

CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM
TOPIC: UNDERGROUND SERVICE ALERT (USA) PROGRAM
EFFECTIVE DATE: 2/23/06
SUPERSEDES: N/A
SECTION: RCP #7

PURPOSE

The purpose of this policy is to provide guidelines for compliance with notification requirements during excavation projects performed by City employees as defined below. In addition, the City also has the responsibility to mark its subsurface installations for other entities as part of the regional notification system. These notification requirements are designed to identify subsurface installations which may be impacted by the excavation. The requirements for notification before excavation are located in Section 4216 of the California Government Code and Section 1541 (b) (1-4) of Title 8 of the California Code of Regulations. Definitions of the terms used in this program are found in Attachment A.

RESPONSIBILITY

City employees are required to follow his or her department's established procedures (e.g. Standard Operating Procedures, General Orders, Manual of Operations, etc.) and this safety program related to notification requirements during excavation projects. In any case, where a City excavator damages (e.g. scrapes, dents, nicks, breaks, etc.) an underground facility, the excavator must directly contact the owner/operator of the facility and describe the damage as soon as possible.

PROCEDURES AND REQUIREMENTS

1. Notification Requirements

- a. Except in an emergency, every person planning to conduct any excavation shall contact the regional notification center (Underground Service Alert at 800-227-2600) at least two working days, but not more than 14 calendar days, prior to commencing that excavation;
- b. The excavator must delineate the area to be excavated with white paint or other suitable markings. If it is not practical to delineate the area to be excavated with paint, the excavator will convey this to the regional notification center and other arrangements will be made;
- c. A record of all notifications by excavators to the regional notification center shall be maintained by the department for at least three years.

2. Inquiry Identification Numbers

The regional notification center will provide an inquiry identification number to the person contacting the center regarding an excavation. This number is valid for 28 calendar days. The number can be revalidated for a longer period of time upon agreement with the center and the excavator prior to its 28-calendar day expiration. The inquiry identification number must be kept at the job site for the duration of the work being performed.

3. Field Markings

- a. Any operator of a subsurface installation who receives notification from the regional notification center of any proposed excavation work will, within two working days or before the start date of the excavation work, whichever is later (excluding weekends and holidays), locate and field mark the approximate location of the subsurface installation;
- b. Operators of subsurface installations shall make reasonable efforts to confirm to the following color code based on the type of installation:

Color	Type of Installation
Red	Electric distribution, power, transmission, or municipal electric installations
Yellow	Gas distribution, transmission, and installations; oil distribution, transmission, and installations; and installations containing or transporting dangerous materials, products, or steam
Orange	Telephone and telegraph installations, police and fire communication installations, and cable TV installations
Blue	Water installations
Green	Sewer installations
Purple	Reclaimed water, irrigation and slurry lines

- c. If at any time during the excavation for which there is a valid inquiry identification number, and an operator's marks are no longer visible, the excavator shall contact the regional center to apprise them of the situation. The regional center will in turn contact the operator who must relocate and remark the subsurface installation within two working days.

4. Subsurface Installations Within Excavation Areas

- a. The excavator shall determine the exact location of subsurface installations within the area to be excavated by utilizing hand tools in the area delineated by the operator's field markings. This must be done prior to the use of any power-operated or power-driven excavating or boring equipment within the approximate location of the subsurface installation;
- b. Exception: Power-operated or power-driven excavating or boring equipment may be used for the removal of pavement if there are no subsurface installations within the pavement. If the exact location of the subsurface installation cannot be determined by hand excavating as described above, the excavator shall request the operator to provide additional information to the extent possible to determine the exact location of the subsurface installation;

- c. The safety of the crew performing any emergency excavation must be a priority. All reasonable efforts should be taken to contact those owner/operators whose underground facilities represent the greatest hazard to the excavation crew. Primarily, the greatest hazards are posed by gas, electric, and chemical pipeline installations. Also, due to the high cost of damage, fiber optic owner/operators should be contacted.

Definitions (Attachment A)

Approximate Location of Subsurface Installations

A strip of land not more than 24 inches on either side (laterally) of the exterior surface of the subsurface installation. This does not pertain to depth.

Excavation

Any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of tools, equipment, or explosives in any of the following ways grading, trenching, digging, ditching, drilling, auguring, tunneling, scraping, cable or pipe plowing and driving, or any other means.

Excavator

Any person, firm, contractor or subcontractor, owner, operator utility association, corporation, partnership, business trust, public agency, or other entity with which their, or his or her, own employees or equipment performs any excavation.

Emergency

A sudden, unexpected occurrence involving a clear and imminent danger demanding immediate action to prevent or mitigate loss of, or damage to life, health, environment, property, or essential public services. "Unexpected occurrence" includes, but is not limited to fires, floods, earthquakes or other geologic movements, riots, accidents, damage to a subsurface installation requiring immediate repair, or sabotage.

Inquiry Identification Number

The number which is provided by a regional notification center to every person who contacts the center pursuant to Section 4216 of the Government Code. The inquiry identification number shall remain valid for not more than 28 calendar days from the date of issuance. After 28 calendar days, the number must be revalidated with the regional center.

Operator

Any person, corporation, partnership, business trust, public agency, or other entity, which owns, operates, or maintains a subsurface installation. This does not include an owner of real property where subsurface facilities are exclusively located if they are used exclusively to furnish services on that property and the subsurface facilities are under the operation and control of the owner.

Regional Notification Center

A nonprofit association or other organization of operators of subsurface installations which provides advance warning of excavations or other work close to existing subsurface installations, for the purpose of protecting those installations from damage, removal, relocation, or repair. The regional notification center for purposes of this program is commonly referred to as Underground Service Alert (USA).

The phone number is 1-800-227-2600.

Subsurface Installation

Any underground pipeline, conduit, duct, wire, or other structure, except non-pressurized sewer lines, non-pressurized storm drains, or other non-pressurized drain lines.

After-Hours and Emergency Contacts (Attachment B)

Owner/Operator	Phone Number
Underground Service Alert North	800-227-2600
PG & E	800-743-5000
SMUD	916-732-5955
ATT	916-638-8493
Sprint	800-369-9772
Kinder Morgan	916-369-9772
SBC	916-453-6090
(If voicemail answers, press 4 to be transferred as urgent.)	