

		GAS OPERATIONS MANUAL 1ST AND 2ND PARTY EXCAVATION ACTIVITIES		GOM 60.40.20
Department:	Operations, Engineering	Date Approved:	8-2-2022	
Approved by:	Chris Clancy	Date Effective:	10-1-2022	
Revision Number:	7			

Purpose

This procedure establishes the requirements to be followed for all 1st and 2nd party excavation activities.

Scope

This procedure provides general responsibilities for all excavating activities for 1st and 2nd Party Excavators. More detailed responsibilities are also provided in GOM 60.40.30 Response to One Call Requests and GOM 60.40.40 Locating and Inspection Activities.

Responsibilities

- A. **Director** Operations is responsible for approving changes to this document.
- B. Senior Manager Standards and Materials and Manager Pipeline & Public Safety are responsible for reviewing and making changes to this procedure.
- C. Company or contractor personnel performing excavations or involved in the planning or designing must follow the requirements in this procedure
- D. Users of a procedure are encouraged to provide feedback on the procedure.

Equipment

No equipment is specified with this procedure. If going out to the field to perform site visits, the appropriate PPE shall be worn.

Operator Qualifications and Training

There are no OQ tasks for this procedure.

References

Provide a list of regulatory and industry standards that are applicable to the procedure Use the format in the following examples:

A. Federal Regulations

- 49 CFR § 192.605 Procedural manual for operations, maintenance, and emergencies
- 49 CFR § 192.614 Damage Prevention Program

B. Pennsylvania Regulations

Pennsylvania Underground Utility Line Protection Act – Act 287 as amended

C. Maryland Regulations

Maryland Underground Damage Prevention Act – **ACM** Title XII as amended

D. Industry References



NASTT – North American Society of Trenchless Technology – HDD Consortium “Good Practices

Pennsylvania One Call Systems, Inc. User’s Guide for Pennsylvania Underground Utility Line Protection Law ([UULPL](#))

[Common Ground Alliance – Best Practices version 18 is the current edition](#)



Procedures

1.0 General

- 1.1 All excavation shall be done in accordance with applicable laws and in a manner to prevent damage to pipelines and other facilities. When determining the precise location of a facility, hand digging or other prudent techniques (such as vacuum excavation) are required when within the tolerance zone of the marked facility.
- 1.2 Conduct an initial jobsite walk focused on available site information and visible landmarks related to the existence of underground facilities to identify any obviously unmarked or incorrectly marked facilities. The following visible landmarks and relevant site information should be considered:
 - Position of painted facility marks
 - Valve boxes
 - Above ground utility boxes
 - Manhole covers
 - Pole drops and risers
 - Storm inlets
 - Meters
 - Project plans
- 1.2.1 If during the initial jobsite walk, any underground facilities appear to be unmarked or not completely marked out, do not excavate. Contact Supervisor and submit a renotify locate request to POCS or similar process in other states.
- 1.2.2 After submitting a renotify request, do not excavate until the facility owner makes contact and provides additional information.
 - a) If the facility owner does not respond to the renotify request to POCS within three hours, excavation can begin as scheduled on the original ticket but not earlier than the lawful dig date, provided that prudent digging techniques are used.
- 1.3 It is recommended that any conflicts indicated by the Facility Owner mark outs are prudently verified prior to beginning excavation activities with mechanized equipment.
- 1.4 Prior to excavating, ensure gas facilities in the area are completely marked out by consulting: construction drawings, GIS, visual indications of gas facilities, service cards, service list, and other available records.
 - 1.4.1 If it appears that all expected gas facilities are not completely marked out or mismarked, do not excavate. Follow the requirements in Section 1.2.1.
- 1.5 Conduct a daily job briefing before excavating. See Safety & Health Manual 500.70.10 Job Plan with requirements to document the job briefing.
- 1.6 Excavators should be cautious of any unrecorded appurtenances that may protrude horizontally or vertically from pipeline facilities such as tapping tees, purging tees, and stubs. These appurtenances are most often damaged by excavating within the tolerance zone of a marked facility.



- 1.7 If only “soft dig” methods (e.g. vacuum excavation) are being used, a one call is not required, but can still be made to have other utilities located. If mechanical equipment is used in conjunction with a soft dig (e.g. jackhammers, saw cutting or hoe ramming to break pavement) a one call is required.
- 1.8 Prior to performing any excavation activities, the excavator of record shall notify the appropriate One Call center electronically or telephonically. Notification can be made using Web entry, by dialing 811 or the following numbers:
 In Pennsylvania: 1-800-242-1776
 In Maryland: 1-800-257-7777
- 1.9 Notification for scheduled excavations should be made to the applicable One Call center, in accordance with the applicable state one call requirements:
- 1.9.1 In Pennsylvania, the notification shall be at least three (3) business days prior to the planned excavation, but no more than 10 business days prior to excavation. If excavations have not started within the 10 days, the One Call center must be re-notified. The One Call center will issue a unique serial number that shall be recorded on the service order.
- 1.9.2 In Maryland, the notification shall be at least two (2) business days prior to the planned excavation, but no more than 12 business days prior to excavation. If excavations have not started within the 12 days, the One Call center must be re-notified. The One Call center will issue a unique serial number that shall be recorded on the service order.
- 1.10 To identify proposed excavation sites, white flags, white stakes, or white paint shall be used to mark the proposed excavation site if exact site information cannot be provided.
- 1.11 If UGI utilizes a contractor to install or maintain UGI facilities, the contractor is responsible for making the One Call notification and for practicing prudent excavation methods.
- 1.12 One Call notification is required for planned propane line surveys when test or bar holes are to be used.
- 1.13 If the precise location of a marked facility cannot be located within the tolerance zone, the Excavator should notify a UGI Supervisor or inspector for further guidance.
- 1.14 Emergency Tickets
- 1.14.1 In situations when the required excavation work meets the definition of an emergency (in 60.40.10) the Excavator, or designee (Central Dispatch unless otherwise directed by Duty Supervisor or crew foreman), shall place an Emergency One Call Ticket as soon as practical.
- a) Facility Owners should be afforded two hours to respond to an Emergency One Call Ticket. Within the two-hour timeframe of waiting for response from Facility Owners, on-site personnel shall conduct a pre-excavation survey to identify clear evidence of facilities- within the excavation area.
 - b) If the emergency situation jeopardizes life, property or the environment, the work may proceed immediately applying due care and prudent techniques without waiting for responses from Facility Owners.