



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

**Call Before You Dig
Policy and Procedure**

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Responsible Office: Department of Public Safety

Responsible Official: Associate VP of Public Safety & Administrative Services

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1.0 Policy Statement

The University of New Haven has developed a Call Before You Dig (CBYD) Policy and Procedure in accordance with Connecticut Public Act No.22-350, Connecticut General Statutes 16-345, and Section 16-345-1 through 16-345-9 of the Regulations of the Connecticut State Agencies concerning safe excavation practices and the protection of underground facilities in Connecticut.

1.1 Purpose

It is the policy of The University of New Haven and Connecticut law that at least 48 hours prior to any excavation the Call Before You Dig program be notified. The University prohibits excavations on University owned, leased or subsidiary facility property that does not follow the guidelines outlined in this policy and procedure.

1.2 Scope

This policy and procedure apply to all University employees and contractors working at University owned, leased or subsidiary facilities.

1.3 Review

The Associate Vice President of Facilities will review and update this policy whenever necessary or at least annually.

All the elements of this policy are considered University of New Haven policy and may be enforced as such. Failure on the part of University employees to follow the policies and safety requirements of this Plan may result in disciplinary action. If a contractor is found to be in non-compliance with the University of New Haven's Call Before You Dig Policy, current and future work may be jeopardized.

2.0 Definitions

Excavation - defined as any operation for the purpose of movement or removal of earth, rock or other materials in or on the ground by use of mechanized equipment, including blasting. Excavations include, but are not limited to:

- Demolition of Structures
- Cable or Pipe Plowing or Driving
- Setting Poles
- Reclamation Processes and Milling
- Installing Sign Poles
- Boring Holes for Percolation Tests
- Ditching
- Auguring

- Moving Earth
- Drilling
- Grading
- Trenching
- Digging
- Scraping
- Razing
- Dredging
- Tunneling
- Wrecking

3.0 Roles and Responsibilities

The following individuals have these responsibilities with regard to this CBYD program.

3.1 Associate Vice President of Public Safety & Administrative Services

- Support and assist University staff on the full implementation of this safety program.
- Update the program as necessary
- Assure that appropriate training has been conducted with University staff.

3.2 Director of Facilities

- Ensure that University policies and procedures are communicated to Contractors and Sub-Contractors.

3.3 Contractors

- Are required to review, understand and follow all University safety policies and procedures while on-site.
- Ensure all hazards are appropriately communicated to the University Project Manager as well as subcontractors working under their direction.

4.0 Call Before You Dig Request

The CBYD program requires that a request for a mark-out be made at least 2 full working days but not more than 30 days before any excavation starts (excluding holidays & weekends). The following steps must be followed for all excavations at all University of New Haven owned, leased or subsidiary facilities:

- A request must be made regardless of where the excavation will take place.
- A notification is still required even if mechanized equipment is being used to only excavating a few inches or just surface grading. If you move material, or plan to drill or drive anything into the ground a notification must be made.
- Those completing the excavation should not rely on old markings.

- Before calling CBYD, the person completing the excavation must mark out the area that has been identified for excavation with white paint, flags or stakes.
- The person completing the excavation must complete a mark-out request information sheet prior to calling the CBYD. This request information must be reviewed by the University of New Haven Facility department prior to a CBYD notification.

The CBYD call center operates from 7:00 AM to 5:00 PM weekdays answering calls from anyone who plans to dig in Connecticut. The CBYD call center can be reached at 800-922-4455.

After providing the CBYD call center with the requested information, the customer service representative will read all provided information back to the caller. It is imperative that the caller assures all information is accurate. The caller will be given a list of member utility owners that the CBYD will notify as well as a mark-out request number that is proof of the call and a reference should it be needed at a later date. The University of New Haven requires that the mark-out request number be available at the excavation for the duration of the excavation.

4.1 Emergency Excavations

Only emergency calls are accepted at the CBYD call center after hours, weekends and holidays. In an emergency situation, CBYD will tell the caller which utilities are in the area, and it is the responsibility of the caller to call each utility directly for an emergency mark-out.

In the event of an emergency requiring an excavation, the University of New Haven will work in conjunction with the contractor to notify the CBYD call center as well as identified utilities prior to completing any excavations. □

5.0 Confirming the Utilities Response

Each utility operator identified on the one call ticket is required to either mark out the area of proposed excavation or advise the caller that the area is clear. That response will either be a facility mark-out (which could be a “Company Name - Clear”) in the field or contact from the operator that they do not have facilities in the proposed dig site area and that the area is clear.

If the excavation area is not marked, or facility operator identified on your mark-out request does not contact the caller before the stated commencement date, it is required that the person completing the excavation call the facility operator’s contact number.

It is important for the caller to provide an accurate field contact phone number when calling the CBYD Call center for a mark-out request because that is the phone number the facility operators will use should

they need to contact the person completing the excavation regarding the mark-out request.

6.0 Markings

The University of New Haven is responsible for maintaining the marks set down by utility operators at the excavation site. Should the excavation cause the removal or disturbance of markings, the person completing the excavation must establish offset marks in order to maintain a reference point for underground utilities. If offset marks are used during the excavation, everyone working on the project must be aware of any offsets that have been established, any marks that have been compromised or any other information regarding utility locations.

Before the excavation begins, the University requires that the contractor walk-through the site to familiarize themselves with the markings and the locations of buried utilities paying special attention to any changes in direction that the underground utilities take.

Should markings fade or be compromised to the point where proper and safe excavation is no longer possible, the CBYD call center must be contacted immediately and a new mark-out ticket request must be made.

In the event any markings at the site are refreshed the uniform color code and identification letters must be used to avoid any confusion during the excavation.

6.1 Color Codes

Section 16-345-5(i) of the Regulations of Connecticut State Agencies (RCSA) establishes a color code for marking underground utility facilities:

- (1) Yellow: Gas, oil petroleum products, steam, compressed air, compressed gases and all other hazardous materials except water;
- (2) Red: Electric power lines, electric power conduits and other electric power facilities;
- (3) Orange: Communication lines or cables, including but not limited to telephone, telegraph, fire signals, cable television, civil defense, data systems, electronic controls and other instrumentation;
- (4) Blue: Water;
- (5) Green: Storm and sanitary sewers and drainage systems including force mains and other non-hazardous materials;
- (6) Purple: Reclaimed water, irrigation and slurry lines;

- (7) White: Designated area of proposed excavation or demolition; and
- (8) Pink: Survey markings.