



UNIVERSITY SAFETY OFFICE

SUBJECT:

Digging Procedure and Permit

I. PURPOSE

The purpose of this procedure is to provide safe guidance for digging, trenching, or excavating on the property of Sam Houston State University.

II. SCOPE

This procedure will be followed by all employees and contractors performing work for the University.

III. EXCEPTIONS

This procedure does not apply to digging, trenching or excavations that are less than 16 inches deep or are dug by using a hand tool, i.e. a shovel, pick or hoe. However, the area to be dug should be probed or inspected with a locator.

IV. REQUIREMENTS

1. A Digging Permit shall be completed for all machine digging, trenching, or excavating that is 16 inches or more deep.
2. The Texas One Call system shall be notified (1-800-245-4545) at least 24 hours prior to excavation for all machine digging, trenching, or excavating that is 16 inches or more deep.
3. Supervisors or Project Managers [for contract work] are accountable for ensuring this procedure is implemented prior to start of work. Their signature will appear on the digging permit.
4. Supervisors or Project Managers will mark out the area of work by using the color white. Additionally, temporary barricades, warning signs, hazard or warning lights, or safety fences will be employed as needed.
5. The attached Digging Permit is to be filled out and coordinated **before any digging begins** by the responsible supervisor or manager. Each shop noted on the Digging Permit will complete their area on the permit by noting “marked”, “to be marked”, or N/A [meaning no utilities in the area] and returned to the requester. Each shop that has utilities in the work zone will be responsible for marking those utilities. The following colors will be used to mark the utilities in the work zone:
 - RED = Electric powerlines, cables, conduit, and lighting cables
 - YELLOW = Gas, oil, steam, petroleum, or gaseous material
 - ORANGE = Communication, alarm, or signal lines, cables, or conduit
 - BLUE = Potable water
 - GREEN = Sewer and drain lines
 - PURPLE = Reclaimed water, irrigation, and slurry
 - PINK = Temporary survey markings
 - WHITE = Proposed excavation

A copy of the completed form must be provided to the appropriate Work Control center (Physical Plant or Residential Life) prior to start of work.

Digging Permit
Sam Houston State University
Physical Plant

Dig Permit Procedures:

- 1) Print Dig Permit
- 2) Complete project description and supervisor's information
- 3) Contact each of the required approvals listed:
 - a. Request a fax number so that you may fax them a copy of the project description
 - b. Schedule a time when you may meet to have them sign the Dig Permit
- 4) Make a copy of the completed permit for your records
- 5) Deliver the original completed Dig Permit to the appropriate Work Control center (Physical Plant or Residential Life).

Contact Name: _____
 Contact Email: _____
 Contact Fax #: _____
 Work Order No./Project No.: _____
 Date work is to be performed: _____
 Time work is to be performed: _____
 Supervisor/Manager: _____
 Supervisor/Manager Telephone No.: _____

General Description/Sketch of Work Area:

<u>Coordination/Approvals</u>	<u>Contact</u>	<u>Date</u>	<u>Area Marked</u>
Residence Life Shop (936-294-1918)	_____	_____	_____
Electrical Shop (936-294-1874)	_____	_____	_____
Plumbing Shop (936-294-3814)	_____	_____	_____
HVAC Shop (936-294-1879)	_____	_____	_____
Grounds Shop (936-294-1886)	_____	_____	_____
Telephone & Computer (936-294-3546)	_____	_____	_____
Phy. Plant Work Control (936-294-3663)	_____	_____	_____
Res. Life Work Control (936-294-4472)	_____	_____	_____

Texas One Call Notified _____
 1-800-245-4545 _____
 One Call Reference # _____

Contact Name _____ Date/Time Notified _____