

# **LIVE UTILITY PROGRAM & LOCATE POLICY**

## **BACKGROUND AND GENERAL INFORMATION**

Northwest Construction, Inc. ("NWC") Site Supervision is responsible for identifying and assessing all 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 known utilities in every work area.

## **PURPOSE**

The purpose of this program and policy is to provide guidance and direction for NWC 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 NWC's projects.

## **SCOPE**

This policy applies to all NWC employees involved in the planning and performance of excavation work.

## **SOURCE DOCUMENTS/EVALUATION TOOLS**

COMPANY (\\NWC-FS1) H:\SAFETY\Policies

## **ASSOCIATED PROCEDURAL STEPS**

### General Rules & Guidelines

1. NWC Site Supervisors, including Project Managers, Superintendents, and Foremen, must identify and assess all 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 known utilities, the equipment to be used, and all underground utility protection laws and guidelines applicable to the scope of work.
3. Field supervisors must review with all crew members the hazards applicable to NWC's scope of work before starting work.
4. Field supervisors must request locates, verify locates are current, and refresh locate marks as necessary for visibility.
5. NWC employees are never authorized to disturb the ground within the work limits defined on a locate ticket without receiving a "Positive Response" from all utility owners who have underground utilities in the area identified on the locate.
  - a. "Positive Response" means utility owners or their designated locators are required to provide confirmation to the call center indicating whether all known utilities have been located and properly marked or they provide location information regarding unlocatable underground utilities. (RCW 19.122.020 and 19.122.030)
  - b. Utility owners must provide this information no later than the work-to-begin date listed on the locate ticket. Extensions for utility owners are only allowed if approved in writing by the NWC supervisor who requested the locate. The status of each locate ticket can be viewed through iSite Login.
6. When there is a change in supervision, the incoming NWC field supervisor must verify that NWC locates are current and markings have been refreshed as needed for visibility.
7. NWC is aware of the new rule change effective January 1, 2026 that allows general contractors to submit locate requests for subcontractors. This change did not alter NWC's policy. No NWC employee is permitted to excavate under a locate ticket that was not requested by NWC. Furthermore, NWC will not submit a locate request on behalf of another company. All locates for work that will be

- performed by NWC must be requested by NWC. Subcontractors and other contractors working onsite are responsible for requesting and maintaining their own locates.
8. Existing locate marks on the ground may only be used by NWC after verification by the utility owner.
  9. Whenever possible, plan for locates on dry days to help preserve the paint markings, particularly when working on paved surfaces.
  10. All locate boundaries are marked with WHITE paint only.

#### Pre-Planning Activities

1. Request locates ten (10) full business days prior to the start of work whenever possible. By Washington state law, a request for locates must be submitted two (2) full business days and not more than ten (10) full business days before the work is scheduled to start.
  - a. Utilize ITIC online as the first choice and best practice.
    - i. <https://wa.itic.occinc.com/>
  - b. Call 811 to order locates by phone when ITIC online is not available.
    - i. Phone Number: 811
2. Document the locate number received on the applicable plan sheet(s) and Pre-Task Plan form(s).
3. When necessary, NWC field supervisors shall call one of the following private locators to request private locates.
  - a. Mountain View Locating: (360) 829-5166
  - b. CNI Locates: (206) 681-0034
  - c. APS (425) 954-8436

NOTE: Private locators will not respond until you have a public locate ticket number.
4. Walk project site with locator from the private locate company and compare locate marks to the plans; question all discrepancies and document the responses.
5. All locates (public and private) are “current” for forty-five (45) calendar days.
  - a. Locate ticket refresh requests shall be made no less than fifteen (15) calendar days from the expiration date of the current locate ticket. (Consider setting a thirty (30) calendar day reminder at the start of each locate ticket and each refresh request to ensure they do not lapse).
  - b. NWC 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.
  - c. All information related to utility locates must be stored in the project folder.
  - d. It is the NWC supervisor’s responsibility to maintain all locate marks during the current forty-five (45) calendar day period. This is to be accomplished by circling each existing locate mark with white paint and labeling each type of utility 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

- e. Follow-up locate numbers must also be documented on the applicable plan sheet(s) and Pre-Task Plan form(s) as well.

- f. When a utility owner and/or locator does not properly respond to locate requests, phone calls must be made to the contact(s) listed on the locate ticket or the attached contact list. See Appendix A.

#### Jobsite Requirements

1. Current ITIC Locate Ticket Numbers shall be written on the Pre-Task Plan form that is reviewed and signed by all NWC crew members on the jobsite.
2. Prior to excavation, the NWC field supervisor, with as-builts and current contract drawings in hand, must walk the work area to ensure no new utilities have been installed since locates were last performed. Locate marks shall be compared with utilities on current as-builts and contract drawings, and all discrepancies addressed. On jobs where NWC is not the GC, this walk should be conducted with the GC's Superintendent or designated GC supervisor whenever possible.
  - a. **NOTE:** When working in the City of Seattle, you will receive an email after submitting a locate request. This email will contain a link to the Seattle Public Utilities DSO Water and Sewer Map. You are required to use this map for locating existing sewer, water, storm, and drainage. (Hyperlink for reference: [Development Services Office Water & Sewer Map](#))
3. Prior to the start of tasks involving excavation, the NWC field supervisor shall perform a Pre-Task walk with the crew performing the work, point out existing utilities, and discuss and document how the task will proceed safely as recorded on the Pre-Task Plan form. This must be conducted prior to starting the task and daily thereafter until task is complete.
4. Utility locate marks can be maintained by offsetting the locate using lath or other offset marker appropriate for the site conditions.
5. The NWC field supervisor ensures that all excavation work complies with the NWC Duct Bank Policy.
6. All Pre-Task Plans, Work Plans, and other plans required for the specific work to be performed shall be completed prior to beginning work.
7. The NWC field supervisor ensures that work is planned and conducted in accordance with the NWC Site Specific Safety Plan and NWC Safety & Health Plan.
8. The physical location of all known underground utilities must be determined prior to excavation. This can be done 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 depth of each known utility prior to excavation. Potholing shall be performed in a manner so that the area 3' on each side of the locate is explored and the depth is visually verified. Potholing of locate marks must be performed at all utility crossings, directional changes, 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 stop immediately. 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, Project Engineers, Superintendents, and Foremen are responsible for ensuring the implementation of the NWC Live Utility Program and Locate Policy.
2. NWC Superintendents and Foremen responsible for work on a NWC jobsite are specifically responsible for:
  - a. Obtaining and confirming current locates before work commences.
  - b. Refreshing locate marks in accordance with the policy.
  - c. Preparing Pre-Task Planning Reports and conducting Pre-Task Planning Meetings.
  - d. Conducting Pre-Task Walk Throughs.
  - e. Updating as-built drawings daily to reflect design changes and work progress. When a crew is transferred to another jobsite, the as-built drawings must be given to the Project Manager prior to crew leaving jobsite for another work assignment.
  - f. Ensuring all NWC employees, particularly Supervisors, Operators, and Laborers, understand the NWC Live Utility Program and Locate Policy.

## DOCUMENT HISTORY

Last Amended: 12/30/2025

First Approved: 01/01/2016

## ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received, read, and understand the Northwest Construction, Inc. 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.

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Employee Signature

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Date

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Employee Name (Printed)

## APPENDIX A

<b>Don Evans (cell 425-766-3412) contact list when locates go wrong</b> <b>AKWAYS provide a ticket number</b>			
<b>USIC</b> <b>Locates for CenturyLink, Lumen, COMCAST, ITG, Astound (Wave), Unite/Segra, Ziply, Zayo, and SnoCo PUD</b> <b>COLORS: ORANGE and RED</b>			
Name:	David Gallant	Name:	Sara Miller
Title:	District Manager - WA, ID, MT	Phone:	425-864-1458
Phone:	360 -421 -2278	Email:	saramiller@usicllc.com
Email:	davidgallant@usicllc.com	Alt Email:	josephmaneal@usicllc
<b><u>Company: Unite/Segra</u></b>		<b><u>Company: Zayo</u></b>	
Name:	Steven Houseman	Name:	Kenny Kurtz
Title:	Screen Dept Manager	Title:	Damage Prevention
Phone:	816-368-9039	Phone:	425-791-6546
Email:	upnscreening@upnfiber.com	Email:	kenneth.kurtz@zayo.com
<b><u>Company: CenturyLink &amp; Lumen</u></b>			
Name:	Gene Reed	Name:	John Bemis
Title:	Manager, Region Operations	Title:	Manager of Region Ops- W Washington
Phone:	253 -486 -9280	Phone:	406.250.9892
Email:	Geno.Reed@lumen.com	Email:	John.Bemis@lumen.com
<b><u>Company: COMCAST</u></b>			
Name:	Joseph Arellano	Name:	Jason Gamble
Title:	Sr. Manager, Construction	Title:	Sr. Director of Construction-PNW Region
Phone:	(253)-508-2429	Phone:	206-643-6483
Email:	Joseph_Arellano2@comcast.com	Email:	Jason_Gamble@comcast.com
<b><u>Company: ITG (Locates for Comcast)</u></b>			
Name:	Salvatore Caponigro	Name:	Shaina Bellenger
Title:	Manager	Title:	Dispatch
Phone:	385-977-5794	Phone:	385-977-0510
Email:	Salvatore.Caponigro@itgcomm.com	Email:	shaina.bellenger@itgcomm.com
Name:	Dominic Hobson	Name:	Terrence Steinline
Phone:	615-970-8033	Title:	Supervisor
Email:	Dominic.hobson@itgcomm.com	Phone:	725-249-2876
<b><u>Company: Ziply</u></b>			
Name:	Dean Marubayashi	Name:	Micah Brown
Title:	Director of Technical Operations	Title:	Facility Protection & Locates
Phone:	425-457-6280	Phone:	503-302-3960
Email:		Email:	micah.brown@ziply.com
Name:	John Radonski	Name:	Peter Prengel
Title:	General Manager WA & OR	Title:	Washington Supervisor
Phone:	503-507-9235	Phone:	360-869-1535
Email:	john.radonski@locatinginc.com	Email:	peter.prenzel@locatinginc.com

Name:	Ofc/Dispatch		
Phone:	503-255-4634		
<b>Company: Snohomish County PUD #1</b>		<b>Company: Wave (now Astound)</b>	
Name:	Diane Steele	Name:	Dean Marubayashi
Title:	Lead Designer/Distribution Engineering Services	Title:	Director of Technical Operations
Phone:	425 -344 -2057	Phone:	425-457-6280
Email:	dtsteele@snopud.com	Email:	
<p align="center"><b>ELM</b></p> <p align="center"><b>Locates for PSE, Avista, and Tacoma Power</b></p> <p align="center"><b>COLORS: RED and YELLOW</b></p>			
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
Name:	Dustin		
Title:	SE King County Lead Technician		
Phone:	(206) 450-2042		
Email:	Dustin.Buyes@elmutility.com		
<b>Company: PSE</b>			
Name:	Erica 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
Name:	Danel Ashford		
Title:	PSE Damage Prevention		
Phone:	253-364-9923		
Email:	Daniel.Ashford@pse.com		
<b>Company: Avista</b>		<b>Company: Tacome Power</b>	
Name:	Tyler Proszek	Name:	Kurt
Title:	Damage Prevention Program Administrator	Phone:	253-381-2623
Phone:	509-290-3544		
Email:	Tyler.Proszek@avistacorp.com		
<b>For Access to Airport Projects</b>			
Name:	Jeffrey Dixon		
Title:	Utility Locate Manager		
Phone:	206-708-5089		
Email:	Dixon.J@portseattle.org		
<p align="center"><b>To file a complaint with the Washington State Dig Law Safety Committee</b></p> <p align="center"><a href="http://www.DigSafeWA.com">www.DigSafeWA.com</a></p> <p align="center"><b>Click on "File a Complaint" Located on top bar, right of center.</b></p>			