

A. Project Manager/Contractor Information

Company Name & Address: _____
Fax # _____ 24 Hour Emergency Phone No. _____
Contact Person: _____ University Contact & Phone _____

B. Description of Work

Reason for excavation: _____
Work starting date: _____ Work ending date: _____ (30 days max)
Sketch or plans attached defining location and depth of excavation required? _____ (Yes or No)
The requesting applicant must also stake out or otherwise mark the work area.

Any planned utility outage associated with this project? _____ A 168 hour (7calendar days) notice must be provided to the Central Plant Department and to the ED&C Department.

Utility types recorded as being in the work site area:
Electrical _____ Data/Telecommunications _____ Gas Line _____ Water _____ Other _____

Type of work:

Bore _____ Trench _____ Pavement/sidewalk cut _____ Excavation _____

Pole/Sign Placement _____

Type of equipment to be used: _____

Type of shoring to be used if needed: _____

Dimensions of proposed work: Length _____ Width _____ Depth _____

Proposed Traffic Control:

Detour _____ Lane/sidewalk restriction _____ Barricade equipment type _____

1. Telecommunications Approval (Fax: 460-7625) Ph. 460-7114. Date Approved: _____
Telecommunications Signature _____ / _____
Telecom Names (Randy Fuller;rfuller@usouthal.edu / Robert Taylor;RTaylor@usouthal.edu)
2. Computer Services Approval (Fax: 460-7844) Ph. 461-1684. Date Approved: _____
Computer Services Signature _____ / _____
CS Names (Austin Langner;ALangner@usouthal.edu/ William Flagge;wflagge@usouthal.edu)
3. Grounds Approval (Fax: 414-8238) Ph. 460-6356. Date Approved: _____
Grounds Signature _____ / _____
Grounds Names(David Wittner;N/A / Gary Carley;gcarley@usouthal.edu)
4. Safety & Environmental Compliance (Fax: 460-7278) Ph. 460-7070 Date Approved: _____
Safety & Environmental Signature _____ / _____
SAE Names(Cedric Crawley;CCrawley@usouthal.edu/Bill Guess; wguess@usouthal.edu)
5. Central Plant/Electrical Distribution (Fax: 460-6093) Ph. 460-7048 Date Approved: _____
Central Plant / Electrical Distribution Signature _____ / _____
CP/Elect Distro Names (Randall Shell;rshell@usouthal.edu / James Irby;JIrby@usouthal.edu)
6. Coordination Meeting, if necessary, conducted on: _____

C. Instructions

Scope: These guidelines apply to all excavation projects to be performed that are **(18 inches or greater in depth)** on University properties involving USA departments and/or outside contractors. When working within five feet of a building the (18 inches or greater rule) will not apply.

1. The applicant must obtain a copy of the appropriate USA Campus plans which are available at the University's Engineering Design & Construction (EDC) Office. The location and description of the proposed "Dig Permit Project" shall be recorded on this plan and this information shall be submitted to the departments listed on the "Dig Permit Approval Page" for review.
2. The Dig Permit applicant is responsible for ensuring that all excavation workers have received safety awareness training regarding excavation projects prior to beginning the project.
3. An initial exclusion zone of a 30-foot radius around the work site will be maintained and all non-essential personnel will be denied access until a University Official directs otherwise. An exclusion zone larger than 30-foot radius can be established if necessary and reduction in size must be approved by the Safety & Environmental Compliance Office.
4. Applicant is responsible for providing **red-line** as built drawings to the University ED&C office prior to closing out the project. The as-built drawings shall clearly and accurately indicate the location and depth of all permanent improvements to the site (dimensioned off on an adjacent building or other site landmark) and all revisions to the existing utility system. A description of the improvements shall also be included with this drawing.
5. It is the **Applicant's** responsibility for the repair of any damage caused by the project.
6. This form and approval page, upon approval, must be in the possession of the operator performing the excavation. If work has not commenced by the specified termination date, the permit will become void and the applicant must re-apply. If work extends past the approved date, then the applicant must call Randall Shall at 583-8387 or James Irby at 234-7507 to gain authorization to extend the permit. Extensions may not exceed 7 calendar days.
7. It is the applicant's responsibility to ensure all excavation operations are accomplished in accordance with Federal, State, and University regulations.
8. Debris piles created during excavation work must be maintained in a manner that prevents erosion. Plastic tarps covering the piles and or silt fences may be required.
9. A conditional approval by one or more of the approving authorities requires a Coordination Meeting. The Applicant must contact all those who gave the conditional approval and arrange for the meeting. At the conclusion of the Coordination meeting, one of the approval authorities will contact Bill Mann so the Dig Permit can be issued to the Applicant.
10. Point of contact for University's EDC office is Bill Mann, bmenn@usouthal.edu; phone 460-6450; Fax 461-1370. Alternate Point of contact is Alex Bertagnolli

Work shall stop immediately if any hazards are encountered during excavation. The worker(s) must immediately exit the area and contact the University's Representative for the Project. In no case will excavation work resume at the site until the area is determined safe by University representatives.

Contractor is responsible for any damage and related repairs should they inadvertently hit a service line.