

Virginia State University	Policy Number: <i>to be assigned</i>
Procedure Name: Excavation	Effective: 2/25/13
Date written: 2/25/13	Revised: 9/7/16

I. BACKGROUND

Many utilities systems are buried on the Virginia State University (VSU) Campus. Capital Outlay Department Staff has established a procedure to continuously update the maps which identify the location of most buried systems. Use of this information along with accurate field locating and careful excavation can prevent damage to buried utilities.

II. DESIGNATED STAFF

A VSU Authorizing Official must sign the “Request for Excavation Permit” and the “Excavation Permit”. VSU Building Inspector has been designated as Authorizing Official for the University.

III. PROCESSING CYCLE

All procedures must be reviewed annually, and updated whenever business practices change.

IV. REQUIRED RESOURCE MATERIAL

All excavators shall follow the requirements of *Underground Utility Damage Prevention Act*.

V. GOVERNING POLICIES AND PROCEDURE

VSU has adopted an Excavation Policy in order to protect people, property, and all underground utility services serving VSU facilities. The policy assures the fulfillment of requirements of the Code of Virginia *Underground Utility Damage Prevention Act*, and other local codes. Failure to follow Virginia State University’s excavation policy could result in serious injury to workers, damage to utilities and property, and service interruptions.

VI. CROSS REFERENCE TO OTHER PROCEDURES

It is the responsibility of the construction contractors, utility companies, or any other organization, individual, or group who is performing the excavation to notify MISS UTILITY (1-800-552-7001) of the planned excavation. Subsequent verification about the status of all utilities can be obtained at 1-800-552-3120.

VII. OTHER VSU OFFICES IMPACTED

The Capital Outlay & Facilities Management Departments will be responsible for notifying other VSU departments impacted by the excavation, including the Office of Technology Services. The VSU Department, organization, individual or group will be responsible for all costs associated with marking all VSU private utilities.

VIII. INVOLVEMENT EXTERNAL TO VSU

The VSU Department, organization, individual or group performing or authorizing an excavation on VSU property shall be responsible for communicating to the contractor the University’s expectation of full compliance with this policy MISS UTILITY will contact all utility owners in the area including the VSU Capital Outlay & Facilities Management Departments.

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IX. PROCEDURES

1. Scheduled Excavation:

- a. The Contractor is required to mark the area of excavation with white paint and then contact Miss Utility to arrange a site meeting with the Contractors Superintendent, Miss Utility Surveyors, the VSU Project Manager and the VSU Inspector. VSU will arrange for a representative to be present at this site meeting who will be responsible for locating University owned utilities. After the meeting, each utilities representative will locate and mark the proposed excavation site. The person or company responsible for the excavation will then submit the confirmation ticket to the VSU Project Manager within (1) calendar week before work is scheduled. The excavator has fifteen (15) working days, from 7:00 am on the next day after notifying Miss Utility to complete all excavations. Three working days before the end of the fifteen-working-day period or at any time the markings on the ground become illegible, the excavators shall notify Miss Utility and request the re-marking of lines. The Contractor is also responsible for contacting the University's utility locator and all associated costs following the same notification guidelines as mentioned above. No excavation will begin until an approved Excavation Permit has been issued; the permit is subject to renewal every fifteen (15) calendar days.
- b. An excavator may request a special project notice from the Miss Utility notification center for the purpose of notifying utility owners of the excavator's desire to enter into an agreement for locating and protecting the underground utility lines for a specific, unique or long term project. An excavator using a special project notice shall have complete control over all activities within the project area. The terms and conditions of such agreement must be agreed upon, in writing, by the excavator and the utility owner before excavation commences. Such agreement and compliance with the terms of the agreement shall constitute an exemption from the requirements of the Miss Utility law related to notification times and re-marking.
- c. It is the responsibility of the construction contractors, utility companies, or any other organization, individual, or group who is performing the excavation to notify MISS UTILITY at 1-800-552-7001 of the planned excavation. Subsequent verification about the status of all utilities can be obtained at 1-800-552-3120. MISS UTILITY will contact all utility owners in the area including the VSU Capital Outlay & Facilities Management Departments. The Capital Outlay & Facilities Management Departments will be responsible for notifying other VSU departments impacted by the excavation, including Technology Services. **See Attachment A for highlights of Virginia's Miss Utility Law and a description of potential liabilities and penalties for non-compliance.**
- d. All planned excavations on VSU's property require a VSU excavation permit. VSU's "Request for Excavation Permit", Attachment B, shall be completed and submitted to the VSU Capital Outlay Department within two hours of contacting MISS UTILITY. VSU's "Request for Excavation Permit" is used internally by Virginia State University and does not result in notification of MISS UTILITY.
- e. **A VSU Authorizing Official must sign the "Request for Excavation Permit" and the Excavation Permit". Designated VSU Authorizing Officials is the VSU Building Inspector.**

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- e. VSU’s Excavation Permit will be issued when all University owned utilities have been identified, located and field marked. The permit is valid for Virginia State University property only for a period of 15 days from the date of issuance on the permit.
 - f. Except for an emergency involving personnel safety, no excavation will commence prior to the issuance of a VSU excavation permit.
2. **Emergency or urgent excavation:** Emergency or urgent excavations may be required. Emergency excavations may be started without a permit at the direction of an approving authority such as a VSU Inspector. The VSU Inspectors authorization for excavation does not absolve the excavator of their requirements under the *Underground Utility Damage Prevention Act*. During normal business hours immediately notify VSU Capital Outlay Building Inspector (804) 524-6930 and MISS UTILITY (800-552-7001). After normal working hours, VSU Work Order Desk must be notified immediately by telephone (804) 524-5451.
 3. **Unmarked lines:** If an unmarked line is encountered or utility line damaged, the contractor/permit requester must contact VSU Capital Outlay Building Inspector (804) 524-6930 and MISS UTILITY (800) 552-3120. After normal working hours, the VSU Work Order Desk must be notified immediately by telephone (804) 524-5451.
 4. **Record drawings:** As-built drawings are to be kept at the construction site and are to be continuously updated to reflect actual construction. Upon completion of the project, record as-built drawings are to be submitted to the Project Manager.

Approval By: _____
Vice President for Vice President for Finance and Chief Financial Officer