

DIG PERMIT PROGRAM SOP

1. **PURPOSE:** The purpose of this plan is to clearly define the process to obtain installation approval to excavate, withdraw from, insert into, or otherwise penetrate any ground-level surfaces within the area of responsibility at Edward Hines, VA Hospital and areas under our purview.

As underground work is carried out through the installation, the risk of damaging critical infrastructure and utilities is significant. The process defined herein seeks to minimize these risks by proactively identifying the existence of utilities in the area of excavation and affording an opportunity to develop adequate precautions to safeguard said utilities.

2. **RESPONSIBILITIES:**

- a. Engineering Service Chief :

The Engineering Service Chief shall support the Dig Permit Program and ensure the process is kept up to date by reviewing the process and analyzing the impact on utilities throughout an execution year. Documentation is not required for this review. However, this SOP must be reviewed and dated once per year. The Service Chief shall report all program violations to the assigned PENTAD member for accountability.

- b. Project Planning Chief :

The Project Planning Chief shall officially assign an official Dig Permit Program Manager. The Chief will report the impact of the program and any violations of the program requirements to the Engineering Service Chief. Should the project generating the violation be managed by the Hines Project Planning Section, the Chief shall report this violation to the appropriate contracting agency for contractor enforcement.

- c. Dig Permit Program Manager:

The Dig Permit Manager shall ensure personnel involved in any work requiring participation in this permit program adhere to the requirements of the program. The Program Manager shall report any violations to the permit to the Safety Service Chief and the Project Planning Chief.

- d. Execution Agent:

The Execution Agent is defined as any party partaking on actions that require this permit. The Agent shall adhere to all requirements of the permit program and actively participate in method resolution to support the protection of underground utilities and infrastructure.

3. **PROGRAM REQUIREMENTS:**

- a. The Execution Agent shall contact the Program Manager and request a Dig Permit.
- b. The Program Manager shall issue a blank permit in the form of a Hines Form 1532.
- c. The Program Manager shall explain the process to the Execution Agent, and collect preliminary information from the Agent to include,
 - a. Expected excavation date
 - b. General area of work
 - c. Approximate duration of work.
- d. Execution Agent shall prepare a sketch depicting the general area of excavation and its boundaries.
- e. Execution Agent shall secure a professional utility locator vendor and locate all utilities in the immediate area of excavation and no less than 6 feet beyond the excavation area. Utilities shall not be marked more than 24 hours prior to the planned excavation date.
- f. Execution Agent shall complete the Hines Form 1532 with the exception of the Engineering signature.
- g. Execution Agent will notify the Program Manager
- h. The Program Manager shall inspect the markings and compare to existing utility drawings.
- i. The Program Manager shall sign Hines Form 1532 confirming that utilities have been located to the maximum extent possible.
- j. The program Manager shall retain a copy of the completed permit.
- k. The Execution Agent shall notify the Program Manager when all excavation work is completed, backfilled and compacted (if applicable).
- l. The Program Manager shall close the permit and maintain a digital copy of the permit for no less than 2 years after completion of the excavation.

4. **REFERENCES:**

- Hines Form 1532
- OSHA 1926.651, Specific Excavation Requirements
- USACE EM 385-1-1, Safety and Health Requirements Manual

Russell Thomason
Chief, Engineering Service

HINES ENGINEERING- DIG PERMIT

(SEE INSTRUCTIONS ON REVERSE)

DATE PREPARED

1. Clearance requested to proceed with work at _____
on Work Order No. _____, Contract No. _____, involving excavation or utility disturbance
per attached sketch. This area has has not been staked or clearly marked.

2. TYPE OF WORK INVOLVED

- A. PAVEMENTS D. FIRE PROTECTION & DETECTION SYSTEMS G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW
 B. DRAINAGE SYSTEMS E. UTILITY OVERHEAD UNDERGROUND H. SECURITY
 C. RAILROAD TRACKS F. COMM OVERHEAD UNDERGROUND I. OTHER

3. DATE CLEARANCE REQUIRED (NO LESS THAN 72 HOURS)

4. DATE CLEARANCE APPROVED (FOR P2 USE ONLY)

5. SIGNATURE OF REQUESTOR (INSTALLATION POC)

6. POC TELEPHONE NUMBER

7. POC ORGANIZATION

8. SERVICE/SECTION	9. REMARKS (USE REVERSE FOR ADDITIONAL COMMENTS)	10. REVIEWER NAME
SAFETY		
FIRE PROTECTION		
GEMS		
POLICE		
OI&T		
PAVEMENTS AND GROUNDS		
ENGINEERING- HTM		
ENGINEERING- PROJECT PLANNING		
ENGINEERING- M&O		
OTHER		

11. COMMERCIAL UTILITY COMPANY

- TELEPHONE
 GAS
 ELECTRIC
 WATER

12. OTHER (SPECIFY)

13. PERMIT APPROVAL

APPROVED

DISAPPROVED

14. APPROVING OFFICIAL

(NAME AND SIGNATURE OF CHIEF OF PROJECT PLANNING OR ENGINEERING SERVICE CHIEF)

15. DATE SIGNED

INSTRUCTIONS

The Hine Engineering- Dig Permit is used for any work (contract or in-house) that may disrupt aircraft or vehicular traffic flow, installation utility services, protection provided by fire or intrusion alarm systems, or routine activities of the installation. This form is used to coordinate the required work with key installation activities and keep customer inconvenience to a minimum. It is also used to identify hazardous work conditions in an attempt to prevent accidents. The Dig Permit request is processed just prior to starting work. If delays are encountered and the conditions at the job site change (or may have changed) this permit must be reprocessed.

16. REMARKS (This section must describe the specific measures to be taken before and during work accomplishment. Specific comments concerning the approved method of excavation, hand or powered equipment, must be included.)