



## ENVIRONMENTAL HEALTH, SAFETY & RISK MANAGEMENT OFFICE

### SUBJECT: Digging Procedure and Permit

#### I. PURPOSE

The purpose of this procedure is to provide safe guidance for digging, trenching, or excavating on the property of Sam Houston State University.

#### II. SCOPE

This procedure will be followed by all employees and contractors performing work for the University.

#### III. EXCEPTIONS

This procedure does not apply to digging, trenching or excavations that are less than 16 inches deep or are dug by using a hand tool, i.e. a shovel, pick or hoe. However, the area to be dug should be probed or inspected with a locator.

#### IV. REQUIREMENTS

1. A Digging Permit shall be completed for all machine digging, trenching, or excavating that is expected to go to a depth of 16 inches or more.
2. The Texas Excavation Safety System (TESS or Texas 811) shall be notified (1-800-245-4545) at least 24 hours prior to excavation work greater than 16 inches deep.
3. Supervisors or Project Managers [for contract work] are accountable for ensuring this procedure is implemented prior to start of work. Their signature will appear on the digging permit.
4. Supervisors or Project Managers will mark out the area of work by using the color white. Additionally, temporary barricades, warning signs, hazard or warning lights, or safety fences will be employed as needed.
5. The attached Digging Permit is to be filled out and coordinated **before any digging begins** by the responsible supervisor or manager. Each shop noted on the Digging Permit will complete their area on the permit by noting “marked”, “to be marked”, or N/A [meaning no utilities in the area] and returned to the requester. Each shop that has utilities in the work zone will be responsible for marking those utilities. The following colors will be used to mark the utilities in the work zone:
  - RED = Electric powerlines, cables, conduit, and lighting cables
  - YELLOW = Gas, oil, steam, petroleum, or gaseous material
  - ORANGE = Communication, alarm, or signal lines, cables, or conduit
  - BLUE = Potable water
  - GREEN = Sewer and drain lines
  - PURPLE = HVAC hot water and chilled water, reclaimed water, irrigation, and slurry
  - PINK = Temporary survey markings
  - WHITE = Proposed excavation

A copy of the completed form must be provided to the appropriate Work Control center (Physical Plant or Residential Life) prior to start of work.

## Digging Permit

*Sam Houston State University*

This Digging Permit is to be filled out and coordinated **before any digging begins** by the responsible supervisor or manager. Each shop noted on the Digging Permit will complete their area on the permit by noting “marked”, “to be marked”, or N/A [meaning no utilities in the area] and returned to the requester. Each shop that has utilities in the work zone will be responsible for marking those utilities. The following colors will be used to mark the utilities in the work zone:

- RED = Electric power lines, cables, conduit, and lighting cables
- YELLOW = Gas, oil, steam, petroleum, or gaseous material
- ORANGE = Communication, alarm, or signal lines, cables, or conduit
- BLUE = Potable water
- GREEN = Sewer and drain lines
- PURPLE = HVAC hot water and chilled water, reclaimed water, irrigation, and slurry
- PINK = Temporary survey markings
- WHITE = Proposed excavation.

Give the original completed Dig Permit to the appropriate Work Control (Physical Plant or Residential Life).

Contact Name: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Contact Fax #: \_\_\_\_\_  
 Work Order No./Project No.: \_\_\_\_\_  
 Date work is to be performed: \_\_\_\_\_  
 Time work is to be performed: \_\_\_\_\_  
 Supervisor/Manager: \_\_\_\_\_  
 Supervisor/Manager Telephone No.: \_\_\_\_\_

General Description/Sketch of Work Area: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Contact	Date	Area Marked
Residence Life Shop (936-294-1924)	_____	_____	_____
Electrical Shop (936-294-1874)	_____	_____	_____
Plumbing Shop (936-294-3814)	_____	_____	_____
HVAC Shop (936-294-1879)	_____	_____	_____
Grounds Shop (936-294-1886)	_____	_____	_____
Computer Services (936-294-3955)	_____	_____	_____
Telephone Services (936-294-3955)	_____	_____	_____
Phy. Plant Cust. Serv. (936-294-3663)	_____	_____	_____
Res. Life Work Control (936-294-4472)	_____	_____	_____
TESS/Texas 811 Notified 1-800-245-4545	_____	_____	_____
Confirmation/Ticket #	_____	_____	_____