGENCY CONTACTS: As of August 27, 2015 under Title 165, Chapter 20, Subchapter 17 of OK§142.1 – it is now required that: “An excavator shall immediately call the local 911 emergency telephone number and report any incident that results in an unintentional and uncontrolled release of flammable, toxic or corrosive gas or liquid from a pipeline or pipeline system.” For a more complete list of emergency procedures and further instructions on the Contractor/Excavator’s duties when responding to an emergency refer to Section 6 - EMERGENCY PROCEDURE of these Procedures.

OSU deems it the responsibility of the Contractor/Excavator to verify that all utility locates have been performed and locate markings on the ground are visible prior to any Excavation Operation taking place on OSU property.

IN THE EVENT ANY UTILITY LINES ARE HIT DURING EXCAVATION, ALL ACTIVITY MUST CEASE, AND OSU EMERGENCY CONTACTS MUST BE NOTIFIED IMMEDIATELY.

If during the time frame covered by a valid Excavation Permit the locate markings are no longer visible or the Excavator discovers lines that are not marked or represented where expected, the Excavator shall immediately:
  ✓ cease the Excavation Operation,
  ✓ contact the Campus Surveyor or Utilities Locators and request a Refresh Locate, and
  ✓ submit a new OKIE Request.

NOTE: Refresh events shall receive priority response during Regular Working Hours. Refresh events shall be responded to as needed at All Other Times.

The Contractor/Excavator is responsible for restoring the site back to its original condition once the Excavation Operation is completed. The Contractor/Excavator is responsible for replacing turf, sidewalks, roads, curbs, pavement markings, and irrigation, and for power washing soiled hardscape, all according to acceptable conditions as outlined by OSU in the pre-construction agreement/contract.
  ✓ The need for landscape tree and shrub protection and/or removal will be determined prior to the commencement of the Excavation Operation.
  ✓ Landscape protection and replacement will be done by OSU, and the costs associated with that planned work will be the responsibility of the Contractor/Excavator.

The Contractor/Excavator is responsible for keeping the site of the Excavation Operation free of trash and litter for the duration of the project.

The Contractor/Excavator is responsible for keeping any weeds and grass mowed or trimmed within the project’s site/work zone for the duration of the Excavation Operation. The use of chemical herbicides is not permitted.

The Contractor/Excavator assumes financial responsibility for the repair of any damage to utility lines or facilities if the damage was caused by the Excavator and the instructions in this Excavation Permit Procedure document and the Excavation Permit were not followed.

OSU is a tobacco/smoke-free campus. Therefore, the Contractor/Excavator and its employees and sub-contractors shall adhere to OSU’s policy on tobacco use on campus.
EXCAVATION PERMIT PROCEDURE

5.4. Non-OSU Projects
An OSU Excavation Permit is not required when an Excavator is performing an Excavation Operation in the Excavator's own easement within OSU property, as long as OSU-owned utilities are not impacted by the work; however, the requirement for an OKIE Locate and full compliance with all tenants of OK §142.1, *Oklahoma Underground Facilities Damage Prevention Act*, remain in force for any Excavation Operation on all OSU property.

5.5. OSUContacts During Normal Hours of Operation
During normal hours of operation all necessary communications regarding utility locates, markings, and Excavation Permits are to be directed through the contacts shown in Table 3, OSU Excavation Permit/Utility Locate Contacts, below.

**Table 3 – OSU Excavation Permit/Utility Locate Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Work Control</td>
<td>Work Control Staff</td>
<td>405-744-7154</td>
<td>NA</td>
</tr>
<tr>
<td>Robert Bartmess</td>
<td>Campus Surveyor</td>
<td>405-744-7856</td>
<td>405-338-5779</td>
</tr>
<tr>
<td>Jarrett Stokes</td>
<td>Utilities Locator</td>
<td>405-744-3868</td>
<td>405-385-4205</td>
</tr>
<tr>
<td>Nick McKnight</td>
<td>Utilities Locator</td>
<td>405-744-3867</td>
<td>405-338-5261</td>
</tr>
<tr>
<td>Grant Shaffer</td>
<td>Grounds - Irrigation</td>
<td>405-744-2691</td>
<td>405-655-1176</td>
</tr>
<tr>
<td>On-Call Staff</td>
<td>OSU IT Locator (Telecom.)</td>
<td>405-744-2225</td>
<td># rolls to cells</td>
</tr>
</tbody>
</table>

6. EMERGENCY PROCEDURE

6.1. Emergency Excavations
An Emergency Excavation may be performed when an unexpected interruption of service to a University facility renders the facility unusable or, when any utility has created an unsafe condition. The following policies and procedures are to be used in the event of an Emergency Excavation.

**NOTE:** FAILURE OF A CONTACTOR/EXCAVATOR TO SUBMIT A ROUTINE OKIE LOCATE REQUEST IN A TIMELY MANNER DOES NOT, UNDER ANY CIRCUMSTANCES, CONSTITUTE AN EMERGENCY EVENT.

6.2. Emergency Duties
- If an Excavator damages a natural gas line or any other utility pipeline or system containing flammable, toxic, or corrosive gas or liquid, the Excavator will immediately call 911 to report the incident.
- After calling 911 and reporting the incident, the Excavator will call OSU Work Control to report the incident.
- After reporting the incident to OSU Work Control, the Excavator will call the 811 Emergency OKIE Notification Number (811 or 800-522-6543) and report the incident.
- After calling the 811 Emergency OKIE Notification number and reporting the incident, the Excavator will begin calling the OSU Emergency Contacts listed below, beginning at the topmost contact in the following lists in Table 4 and Table 5 and working down the list (i.e. the contacts listed below OSU Work Control), and continue calling until the Excavator has spoken to an OSU Emergency Contact and reported the incident.
EXCAVATION PERMIT PROCEDURE

- When the Excavator damages any other utility pipeline or system (utilities that do not require the Excavator to call 911 when damage occurs to them), the Excavator will immediately call OSU Work Control to report the incident and then follow the emergency procedures outlined, above, for calling and reporting the damage through the 811 Emergency OKIE Notification Number and to OSU’s Emergency Contacts in successive order as stipulated.
- During an Emergency Excavation, the Excavator is authorized to excavate without an Excavation Permit provided that at least one FM Staff member is on the site and actively spotting the excavation as it is taking place.
- All other applicable policies and procedures stated herein are to be enforced in an Emergency Excavation.

6.3. Emergency During Any Excavation Operation
The following tables contain the Emergency Contacts for OSU staff/utility operations to be used as described, above, in Section 6.2 – Emergency Duties and to accommodate the need for any Emergency Excavation Operation. The following contacts are to be notified in order of importance from the top contact to the bottom contact in each table.

Table 4 – OSU Emergency Contacts during Regular Working Hours

<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION</th>
<th>OFFICE</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Work Control</td>
<td>Work Control Staff</td>
<td>405-744-7154</td>
<td>NA</td>
</tr>
<tr>
<td>Joe Gaskins</td>
<td>Utilities Distribution Supervisor</td>
<td>405-744-4412</td>
<td>405-747-8961</td>
</tr>
<tr>
<td>Delyn Dickens</td>
<td>Electrical Distribution Supervisor</td>
<td>405-744-7768</td>
<td>405-338-8348</td>
</tr>
<tr>
<td>Robert Bartmess</td>
<td>Campus Surveyor</td>
<td>405-744-7856</td>
<td>405-338-5779</td>
</tr>
<tr>
<td>Jarrett Stokes</td>
<td>Utilities Locator</td>
<td>405-744-3868</td>
<td>405-385-4205</td>
</tr>
<tr>
<td>Nick McKnight</td>
<td>Utilities Locator</td>
<td>405-744-3867</td>
<td>405-338-5261</td>
</tr>
<tr>
<td>On Call Staff</td>
<td>OSU-IT (Telecommunications)</td>
<td>405-744-2225</td>
<td>same</td>
</tr>
<tr>
<td>Mike Nelson</td>
<td>Landscape Irrigation</td>
<td>405-744-3214</td>
<td>405-747-0569</td>
</tr>
</tbody>
</table>

Table 5 – OSU Emergency Contacts at All Other Times

<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION</th>
<th>OFFICE</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Work Control</td>
<td>Work Control Staff</td>
<td>405-744-7154</td>
<td>NA</td>
</tr>
<tr>
<td>Joe Gaskins</td>
<td>Utilities Distribution Supervisor</td>
<td>405-744-4412</td>
<td>405-747-8961</td>
</tr>
<tr>
<td>Delyn Dickens</td>
<td>Electrical Distribution Supervisor</td>
<td>405-744-7768</td>
<td>405-338-8348</td>
</tr>
<tr>
<td>Jarrett Stokes</td>
<td>Utilities Locator</td>
<td>405-744-3868</td>
<td>405-385-4205</td>
</tr>
<tr>
<td>Nick McKnight</td>
<td>Utilities Locator</td>
<td>405-744-3867</td>
<td>405-338-5261</td>
</tr>
<tr>
<td>On Call Staff</td>
<td>OSU-IT (Telecommunications)</td>
<td>405-744-2225</td>
<td>same</td>
</tr>
<tr>
<td>Mike Nelson</td>
<td>Landscape Irrigation</td>
<td>405-744-3214</td>
<td>405-747-0569</td>
</tr>
</tbody>
</table>