

LIVE UTILITY PROGRAM & LOCATE POLICY

BACKGROUND AND GENERAL INFORMATION

Northwest Construction Site Supervision is responsible for identifying and assessing all existing and potential hazards related to the scope of work. The commitment is to take action to eliminate, reduce, or control these hazards. A particular area of focus, due to its high risk for personal injury, is the location of all utilities and structures in every work area.

PURPOSE

The purpose of this program and policy is to provide guidance and direction for Northwest Construction employees to eliminate or reduce the potential for utility strikes on our projects. This program and policy will provide awareness and instruction to supervisors responsible for work on projects.

SCOPE

This policy applies to all Northwest Construction employees involved in the planning and implementation of excavation projects.

SOURCE DOCUMENTS/EVALUATION TOOLS

Company on NWC-H: Policies, Procedures, Training and Resources Documents/Live Utility Program and Locate Policy.doc

ASSOCIATED PROCEDURAL STEPS

General Rules & Guidelines

1. Northwest Construction Site Supervisors, including Project Managers, Superintendents, and Foremen, must identify and assess all existing and potential hazards within the scope of work and take action to eliminate, reduce, or control these hazards.
2. Field supervisors must familiarize themselves with the scope of work, all existing utilities and structures, the equipment to be used, and all applicable underground utility protection laws and guidelines within the area of operation.
3. Field supervisors must inform all employees of all actual or potential hazards at the worksite through a review of those hazards in a daily pre-task planning meeting before the start of work.
4. Northwest employees are never authorized to disturb the ground without first

obtaining all utility locates.

5. Northwest employees can never dig without locates, even if they believe there are no utilities present.
6. Field supervisors must call in and verify that locates are current and refresh marks as necessary for visibility.
7. When there is a change in supervision, incoming field supervisors must verify that Northwest Construction locates have been called in, are current, and markings refreshed as needed for visibility.
8. All locates must be requested by Northwest Construction. Existing locate marks on the ground may only be used when called and confirmed by Northwest Construction. We can never excavate under any other contractor's or owner's locate ticket. Subcontractors and other contractors working onsite are responsible for obtaining and maintaining their own locates.
9. Whenever possible, plan for locates on dry days to help preserve the paint markings, particularly when working on paved surfaces.
10. All locates are marked with WHITE paint only.

Pre-Planning Activities

1. Call for locates ten (10) business days prior to the planned start of work whenever possible. By Washington state law, a request for locates must be conducted two business days and not more than ten business days before the scheduled date for the commencement of excavation.
 - a. Utilize the ITIC online as the first choice and best practice.
 - b. Call 811 to order locates by phone. This method is approved when ITIC online is not available.
 - c. Utility Notification Center Contact:
 - i. Website: www.digsafewa.com
 - ii. Phone: 811
2. Document the locate number received on the plan sheets.
3. On a private jobsite, field supervisors shall call APS to request private locates.
 - a. Phone: 425-954-8436
 - b. Schedule APS locates for the day after the public locates; they will not respond

until all public utilities have been located.

- c. Walk the site with the APS representative and compare the locates to the plans; question all discrepancies and document the responses.

Please Note: Excavation cannot commence until all known utilities have been marked (located) or you are provided information regarding unlocatable underground utilities from the utility owner. If locate marks have not been placed on the ground, a written confirmation must be obtained from the utility owner(s).

4. All locates (public and private) are “current” for only 45 days.
 - a. Set follow-up reminders on your calendar for 30 days prior to the expiration of the locate ticket to ensure that locates do not lapse.
 - b. Utility refresh tickets locate requests must be made before the current locate ticket expires. No work may be performed until all locates are performed and current.
 - c. Northwest Construction must photo document all utility locates. Video clips of current locate marks are also acceptable. Photos and/or videos of current locate marks shall be stored in the project folder. White painted locate request boundaries must also be documented by photo or video.
 - d. Any and all information related to utility locates onsite must be stored in the project folder.
 - e. It is the Northwest Construction supervisor’s responsibility to maintain all locate marks during the 45-day current period. This is to be accomplished by circling each existing locate mark with white paint and labeling each type of utility.
 - f. Follow-up locate numbers must be documented on the plan sheets as well.
 - g. When a utility owner and/or locator is unresponsive phone calls must to made the contact(s) listed on the locate ticket or the attached contact list. See Appendix A.

Jobsite Requirements

1. Confirmed current ITIC Locate Ticket Numbers shall be written on the Pre-Task Daily Planning document reviewed and signed by all crew members, including Operators and Laborers on the jobsite.

Prior to excavation, the field supervisor, with as-builts and plans in hand, shall walk the site to ensure the work area has no new utility installs since locates were performed. Locate marks shall be compared with utilities on plans, and all discrepancies addressed. On jobs with a GC, this walk should be conducted with the GC Superintendent or supervisor. **NOTE:** When working in the City of Seattle, you will receive an email following your ticket request. This email will contain a link to the Seattle Public Utilities DSO Water and Sewer Map. [Development Services Office Water and Sewer Research App](#) You are required to use this map for locating existing sewer, water, storm and drainage.

2. Prior to the start of tasks involving excavation, the field supervisor shall perform a pre-task walk with the crew performing the work, point out utilities in close proximity, and discuss and document how work will proceed safely as recorded on the Pre-Task Safety Plan. This must be conducted prior to the start of the task and daily thereafter until the completion of the task.
3. The field supervisor shall refresh locate marks by circling each dash locate mark with white paint through the entire excavation area. Each type of utility shall also be labeled per the chart below:

Utility Color	Survey Paint Color
Proposed Excavation / Contractor Refreshed Utility Mark	WHITE
Electric Power Lines, Cables, Conduit and Lighting Cables	RED
Potable Water	BLUE
Steam, Condensate, Gas or Oil, Compressed Air	YELLOW
Telecommunications, Alarm or Signal Lines, Cables or Conduit	ORANGE
Temporary Survey Markings	PINK
Sewer and Storm Drains	GREEN
Non-potable Water, Irrigation, Slurry Lines	PURPLE
Vacuum Systems or other misc utilities	SILVER

4. Utility locate marks can be maintained by offsetting the locate using lath.
5. The field supervisor ensures that all excavation work complies with The Northwest Construction Duct Bank Policy.
6. Pre-Task Plans, Trenching Plans, and other plans required for the specific work to be performed shall be completed prior to beginning work.
7. The field supervisor ensures that work is planned and conducted in accordance with the Northwest Construction, Inc. Site Specific Safety Plan and Northwest Construction, Inc. Safety & Health Plan.
8. The exact location of all underground utilities must be determined prior to excavation. The exact location may be accomplished by potholing with a hydro excavator or by hand digging. Note that locate marks are approximate locations and can be within 2' of each side of the locate mark.
9. Locates never include the depth of utilities, so it is imperative to use potholing methods to determine the exact depth prior to excavation. Potholing shall be performed in a manner so that the area 3' of each side of the locate is explored and depth is visually determined. Potholing of locate marks must be performed at all utility crossings and at least every 50' while paralleling a known utility.

10. Measures must be taken to protect utilities from damage during excavation activities. These measures can include but are not limited to:
 - a. Hand digging when approaching within 2' of a known utility.
 - b. Using an experienced spotter anytime excavating within 5' of a known utility.
 - c. Removing all material (rocks, spoils, loose pavement, debris, tools, and equipment) from the edge of the excavation.
 - d. Bracing and shoring utilities that cross open trenches or excavations.

11. If an undocumented or unlocated utility is discovered, work must immediately stop. The NWC supervisor must conduct a thorough investigation to identify the utility before proceeding with excavation. This investigation must include a call to the Washington Call Center, an additional review of plans and as-builts, and an inquiry to the General Contractor or owner's representative.

RESPONSIBILITIES

- 1) NWC Project Managers, Superintendents, and Foremen are responsible for ensuring the implementation of the NWC Live Utility Program and Locate Policy, including the identification and elimination or reduction of hazardous risks, particularly those associated with existing underground utilities and structures.
- 2) NWC Superintendents and Foremen responsible for work on a NWC jobsite are specifically responsible for:
 - a. Obtaining and confirming current locates for each jobsite before work commences.
 - b. Marking and refreshing marks of all utilities in accordance with the policy.
 - c. Preparing Pre-task Planning Reports and conducting Pre-task Planning Meetings which clearly present all locates and associated risks.
 - d. Conducting pre-task walks to clarify all risks associated with confirmed utilities and structures.
- 3) All NWC employees, particularly Operators and Laborers, are responsible for reading and understanding the Live Utility Program and Locate Policy, participating in pre-task walks, and asking questions to ensure all risk-eliminating and reducing actions are taken.

DOCUMENT HISTORY

Last Amended: 10/25/2024

First Approved: 01/01/2016

ACKNOWLEDGMENT

By signing below, I acknowledge that I have received, read, and understand the Northwest Construction Live Utility Program and Locate Policy. I have had an opportunity to ask questions to ensure my understanding and verify how this Program and Policy shall direct my work.

Employee Signature

Date

Employee Name (Printed)

**Don Evans (cell 425-766-3412) contact list when locates go wrong
ALWAYS provide a ticket number**

**USIC
Locates for CenturyLink, Lumen, COMCAST, Astound (Wave), Ziply, and SnoCo PUD
COLORS: ORANGE and RED**

Name:	David Gallant	
Title:	District Manager - WA, ID, & MT ---->	josephmaneval@usicllc
Phone:	360 -421 -2278	peterprengel@usicllc
Email:	davidgallant@usicllc.com	candidohernandez@usicllc

Company: CenturyLink & Lumen

Name:	Gene Reed	Name:	John Bemis
Title:	Manager, Region Operations	Title:	Manager of Region Ops- W Washington
Phone:	253 -486 -9280	Phone:	253.458.6530 cell: 406.250.9892
Email:	Geno.Reed@lumen.com	Email:	John.Bemis@lumen.com

Company: COMCAST

Name:	Joseph Arellano	Name:	Jason Gamble
Title:	Sr. Manager, Construction Pacific Northwest Region - Washington	Title:	Sr. Director of Construction-Pacific NW Region
Phone:	(253)-508-2429	Phone:	206-643-6483
Email:	Joseph_Arellano2@comcast.com	Email:	Jason_Gamble@comcast.com

Company: Snohomish County PUD #1

Name:	Diane Steele		
Title:	Lead Designer/Distribution Engr Svcs		
Phone:	425 -344 -2057		
Email:	dtsteele@snopud.com		

Company: Wave (now Astound)

Name:	Dean Marubayashi	Company: Ziply	
Title:	Director of Technical Operations	Name:	Micah Brown
Phone:	425-457-6280	Title:	Facility Protection & Locates
		Phone:	503-302-3960
		Email:	micah.brown@ziply.com

ELM

**Locates for PSE and Avista
Colors: RED and YELLOW**

Name:	Ryan Dolney	Name:	Brian Rich
Title:	Washington State Director	Title:	VP of Operations
Phone:	206 - 305 - 6058	Phone:	208 -830 -2804
Email:	ryan.dolney@elmutility.com	Email:	bryan.rich@elmutility.com

Company: PSE

Name:	Erika Hunter	Name:	Matt Eldridge
Title:	Supervisor of Damage Prevention	Title:	PSE PM III Damage Prevention
Phone:	425 -457 -6995	Phone:	425-766-0659
Email:	Erika.Hunter@pse.com	Email:	Matt.eldridge@pse.com

Company: Avista

Name:	Tyler Proszek		
Title:	Damage Prevention Program Administrator		
Phone:	509-290-3544		
Email:	Tyler.Proszek@avistacorp.com		

For access to airport project

Company: Port of Seattle	
Name:	Jeffrey Dixon
Title:	Utility Locate Manager
Phone:	206-708-5089
Email:	Dixon.J@portseattle.org

To file a complaint with the Washington State
Dig Law Safety Committee
www.DigSafeWA.com
click on "File a Complaint" Located on top bar, right of center.