Utility Locating Policy
(Complying with Dig Safely NY)

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Important Note:
Automated Positive Response (APR) begins 5/31/2012. Check your tickets with your iPhone, iPad, or smart phone by clicking on this QR code. You will need your Ticket ID and Phone Number.


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 or its contractor, DO NOT subvert this process by contacting marking personnel directly except in an emergency.

In many cases, UB is the excavator and utility locator for a job. It is possible that the same person may perform both tasks. Regardless, the integrity of the Dig Safely process must be maintained. Call 811 prior to every mechanized dig.
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 (UB, Contractors and Others)
   3.1.1 Pre-mark all digs with proper white markings.
   3.1.2 Wait the required time before digging.
   3.1.3 Verify positive response by all utilities. As of 5/31/2012, this is done through Automated Positive Response (APR).
   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 receives their APR 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.

3.4 UB EH&S
   3.4.1 EH&S will maintain and update this procedure and provide liaison and training (along with the Facilities Safety Officer) for campus and contractor personnel.

4.0 Stop Work Orders

Any excavation activities that do not comply with this procedure are subject to a stop work order by EH&S, FP&D project managers, or Facilities Supervisors who are charged with ensuring a safe workplace. Repeat violators of this process will be referred to the New York State Public Service Commission.
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 716-645-2222 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.** (Emergency calls from off campus locations such as the Downtown Campus, Anderson Gallery, or the Darwin Martin House may go to 911 first, but must be followed up with a call to the University Police.)

**Important UB Telephone Numbers:**

<table>
<thead>
<tr>
<th>All Emergencies (FIRE, EMS, POLICE)</th>
<th>716-645-2222</th>
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<tbody>
<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>716-829-3301</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 ext. 1</td>
</tr>
<tr>
<td>Dig Safely New York</td>
<td>811</td>
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</tbody>
</table>
6.0 UB and Dig Safely New York Procedure

6.1 ALL excavations shall be coordinated using the procedures of Dig Safely New York. 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. Or follow the link in Section 7.2.

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

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

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

6.4.3 Within 2 days, the UB underground facilities coordinator will arrange to have UB owned facilities marked. Some underground services including natural gas and the petroleum pipeline on the North Campus will be marked by others.

6.4.4 The excavator will ensure that all necessary locates are completed by checking the Automated Positive Response system.

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

6.4.6 Do not proceed with excavation unless these steps are followed and positive response is received.

6.5 Work Zone Safety

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

6.5.2 The University utilizes Work Zone Safety- Guidelines for Construction, Maintenance, and Utility Operations, May 2008 as published by the Cornell Local Roads Program as the standard for work zone safety. This guide can be obtained at from the link in Section 7.3.
7.0 Applicable Guidelines

7.1 Location Request Information Sheet from Dig Safely NY
   http://www.clrp.cornell.edu/PDF/workzone_pocket_guide_08-web.pdf
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

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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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<tbody>
<tr>
<td>00</td>
<td>First Issue</td>
<td></td>
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<tr>
<td>01</td>
<td></td>
<td>Title changed to Utility Locating Policy</td>
<td>4/26/12</td>
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<tr>
<td></td>
<td></td>
<td>Added APR link, QR Code. References to UB contract locators added. Phone numbers updated.</td>
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**Approvals**

Ken Tarbox, UB Facilities Program Coordinator
Mark Adams, P.E., Safety Engineer, EH&S
Harry Clark, Dig Safely NY Coordinator, FP&D
Location Request Information Sheet

Fill out this helpful information sheet before you call Dig Safely New York.

Company ID: ___________________ Today’s Date: ________________

Company Name: ___________________

Company Mailing Address: ___________________

City: ___________________ State: __________ Zip: __________

Phone: ___________________ Fax: ___________________

Email: ___________________

Field Contact Name: ___________________ Phone: ___________________

Name or Company for whom you are doing the work? ___________________

*NYC LAW REQUIRES AT LEAST 2 FULL WORKING DAYS ADVANCE NOTICE, NOT INCLUDING THE DAY YOU CALL.

Start Date: ________________ Start Time: ________________

Duration of Job: ________________ Days / Hours / Months / Weeks / Years / Unknown

Excavation Site State: New York County ___________________

City / Town / Village ___________________

Street Address: ___________________

The TWO nearest cross streets the address is located between:

Near Street 1: ___________________ Near Street 2: ___________________

Where on the property are you excavating? ___________________

Depth of Excavation: ___________ Inches / Feet

Length: ________________ Feet / Miles / Meters

Width: ________________ Inches / Feet

Type of Work: ___________________

Means of Excavation: ___________________

Will there be Blasting? ☐ Yes ☐ No

Will there be Boring or Directional Drilling? ☐ Yes ☐ No

Is the Dig Site within 25ft from the Edge of the road or in the road? ☐ Yes ☐ No

Is the Excavation marked in WHITE? ☐ Yes ☐ No

To print more forms, please visit our website: www.digsafelynewyork.com/dsny/pdf/Format_pad.pdf

Place your tickets online 24 Hours a Day!
Send an email with your Company ID Number to:
register@digsafelynewyork.com