

separated from trash and can be transported to respective recycling facility for processing.

Contractor shall be responsible for transporting and disposing of materials that cannot be delivered to a source-separated or mixed materials recycling facility to a transfer station or disposal facility that can accept the materials in accordance with state law.

Building or demolition materials with no practical use or that cannot be recycled shall be disposed of at a landfill or incinerator.

With each application for progress payment, the contractor shall submit a summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling to the VA COTR who will forward to the GEMS Coordinator.

All environmental incidents must be reported immediately to the VA COTR who will notify the GEMS Coordinator.

Questions regarding environmental issues are to be directed to the VA COTR. The GEMS Coordinator will make periodic unannounced compliance rounds.

All contractors are encouraged to read the EPA Myer's Guide prior to start of construction. This guide can be found at:

<http://www.epa.gov/compliance/resources/publications/assistance/sectors/constructmyer/myerguide.pdf>

Emergency Management

Depending on the situation, staff will receive notification of an emergency through activation of the facility siren, overhead announcement on the public address (PA) system, through internal communications when police "silent response" is required or a combination thereof. If you have questions, contact Emergency Management at x6390.

The following are the various plans that may be activated while you are working in and around the medical center. Follow instructions provided by law enforcement, fire department, or other VA COTR.

PLAN	EVENT	PLAN	EVENT
Bravo	Bomb Threat	Papa	Pandemic Influenza
Delta	Civil Disorder	Sierra	Missing Patient/Employee
Echo	External Community Disaster	Tango	Tornado
Elmer	Evacuation	Tempest	Weather Alert
Helen	Hostage Contingency	Tommie	Terrorist Act
India	Station Emergency	Uniform	Utility Interruption
November	Nuclear Disaster	Vista	Computer Down

SUMMARY PAGE OR EMERGENCY CONTACT

FOR CHILLICOTHE VAMC

NAMES AND NUMBERS

COTR: _____

Cell# _____

After hours call 6172

CONTRACTING OFFICER: _____

VA POLICE DEPARTMENT: _____

VA FIRE DEPARTMENT _____

INFECTION CONTROL _____

SAFETY/INDUSTRIAL HYGIENE _____

ASSISTANT CHIEF ENGINEER _____

CHIEF, FACILITIES MANGEMENT _____

EMERGENCY MANAGEMENT _____

NOTES:

DIG PERMITS

1. **PURPOSE:** Most medical center utilities/telecommunications distribution systems are underground. Any trenching, excavation, or digging operation in an area with buried pipes, cables, or other utilities poses a potential hazard to safety and property. The purpose of this procedure is to minimize any such hazards.

2. **POLICY:** It is the policy of Engineering Section that Appendix A, Dig Permit, is obtained anytime the ground is penetrated, irrespective of the breadth or depth of the penetration. "Dig" refers to any form of ground penetration. This dig permit policy is in addition to the requirements of Ohio Utilities Protection Service and does not preclude or replace any of their requirements. This policy does not include surface preparation of fields for row crops.

3. **DEFINITIONS:**

a. **Trenching Operation:** The removal of earth to a predetermined depth, width and length in order that a continuous conductor, such as piping, electrical conductors or other channels, be emplaced and covered by the removed earth.

b. **Excavation Operation:** The removal of earth to a predetermined depth, width, and length.

c. **Digging Operation:** The moving of earth for any reason. This would include driving sign and other posts into the ground.

d. **Drilling Operation:** Boring a vertical in the earth regardless of whether the drill must first pass through concrete or asphalt, or other man-made material.

e. **Horizontal Drilling:** Any drilling operation where the borehole is not perpendicular to the surface from where the drilling commenced.

f. **Duty Hours:** The time of day work under this permit process is authorized. For the purposes of this program 7:30 a.m. to 4 p.m. will be considered normal duty hours.

4. **RESPONSIBILITIES:** The person, contractor, agency or organization that is performing the trenching, excavation, drilling or digging activity is referred to as the applicant. The applicant is responsible for requesting and obtaining permission to perform such activity from Facilities Management Service, Engineering Section in Building 21. This dig permit does not replace the requirement for the contractor to hire utility location services. The utility location service conducts their line locations in addition to the applicant fulfilling the requirements of this standard operating procedure.

2. Engineering Section, SOP 32

No operations authorized by this permit are permitted outside of normal duty hours without the approval of an Engineering Section representative.

5. PROCEDURES:

a. The applicant obtains a dig permit from Engineering Section, Building 21. The applicant attaches a sketch or drawing to the completed permit application showing the location where the proposed work is to be performed. Additional information, such as the dimensions of an excavation or the depth of a borehole, is included.

b. The applicant fills out the top portion of Appendix A, Dig Permit, indicating the applicant's organization, telephone number, address, name and title of contact person. The type, location, and dates of work to be done are included.

c. The applicant signs and dates the permit application, acknowledging responsibility for adhering to all applicable trenching safety operations. The applicant routes the permit application for signatures and returns the completed permit to Engineering Section, Building 21.

d. After Engineering Section receives an completed application, representatives from Engineering Section and the Chief Information Office mark the controlled utilities. Engineering Section then notifies the applicant that the marking has been completed.

e. A representative of Engineering Section signs and dates the dig permit, indicating that the applicant has been made aware of all underground utilities known to exist in the vicinity of the proposed work and authorizes the work to be completed.

f. In addition to coordinating with Engineering Section and the Chief Information Office, the applicant contacts the Ohio Utilities Protection Service at 8-1-1 or 1-800-362-2764 to coordinate locating utilities not under control of the medical center.

g. No work activity covered by the dig permit takes place until the applicant delivers the completed application to Engineering Section.

h. The permit is available for inspection at the work site for the duration of the proposed work.

i. If the work extends beyond the original dig site, a new dig permit is requested from the applicant showing the new dig extents. Once marked by Engineering Section and/or outside utility companies, applicants maintain utility markings within the limits of the construction until the completion of the digging activities.

j. If at any time the holder of the permit discovers underground utilities or drainage tile that are not marked or represented where expected, the Maintenance and Operations Supervisor is notified immediately.

3. Engineering Section, SOP 32

k. Efforts to locate communications and utilities infrastructure is indicated by flag or paint. Any depth indications are not relevant. No verbal, documented, implied, or electronic depth indications are meaningful. Assuming any depth for any utility or communications infrastructure is at the applicant's risk. If crossing utilities is necessary, hand tools only are used within 18" on either side of markings.



Steven Benson, PE, PS, CHFM, CHESP
Chief, Facilities Management Service

Dist: Engineering Supervisors

Dig Permit

**FOR EMERGENCIES, CONTACT THE VAMC FIRE DEPARTMENT AT (740) 773-1141, EXT. 444
OR CALL 444 FROM ANY VA PHONE LINE.**

Date of Request: _____

Clearance is 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.

TYPE OF FACILITY/WORK INVOLVED:

<input type="checkbox"/> Pavements	<input type="checkbox"/> Fire Detection & Protection Systems	<input type="checkbox"/> Vehicular Traffic Flow
<input type="checkbox"/> Utility: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<input type="checkbox"/> Drainage Systems	<input type="checkbox"/> Security
<input type="checkbox"/> Communication: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<input type="checkbox"/> Other	

Project Start Date		
Signature of Applicant	Telephone No.	Organization

Organization	Remarks (Use reverse for additional)	Reviewer's Name and Initials
A. Steam Distribution (Building 261, Ext. 6189)		
B. Electrical Distribution (Building T228, Ext. 6193)		
C. Water/Sewer Distribution (Building T41, Ext. 6184)		
D. Fuel Distribution (Building 20, Ext. 6174)		
E. Fire Protection (Building 259, Ext. 7161)		
F. GEMS (Building 26, Ext. 6961)		
G. Safety Office (Building 26, Ext. 7699)		
H. Police Service (Building 18, Ext. 7004)		
I. Chief Information Office (Building 18, Ext. 7189)		
J. Commercial Utility Company <input type="checkbox"/> Telephone <input type="checkbox"/> Gas <input type="checkbox"/> Electric	Ohio Utilities Protection Service at 8-1-1 or 1-800-362-2764	
Other (Specify)		
Requested Clearance <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Typed Name and Signature of Approver (Chief, Engineering or M&O Supervisor)		Date Signed

2. Appendix A, Dig Permit

Instructions:

This dig permit is used to coordinate the required work with key activities and keep customer inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The dig permit is processed just prior to the start of work. If delays are encountered and the conditions at the job site change (or may have changed) this dig permit must be reprocessed.

Remarks: (This section 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, should be included.)