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Civil Engineering

PROCEDURES FOR EXCAVATION PERMITS



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This instruction implements AFD 32-10, *Installations and Facilities*. It outlines procedures and requirements for the completion of excavation permits (also known as dig permits) on Travis Air Force Base (TAFB). This instruction applies to all TAFB personnel and contractors who conduct excavations within TAFB boundaries.

SUMMARY OF REVISIONS

Publication has been updated to reflect minor changes in the current Travis AFB Dig Permit Procedures. Those who dig must be fully aware of environmentally protected areas. An excavation permit is required for all ground disturbances 6" or greater with the exception of sprinkler head and valve box replacement/repair only. Excavation for major projects over 1,000 linear feet must be divided into smaller projects not exceed the 1,000 linear feet dimension. **A bar (|) indicates a change since the last edition.**

1. Objectives.

1.1. The objective of the excavation permit process is to protect facilities, utilities, and the environment from unnecessary disruption by preventing damage to underground infrastructure and/or sensitive areas during excavations. The process is designed to make certain that those planning to dig anywhere on base are fully aware of environmentally protected areas and underground utilities in the area of the proposed excavation and that they are fully informed of proper procedures for digging in those locations.

2. Responsibilities.

2.1. Requestor: The excavation permit requestor is responsible for the following:

2.1.1. Read and comply with the requirements listed in this operating instruction during any excavation activity.

2.1.2. Mark proposed excavation in the field in accordance with USA guidelines with regard to appropriate color coding utilizing chalk-based paint or flagged stakes.

2.1.3. Attend excavation permits coordination meetings to present plan for proposed excavation and address any question from others at the meeting.

2.1.4. Prepare drawings showing proposed excavation location(s).

2.1.5. Initiate 60 AMW Form 55, **Excavation Permit**, and submit to 60 CES/CEOEQ, Maintenance Engineering. (*Attachment 2*)

2.1.6. Update field drawings to include utilities marked by Civil Engineering/Communication representatives. Provide updated field drawings to Maintenance Engineering Office.

2.1.7. If a permit is required beyond 90 days, the requestor will initiate permit renewal procedures.

2.2. Maintenance Engineering: The Maintenance Engineering representative is responsible for the following:

2.2.1. Manage the excavation permit process.

2.2.2. Conduct weekly excavations permit coordination meetings.

2.2.3. Maintain this operating instruction and 60 AMW Form 55.

2.2.4. Ensure that 60 AMW Form 55 is completely and accurately prepared for each excavation request.

2.2.5. Submit completed excavation permit requests to Civil Engineering Operations Flight Commander/Deputy Commander for review and approval.

2.2.6. Assign a tracking number to each excavation permit.

2.3. Civil Engineering/Communications: Civil Engineering/Communication representatives are responsible for the following:

2.3.1. Provide necessary personnel from required offices to attend coordination meetings and complete/review excavation permit requests in a timely manner.

2.3.2. Provide personnel to mark location of known utility systems in the area of proposed excavation.

2.3.3. Mark utilities in the field and sign the original copy of the excavation permit located in the Maintenance Engineering Office within four working days. The color codes for marking underground utility lines are as follows:

2.3.3.1. Red - Electric.

2.3.3.2. Yellow - Gas/Oil/Steam.

2.3.3.3. Orange - Communication/Cable TV.

2.3.3.4. Blue – Water.

2.3.3.5. Purple - Reclaimed Water.

2.3.3.6. Green – Sewer.

2.3.3.7. Pink - Temporary Survey Markings.

2.3.3.8. White - Proposed Excavation Boundaries.

2.3.4. Request a field meeting when needed to answer any questions about the proposed excavation.

2.4. Contracting Office Representative (COR): When necessary, the COR is responsible for the following:

2.4.1. Confirms accurate transfer of marked utilities to field drawings.

2.4.2. File a copy of updated field drawings.

2.5. Civil Engineering Operations Flight Commander/Deputy: 60 CES/CEO or Deputy is responsible for the following:

2.5.1. Review and approve/disapprove requests for excavation permits.

3. Excavation Permit Requirements.

3.1. An excavation permit is required for all ground disturbances "6" or greater with the exception of sprinkler head and valve box replacement/repair only. This includes work to any unimproved surface within the base boundary.

3.1.1. In order to prevent damage to underground infrastructure in emergency situations where excavation permit is not obtained, i.e., repair/replace sprinkler head and valve box, the only acceptable procedure is to hand dig.

3.2. Excavation for major projects over 1,000 linear feet must be divided into smaller projects not to exceed the 1,000 linear feet dimension. Each 1,000-foot section requires a separate permit. A single excavation permit will not be issued for a building site or a trench-line exceeding 1,000 linear feet.

3.3. 60 AMW Form 55, excavation permits for utility trenches will be good for 90 calendar days from the date of final approval. A new permit for utility trench excavation will be issued only after work in the previous area is complete.

3.4. Excavation permits will remain valid for 90 calendar days only if the requestor maintains all marked utility lines and provides a reference drawing that indicates the location of all marked utilities in the excavation permit area.

3.5. 90 day permits only pertain to base owned utilities. The requestor must update the permit with Underground Service Alert (USA) every 14 calendar days.

3.6. Prior to final approval, the requestor must contact USA.

3.6.1. The requestor must supply the Maintenance Engineering representative with the USA location request number.

3.6.2. Maintenance Engineering representative will indicate the USA number on the permit.

3.6.3. The requestor will contact USA to renew any utility markings in the field.

3.7. The requestor may call the Maintenance Engineering representative for re-marking of base utility lines, if necessary.

3.7.1. If remarking is necessary, resubmit 60 AMW Form 55 with enough processing time (four working days) before expiration. If new 60 AMW Form 55 is not established prior to expiration date, excavation process must come to a halt until a new excavation permit is approved and signed.

4. Excavation Procedures.

- 4.1. The requestor shall hand dig within two feet, on either side, of marked utilities.
- 4.2. Power equipment may be used where utilities are noted in the following instances:
 - 4.2.1. To remove existing pavement or floor surfaces only if it has been determined that there are no utilities in the pavement or floor surface.
 - 4.2.2. To break the surface of the soil.
 - 4.2.3. The area has been scanned by a utility system detector and it has been determined that there are no utilities present.
- 4.3. If utilities are not found after hand excavation of 24 inches on each side of the utility markings, the requestor will contact the appropriate Civil Engineering/Communications representative for a more precise location. If the utility still cannot be found, the requestor may proceed cautiously with excavation in the area. (Note: The 24-inch boundary does not apply to depth, and the contractor is liable for any damage to utilities within the marked area).
- 4.4. If an unmarked utility is located; the requestor shall notify the Civil Engineering/Communication representative and update the field drawings.
- 4.5. If any utility is damaged, the contractor must immediately notify the Maintenance Engineering representative and provide the following information: exact location, type of utility damaged, extent of damage, name and phone number of where the contractor can be reached.
- 4.6. The requestor will notify Maintenance Engineering when work is completed.
- 4.7. A copy of the excavation permit shall be maintained at the excavation site at all times.

5. Definition of Terms.

- 5.1. Requestor: Any individual, contractor, or organization, either military or civilian, which proposes to conduct earthmoving activities of any kind within Travis AFB.
- 5.2. Civil Engineering/Communication: 60 Civil Engineer Squadron/60 Communication Squadron representatives to include all organizations that have subsurface utilities on TAFB.
- 5.3. Coordination Meeting: A meeting that is conducted to bring Civil Engineering/Communication representatives and requestors together for coordination and instruction.
- 5.4. Base Utility: Any electric, gas, potable water, reclaimed water, sewer, storm drain, steam, petroleum, telecommunications lines, and/or cable television installation owned by the base.
- 5.5. Commercial Utility; Any utility located on government property, but not owned by the base (Pacific Gas & Electric, Pacific Bell, etc.).
- 5.6. Excavation: Any operation in which earth, rock, or other materials are moved, removed, sawed/cut, or otherwise displaced.

5.7. Maintenance Engineering Representative: 60 CES/CEOEQ, Maintenance Engineering representative.

5.8. COR: Contracting Officer Representative (only applies to contractors).

5.9. USA: Underground Service Alert.

6. Prescribed Forms. 60 AMW Form 55, Excavation Permit.

DENNIS M. MCCARTHY, Col, USAF
Director, Wing Staff

Attachment 1**GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

Attachment 2

EXCAVATION PERMIT

EXCAVATION PERMIT						1 TRACKING No			
PART I									
2 Excavation clearance at the following location _____									
Description of work to be done _____									
on Work Order/Job number _____, Contract number _____									
The excavation area involved was properly staked and/or clearly marked in white on _____ (DATE) to indicate where the proposed - excavation will take place									
3 TYPE OF FACILITY/WORK INVOLVED									
A Pavements		B Drainage Systems		c Fire Detection and Protective Systems		D Utility <input type="checkbox"/> Overhead <input type="checkbox"/> Underground		E Communications <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
F Aircraft or Vehicular Traffic Flow		G Security		H Medical		I OTHER (Specify)			
<p><i>INSTRUCTIONS This excavation permit is required for any interior or exterior excavation deeper than six inches This form is used to coordinate the required work with key base activities so all base utilities in the area of excavation may be marked, and to identify potentially hazardous work conditions It is also used to notify the proper agencies of possible road closures so as to keep customer inconvenience to a minimum This excavation permit will be processed after the excavation area has been properly staked or marked in white (IAW Underground Service Alert (USA) guidelines) This Excavation Permit is valid only if it is signed by the Approving Officer If excavation delays are encountered and/or conditions at the excavation site change (due to weather, heavy traffic, or construction) which cause the utility markings to no longer be visible then this excavation permit will no longer be considered valid</i></p>									
4 Organization/Company Name				5 Phone Number		6 Date			
7 Name of Requester				8 Signature					
9 Date Submitted		10 Date Clearance Required		11 Date Clearance Terminated		12 Depth		13 Areas to be Excavated <input type="checkbox"/> Main Base <input type="checkbox"/> MFH <input type="checkbox"/> Airfield <input type="checkbox"/> DGMC <input type="checkbox"/> Other (Please specify)	
PART II									
EXCAVATION CLEARANCE REVIEW									
ORGANIZATION		NO UTILITY IN AREA	UTILITY NEEDS TO BE MARKED	DATE UTILITY MARKED	PRINTED NAME		INITIALS	RENEWAL STOP REQUIRED YES NO	
14 Base Civil Engineering	A Water/Gas/Sewer								
	B Exterior Electrical								
	C Heat (381, 383 & 1300 Areas Only)								
	D Drainage Systems								
	E Liquid Fuels (No Housing)								
	F Controls/Alarms (Within 100' of Traffic Lights)								
	G Engineering Technician								
	H Fire Department (Only when traffic is effected)								
15 Environmental Management									
16 60 CS Leased Comm/QS/GTE (Fiber/Metro Cable)									
17 Base Operations (No Housing)									
18 PAC Bell (Notified by USA)									
19 AT&T Cable TV/UTI									
20 Safety									
21 60 Security Forces (Only when traffic is effected)									
22 60 Medical Group Ambulance Service (Only when traffic is effected)									
23 Other (Specify)									

PART III					
UNDERGROUND SERVICE ALERT (USA) NOTIFICATION					
UNDERGROUND SERVICE ALERT (USA) HAS BEEN NOTIFIED BY THE DIGGER (1-800-227-2600)					
(Note to digger USA must be notified every fourteen (14) calendar days as long as excavation continues)		24 Date USA Called	25 USA Expiration Date	26 USA#	
27 USA EXTENSIONS					
New Extension Date	New USA Number	New Extension Date	New USA Number	New Extension Date	New USA Number
PART IV					
28 REMARKS <i>(This selection must describe specific precautionary measures to be taken before and during work accomplishment Specific comments concerning the approved method of excavation, hand or powered equipment to be included)</i>					
Approval Recommendation Maintenance Engineering					
29 Date	30 Typed or Printed Name and Grade of Recommending Official			31 Signature	
Approval Authorization					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
32 Date Approved	33 Date Expires <i>(90 days from approval)</i>	34 Signature of Approving Officer (Chief/Deputy Chief of 60 CES Operations)			