

APPENDIX A - FESS Standard Operating Procedure - J.U.L.I.E Procedure

SOP Identifier: 1.0
Version Number: 2
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Subject Matter Expert: Carl Holmgren & FESS-Operations/Engineering

I Applicability

This applies to all requests for utility locates submitted to FESS by others.

II Responsibilities

Requestor:

The excavation permit will be requested using the form found on the ES&H Web page. Attach a sketch or drawing that adequately identifies the area where the excavation will take place. Show the approximate location of the excavation and related information such as approximate width, length, and depth. A digital photo of the excavation area is helpful. This may be conducted through a future electronic version of FESS JULIE Coordinator/System.

The requestor must mark the perimeter of the proposed excavation in the field using stakes or white flags or suitable paint.

The requestor must submit the excavation permit request no later than seven business days (14 business days for larger or multiple areas) prior to the proposed excavation. All responses for locates are subject to locator availability. The permit request package can be hand delivered, faxed, or mailed to the JULIE Coordinator. Allow time for delivery.

FESS JULIE Coordinator:

Coordinate the utility locates and issue permits.

III Procedures

Upon receiving a permit request, the JULIE Coordinator will contact the individuals listed as contacts for each utility who will complete the locating and marking process, and sign and date the permit. FESS utility contacts knowing with certainty they have no utilities buried in the excavation area(s) marked for locates may sign the permit (NR in column 5) without having to physically visit the site of the excavation. Locators must scan the entire marked excavation area(s) for utilities and place an X in the permit fifth column when markings are present. In lieu of actually signing the form the

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acknowledgement can also be provided by email or phone message to the JULIE Coordinator, who will so indicate on the form.

The JULIE Coordinator will indicate locations of all utilities found on the permit sketch.

The JULIE Coordinator will sign and issue the completed permit with an expiration date seven (7) calendar days after completion of the last utility locate. If the excavator fails to start within the seven days, the TM/CC may extend the expiration date for additional seven-day increments once the integrity of the ground marks is verified. The JULIE Coordinator shall be notified of each extension.

All exposed existing utilities and newly installed utilities shall be surveyed and the information provided to and maintained by the JULIE Coordinator. Digital photography of exposed conditions is also recommended.

IV References

FESHM 7030

V Revision History

1	9/10/08	C. Holmgren	Original
2	7/12/11	J. Niehoff	Revised

VI Other