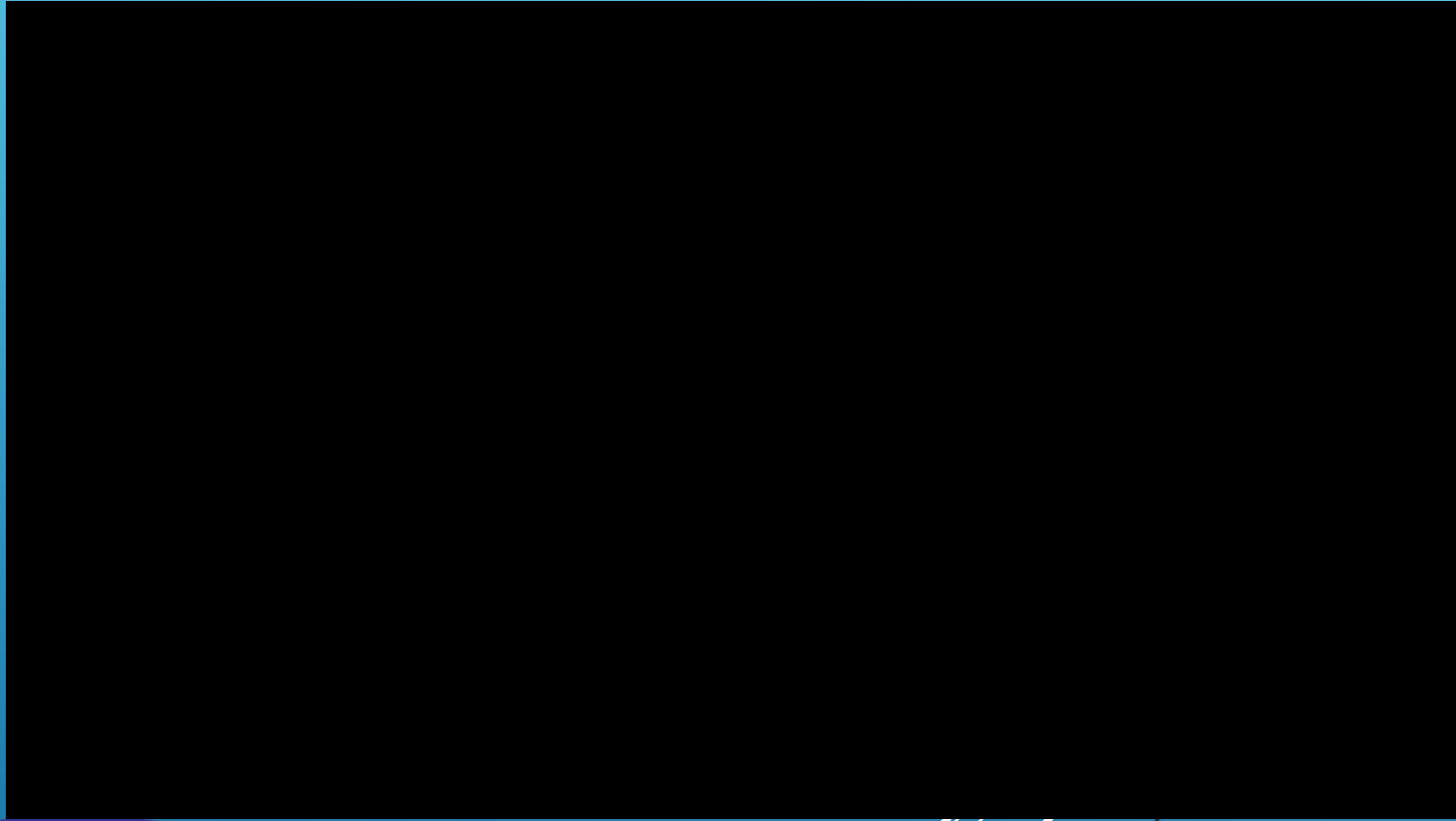




PROTECTION OF UNDERGROUND FACILITIES A SHARED RESPONSIBILITY



Protection of Underground Facilities



**In New York State it's unlawful
and dangerous to dig anywhere
in the state with mechanized
equipment without first calling for
a mark out.**

IT'S THE LAW!





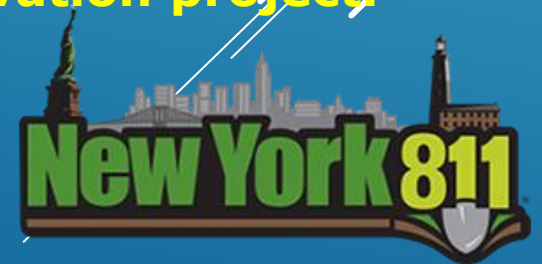
Enforced by the Public Service Commission, New York Code Rule 753 (Also referred to as Part 753, Industrial Code 53, or Code 53) addresses the protection of underground facilities. The Code includes the following major components:

- All owners of underground facilities must be members of one call centers in the state. Remember NOT ALL facility owners belong to New York 811.
- All New York contractors excavating on commercial or residential property must call 811 two working days, not including the day of call, prior to the project's excavation date.

The code also includes detailed information on fines, the tolerance zone, personal property and line marking color codes. Professional excavators are expected to know and obey this code.

Here's what you need to know:

Excavators and contractors MUST call 811 at least two working days but no more than 10 days, and wait for the positive responses before beginning any excavation project.



Ways to Call In or Process Markout Requests

➤ Call 811

Speak directly with a customer service representative.

➤ Remote Entry (ITIC)

Your company can enter their request using the web service known as ITIC (for “Internet Ticketing”). Internet Ticketing gives you the ability to enter your tickets via on line.

Contact New York 811 to get registered for ITIC



Contact New York 811,
7 days a week, 24 hours a day,
every day of the year.



One Call or Click
811 or **www.newyork-
811.com**



Calling 811 or using ITIC gets your utility lines marked and helps protect you from potential injury and unnecessary expense.

It's a FREE Call



Things to Know

- All excavators must have their own mark out request
- Must provide physical location of dig site
- Call 2 business days ahead, but not more than 10 business days
- Excavators must verify their location, dig date and should have a copy of request (ticket) on site
- Commence excavation within 10 business days or request (ticket) is no longer valid
- Excavator must protect and preserve marks until no longer necessary or call One Call Center to refresh the marks



Required Information Needed Before You Call 811:

1. County
2. Address
3. Nearest Intersection
4. Other Intersection
5. Type of Work
6. Extent of Work
7. Who you are working for
8. Excavator or Homeowners Information



Recommended Information or Best Practices Before You Call 811:

1. Pre Mark Proposed Excavation Site with White Paint
2. Municipality
3. Detailed Remarks/Comments
4. Reliable Onsite Contact Information



Time Frame Matrix

TIMEFRAME MATRIX											
MON.	TUES.	WED.	THUR.	FRI.	SAT.	SUN.	MON.	TUES.	WED.	THUR.	FRI.
CALL	MARKOUT	MARKOUT	DIG								
	CALL	MARKOUT	MARKOUT	DIG							
		CALL	MARKOUT	MARKOUT	DIG*	DIG*	DIG				
			CALL	MARKOUT	X	X	MARKOUT	DIG			
				CALL	X	X	MARKOUT	MARKOUT	DIG		
					CALL	+	+	MARKOUT	MARKOUT	DIG	
						CALL	+	MARKOUT	MARKOUT	DIG	
							CALL	MARKOUT	MARKOUT	DIG	
								CALL	MARKOUT	MARKOUT	DIG

Contractors Option to Dig on Saturday or Sunday

Holidays and Saturdays/Sundays do not count in two business days allowed for Markout

Any request received at One Call Center on a Holiday/Weekend or after 5pm on a business day, is considered requested the next business day



Who Marks the Lines?

- **The utility companies are responsible to mark out their facilities or lines.**
- **(SCWA HAS USIC)**
- **Often they will hire a third party to do their mark outs.**
- **Privately owned facilities are the responsibility of the property owner.**



Things to Know

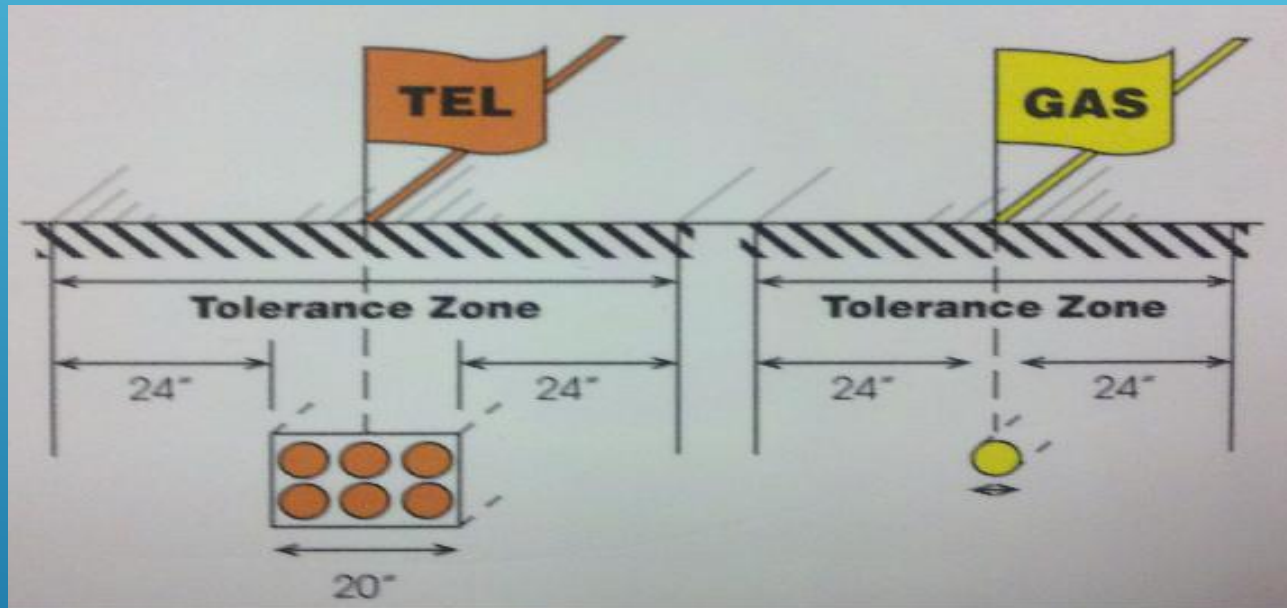
- Plan the excavation or demolition with care to avoid damages
- Use reasonable care during excavation or demolition to avoid damages. Protect facilities from traffic and other hazards
- Hand dig within 24 inches from the ends of the facility marks to uncover buried facility , before operation of any mechanized equipment



Tolerance Zone

The Tolerance Zone is defined as:

- 2 feet on either side of the designated center line of facility if the diameter is not provided.
- Or, 2 feet from each outside edge if the diameter is provided.



SCWA





**Call 811 Before You
Dig
It's FREE
It's The LAW**



Call 811 Before You Dig It's FREE It's The LAW



By not calling, you risk:

- Costly property and environmental damage
- Explosion or fire
- Power or utilities services interruptions
- Job delays
- Legal problems
- Injury or even death

SCWA



**IF YOU BREAK A NATURAL GAS,
PETROLEUM OR PROPANE LINE
FOLLOW THESE STEPS...**

- Stop work and evacuate the site.
- **Call 911 and then call your supervisor.**
- Call the appropriate Facility operator.
- Don't do any thing that can cause a spark.
- Alert everyone on the premises.
- Keep the public and the traffic away.
- Tape, rope, or place cones around the area.
- Stay upwind of the blowing wind.
- Do not try to fix a damaged pipe.
- Do not try to extinguish a burning fire unless there is a threat to life.

Immediately notify the local police and fire department and the operator of the affected facility, the exact location, nature of the emergency and the underground facility that has been affected.

**CALL 911 Report
the Emergency!**



How Lines are Marked

1. Paint



2. Flags or Stakes



Suggestion

White Paint Area

- If possible, mark the area that will be excavated in **white**, before calling the center.
- Advise the operator where the area marked in white is located. If multiple areas are marked, each site shall be numbered; the site numbers shall be provided to the New York 811 .



What should I do if there are visible signs that a utility is in my work area and it was not marked?

- Call 811 with your original ticket number and advise the customer service representative of the company that did not mark out.



- **Call Before You Dig**
- **Wait The Required Time**
- **Confirm Utility Response**
- **Respect the Marks**
- **Dig With Care**

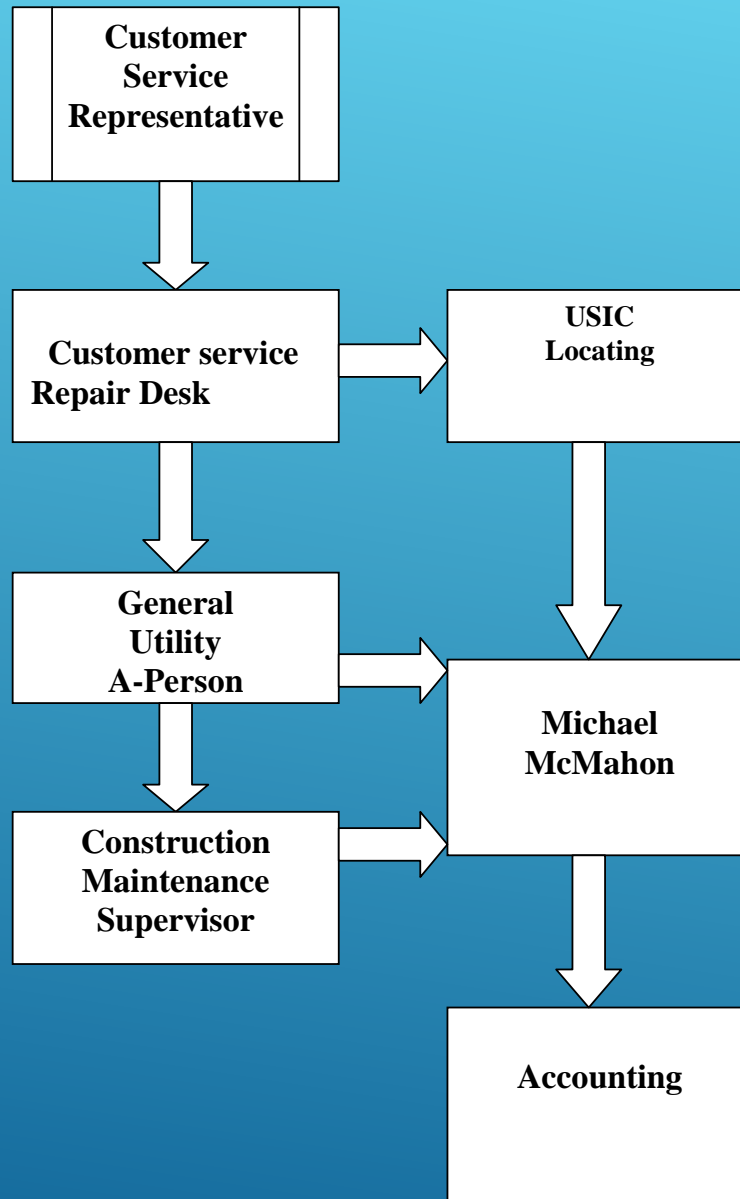


DAMAGE INVESTIGATION PROCEDURES

What you need to do when our facilities are damaged.



Chain Of Command Procedure For Hit Main And Hit Service



CUSTOMER SERVICE REPRESENTATIVE

- ▶ If a customer service representative takes a call for a hit service or hit water main. The call is forwarded to the repair desk
- ▶ If the repair desk is not available, Please contact Michael McMahon



REPAIR DESK (CUSTOMER SERVICE)

- ▶ Repair desk begins the notification process by contacting USIC (Locating Services) and all other necessary SCWA employees involved in the damage process



USIC LOCATING SERVICES

- ▶ USIC Locating Services) must be notified by the repair desk or someone at SCWA
- ▶ USIC will conduct their own investigation, so they can defend their mark-out if it should go to litigation



FORM 811

DAMAGE REPORT

DATE THIS FORM PREPARED: _____ DCPR# _____

Date & Time of Damage: _____

Location of Damage: _____

Type of work being performed: _____

Description and cause of damage: _____

INFORMATION FOR RESPONSIBLE PARTY

Name: _____

Address: _____

Phone#: _____

Did locating company respond? _____

Were mark outs called in? YES / NO Case#: _____

Time & Date: _____ Person Contacted: _____

Were **MARK OUTS** found at the location? YES / NO

Were **MARK OUTS** correct? YES / NO If NOT how far off? _____

Were photos taken? YES / NO

Comments: _____

SIGNATURE: _____ EMPLOYEE # _____

SUPERVISOR/CREW RESPONDING: _____

OFFICE USE ONLY

Were START / END Dates within range? YES → DATES: _____

NO → DATES: _____

FORM: 811



SCWA



FIELD TECHNICIAN

- ▶ The Field Tech will respond to our hit facility
- ▶ Collect the necessary information to start the investigation by filling out form 811 and including pictures of the scene
- ▶ All the information collected on the scene will be sent to Michael McMahon



CONSTRUCTION MAINTENANCE SUPERVISOR

- ▶ The Construction Maintenance Supervisor will have the necessary repairs made
- ▶ Collect the necessary information to start the investigation by filling out form 811 and including pictures of the scene
- ▶ All the information collected on the scene will be sent to Michael McMahon



MICHAEL MCMAHON

- ▶ After the collection of all data from the damage investigation, the determination of who is at fault is made
- ▶ All of the information and the decision of who is at fault is sent to accounting



ACCOUNTING

- ▶ Accounting proceeds with the billing of the responsible party
- ▶ The loop is now closed for the damage investigation



SUFFOLK COUNTY WATER AUTHORITY

What does code 753 stand for:

- The daily numbers for lotto
- Call before you dig(New State Law)
- The number a contractor will call for a mark-out



SUFFOLK COUNTY WATER AUTHORITY

When a home owner is installing a fence or a tree who should they call

- Ghost busters
- Home Depot
- 811



SUFFOLK COUNTY WATER AUTHORITY

If there are paint marks on the ground what does that mean:

- There is going to be work done in the area
- Someone was practicing to be a painter
- Kids playing hopscotch



SUFFOLK COUNTY WATER AUTHORITY

What should be done when a call is received for a hit main or hit service

- Call 911
- Call repair desk
- Call A-Person in area



SUFFOLK COUNTY WATER AUTHORITY

Safe Work Practices for Employees Exposed
to Underground

High Pressured Gas Transmission Lines



IN AN EFFORT TO MINIMIZE THE POTENTIAL FOR DAMAGING HIGH-PRESSURED GAS MAINS POTENTIALLY RESULTING IN WORKER INJURY, DEATH, OR EXTENSIVE PROPERTY DAMAGE, THE FOLLOWING PROCEDURES SHALL BE FOLLOWED WHEN EMPLOYEES ARE REQUIRED TO WORK AROUND 350 PSI GAS TRANSMISSION LINES IN OPEN TRENCHES/EXCAVATIONS:



- ▶ Only competent persons (those who have received training in “Trenching & Shoring” and who are therefore authorized to perform such work) shall supervise the activities of trench work



- ▶ Prior to breaking ground, a supervisor shall ensure that a mark-out of all known underground utilities has been performed by verifying through the Automated Positive Response System known as Ticket Check(*whenever there is a reasonable anticipation that such utilities exist within the targeted area*) unless the work is an emergency in which case the supervisor shall ensure that a call for a mark-out of anticipated utilities has been made.

The logo for the Southern California Water Association (SCWA) features a stylized map of California in shades of blue and green, with the acronym "SCWA" in bold yellow letters overlaid on the map.

SCWA



- ▶ All underground trenches and excavations shall be constructed to minimize, if not eliminate, the potential for cave-in by either shoring or properly sloping the trench walls



- ▶ **Whenever high-pressured gas utility lines are within the 15' radius of the mark-out, every effort shall be made to avoid the location of said utilities by attempting to re-direct the approach to the water main either by distancing the work area from the utility location or by approaching the main from a different side. A CM supervisor shall visit the site to make such an assessment and confirm that alternative methods are not applicable.**



- ▶ When it is reasonably anticipated that the transmission line will need to be *located by hand tools and exposed in a non-emergency scenario*, a representative from National Grid will need to be on site before the trench is back-filled. If the crew arrives on site to begin work and a National Grid representative is not on site within 2 hours, the CM supervisor shall contact Mike McMahon (or back-up Jack Walsh), who in-turn will take-on the responsibility of getting National Grid to the location. If the response is to an *emergency (main break)*, a mark-out ticket will still be called-in and National Grid notified of the work by “USIC” although CM can proceed as necessary.



- ▶ **When the 350 psi gas utility line is within 3 feet of the work area and potentially exposed, a CM supervisor must be present before work proceeds, emergency work or not.**



- ▶ Crews are permitted to remove asphalt / cement pavement with mechanized equipment while waiting for National Grid and their supervisor to arrive, as well as utility verification *only when there is a mark-out* in a non-emergency scenario.



- ▶ **Extreme caution will be required of the crews to avoid any unnecessary contact with the high-pressured utility line.**
- ▶ **Any incidental contact, even standard utility location verification practices, will be reported to the National Grid representative so that verification can be made that no damage to the outer jacket of the pipe has taken place.**



- ▶ Once the National Grid representative has inspected the gas main following the completion of work (non-emergency), the crews will back-fill the excavation. The CM supervisor shall document that such clearance was granted.

