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Civil Engineering

SAFEGUARDING UTILITIES FROM DAMAGE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installation and Facilities*, and establishes procedures to prevent damage to base utility systems, including communications, steam, water, sewer, drainage, pavements, fire alarms, electricity, natural gas, and petroleum, oil, and lubricant (liquid fuel) systems caused by other than enemy action, ravages, and fair wear, and places responsibility for such damage. It applies to all utility systems within the geographical limits of Elmendorf AFB, and within areas where the 3rd Support Group (3 SPTG) furnishes logistical support. This publication applies to US Army, US Air Force Reserve and Air National Guard units and members. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Procedures:

1.1. The offices listed below will maintain copies of appropriate maps and drawings, delineating the utility system under their control, and are authorized to approve work to be done on, and adjacent to, the controlled utility system:

1.1.1. Commander, 3rd Communications Squadron (3 CS): Communication cable, detection/ alarm systems in airfield secure areas.

1.1.2. Base Civil Engineer (BCE): Steam, water, sewer, drainage, pavements, natural gas, fire alarms, cathodic protection, environmental systems, and electricity.

1.1.3. BCE and Chief, Fuels Management Branch (3 SUPS/LGSF). Base liquid fuels system.

1.1.4. Enstar Natural Gas (a trademark of Enstar Natural Gas Company): Gas lines under their control.

1.1.5. Anchorage Communications Systems (ACS) (a trademark of ACS): Communication cables under their control.

Fort Richardson Communications: Communication cables under their control.

1.1.6. AT&T Alascom Communications (a trademark of Alascom Communications): Communication cables under their control.

1.1.7. General Communications, Inc. (GCI) (a trademark of GCI): Cable TV systems under their control.

1.2. All construction agencies, such as 3 CS, BCE, District Engineer, and all contractors will maintain close liaison with offices mentioned in paragraph 1.1, this instruction, to ensure **NO EXCAVATION** is accomplished without prior coordination and approval for such excavation.

1.3. The construction agent will present a plan of intended work to the appropriate coordinating and approving base agency, prior to commencing such work, to ensure existing base utilities will not be damaged. A duplicate copy of the construction drawing, if not already available to the base agency, will be made available by the construction agent. Any project in which mechanized equipment penetrates or disturbs the ground, or any project in which hand digging will penetrate more than 4 inches into the ground, must be cleared in accordance with this instruction.

1.3.1. Scope of work will be identified on the clearance request. When necessary, drawings, sketches, and additional information will be attached to the clearance request. Any future changes to the scope will require a new clearance request.

1.3.2. Construction agencies requesting clearance will schedule a time to meet with each utility locate agency at the excavation site to locate affected utilities.

1.3.3. Construction agencies requesting clearance will be responsible for maintaining utility locates once they are initially marked by each utility agency by placing stakes in the ground or transcribing the marks on a drawing. If markings are damaged, construction agencies must request new locates and will give the utility locating agency at least 48 hours to perform utility locates. Expenses for time and materials to accomplish repeat locates will be borne by the construction agency.

1.3.4. Formal clearances will be approved by the Commander, Operations Flight, or Chief, Engineering, 3rd Civil Engineer Squadron (3 CES), on WG Form 3, *Base Civil Engineer Work Clearance Request*. Construction will be in accordance with AFI 32-1031, *Operations Management*. Clearance request is not valid until signed by the approving officer and assigned a permit number. The approving officer will not sign the request until all utilities are marked, and all utility agency signatures are on the clearance request. Once completed and approved, the original work clearance request will be maintained on the job site by the requester during excavation and construction. A copy of the work clearance request will be maintained in the 3 CES/CEO office for as long as deemed necessary.

1.3.5. Excavation work will commence within 30 days after the approving officer's signature, otherwise clearance request is invalid and a new request is required.

1.4. Agencies responsible for the movement of vehicles of unusual size, or having cleat-type tracks, will obtain a base map from the 3 CES Engineering Assistants (3 CES/CECC), and coordinate a desired travel route with the agencies listed in paragraph 1.1, this instruction. The agency will provide a map, and the security force personnel will allow vehicle access to the base and provide an escort at the time of movement. Specific limitations will be in effect for:

1.4.1. Vehicles or loads in excess of 14 feet in height.

1.4.2. Any vehicles or objects which may damage the surface of pavements or grounds, due to the nature of track or skid.

2. Responsibilities:

2.1. All construction agencies will comply with this instruction.

2.2. All design and specification-preparing agencies will ensure all contractors are familiar with this instruction. This instruction must be referenced in all design specifications, and a copy will be provided to the contractor during the pre-construction meeting.

2.3. The responsible organization for each utility will:

2.3.1. Conduct investigations into the circumstances surrounding the damage of its facility, as to time, cause, responsible person, agency or activity, and determine whether proper prior clearance has been obtained.

2.3.2. Determine method of repair and cost, if the government is responsible, for time and material for repairs.

2.3.3. Initiate action against appropriate agencies for damage caused by individuals or agencies.

2.3.4. Initiate other action, as necessary, to minimize repetition or damage incident.

2.3.5. All utility agencies with utilities in the impacted area will locate their respective utility, regardless of the depth of excavation.

2.4. To minimize damage to the utility and loss of service to customers; all digging within 2 feet of the marked utility will be performed by hand.

2.4.1. Some utilities, that is, certain communications cables, may require hand digging within 3 or 4 feet. This requirement will be at the discretion of the Commander, 3 CS, or BCE, as appropriate.

2.4.2. Under certain conditions, digging could be accomplished within 2 feet of a utility with equipment, upon written request and approval. This requirement will be at the discretion of the Commander, 3 CS, or BCE, as appropriate.

2.5. Any damage to utilities will be the responsibility of the construction agency. Repairs to damaged utilities will commence within 2 hours, unless otherwise specified by the utility owner. Communication cable repairs will be performed by a licensed and certified technician, unless otherwise specified by the utility owner.

2.6. Coordination of oversized vehicles and equipment movement will be through 3 CES. The 3 CES will notify the 3rd Security Forces Desk prior to such a movement, and will ensure the contractor or agency moving the oversized vehicle or equipment provides an escort and spotters to prevent damage to exposed utilities such as overhead cables, fire hydrants, utility poles, and so forth.

2.7. The Chief, Fire Protection Flight will coordinate on all construction activity involving disruption of utility services--especially water supply, fire alarms/suppression systems, and street closures. **NOTE:** Disruption of water supply will be delayed during extremely dry climatic conditions, near open fields, tree areas, and so forth, when requested by the Fire Protection Flight.

2.8. All self-help involving excavation, installation of TV/CB antennas, or any other work that may involve disruption of utilities requires the requester to have an approved WG Form 3, which can be obtained from the 3 CES Customer Service Unit, and coordinated through appropriate agencies.

2.9. All requesters planning construction on base (construction agencies) and all base organizations will be required to comply with all environmental institutional controls which are in force on Elmen-dorf AFB. These institutional controls are listed in attachment 1, this instruction. No later than 30 days upon completion of any excavation or drilling activity, the requester will be required to provide a written certification, similar to the sample certification given in attachment 1, this instruction, and a copy of the approved WG Form 3 to 3 CES/CEVR verifying compliance with institutional controls. Within 5 working days of discovery, the requester will provide 3 CES/CEVR with written notice of any failures to comply with the requirements identified in attachment 1, this instruction.

3. Forms Prescribed. WG Form 3, *Base Civil Engineer Work Clearance*.

DOUGLAS M. FRASER, Brigadier General, USAF
Commander

Attachment 1

BASE-WIDE INSTITUTIONAL CONTROLS

A1.1. The Air Force Environmental Protection Agency (EPA), and Alaska Department of Environmental Conservation (ADEC) have signed a number of Records of Decision (ROD) which outline the clean up requirements for contaminated sites on Elmendorf AFB. The RODs have various requirements for environmental institutional controls at contaminated sites ranging from fences around contaminated sites, to specific land use restrictions, to the prohibition of the use of groundwater from the shallow aquifer.

A1.2. The EPA has taken an increased interest in how we implement and monitor the effectiveness of institutional controls. To that end EPA issued policy guidance, which requires monitoring for compliance with institutional controls. To meet these requirements, each requester must comply with the following institutional controls in force on Elmendorf AFB:

A1.2.1. Contaminated soil may be encountered during excavation activities. If contaminated soil is encountered, the contractor should immediately contact 552-SPIL.

A1.2.2. If any debris is encountered during excavation activities, work will be stopped and the contractor will call 552-SPIL.

A1.2.3. Health and Safety Plans are required for work in any contaminated areas.

A1.2.4. The requester will not use water from Elmendorf AFB's shallow aquifer for any purpose including, but not limited to, drinking, irrigation, fire control, dust control, or any other activity. It's understood portions of the shallow aquifer are contaminated and may pose a health risk.

A1.2.5. For projects involving drilling all engineering controls and methods must be submitted, reviewed, and approved by 3 CES/CEVR prior to start of work. The requester will not drill through the shallow aquifer into the confined aquifer unless the requester has demonstrated adequate engineering controls will be used to prevent cross contamination from the shallow aquifer to the confined aquifer.

A1.2.6. The requester will not damage or interfere with access to and operation of groundwater monitoring wells, remedial treatment systems and/or sampling efforts. **The 3 CES/CEVR and their contractors will have access including, but not limited to vehicle access, to existing monitoring wells for sampling and maintenance.**

SAMPLE CERTIFICATION

CERTIFICATION:

I have made diligent inquiry of my company/organization concerning compliance with environmental institutional controls in attachment 1 of 3WGI 32-1007, at the location of our excavation activity (WG Form 3) and certify that _____ has complied with the Elmendorf

Company/Organization

environmental institutional controls.

Signature Date Printed Name, Title, and Contact Phone Number