

SUBSURFACE UTILITY CLEARANCE MANAGEMENT PROGRAM

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APPENDICES

Appendix A – Roux Subsurface Utility Clearance Checklist/ Utility Verification/Site Walkthrough Record

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1. PURPOSE

Roux Associates, Inc. and its affiliated companies, Roux Environmental Engineering and Geology, D.P.C., and Remedial Engineering (collectively, "Roux"), have instituted the following program for completing proper utility mark-outs and for conducting subsurface clearance activities. This establishes a method to ensure, to the greatest extent possible, that utilities have been identified and contact and/or damage to underground utilities and other subsurface structures will be avoided. For the purpose of this program, a structure is defined as any underground feature that may present a potential source(s) of energy, such as, but not limited to, utility vaults, bunkers, piping, electrical boxes, wires, conduits, culverts, utility lines, underground tanks, and ducts.

2. SCOPE AND APPLICABILITY

The Subsurface Utility Clearance Management Program applies to all Roux employees, as well as their contractors and subcontractors. Employees are expected to follow this program for all intrusive work involving Roux or other personnel (e.g., contractors, subcontractors) working for Roux, unless the client's requirements are more stringent. Intrusive work activities can include, but are not limited to, digging or scraping the ground surface, including, but not limited to, excavation; test pitting or trenching; soil vapor sampling or the installation of soil borings, soil vapor monitoring points and wells, or monitoring wells; and drilling within concrete slabs on grade.

Deviation from the program, regardless of the specific work activity or location, must be pre-approved based on the client's site knowledge, experience, site conditions, and additional documentation on the site. Any exceptions shall be documented through the Roux Subsurface Utility Clearance Variance Form, located within the Roux Health & Safety Online Application or via OKTA. Approval is required from the Project Principal (PP) and the Operations Manager (OM), in consultation with the Office Health and Safety Manager (OHSM) or Corporate Health and Safety Director (CHSD), prior to mobilization. Depending on the work location, more stringent federal, state, local, or client requirements may apply. It is the responsibility of the Project Team to identify such requirements prior to mobilization.

3. PROCEDURES

3.1 Before Intrusive Activities/Job Planning Process

Prior to intrusive work at a site, the Project Manager (PM) shall ensure that the notification of the State One Call or equivalent service (Nationwide-811) is completed a minimum of 48-72 hours ([One-Call State Law Directory](#)) before intrusive work activities (this timeline excludes Saturdays, Sundays, Legal Holidays and 811 observed holidays). This notification is required by law for all states. State-specific or local laws related to utility location may vary. The project team is responsible for understanding requirements that may affect their work site.

Obtain, review, and field verify relevant historical site data that may include: as-builts/site plans; easement/right-of-way information; historical aerial photos/development plans; local/state permitting records; previous site investigation/boring logs; and/or interviews with site representative/client. Interviews with site or client personnel should ask the following:

- Employee(s) Name and Relationship with the site;
- Types of utilities, including structure and location of utilities on-site;

- Depth of known utilities; and
- Any other relevant information as it pertains to the site.

Prior to intrusive work activities, information pertaining to the site should be included in Roux's Subsurface Utility Clearance Checklist and Utility Verification/Site Walkthrough forms. This form is located within the Roux Health & Safety Online Application or through OKTA.

If there is the potential for unexploded ordnances or munitions, consultation with your OM and CHSD is required prior to site operations.

3.1.1 Project Kick-Off Meeting

During the project kick-off meeting for intrusive activities, the PM will review the Roux Subsurface Utility Clearance Checklist, Utility Verification / Site Walkthrough Record (Appendix A) and the below bullet points with the project field team:

- Confirm that the State One Call or equivalent is received and that the ticket number is confirmed, reviewed, and valid for the time of work. If intrusive work activities are not conducted during this valid time period, the One Call ticket must be renewed, and the site must be remarked;
- Review the work scope to be performed with the site owner/tenant to determine if it may impact any utilities;
- Determine the need for utility owner companies to be contacted or to have their representatives on site;
- Where mark-outs terminate at the property boundary, consider the use of private utility locating / (e.g., Radio Frequency Detection, Electromagnetic Induction), Ground Penetrating Radar (GPR) , and other applicable geophysical inspection services. The use of private utility locating firms, however, does not eliminate the legal requirement for the subcontractor (e.g., driller, excavation firm) to submit a request for Public Utility Mark-outs. Also, the information provided by the service may be inaccurate and unable to locate subsurface utilities and structures in urban areas, landfills, urban fill areas, below-reinforced slabs, etc. They should not be relied upon as the only means of performing utility clearance;
 - A mark-out is defined as the process of contracting with a competent and qualified company to confirm the presence or absence of underground utilities and structures. This process will clearly mark out and delineate identified utilities so that intrusive work activities can be performed without causing disturbance or damage to the subsurface utilities and structures. After utility mark-outs are completed, soft Digging must be completed prior to intrusive work. Section 3.4 Preferred Methods of Clearing the Subsurface (Pre-Clearing) outlines requirements for pre-clearing techniques in order of preference.
- Documented description of the dig site, which is included in the project's Health and Safety Plan (HASP), and one call report will be maintained in the field and distributed amongst Roux personnel, its contractors, and subcontractors; and
- Documentation of the actual placement of mark outs in the field shall be collected using dated pictures, videos, and/or sketches with distance from markings to fixed objects. All documentation shall be maintained within the project file.

3.2 Utility Mark Out

- Ensure the Mark-out / Stake-out Request Information Sheet (or one-call report) is complete and accurate for the site, including address and cross streets, and review for missing utilities. Ensure ticket life is still valid for work.

- Note: Utility mark-out organizations do not have contracts with all utilities, and it is often necessary to contact certain utilities separately, such as the local water and sewer authorities, local transportation departments, and railroad operators. In the event the Project Teams anticipate subsurface work will impact public utilities, railroad operations, or public roadways, coordination with the utility owners/operators is required.
- Have written confirmation prior to mobilizing to the site that the Project Team or Roux personnel performing the intrusive activity has correctly completed the mark-out notification process, including requesting mark-outs, waiting for mark-outs to be applied to ground surfaces at the site, and receiving written confirmation of findings (via fax or email) from utility operators for all known or suspected utilities in the proposed area of intrusive activity, and provided utility owner written confirmation to Roux personnel for review and project files documentation.
- Do not begin any intrusive activity until all utility mark-outs have been completed (i.e., Did all utilities mark-out the site?) and any unresolved mark-out issues are finalized. Perform a site walk to review the existing utilities and determine if the utility locators have located said utilities.

(Note: The Tolerance Zone is defined as three (3) feet from the outside edge of any subsurface structure.)
- For non-subscribing utility owners or if public one-call service is not available, perform due diligence and request further information regarding utility type, construction details, location, and burial depth directly from public service providers/utility owners. Request utility mark-out by each public service provider/utility owner as applicable. Confirm contact and response by each public utility owner on the Subsurface Utility Clearance Checklist.
- If utilizing a Private Mark out, ensure the contractor has a plan regarding what types of technology will be used based on Table 1 in Appendix B: Private Utility Technology Applications and Considerations. If possible, it is recommended that multiple technologies be used to sweep each location/work area. Use a tracer wire to locate the utility (when tracer wires are present). Record the results of the private utility mark-out on the Utility Verification/Site Walkthrough Record form.

3.3 Utility Mark Out Limitations

Utility mark outs are a required first step prior to any excavation or ground-disturbing activity; however, the 811 one-call system has inherent limitations. Utility markings provided through 811 typically identify only publicly owned utilities, and utilities located on private property, such as service laterals beyond the meter, private water or sewer lines, irrigation systems, site lighting, and other privately owned infrastructure, are not marked and may require supplemental investigation using private utility locating or geophysical methods.

3.4 Site Visit/Utility Walkthrough

Before mobilization with the subcontractor or during the pre-work safety tailgate with the subcontractor, perform a site walkthrough after utility mark-outs have been completed to determine whether additional potential hazards are present and look for visible signs of utilities that may be present. Outlined below are considerations regarding a site walk before intrusive activities. Before initiating any intrusive work, verify that the utilities marked on-site align with the information provided in the One Call response notification/ticket and with site plans and documents. If any discrepancies arise, address them promptly to ensure accuracy and do not start intrusive work until they are rectified.

- Identify overhead utilities that may impede equipment mobilization or work zones to ensure adequate Occupational Safety and Health Administration (OSHA) clearance distance(s), as specified within the site-specific Health and Safety Plan (HASP) and 29 CFR 1926.1408 Table A.

The presence of any of the following may indicate potential subsurface structures:

- Locations of buildings, equipment, and features like area lights, signs, sprinkler systems, phones, drains, natural gas meters, manholes, etc.;
- Warning tape, which is often a sign of underground services;
- Material like pea gravel, sand, or other non-native materials can indicate the presence of tanks or lines or any deviations from the established native soil or backfill conditions;
- Red concrete that is often used for electrical duct banks;
- Evidence of damaged utilities, such as piping materials, insulation, or odors present in the work area; and
- Other utilities, including fire hydrants, electrical transformers, pipeline markers, valve covers, steam lines, valve box covers, clean-outs, etc.

By observing the path between the main service line and the connection point (e.g., a utility meter at the exterior of the site building), it may be possible to determine the likely routing of on-site utilities. However, this method should not be relied upon solely, and proper risk mitigation strategies should be in place before proceeding with any ground disturbance activities. Look outside your work zone for other potential utilities that may cross through it.

For sites with potential underground storage tanks present (UST), the following guidance applies:

- Identify if the product piping is either rigid or flexible.
- Conduct a visual examination of the tank field, observation wells, dispensers, vent stacks, and UST fill points to determine their location.
- Locate and become familiar with the emergency shutoff button/switch, if present.
- Determine the orientation, arrangement, and location of the tanks, as well as their size and capacity, through the examination of visible features at grade, such as fill ports and extractor covers, and by consulting any available as-built drawings.

Before commencing any subsurface intrusive work, field staff should thoroughly address any discrepancies in utility company mark-outs or the absence of mark-outs.

3.4.1 Project Management - Field Personnel

Whenever possible, it is advisable to assign the same project personnel to both utility location and clearance tasks as well as intrusive activities. This continuity ensures that site knowledge and utility information gathered during the clearance phase remain up-to-date. Having this historical perspective helps minimize the risk potential of utility strikes.

In cases where maintaining the same personnel throughout the project is not feasible, a thorough knowledge transfer regarding site utilities, locations, clearance results, and proposed intrusive activities becomes essential. The PM must ensure that there is a successful handoff of information when there is a change in field personnel.

3.4.2 Utility Markings

The utility marking color code includes various uniform colors. The following APWA uniform color code (ANSI Z535.1) is provided below. While certain government agencies or large industrial facilities may use additional colors, Roux's policy is to consider any unlisted paint marking or pin flag color as a subsurface utility marking unless proven otherwise.

If utilities or subsurface anomalies are identified but their type or classification remains uncertain, it is advised to employ pink paint or pin flag (Temporary Survey Marking) for marking. Once the utility type is definitively established, the pink marks should be updated to represent the correct type of utility accurately.

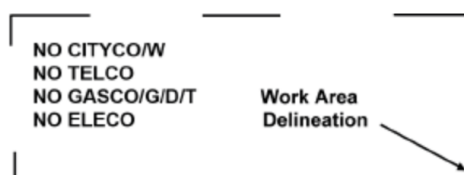
White	Proposed Excavation
Pink	Temporary Survey Markings
Red	Electric Power Lines, Cables, Conduit, and Lighting Cables
Yellow	Gas, Oil, Steam, Petroleum, or Gaseous Materials
Orange	Communication, Alarm or Signal Lines, Cables, or Conduit
Blue	Potable Water
Purple	Reclaimed Water, Irrigation, and Slurry Lines
Green	Sewers and Drain Lines

Understanding the markings left by locators during the 811 process is crucial for avoiding utility-related issues. Typically, these markings are done when Roux staff members are not physically present on-site. To enhance understanding/accuracy, it is advisable for staff to be present during the 811 process or engage in conversations with locators, both public and private, while on-site. Additionally, utility marks must adhere to the proper standards outlined in the Uniform Color Code.

Common Abbreviations *(Source: Common Ground Alliance)*

Facility Identifier		Underground Construction Descriptions		Infrastructure Materials	
CH	Chemical	C	Conduit	ABS	Acrylonitrile - Butadiene - Styrene
E	Electric	CDR	Corridor	ACP	Asbestos Cement Pipe
FO	Fiber Optic	D	Distribution Facility	CL	Cast Iron
G	Gas	DB	Direct Buried	CMC	Cement Mortar Coated
LPG	Liquefied Petroleum	DE	Dead End	CML	Cement Mortar Lined
PP	Petroleum Products	JT	Joint Trench	CPP	Corrugated Plastic Pipe
RR	Railroad Signal	HP	High Pressure	CMP	Corrugated Metal Pipe
S	Sewer	HH	Hand Hole	CU	Copper
SD	Storm Drain	MH	Manhole	CWD	Creosote Wood Duct
SS	Storm Sewer	PB	Pull Box	HDPE	High Density Polyethylene
SL	Street Lighting	R	Radius	MTD	Multiple Tile Duct
STM	Steam	STR	Structure (vaults, junction inlets, lift station)	PLA	Plastic (conduit or pipe)
SP	Slurry System	T	Transmission Facility	RCB	Reinforced Concrete Box
TEL	Telephone			RCP	Reinforced Concrete Pipe
TS	Traffic Signal			RF	Reinforced Fiberglass

Facility Identifier		Underground Construction Descriptions		Infrastructure Materials	
TV	Television			SCCP	Steel Cylinder Concrete Pipe
W	Water			STL	Steel
W	Reclaimed Water "Purple"			VCP	Vitrified Clay Pipe



3.5 Preferred Methods of Clearing the Subsurface (Pre-Clearing)

At least one of the methods listed below shall be carried out during pre-clearing activities. The Project Team is responsible for evaluating risks associated with the Scope of Work to determine which method is selected.

If none of the following pre-clearing activities are performed, a Subsurface Utility Clearance Variance must be submitted to the OM. This Subsurface Utility Clearance Variance must provide clear lines of evidence that there are no utilities present within the intrusive work zone. Examples include demolition permits of the site, utility closure documents indicating no live utilities on-site, as-builts, site history, etc.

The following approaches shall be considered and implemented based on the Scope of Work.

- **Soft Digging**
 - This is the preferred method of utility clearance when clearing higher-risk utilities. Soil should be cleared through the use of the following:
 - a vacuum truck/equivalent and an accompanying air knife (preferred) to break up and loosen the soil with pressurized air for removal with the vacuum, or
 - hydro-excavation (i.e., water lance and vacuum truck/equivalent) to break up and loosen the soil using high-pressure water for removal with the vacuum.
- **Hand Digging**
 - Soil should be broken up and removed using a shovel or other appropriate hand tools without excessive force. Limit the use of dig bars or other tools that, if used incorrectly, can significantly damage utilities.
- **Hand Augering**
 - The hand auger must be turned slowly using even hand pressure without excessive force. Rounded-edge augers are preferred. Hand augers should not be used in pea stone/pea gravel where utilities may be present and could potentially be damaged by the hand auger. The abrupt absence of soil recovery in a hand auger could indicate utilities as pea gravel or sand may have spilled out of the auger (exception: native soil conditions that typically result in poor hand auger recoveries). If any resistance is encountered while operating the hand auger for pre-clearance, the equipment will be removed, and the exploratory test hole will be visually inspected by onsite personnel for any obstructions or indications of subsurface structures.

3.5.1 Guidance for Tools and Equipment

Personnel performing pre-clearance activities shall keep tools and equipment in safe working order and be properly inspected before use. If tools or equipment are broken, they will be tagged and removed from service. The following specify additional guidelines regarding tools and equipment:

- Hand-digging tools must have a non-conductive handle, such as fiberglass, wood, or composite, or fully insulated handles and potential contact surfaces.
- Blades on shovels and post-hole diggers should have rounded or blunt edges.
- Pick axes, pointed spades, and push probes (i.e., heavy duty probes with an accompanying slide hammer) must not be used for physical clearance.
- Crowbars, pinch-bars, or pry bars should not be used to break hardened soil or backfill except when authorized by the Site Supervisor (SS). This should only be used to loosen materials like bricks or larger stones.
- Electric-powered equipment must have ground-fault protection.
- Should there be refusal or difficulty with advancing hand tools, the contractor shall stop work and notify the Roux SS or Site Health and Safety Officer (SHSO) immediately.

3.6 During Intrusive Activities

3.6.1 Concrete/Paving Surface Removal

Remove any surface coverings (i.e., pavement, brush, debris, etc.) to ensure workers have clear visibility of the work area and subsurface conditions. Avoid mechanical jackhammering over known lines unless they are de-energized, locked-out/tagged-out, and potential repairs are planned or if the utility has been completely disconnected prior. When cutting or coring, go only as far as needed to penetrate the surface cover. When removing a large surface area, begin at the perimeter of the removal zone. This initial step helps identify any utilities passing through the work zone. For extensive areas, using a concrete saw might not be practical. Instead, heavy equipment is often employed. During this process, a designated spotter should guide the heavy equipment. Their role is to watch for warning signs of utilities. It is crucial that the heavy equipment does not have “teeth” that could potentially pass through the surface and damage utilities.

3.6.2 Pre-Clearance Procedures

Install pre-clearance exploratory test holes using one of the techniques, as outlined in Section 3.4, for the first 5-ft below land surface (BLS) at each location before conducting intrusive mechanized activities. Should utilities be located at a greater depth than 5-ft BLS consult with the OM, OHSM and CHSD regarding adjustments to the pre-clearance requirements to go greater than 5-ft BLS. Some Clients may require greater than 5-ft BLS for pre-clearance test holes; Project teams should be aware of such Client requirements prior to work.

Public sewer utilities (sanitary and combined sewer mains) installed within public roads are generally significantly deeper than other utilities to allow gravity flow and accommodate service laterals, crossings, and frost protection. When working within or adjacent to roadways, employees must attempt to obtain and review available utility records, plans, and as-builts, in addition to 811 responses and exploratory pre-clearance test holes, to ensure sewer utilities are identified and not contacted.

Pre-clearance exploratory test holes should be defined in the SOW/proposal provided to the client to prevent project delays and to allow adequate time for the PM and PP to evaluate alternative approaches for the project. Alternative approaches will need to be pre-approved by the OM through a Subsurface Utility Clearance Variance.

Both single-point and three-point clearance are acceptable as long as the following criteria are met below. For single-point clearance, the exploratory test hole is advanced at the exact location of the proposed borehole. If three-point clearance is performed, it must be done in a triangular pattern around the proposed borehole and in a configuration that would not allow utilities to enter the borehole.

- The size of the pre-clearance exploratory test hole should be, at a minimum, twice the diameter of any downhole tool or boring device.
- For direct push applications (CPT, Geoprobe®, etc.), the borehole clearance diameter shall be at least 125% of the diameter of the largest tool being pushed through the subsurface (e.g., tip, rod, sampler, etc.), to the minimum required depth.
- For excavations, all utilities need to be marked and then exposed by soft-digging or by hand, following the protocols in this program. Pre-clearing for excavations may be performed by the “moat” technique (i.e., soft Digging around the perimeter). In these cases, dig in small lifts (<12” for first 5 feet using a dedicated spotter.
- For Tolerance Zone work, unless otherwise agreed upon with the Utility Operator, work within the tolerance zone requires verification by means of pre-clearance test holes specified in Section 3.4 to expose the utility. Once structures have been verified, a minimum clearance of three feet must be maintained between the utility and any powered equipment. If considered a high-risk utility, additional requirements may be necessary and required by the Operator of the utility. Consultation with the OM and CHSD may be appropriate.

The PM, field team lead, or personnel performing oversight is to:

- Ensure the mark-out remains valid. (In certain states, there are limits regarding the duration of time after the mark-out was applied to the ground surface work can be started or interrupted.) Additionally, the mark-outs must be maintained, documented, and in many cases, refreshed periodically to be considered valid. This will be accomplished through calls to the one call center.
- Ensure intrusive activities are only performed within the safe boundaries of the mark-out as detailed in the One-Call Report.
- Halt all work if intrusive activities have resulted in the discovery of an unmarked utility. Roux personnel shall notify the facility owner/operator and the one call center. All incidents such as this will be reported as per Roux Incident Investigation and Reporting Management Program.
- Halt all work if intrusive activities must take place outside of the safe boundaries of a mark-out and only proceed after new mark-outs and subsurface utility clearance are performed.
- Halt the intrusive activities and immediately consult with the PP if an unmarked utility is encountered.
- Complete any loss reports associated with subsurface utility strikes, as necessary.
- If a utility cannot be found as marked, Roux personnel shall notify the facility owner/operator directly or through the one-call center. If the facility operator is not responsive, then the one-call center must be notified. Following notification, the excavation/mechanical intrusive work may continue unless otherwise specified in state law.

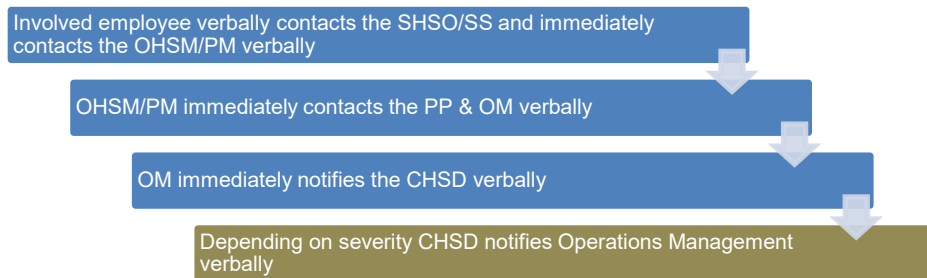
- Contractors/subcontractors must contact the one-call center to refresh the ticket when the excavation continues past the life of the ticket. State law dictates ticket life. Project teams must be aware of their state-specific requirements.

3.7 Stop Work Authority

Each Roux employee has Stop Work Authority that he or she will execute upon determination of any imminent safety hazard, emergency situation, or other potentially dangerous situation, such as hazardous weather conditions. This Stop Work Authority includes subsurface clearance issues such as the adequacy of a mark-out or identification during intrusive operations of an unexpected underground utility. Authorization to proceed with work will be issued by the PM/PP in consultation with the OHSM after such action is reviewed and resolved. The PM will initiate and execute all management notifications and contact emergency facilities and personnel when this action is appropriate.

3.8 Reporting Utility Incidents

Roux field personnel engaged in any utility strike (e.g., subsurface/aboveground) must promptly stop work, shutdown any equipment and get to a safe location at the Site. Then notify the PM to discuss the incident. In case of injuries, field personnel must call 911 or the local emergency services number and then inform the PM. Additional notifications shall follow Roux's Incident Notification Process. Depending on the utility strike additional notifications shall be made to utility operators and/or clients/site contacts.



Appendix A
Roux Subsurface Utility Clearance Checklist

Appendix A

Roux Subsurface Utility Clearance Checklist/Utility Verification/Site Walkthrough Record

Roux Subsurface Utility Clearance Checklist

Date of Revision:
3/2024

Work site set-up and work execution

ACTIVITY	Yes	No	N/A	COMMENTS INCLUDING JUSTIFICATION IF RESPONSE IS NO OR NOT APPLICABLE
Daily site safety meeting conducted, SPSAs performed, JSAs reviewed, appropriate work permits obtained (if applicable).				
HASP is available and reviewed by site workers / visitors.				
Subsurface Utility Clearance Procedure has been reviewed with all site workers.				
Mechanical intrusive work activities may not be performed at any location without authorization from the Roux Site Supervisor (SS). Clearance activities may not be performed at any location unless the SS is physically present.				
Work area secured; traffic control established as needed. Emergency shut-off switch located. Fire extinguishers / other safety equipment available as needed.				
Utility mark-outs (public / private) clear and visible. Provide Excavator's Stake-Out Reference Number / Request Date / Time.				
Tolerance zone work identified. Intrusive work activities cannot be performed in areas that are in direct conflict with any markings made by public or private locators.				
Unless the PP & OM authorizes it, all boreholes and test pit locations must be physically cleared before using mechanized equipment. Required minimum physical clearance depths and diameters are as follows: - Physically clear to a depth of 5 feet bls. - The size of the pre-clearance exploratory test hole must be, at a minimum, twice the diameter of any downhole tool or boring device. - For direct push applications (CPT, Geoprobe®, etc.) the borehole clearance diameter shall be at least 125% to the diameter of the largest tool being pushed through the subsurface (e.g., tip, rod, sampler, etc.).				
Work execution plan reviewed and adhered to (ground disturbance methods, clearance depths, any special utility protection requirements, or any other execution requirements; especially for Tolerance Zone work).				

Mechanical intrusive work is prohibited within 3-feet distance in all directions from subsurface structures that will be intentionally exposed during pre-clearance. Any removal of material within 3-feet of the subsurface structure may only proceed by hand using non-conductive tools/compressed air if authorized by state law and the owner/operator of the utility.				
All equipment onsite must maintain the appropriate horizontal distance from any point on the equipment to the nearest overhead electrical power line. Refer to site-specific HASP and local/utility company requirements.				
Verbal endorsement received from Roux PM and OM for any required field deviations to work execution plan.				

Key Reminders for Execution

The Subsurface Utility Clearance Protocol should be referenced to determine all requirements while executing subsurface work. The bullet points below are intended as general reminders only and should not be relied upon solely.

- The size of the pre-clearance exploratory test hole must be at a minimum twice the diameter of any downhole tool or boring device to minimum required depth of 5 feet bls.
- For direct push applications (CPT, Geoprobe®, etc.) the borehole clearance diameter shall be at least 125% of the diameter of the largest tool being pushed through the subsurface (e.g., tip, rod, sampler, etc.), to the minimum required depth of 5 feet bls.
- The tolerance zone is defined as three feet plus half of the diameter or half of the greatest dimension (for elliptical sewers, duct banks, and other non-cylindrical utilities) of a utility and three feet from the outside of any subsurface structure.
- For excavations, all utilities need to be marked and then exposed by hand, following the protocols in this program. Pre-clearing for excavations may be performed by the “moat” technique (i.e., soft digging around the perimeter). In these cases, dig in small lifts (<12” for first five feet) using a dedicated spotter.) For Tolerance Zone work, unless otherwise agreed upon with the Utility Operator, work within the tolerance zone requires verification by means of hand-dug test holes to expose the utility. Once structures have been verified, a minimum clearance of three feet must be maintained between the utility and any powered equipment.



Utility Verification/Site Walkthrough Record

Employee Name: _____

Date: _____

Instructions: For each utility suspected at the job site, indicate the location on the job site, approximate burial depth, and means of detecting the utility. Leave blank if that utility is not believed to be present.

Utility	Description of Utility Location Identified Onsite	Approx. Depth (bls)	Method / Instrumentation used to determine Utility Location	Utility Owner Response (Date/Time)	Mark Out Indicates (Clear / Conflict)
Electrical Lines					
Gas Lines					
Pipelines					
Steam Lines					
Water Lines					
Sanitary and Stormwater Sewer lines					
Pressured Air-Lines					
Tank Vent Lines					
Fiber Optic Lines					
Underground Storage Tanks					
Phone Lines/ Other					

* bls - below land surface

Site Sketch Showing Utilities:

A large rectangular area for drawing a site sketch. To the right of the sketch area is a color code legend titled "Color Code" in a decorative font. The legend contains eight entries, each with a colored square and a label: ELECTRIC (red), Gas-oil Steam (yellow), Communications CATV (orange), WATER (blue), Reclaimed Water (purple), SEWER (green), Temp. Survey Markings (pink), and Proposed Excavation (white with a black border).

Color Code	
ELECTRIC	
Gas-oil Steam	
Communications CATV	
WATER	
Reclaimed Water	
SEWER	
Temp. Survey Markings	
Proposed Excavation	

Other Comments / Findings:

A large rectangular area for writing other comments or findings.

Completed by: _____

Signature: _____ Date: _____

Appendix B

Private Utility Technology Applications and Considerations

Appendix B – Private Utility Technology Applications and Considerations

Technology ⇒ Utility/Object ↓	Radio Frequency Electro-Magnetic Detector (connection to utility, or induction without connection)	Radio Frequency Electro- Magnetic Detector (passive sweep)	Ground Penetrating Radar (GPR)⊙	Acoustic Plastic Pipe Locator	Beacon, Sonde or Conductive Rodder Insertion	EM-61 (time domain electromagnetics) ≡
Power/Instrument Line (Energized/Signaled) □	* G	G	G	R	R	G
Power Line (Non-energized) □	* G	R	G	R	R	G
Sewer/Water Line (Metallic) □	* G	Y	G	Y	G	G
Sewer/Water Line (Non- metallic)	R	R	G	G	* G	R
Instrument / Telecomm Lines (Non-energized)	* G	R	G	R	R	Y Only if metallic
Hydrocarbon Transmission Line (Pipeline) ◆ □	* G	R	G	R	R	G
Metallic/Non-Metallic Line (with Tracer Wire)	* G	Y	G	Y	Y	G metalli c
Metallic/Non-Metallic Line (without Tracer Wire)	G metallic	R non- metallic	R	* G	Y	G metalli c
Metal or Fiberglass UST	R	R	* G	R	R	G metalli c

Additional Considerations

Technology ⇒ Variable ↓	Radio Frequency Electro-Magnetic Detector	Ground Penetrating Radar (GPR)⊙	Acoustic Pipe Locator	Beacon, Sonde, or Conductive Rodder Insertion	EM-61 ≡
Moist Soil	G	Y	G	G	G
Dry Soil	Y	G	Y	G	G
Clay	Y	R	G	G	G
Concrete w/Rebar	R	Y	G	G	R
Long Horizontal Profile	G	G	G	G	G
Short Horizontal but Deep Vertical Profile	Y	G	R	R	G
Access to Line+	G	N/A	G	G	G
No Access to Line+	G (induction or passive)	G	R	R	G
	R (direct connect)				G
Ferrous Metal	G	G	G	G	G
Non-ferrous Metal	Y	G	G	G	G
Adjacent or crossing conductive utility(ies)	Y	N/A	N/A	N/A	Y

Each site will be unique. Do not use this table as the sole criteria for technology selection. Use it as a starting point to assess available, applicable technology(s).

- * Indicates best technology for given object. Site structures, rebar in concrete, shallow groundwater tables, perched storm water, etc. can significantly affect performance and reliability of any electro/magnetic method. Other utilities which cross or are adjacent to the target line can cause the EM signal to bleed or jump to the other utility line.
- Metallic lines that have power running through them or can be connected to a tracer signal generator.
- ◆ Natural gas pipeline locating technicians must be trained/certified (in the U.S. requires DOT and Office of Pipeline Safety standards, other regions may have similar certification or requirements).
- ⊙ Most sensitive to interpretation. The skill, training and experience of operator are critical.
- ≡ Emerging technology with limited availability.
- + Access: induce unique electronic signature, apply acoustical impulse or insert conductive rodder/beacon/sonde.

Green Generally, an applicable technology **Yellow** May or may not be applicable **Red** Not generally applicable