

## STANDARD ADMINISTRATIVE PROCEDURE

### **24.99.99.M0.01 University Utility Locate Procedure**

*Approved December 20, 2012*

*Revised July 11, 2013*

*Revised September 20, 2018*

*Revised July 25, 2019*

*Next scheduled review: July 25, 2024*

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#### **SAP Statement**

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The safety of students, faculty, staff, contractors, and visitors to the TAMU campus is our highest priority. To help ensure their safety, any person(s) responsible for digging or penetration of the ground anywhere on campus are responsible to comply with this procedure and to ensure that required locates have been performed as outlined below prior to commencing work.

To increase the level of safety, TAMU has a policy that is more strict than State law\* and requires an advance locate be performed for 1) any ground penetration on campus, to any depth, when mechanized equipment such as augers, trenchers, excavators, etc. will be used, and 2) for all other ground penetrations to a depth greater than 12 inches. Hand-digging or soft excavation is required whenever any excavation is performed to a depth less than 12 inches without a utility locate. An advance utility locate is always required if the excavation will be deeper than 12 inches. In the case of ground penetration resulting from agricultural tilling or other recurring instructional or research-based agricultural work on the TAMU campus, an exception to the requirement to perform an advance utility locate will be made after an initial utility locate is performed to determine that the area to be tilled or worked is clear of underground utilities.

\*State law requires that all persons performing work requiring digging or ground penetration to a depth of 16 inches or more are required to call 811 in advance and provide detailed information regarding planned work. By Texas Utilities Code, Title 5, Chapter 251 - Underground Facility Damage Prevention and Safety, a person who intends to excavate shall notify Texas 811 not earlier than the 14th day before the date the excavation is to begin or later than the 48th hour before the time the excavation is to begin, excluding Saturdays, Sundays, and legal holidays. Failure to comply with the Texas Utilities Code could result in a fine up to \$1,000 for the first offense, in addition to other potential liabilities.

TAMU is a member of the Texas 811 utility locate program. TAMU owns and is directly responsible for performing locates for the following utility systems: electrical, domestic water, chilled and heating hot water, sanitary and storm sewer, TAMU-owned natural gas, irrigation, and TAMU-owned telecommunications. SSC Grounds Management has responsibility for maintenance of the

TAMU-owned irrigation system which includes responsibility for utility locates on the TAMU College Station campus and TAMUG SSC Facilities Services has responsibility of the TAMU-owned system which includes responsibility for utility locates on the TAMU Galveston campus. There are other utility systems not owned by TAMU, such as Atmos Energy's natural gas distribution and other third-party systems such as telecom, water, electrical, etc. that must also be located by those third-party entities before digging or ground penetration on campus.

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## Official Procedure / Responsibilities / Process

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### 1. ROUTINE UTILITY LOCATE REQUEST PROCEDURE:

- 1.1 The locate requestor is responsible for clearly marking the site perimeter to be excavated or penetrated, by using water-based white paint and/or white flags, prior to calling Texas 811.
- 1.2 Call 811 to request a utility locate. After clearly marking the site perimeter where locate will be performed, requestor must have the [Texas 811 Utility Locate Required Information](#) form completed and available.
- 1.3 The utility locator(s) will mark buried lines with paint and/or flags within the marked excavation perimeter. Utility flag colors are red for electric, orange for telecom, yellow for fuel gas, green for sanitary sewer, and blue for all other water systems.
- 1.4 The requestor shall not commence any digging, excavation, or ground penetration for at least two full working days (48 hours, excluding weekends and holidays) after the locate request is made. If, at or after 48 hours, there is no positive confirmation to the locate request either marked on the ground or reported electronically then the excavator must make a second 811 call and wait an additional four hours before beginning excavation work.
- 1.5 If digging, excavation, or ground penetration must be performed more than 14 days after the initial locate is performed, then the requestor/excavator must request another locate at least 48 hours (excluding weekends and holidays) in advance of ground penetration so the locate markings can be refreshed.

If unfamiliar with the utility locate process, contact Utilities & Energy Services at 979-845-3234 for the TAMU College Station campus and SSC Facilities Service at 409-740-4547 for the TAMU Galveston campus for additional guidance and support. For emergencies or after normal work hours of 7am to 3:30pm, Mon-Fri, contact the TAMU Communications Center (staffed 24/7/365) at 979-845-4311 for the TAMU College Station campus and TAMUG Police Department at 409-770-4545 for the TAMU Galveston campus.

Additional information can also be found at <http://utilities.tamu.edu> under the [Digging on Campus?](#) link and <http://www.texas811.org>

## **Emergency Utility Locate Request Procedure:**

**FOR EMERGENCIES:** An emergency excavation is sometimes necessary to respond to a situation that endangers life, health, or property, or when service to the customer will be interrupted. When an emergency locate is needed on the TAMU College Station campus, both Texas 811 and the TAMU Communications Center (at 979-845-4311) must be contacted promptly with details of the emergency and TAMUG SSC Facilities Services at 409-740-4547 for the TAMU Galveston campus. The same information required on the [Texas 811 Utility Locate Required Information](#) form under normal conditions will also be required with an emergency.

### 2. ADDITIONAL INFORMATION

- 2.1 TAMU owns and is directly responsible for performing locates for the following utility systems: electrical, domestic water, chilled and heating hot water, sanitary and storm sewer, TAMU-owned natural gas, irrigation, and TAMU-owned telecommunications. **A locate request for all utility systems on campus is initiated by calling 811 for the TAMU College Station campus and TAMUG SSC Facilities Services at 409-740-4547 for the TAMU Galveston campus.**
- 2.2 *SSC Grounds Management* is a contract service at TAMU responsible for all irrigation systems located on the TAMU College Station campus. Communications with SSC Grounds Management is through the TAMU Aggieworks Center at 979-458-5500, or the TAMU Communications Center at 979-845-4311. **A locate request for irrigation systems on campus is initiated by calling 811 for the TAMU College Station campus.** By calling 811, the TAMU Communications Center and SSC Grounds Management will be notified of the need for an irrigation system locate. **TAMU Galveston campus irrigation system locates are performed by TAMUG SSC Facilities Services at 409-740-4547.**
- 2.3 Other utility systems NOT owned by TAMU, such as Atmos Energy's natural gas distribution and other third-party systems such as telecom, water, electrical, etc. must also be located prior to excavating or penetrating the ground. **A locate request for third-party owned utility systems on campus is initiated by calling 811.**

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### Forms

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Texas 811 Utility Locate Required Information form at  
<https://utilities.tamu.edu/wp-content/uploads/2012/10/TAMU-Campus-Utility-Locate-Procedure-May-2013.pdf>

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**Contact Office**

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TAMU Communications Center (Staffed 24/7/365)	979-845-4311
Utilities & Energy Services	979-845-3234
TAMU Galveston SSC Facilities Services	409-740-4547
TAMU Galveston Police Dept. (Staffed 24/7/365)	409-770-4545