



UDIG·NY

SAFE DIGGING STARTS HERE

EXCAVATOR MANUAL

A Guide to
Safe Excavation Practices
in New York State

UDIGNY.ORG



The purpose of this document is to provide a basic understanding of your responsibilities under 16 NYCRR Part 753, (also cited as Industrial Code 753 or Code Rule 53) concerning safe excavation practices and the protection of underground facilities in New York State.

This document is not intended as a legal reference and does not contain the complete text of 16 NYCRR Part 753.

A complete copy of 16 NYCRR Part 753 is available from:



**New York State
Public Service Commission**

3 Empire State Plaza
Albany, NY 12223-1350
Administration: (518) 474-5453



UDig NY

6706 Collamer Road
East Syracuse, NY 13057
Administration: (315) 437-7394
UDigNY.org



New York 811

60 Knickerbocker Avenue
Bohemia, New York 11716
Administration: (800) 524-7603
www.NewYork-811.com

For information on pipeline safety, pipelines, and pipeline operators that might be located in your community, you can contact the **National Pipeline Mapping System www.npms.rspa.dot.gov**

Table of Contents

Your Contact Center	4
811 Before You Dig	5
Excavation	6
Location Request Information Sheet	7
Proposed Excavations	8
Wait The Required Time	9
Confirm Utility Response	10
Respect The Marks	12
Guide To Marks	13
Dig With Care	15
Tolerance Zone	17
Excavation After Verification	18
Leak Recognition & Response	20
Pipeline Purpose & Reliability	21
Suggestions & Reminders	22
Exactix—Online Location Request	24
My.UDigNY.org	26
Emergency Numbers	27
Mark-Outs Example Calendar	28
APWA Uniform Color Codes	29
Response Codes	30
Extent of Excavation	31
Certified Excavator FAQ	35
Tear-out Information Cards	37
Work Zone Safety Information	39

Your Contact Center

Why Do I Need to Notify Before I Dig?

It's the law in the State of New York, and it is also a necessary part of planning your work. Reviewing your work and your work area prior to the actual excavation or demolition can help save you and your company from unexpected downtime, loss of revenue and injury. A safe excavation or demolition can be achieved by following the suggestions and processes outlined in this manual.

What is UDig NY?

UDig NY (serving all of New York State excluding NYC and Long Island) and New York 811 (serving only NYC and Long Island) are the Contact Centers serving as a link between you, the excavator, and the utility owner operators. We process your location requests and communicate the information to the utility operators.

UDig NY & New York 811 do not mark lines!

Contact Center Hours

UDig NY and New York 811 process Location Requests, 24 hours a day, seven days a week.

Contact Center Operation

The following will take place after you have provided all of the appropriate information to the Damage Prevention Representative (DPR).

- The DPR will read all the information back to you. Listen carefully and verify the read back for accuracy.
- You will be given a list of member utility owners the Contact Center will notify.
- You will also be given a Location Request number as proof of your call and as reference. Write down that number and retain it for your records. This number can be used to check real time status of the utility operator's responses at **Exactix.UDigNY.org**.
- Remember, not all utilities and municipalities are members of the One-Call system. If you are aware of any other underground facilities, you should contact that operator directly.

811 Before You Dig

You must place a Location Request at least two (2) working days but not more than ten (10) working days before any excavation or demolition starts **(not including holidays)**.

You must notify the Contact Center regardless of where the planned excavation or demolition is located. Even if it is on private property, out in the middle of a field, or on a street that has no name.

You must notify the Contact Center even if you are only excavating a few inches or just surface grading. If you move material, you must notify.

You must notify the Contact Center even if the property owner tells you the site has no buried facilities, or he/she knows where buried facilities are located.

Make sure you have a proper Location Request. Don't rely on old marks, or another excavator's marks or location request. **No piggybacking.**

Mark out the area you plan to excavate with white paint, flags, or stakes **(see page 8 for details)**.

When investigators from the Public Service Commission (PSC) inspect an excavation or demolition site, or investigate damage, they will check to see if you have a proper Location Request.

Review the Location Request Information Sheet so you will know what information you need while placing your location request **(see page 7)**.

For emergency excavations or demolitions notify your Contact Center with the location of the emergency excavation or demolition as soon as possible. To constitute an emergency, you must be on-site or on the way to the site to do the work.

Part 753 defines an emergency as:

Any abnormal condition which presents immediate danger to life or property including discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare.

Excavation

An excavation is defined as any operation for the purpose of movement or removal of earth, rock, pavement, or other materials in or on the ground by use of mechanized equipment or by blasting.

Excavations and demolitions include, but are not limited to:

- Auguring**
- Backfilling**
- Boring**
- Boring Holes for Percolation Tests**
- Cable or Pipe Plowing or Driving**
- Demolition of Structures**
- Digging**
- Ditching**
- Dredging**
- Drilling**
- Driving Survey Pins**
- Fence Post or Pile Driving**
- Grading**
- Installing Sign Poles**
- Jackhammering**
- Milling**
- Moving Earth**
- Plowing In**
- Pulling In**
- Razing**
- Saw Cutting**
- Scraping**
- Setting Poles**
- Tree Root Removal / Stump grinding**
- Trenching**
- Tunneling**
- Wrecking**



Location Request Information Sheet

Below is a reference list of the information that will be asked of you when placing a Location Request. Before placing a Location Request review the information below to have the answers ready.

Download a PDF version of this sheet at: UDigNY.org/resources



Location Request—Information Sheet

Filling out this form does not constitute as a valid location request. This form is simply a reference and guide to what information will be asked of you when placing a location request.

You must contact UDig NY using Exactix or by calling 811 to place a Location Request.

Contact Information

Excavator ID: _____ Company ID: _____ Office ID: _____
Contact Name: _____ Company Name: _____
Office Name: _____
Company Type (Circle one): Contractor Homeowner Member
Industry: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Primary Phone: _____
Alternate Contact Number 1: _____ Type (Circle one): Cell, Email, Phone
Alternate Contact Number 2: _____ Type (Circle one): Cell, Email, Phone
Email: _____

Excavator/Site Contact Information

Work Type
Type of Work: _____ Type of Equipment: _____
Any horizontal drilling or boring being done? (Circle one) Yes or No
Any Explosives or Blasting being used? (Circle one) Yes or No
Dates
Start Date and Time: _____ Estimated completed by: _____
Location request expires if work does not start by: _____
Priority/Ticket Type (Circle one): Demolition, Design, Emergency, Meet, Regular, Short Notice

Site Information

State: NY (Work must be conducted in New York State, if not, you must notify that states Contact Center)
County: _____
Street/Address 1: _____
Place: _____ (Circle one) City, Town, Village
Dig Site Type: Street/Address
Nearest Intersecting Street 1: _____
Nearest Intersecting Street 2: _____
Dig Site Type: Intersection
Cross Street: _____
Dig Site Type: Between Intersections
Cross Street 1: _____
County: _____
Street/Address 2: _____
Place: _____ (Circle one) City, Town, Village
Cross Street 2: _____

Additional Work Information

Are you working on both sides of street? (Circle one) Yes or No
Are you working within 25ft of the edge of the street? (Circle one) Yes or No
Is the excavation site marked in white? (Circle one) Yes or No
Locate Instructions:
Depth of Excavation: _____ Depth, Units: Inches, Yards, Miles, Meters
Work Site Dimensions
Length: _____ Units (Circle one): Feet, Inches, Yards, Miles, Meters
Width: _____ Units (Circle one): Feet, Inches, Yards, Miles, Meters

Comments:

Provide any special instructions for your Location Request.

Submitting your Location Request

Now that you have prepared for your upcoming excavation you are ready to notify UDig NY.

There are two (2) ways to place your Location Request.

1. Call your Contact-Center by dialing 811
2. Submit online with **exactix**
exactix.UDigNY.org

Service Areas

Use this section to note the utilities that UDig NY will notify about your impending excavation. This list will also be available in Exactix if you have a username and password.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Don't forget!

Check the utility responses with APR before you begin your project. For assistance with this visit my.UDigNY.org



Scan the QR Code to download a digital copy of this form or visit UDigNY.org/resources

Proposed Excavations

Marking Guidelines

The following is only a guideline. Refer to the current Common Ground Alliance (CGA) Best Practices for complete details.

www.CommonGroundAlliance.com

The illustrations below (Fig.1) are examples of how excavators should mark the area of proposed excavation. Use white marking products (paint, flags, stakes, whiskers or combination) to identify the excavation site.

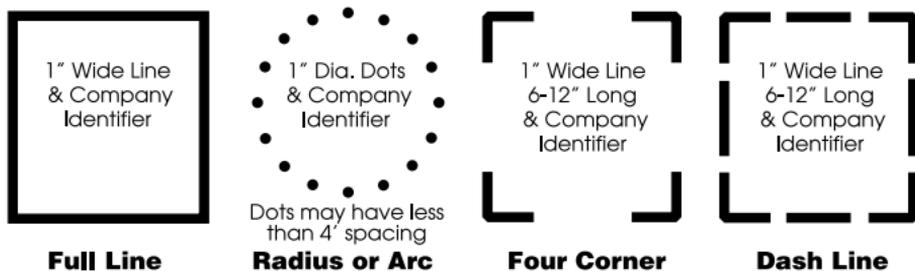
Single Point Excavation Markings (Fig. 1)

Mark with white paint the proposed area of excavation by using a continuous line, dots marking a radius or arc, dashes marking the four corners of a project or dashes outlining the excavation project. Make the dash about 6" to 12" in length and 1" in width. Space them between 4' to 50' apart. Make the marks close together enough to be seen by the Operator's locators. Dots of about 1" in diameter are typically used to define arcs or radii and can be placed at closer intervals instead of dashes.

Single Stake Excavation Markings

When an excavation site is contained within a 50' radius, or less, you can mark it with a single stake positioned at the center of the proposed excavation. If you choose this way of marking, you must tell the Contact Center you have marked the excavation site with a single stake at the center and include the radius of the site. The stake has to be white and have this information on it: **excavator's name, abbreviations, or initials, and the radius of the excavation site** in black letters on the stake or a note attached to the stake.

Fig. 1



Wait The Required Time

Before you begin any non-emergency excavation or demolition you must place a Location Request at least two (2) working days but not more than ten (10) working days before any excavation or demolition starts.

Do not start an excavation or demolition before your stated commencement date and time.

- Holidays are not working days and are not counted in the two (2) to ten (10) days between the date your location request is placed and your commencement date **(see holidays below)**.

Federal Holidays:

New Year's Day - January 1

Martin Luther King Day - 3rd Monday in January

Presidents Day - 3rd Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day - November 11

Thanksgiving Day - 4th Thursday in November

Christmas Day - December 25

If your excavation or demolition has not started within ten (10) working days of the stated commencement date, your location request will no longer be valid, and a new Location Request is necessary.

If the excavation or demolition work is completely canceled, that must be reported to the Contact Center.

Once excavation or demolition has begun, the Location Request is good for the life of the excavation or demolition. The excavator is responsible for maintaining the marks from the stated commencement date **(see page 28)**.

Confirm Utility Response

01. Facility operators will only mark-out facilities for which they are responsible.
02. Facility operators owe you a positive response through Automated Positive Response (APR), and you are responsible for making sure each operator on your location request has responded.

What is Automated Positive Response (APR):

A system established by the one-call notification system to furnish a single point of contact between member operators and excavators for the purpose of communicating the status of an excavation Location Request as provided by the member operators.

By law, a facility operator can delay marking out your excavation site a maximum of two (2) working days. However, any delay of more than two (2) working days will have to be agreed upon by both parties.

If you do not hear from a facility operator identified on your location request before your stated commencement date, call the facility operator's contact number.

Do not begin excavation or demolition!

If you do not have the contact number, please call your Contact Center, OR utilize **Exactix** to verify responses and contact information at **Exactix.UDigNY.org**.

It is important you provide accurate field contact numbers when you notify the Contact Center for a Location Request; this is the number facility operators will call if they need to contact you regarding your location request.

Confirm Utility Response



Respect The Marks

- 01.** You are responsible for maintaining the marks placed down by facility operators at your site.
- 02.** Before you begin your excavation or demolition, walk-through the site to familiarize yourself with the markings and the locations of buried utilities. It is a good practice to photograph, videotape or make a sketch of the marks.
- 03.** Pay special attention to any changes in the direction of the underground facilities.
- 04.** If your excavation or demolition will cause the removal or disturbance of markings, establish offset marks in order to maintain a reference point for those underground facilities.
- 05.** Make sure everyone involved in your excavation or demolition is aware of any established offsets, any compromised marks, or any other information regarding facility locations.
- 06.** Don't put spoil piles over markings. Avoid driving machinery over stakes and flags. Paved areas should be swept periodically so painted marks remain visible.
- 07.** If marks have faded or been compromised to the point where proper and safe excavation or demolition is no longer possible, notify your Contact Center and make a request for a re-mark.
- 08.** If your project is interrupted for more than ten (10) working days, notify your Contact Center and make a request for a re-mark.
- 09.** If you refresh the markings at your site, make sure you use the uniform color code and identification letters to avoid any confusion. Make a note of the date and actions taken to refresh the marks.
- 10.** Once the project is complete, it is recommended you remove any marks as best you can. This will reduce the likelihood future excavators will mistake them for marks provided in response to their own excavation notice, or assume they do not need to provide notice of intent to excavate.

Guide To Marks

The following is only a guideline. Refer to the current Common Ground Alliance (CGA) Best Practices for complete details.

www.CommonGroundAlliance.com

- 01.** Utility lines must be indicated by markings using current APWA uniform color codes (**see page 29**). Markings should be 12" - 18" in length and 1" wide.
- 02.** The owner of a facility should be indicated by initials or by name in letters 6" high at the beginning and end of the locate. On long locates, the facility owner should be indicated every 100'.
- 03.** For operators with multiple facilities within an excavation area, for example bundled or stacked facilities, the total number of lines within the ground should be indicated when known.
- 04.** If a facility is known to be present but the total number of lines for a facility cannot be determined a corridor marker may be used indicating the approximate width of the facility if known.
- 05.** When known, the size of the line being located should be indicated. Line size should indicate the outside diameter of the pipe or structure.
- 06.** Conduit or duct structures, whether single or multiple conduits or ducts, should be indicated by the conduit symbol indicating the approximate depth of the structure.
- 07.** When known, the pressure of a gas facility should be indicated.
- 08.** When known, termination points, dead ends and stub outs should be indicated.
- 09.** Offset markings should be used when there is a strong likelihood that marks may be destroyed for example, (if placed directly over the facility).

Continued on next page

Guide To Marks *continued*

The following is only a guideline. Refer to the current Common Ground Alliance (CGA) Best Practices for complete details.

www.CommonGroundAlliance.com

← SWG — 8" HP STL →

01.

MF 4" IHP PG&E
8' off → 12" STL

02.

03.

NO/MCI
NO/EPG

◇ USW DUCT ◇

04.

05.

⊗

PG&E
12" CDR

06.

07.

01. **Marking Gas Lines - High Pressure**
02. **Marking Transmission Point, Dead End, Stub Outs**
03. **Offset Markings** - Indicate - Facility owner, Direction to facility & distance to facility
04. **No Conflict** - No facilities within the requested area.
05. **Conduit Or Duct Markings**
06. **Marking Buried Splices, Valves, Manholes**
07. **Corridor Marking** - Identification when number of facilities is not readily known.

Dig With Care

01. Before you use mechanized equipment within the tolerance zone (**see page 17**), you must:
 - Verify the location, type, size, direction of run and depth of the facility.
 - For gas and liquid petroleum lines, verification must be by means of hand-dug test holes.
 - The location of other utilities must also be verified by means of hand-dug test holes unless otherwise agreed upon with the facility operator.
02. Do not assume that buried facilities will be at a certain depth.
 - Facilities may have been originally installed at a prescribed depth, but later erosion or grade changes cause them to now have shallow or deep cover.
03. Verification must be performed by hand-dug test holes to expose a view of the facility.
 - If after a diligent search the facility cannot be verified in this manner, notify the facility operator. Do not assume clearance.
04. Vacuum excavation is an accepted means of verifying the location of marked facilities.
05. Mechanized equipment may be used for removing pavement, but only to the depth of the pavement.
 - Care and good judgment should be used when removing pavement.
 - Avoid starting the pavement break directly over the marked facility.
 - Wherever possible, start a few feet away from the marks and attempt to 'peel' off the pavement or break it into small chunks for removal.

Continued on next page

Dig With Care *continued*

06. Verify the location of utilities before you excavate up to the edge of the tolerance zone.
 - It is a good practice to assign workers to do the utility verifications ahead of the excavating crew. You'll be providing a greater margin of safety and any problems can be resolved in time to minimize interference with the excavation.
07. If the excavation is going to cross a tolerance zone, hand-dig a test hole to expose the facility at the point of crossing.
08. If your excavation is going to parallel a utility, you should hand dig test holes at any marked change of direction, elevation and at branch connection.
09. For relatively straight excavations parallel to a utility, a test-hole should be hand dug approximately every 20' to 25' or as requested by the facility operator.
10. If you find an unmarked or unknown facility, and you can tell who the facility owner is, notify them. Otherwise, notify the Contact Center.



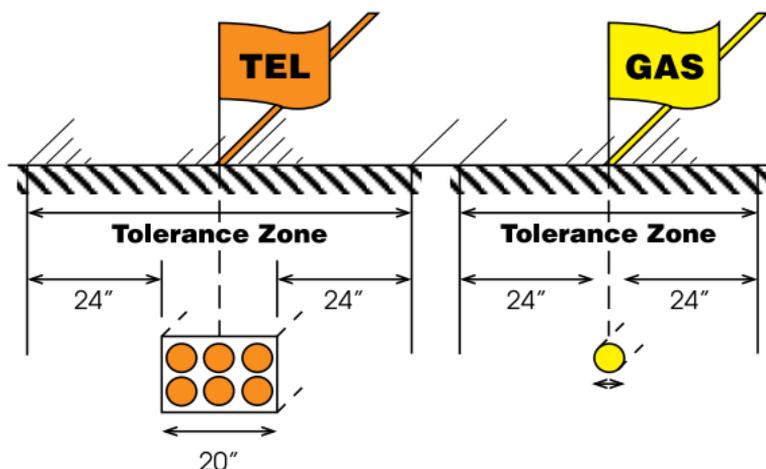
Tolerance Zone

The Tolerance Zone is defined as:

Two (2) feet on either side of the designated center line of the facility if the diameter is not provided.

Or, two (2) feet from each outside edge if the diameter is provided.

For example:



Measuring The Tolerance Zone

01. The facility at left is marked as being 20-inches wide. So, 24" on each side, plus the width of the facility, gives us a Tolerance Zone of 68".
02. The facility at right is marked with its location, but shows no width. So, 24" on each side, gives us a Tolerance Zone of 48".

Examples of the tolerance zone



Excavation After Verification

Damages and Breaks

When excavating close to an underground facility, it is a good practice to have a spotter assist and guide the machine operator.

After you have verified the location of a facility by hand digging, you must maintain a minimum clearance of 4" between the facility and any mechanized equipment.

If the excavation work requires significant spans of the facility to be exposed, support them to prevent sagging or collapse.

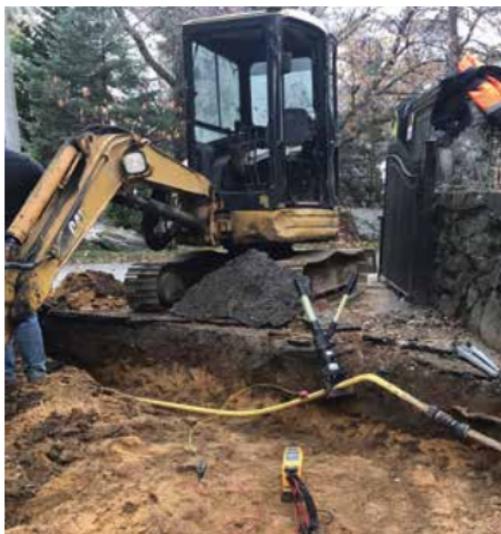
Take care not to damage the protective coating of a facility. If you do, leave the damaged facility exposed and immediately call the facility operator.

If a Facility is Contacted or Damaged

If you damage a facility you must immediately call the operator whose facilities have been damaged, even if you only scrape the protective coating. Left untreated this type of damage can lead to a catastrophic failure.

You should keep the emergency number of your local facility operators readily available **(see page 27)**.

If you are in doubt about whose facility it is, call your Contact Center. They will transmit a notice to all facility owners in the area.



Excavation After Verification *continued*

If You Break a Natural Gas, Petroleum or Propane Line

Follow These Steps:

1



Stop work and evacuate the site.

2



Call 911. (NYS Law)

3



Call the appropriate facility operator.

4



Don't do anything that could cause an ignition source, such as static, use of cell phones, or operating equipment.

5



Alert everyone on the premises.
Keep the public and traffic away.

6



Tape, rope or place cones around the area.
Stay upwind of blowing gas.

7



Do not try to fix a damaged pipe.

8



Do not try to extinguish a gas burning fire, unless there is a threat to life.

Leak Recognition & Response

A gas leak is usually recognized by smell, sight, or sound.



Smell: Natural gas is colorless and odorless. A distinctive, pungent odor is usually added so you'll recognize it quickly.



Sight: You may see a white cloud, mist, fog, bubbles in standing water, or vegetation that appears to be dead or dying for no apparent reason.



Sound: You may hear an unusual noise like roaring, hissing, or whistling.

What to do if you suspect a leak

Move to a safe environment.

Call the pipeline operator (**see page 21 & 27**)—they are available 24 hours a day, seven days a week. Provide the exact location, including cross streets.

Let them know if sewer construction or digging activities are going on in the area.

Do not smoke or operate electrical switches or appliances.

Do not assume someone else will report the condition.

Reporting Emergencies

Part 753 Emergency Requirements: In the event of an emergency involving danger to life, health or property as a result of damage to an underground facility containing gas or liquid petroleum products or as a result of an electrical short or escape of gas or hazardous fluids, the excavator must:

- 01.** Proceed to evacuate their employees and all other endangered persons from the immediate vicinity to the best of their ability and;
- 02.** Immediately notify 911 and the operator of the affected facility of the exact location, nature of the emergency and of the underground facility which is affected.

Pipeline Purpose & Reliability

Natural gas, propane and petroleum pipelines quietly, reliably, and efficiently deliver a product for residential, commercial, and industrial use.

The pipeline industries work very closely with government agencies and stay abreast of new security methods and technologies to ensure the highest levels of security. Individual companies evaluate their security procedures on a regular basis and continually enhance security programs as needed.

Hazard Awareness & Prevention Measures

Like all forms of energy, natural gas, propane and petroleum must be handled properly. Despite an excellent safety record, a leak caused by damage to a pipeline may pose a hazard and has the potential to ignite. The pipeline industry works diligently to ensure pipeline safety through a variety of measures including

- Coordination with Contact Centers
- Inspection programs
- Design and construction practices
- Workforce qualifications
- Industry safety practices and government oversight
- Pipeline markers and facility mapping
- Public education programs

Pipeline Locations

Since pipelines are underground, line markers are sometimes used to indicate their approximate location along their route. The markers display the material transported in the line, the name of the pipeline operator, and the telephone number where the operator can be reached in the event of an emergency. Markers only indicate the general location of a pipeline and cannot be relied upon to indicate the exact position. The presence of markers does not negate the requirement to notify the Contact Center prior to excavation.

Suggestions & Reminders

DOs

- Follow NYS Law, report immediately to 911 and facility operator any damage to underground facilities resulting in escaping flammable, corrosive, explosive, toxic liquids, gas, or electrical short.
- Follow the special instructions from facility owners regarding their lines.
- Keep a minimum of 4" clearance between any safely exposed underground facility and any mechanized equipment.
- Protect and preserve the color-coded markings until those markings are no longer needed for a proper and safe excavation.
- Call for a re-mark if the markings are destroyed or removed before excavation is complete, and allow two working days to re-mark the site.
- Be sure that someone other than the equipment operator, for example the spotter, is there to look for any sign of an underground facility.
- Conduct the excavation near the underground facility carefully. Excavate by hand to be able to tell the exact location of the line and to prevent damage.
- Report any damage to the facility operator. For example, cracked conduit, gouges, dents or breaks to the coatings, cable sheathes and cathodic protection anodes or wiring that may pose problems now or in the future. Allow the underground facility operators time to make repairs.



Continued on next page

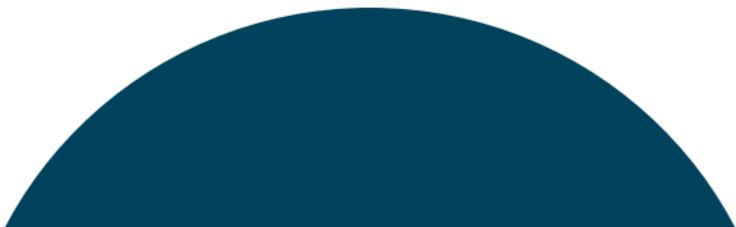
Suggestions & Reminders

DON'Ts

- Place a Location Request unless you are prepared to start on the stated commencement date or ten (10) working days thereafter.
- Assume a pipeline or cable runs straight, or is centered between permanent marker posts.
- Assume the depth of a utility. Never assume an underground facility is at the same depth throughout the entire route of an excavation.
- Excavate within the tolerance zone with mechanized equipment before verification.
- Phone in emergency locates that are not really emergencies (crews should be on site or in route).
- Work under anyone else's location request.



Exactix—Online Location Request



One system for all users

Exactix is for the professional excavator that will use the program frequently to request a mark-out for excavation jobs, or for jobs that occur at multiple addresses as well as the low-volume excavator and for individuals to use for their Do-it-yourself home projects.

Advantages of placing a Location Request online

Using Exactix allows you the freedom to create Location Requests online, 24 hours a day, 365 days a year, with no training requirements or on the phone hold time. Our intuitive system will guide you through the Location Request process easier and faster.

- Free and easy to use.
- No waiting. Submit Location Requests on your time, anywhere you have Internet access.
- Available 24 hours a day, 365 days a year.
- Google-friendly platform helps you easily find the exact address.
- Print out a copy of your Location Request for your records.
- Verbal transcription errors are eliminated.
- Manage all your location requests online.

Exactix—Online Location Request

Exactix is UDig NY's online Location Request System. As an industry-leading solution to help professional excavators submit and manage location requests, Exactix allows you to access your tickets 24/7 with just one click—and without waiting!

Exactix is always maintained and updated with the latest information and mapping for your area. The Google-friendly platform helps you find the exact address of the area you're marking out so you get the correct location every time. You can also check the status of any active Location Requests using Exactix, and view Utility responses.

User Testimonials

If you've used Exactix, you know it lives up to the reputation of being **Fast, Free, and Easy to use**. Still not sold? Here's what some of our Members have said about working with Exactix.

"As someone that has been using locates for over 30 years, when Dig Safe began the roll out of the new system I was skeptical of a change to what I have used for years. After going through training and starting the use the system, now I use it all the time. Ease of use both to enter tickets and check response. And no wait time on phone."

—Jack Ryan



"The Exactix system is better than the old Dig Safe system by leaps and bounds. Very user friendly. It has made me more efficient as a project manager."

—Anonymous



"Exactix to me is very user friendly easy to understand more so than previous version. What I do like a lot about Exactix is that i can easily click from regular ticket to Emergency ticket just by one click. Another nice feature is looking up older tickets that's a snap to do. Overall I believe that Exactix is the perfect tool for 811 Call in."

—Frank Agosto

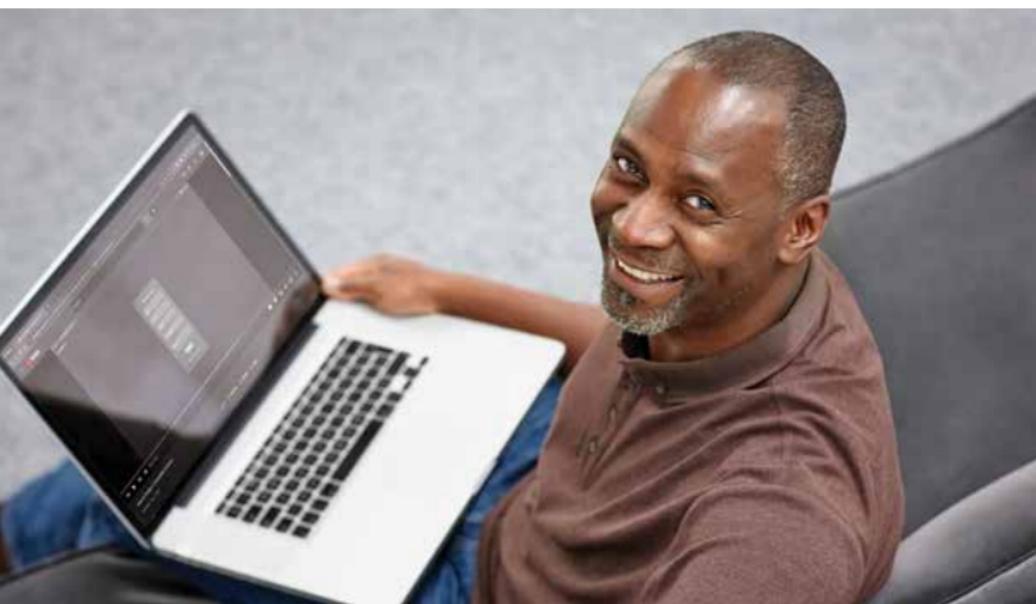
My.UDigNY.org

The only resource you need for access, information, tutorials, and support for UDig NY's online tools.

UDig NY has teamed up with 4iQ solutions to bring you a comprehensive one-call platform for Location Request submission—Exactix, and a Learning Management System—Coursettra.

A new industry solution offering enhancements to the Location Request submission process. It also gives you, the user, complete access to manage your excavation experience. From Location Request management, to streamlined Location Request entry and advanced mapping capabilities, UDig NY designed this software with you in mind.

Exactix will also be integrated into the UDig NY Learning Management Software, Coursettra. Launched in 2018, UDig NY has been consistently working with 4iQ Solutions to customize, enrich, and supplement your educational experience. By integrating Coursettra with Exactix, 4iQ is allowing UDig NY to offer another level of competency to maximize education in safe digging best practices, as well as Location Request creation.



Emergency Numbers

Please take the time to write down the numbers of emergency services and facility operators you may need in the field.

Police: _____

Fire Department: _____

Gas: _____

Electric: _____

You can find your responses by logging into your Exactix account and view the **Response Status tab** on your dashboard. Or, you can visit **Exactix.UDigNY.org** and click the link to view/confirm your utility responses. With this method, you will need your Location Request number and phone number that was used to place the Location Request.

Operator	Phone Number
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____

Mark-Outs Example Calendar

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
Call	Day 1	Day 2	Dig	Dig						
	Call	Day 1	Day 2	Dig						
		Call	Day 1	Day 2	Dig					
			Call	Day 1	Not a Business Day	Not a Business Day	Day 2	Dig		
				Call	Not a Business Day	Not a Business Day	Day 1	Day 2	Dig	
					Call	Not a Business Day	Day 1	Day 2	Dig	
						Call	Day 1	Day 2	Dig	
							Call	Day 1	Day 2	Dig

APWA Uniform Color Codes

For Marking Underground Utility Lines

	White	Proposed Excavation
	Pink	Temporary Survey Markings
	Red	Electric Power Lines, Cables, Conduit & Lighting Cables
	Yellow	Gas, Oil, Steam, Petroleum & Gaseous Material
	Orange	Communications, Alarm, Signal Lines, Cables or Conduit
	Blue	Potable Water
	Purple	Reclaimed Water, Irrigation & Slurry Lines, Radioactive Material
	Green	Sewers & Drain Lines

Response Codes

- 10 Clear:** No facilities within 15 ft of the excavator defined work area.
- 30 Marked:** The approximate horizontal location of underground facilities within 15 ft of the excavator defined work area have been marked.
- 31 Marked with Exceptions:** Do not dig, high profile utility in conflict; utility owner will attempt to contact you to schedule site surveillance prior to your stated commencement date.
- 51 Unmarked:** Do not dig, locate technician could not gain access to property. Please call in a revision with details about access.
- 52 Unmarked:** Do not dig, the dig site description was incomplete or unclear. Call UDig NY to verify the information on the ticket.
- 53 Unmarked:** Do not dig, incorrect address information. Call UDig NY and provide correct information.
- 54 Unmarked:** Do not dig, high profile utility in conflict; utility owner will attempt to contact you to schedule site surveillance prior to your stated commencement date.
- 55 Unmarked:** Marking and dig delay requested. Locate technician has or is attempting to contact the excavator. Excavation site remains unmarked or incomplete. A new deadline for marking is to be or has been scheduled.
- 56 Unmarked:** The excavator has performed the excavation prior to the locator's arrival. The excavation work had already been completed.
- 61 Design Conflict:** Please share design drawings with our engineering dept. utility owner will attempt to contact you.
- 71 Meeting Conflict:** Your proposed meeting is in conflict and we are unable to meet on site; utility owner will attempt to contact you.
- 72 Meeting Accepted:** Request accepted at stated date and time.
- 81 No Locate Required:** Excavation work is being performed for the facility owner. Locate will be performed by the excavator per contractual agreement.

Extent of Excavation

Always 811 Before You Dig

- Policy was established in 2005.
- Designed to assist all those who are involved with the one-call process.
- Helps establish how much can be allowed on one Location Request.
- Allows excavations on separate properties or ones that continue for miles down the road to become more finite, resulting in faster clearances and less wait time for excavators.
- Regulated how much or how far any given work site can be entered on a Location Request **(also referenced as a ticket)**.
- Encompasses a continuous work site within a block or 500 feet, whichever is greater.

Includes the side of a road, in a field, in the median of the highway **(anywhere the work is continuous)**.

Worksite can also extend around the corner of a block but cannot exceed the 500 feet rule.

IF YOU DIG • U811



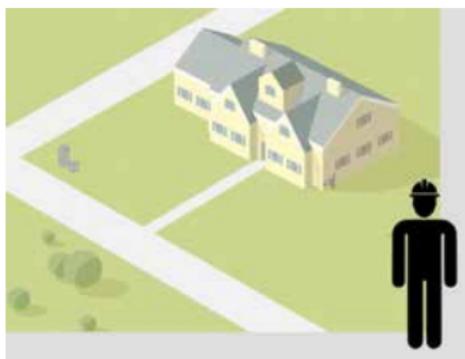
Extent of Excavation *continued*

Examples

01. If you install a main line that will “feed” four homes on a street, the work can go on one location request. This is because the work is continuously moving along the roadside in front of multiple properties. Keep in mind, though, these location requests would still be held to the **block to block or 500 feet, whichever is greater** standard.
02. If you are installing service lines to addresses 35, 37, 38, and 51, individual location requests will need to be created for houses 35, 37, 38 and 51. Each address will receive a separate Location Request since the excavator will be **picking up shop** and moving from address to address.



01. Main Install



02. Service Lines

Extent of Excavation *continued*

Job-specific exceptions and inclusions

- **Trees**

If you have a single address at which you are planting several trees, you do not need a separate Location Request for each tree. The address serves as the work site. Therefore, if you are planting 10 trees at house 23 Smith Street, all of the work can go on one location request. However, if you are planting 8 trees on a street at different locations (i.e., 5 trees on the north side and 3 trees on the south side of the street), you will need a separate ticket for each location. This is known as picking up shop.

- **Soil Borings**

Soil borings can be entered cross road to cross road (or reference marker to reference marker), as divided by each side of the road. Therefore, if you are working on the north AND south sides of Elm Street between Pine and Oak Streets, you will have to enter one location request for the north side of Elm Street and another for the south side (between Pine and Oak). However, if you are doing several soil borings on one property, all the borings can be entered on one location request.



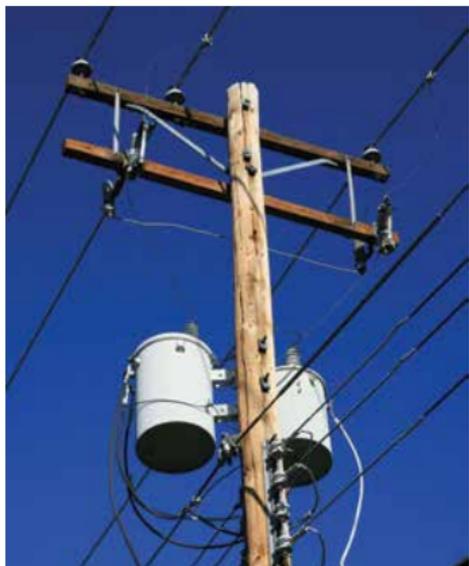
Extent of Excavation *continued*

- **Utility Poles**

Utility pole excavations (pole placements, installs, anchors, etc.) can be placed on **ONE** location request, including up to three poles per ticket. In other words, as long as the poles are continuous, up to three poles can be placed on the same ticket; regardless of house numbers, pole numbers or which side of the street the poles are on. However, the original EOE policy of **block to block or 500 feet, whichever is greater** for each ticket still applies.

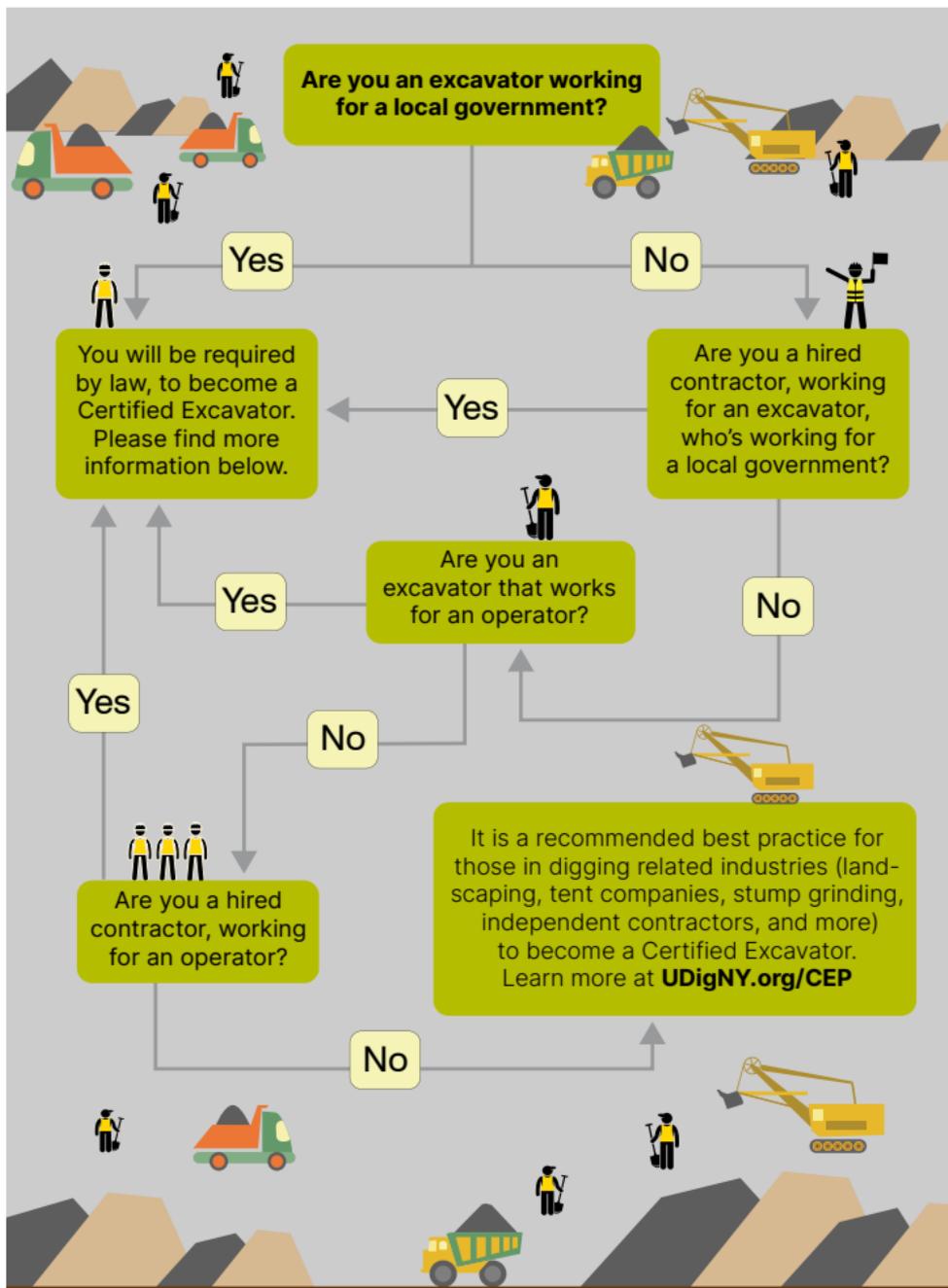
- **Signs**

Signs can be entered as three signs per location request. They do not have to be consecutive; however, they do have to be broken up per side of the road. They should follow the original EOE policy of **block to block or 500 feet, whichever is greater** for each excavation requested. Please remember that in most cases, no more than three signs will be allowed per location. The exception for the three sign posts per ticket procedure would be when you are working on any state routes and/or interstates. If you are working on either of these types of roads, you may put as many signs as you want on one ticket, but the ticket must be reference marker to reference marker or cross road to cross road.



Certified Excavator FAQ

Am I required to become certified?



See definitions on next page.

Certified Excavator FAQ

Am I Required by Law to be a Certified Excavator?

Per Senate Bill S.6756 and Assembly Bill 9985, effective Saturday, May 4, 2019, excavators that work for a local government and their hired contractors, as well as excavators that work for an operator and their hired contractors, will be required to receive training and education from their local Contact Center.

Per 16 NYCRR Part 753:

Excavator: Any person who is engaged in a trade or business which includes the carrying out of excavation or demolition; provided, however, that an individual employed by an excavator and having no supervisory authority other than the routine direction of employees over an excavation or demolition, shall not be deemed an excavator for the purpose of this Part. The act of any employee or agent of any excavator acting within the scope of his or her official duties or employment shall be deemed to be the act of such excavator.

Operator: Any person who operates an underground facility to furnish any of the following services or materials: electricity, gases, steam, liquid petroleum products, telephone or telegraph communications, cable television, sewage removal, traffic control systems, or water.

Local governing body: A town, village or city outside the city of New York or a county within the city of New York.

Becoming a Certified Excavator

Under Senate Bill S.6756 and Assembly Bill 9985, the UDig NY Certified Excavator program in Safe Digging Best Practices constitutes as adequate training. The UDig NY Certified Excavator Program in Safe Digging Best Practices is an interactive course that may be taken in-person or online, to fit your scheduling needs.

By using experience and actual challenges faced in the field, the course is designed to assist professionals with how to proceed safely and correctly, in spite of the obstacles.

Please contact your local Field Representative with questions.



Place and respond to a Location Request

Username: _____

Password: _____

Company/Organization: _____



Learning Management: Register and track education courses

Username: _____

Password: _____

Company/Organization: _____



Uniform Color Code
to mark underground utilities

White Proposed Excavation

Pink Temporary Survey

Red Electric

Yellow Gas, Oil, Steam, Petroleum

Orange Communications, TV

Blue Potable Water

Purple Reclaimed Water, Irrigation

Green Sewers and Drain Lines

IF YOU DIG • U811

UDIGNY.ORG



UDIG·NY

SAFE DIGGING STARTS HERE

UDIGNY.ORG



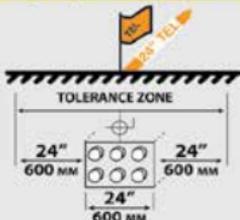
UDIG·NY

SAFE DIGGING STARTS HERE

UDIGNY.ORG

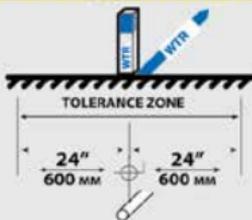
TOLERANCE ZONE Stakes or flags may be used in either example below.

Large Pipe or Multiple Ducts



Large pipe or multiple utilities of unknown size

Small Pipe or Cable(s)



Small pipe or cable(s) of unknown size

Any excavation within the tolerance zone shall be performed with hand tools until the marked facility is exposed. According to New York State law, 16 NYCRR Part 753, the width of the tolerance zone is 24" (600mm) from each side of the facility. The tolerance zone includes the width of the facility and 24" (600 mm) measured from each side of the facility.

Work Zone Safety Information

PSC: www.dps.ny.gov

Gas, Electric Shutoff Hotline: 800-342-3355

UDig NY Member Support:

- UDigNY.org/help-desk
- membersupport@UDigNY.org
- Phone: 1-800-309-8289

OSHA: www.osha.gov/contactus/bystate/NY/areaoffice

PESH: dol.ny.gov/public-employee-safety-health



Safe

Digging

Starts Here