



Utilities & Maintenance

UTILITIES EXCAVATION PERMIT PROCEDURE

February 11, 2020

Rev. 9

The University of Notre Dame (UND) Utilities Department is a member of the Indiana Underground Plant Protection Services (IUPPS) or commonly known as Indiana811. In order to perform any excavation on Notre Dame Property the procedures of both UND & IUPPS must be followed. While the UND Utilities Department attempts to maintain reasonably accurate University Plats, we cannot guarantee their accuracy. Before any excavation occurs on University Property the following procedures must be observed:

1. A completed Utility Excavation Permit Request must be filed with the Utilities Department, a minimum of two (2) full working days (48 HRS. - weekends & holidays excluded) prior to the start of work, to ensure proper and timely locates. Exceptions will only be made in cases of an emergency.
2. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
3. Parties requesting locates may appear in person or communicate electronically with the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Utility Excavation Permit Request Form.
4. UND plat drawings showing detailed delineation of excavation areas are mandatory with each locate request. Drawings other than UND Plats will not be acceptable for locate purposes. Current UND Plat drawings are available
5. Parties requesting locates must mark in outline or detail the work areas or paths using white marking paint, white flags or white painted/marked laths. Point locates for signs, posts or other single point excavations shall be marked with flags or laths only.
6. Failure to properly follow the Utility Excavation Permit Procedure prior to excavation may result in damage to utilities, personal injuries (including death) and property damage. By excavating on the University of Notre Dame campus, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as for any claims, demands, actions, causes of actions, damages or judgments arising out of personal injuries or property damage resulting from your excavation on Notre Dame Property.
7. Parties requesting excavation permits at UND must present a valid IUPPS reference number. This can be obtained by contacting the IUPPS Hotline at 1-800-382-5544 or by simply dialing 811, a minimum of two (2) working days (48 hrs) prior to excavation (weekends & state holidays excluded). Utilities including but not limited to those under the control of NIPSCO, Comcast, AT&T, and AEP are located through this agency. All policies and procedures of the IUPPS shall be applicable unless specified otherwise.
8. Requests for excavation permits will not be accepted more than **TEN (10) WORKING DAYS** prior to the start of work.
9. A unique UND Excavation Permit Reference Number will be assigned to each permit. Prior to executing work, the requesting party must return to the Utilities Department to obtain a fully executed excavation permit, granting a release for excavation. No excavation work may begin without a fully executed release.

10. Prior to commencing any work, a copy of the fully executed excavation permit must be in possession of the party granted said permit and maintained at the project site at all times. If requested this permit must be presented to University personnel who request to review said permit.
11. **THE REQUESTING PARTY SHALL BE RESPONSIBLE FOR MAINTAINING LOCATE MARKS.** Please remember, that in some instances traffic, weather, or other conditions may result in marks being lost or diminished. If the excavation permit and drawing indicate that a utility has been located and there are no marks visible, please contact the Utilities Department to ensure that the marks are reestablished.
12. An excavation permit is valid for **TWENTY ONE (21) DAYS** including the day of issue.
13. Requests for renewals of existing permits must be requested a minimum of five (5) working days prior to expiration and will be issued as separate permits with utilities remarked as required.
14. Please note that neither UND nor IUPPS perform locates for the City of South Bend, St. Joseph County or the Indiana State Highway (INDOT) Traffic Signal Utilities. You must contact the City, County or State directly. IUPPS does do locates for St. Joseph County but not the City of South Bend or Indiana State Highway (INDOT) Traffic Signal Utilities.
15. The following UND Utilities are located by UND:
 - Electric: Primary, Secondary and Site lighting
 - Water: Irrigation, Heating Hot, Domestic (Cold or Hot), Fire Protection, and Chilled
 - Steam, Condensate and Tunnels
 - Communications: Fire Alarm, Telephone & Fiber
 - Sewers: Storm and Sanitary
 - Natural Gas (Load Side of Meters)
16. Special care shall be taken when excavating around all utilities, but in particular those containing energy sources that may present a hazardous condition, including but not limited to natural gas, electricity, steam, chilled water and water. In order to minimize risks, all proposed excavations within 5' of existing utilities shall be hand excavated or hydro excavated to visibly determine their location, depth and orientation prior to the principle excavation taking place.
17. Extreme care shall be taken to protect, support or guard exposed utilities to prevent any damage or disturbance. Contact the Utilities Department in all cases where utilities will require such care.
18. All boring, augering and drilling activities shall be identified at the time of permit request and reviewed with Utilities personnel prior to work commencing. Special care shall be taken to ensure all existing utilities locations are known or verifiable. Boring, augering and drilling shall not occur within 10' of any marked utility without a site meeting with the Utilities Department. Specifically, such utilities are to be fully exposed by potholing and remain open and visible during boring, augering or drilling until such time as the operation is completed. Special care and attention shall be taken to monitor and ensure that such activities do not result in settlement. If settlement is detected, work must cease immediately and the Utilities Department must be contacted.
19. All excavation activities must adhere to the University's Excavation & Trenching Safety Policy, which can be found at www.riskmanagement.nd.edu.
20. When a project has been completed as-builts must be provided to the Utilities Department at 100 Facilities Bldg.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

I hereby acknowledge that as a requestor of Utilities Excavation Permits I have reviewed the University of Notre Dame Utilities Excavation Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du Lac.