JBMHH Directorate of Public Works (DPW)
Excavation Permit Standard Operating Procedures

DPW-OMD-10-001 v3

1. All proposed Excavation Permits by the requester must be approved through JBMHH DPW Operations & Maintenance Division, located in Building 313.

2. JBMHH-1254 form can be received by the Excavation Permit Coordinator via email, or in person; to include any coordination that is required prior to approval.

3. For all routine excavation permit requests, a minimum time of **two-weeks** is required for scheduling and execution by JBMHH DPW personnel. This should be communicated to the requestor at the time of receipt by the Excavation Permit Coordinator. During peak periods, and inclement weather, this time frame may vary. Please ensure the customer has listed: **Date Clearance Required** on the DPW Excavation Permit, form JBMHH-1254.

4. All Excavation Permit extension requests must be approved by JBMHH Branch Chief. The Excavation Permit Coordinator will submit the memorandum to the Branch Chief for review and approval. Upon approval, JBMHH Branch Chief will forward to the Excavation Permit Coordinator to email the requestor the approved extension.

5. For all Emergency/Hot Excavation Permit requests the Excavation Permit Coordinator is required to contact immediately the O&M Chief or Director for coordination *(Miss Utilities is required to be contacted immediately by O&M.)

6. The Excavation Permit Coordinator is required to create an Army Maintenance Application (ArMA) case, to convert into a service request in GFEBS. The service request number should be documented in the Service Order/Work Order/Project # Field of the DPW Excavation Permit, form JBMHH-1254. The service request number is used for reference by the following:
   - The requestor when speaking to JBMHH
   - NEC Representative
   - Shop Personnel to enter on their Labor & Equipment (L&E) to confirm completion

7. The Excavation Permit Coordinator is required to enter the Expiration Date of Permit: The Excavation Permit will expire after **30 days** of issuance.

8. The Excavation Permit Coordinator is required to maintain the Dig Permit Tracker located on JBMHH DPW BOID- SharePoint -Dig Permits Folder.

9. Required information for accepting an Excavation Permit:
   i. All requestors must fill out the DPW Excavation Permit, form JBMHH-1254, Fields A-E (Attachment 10)

A. Requestor: POC, Organization Name, Telephone# & Email, Date of Clearance Required
B. Excavation Risk *(NA)
C. Location of area to be Excavated: Cross Streets, Building (If Applicable) **(NOTE**: A to-scale drawing of the excavation site must be submitted along with this form. **Excavation route must be staked or flagged by the Requester every 30 feet.)**
D. Type of work to be performed: Detailed description of the work to be executed.
E. Additional Information:

- The requestor is to read 1-9 and sign "I HAVE FULLY READ AND UNDERSTAND THE ABOVE)"
- The Excavation Permit Coordinator is to enter the following:
  a. Permit Initiated on date
  b. Work completed on date

ii. Other Supporting documentation required:

A. Miss Utility Reference Number – All requestors are responsible for contacting Miss Utilities to schedule completion of onsite within 48 hours. ***(The Contractor shall notify 'Miss Utility' 1-800-552-7001 for Natural Gas, Electric c, Telephone and Cable TV at minimum 48 hours prior to digging.)**
*If the customer does not have a Miss Utility Number to reference *DO NOT move forward with processing* Follow up with the requestor to provide.

B. If Shop Personnel is requesting the Excavation Permit, the Shop Foremen is responsible for contacting Miss Utilities.

C. Clearly Defined Map Drawing/Schematics in color that mark the area(s) in which the excavation will take place. *Illegible drawings and maps cannot be used by Shop Personnel and should be requested by the Excavation Permit Coordinator for resubmission.

iii. **O&M / NEC / Environmental Performed Activities DPW Excavation Permit, form JBMHH-1254, Field F**

1. O&M: Excavation Permit Coordinator is to enter the following statement once markings are complete prior to providing back to the requestor: **Dig Permit has been fully executed based on the below signatures and date.**
2. Environmental: Environmental Personnel to sign off markings have been complete and date. *(If applicable.)
3. Plumbing Shop: JMBHH DPW Plumber to sign off markings have been complete and date. *(If applicable.)
4. Electric Shop: JMBHH DPW Electrician to sign off markings have been complete and date. *(If applicable.)
5. Utility HVAC: JMBHH DPW HVAC to sign off markings have been complete and date. *(If applicable.)
6. NEC Representative: NEC Representative to sign off markings have been complete and date. *(If applicable.)

iv. Precautionary Measures DPW Excavation Permit, form JBMHH-1254, Field G

This line will be filled out by JBMHH DPW personnel whereas applicable.

10. Once approved the Excavation Permit will be emailed back to the requestor by the Excavation Permit Coordinator or picked up in person. Once the fully Executed Permit is provided, it is the requestors responsibility for the upkeep of all markings.

11. For more information on Excavation Permits please call: 703-696-8852/3401.

The Uniform Color Codes for temporary marking of underground utilities are listed below:

Red	electric power lines, cables, conduit, and lighting cables
Orange	telecommunication, alarm or signal lines, cables, or conduit
Yellow	natural gas, oil, steam, petroleum, or other gaseous or flammable material
Green	sewers and drain lines
Blue	drinking water
Violet	reclaimed water, irrigation, and slurry lines
Pink	temporary survey markings, unknown/unidentified facilities
White	proposed excavation limits or route

Attachment 10

Highlighted Areas To be Filled Out By Requestor.

Permit #: _____ | Service Order/Work Order/ Project #: _____ Expiration Date Of Permit: _____

JOINT BASE MYER-HENDERSON HALL (JBM-HH)

DPW EXCAVATION PERMIT

A. REQUESTER:
POC:
Tele # & Email:
Date Clearance Required:

B. EXCAVATION RISK: **Class I: Specific Hazard** **Class II (Minimal Risk)**
DPW _____ _____ _____
_____ _____ _____

C. LOCATION OF AREA TO BE EXCAVATED:
(**NOTE**: A to-scale drawing of the excavation site must be submitted along with this form. **Excavation route must be staked or flagged by the Requester every 30 feet.)**

D. TYPE OF WORK TO BE PERFORMED:

E. ADDITIONAL INFORMATION:

(1) This excavation permit is used for any work that may disrupt underground utilities, communications, right of ways or any routine activities.
(2) Requestor is responsible to stake, flag or mark location of proposed excavation. Stakes, Flags or Markings **must be white in color for proposed excavation.**
(3) If utilities or communications have been located in the area to be excavated, hand digging will be used within a 5-foot radius until the exact location of all lines has been determined. If markings are maintained by the requester, an extension may be given to the expiration date if needed.
(4) The government reserves the right to have on-site personnel present during any excavation, and will specify on this permit under precautionary measures, if needed.
(5) The Requester shall protect from damage all existing improvements, utilities, communications, vegetation and wildlife at or near the work site. The Requester shall be liable for all damages to persons or property that occurs as a result of the Requester's fault or negligence.
(7) **Contractor shall notify 'Miss Utility' (1800-552-7001) for Natural Gas, Electric, Telephone and Cable TV at least 48 hours prior to digging.**
(8) Any questions regarding this permit may be directed to DPW O & M.
(9) Requestor is responsible to return original permit (with attachments) to DPW O & M at the completion of work.

I HAVE FULLY READ AND UNDERSTAND THE ABOVE

Signature of Requester/POC _____ Permit Initiated On: _____ Work Completed On: _____

F. O & M ACTION

(1) O & M _____ (Signature) (Date)
(2) Environment _____ (Signature) (Date)
(3) Plumbing Shop _____ (Signature) (Date)
(4) Electric Shop _____ (Signature) (Date)
(5) Utility HVAC Shop _____ (Signature) (Date)
(6) Representative, NEC _____ (Signature) (Date)

G. PRECAUTIONARY MEASURES: _____

JBM-HH (DPW) 1254 13 April 2011

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Example 1: Miss Utility Ticket

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Subject: vt1 S EMLC:FM 2023/01/18 #-02791 A3018CI1286-00A NORM NEW LREQ

EMLCFM 02791 vuesa 01/18/23 13:09':19 ►.301B012S6-00A NORM.1\L

Ticket No: A3018012B6-00A .N.E;:W -GP.ID NOR!'I LRBQ
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Call Date; 01118/23 1'icne: 01:04 .f\,l
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Update sy· Da e: D2/06/23 'i' 11:59 PM
E:icpires Date: 02/09/23 Time; 07:00 AM
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CroS5 1: MACOMB FL
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Instructions;

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**********IMPORTANT NOTICE**********

Please visit our web application at TRE.VA811.COM or call 811 for the following:

- **UPDATE** If you exca ation work will continue beyond the EXPIRES date and time on the ticket

Example 1: Continued. Miss Utility Ticket

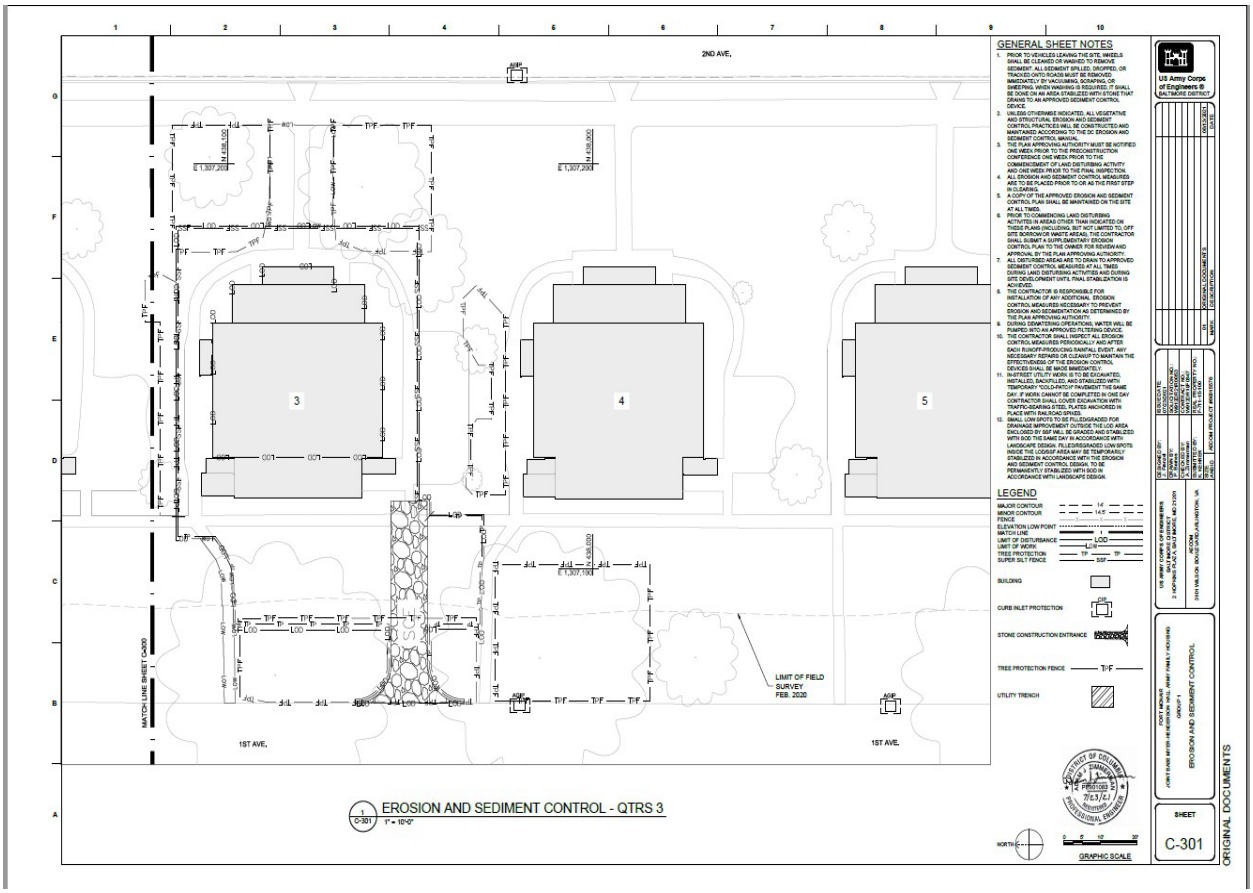
- Prior to the UPDATE BY date and time shown on the ticket or on the work day before that date
- **REMARK** - If the utility line markings are destroyed by weather or construction activity

KEY INFORMATION:

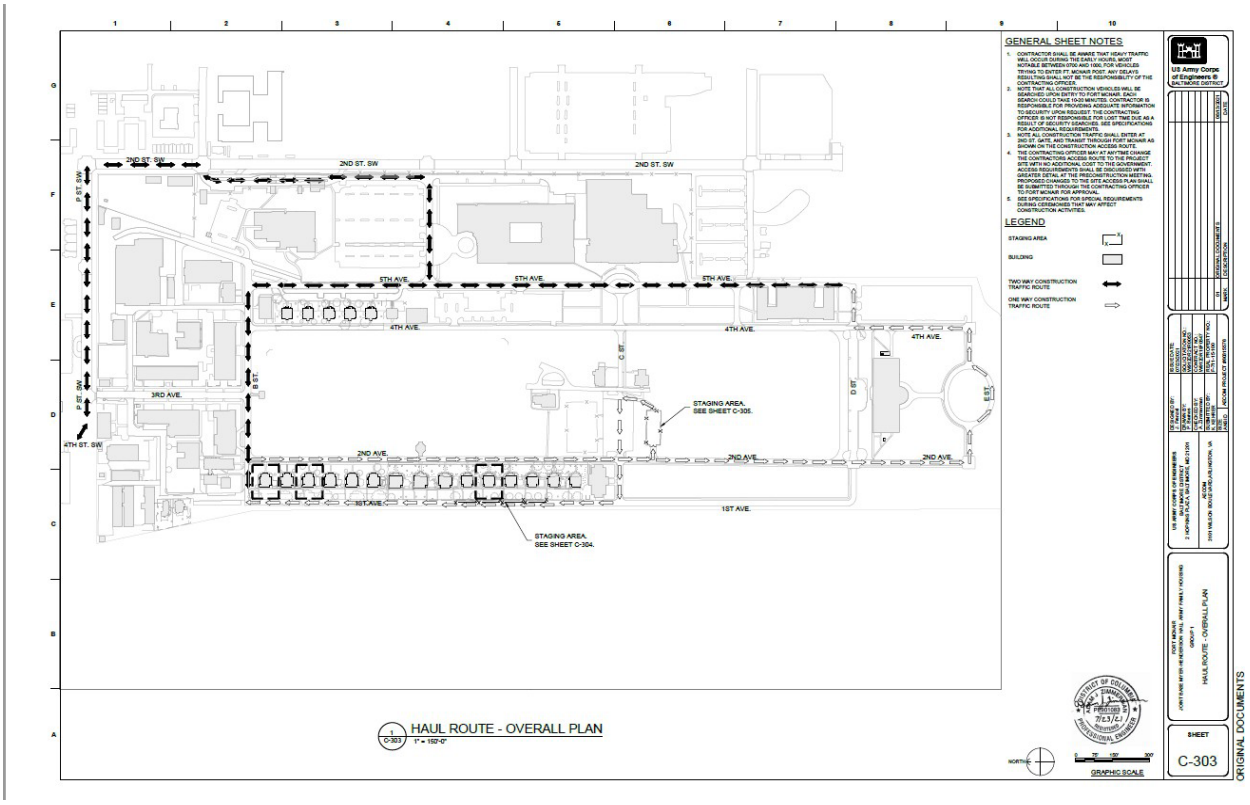
- Member Utility Operators who will be notified are listed above. These companies OR the contracted locators hired by them, will mark the location of the underground lines that the utility operators own.
- Privately owned utility lines will not be marked. These may include but are not limited to:
  - Dog fencing
  - Septic systems
- The DUE BY date and time above indicates when the utility operators should finish marking their lines.
- DO NOT EXCAVATE - until you confirm that all utilities have either marked their lines or have no utility lines in the area of your excavation. You will receive another email, the Positive Response Confirmation message, when all utilities have responded OR the Due By date and time has passed (for Normal, Update, Remark, Meeting and Designer tickets). If you do not receive the email, call 800-552-3120 and follow the prompts to obtain the response information.
- LOOK FOR UNMARKED UTILITY LINES - when you arrive at the excavation site. If you see clear evidence of unmarked utilities, stop excavation and call 811 to request a 3HR NOTICE.
- DO NOT USE MECHANIZED EQUIPMENT WITHIN 2 FEET - of utility line markings. If you need to excavate near a marked utility line, carefully expose the utility line by hand digging and keep mechanized equipment at least 2 feet away from the line at all times.
- If your excavation is an Emergency, the markings are no longer valid once the emergency condition ceases to exist OR at 7:00AM on the 16th working day after your call, whichever occurs first.

To learn more about Virginia's Dig with CARE process, visit www.va811.com.

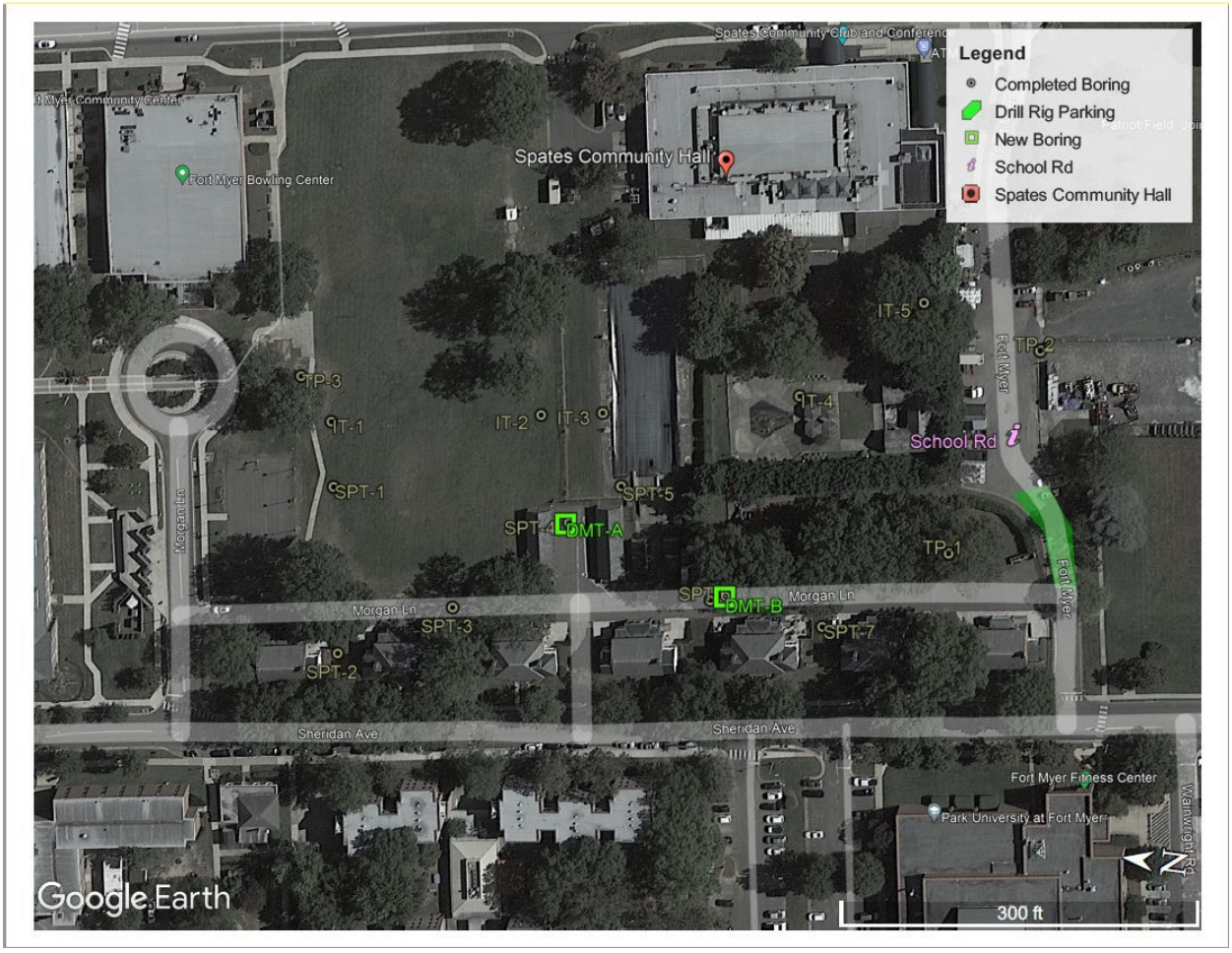
Example 2: Schematic Outline



Example 2 Continued.: Schematic Outline



Example 3: Color Map


Legend
Completed Boring
Drill Rig Parking
New Boring
School Rd
Spates Community Hall
Spates Community Hall
Fort Myer Bowling Center
Fort Myer Community Center
Spates Community Club and Conferenc
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TP-2
TP-3
IT-1
IT-2
IT-3
IT-4
School Rd
SPT-1
SPT-5
SPT-4
DMT-A
TP-1
SPT-6
DMT-B
SPT-3
SPT-7
SPT-2
Morgan Ln
Morgan Ln
Morgan Ln
Fort Myer
Fort Myer
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Sheridan Ave
Fort Myer Fitness Center
Park University at Fort Myer
Wainwright Rd
Google Earth
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Example 4: Service Request Ticket

04/27/2023 Operati0:n C0:ntr0l Ticket 1048823!.ln Origina.l **Page 1**

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MARK SIMONDS/410-403-6_76/
MARK. H. SIMONDS@USACE..ARMY.MIL/CS167 9589/PREPARED BY J.AH

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