1.0 Purpose

The University at Buffalo (UB) is a member of Dig Safety New York and fully endorses their program for all excavation work on UB property regardless of location. All work identified in Section 6.3 of this procedure shall be handled through the Dig Safely process. Although most utilities on the North and South campuses will be marked by UB Facilities personnel, DO NOT subvert this process by contacting marking personnel directly except in the case of emergencies.

In many cases, UB is the excavator and utility marker for a job. It is possible that the same person may perform both tasks. Regardless, the integrity of this procedure must be maintained.

This procedure does not contain any new rules. It provides guidance to ensure compliance with New York State Code Rule 753 (16 NYCCR 753).

2.0 Scope

This procedure applies to all personnel who perform excavation on any UB property including UB personnel responsible for utility marking coordination and actual field marking activities.
3.0 Responsibilities

3.1 All Excavators
   3.1.1 Mark all digs with proper markings.
   3.1.2 Wait the required time before digging.
   3.1.3 Verify positive response by all utilities.
   3.1.4 Ensure that a competent person supervises each excavation.

3.2 UB Underground Facilities Coordinators (UBUFC)
   3.2.1 Ensure coordination with utility marking personnel so that the dig ticket originator gets positive response in the required timeframe.
   3.2.2 Promote the Dig Safely NY process.

3.3 UB FP&D
   3.3.1 Provide liaison with Dig Safely NY program.
   3.3.2 Ensure that the SUNY/Buffalo member profile is up to date.
   3.3.3 Update utility drawings as necessary and provide marking personnel with the most up-to-date materials.

4.0 Stop Work Orders

Any excavation activities that do not comply with this procedure are subject to a stop work by EH&S, FP&D project managers, or Facilities Supervisors who are charged with ensuring a safe workplace.

5.0 Emergencies

All personnel working on UB property shall be trained in emergency procedures as established by their employer. Contractors shall have pre-planned emergency evacuation areas for all worksites and all personnel shall be directed to check into this area in the event of an emergency. Personnel accountability is critical to emergency responders.

Contractor personnel shall call UB Police at 645-2222 to report any of the following:

1. Emergencies such as accidents or natural disasters,
2. Fires (in addition contract personnel should pull nearest fire alarm if possible),
3. Requests for emergency medical services, and
4. Police issues such as theft of property or damage to contractor equipment.
All personnel should program the University Police number into their cell phones to ensure prompt reporting of emergencies. **DO NOT CALL 911 FROM NORTH OR SOUTH CAMPUS.**

**Important UB Telephone Numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Emergencies (FIRE, EMS, POLICE)</strong></td>
<td><strong>645-2222</strong></td>
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<tr>
<td>Blue Light Emergency Phones</td>
<td>Pick up and speak</td>
</tr>
<tr>
<td>Environment, Health &amp; Safety (EH&amp;S)</td>
<td>716-829-2401</td>
</tr>
<tr>
<td>Facilities Planning and Design</td>
<td>716-645-2612</td>
</tr>
<tr>
<td>Facilities Customer Service</td>
<td>716-645-2025</td>
</tr>
<tr>
<td>Dig Safely New York</td>
<td>800-962-7962 or 811</td>
</tr>
</tbody>
</table>

**6.0 UB and Dig Safely New York Procedure**

6.1 The University is a member of Dig Safely New York. As such, **ALL** excavations shall be coordinated using the procedures of Dig Safely. A *Location Request Information Sheet* is provided in Section 7.1.

6.2 If you are not trained in the Dig Safely system, obtain an Excavator’s Manual from one of UB’s designated underground facilities coordinators.

6.3 Excavations include but are not limited to:

- Demolition of structures
- Cable or pipe plowing or driving
- Setting poles
- Driving survey pins
- Installing sign poles
- Ditching
- Auguring
- Moving earth
- Drilling
- Grading
- Trenching
- Scraping
- Razing
- Dredging
- Tunneling
- Wrecking

6.4 The number for Dig Safely is 1-800-962-7962 or 811.

6.5 The general procedure for excavations is outlined on the inside back cover of the Excavator’s Manual and summarized here.

6.5.1 The excavator shall mark all proposed work areas with white paint, white flags or white stakes per the Excavator’s Manual.

6.5.2 The excavator fills out the Stake-Out Information Sheet and then calls 811.

6.5.3 Within 2 days, the UB underground facilities coordinator will mark all utilities within the work zone using standard marking procedures. Some underground services including natural gas and a petroleum pipeline will be marked by others.
6.5.4 The UB underground facilities coordinator will notify the excavator that locating is completed and the excavator shall complete their Stake-Out request.

6.5.5 Work may begin on the date and time noted on the Stake-Out Request.

6.5.6 Do not proceed with excavation unless these steps are followed and positive feedback is received from each utility. Generally, notice to proceed will be given by a UB underground facilities coordinator.

6.6 Work Zone Safety

6.6.1 All personnel working on open roadways shall comply with the latest MUTCD (Manual of Uniform Traffic Control Devices) adopted by NYS DOT.
7.0 Applicable Guidelines

7.1 Location Request Information Sheet from Dig Safely NY

<table>
<thead>
<tr>
<th><strong>Location Request Information Sheet</strong></th>
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<tbody>
<tr>
<td>Fill out this helpful information sheet before you call Dig Safely New York.</td>
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</table>

**Company Id #:** ________________ **Today's Date:** ________________

**Excavating Company:** ____________________________________________

**Caller's Name:** ________________________________________________

**Excavator's Address:** __________________________________________

**City:** ________________ **State:** _______ **Zip:** ________________

**Fax:** __________________ ______________ **Phone:** ________________

**Field Contact Name:** __________________________________________

**Cellular or Field Office #:** ________________________________

**Work Being Done For (If Applicable):** __________________________

**Work Date:** ________________ **Time:** ________________

NY State law requires at least 2 full working days notice, not including the day you call.

**Excavation Site:** State: ________________ County: ________________

**Name of City, Town, or Village:** ________________________________

**Street Address of Work Site:** ________________________________

**Between What Two Streets:** ________________________________

**Other Pertinent Details / Additional Sites:** ______________________

**Type of Work:** ________________________________________________

**Means of Excavation:** ___________________ **Are You Blasting** □ Yes □ No

**Is the Dig Site within 25 ft. from Road Edge** □ Yes □ No

**Ticket ID #:** ________________________________________________

**Members Contacted (Facility Operators):** ________________________

□ ____________________________________ □

□ ____________________________________ □

□ ____________________________________ □

□ ____________________________________ □

□ ____________________________________ □

**Call Before You Dig ~ 1-800-962-7962**

5063 Brittonfield Pkwy., E. Syracuse, NY 13057


7.4 New York State Code Rule 753 (16 NYCRR 753).

8.0 Document Revisions

EH&S intends to review and update this procedure annually.

9.0 Associated UB Documents:
1.1 Campus Commitment to Safety, University at Buffalo, Office of the Provost, Office of the Senior Vice President, April 3, 2001.

10.0 Important Contact Information

University Police 645-2222
Facilities Planning and Design 645-2612
Environment, Health and Safety 829-2401
Dig Safely New York 811

11.0 Document Revision History:

<table>
<thead>
<tr>
<th>Revision</th>
<th>Section(s) Changed</th>
<th>Change(s) Made:</th>
<th>Date</th>
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**Approvals**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ken Tarbox, UB Facilities Program Coordinator</td>
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<tr>
<td>Mark Adams, P.E., Safety Engineer, EH&amp;S</td>
<td>Date</td>
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<tr>
<td>Ken Szpylman, Architectural Designer, FP&amp;D</td>
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