

NASPAXRIVINST 11013.1C

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From: Commanding Officer, Naval Air Station Patuxent River

Subj: 10-DAY EXCAVATION PERMIT ISSUANCE

1. Purpose. To publish responsibilities and procedures for obtaining a 10-Day Excavation Permit.
2. Cancellation. NASPAXRIV Instruction 11013.1B
3. Scope. This instruction is applicable for all excavation within the fence lines of NAS Patuxent River, Webster Field and NRC Solomons.
4. Background. Due to the rapid growth and the vast number of underground utilities, it is necessary that any excavation area be checked out and staked, before digging begins. The purpose of these checks is to protect all underground utilities, document new ones, and protect environmentally sensitive areas. Excavation is defined as any action which disturbs the soil. This usually involves digging a hole or trench, but also includes drilling, pile driving, and scraping, or cleaning off vegetation.
5. Policy.
 - a. It is mandatory that all military, civilian, and contractor personnel have an approved excavation permit for the intended project prior to starting any excavation.
 - b. The approved excavation permit shall be displayed at the excavation site at all times while excavation/backfilling is in progress.
 - c. Anyone performing excavation without first obtaining an approved permit will be held responsible for any damages caused by unapproved digging.
 - d. Any project or work requiring Site Approval, shall be approved prior to applying for a 10-Day Excavation Permit and a

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copy of that paperwork submitted as an attachment to the permit request.

6. Procedures. The dig permit is a two part process. Requiring a valid 'Miss Utility' locate ticket together with a signed Government dig permit.

Locate ticket:

a. The customer (excavation party performing the work) shall first contact the Government representative for a dig permit form. The customer shall submit the following information on the top portion of the dig permit form and forward to the Utilities Coordinator, located in the Public Works Building 504, at 301-757-4882:

(1) Contract and/or work request number for job.

(2) Name, address, telephone, email address or (if available) phone number of company.

(3) Company point of contact (POC) and phone number.

(4) Government POC and phone number.

(5) Estimated date for start of excavation, noting any requirement for shoring.

(6) Brief description of excavation location and work details.

(7) Mark in field showing limits of disturbance (LOD) using white paint/flags etc.

(8) Attach six (6) copies of detailed drawings highlighting the area to be marked showing excavation site, a road name or nearby building number related to the base map.

Dig Permit:

b. The customer shall be responsible for obtaining a receipt of a valid 'Miss Utility' ticket for the same excavation site in the company's name. Forward the 'Miss Utility' information to the Utilities Coordinator. The 'Miss Utility' information and the Government sign off locating sheet shall constitute a valid dig permit good for 10 days.

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c. If excavation does not begin within 10 continuous days, then the Utilities Coordinator must be contacted for a re-marking of the site. If work will last more than 10 days, once digging has started, on the seventh day of the dig, the excavation party must request an extension with 'Miss Utility' and the Government to the dig permit to allow a re-stake to be issued.

(1) Phone: 'Miss Utility' 1-800-257-7777

d. The Utilities Coordinator will record and submit the application for a 10-day Excavation Permit. The Utilities Coordinator will acquire signatures and directions from activities responsible for locating the underground utilities. The activities involved are IT/IM (communications, telephone, fiber, computer network); Ground Electronics Maintenance (communications, fiber, radar, tracking stations, etc.); Range Directorate (fiber, tracking stations); the Base Maintenance Contractor (water, sewer, electric); ADT (security systems); and Environmental (erosion, storm management, archaeological, etc.)

e. The Government documentation of the two-part 10-Day Excavation Permit will take no less than 10 working days for approval. The 'Miss Utility' portion of the two part 10-Day Excavation Permit normally takes three days. It is the customer's responsibility on the seventh day to contact Miss Utility to have both the government and 'Miss Utility' parts completed on the same date to be signed and dated by the Utilities Coordinator or authorized person. The Utilities Coordinator will notify the excavation party of the completed permit.

f. The excavation party, upon receipt of the permit, should visit the site and verify markings and direct any questions to the Utilities Coordinator for complete clarification prior to excavation.

7. Mandatory Guidelines

a. All site markings will be done in accordance with the Color Code system utilized by Miss Utility (a card may be obtained by calling 1-800-257-7777). The following color codes apply to underground utility lines:

Red - Electric
Yellow - Gas-Oil-Steam

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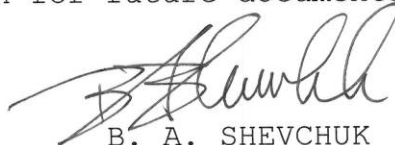
- Orange** - All Communication & CATV
- Blue** - Water (Potable)
- Green** - Sewer
- White** - Proposed Excavation Boundaries
- Purple** - Effluent (Reclaimed)

b. No digging will be done after normal working hours, weekends, or holidays, unless the Government POC and Utilities Coordinator have been contacted. Provisions must be made for emergency repairs in the event underground utilities are damaged. No machine excavation is allowed within two feet of a marked utility. Prior to machine excavation, utilities will be exposed by hand digging to verify their exact location.

c. If soil looks or smells contaminated when digging, **STOP** and contact the Utilities Coordinator and Public Works Environmental (phone number on excavation permit). Do not continue with any soil disturbance.

d. If natural gas or fuel lines are hit or broken during the digging process, or a strong smell of gas is noticed, the excavation party will cease excavation and notify the Fire Department immediately at (301) 342-3911. Any other damage to utility lines must be reported immediately to the Government POC and Utilities Coordinator.

e. When an excavation is completed, the customer shall provide a sketch, or drawing of the newly installed underground work to the Utilities Branch for future documentation.



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